




Agenda Item #: _____





Staff Report

City of Manhattan Beach

TO: Honorable Mayor Montgomery and Members of the City Council

THROUGH:  David N. Carmany, City Manager

FROM: Bruce Moe, Finance Director 
Steve Charelian, Revenue Services Manager 

DATE: April 19, 2011

SUBJECT: Consideration of Resolution Reducing the Fee for Copies of Public Records from \$.40 to \$.10 per Copy and Certified Copies from \$1.00 to \$.25

RECOMMENDATION:

Staff recommends that the City Council: (a) conduct a Public Hearing on the proposed reduction of fees for copies, and (b) adopt Resolution No. 6302 approving the reduction in fees for copies of public records from \$.40 to \$.10 (per copy) and certified copy charges from \$1.00 to \$.25.

FISCAL IMPLICATION:

The \$.40 fee per copy and \$1.00 for certified copy was established through a comprehensive cost study, and reflects the City's cost of providing the service. The reduction in fees will result in a subsidy of the cost of providing copies. In 2010 the City collected approximately \$8,000 for reproduction copies. With the proposed price reduction the approximate annual revenue will be \$2,000.

BACKGROUND:

As part of the recent McKee settlement, the City Council agreed to reduce the charge for copies of public documents from \$.40 to \$.10. This same reduction percentage (75%) has been applied to the certified copies as well, which will decrease from \$1.00 to \$.25.

DISCUSSION:

Although the policy of reducing the copy fees has already been implemented, the reduction in fees must be formalized by Council resolution. As a result, Resolution No. 6302 is presented for City Council approval through this public hearing. When adopted, all fee schedules will be amended to reflect the new fees. The public hearing was properly noticed in the April 7, 2011 edition of the Beach Reporter.

Attachment: A. Resolution No. 6302

RESOLUTION NO. 6302

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MANHATTAN BEACH, CALIFORNIA, REDUCING A FEE CHARGED BY THE CITY FOR COPIES OF PUBLIC RECORDS FROM \$.40 TO \$.10 AND CERTIFIED COPIES FROM \$1.00 TO \$.25 PER REQUESTED COPY.

NOW, THEREFORE, BE IT RESOLVED THAT THE CITY COUNCIL OF THE CITY OF MANHATTAN BEACH, CALIFORNIA, DOES HEREBY DECLARE, FIND, DETERMINE AND ORDER AS FOLLOWS:

SECTION 1. The City Council of the City of Manhattan Beach hereby makes the following findings:

- A. As a result of the settlement of the McKee lawsuit, the City Council has agreed to reduce the fee for providing copies of documents from forty cents (\$.40) per copy to ten cents (\$.10) per copy. Certified copies will be reduced from \$1.00 to \$.25;
- B. The fees for copies represents reimbursement of the costs incurred by the City in providing the services to the general populace; and
- C. It is equitable that the City of Manhattan Beach be compensated for providing copies.

SECTION 2. The fee set forth in this Resolution is incorporated herein by reference, are hereby adopted, any previous fees consistent with copies of public records in previous Resolutions which relate to fees for copies are rescinded and replaced.

SECTION 3. The City Manager shall have the authority to interpret the provisions of this resolution for purposes of resolving ambiguities. The City Manager shall have the authority to authorize and require reasonable compensation for the receipt of City services not otherwise provided for in this resolution or other applicable resolutions or ordinances.

SECTION 4. This resolution shall take effect April 19, 2011.

SECTION 5. The City Clerk shall certify to the passage and adoption of this resolution; shall cause the same to be City Council members voting for and against this Resolution and shall post in the office of the City Clerk a certified copy of the full text of this Resolution along with the names of those City Council members voting for and against the Resolution.

PASSED, APPROVED AND ADOPTED this 19th day of April, 2011.

Ayes:
Noes:
Absent:
Abstain:

Mayor, City of Manhattan Beach, California

ATTEST:

City Clerk

APPROVED AS TO FORM:

By 
City Attorney