

**CITY OF WEST SACRAMENTO**

**BOOK OF FEES**

Description	Authority	Effective Date
<b>DUPLICATION FEES</b>	<b>Resolution 13-2</b>	<b>Mar. 21, 2013</b>

Fee Schedule

The City shall charge fees for photocopied materials. This fee schedule is not intended to replace other fees for specific duplicated materials, such as police accident reports. Rather, it shall be used as “catch-all” to cover all duplicated materials not otherwise covered. The amount of these fees is based on an estimate of actual reproduction costs validated by a survey taken from time to time. The following fee schedule is based upon a survey taken in August 2007.

**A. BASE FEE**

Photocopies\*

8½”x11” and 8½”x14” per page	\$0.20**
11”x17” per page	\$0.25
C size drawing (18”X24”)	\$2.10
D size drawing (24”X36”)	\$4.20
E size drawing (36”X48”)	\$8.40
Any size not listed – per square foot of paper or any fraction thereof	\$0.70

\*Charges of less than \$1.00 will be waived

\*\*Fair Political Practice Commission (FPPC) records will be charged the maximum rate allowable by law, which is \$0.10 per page. A \$5.00 handling fee will be charged for FPPC documents more than five years old. (GC§81008)

Scanned Documents\*\*\*

8 ½ X 11”, 8 ½ X 14”, and 11 X 17”	\$0.10
Any document greater than 11 X 17”	\$1.25

Media Files

Compact disc	\$10.00
DVD	\$15.00

\*\*\*Charges of less than \$5.00 will be waived.

**B. SPECIAL FEES**

The base fee is the fee the Public Records Act allows the City to charge for records requests. The City reserves the right to charge additional fees for special binding and exact mailing charges.

Subpoenas for records will be processed pursuant to Evidence Code section 1563(b)(1).

**C. PASS-THROUGH CHARGES**

In addition to base and special fees, the City shall charge an amount sufficient to recover out-of-pocket costs for materials duplicated or assembled for the City by others.

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**HISTORY:**

<u>AUTHORITY</u>	<u>DATE</u>	<u>ACTION</u>
Res. 08-89	1/1/09	Update approval
Res. 09-68	9/2/09	Adjust for large copy fees, FPPC charges
Res. 09-80	1/1/10	Opening paragraph – reword market survey language and delete secretary classification language; B. delete “Handling” in caption, delete paragraph and add new paragraph to allow for fees per PRA, special binding and exact mailing charges; add subpoena paragraph; and C. delete “handling.”
Res. 13-2	3/21/13	Add * to A, add scanned docs to A, and ***.