

| <b>RESOLUTION NO. 2010-77 MASTER FEE SCHEDULE</b>   |  |  |
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| <b>CITY CLERK</b>   |  |  |
|   | <b>ADOPTED<br/>FEE<br/>EFFECTIVE<br/>11/8/2010</b> | <b>FEE EXPLANATION</b>   |
| <b>FEES AND COSTS FOR COPIES</b>  |  |  |
| <b>PHOTOCOPY (\$/PER PAGE):</b>   |  |  |
| 8.5x11  | \$ 0.23  | THIS IS THE COST PER PAGE IF CITY STAFF COPIES THE RECORDS. IF THE CITY ELECTS TO USE AN OUTSIDE VENDOR, REQUESTER SHALL PAY THE AMOUNT CHARGED BY THE OUTSIDE VENDOR.   |
| 11x17   | \$ 0.24  |  |
| 8.5x14  | \$ 0.24  |  |
| PHOTOCOPY OF MAPS AND OTHER OVERSIZED ITEMS   | SEE FEE EXPLANATION                                | THE CITY USES AN OUTSIDE VENDOR FOR OVERSIZED ITEMS. THE REQUESTER SHALL PAY THE AMOUNT CHARGED TO THE CITY BY THE OUTSIDE VENDOR.   |
| AUDIO AND VIDEO MEDIA   | SEE FEE EXPLANATION                                | THE CITY USES AN OUTSIDE VENDOR FOR COPYING RECORDS THAT ARE IN AUDIO OR VIDEO MEDIA FORMAT. THE REQUESTER SHALL PAY THE AMOUNT CHARGED TO THE CITY BY THE OUTSIDE VENDOR.   |
| <b>ELECTRONIC RECORDS:</b>  |  |  |
| COPY OF EXISTING ELECTRONIC RECORD BURNED TO CD   | \$ 5.00  | PER CD   |
| COPY OF EXISTING ELECTRONIC RECORD EMAILED TO REQUESTER   | SEE FEE EXPLANATION                                | THE COST OF THE AMOUNT OF TIME IT TAKES A CITY EMPLOYEE TO COPY THE FILES TO AN EMAIL <sup>(1)</sup> , BASED UPON THE FULLY BURDENED HOURLY RATE OF THE CITY EMPLOYEE PERFORMING THE TASK.   |
| PRODUCTION OF AN ELECTRONIC RECORD AT OTHER THAN A REGULARLY SCHEDULED INTERVAL OR WHERE THE REQUEST REQUIRES DATA COMPILATION, EXTRACTION, OR PROGRAMMING TO PRODUCE THE RECORD <sup>(2)</sup> . | SEE FEE EXPLANATION                                | IF CITY STAFF PERFORMS THE TASK, THE COST OF THE AMOUNT OF TIME IT TAKES A CITY EMPLOYEE TO PRODUCE A COPY OF THE RECORD (INCLUDING THE AMOUNT OF TIME TO CONSTRUCT THE RECORD, AND THE AMOUNT OF TIME TO PERFORM PROGRAMMING AND COMPUTER SERVICES NECESSARY TO PRODUCE A COPY), BASED UPON THE FULLY BURDENED HOURLY RATE OF THE CITY EMPLOYEE PERFORMING THE TASK, PLUS COSTS FOR COPYING TO CD OR EMAIL AS PROVIDED ABOVE. IF THE CITY ELECTS TO USE A CONTRACTOR TO PERFORM THE WORK, REQUESTER SHALL PAY THE AMOUNT CHARGED TO THE CITY BY THE CONTRACTOR PLUS COSTS FOR COPYING TO CD OR EMAIL AS PROVIDED ABOVE. |
| <b>FPPC FILINGS PURSUANT TO SECTION 81008 OF THE GOVERNMENT CODE:</b>   |  |  |
| COPIES  | \$ 0.10  | PER PAGE FEE ESTABLISHED BY GOVERNMENT CODE SECTION 81008.   |
| RETRIEVAL OF FPPC FILINGS 5 OR MORE YEARS OLD   | \$ 5.00  | PER REQUEST FEE ESTABLISHED BY GOVERNMENT CODE SECTION 81008. A REQUEST FOR MORE THAN ONE REPORT, OR STATEMENT, OR REPORT AND STATEMENT, AT THE SAME TIME SHALL BE CONSIDERED A SINGLE REQUEST.  |
| <b>BUILDING PLANS COPY FEE <sup>(3)</sup>:</b>  |  |  |
