

DEPARTMENTAL FEES AND CHARGES

CITY CLERK

Service	2020-2021 Adopted Fee	2020-2021 %Cost Recovery	2021-2022 PROPOSED Fee	2021-2022 Estimated Cost	2021-2022 Estimated Revenue		2021-2022 % 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	\$11.88 each + electronic media costs		\$10.95 each + electronic media costs					
2 Video Recording	\$29.70 each + electronic media cost		\$27.38 each + electronic media cost					
Sub-total Duplicating Services								
3. Lobbyist Registration								
1 Client Fee	\$81.10 per client		\$74.71 per client					
2 Delinquent Registration Fee	5% of unpaid fee per day		No Change					
3 Lobbyist Registration	\$238.90 per registrant		\$221.76 per registrant					
4 Prorated Registration Fee	\$119.45 per 1/2 year or less		\$110.88 per 1/2 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%		26,000	26,000	26,000	100.0%	100.0%
4. Sale of Publications and Document Copying								
1 Agenda Subscriptions - City Council	\$107 per year + duplication services		\$98.00 per year + duplication services					

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2 Agenda Subscriptions - Planning Commission	\$32.10 per year + duplication services/electronic media costs		\$29.40 per year + duplication services/electronic media costs					
3 Agenda Subscriptions - Planning Director Hearing	\$37.45 per year + duplication services/electronic media costs		\$34.30 per year + duplication services/electronic media costs					
4 Capital Budget Book	Actual printing cost		No Change					
5 City Charter	\$8.92 + duplication services/electronic media costs		\$8.17 + duplication services/electronic media costs					
6 Code Supplements	Actual printing cost		No Change					
7 Document Certification Certification Fee does not include duplication fees that may apply.	\$11.88 per certification		\$11.02 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								
5. Special Research/Services								
1 Special Research/Services	\$142.50 per hour + duplication services		\$132.19 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%

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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) 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								
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.	\$1.88 for first page, \$0.06 for every additional page		\$1.89 for first page, \$0.06 for every additional page					

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					Current Fee	Proposed Fee	Current Fee	Proposed Fee
2 Mailing	Actual Costs (\$1.00 Minimum)		No Change					
2. Document Scanning								
1 All sizes, color, and black & white	\$0.31 for first page, \$0.06 per additional page in file		\$0.34 for first page, \$0.07 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	\$0.10 per page		\$0.09 per page					
4 Color 11 x 17	\$0.15 per page		\$0.11 per page					
5 Color 8.5 x 11	\$0.14 per page		\$0.10 per page					
6 Color 8.5 x 14	\$0.16 per page		\$0.11 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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4. Electronic Media 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		\$7.26 + per page Document Scanning Fee					
2 32 GB Thumb Drive	\$16.05 + per page Document Scanning Fee		\$11.15 + per page Document Scanning Fee					
3 8 GB Thumb Drive	\$6.78 + per page Document Scanning Fee		\$6.38 + per page Document Scanning Fee					
4 CD/DVD	\$0.50 + per page Document Scanning Fee		\$0.79 + per page Document Scanning Fee					

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 - NON-GENERAL FUND							0.0%	0.0%
TOTAL DEPARTMENT - Category I				26,000	26,000	26,000	100.0%	100.0%
TOTAL DEPARTMENT - Category II							0.0%	0.0%
TOTAL DEPARTMENT				26,000	26,000	26,000	100.0%	100.0%