

**DEPARTMENTAL FEES & CHARGES**

# OFFICE OF THE CITY CLERK

## Impact Analysis Report

### **OVERVIEW**

The Office of the City Clerk is responsible for making all official City Council records and documents accessible to the public, and conducting elections for the Mayor, City Council and ballot measures. Copies of the City Charter, Municipal Code, supplements to the Municipal Code, City Council meeting minutes, official documents, forms, and records are available upon request. City Council meeting agendas and synopses are available on an ongoing basis, by subscription. The Office of the City Clerk also provides duplication of taped material, and performs special research and notary services on a fee basis. The majority of these documents are available on the City's website at [www.sanjoseca.gov](http://www.sanjoseca.gov).

### **SUMMARY AND IMPACT OF PROPOSED FEE REVISIONS**

#### Existing Fees

In 2014-2015, a review of fees and charges was completed and adjustments are recommended to maintain cost recovery levels to the extent possible.

The fees and charges assessed by the Clerk's Office were recalculated in 2014-2015 to account for changes in salary and benefit costs, as well as to incorporate all of the cost components, including some indirect costs that had previously been omitted from the fees. Based on this analysis, increases to the following fees are recommended: Duplicating Services (Audio Recording, Materials, and Video Recording); Lobbyist Registration (Client Fee,

Lobbyist Registration, Prorated Registration Fee, and Quarterly Report Delinquent Fee); Sale of Publications (Agenda Subscriptions, City Charter, and FAX Copies to the Public); and Special Research/Services.

Lobbyist Registration and Agenda Subscriptions fees are recommended to be increased over a two-year period, in order to move towards full cost recovery (currently proposed at 73.6%).

For consistency, the Document Copying fee is standardized across the City to match the department with the lowest cost recovery fee for this service. This fee will be decreased from \$0.24 to \$0.19 per page for 8½" x 11" black and white documents and \$0.25 to \$0.20 for 11" x 17" black and white documents.

At this time, a small increase in estimated revenue is anticipated from these fee adjustments.

### **NOTIFICATION**

The Proposed Fees and Charges Report was released on May 2, 2014, allowing for a minimum of 10 days for public review. Public input on fee proposals will be heard by the City Council at public hearings held on Tuesday, May 13, 2014, at 7:00 p.m. and Monday, June 9, 2014, at 7:00 p.m. in the Council Chambers.

# DEPARTMENTAL FEES AND CHARGES

# CITY CLERK

Service	2013-2014 Adopted Fee	2013-2014 % Cost Recovery	2014-2015 Proposed Fee	2014-2015 Estimated Cost	2014-2015 Estimated Revenue		2014-2015 % Cost Recovery	
					Current Fee	Proposed Fee	Current Fee	Proposed Fee
<b>CITY CLERK FEES - CATEGORY I</b>								
<b>1. Candidate Ballot Statements</b>								
1 Candidate Ballot Statement Fee	Cost reimbursement of fee set by Santa Clara County Registrar of Voters		No Change					
<b>Sub-total Candidate Ballot Statements</b>								
<b>2. Duplicating Services</b>								
1 Audio Recording	\$8.50 each		\$11.00 each					
2 Materials (if needed)	\$2.50		\$3.20					
3 Video Recording	\$20.00 each		\$27.50 each					
<b>Sub-total Duplicating Services</b>								
<b>3. Lobbyist Registration</b>								
1 Client Fee	\$75.00 per client		\$94.00 per client					
2 Delinquent Registration Fee	5% of unpaid fee per day		No Change					
3 Lobbyist Registration	\$437.50 per registrant		\$546.50 per registrant					
4 Prorated Registration Fee	\$218.75 per 1/2 year or less		\$273.25 per 1/2 year or less					
5 Quarterly Report Delinquent Fee	\$62.50 per day		\$78.00 per day					
<b>Sub-total Lobbyist Registration</b>		<b>98.5%</b>		<b>60,030</b>	<b>35,397</b>	<b>44,195</b>	<b>59.0%</b>	<b>73.6%</b>
<b>4. Sale of Publications and Document Copying</b>								
1 Agenda Subscriptions - City Council	\$88.50 per year		\$105.00 per year					
2 Agenda Subscriptions - Planning Commission	\$29.50 per year		\$34.50 per year					

