

ITEM 10.J.

MOORPARK CITY COUNCIL AGENDA REPORT

TO: Honorable City Council

FROM: Deborah S. Traffenstedt, Administrative Services Director/City Clerk *DST*
Maureen Benson, Assistant City Clerk *MB*

DATE: May 28, 2009 (CC Meeting of 7/1/09)

SUBJECT: Consider Resolution Updating Miscellaneous City Fees and Charges and Rescinding Resolution No. 2004-2177

BACKGROUND AND DISCUSSION

Staff is recommending adoption of an updated Miscellaneous Fees and Charges Resolution with revisions in the following areas:

- Reduce the cost of color and large sized copy reproduction work to be more consistent with private copy company charges;
- Update the charges for electronic files on Compact Disc (CD) or flash drive per current technology.
- Eliminate videotape from the electronic recordings category and charge per current technology for converting videotape recordings of meetings as all meeting recordings will now be provided on a CD or Digital Video Disc (DVD);
- Change the fee for each full-size General Plan Land Use Plan and Zoning Map to \$10.00; and
- Add a subsequent return check charge for dishonored checks.

A draft resolution is attached (the prior Resolution No. 2004-2177 adopted in April 2004 would be rescinded).

FISCAL IMPACT

The revisions to the various City fees and charges included in the Miscellaneous Fess Resolution are intended to cover City costs.

STAFF RECOMMENDATION (ROLL CALL VOTE)

Adopt Resolution No. 2009-_____.

Attachment: Draft Resolution

RESOLUTION NO. ~~2004-2177~~2009-

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MOORPARK, CALIFORNIA, ESTABLISHING MISCELLANEOUS CITY FEES AND CHARGES AND RESCINDING RESOLUTION NO. ~~98-1506~~2004-2177

WHEREAS, it is appropriate for the City to establish fees and charges for City services; and

WHEREAS, the City Council has determined that the miscellaneous fees and charges adopted in Resolution No. ~~98-1506~~2004-2177 should be updated.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF MOORPARK DOES HEREBY RESOLVE AS FOLLOWS:

SECTION 1. All miscellaneous fees and charges shall be reviewed annually by each City department and the City Clerk shall schedule an updated fee schedule for City Council consideration when needed to insure that such fees and charges are current and are related to actual cost.

SECTION 2. The City Council hereby approves the fee schedule attached as Exhibit A - Miscellaneous Fees and Charges.

SECTION 3. Resolution ~~98-1506~~2004-2177 is hereby rescinded.

SECTION 4. The City Clerk shall certify to the adoption of this resolution and shall cause a certified resolution to be filed in the book of original resolutions.

PASSED AND ADOPTED this ~~7th~~1st day of ~~April~~July, ~~2004~~2009

Janice S. Parvin, Mayor

ATTEST:

Deborah S. Traffenstedt, City Clerk

Exhibit A: Miscellaneous Fees and Charges Schedule

Exhibit A

MISCELLANEOUS FEES AND CHARGES SCHEDULE

DESCRIPTION	FEE OR CHARGE
<p>I. <u>Reproduction Work</u></p>	
<p>A. <u>Reproduction Work Done by City Staff</u></p>	
<p>1. Copy charge - standard size 8 1/2" x 11" page</p>	<p>\$0.25 - Black \$1.00.50 - Color</p>
<p>2. Copy charge - legal size 8 1/2" x 14" page</p>	<p>\$0.50 - Black \$1.25.75 - Color</p>
<p>3. Copy charge - oversize 11" x 17" page</p>	<p>\$1.00.75 - Black \$1.751.00 - Color</p>
<p>4. Copy charge - per page cost for reports and statements filed pursuant to the Political Reform Act (Government Code Section 81008)</p>	<p>\$0.10</p>
<p>5. Copy Retrieval Fee - for copies of reports and statements, filed pursuant to the Political Reform Act, which are five or more years old. A request for more than one report or statement at the same time shall be considered a single request.</p>	<p>\$5.00</p>
<p>6. Geographic Information System (GIS) Plan Sheet or base map (when printed on plotter) 2' x 3' sheet size 4' x 6' sheet size</p>	<p>\$10.00 \$20.00</p>
<p>B. <u>Reproduction Work by Private Copy Company</u></p>	
<p>A private copy company option may be chosen when the number of pages to be copied exceeds a fee of \$10.00, and will be required for any copy that exceeds the copy size capability of the City's copiers and/or printers. Selection of this option may result in a delay in completion of the copy work.</p>	<p>Direct Cost, and will include administrative fee of 15%, when City pays copy company</p>
<p>The copy charge for all reproduction work by private copy company vendors shall be the actual private vendor cost (direct cost), and will include a City administrative fee of 15%, when the City pays the private copy company directly and is then reimbursed for copy charges. Original City file documents will only be loaned for copying to a private copy company with a bond or other surety on file with the City Clerk's Department/Division, and as approved by the City Clerk.</p>	
<p>This private vendor reproduction option is not available for Political Reform Act records.</p>	

