**TOOELE CITY CORPORATION**

**RESOLUTION 2026-78**

**A RESOLUTION OF THE TOOELE CITY COUNCIL AMENDING THE TOOELE CITY FEE SCHEDULE REGARDING FEES FOR RECORDS REQUESTS SUBMITTED TO CITY RECORDER OR POLICE DEPARTMENT.**

WHEREAS, Tooele City Code §1-26-1 authorizes the City Council to establish City fees by resolution for activities regulated by the City and services provided by the City; and,

WHEREAS, Utah Code §10-3-718 authorizes the City Council to exercise administrative powers, such as establishing city fees and regulating the use of city property, by resolution; and,

WHEREAS, under the Council-Mayor form of municipal government, established and governed by the Tooele City Charter (2006) and Utah Code §10-3b-201 et seq., the Mayor exercises all executive and administrative powers; however, it has been the practice of Tooele City for all fees proposed by the Mayor and City Administration to be approved by the City Council; and,

WHEREAS, the Utah Government Records Access and Management Act, Utah Code Title 63G Chapter 2 ("GRAMA"), allows a governmental entity to charge a reasonable fee to cover the governmental entity's actual costs of providing the record, which may include a charge for staff time spent searching, retrieving, formatting, and compiling records; and,

WHEREAS, the fees currently in the fee schedule related to records requests provide for recoupment of some costs to the City, but do not provide for the recoupment of staff time as described above; and,

WHEREAS, the fees currently in the fee schedule regarding reproduction of electronic records should be updated to reflect current practice and technology; and,

WHEREAS, City Administration recommends adding provisions allowing for the recoupment of staff time in accordance with GRAMA, as outlined in Exhibits A and B:

NOW, THEREFORE, BE IT RESOLVED BY THE TOOELE CITY COUNCIL that the Tooele City Fee Schedule is hereby amended as shown in Exhibits A and B to provide for the recoupment of staff time in responding to a request for records, in accordance with GRAMA, and to update fees for reproduction of electronic records.

This Resolution shall become effective upon passage, without further publication, by authority of the Tooele City Charter.

IN WITNESS WHEREOF, this Resolution is passed by the Tooele City Council this 4th day of November, 2026.

TOOELE CITY COUNCIL

(For) (Against)

Melodi Gochis

Justin Brady

Maresa Hansen

K McCall

ABSTAINING: _____

MAYOR OF TOOELE CITY

(Approved) (Disapproved)

ATTEST:

Shilo Baker, City Recorder

SEAL

Approved as to Form:

Matthew C. Johnson, City Attorney

# Exhibit A

## Proposed Fee Amendments – Recorder's Office

**(Current as of ~~November 4~~June 23, 2026)**

# RECORDS

Inspection of Records: No Charge

Copies of Initial Contact Police Report, Accident Report, and Supplemental Reports: see Police Department section

Copies of Records (black and white):

Size 8.5x11: $1 each for the first 10 copies; $0.10 per copy thereafter
Size 8.5x14: $1.50 each for the first 10 copies; $0.10 per copy thereafter
Size 11x17: $2 each for the first 10 copies; $0.25 per copy thereafter

Copies of Records (color):

Size 8.5x11: $1 each
Size 8.5x14: $1.50 each
Size 11x17: $2 each

Scanned Records:

Where a person requests copies of large documents (e.g., plats), which the city can reasonably reproduce only by scanning and printing, the city shall charge $5.00 per scan in addition to the copy fee. The City is not required to print larger than an 11x17 size.

~~Records provided on DVD: $10 per DVD~~

Police Body Camera Recordings: see Police Department section

Records provided on removable storage device (USB, DVD, etc.) ~~drive~~: $2~~1~~5 per device~~USB~~

The $25 fee is in addition to the per-page Electronic Records Fee.

Copy of Photograph: $2.50

Postage:

Where a person requests copies to be mailed, the person shall pay the metered cost of postage plus a $1 material and handing fee.

Electronic~~mailed~~ Records:

The cost for electronic~~mailed~~ records per page is the same as for copied records. If the records are provided on a removable storage device, that $25 fee is in addition to the per-page fee.

Research:

The City may charge a reasonable fee for research of the request to cover the City's actual cost of providing a record. This fee shall be calculated at the actual cost to the City, which may include an hourly rate as described under the Utah Governmental Access and Management Act ("GRAMA"). This fee is in addition to any other applicable fees.

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Compilation:

Where a person's requests requires the City to compile records in any form other than that in which the records are maintained, the person shall pay a compilation fee to cover the City's cost of actually providing the recordof $15 per hour after the first quarter hour, plus copy charges. This fee may include the cost for the City the cost for any redaction or other manipulation required to segregate public information from private, protected, or controlled information. This fee shall be calculated at the actual cost to the City, which may include an hourly rate as described under GRAMA. For de minimis redactions or as otherwise practical, rather than the hourly rate, the Records Officer has discretion to instead assess this fee as twice the regular copy fee, so long as this calculation does not result in a fee greater than the hourly rate. This fee is in addition to any other applicable fees.

Fee WaiversRedactions:

The City may consider requests for waiver of fees as provided in the Utah Governmental Records Access and Management Act ("GRAMA"). In addition, when a request requires only a de minimis amount of City resources, including staff time, page-length, data transfer, and any other considerations, the Records Officer may waive any applicable fees, especially if transactional costs to the City for collecting the fees are equal to or greater than the fees themselvesWhere a requested record contains private, controlled, or protected information, but is otherwise a public record, the fee for redacted records is twice the regular reproduction fee.

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# Exhibit B

## Proposed Fee Amendments – Police Department

# POLICE DEPARTMENT

**Fingerprinting**

City resident: no charge
non-resident: $5 per fingerprint card

**Reports**

Initial Contact Police Report, Accident Report, and Supplemental Reports: $10 per report
All Other Records: see Records fee section

**Police Body Camera Recordings**

The fee shall be $25~~10~~ for a removable storage device~~DVD and $15 for a~~ (DVD, USB, etc.) and $40 per hour of preparation and duplication

**Parking Citations**

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| Civil Penalty if paid within 15 calendar days: | $50 |
| Civil Penalty if not paid within 15 calendar days: | $100 |

**Pistol Range Use**

Law Enforcement agencies and Police Academies: $1,000 per year

**Residential and Business Nuisance alarms Fines (TCC 9-8-4)**

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| 1st citation: | $100 |
| 2nd citation: | $250 |
| 3rd and subsequent citations: | $500 |