

DEPARTMENTAL FEES AND CHARGES

CITY CLERK

Service	2019-2020 Adopted Fee	2019-2020 % Cost Recovery	2020-2021 Proposed Fee	2020-2021 Estimated Cost	2020-2021 Estimated Revenue		2020-2021 % 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									
2. Duplicating Services									
1 Audio Recording	\$10.80 each + electronic media cost		\$11.88 each + electronic media costs						
2 Video Recording	\$27.00 each + electronic media cost		\$29.70 each + electronic media cost						
Sub-total Duplicating Services									
3. Lobbyist Registration									
1 Client Fee	\$81.75 per client		\$81.10 per client						
2 Delinquent Registration Fee	5% of unpaid fee per day		No Change						
3 Lobbyist Registration	\$241.50 per registrant		\$238.90 per registrant						
4 Prorated Registration Fee	\$120.75 per 1/2 year or less		\$119.45 per 1/2 year or less						
5 Weekly Report Delinquent Fee Note: 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%		26,000	26,000	26,000	100.0%	100.0%	
4. Sale of Publications and Document Copying									
1 Agenda Subscriptions - City Council	\$108.80 per year + duplication services/electronic media costs		\$107 per year + duplication services						

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CITY CLERK FEES - CATEGORY I

4. Sale of Publications and Document Copying

2 Agenda Subscriptions - Planning Commission	\$32.65 per year + duplication services/electronic media costs		\$32.10 per year + duplication services/electronic media costs					
3 Agenda Subscriptions - Planning Director Hearing	\$38.05 per year + duplication services/electronic media costs		\$37.45 per year + duplication services/electronic media costs					
4 Capital Budget Book	Actual printing cost		No Change					
5 City Charter	\$9.05 + duplication services/electronic media costs		\$8.92 + duplication services/electronic media costs					
6 Code Supplements	Actual printing cost		No Change					
7 Document Certification Note: Certification Fee does not include duplication fees that may apply.	\$12.05 per certification + duplication services		\$11.88 per certification					
8 FAX Copies to Public	See Public Records Act Fees		No Change					
9 Mail Copies to Public	See Public Records Act Fees		No Change					
10 Municipal Code	Actual printing cost		No Change					
11 Operating Budget Book	Actual printing cost		No Change					
12 Public Documents	See Public Records Act Fees		No Change					

Sub-total Sale of Publications and Document Copying

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CITY CLERK FEES - CATEGORY I									
5. Special Research/Services									
1 Special Research/Services	\$144.65 per hour + duplication services/electronic media costs		\$142.50 per hour + duplication services						
Sub-total Special Research/Services									
SUB-TOTAL CITY CLERK FEES - CATEGORY I		100.0%		26,000	26,000	26,000	100.0%	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									
2. Local Candidate Election Filing									
1 Local Candidate Election Filing (set by State law)	\$25.00		No Change						
Sub-total Local Candidate Election Filing									
3. Notary Public Services									
1 Notary Public Services (set by State law)	\$15 each acknowledgement		No Change						
Sub-total Notary Public Services									
4. Political Reform Act									
1 Document Copying - PRA Forms (set by State law)	\$0.10 each image		No Change						
2 Late Fee for PRA Filings (set by State law)	\$10 per day		No Change						
3 Retrieval of PRA Forms (5 years or older, as set by State law) Note: Formerly titled "Document Copying - Old PRA Forms (Set by State law)"	\$5 + \$0.10 each image		No Change						
Sub-total Political Reform Act									
SUB-TOTAL CITY CLERK FEES - CATEGORY II									

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PUBLIC RECORDS ACT - CATEGORY I								
1. Document Delivery								
1 Faxing Note: Refer to Duplication fees if printing or copying of document is needed prior to faxing.	\$1.88 for first page, \$0.08 per additional page		\$1.88 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	\$0.32 for first page, \$0.06 per additional page + electronic media cost		\$0.31 for first page, \$0.06 per additional page in file					
3. Duplication Services								
1 Black & White 11 x 17	\$0.09 per page		No Change					
2 Black & White 8.5 x 11	\$0.08 per page		No Change					
3 Black & White 8.5 x 14	\$0.11 per page		\$0.10 per page					
4 Color 11 x 17	\$0.15 per page		No Change					
5 Color 8.5 x 11	\$0.14 per page		No Change					
6 Color 8.5 x 14	\$0.17 per page		\$0.16 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					
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					

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PUBLIC RECORDS ACT - CATEGORY I

4. Electronic Media

Note: These fees are only for the cost of the storage medium. Cost of document duplication are listed separately.

1 16 GB Thumb Drive	\$9.71 + per page Document Scanning Fee	No Change
2 32 GB Thumb Drive	\$16.05 + per page Document Scanning Fee	No Change
3 8 GB Thumb Drive	\$6.78 + per page Document Scanning Fee	No Change
4 CD/DVD	\$0.50 + per page Document Scanning Fee	No Change

5. Publications

1 Miscellaneous Publications	Actual Printing Costs	No Change
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SUB-TOTAL PUBLIC RECORDS ACT - CATEGORY I

TOTAL DEPARTMENT - GENERAL FUND	26,000	26,000	26,000	100.0%	100.0%
TOTAL DEPARTMENT - Category I	26,000	26,000	26,000	100.0%	100.0%
TOTAL DEPARTMENT - Category II					
TOTAL DEPARTMENT	26,000	26,000	26,000	100.0%	100.0%