



# Audit and Finance Committee Report

**Date:** February 6, 2009  
**To:** Audit and Finance Committee  
**Through:** Christopher J. Brady, City Manager  
**From:** Linda Crocker, City Clerk  
**Subject:** Schedule of Fees and Charges

## **Purpose and Recommendation**

The purpose of this report is to provide the Audit and Finance Committee with proposed changes to the City Code Book fees charged by the City Clerk's Office. It is recommended that the fee for a Code Book with a one-year supplement and the fees for annual supplements and binder replacements be eliminated from the City's Schedule of Fees and Charges.

## **Background**

The City Clerk's Office maintains the City Code Book and codifies all applicable ordinances. In the past, supplements (updates) to the Code Book were created and hard copies of those supplements were distributed to a list of recipients.

As a cost cutting measure during the budget process for FY 2008-2009, and with the concurrence of the City Manager, hard copies of the Code Book were eliminated. The Code Book is available on the City's website in both Word and PDF formats. Newly adopted ordinances are identified online (in red) until codified. Those wishing to review the Code Book may do so online or may visit the City Clerk's Office where a hard copy of the current book is available for review.

## **Discussion**

Since August 2007, no hard copies have been provided or sold. Quarterly updates are e-mailed to internal and external recipients who may print their own copies as needed.

With the elimination of a hard copy version of the Code Book, the need for a charge has also been eliminated.

**Alternatives**

ELIMINATE CODE BOOK CHARGES FROM THE SCHEDULE OF FEES AND CHARGES. This is the alternative recommended by the City Clerk. It will bring the Schedule of Fees and Charges in line with current practice.

TAKE NO ACTION. This would result in the existing Code Book fees remaining in the Schedule of Fees and Charges despite the fact that our office does not have any subscribers requesting hard copies since the Code Book and supplements were made available online (both in word and PDF formats).

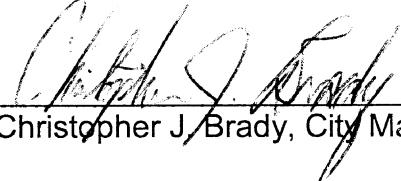
**Fiscal Impact**

There is no fiscal impact.

**Coordinated With**

The City Clerk's Office has been working with Budget and Research in the proposed elimination of these fees.

  
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Linda Crocker, City Clerk

  
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Christopher J. Brady, City Manager

**CITY CLERK**  
**Proposed Changes to Fees and Charges**

Document of Change: Resolution

Fee Recommendation BAR No.: N/A

| Description of Services:  | Current Fee/Charge              | Unit                                | Proposed Fee/Charge | Date Last Revised | 09/10 Fiscal Impact | 10/11 Fiscal Impact | Notes |
|---|---------------------------------|-------------------------------------|---------------------|-------------------|---------------------|---------------------|-------|
| Code Book with One Year Supplement<br><del>Annual Supplements</del><br><del>Binder Replacements</del><br><del>(reviewed by Linda Crocker, City Clerk)</del> | \$200.00<br>\$100.00<br>\$30.00 | per copy<br>per copy/per-yr<br>each |                     |                   |                     |                     |       |
| Plus Transaction Privilege (Sales) Tax, where applicable.   |                                 |                                     |                     |                   |                     |                     |       |