| STAFF TIME TO RESEARCH ADDRESSES, PREPARE LETTERS TO BUILDING OWNER AND BUILDING PROFESSIONAL (E.G. ARCHITECT) AND PROCESS SAME   | SEE FEE EXPLANATION                                | THE COST OF THE AMOUNT OF TIME IT TAKES A CITY EMPLOYEE TO PERFORM THE TASK, BASED ON THE FULLY BURDENED HOURLY RATE OF THE CITY EMPLOYEE PERFORMING THE TASK  |

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|   | <b>FEE</b>          |  |
|   | <b>EFFECTIVE</b>    |  |
|   | <b>11/8/2010</b>    | <b>FEE EXPLANATION</b>   |
| POSTAGE (REGISTERED MAIL OR RETURN RECEIPT)   | SEE FEE EXPLANATION | ACTUAL COST CHARGED BY THE U.S. POSTAL SERVICE.  |
| COPIES  | SEE FEE EXPLANATION | SAME AS PHOTOCOPIES AND ELECTRONIC RECORDS LISTED ABOVE, DEPENDENT UPON SIZE.  |
| <b>MISCELLANEOUS COSTS:</b>   |                     |  |
| MAILING COSTS   | SEE FEE EXPLANATION | UNDER THE PUBLIC RECORDS ACT, THE CITY IS NOT REQUIRED TO MAIL DISCLOSABLE RESPONSIVE RECORDS TO A REQUESTER. IF A REQUESTER ASKS TO HAVE DISCLOSABLE RESPONSIVE RECORDS SENT TO THEM EITHER THROUGH U.S. MAIL OR VIA ANOTHER DELIVERY SERVICE, THE REQUESTER SHALL PAY THE ACTUAL POSTAGE COSTS AND A HANDLING FEE EQUAL TO THE COST OF THE AMOUNT OF TIME IT TAKES A CITY EMPLOYEE TO PACKAGE, ADDRESS AND MAIL THE REQUESTED DOCUMENTS, BASED UPON THE FULLY BURDENED HOURLY RATE OF THE CITY EMPLOYEE PERFORMING THE TASK. |
| DEPOSIT   |                     | THE CITY CLERK, OR HIS OR HER DESIGNEE, MAY COLLECT THE COST OF DUPLICATION BEFORE DUPLICATING THE RECORDS. IN THE EVENT THE EXACT COST IS NOT KNOWN IN ADVANCE DUE TO THE VOLUME OF THE RECORDS REQUESTED, THE CITY CLERK MAY MAKE A GOOD FAITH ESTIMATE OF THE COST AND REQUIRE THE REQUESTER TO PAY A DEPOSIT EQUAL TO THE ESTIMATED COST PRIOR TO DUPLICATING THE RECORDS REQUESTED. ANY FUNDS IN EXCESS OF THE DIRECT COST OF DUPLICATION SHALL BE PROMPTLY REFUNDED TO THE REQUESTER.                                    |
| WAIVER OF COSTS   |                     | THE CITY CLERK, OR HIS OR HER DESIGNEE, MAY WAIVE OR REDUCE THE COPYING FEE IF THE REQUEST FOR REPRODUCTION IS A MINIMAL ONE, IF THE RECORDS ARE BEING SUPPLIED TO ANOTHER PUBLIC ENTITY WITH WHICH THE CITY EXCHANGES RECORDS AT NO COST TO THE CITY, OR IF IT IS IN THE CITY'S BEST INTEREST TO DO SO.   |
| (1) THIS TIME DOES NOT INCLUDE THE TIME IT TAKES TO RESEARCH, LOCATE OR REVIEW A RESPONSIVE ELECTRONIC RECORD.  |                     |  |
| (2) GOVERNMENT CODE 6253.9 (b).   |                     |  |
| (3) CALIFORNIA HEALTH & SAFETY CODE SECTION 19851 AUTHORIZES THE CITY TO CHARGE A FEE IN AN AMOUNT IT DETERMINES IS REASONABLY NECESSARY TO COVER THE COSTS OF THE BUILDING DEPARTMENT IN PRODUCING COPIES OF BUILDING PLANS AND IN COMPLYING WITH THE PROVISIONS OF SECTION 19851 WHICH REQUIRE THE BUILDING DEPARTMENT TO OBTAIN CERTAIN RELEASES BEFORE DUPLICATING THOSE PLANS. |                     |  |