

# 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](http://www.sanjoseca.gov).

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

In 2011-2012, increases in the following fee categories are recommended: Duplicating Service, Lobbyist Registration, Sale of Publication and Document Copying, and Special Research/Services. The City Clerk's Office proposed fees for 2011-2012 reflect the results of a review of time and resources necessary to complete services. The recommended increases are anticipated to bring all eligible fees as close to the 100% cost recovery level as possible. As a result of the proposed fee increases no change in estimated revenues are assumed at this time due to the unknown effects of the fee increases on the existing fee activities.

### ***NOTIFICATION***

The Proposed Fees and Charges Report was released on May 6, 2011, 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 17, 2011, at 7:00 p.m. and Monday, June 13, 2011, at 7:00 p.m. in the Council Chambers.

# DEPARTMENTAL FEES AND CHARGES

# CITY CLERK

Service	2010-2011 Adopted Fee	2010-2011 % Cost Recovery	2011-2012 Proposed Fee	2011-2012 Estimated Cost	2011-2012 Estimated Revenue		2011-2012 % 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>100.0%</b>		<b>10,000</b>	<b>10,000</b>	<b>10,000</b>	<b>100.0%</b>	<b>100.0%</b>	
<b>2. Duplicating Services</b>									
1 Audio Recording	\$6 each		No Change						
2 Materials (if needed)	\$1.50		\$1.75						
3 Video Recording	\$15 each		\$16 each						
<b>Sub-total Duplicating Services</b>									
<b>3. Lobbyist Registration</b>									
1 Client Fee	\$60 per client		\$70 per client						
2 Delinquent Registration Fee	5% of unpaid fee per day		No Change						
3 Lobbyist Registration	\$350 per registrant		\$370 per registrant						
4 Prorated Registration Fee	\$175 per 1/2 year or less		\$185 per 1/2 year or less						
5 Quarterly Report Delinquent Fee	\$50 per day		No Change						
<b>Sub-total Lobbyist Registration</b>		<b>100.0%</b>		<b>25,500</b>	<b>25,000</b>	<b>25,000</b>	<b>98.0%</b>	<b>98.0%</b>	
<b>4. Sale of Publications and Document Copying</b>									
1 Agenda Subscriptions - City Council	\$55 per year		\$60 per year						
2 Agenda Subscriptions - Planning Commission	\$20 per year		\$21 per year						

**DEPARTMENTAL FEES AND CHARGES**

**CITY CLERK**

Service	2010-2011 Adopted Fee	2010-2011 % Cost Recovery	2011-2012 Proposed Fee	2011-2012 Estimated Cost	2011-2012 Estimated Revenue		2011-2012 % 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	\$22 per year		\$24 per year					
4 Agenda Subscriptions - Redevelopment Agency	\$14 per year		\$15 per year					
5 Capital Budget Book	Actual printing cost		No Change					
6 City Charter	\$5 each copy		\$6 each copy					
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		No Change					
<b>Sub-total Sale of Publications and Document Copying</b>		<b>100.0%</b>		<b>2,500</b>	<b>2,100</b>	<b>2,100</b>	<b>84.0%</b>	<b>84.0%</b>
<b>5. Special Research/Services</b>								
1 Special Research/Services	\$47 per hour + materials		\$50 per hour + materials					
<b>Sub-total Special Research/Services</b>								
<b>SUB-TOTAL CITY CLERK FEES - CATEGORY I</b>		<b>100.0%</b>		<b>38,000</b>	<b>37,100</b>	<b>37,100</b>	<b>97.6%</b>	<b>97.6%</b>

**DEPARTMENTAL FEES AND CHARGES**

**CITY CLERK**

Service	2010-2011 Adopted Fee	2010-2011 % Cost Recovery	2011-2012 Proposed Fee	2011-2012 Estimated Cost	2011-2012 Estimated Revenue		2011-2012 % Cost Recovery	
					Current Fee	Proposed Fee	Current Fee	Proposed Fee
<b>CITY CLERK FEES - CATEGORY II</b>								
<b>1. Initiative Petition Filing</b>								
1 Initiative Petition Filing (set by State Law)	\$200 per petition		No Change					
<b>Sub-total Initiative Petition Filing</b>								
<b>2. Local Candidate Election Filing</b>								
1 Local Candidate Election Filing (set by State law)	\$25.00		No Change					
<b>Sub-total Local Candidate Election Filing</b>								
		1.2%		22,500	300	300	1.3%	1.3%
<b>3. Notary Public Services</b>								
1 Notary Public Services (set by State law)	\$10 each acknowledgement		No Change					
<b>Sub-total Notary Public Services</b>								
<b>4. Political Reform Act</b>								
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					
<b>Sub-total Political Reform Act</b>								
<b>SUB-TOTAL CITY CLERK FEES - CATEGORY II</b>		1.2%		22,500	300	300	1.3%	1.3%
<b>TOTAL DEPARTMENT - GENERAL FUND</b>				60,500	37,400	37,400	61.8%	61.8%
<b>TOTAL DEPARTMENT - Category I</b>				38,000	37,100	37,100	97.6%	97.6%
<b>TOTAL DEPARTMENT - Category II</b>				22,500	300	300	1.3%	1.3%
<b>TOTAL DEPARTMENT</b>				60,500	37,400	37,400	61.8%	61.8%