

CITY OF ISLETON INFORMATION REQUEST FORM

Pursuant to California Government Code § 6256

Date: _____

Public Request City Council Request

Name: _____

Mailing Address: _____

Phone: _____

(Home) (Cell) (Fax)

Department Information Requested Form

City Manager City Clerk Building Inspector Public Works Accounting

(If requestor does not know which department the desired records are maintained, this request will be forwarded by city staff to the appropriate department)

INFORMATION BEING REQUESTED: (Please be specific and attach additional sheets of necessary)

- Please allow up to 10 business days for completion of your request. Thank you, City Staff -
(SEE COST DETAILS BELOW)

---FOR OFFICE USE ONLY---

Date **RESPONSE** provided _____ BY: _____
NAME / DEPARTMENT

COMPLETION date _____ BY: _____
NAME / DEPARTMENT

MAILED: PICK-UP: FAX:

<p><u>STANDARD SIZE COPIES 8X11</u></p> <p><input type="checkbox"/> Black Copies.....\$.35ea.x _____ \$ _____</p> <p><input type="checkbox"/> Colored Copies..... \$.50ea.x _____ \$ _____</p> <p style="text-align: center;"><u>FAX</u>.....\$1.00ea.x _____ \$ _____</p> <p>STAFF TIME: <input type="checkbox"/> Staff time FREE less than 10 minutes</p> <p><input type="checkbox"/> Public Works <input type="checkbox"/> 1/4hr \$10.52 <input type="checkbox"/> 1/2hr \$21.04 <input type="checkbox"/> 3/4hr \$31.56 <input type="checkbox"/> 1hr \$42.07 Total:\$ _____</p> <p><input type="checkbox"/> Administration <input type="checkbox"/> 1/4hr \$ 9.76 <input type="checkbox"/> 1/2hr \$19.51 <input type="checkbox"/> 3/4hr \$29.27 <input type="checkbox"/> 1hr \$39.02 Total:\$ _____</p> <p><input type="checkbox"/> Building Dept. <input type="checkbox"/> 1/4hr \$25.00 <input type="checkbox"/> 1/2hr \$50.00 <input type="checkbox"/> 3/4hr \$75.00 <input type="checkbox"/> 1hr \$100.00 Total:\$ _____</p> <p><input type="checkbox"/> Fire Dept. <input type="checkbox"/> 1/4hr \$ 5.27 <input type="checkbox"/> 1/2hr \$10.54 <input type="checkbox"/> 3/4hr \$15.81 <input type="checkbox"/> 1hr \$21.08 Total:\$ _____</p> <p><input type="checkbox"/> City Clerk <input type="checkbox"/> 1/4hr \$ 4.83 <input type="checkbox"/> 1/2hr \$ 9.66 <input type="checkbox"/> 3/4hr \$14.49 <input type="checkbox"/> 1hr \$19.31 Total:\$ _____</p> <p style="text-align: center;">(Staff time is calculated at our loaded rate)</p> <p style="text-align: center; color: red;">GRAND TOTAL DUE: \$ _____</p>	<p><u>LEGAL SIZE COPIES 8.5X14</u></p> <p><input type="checkbox"/> Black Copies.....\$.50ea. x _____ \$ _____</p> <p><input type="checkbox"/> Colored Copies.....\$.65ea.x _____ \$ _____</p>
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