



City Council Report

Date: March 22, 2018
To: Audit, Finance & Enterprise Committee
From: DeeAnn Mickelsen, City Clerk
Michael Claspell, Deputy City Clerk
Subject: City Clerk Fees and Charges

Purpose and Recommendation

The purpose of this report is to amend the City Clerk's Schedule of Fees and Charges. The proposed changes are outlined in the attached Proposed Changes to Fees and Charges and are recommended for approval.

Background

The attached Proposed Changes to Fees and Charges identifies the changes by category and the anticipated fiscal impacts for each change.

Discussion

The City Clerk recommends deleting the language of the Comprehensive Annual Financial Report (CAFR) section of the Schedule of Fees and Charges. Currently City Clerk does not receive a bound CAFR or CD to distribute. The removal of this language reflects the current practice of referring anyone inquiring about the CAFR to the City's website.

In addition, the City Clerk recommends updating the Charter Fee from the Schedule of Fees and Charges to reflect the first copy as free, and additional copies as \$0.20 per page. Currently copies of the City Charter are distributed electronically, and if Citizens are unable to access the document electronically, they would then be subject to the Fees and Charges.

Alternatives

Comprehensive Annual Financial Report Language:

The removal of the Comprehensive Annual Financial Report (CAFR) fee language is

intended to provide clarification and guidance to the public when they are retrieving a copy of the CAFR. The alternative would be to leave the language as is and make no changes. There is no fiscal impact to removing the language.

City Charter Fee:

City Charter fees would be assessed when a citizen requests a copy of the City Charter.

There is no fiscal impact by changing the language of this fee from the Schedule of Fees and Charges. The City Charter fees will to be collected through individual transactions.

Fiscal Impact

The fee changes will have no fiscal impact in FY 18/19.

Coordinated With

The City Clerk and the Office of Management and Budget.

Schedule of Fees and Charges

City Clerk

480-644-2099

Description of Services	Current FY 17/18 Fee	Proposed FY 18/19 Fee	Unit	Fiscal Impact	Notes
<i>BOUND DOCUMENTS</i>					Modifying heading
Comprehensive Annual Financial Report:					Removing heading
— Book	\$25.00		Each	\$0.00	Removing fee
— CD	\$5.00		Each	\$0.00	Removing fee
(reviewed by Finance Director)					
Charter:					
First Copy	No Charge	No Charge		\$0.00	
Second ADDITIONAL Copies	\$1.00	\$.20	Per copy PER PAGE	\$0.00	Modifying description of service; modifying fee; modifying unit
(reviewed by City Management)					
<i>UNBOUND DOCUMENTS</i>					Removing heading
PAPER DOCUMENTS: Includes minutes, ordinances, resolutions, etc.	\$0.20	\$0.20	Per copy		Modifying description of service
(reviewed by City Clerk's Office)					