



# City of Somerville, Massachusetts

## Legislation Details (With Text)

**File #:** 23-0824      **Version:** 1

**Type:** Officer's Communication      **Status:** Approved

**File created:** 5/17/2023      **In control:** City Council

**On agenda:** 5/25/2023      **Final action:** 6/22/2023

**Enactment date:** 6/22/2023      **Enactment #:** 215658

**Title:** City Clerk submitting recommendations for adjustments to certain fees charged by the City Clerk's Office, effective July 1, 2023.

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** 1. Clerk Fees Proposed (FY24), 2. Clerk Fees Current (FY16)

Date	Ver.	Action By	Action	Result
6/22/2023	1	City Council	Approved	Pass
6/21/2023	1	Finance Committee	Recommended to be discharged with no recommendation	
5/25/2023	1	City Council	Referred for recommendation	

### Agenda Summary

City Clerk submitting recommendations for adjustments to certain fees charged by the City Clerk's Office, effective July 1, 2023.

### Official Text

To the Honorable City Council:

In this communication I present recommendations for adjustments to certain fees charged by the City Clerk's Office, effective July 1, 2023. The Clerk's Office collects fees for more than fifty types of licenses, records, and certificates. These fees generate over \$300,000 in revenue annually for the city.

These recommendations are consistent with the municipal costing principles used by this Office. We review the costs to the city of processing license and permit applications, and we try to adjust the fees to account for the effort involved.

Fees were last updated in FY 2016.

<i>Records and Certificates</i>	<i>Current</i>	<i>Proposed</i>	<i>Impact</i>
Notarizing Non-Municipal Documents	\$ 1.00	\$ 5.00	\$800.00
Record Search	\$ 5.00	\$ 10.00	\$250.00
<i>Business Licenses</i>			
Advertising Fee for Public Hearings	\$ 75.00	\$110.00	\$280.00
Total			\$1,330.00

I am available at your convenience to answer any questions you may have. I appreciate your consideration of this matter.

Respectfully submitted,

Kimberly M. Wells  
City Clerk