DESCRIPTION	FEE OR CHARGE
<p>II. <u>Regular Meeting Agendas</u></p> <p>Paper copy and U.S. mail (per year):</p> <ol style="list-style-type: none"> 1. City Council Agenda 2. Planning Commission Agenda 3. Parks & Recreation Commission Agenda 	<p>\$30.00</p> <p>\$30.00</p> <p>\$30.00</p>
<p>III. <u>Electronic Files*</u></p> <ol style="list-style-type: none"> 1. Diskette (direct charge for each diskette and copying record). See footnote* regarding additional charge(s). 2. Compact Disk (CD) (direct charge for each CD and copying record with exception of meeting records addressed in V. on following page). See footnote* regarding additional charge(s). (The cost of duplication of an electronic record onto a CD shall be limited to the direct cost for purchase of the CD from the City, except as described in the footnote*, and not including video recordings, which are addressed in Section V on the following page.) 2. <u>Jewel (or other plastic) case for CD</u> 3. <u>Universal serial bus (USB) Flash Drive of minimum 1 gigabyte (1G). (The cost of duplication of an electronic record onto a flash drive device shall be limited to the direct cost of purchase of a flash drive from the City, except as described in the footnote*, and not including video recordings, which are addressed in Section V on the following page.)</u> 	<p>\$0.50*</p> <p>\$1.00*</p> <p><u>\$1.00</u></p> <p><u>\$15.00*</u></p>

* Pursuant to Section 6253.9(a) of the Government Code, each agency shall provide a copy of an electronic record in the format requested if the requested format is one that has been used by the agency to create copies for its own use or for provision to other agencies. The cost of duplication of an electronic record shall be limited to the direct cost of producing a copy of a record in an electronic format. Section 6253.9 (b) provides that the requester shall bear the cost of producing a copy of the record, including the cost to construct a record, and the cost of programming and computer services necessary to produce a copy of the record when either of the following applies: (1) In order to comply with the provisions of subdivision (a), the public agency would be required to produce a copy of an electronic record and the record is one that is produced only at otherwise regularly scheduled intervals; (2) The request would require data compilation, extraction, or programming to produce the record. The Administrative Services Director will calculate the applicable staff hourly rate, including benefits, when duplication of an electronic record requires programming and computer services as described in Section 6253.9(b).

DESCRIPTION	FEE OR CHARGE
<p>IV. <u>Public Hearing Notification**</u></p> <p>Paper copy and U.S. mail notification of all Public hearings of subjects specifically requested and Notices of Determination and Exemption when a written request has been filed. (per year)</p>	<p>\$30.00</p>
<p>V. <u>Video or Electronic Recordings of Meetings***</u></p> <p>1. Videotape of City Council, Planning Commission, Parks & Recreation Commission, or other public meeting recording on file with City (per 6-hour tape) (The City will discontinue providing videotapes of meetings when a DVD recording system is implemented.)</p> <p>21. Compact Disk (CD) recording of regular City Council, meeting Planning Commission, Parks & Recreation Commission, or other public meeting recording on file with City (<u>cost is per CD and this option is limited by file size</u>)</p> <p>32. Digital versatile disc (DVD) recording of regular City Council <u>meeting</u>, Planning Commission, Parks & Recreation Commission, or other public meeting recording on file with City (per DVD)</p> <p>3. <u>Conversion of a videotape record to CD or DVD will be contracted to a private vendor. (A videotape copy cannot be made by the City.)</u></p>	<p>\$10.00</p> <p>\$ 2.00</p> <p>\$ 4.00</p> <p><u>Direct cost, and will include administrative fee of 15%, when City pays a private company</u></p>
<p>VI. <u>General Plan Documents and Zoning Map (paper copy cost)</u></p> <p>1. General Plan: (All General Plan Elements & Appendices, including all amendments, but not including full-sized Land Use Plan)</p> <p>Land Use Element</p> <p>Full-sized Land Use Plan</p> <p>Circulation Element</p> <p>Housing Element</p>	<p>\$50.00</p> <p>\$12.00</p> <p>Direct Cost plus 15% <u>\$10.00</u></p> <p>\$ 5.00</p> <p>\$ 5.00</p>

**Mailed notice to be provided in addition to required public notice.

***Meeting recordings will be provided in the available medium.

Open Space, Conservation & Recreation Element	\$ 7.00
Safety Element Volume 1	\$ 3.00
Safety Element Volume 2 Appendix	\$15.00
Noise Element and Appendix	\$ 3.00
2. Full-sized Zoning Map	Direct cost plus 15% \$10.00

DESCRIPTION	FEE OR CHARGE
<p>VII. <u>Postage</u></p> <p>Actual cost of postage required for mailing documents, CD, DVD, diskette, videotape, or other items will be charged; and the City will charge an additional administrative fee of 15% for requested special services, including but not limited to certified, registered, insured, and/or express mail.</p>	Direct Cost plus 15% for requested special services
<p>VIII. <u>Chamber of Commerce Maps</u></p>	Direct Cost
<p>IX. <u>Dishonored Checks</u></p> <p>1. Returned Check Charge</p> <p>2. Collection Service Fee</p>	<p>\$25.00 for first returned check</p> <p>\$35.00 for each subsequent returned check from the same person/account</p> <p>\$25.00</p>
<p>X. <u>City Overhead (Administrative Fee)</u></p> <p>15% of actual cost for contract services not covered by this or other City fee schedule, including but not limited to police services, city attorney, city engineer, traffic engineer, or traffic model consultant, geology/soils consultant, landscape architect, lighting plan consultant, and private copy company (when City pays for such services and then is reimbursed, incurring additional finance and accounting costs).</p>	15% of actual cost