

Master Fee Schedule: January 18, 2011

3.0 City Clerk

Description		Unit	Fee	Comments	Authority
3.1 Appeals to decisions of the Planning Commission		Per Appeal	\$150.00	Fee to be reviewed as part of Cost Allocation Plan	Res. 91-215
3.2 Government Use of Council Chamber or Committee Room					
Council Chambers (2 hour minimum)					
3.2.1	Up to 4 hours	Per Rental	\$105.00		
3.2.2	Use exceeding 4 hours	Per Hour	\$21.00		
3.2.3	Cancellation Charge-Upon 72 hours notice	Flat Fee	\$26.00		
3.2.4	Additional costs outside regular business hours		Direct Staff Costs		
Committee Room (2 hour minimum)					
3.2.5	Up to 4 hours	Per Rental	\$53.00		
3.2.6	Use exceeding 4 hours	Per Hour	\$11.00		
3.2.7	Cancellation Charge	Flat Fee	\$26.00		
3.2.8	Additional costs outside regular business hours		Direct Staff Costs		
3.3 Campaign Disclosure reports, Statements of Economic Interest, and any other reports and statements subject to the provisions of GC§81008					
3.3.1	Per Page		\$0.10		
3.3.2	Documents 5 or more yrs old		\$5.00		
3.4 Consolidated Codes (Includes Napa Municipal Code, City Charter, Policy Resolutions)					
3.4.1	Hardbound Copy		\$155.65		
3.5 Preparation of administrative records (Civil Code of Procedures requires \$500.00 minimum deposit in advance) Research of records, duplication of records and Verbatim Transcript			Direct Staff Costs		

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Description	Unit	Fee	Comments	Authority
3.6 Notice of Intent to circulate petition	Per Request	\$200.00		(Election Code 3702(d))
3.7 Preparation of Transcripts - Verbatim Council Minutes		Direct Staff Costs		
3.8 City Wide Records Management Fee/Optical Imaging Fee	Per Page	\$1.05		