

August 7, 2007

Honorable Mayor and Members of  
the Hermosa Beach City Council

City Council Meeting of  
August 14, 2007

**AMENDMENT TO MASTER FEE RESOLUTION  
AUDIOTAPE, DVD, VIDEOTAPE COPIES**

Recommendation:

It is recommended that the City Council adopt the attached resolution which will amend the City's Master Fee Resolution #90-5422 to revise the fees for making Audiotape, DVD and Videotape copies of City meetings.

Background:

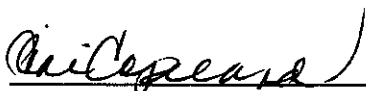
Revised fees for audiotape, DVD or videotape copies were approved by the City Council on September 13, 2005 with other miscellaneous user fees.

Analysis:

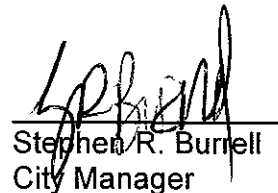
Fees have been recalculated since only the direct costs of duplication may be recovered, per California Government Code Section 6253 b (California Public Records Act), and not costs associated with retrieval, research or redaction. Revised calculations are attached.

Respectfully submitted,

NOTED:



Viki Copeland  
Finance Director

  
Stephen R. Burrell  
City Manager

<b>Audiotape Copies</b>	<b>Hours per Unit</b>	<b>Hourly Rate</b>	<b>Salary Cost</b>	<b>Benefits*</b>	<b>Cost</b>
Deputy City Clerk					
Take Call from Requestor	5 min				
Process payment	10 min				
Get tapes from the vault	1 min				
Recording	10 min	27.5077	4.58	\$1.71	\$6.29
Use of machine (Average time to record) <sup>a</sup>	2 hours	0.0200			\$0.04
Electricity cost (Average time to record) <sup>b</sup>	2 hours				\$0.54
Audiotape					\$1.47
				10% Admin on salary/benefit costs	\$0.63
<b>Total</b>					<b>\$8.97</b>
CPI Increase September 2006				5.42%	\$0.49
				New Fee 9/1/06	\$9.00

<sup>a</sup>Total cost of tape recorder (108.25)/useful life (3years) = cost per year \$36.08/2080 hrs used per year = \$.02 per hr\*2.0 hrs = \$.06

<sup>b</sup>Elec cost = 27W\*2.0 hrs = 54.0 kwh/1000 = .054 kwh for consumption\*\$10.08 per kwh for City Hall = \$.54 total cost

Current Fee = \$33.00

<b>DVD Copies</b>	<b>Hours per Unit</b>	<b>Hourly Rate</b>	<b>Salary Cost</b>	<b>Benefits*</b>	<b>Cost</b>
Deputy City Clerk					
Take Call from Requestor	5 min				
Process Payment	10 min				
Make calls to Time Warner to obtain original meeting tape	5 min				
Get a tape from the vault	1 min				
Recording	5 min	27.5077	2.29	\$0.85	\$3.15
Make label	5 min				
Call to notify requestor that tape is ready	5 min				
Use of machine (Average time to record) <sup>a</sup>	10 min	0.2000			0.03
Electricity cost (Average time to record) <sup>b</sup>	10 min				\$0.47
DVD Cost					\$0.95
				10% Admin on salary/benefit costs	\$0.31
<b>Total</b>					<b>\$4.91</b>
CPI Increase September 2006				5.42%	\$0.27
				New Fee 9/1/06	\$5.00

<sup>a</sup>Total cost of PC/Monitor/DVD burner (1,218.23)/useful life (3years) = cost/year \$406.08/2080 hrs used per year = \$.20/hr\*.167 hrs = \$.03

<sup>b</sup>Elec cost = 285W\*.167hrs = 47.6 kwh/1000 = .047 kwh for consumption\*\$10.08 per kwh for City Hall = \$.47 total cost

Current Fee = \$30.00

<b>Videotape Copies</b>	<u>Hours per Unit</u>	<u>Hourly Rate</u>	<u>Salary Cost</u>	<u>Benefits*</u>	<u>Cost</u>
Deputy City Clerk					
Take Call from Requestor	5 min				
Process Payment	10 min				
Make calls to Time Warner to obtain original meeting tapes	5 min				
Get a tape from the vault	1 min				
Recording	5 min	27.5077	2.29	\$0.85	\$3.15
Make label	5 min				
Call to notify requestor that tape is ready	5 min				
Use of machine (2 VCR's & 1 TV required - Average time required to record) <sup>a</sup>	3 hours	0.0400			\$0.12
Electricity cost (Average time required to record) <sup>b</sup>	3 hours				\$2.62
Videotape (up to 6 hours)					\$1.19
				10% Admin on salary/benefit costs	\$0.31
<b>Total</b>					<b>\$7.39</b>
CPI Increase September 2006				5.42%	\$0.40
				New Fee 9/1/06	\$8.00

<sup>a</sup>Total cost of 2 VCRs & 1 TV (280.47)/useful life (3years) = cost/year \$93.49/2080 hrs used per year = \$.04/hr\*.167 hrs = \$.03

<sup>b</sup>Elec cost = 87W\*3.0 hrs = 261.00 kwh/1000 =.26 kwh for consumption\*\$10.08 per kwh for City Hall = \$2.62 total cost

Current Fee = \$30.00

**RESOLUTION NO. 07-**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HERMOSA BEACH, CALIFORNIA AMENDING RESOLUTION NO 90-5422 (MASTER FEE RESOLUTION) TO REVISE THE FEES FOR AUDIOTAPE, DVD AND VIDEOTAPE COPIES**

**WHEREAS**, pursuant to Hermosa Beach Municipal Code 2.64.010, it is the intent of the City Council to require the ascertainment and recovery of costs reasonably borne from fees and charges levied in providing City products or services; and

**WHEREAS**, costs of providing City services have been determined by recalculating the miscellaneous fees for audiotape, DVD and videotape copies; and

**NOW, THEREFORE THE CITY COUNCIL OF THE CITY OF HERMOSA BEACH, CALIFORNIA, DOES RESOLVE AS FOLLOWS:**

**SECTION 1.** That the City Council hereby accepts the recalculation of the fees listed below and finds that the fees, as set forth in the recalculation, are justified and do not exceed the cost of providing the services.

**SECTION 2.** That Resolution 90-5422 is amended to revise Schedule 5, Miscellaneous Fees as follows:

1. Audiotape Copy fee is set at \$9.00.
2. DVD Copy fee is set at \$5.00.
3. Videotape Copy fee is set at \$8.00.

**PASSED, APPROVED and ADOPTED** this 14<sup>th</sup> day of August 2007.

---

**PRESIDENT OF THE City Council and MAYOR** of the City of Hermosa Beach, California

ATTEST:

APPROVED AS TO FORM:

---

City Clerk

---

City Attorney