

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 Office of the City Clerk also provides duplication of taped materials 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.

SUMMARY AND IMPACT OF PROPOSED FEE REVISIONS

Existing Fees

In 2012-2013, an increase to the Document Copying fee is recommended as a result of reviewing the time and resources necessary to complete this service. At this time, no change in the estimated revenue is assumed from this

fee increase, due to the unknown effects of the increase on existing fee activity levels. The elimination of the Redevelopment Agency Agenda Subscription fee is also recommended as part of the report due to the dissolution of the San Jose Redevelopment Agency. Effective February 1, 2012, all redevelopment agencies in the State of California were dissolved pursuant to AB X1 26.

NOTIFICATION

The Proposed Fees and Charges Report was released on May 4, 2012, 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 15, 2012, at 7:00 p.m. and Monday, June 11, 2012, at 7:00 p.m. in the Council Chambers.

DEPARTMENTAL FEES AND CHARGES

CITY CLERK

| Service | 2011-2012 Adopted Fee | 2011-2012 % Cost Recovery | 2012-2013 Proposed Fee | 2012-2013 Estimated Cost | 2012-2013 Estimated Revenue | | 2012-2013 % 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% | | 14,000 | 14,000 | 14,000 | 100.0% | 100.0% |
| 2. Duplicating Services | | | | | | | | |
| 1 Audio Recording | \$6 each | | No Change | | | | | |
| 2 Materials (if needed) | \$1.75 | | No Change | | | | | |
| 3 Video Recording | \$16 each | | No Change | | | | | |
| Sub-total Duplicating Services | | | | | | | | |
| 3. Lobbyist Registration | | | | | | | | |
| 1 Client Fee | \$70 per client | | No Change | | | | | |
| 2 Delinquent Registration Fee | 5% of unpaid fee per day | | No Change | | | | | |
| 3 Lobbyist Registration | \$370 per registrant | | No Change | | | | | |
| 4 Prorated Registration Fee | \$185 per 1/2 year or less | | No Change | | | | | |
| 5 Quarterly Report Delinquent Fee | \$50 per day | | No Change | | | | | |
| Sub-total Lobbyist Registration | | 98.0% | | 25,500 | 25,000 | 25,000 | 98.0% | 98.0% |
| 4. Sale of Publications and Document Copying | | | | | | | | |
| 1 Agenda Subscriptions - City Council | \$60 per year | | No Change | | | | | |
| 2 Agenda Subscriptions - Planning Commission | \$21 per year | | No Change | | | | | |

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| Service | 2011-2012 Adopted Fee | 2011-2012 % Cost Recovery | 2012-2013 Proposed Fee | 2012-2013 Estimated Cost | 2012-2013 Estimated Revenue | | 2012-2013 % 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 | | No Change | | | | | |
| 4 Agenda Subscriptions - Redevelopment Agency | \$15 per year | | Delete | | | | | |
| 5 Capital Budget Book | Actual printing cost | | No Change | | | | | |
| 6 City Charter | \$6 each copy | | No Change | | | | | |
| 7 Code Supplements | Actual printing cost | | No Change | | | | | |
| 8 FAX Copies to Public | \$1 per document | | No Change | | | | | |
| 9 Mail Copies to Public | Actual cost, minimum \$1 | | No Change | | | | | |
| 10 Municipal Code | Actual printing cost | | No Change | | | | | |
| 11 Operating Budget Book | Actual printing cost | | No Change | | | | | |
| 12 Public Documents | \$0.22 each image, \$1.50 per certified copy | | \$0.24 each image, \$1.50 per certified copy | | | | | |
| Sub-total Sale of Publications and Document Copying | | 84.0% | | 1,200 | 1,000 | 1,000 | 83.3% | 83.3% |
| 5. Special Research/Services | | | | | | | | |
| 1 Special Research/Services | \$50 per hour + materials | | No Change | | | | | |
| Sub-total Special Research/Services | | | | | | | | |
| SUB-TOTAL CITY CLERK FEES - CATEGORY I | | 97.6% | | 40,700 | 40,000 | 40,000 | 98.3% | 98.3% |

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CITY CLERK

| Service | 2011-2012 Adopted Fee | 2011-2012 % Cost Recovery | 2012-2013 Proposed Fee | 2012-2013 Estimated Cost | 2012-2013 Estimated Revenue | | 2012-2013 % Cost Recovery | | |
|---|---------------------------|---------------------------------|---------------------------|--------------------------------|--------------------------------|-----------------|------------------------------|-----------------|--|
| | | | | | Current Fee | Proposed Fee | Current Fee | Proposed Fee | |
| 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 | | | | | | | | | |
| 2. Local Candidate Election Filing | | | | | | | | | |
| 1 Local Candidate Election Filing (set by State law) | \$25.00 | | No Change | | | | | | |
| Sub-total Local Candidate Election Filing | | | | | | | | | |
| | | 1.3% | | | | | | | |
| 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 | | 1.3% | | | | | | | |
| TOTAL DEPARTMENT - GENERAL FUND | | | | 40,700 | 40,000 | 40,000 | 98.3% | 98.3% | |
| TOTAL DEPARTMENT - Category I | | | | 40,700 | 40,000 | 40,000 | 98.3% | 98.3% | |
| TOTAL DEPARTMENT - Category II | | | | | | | | | |
| TOTAL DEPARTMENT | | | | 40,700 | 40,000 | 40,000 | 98.3% | 98.3% | |