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# CITY CLERK

Service	2013-2014 Adopted Fee	2013-2014 % Cost Recovery	2014-2015 Proposed Fee	2014-2015 Estimated Cost	2014-2015 Estimated Revenue		2014-2015 % Cost Recovery	
					Current Fee	Proposed Fee	Current Fee	Proposed Fee
<b>CITY CLERK FEES - CATEGORY I</b>								
<b>4. Sale of Publications and Document Copying</b>								
3 Agenda Subscriptions - Planning Director Hearing	\$33.50 per year		\$39.25 per year					
4 Capital Budget Book	Actual printing cost		No Change					
5 City Charter	\$9.50 each copy		\$11.10 each copy					
6 Code Supplements	Actual printing cost		No Change					
7 FAX Copies to Public	\$1.60 per document		\$1.92 per document					
8 Mail Copies to Public	Actual cost, minimum \$1		No Change					
9 Municipal Code	Actual printing cost		No Change					
10 Operating Budget Book	Actual printing cost		No Change					
11 Public Documents	\$0.25 each page, \$1.50 per certified copy		\$0.19/page for 8.5x11 (B&W), \$0.20/page for 11x17 (B&W), \$1.50/page for certified copy					
<b>Sub-total Sale of Publications and Document Copying</b>		<b>99.5%</b>						
<b>5. Special Research/Services</b>								
1 Special Research/Services	\$62.50 per hour + materials		\$95.00 per hour + materials					
<b>Sub-total Special Research/Services</b>								
<b>SUB-TOTAL CITY CLERK FEES - CATEGORY I</b>		<b>98.5%</b>		<b>60,030</b>	<b>35,397</b>	<b>44,195</b>	<b>59.0%</b>	<b>73.6%</b>

## CITY CLERK FEES - CATEGORY II

### 1. Initiative Petition Filing

1 Initiative Petition Filing (set by State law)	\$200 per petition		No Change					
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### Sub-total Initiative Petition Filing

# DEPARTMENTAL FEES AND CHARGES

# CITY CLERK

Service	2013-2014 Adopted Fee	2013-2014 % Cost Recovery	2014-2015 Proposed Fee	2014-2015 Estimated Cost	2014-2015 Estimated Revenue		2014-2015 % Cost Recovery	
					Current Fee	Proposed Fee	Current Fee	Proposed Fee

## CITY CLERK FEES - CATEGORY II

### 2. Local Candidate Election Filing

1 Local Candidate Election Filing (set by State law)	\$25.00		No Change					
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#### Sub-total Local Candidate Election Filing

### 3. Notary Public Services

1 Notary Public Services (set by State law)	\$10 each acknowledgement		No Change					
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#### Sub-total Notary Public Services

### 4. Political Reform Act

1 Document Copying - Old PRA Forms (set by State law)	\$5 + \$0.10 each image		No Change					
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2 Document Copying - PRA Forms (set by State law)	\$0.10 each image		No Change					
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3 Late Fee for PRA Filings (set by State law)	\$10 per day		No Change					
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#### Sub-total Political Reform Act

## SUB-TOTAL CITY CLERK FEES - CATEGORY II

<b>TOTAL DEPARTMENT - GENERAL FUND</b>				<b>60,030</b>	<b>35,397</b>	<b>44,195</b>	<b>59.0%</b>	<b>73.6%</b>
<b>TOTAL DEPARTMENT - Category I</b>				<b>60,030</b>	<b>35,397</b>	<b>44,195</b>	<b>59.0%</b>	<b>73.6%</b>
<b>TOTAL DEPARTMENT - Category II</b>								
<b>TOTAL DEPARTMENT</b>				<b>60,030</b>	<b>35,397</b>	<b>44,195</b>	<b>59.0%</b>	<b>73.6%</b>