

DEPARTMENTAL FEES AND CHARGES

CITY CLERK

Service	2023-2024 Adopted Fee	2023-2024 %Cost Recovery	2024-2025 PROPOSED Fee	2024-2025 Estimated Cost	2024-2025 Estimated Revenue		2024-2025 % Cost Recovery	
					Current Fee	Proposed Fee	Current Fee	Proposed Fee
CITY CLERK FEES - CATEGORY I								
1. Candidate Ballot Statements								
1 Candidate Ballot Statement Fee	Cost reimbursement of fee set by Santa Clara County Registrar of Voters		No Change					
Sub-total Candidate Ballot Statements							0.0%	0.0%
2. Duplicating Services								
1 Audio Recording	\$12.20 each + electronic media costs		\$11.65 each + cost of Electronic Media					
2 Video Recording	\$30.49 each + electronic media costs		\$29.11 each + cost of Electronic Media					
Sub-total Duplicating Services							0.0%	0.0%
3. Lobbyist Registration								
1 Client Fee	\$71.41 per client		\$71.62 per client					
2 Delinquent Registration Fee	5% of unpaid fee per day		5% of unpaid fee per business day, up to maximum of 100% of unpaid fee					
3 Lobbyist Registration	\$220.84 per registrant		\$219.36 per registrant per year					
4 Prorated Registration Fee	\$110.42 per 1/2 year or less		\$109.68 per half year or less					
5 Weekly Report Delinquent Fee Changed from Quarterly Report Delinquent Fee	\$10.00 per business day until report is filed, up to 60 business days, + 1.5% monthly interest from the 61st day until fine is paid		No Change					
Sub-total Lobbyist Registration		100.0%		24,930	25,000	24,930	100.3%	100.0%

DEPARTMENTAL FEES AND CHARGES

CITY CLERK

Service	2023-2024 Adopted Fee	2023-2024 %Cost Recovery	2024-2025 PROPOSED Fee	2024-2025 Estimated Cost	2024-2025 Estimated Revenue		2024-2025 % Cost Recovery	
					Current Fee	Proposed Fee	Current Fee	Proposed Fee
4. Sale of Publications and Document Copying								
1 Agenda Subscriptions - City Council	\$121.95 per year + duplication services		Delete					
2 Agenda Subscriptions - City Council Meeting Agenda			\$116.46 per year + cost of Document Copying and/or cost of Electronic Media					
3 Agenda Subscriptions - Planning Commission	\$36.59 per year + duplication services/electronic media costs		Delete					
4 Agenda Subscriptions - Planning Commission Meeting Agenda			\$34.94 per year + cost of Document Copying and/or cost of Electronic Media					
5 Agenda Subscriptions - Planning Director Hearing	\$42.68 per year + duplication services/electronic media costs		Delete					
6 Agenda Subscriptions - Planning Director Hearing Meeting Agenda			\$40.76 per year + cost of Document Copying and/or cost of Electronic Media					
7 Capital Budget Book	Actual printing cost		No Change					
8 City Charter	\$10.16 + duplication services/electronic media costs		\$9.70 + cost of Document Copying and/or cost of Electronic Media					
9 Code Supplements	Actual printing cost		Delete					
10 Document Certification Fee does not include duplication fees that may apply.	\$10.08 per certification		\$10.89 per certification					
11 FAX Copies to Public	See Public Records Act Fees		No Change					

DEPARTMENTAL FEES AND CHARGES

CITY CLERK

Service	2023-2024 Adopted Fee	2023-2024 %Cost Recovery	2024-2025 PROPOSED Fee	2024-2025 Estimated Cost	2024-2025 Estimated Revenue		2024-2025 % Cost Recovery	
					Current Fee	Proposed Fee	Current Fee	Proposed Fee
12 Mail Copies to Public	See Public Records Act Fees		No Change					
13 Municipal Code	Actual printing cost		No Change					
14 Municipal Code Supplements			Actual Printing Costs					
15 Operating Budget Book	Actual printing cost		No Change					
16 Public Documents	See Public Records Act Fees		No Change					
Sub-total Sale of Publications and Document Copying							0.0%	0.0%
5. Special Research/Services								
1 Special Research/Services	\$120.97 per hour + duplication services		\$130.65 per hour + cost of Document Copying and/or cost of Electronic Media					
Sub-total Special Research/Services							0.0%	0.0%
SUB-TOTAL CITY CLERK FEES - CATEGORY I		100.0%		24,930	25,000	24,930	100.3%	100.0%
CITY CLERK FEES - CATEGORY II								
1. Initiative Petition Filing								
1 Initiative Petition Filing (set by State law)	\$200 per petition		No Change					
Sub-total Initiative Petition Filing							0.0%	0.0%
2. Local Candidate Election Filing								
1 Local Candidate Election Filing (set by State law)	\$25.00		No Change					
Sub-total Local Candidate Election Filing							0.0%	0.0%

