



City of San Diego

Financial Management

FY 2013 Proposed Citywide User Fees

Budget & Finance Committee

April 25, 2012



Citywide Fees Overview

- **Currently different fee amounts are charged across the City based on the department providing the service**
- **Financial Management is requesting the addition of 3 Citywide fees all related to public requests for information:**
 - **Computer services fee**
 - **Paper copy fee**
 - **Portable Document Format (PDF) copy fee**
- **Intended to be Category I – 100% Cost Recovery**



Proposed Citywide Fees

Computer services fee

- **New fee establishing a consistent charge associated with compiling, extracting, and programming data in response to a request for a public record**
- **Proposed \$0.70 per minute fee**
- **Requestor to pay a 50% deposit of the estimated charge before services are performed. The remainder to be paid upon completion of services.**
- **Labor cost is based on the combined average hourly rate of pay of an ISA I and a Deputy City Clerk**



Proposed Citywide Fees

Paper Copy Fee

- Fee to recover the cost of duplicating a City document
- Current Fees: \$0.20 - \$0.25 per page
- Proposed \$0.25 per page
- Based on:
 - Copier costs as described in the contract between the City & Sharp Business Systems
 - 20 seconds to make a copy
 - \$0.01 cost for a sheet of paper



Proposed Citywide Fees

Portable Document Format (PDF) Copy Fee

- **New fee establishing a charge for a PDF copy by electronic mail (e-mail) to requestors of public records**
- **Requires a City employee to scan the requested record using the copy machine; send the PDF to his or her e-mail account; & electronically mail the PDF to the requestor**
- **Proposed \$0.25 per page fee**
- **Involves the same resources as the creation of a copy**



Citywide Fees

Fiscal Considerations

Fee Title	Unit of Measurement	Current Fee	Proposed Fee	Proposed Cost Recovery %
Citywide Computer Services Fee	Per Minute	\$ -	\$ 0.70	96%
Citywide Paper Copy Fee	Per Page	\$0.20 - \$0.25	\$ 0.25	95%
Citywide PDF Copy Fee	Per Page	\$ -	\$ 0.25	99%



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Questions?

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