

City of Rancho Mirage

MASTER FEE SCHEDULE - ADMINISTRATIVE / CLERK / RECORDS FEES

Activity Description	Fee	Charge Basis	Note
1 General Copying (Public Records)			
a) 8.5 x 11" (letter) or 8.5 x 14" (legal)	\$0.13	per page	[a]
b) 11 x 17"	\$0.13	per page	[a]
c) Oversize / All Others			
i) Materials Costs	actual cost	time & materials	
ii) Outside Service Costs	actual cost	time & materials	
iii) City Staff Costs	\$71	per hour; 15-min increment	
2 Electronic Public Records			
a) Records Currently Stored Electronically			
i) City Staff Costs	\$71	per hour; 15-min increment	
b) Documents Scanned for Email			
i) City Staff Costs	\$71	per hour; 15-min increment	
c) Documents Requiring Formatting, Programming, Development, etc.			
i) Materials Costs	actual cost	time & materials	[b]
ii) Outside Service Costs	actual cost	time & materials	
iii) City Staff Costs	\$71	per hour; 15-min increment	
3 Audio / Digital Media Public Records			
a) Materials Costs	actual cost	time & materials	[b]
b) Outside Service Costs	actual cost	time & materials	
c) City Staff Costs	\$71	per hour; 15-min increment	
4 Mailing Public Records	actual cost	envelope, postage, etc.	
5 Document Certification	\$15	per request	

[a] No charge for first ten pages.

[b] E.g. storage device.