

OFFICE OF THE CITY CLERK

Impact Analysis Report

OVERVIEW

The City Clerk is responsible for making all official City Council records and documents accessible to the public and conducting elections for Mayor, City Council, and ballot measures. Copies of the City Charter, Municipal Code, supplements to the 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 duplications of taped materials and performs special research and notary services on a fee basis.

Revenues from the Sale of Publications and Document Copying are expected to decrease over time, as more documents and publications become available on the web. Revenues from Candidate Ballot Statements Fees are expected to increase next year as 2009-2010 is an election year.

SUMMARY OF PROPOSED FEE REVISIONS

New Fees

The Office of the City Clerk proposes to add a new Elections Commission Complaint Filing fee in the amount of \$100 per complaint. This fee would partially offset the administrative costs associated with processing complaints for the Elections Commission. The \$100 fee is set at a level that aligns with other City public protest/appeal fees. No revenue increases are assumed, as this type of fee has not been charged in the past. Revenue estimates will be reevaluated in 2010-2011.

NOTIFICATION

This Proposed Fees and Charges Report was released on May 1, 2009, 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 scheduled for Tuesday, May 12, 2009 and Monday, June 15, 2009 at 7:00 p.m. in the Council Chambers.

DEPARTMENTAL FEES AND CHARGES

CITY CLERK

Service	2008-2009 Adopted Fee	2008-2009 % Cost Recovery	2009-2010 Proposed Fee	2009-2010 Estimated Cost	2009-2010 Estimated Revenue		2009-2010 % 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%		10,000	10,000	10,000	100.0%	100.0%
2. Duplicating Services								
1 Audio Recording	\$6 each		No Change					
2 Materials (if needed)	\$1.50		No Change					
3 Video Recording	\$15 each		No Change					
Sub-total Duplicating Services								
3. Lobbyist Registration								
1 Client Fee	\$60 per client		No Change					
2 Delinquent Registration Fee	5% of unpaid fee per day		No Change					
3 Lobbyist Registration	\$350 per registrant		No Change					
4 Prorated Registration Fee	\$175 per 1/2 year or less		No Change					
5 Quarterly Report Delinquent Fee	\$50 per day		No Change					
Sub-total Lobbyist Registration		100.0%		32,000	32,000	32,000	100.0%	100.0%
4. Sale of Publications and Document Copying								
1 Agenda Subscriptions - City Council	\$55 per year		No Change					
2 Agenda Subscriptions - Planning Commission	\$20 per year		No Change					

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					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	\$22 per year		No Change					
4 Agenda Subscriptions - Redevelopment Agency	\$14 per year		No Change					
5 Capital Budget Book	Actual printing cost		No Change					
6 City Charter	\$5 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	\$0.20 each image, \$1.50 per certified copy		No Change					
Sub-total Sale of Publications and Document Copying		100.0%		1,500	1,500	1,500	100.0%	100.0%
5. Special Research/Services								
1 Special Research/Services	\$47 per hour + materials		No Change					
Sub-total Special Research/Services								
SUB-TOTAL CITY CLERK FEES - CATEGORY I		100.0%		43,500	43,500	43,500	100.0%	100.0%

DEPARTMENTAL FEES AND CHARGES

CITY CLERK

Service	2008-2009 Adopted Fee	2008-2009 % Cost Recovery	2009-2010 Proposed Fee	2009-2010 Estimated Cost	2009-2010 Estimated Revenue		2009-2010 % Cost Recovery		
					Current Fee	Proposed Fee	Current Fee	Proposed Fee	
CITY CLERK FEES - CATEGORY II									
1. Elections Commission									
Complaint Filing									
1 Elections Commission Complaint Filing Fee			\$100 per complaint						
Sub-total Elections Commission Complaint Filing									
2. Initiative Petition Filing									
1 Initiative Petition Filing (set by State Law)	\$200 per petition		No Change						
Sub-total Initiative Petition 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				43,500	43,500	43,500	100.0%	100.0%	
TOTAL DEPARTMENT - Category I				43,500	43,500	43,500	100.0%	100.0%	
TOTAL DEPARTMENT - Category II									
TOTAL DEPARTMENT				43,500	43,500	43,500	100.0%	100.0%	