



# Fiscal Year 2023/24 Fees and Charges

Exhibit A

## ADMINISTRATIVE

	2023-24 Fee	Unit	Notes
Lien Search	\$10.00	Per search	
Returned Payments	\$35.00	Per item	
Invoice Late Fee	10%		
All other services not Identified	Actual Cost		
Notary	\$5.00	Per signature	Subject to Notary availability. Appointments strongly recommended
Mobile Food Unit License Fee	\$40.00	Annually	
Sidewalk Vendor License	\$2.50	Per Square Foot	

## PUBLIC RECORDS

	2023-24 Fee	Unit	Notes
Printing / Copies – 8.5x11, 8.5x14, 11x17	\$0.25	Per page	
Printing / Copies – Larger than 11x17	\$10.00	Per page	
Digital Copies (PDF)	\$0.10	Per page	
Certified Copies	\$5.00	Each	
Copies of Digital Photos	\$1.00	Per photo	
CD of Digital Photos	\$10.00	Each CD	
Audio CD, DVD, or other media	\$15.00	Each Item	
Postage		Per transaction	Actual cost of postage
Open Records Check	\$20.00	Each	Includes staff research and retrieval time of up to 30 minutes, over 30 minutes will be charged additionally. \$10 non-refundable search fee included.
Police Reports	\$33.00+ \$.25 per page	Per report	Includes staff research and retrieval time of up to 30 minutes, over 30 minutes will be charged an additional \$33.00 per 30-minute increment. \$10 non-refundable search fee included. No charge for victim for first copy.
Public Records Requests			15 minutes or less at no charge. Requests requiring more than 15 minutes staff time will be charged at actual staff cost for all staff involved in fulfilling the request.
Visa Letter	\$40.00	Per letter	
Record Check Letter	\$15.00	Per letter	