

**MEMORANDUM**

**Date:** February 18, 2022

**To:** Dustin Claussen, Director of Finance  
Nicole Gonzales, Deputy Director of Finance

**From:** Mary Lavelle, Acting Deputy City Clerk

**Through:** Miriam Lens, City Clerk

**Subject:** **FY 2023 Master Fee Schedule Changes – City Clerk’s Office**

The following are required fee increases/changes reflected in the proposed 2023 Master Fee Schedule:

<b>Fee Type</b>	<b>Change From</b>	<b>Change To</b>	<b>Justification</b>
Photocopy of FPPC Forms/ Statements per Government Code Section 81008	\$0.10 per page	\$0.10 per page. \$5 retrieval fee for reports/ statements 5 or more years old.	California Government Code Section 81008
Passport Fee (age 16 and over)	\$110.00	\$130.00	Set by US Department of State, as of December 2021
Passport Fee (under age 16)	\$80.00	\$100.00	Set by US Department of State, as of December 2021
Express Mail from City of Hayward mailed to US Department of State	\$24.70	\$26.95	Set by United States Postal Service and payable to City
Express Mail from US Department of State mailed to Customer	\$17.45	\$18.32	Set by and payable to US Department of State

