



THE CITY OF SAN DIEGO  
**REPORT TO THE CITY COUNCIL**

DATE ISSUED: March 25, 2009 REPORT NO: 09-032

ATTENTION: City Council

SUBJECT: City Clerk User Fee Update

REFERENCE:

REQUESTED ACTION: Increase User Fee for City Charter

STAFF RECOMMENDATION: Recommend approval of updated fees

SUMMARY: The Office of the City Clerk assesses fees for copies of City Council approved items: copies of the City Charter, Notary Public, Council District Maps, Campaign Statements, Statements of Economic Interest, Lobbyist Registration and Election Filing information. Fines are assessed according to local and state mandates for Late Filing of Campaign Statements and Statements of Economic Interest. Total department revenue in FY08 was \$54,807 (\$53,524 from services to other Funds, and \$1,283 from fees and fines). There are a total number of 20 fees and fines in the City Clerk's office. There is one fee (City Charter) proposed for increase. The proposal is for a fee increase to the City Charter, from \$3.00 at the front counter to \$11.50, and from \$5.20 for a mailed copy to \$14.20. The proposed increase is estimated to add \$425 in revenue from fees for the City Charter based on the average of 50 copies sold per year over the front counter, and is estimated to add \$450 in revenue from fees for the City Charter based on an average of 50 copies sold per year by mail. The last revision of City Clerk fees and fines were in FY2005. However, the last revision to the City Charter fee was FY2004.

Based on projected revenue of \$53,819 this fiscal year, an overall increase in revenue may not be realized in FY2010. Due to budget limitations, and in keeping with the Departments goals of access and efficiency, the City Clerk is continuing the process of increasing online access to various documents and eliminating the distribution of hardcopy materials. The hardcopy formats proposed for elimination include the City Council Docket (including supplemental and revised pages) and the Municipal Code (including supplements). These documents are available on-line at no cost to the user. There has been an overall decrease in the number of requests for hard-copy format; making it no longer cost effective for the department to print. Remaining City Clerk fees are either cost recoverable or mandated according to local or state law (see attached Fee Schedule.) The proposed implementation date is July 1, 2009.

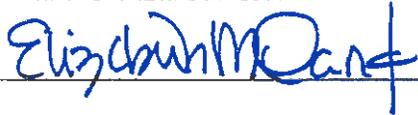
FISCAL CONSIDERATIONS: The proposal is for a fee increase to the City Charter, from \$3.00 at the front counter to \$11.50, and from \$5.20 for a mailed copy to \$14.20. The proposed increase is estimated to add \$425 in revenue from fees for the City Charter based on the average of 50 copies sold per year over the front counter, and is estimated to add \$450 in revenue from fees for the City Charter based on an average of 50 copies sold per year by mail.

PREVIOUS COUNCIL and/or COMMITTEE ACTION: None

COMMUNITY PARTICIPATION AND PUBLIC OUTREACH EFFORTS: Noticing in the Council Docket, posting in the Clerk's office and CAB building.

KEY STAKEHOLDERS AND PROJECTED IMPACTS: Citizens of San Diego – all internal and external customers who access information pertaining to local government.

In an attempt to leverage existing resources and maximize access, we have pushed to make as much material available on-line as possible. This reduces cost, increases access and provides better customer service.

A handwritten signature in blue ink, appearing to read "Elizabeth McQuinn", is written over a horizontal line.

Originating Department