

ORDINANCE NO. 2729  
(City-Wide Public Records and Document Fees)

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF HENDERSON, NEVADA, AMENDING SECTION 2.47.085, BY DELETING IN ITS ENTIRETY AND REPLACING WITH THE CITY-WIDE PUBLIC RECORDS AND DOCUMENT SERVICES FEE SCHEDULE.

WHEREAS, there is a consensus to establish a City-wide fee schedule for Public Records and Document Services to eliminate the use of similar separate department schedules where appropriate, and provide a single reference for the public regarding these services; and

WHEREAS, Ordinance No. 1783 § 2, approved in 1997, established a certification fee and copying costs for public documents; and

WHEREAS, Ordinance No. 1899, approved in 1999, amended Henderson Municipal Code to accurately reflect costs of copying Community Development Department Documents, and other matters related thereto; and

WHEREAS, pursuant to NRS 4, NRS 239, NRS 240, NRS 354, NRS 629, the City of Henderson is authorized to charge fees for copies of public records.

NOW, THEREFORE, the City Council of the City of Henderson, Nevada, does ordain as follows:

SECTION 1. Section 2.47.085 - Copying Costs of the Henderson Municipal Code is deleted in its entirety.

SECTION 2. Section 2.47.085 is added as follows:

2.47.85 City-wide Fee Schedule for Public Records and Document Services.

GENERAL		
Type	Service	Fee (per unit)
Black & White Documents (Non-custom) 8.5X11 8.5X14 11X17 24X36	Routine search and copy only	\$ 1.00
		\$ 1.50
		\$ 1.50
		\$ 2.00
		\$ 2.00
Color Documents (Non-custom) 8.5X11 8.5X14 11X17 24X36	Routine search and copy only	\$ 1.50
		\$ 2.00
		\$ 2.00
		\$ 3.00
		\$ 3.00
Compact disc, DVD, other audio or video media	Charge for media only	\$ 5.00
Mylar	Charge for media only	\$ 15.00

GENERAL		
Type	Service	Fee (per unit)
Black & White Photo (Non-custom) Copy paper Photo paper	Routine search and copy only	\$ 1.00 \$ 2.00
Color Photo (Non-custom) Copy paper Photo paper	Routine search and copy only	\$ 1.50 \$ 3.00
Facsimile (10 page maximum)	Charge for transmittal only	\$ 1.00
Notary & Certification 1 <sup>st</sup> Signature Each additional signature Oath or Affirmation w/out signature	Charge per document	\$ 2.00 \$ 1.00 \$ 1.00
Certified Copy	Per document	\$ 2.00
Postage	USPS or certified w/receipt	Current Rate
Administrative Research	Hourly charge for extraordinary research; deposit may be required.	\$25.00
Professional Research	Hourly charge for extraordinary research involving professional level staff and use of technological resources; deposit may be required.	\$65.00

OFFICE OF THE CITY CLERK		
Type	Service	Fee (per unit)
City Charter	Bound copy	\$ 10.00
Municipal Codes (HMC)	Bound copy	\$250.00
Municipal Code Supplement	Unbound copy	\$ 25.00
Ward Map (8.5X14)	Unmounted	\$ 10.00
Ward Map (Larger than 8.5X14)	Unmounted	\$ 30.00
Agenda with backup	No charge until 7:30 a.m. the day after the meeting following the agenda. Per page fee after 7:30 a.m.	\$ 1.00
Note: All items in this table are available free of charge on the City of Henderson Web site @ <a href="http://www.cityofhenderson.com/">http://www.cityofhenderson.com/</a>		

COMMUNITY DEVELOPMENT		
Type	Service	Fee (per unit)
Development Code (HMC Title 19)	Bound copy	\$ 50.00
GIS Maps (up to 11X17)	Non-custom	\$ 7.00
GIS Maps (larger than 11X17)	Non-custom	\$ 30.00
Land Use Plans – Black & White	Bound copy	\$ 25.00
Land Use Plans – Color	Bound copy	\$ 40.00
Note: All items in this table, excluding land use plans, are available free of charge on the City of Henderson Web site @ <a href="http://www.cityofhenderson.com/">http://www.cityofhenderson.com/</a>		

