

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 Mayor and 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 majority of these documents are available on the City's website at www.sanjoseca.gov. The Office of the City Clerk also provides duplication of taped materials and performs special research and notary services on a fee basis.

SUMMARY AND IMPACT OF PROPOSED FEE REVISIONS

Existing Fees

In 2013-2014, a review of fees and charges was completed and adjustments are recommended to maintain cost recovery levels to the extent possible.

The City Clerk's Office revised fees and charges for 2013-2014 reflect updated salary and benefits costs, as well as overhead costs. Increases to the following fees are recommended: Duplicating Services (Audio Recording, Materials, Video Recording); Lobbyist Registration (Client Fee, Lobbyist Registration, Prorated Registration Fee, Quarterly Report Delinquent Fee); Sale of Publications and Document Copying (Agenda Subscriptions, City Charter,

FAX Copies to Public, Public Documents); and Special Research/Services to maintain approximately 100% cost recovery levels.

In order to move towards full cost recovery, the fees for lobbyist registration and client fees will be increased over a two-year period.

In addition, for consistency, the Document Copying – Public Documents fee is standardized across the City to match the department with the lowest cost recovery fee for this service. This fee will increase from \$0.24 to \$0.25 per page for 8½” x 11” documents and \$0.25 to \$0.26 for 11”x 17” documents.

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

NOTIFICATION

The Proposed Fees and Charges Report was released on May 3, 2013, 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 14, 2013, at 1:30 p.m. and Monday, June 10, 2013, at 7:00 p.m. in the Council Chambers.

DEPARTMENTAL FEES AND CHARGES

CITY CLERK

Service	2012-2013 Adopted Fee	2012-2013 % Cost Recovery	2013-2014 Proposed Fee	2013-2014 Estimated Cost	2013-2014 Estimated Revenue		2013-2014 % Cost Recovery		
					Current Fee	Proposed Fee	Current Fee	Proposed Fee	
CITY CLERK FEES - CATEGORY I									
1. Candidate Ballot Statements									
1 Candidate Ballot Statement Fee	Cost reimbursement of fee set by Santa Clara County Registrar of Voters		No Change						
Sub-total Candidate Ballot Statements		100.0%							
2. Duplicating Services									
1 Audio Recording	\$6 each		\$8.50 each						
2 Materials (if needed)	\$1.75		\$2.50						
3 Video Recording	\$16 each		\$20.00 each						
Sub-total Duplicating Services									
3. Lobbyist Registration									
1 Client Fee	\$70 per client		\$75.00 per client						
2 Delinquent Registration Fee	5% of unpaid fee per day		No Change						
3 Lobbyist Registration	\$370 per registrant		\$437.50 per registrant						
4 Prorated Registration Fee	\$185 per 1/2 year or less		\$218.75 per 1/2 year or less						
5 Quarterly Report Delinquent Fee	\$50 per day		\$62.50 per day						
Sub-total Lobbyist Registration		98.0%		35,528	28,000	35,000	78.8%	98.5%	
4. Sale of Publications and Document Copying									
1 Agenda Subscriptions - City Council	\$60 per year		\$88.50 per year						
2 Agenda Subscriptions - Planning Commission	\$21 per year		\$29.50 per year						

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Service	2012-2013 Adopted Fee	2012-2013 % Cost Recovery	2013-2014 Proposed Fee	2013-2014 Estimated Cost	2013-2014 Estimated Revenue		2013-2014 % Cost Recovery	
					Current Fee	Proposed Fee	Current Fee	Proposed Fee
CITY CLERK FEES - CATEGORY I								
4. Sale of Publications and Document Copying								
3 Agenda Subscriptions - Planning Director Hearing	\$24 per year		\$33.50 per year					
4 Capital Budget Book	Actual printing cost		No Change					
5 City Charter	\$6 each copy		\$9.50 each copy					
6 Code Supplements	Actual printing cost		No Change					
7 FAX Copies to Public	\$1 per document		\$1.60 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	\$0.24 each image, \$1.50 per certified copy		\$0.25 each page, \$1.50 per certified copy					
Sub-total Sale of Publications and Document Copying		83.3%		817	570	813	69.8%	99.5%
5. Special Research/Services								
1 Special Research/Services	\$50 per hour + materials		\$62.50 per hour + materials					
Sub-total Special Research/Services								
SUB-TOTAL CITY CLERK FEES - CATEGORY I		98.3%		36,345	28,570	35,813	78.6%	98.5%
CITY CLERK FEES - CATEGORY II								
1. Initiative Petition Filing								
1 Initiative Petition Filing (set by State law)	\$200 per petition		No Change					
Sub-total Initiative Petition Filing								

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Service	2012-2013 Adopted Fee	2012-2013 % Cost Recovery	2013-2014 Proposed Fee	2013-2014 Estimated Cost	2013-2014 Estimated Revenue		2013-2014 % 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					
Sub-total Local Candidate Election Filing								
3. Notary Public Services								
1 Notary Public Services (set by State law)	\$10 each acknowledgement		No Change					
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					
2 Document Copying - PRA Forms (set by State law)	\$0.10 each image		No Change					
3 Late Fee for PRA Filings (set by State law)	\$10 per day		No Change					
Sub-total Political Reform Act								
SUB-TOTAL CITY CLERK FEES - CATEGORY II								
TOTAL DEPARTMENT - GENERAL FUND				36,345	28,570	35,813	78.6%	98.5%
TOTAL DEPARTMENT - Category I				36,345	28,570	35,813	78.6%	98.5%
TOTAL DEPARTMENT - Category II								
TOTAL DEPARTMENT				36,345	28,570	35,813	78.6%	98.5%