

**CITY OF PORTAGE
2013 CHARGES FOR DOCUMENTS**

| ORIGINATING DEPARTMENT | DOCUMENT TITLE | CHARGES PER COPY | ONLINE AVAILABILITY |
|-------------------------------|------------------------------------------------------------------------|--------------------------------|--------------------------------------------|
| City Manager | Advisory Board Minutes and Agendas | No Charge | Last Twelve Months Online for Construction |
| | Advisory Board Agenda Packets | \$4.00/ea. | Available Online |
| | City Maps | No Charge | GIS Mapping Service Available Online |
| Finance | Budget (Paper copy)* | \$46.20 Plus Mailing | Available Online |
| | Budget CD ROM* | \$5.00 Plus Mailing | Available Online |
| | Comprehensive Audit (Paper Copy) | \$30.00 Plus Mailing | Available Online |
| | Comprehensive Audit CD ROM* | \$5.00 Plus Mailing | Available Online |
| | Full Copy of Electronic Property Tax File | \$50.00 | Not Available Online |
| | Tax Payment Receipts (duplicates requested other than time of payment) | No Charge | Available Online |
| | Individual Parcel Look-up Online | No Charge | Available Online |
| | Special Assessment/Tax History on computer (since 2004) | No Charge | Available Online |
| | Special Assessment/Tax History not on computer (prior to 2004) | \$2.00/year | Not Available Online |
| | Utility Bill History Information | \$5.00 | Not Available Online |
| | * Upon Availability | | |
| Assessor | Property Appraisal Card/Owner of Record | No Charge | Not Available Online |
| | Property Appraisal Card/Non-Property Owner | \$1.00/ first page then \$0.10 | Not Available Online |
| | Additional Cards | \$0.10/pg. | Not Available Online |
| | Data Sales Report | \$3.00/pg. | Not Available Online |
| | Annual Database download for Realtors Association | \$50.00 | Not Available Online |
| Purchasing | Bid Specifications (First copy) | No Charge | Available Online |
| | Contract Conditions & Specifications | No Charge | Available Online |
| | Additional Copy | \$25.00 | |

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|-------------------------------|---------------------------------------------------------|----------------------------------------------------------------------------------|-------------------------------------------|
| City Clerk | City Charter | \$6.00 | Available Online |
| | Precinct Maps (Color) | \$6.00 | GIS Mapping Service Available Online |
| | Council Minutes and Agendas | No charge | Last Year & Current Year Available Online |
| | Council Agenda Packets | \$25.00 Plus Mailing | Last Year & Current Year Available Online |
| | Qualified Voter Information (plus postage) | \$30.00/hr. Plus \$1.00/CD | Not Available Online |
| | Qualified Voter Information-Electronic Copy | \$1.00/CD | Not Available Online |
| | Tax Abatement Application | 2% of taxes abated during the term of the tax abatement not to exceed \$1,800.00 | Available Online. |
| Employee Development | Employee Records - If Available to employee or designee | | Not Available Online |
| | 1st Copy | No Charge | |
| | 2nd copy | \$0.40/pg. | |
| | To non-employee | \$0.40/pg. | |
| Benefit Services | Employee Records - If Available to employee or designee | | Not Available Online |
| | 1st Copy | No Charge | |
| | 2nd copy | \$0.40/pg. | |
| | To non-employee | \$0.40/pg. | |
| Fire | EMS Reports | \$0.40/pg. \$2 minimum | Not Available Online |
| | Environmental Impact Statements | \$0.40/pg. \$2 minimum | Not Available Online |
| | NFIRS Reports | \$0.40/pg. \$2 minimum | Not Available Online |
| Information Technology | Compact Disk | \$1.00/ea. | Not Applicable |
| | DVD Productions (copy of) | \$1.50/ea. | Not Applicable |
| | Electronic Data Retrieval Services | \$50.00/hr. | Not Applicable |