DEPARTMENTAL FEES AND CHARGES

CITY CLERK

Service	2023-2024 Adopted Fee	2023-2024 %Cost Recovery	2024-2025 PROPOSED Fee	2024-2025 Estimated Cost	2024-2025 Estimated Revenue		2024-2025 % Cost Recovery		
					Current Fee	Proposed Fee	Current Fee	Proposed Fee	
3. Notary Public Services									
1 Notary Public Services (set by State law)	\$15 each acknowledgement			\$15 for each signature taken for acknowledgments or oath/affirmation administered for jurats					
Sub-total Notary Public Services								0.0%	0.0%
4. Political Reform Act									
1 Copies of Statements Filed Pursuant to the Political Reform Act (PRA) (set by State Law)				\$0.10 each page					
2 Document Copying - PRA Forms (set by State law)	\$0.10 each image			Delete					
3 Late Fee for PRA Filings (set by State law)	\$10 per day			Delete					
4 Late Fine for PRA Filings (set by State law)				\$10.00 per day, maximum \$100.00					
5 Retrieval of PRA Forms (5 years or older, as set by State law) Formerly titled "Document Copying - Old PRA Forms (Set by State law)"	\$5 + \$0.10 each image			Delete					
6 Retrieval of PRA statements five (5) or more years old (set by State law) Formerly titled "Document Copying - Old PRA Forms (Set by State law)"				\$5 + \$0.10 each page					
Sub-total Political Reform Act								0.0%	0.0%
SUB-TOTAL CITY CLERK FEES - CATEGORY II		0.0%						0.0%	0.0%

DEPARTMENTAL FEES AND CHARGES

CITY CLERK

Service	2023-2024 Adopted Fee	2023-2024 %Cost Recovery	2024-2025 PROPOSED Fee	2024-2025 Estimated Cost	2024-2025 Estimated Revenue		2024-2025 % Cost Recovery	
					Current Fee	Proposed Fee	Current Fee	Proposed Fee

PUBLIC RECORDS ACT - CATEGORY I

1. Document Delivery

1 Faxing Refer to Duplication fees if printing or copying of document is needed prior to faxing.	\$2.15 for first page, \$0.06 for every additional page		\$2.34 for first page, \$0.06 for every additional page					
2 Mailing	Actual Costs (\$1.00 Minimum)		No Change					

2. Document Scanning

1 All sizes, color, and black & white	\$0.61 for first page, \$0.12 per additional page in file		\$0.65 for first page, \$0.13 per additional page in file + cost of Electronic Media					
---------------------------------------	---	--	--	--	--	--	--	--

3. Duplication Services

1 Black & White 11 x 17	\$0.17 per page		\$0.16 per page					
2 Black & White 8.5 x 11	\$0.14 per page		No Change					
3 Black & White 8.5 x 14	\$0.14 per page		\$0.15 per page					
4 Color 11 x 17	\$0.20 per page		\$0.19 per page					
5 Color 8.5 x 11	\$0.17 per page		No Change					
6 Color 8.5 x 14	\$0.17 per page		\$0.18 per page					
7 Microfiche	\$2.50 first page, \$0.26 per additional page		No Change					
8 Microfilm	\$4.50 first page, \$0.26 per additional page		No Change					

DEPARTMENTAL FEES AND CHARGES

CITY CLERK

Service	2023-2024 Adopted Fee	2023-2024 %Cost Recovery	2024-2025 PROPOSED Fee	2024-2025 Estimated Cost	2024-2025 Estimated Revenue		2024-2025 % Cost Recovery	
					Current Fee	Proposed Fee	Current Fee	Proposed Fee
9 Optical Imaging 8.5 x 11/11 x 17	\$0.20 per page		No Change					
10 Optical Imaging Reproduction Plans	\$4.50 per page		No Change					
4. Electronic Media								
1 16 GB Thumb Drive	\$13.61 + per page Document Scanning Fee		\$8.13 + per page Document Scanning Fee					
2 32 GB Thumb Drive	\$15.60 + per page Document Scanning Fee		\$11.25 + per page Document Scanning Fee					
3 8 GB Thumb Drive	\$9.31 + per page Document Scanning Fee		\$4.21 + per page Document Scanning Fee					
4 CD/DVD	\$0.81 + per page Document Scanning Fee		\$1.03 + per page Document Scanning Fee					
5. Publications								
1 Miscellaneous Publications	Actual Printing Costs		No Change					
SUB-TOTAL PUBLIC RECORDS ACT - CATEGORY I		0.0%					0.0%	0.0%

TOTAL DEPARTMENT - GENERAL FUND				24,930	25,000	24,930	100.3%	100.0%
TOTAL DEPARTMENT - NON-GENERAL FUND							0.0%	0.0%
TOTAL DEPARTMENT - Category I				24,930	25,000	24,930	100.3%	100.0%
TOTAL DEPARTMENT - Category II							0.0%	0.0%
TOTAL DEPARTMENT				24,930	25,000	24,930	100.3%	100.0%