

CITY COUNCIL RESOLUTION NO. 19-34

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF IRVINE, CALIFORNIA, ESTABLISHING FEES FOR SERVICES RELATED TO THE CITY CLERK SECTION, REPLACING AND SUPERSEDING ALL PREVIOUS RESOLUTIONS THAT ARE INCONSISTENT THEREWITH

WHEREAS, there are a number of services provided by the City Clerk section, a division of the City Manager's Office, including duplicating ordinances, codes, regulations, financial reports, agenda packets and other records that are of primary benefit to members of the public; and

WHEREAS, the cost of providing these services should be borne primarily by the individual receiving benefit from such services; and

WHEREAS, the City can account for the actual costs of these services provided to members of the public; and

WHEREAS, the City has conducted a cost study to determine the actual cost of providing various City Clerk services, recommending modifications to the City's existing fees to reflect the actual cost of providing these services; and

WHEREAS, the City Council conducted a duly noticed public hearing on May 14, 2019 to consider the proposed fee modifications.

NOW, THEREFORE, the City Council of the City of Irvine DOES HEREBY RESOLVE:

SECTION 1. Amount of Fees

Based on the evidence presented to it, the City Council finds the fees adopted by this Resolution do not exceed the reasonable cost of providing the services for which the fees are charged.

The fees for services related to the City Clerk section of the City Manager's Office shall be based on the actual cost of providing the service. Staff time for these types of services is not recoverable by law. Applicable fees are detailed in Exhibit A incorporated herein by this reference as it sets forth in full.

SECTION 2. Waiver of Fees

The City Manager or the designated administrative authority may approve or waive fees under the following circumstances:

1. Where the applicant is a nonprofit organization formed and operating for eleemosynary, civic or educational purposes; or
2. Where the actual cost of processing an application is considered to be negligible.

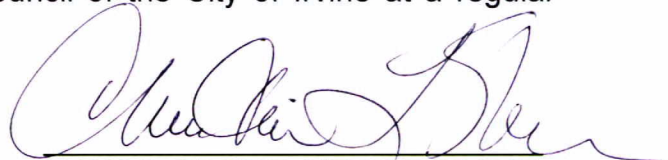
### SECTION 3. Annual Increases

The City will conduct a full cost and fee analysis, and revise fees based on the result of the analysis, every two to three years. In years when a full cost and fee analysis is not conducted, fees for duplicating of documents and records may be adjusted annually to reflect actual costs. Fees set by statute (indicated by \*) may not be adjusted by the City. The proposed fees along with the supporting data and calculations will be presented to the Finance Commission for review and City Council at a public hearing for review and action.

### SECTION 4. Effective Date

The revised fees shall be applied to all invoices submitted or processed from the date of City Council approval.

PASSED AND ADOPTED by the City Council of the City of Irvine at a regular meeting held on the 14<sup>th</sup> day of May 2019.

  
MAYOR OF THE CITY OF IRVINE

ATTEST:

  
CITY CLERK OF THE CITY OF IRVINE

STATE OF CALIFORNIA )  
COUNTY OF ORANGE ) SS  
CITY OF IRVINE )

I, MOLLY M. PERRY, City Clerk of the City of Irvine, HEREBY DO CERTIFY that the foregoing Resolution was duly adopted at a regular meeting of the City Council of the City of Irvine on the 14<sup>th</sup> day of May 2019, by the following vote:

AYES:	4	COUNCILMEMBERS:	Fox, Khan, Kuo, and Shea
NOES:	0	COUNCILMEMBERS:	None
ABSENT:	0	COUNCILMEMBERS:	None
ABSTAIN:	0	COUNCILMEMBERS:	None

  
CITY CLERK OF THE CITY OF IRVINE

## City Manager's Office/City Clerk Fees

Fee Description	Recommended Fee	
<b>City Manager</b>		
<b>City Council</b>		
Annual agenda packet subscription	\$285	
Individual agenda packet	\$0.05	per page
<b>Community Services Commission</b>		
Annual agenda packet subscription	\$25	
Individual agenda packet	\$0.05	per page
<b>Finance Commission</b>		
Annual agenda packet subscription	\$25	
Individual agenda packet	\$0.05	per page
<b>Planning Commission</b>		
Annual agenda packet subscription	\$25	
Individual agenda packet	\$0.05	per page
<b>City Clerk</b>		
Certification of copies by City Clerk or Municipal Records Administrator	\$2	
Records requests requiring data compilation, extraction or programming to produce the record, per GC 6253.9(b)	varies	at cost; based on hourly rate of employee
Copy of VHS	\$3	
Copy of DVD	\$1	
Copy of Cassette	\$1	
Notary Fee per GC 8206, 8211 , and 8223*	\$15	
Postage or delivery charges	varies;	actual cost per piece
Public records (excludes fees prescribed by State or Federal law)	\$0.05	/\$0.25 per page black & white/color
Reproduction from microfilm/microfiche, up to 11" x 17"	\$0.05	/\$0.25 per page black & white/color
Subpoena Fee -Records*	\$15.00	plus actual offsite records retrieval costs
Witness Fee - Public Safety Officers per GC 68097.2*	\$275	deposit per appearance adjusted based on actual salary of employee
Witness Fee - All City Employees per GC 68096.1*	\$150	deposit per appearance, adjusted based on actual salary of employee

\* Indicates fee that is established by statute and cannot be adjusted by the City.