

MEMORANDUM

Date: February 17, 2023

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

From: Avinta Madhukansh, Deputy City Clerk

Through: Miriam Lens, City Clerk

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

The following are required fee increases/changes reflected in the proposed 2024 Master Fee Schedule:

Fee Type	Change From	Change To	Justification
Reproduction of DVD of Meetings a. City Council b. Planning Commission	DVD	USB flash drive	DVDs replaced with USB flash drive.
Passport Card Fee (age 16 and over)	*not listed on current schedule	\$30.00	Set by US Department of State, as of February 2023
Passport Card Fee (under age 16)	*not listed on current schedule	\$15.00	Set by US Department of State, as of February 2023
Express Mail from City of Hayward mailed to US Department of State	\$26.95	\$28.75	Set by United States Postal Service and payable to City
Express Mail from US Department of State mailed to Customer	\$18.32	\$19.53	Set by and payable to US Department of State

