

**Subject:** City Charges & Fees Policy  
**Resolution Number:** 2019-56

**Approved By:** City Council  
**Effective Date:** 07-10-2019

**PURPOSE:**

The purpose of this Administrative Policy is to update the charges and fees for services provided at City Hall.

**SCOPE:**

This policy is applicable to all persons, including City employees.

**POLICY:**

The following charges and fees will be applied –

Return Checks or Drafts: \$30.00 per check/draft

Copies, Black & White: \$0.10 per page

Copies, Color: \$0.50 per page

Fax: \$0.50 per page

Stamps: Current cost of stamp

Envelopes, legal: \$0.25

Public Notary for Non-Resident: \$1.00