



# City Council Report

**Date:** May 21, 2018  
**To:** City Council  
**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.

## **Background & Discussion**

The attached Proposed Changes to Fees and Charges (shown in Exhibit A) identifies the changes by category and the anticipated fiscal impacts for each change.

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.

## **Alternatives**

CAFR 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

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