DEVELOPMENT SERVICES CENTER		
Type	Service	Fee (per unit)
Utility Services UDACS	Bound	\$ 12.00
Utility Services Approved Materials	Bound	\$ 12.00
Administrative Research	Hourly charge for extraordinary research; deposit may be required. Enterprise operation.	\$ 55.00
Professional Research	Hourly charge for extraordinary research involving professional level staff and use of technological resources. Enterprise operation.	\$130.00
Note: UDACS and approved materials items in this table are available free of charge on the City of Henderson Web site @ <a href="http://www.cityofhenderson.com/">http://www.cityofhenderson.com/</a>		

MUNICIPAL COURT		
Type	Service	Fee (per unit)
Seal of the Court		\$ 3.00
Record (proceeding or paper)		\$ .30
Records Research	Per hour charge, in office only	\$ 1.00

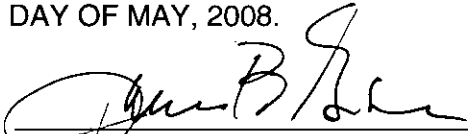
MEDICAL RECORDS		
Type	Service	Fee (per unit)
Medical Record		\$ .60

POLICE DEPARTMENT		
Type	Service	Fee (per unit)
Police Report		\$ 5.00
Fingerprint Card		
Certified Copy		\$ 12.00
Negatives		\$ 35.00
Additional Negatives		\$ 5.00
Prints		\$ 5.00
Background Check	Local only	\$ 5.00

- SECTION 3. If any section, subsection, paragraph, clause, or provision of this Ordinance shall for any reason be held invalid or unenforceable, the invalidity or unenforceability of such section or subsection, paragraph, clause, or provision shall not affect any of the remaining provisions of this Ordinance
- SECTION 4. All Ordinances, or parts of Ordinances, sections, subsections, phrases, sentences, clauses, or paragraphs contained in the Municipal Code of the City of Henderson, Nevada, in conflict herewith, are repealed and replaced as necessary.
- SECTION 5. A copy of this Ordinance shall be filed with the Office of the City Clerk, and notice of such filing shall be published once by title in the Henderson Home News, a newspaper having general circulation in the City of Henderson, at least one (1) week prior to the adoption of said Ordinance and following approval shall be published by title together with the names of the Councilmen voting for or against passage, for at least one (1) publication before the Ordinance shall become effective.

||  
 ||  
 ||  
 ||  
 ||  
 ||  
 ||  
 ||  
 ||

PASSED, ADOPTED, AND APPROVED THIS 20<sup>th</sup> DAY OF MAY, 2008.

  
James B. Gibson, Mayor

ATTEST:

  
Monica M. Simmons, MMC, City Clerk

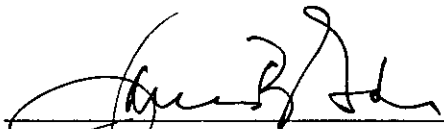
The above and foregoing Ordinance was first proposed and read in title to the City Council on May 6, 2008, which was a Regular Meeting, and referred to a Committee of the following Councilmen:

“COUNCIL AS A WHOLE”

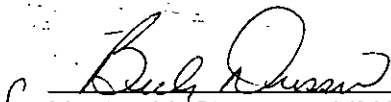
Thereafter on May 20, 2008, said Committee reported favorably on the Ordinance and forwarded it to the Regular Meeting with a do-pass recommendation. At the Regular Meeting of the Henderson City Council held May 20, 2008, the Ordinance was read in title and adopted by the following roll call vote:

Those voting aye: Mayor James B. Gibson  
Councilmembers:  
Arthur “Andy” Hafen  
Steven D. Kirk  
Gerri Schroder

Those voting nay: None  
Those abstaining: None  
Those absent: Jack Clark

  
James B. Gibson, Mayor

ATTEST:

  
Monica M. Simmons, MMC, City Clerk