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|-------------------------------|--------------------------------------------------|-------------------------------|----------------------------|
| Police | Police Reports: | | Not Available Online |
| | Minor Incident Report | \$3.50 | |
| | Up to 20 pages | \$5.00 | |
| | From 21-40 pages | \$7.00 | |
| | From 41-60 pages | \$9.00 | |
| | Accident Reports: | | Not Available Online |
| | UD-10 Form | \$5.00 | Not Available Online |
| | w/supplemental information up to 20 pages | \$5.00 | |
| | From 21-40 pages | \$7.00 | |
| | From 41-60 pages | \$9.00 | |
| | Over 60 pages | Cost/hr. | |
| | Photographs: | | Not Available Online |
| | 4 x 6 Color Photos | \$1.00 | |
| | 5 x 7 Color Photos | \$1.50 | |
| | 5 x 7 & 8 x 10 Color Photos | \$5.00 | Not Available Online |
| | digitally processed for first photo in series | \$7.50 | Not Available Online |
| | Subsequent Photos in series | \$2.00 | Not Available Online |
| | Booking Photo | \$3.50 | Not Available Online |
| | Booking Room Videos | \$25/ea. Plus \$1.50/DVD | |
| | Mobile Video Digital Recordings | \$25/ea. Plus \$1.50/DVD | |
| | Digital Photos to Diskette | \$34.00/hr. | Not Available Online |
| | Visa Clearance/Adoption | \$5.00 | Not Available Online |
| | Audio Tapes by Technical Service Manager | \$30.00/hr. Plus \$1.00/CD | Not Available Online |
| | Non-criminal Fingerprints | | Not Available Online |
| | Resident or Portage Business | \$8.00/card | |
| | Non-resident | \$15.00/card | |
| | Application to Set Aside Conviction Fingerprints | \$8.00 | Not Available Online |

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|------------------------------------------------------------|----------------------------------------------------------|---------------------------------------|------------------------------------------|
| Community Development (Maps, plans, tracings, plats, etc.) | PAPER FORMAT - IN COLOR: | | GIS Mapping Service Available Online |
| | 8 x 11 ("A" size) without Aerial | \$1.00 | |
| | 11 x 17 ("B" size) without Aerial | \$2.00 | |
| | 18 x 24 ("C" size) without Aerial | \$3.00 | |
| | 24 x 36 ("D" size) without Aerial | \$5.00 | |
| | 30 x 30 ("E" size) without Aerial | \$10.00 | |
| | 8 x 11 ("A" size) with Aerial | \$2.00 | |
| | 11 x 17 ("B" size) with Aerial | \$5.00 | |
| | 18 x 24 ("C" size) with Aerial | \$10.00 | |
| | 24 x 36 ("D" size) with Aerial | \$20.00 | |
| | 30 x 30 ("E" size) with Aerial | \$25.00 | |
| | Building Plan/Site Plan (24x36)* | \$5.00/sheet | Not Available Online |
| | Planning and Zoning Code with Land Dev. | \$25.00 Plus Mailing | Available Online |
| | Zoning Map, Future Land Use Map (11x17) | \$5.00 | Available as part of GIS Mapping Service |
| | Zoning Map, Future Land Use Map (24x36) | \$10.00 | Available as part of GIS Mapping Service |
| | Subdivision and Land Division Regulations | \$5.00 | Available Online |
| | Comprehensive Master Plan | \$40.00 Plus Mailing | Available Online |
| | Major Thoroughfare Plan | \$7.00 Plus Mailing | Available Online |
| | Capital Improvement Project (CIP) Packet | \$40.00 Plus Mailing | Available Online |
| | Property Notification Address List | \$20.00 | Not Applicable |
| | CDGB Consolidated Plan | \$10.00 Plus Mailing | Available Online |
| | CDBG Annual Action Plan | \$5.00 Plus Mailing | Available Online |
| | Analysis of Impediments to Fair Housing Study | \$10.00 Plus Mailing | Available Online |
| | DIGITAL FORMAT: | | |
| | Digital Aerial Photo of City (one foot pixel resolution) | | GIS Mapping Services Available Online |
| | Per Section | \$40.00 | |
| | Entire City | \$750.00 | |
| | Digital Topographic Maps | | GIS Mapping Services Available Online |
| | Per 1/4 Section | \$25.00 | |
| | All 36 Sections | \$1,500.00 | |
| | Digital (GIS) Map Layers (streets, hydrology, zoning) | \$100/file | GIS Mapping Services Available Online |
| | Digital (GIS) Parcel Map Layer | 0.10/parcel | GIS Mapping Services Available Online |
| | \$25 min. / \$750 max. | | |
| Custom Mapping | \$50.00/hr. | GIS Mapping Services Available Online | |
| Building/Site Plan Plan e-mailed* | \$10/request | Not Available Online | |
| | *Copyright restrictions may apply | | |

NOTE: The minimum cost for any document not listed above shall be \$1.00 plus \$.10 for each additional page after the first page. For requests involving an excess of 15 minutes of staff time, the charge will be based on the nearest quarter-hour increment after the first quarter hour.