

R E S O L U T I O N R-15-2009

A RESOLUTION CONCERNING CITY OF LA JUNTA
PUBLIC RECORDS POLICY AND PROCEDURES

WHEREAS, C.R.S. Section 24-72-203(1)(a) of the Public Records Act, C.R.S. § 24-72-101 et. seq. ("Act") requires that the City of La Junta's public records shall be open for inspection at reasonable times, except as provided by the Act or other law;

WHEREAS, City is desirous of adopting rules, regulations and policies that are reasonably necessary for the protection of public records, for the prevention of unnecessary interference with the regular discharge of the duties of the custodian, and for enabling timely access to public records that are subject to disclosure under the Act;

BE IT THEREFORE RESOLVED AS FOLLOWS:

- A. The City Clerk is the official custodian of all public records and will process all requests for public records pursuant to the Act.
- B. A Public Records Request form must be filed with the City Clerk to initiate a request for public records under the Act. Upon receipt of the request form and (if required by this policy) a cost deposit, the City Clerk will research and compile records from various City departments in response to the request for public records. When the requested documents are compiled, the City Clerk will notify the applicant of the completion of the request, the availability of the records for inspection, and the cost of service, including copying charges for any requested copies and research or other fees. Records subject to nondisclosure by law or under the Act will be withheld from inspection as provided by the Act.
- C. Pursuant to State law, the City has three working days to process requests and, in extenuating circumstances, up to seven working days to respond to open records requests. Fees will be calculated for the cost of copies, maps, and other materials, and staff research time in processing an open records request, in accordance with the following schedule of fees:

Schedule of Fees

In accordance with the standard requirements of the Act, there are hereby-established reasonable and standardized fees for producing copies of public records, as follows:

Research Fee

\$15.00 per hour (time required in excess of fifteen minutes)

CITY OF LA JUNTA ADMINISTRATIVE FEE SCHEDULE

Liquor Licensing

Application for a New License	\$500.00
Application for Transfer of Ownership	\$500.00
Application for Change of Location	\$500.00
Annual Renewal Application	\$100.00
Annual Renewal 3.2% Beer License	\$ 50.00
Late Renewal Application	\$500.00
Manager Registration (H & R and Tavern)	\$ 75.00

License Fees

Hotel & Restaurant	\$ 25.00
Tavern	\$ 25.00
Arts	\$ 25.00
Retail Liquor Store	\$ 25.00
Club	\$ 25.00
Drugstore	\$ 25.00
Beer and Wine	\$ 25.00
Brew Pub	\$ 25.00
Vintner's Restaurant	\$ 25.00
3.2% Beer	\$ 3.75

Permits

Special Event Permits	\$ 75.00 Application fee plus \$25.00 permit fee per day for malt, vinous and spirituous liquor \$10.00 permit fee per day for malt beverage
Alcohol Tastings Permit	\$100.00
Bed and Breakfast	\$ 25.00
Art Gallery Permit	\$ 25.00
Temporary Permit	\$100.00

Animal Permits

Each 10 (ten) rabbits	\$ 5.00
Each 10 (ten) fowl	\$ 5.00
Each 20 (twenty) pigeons	\$ 5.00

ENGINEERING DEPARTMENT

Annexation Application	\$100.00 per application
Variance Application	\$100.00 per application
Street or Alley Vacation	\$100.00 per application
Zoning Changes	\$100.00 per application
Special Use Permits	\$100.00 per application
Lot Split	\$100.00 per application
Subdivision	\$100.00 per application
Appeals Board	\$100.00 per application

All of the above fees are due at the time of submission of the application.

CITY OF LA JUNTA
ADMINISTRATIVE FEE SCHEDULE

CITY CLERK DEPARTMENT

Records Request Fees

Photo copy fees	\$.25 per page
Telefaxed copies	\$ 1.00 per page
Certified Copies	\$ 5.00 per document
Notary Fee	\$ 5.00 per document
Audio CD	\$ 5.00 per CD
Photographs	Actual cost of copies
Video Tape	Not available
Postage/Mailing fees	Actual cost applicable on mail requests
Research fee	\$ 15.00 per hour (time required in excess of fifteen minutes)
Municipal Code Book	\$100.00 (free online at www.ci.la-junta.co.us)
Annual Supplement to Code	\$ 25.00
City Charter	\$ 5.00
Ward Map	\$ 5.00

Cemetery Fees

Adult Burial Space	\$300.00
Infant Burial Space	\$175.00
Urn Space	\$175.00
Open/Close Charges	
Adult (Mon-Fri)	\$225.00
Adult (Saturday)	\$375.00
Infant (Mon-Fri)	\$125.00
Infant (Saturday)	\$200.00
Urns (Mon-Fri)	\$100.00
Urns (Saturday)	\$200.00
Adult Disinterment	\$600.00
Infant Disinterment	\$400.00
Urn Disinterment	\$400.00
Chapel Tent Use	\$ 45.00
Headstone Setting	\$ 45.00 per cubic foot
Bronze Monument Setting	\$ 45.00 per cubic foot
Vase setting, Perpetual Lights, etc.	\$ 25.00
Setup without interment (Monday-Friday)	\$150.00
Setup without interment (Saturday)	\$200.00

	Single <u>Inurnment</u>	Double <u>Inurnment</u>
<u>Columbarium Fees</u>		
Niche Cost	\$500.00	\$500.00
Opening and Closing	\$200.00	\$200.00
Lettering	\$175.00	\$200.00

CITY OF LA JUNTA
ADMINISTRATIVE FEE SCHEDULE

Zoning Books	\$100.00 (free online at www.ci.la-junta.co.us)
Industrial Revenue Bonds	City Engineer time at \$50.00 per hour.

POLICE DEPARTMENT

Copy of Police Report	\$1.50 for the first page and \$.50 for each additional page.
Bicycle License	\$1.00
Beer in Park Permit	\$10.00
Vehicle Identification Inspection	\$5.00
Fingerprints	\$5.00 per person unless fingerprinting is done in conjunction with a public service program offered to the community as a whole at which time the fee is waived.
Storage Search Fee	Surcharge of \$10.00 per search if files are stored off premises.
Preliminary Breath Test (PBT)	\$10.00
Sex Offender Registration Fee	\$75.00

CITY ATTORNEY

Industrial Revenue Bonds: City Attorney time at \$160.00 per hour. All out of pocket costs.