

MEMORANDUM

Date: May 3, 2024

To: Nicole Gonzales, Director of Finance
Nicholas Mullins, Management Analyst II

From: Miriam Lens, City Clerk *ML*

Subject: **FY 2024 Master Fee Schedule Changes – City Clerk’s Office**

The following are recommended fee increases reflected in the proposed 2025 Master Fee Schedule:

Fee Type	Change From	Change To	Justification
Certification of Documents	\$13.00 for first page \$7.00 each succeeding page	\$15.00 for first page \$7.00 each succeeding page	Increase to gradual full recovery of cost.
Express Mail from City of Hayward mailed to US Department of State	\$28.75	\$34.45	Set by United States Postal Service and payable to City.

