

# CITY CLERK'S OFFICE

## FEES AND CHARGES | FISCAL YEAR 18-19

As Per Resolution Nos. 72737, 73637, 76282, 76663, 77382, 77784, 78210, & 78627; and SJMC §12.12.440

If the document requested is available online or in hard-copy form, please have requestor review first before copying and/or printing. Requestor may decide that they only need a portion of the document or not at all after reviewing. Also, if the document is available in soft-copy form, we may send to the requestor via e-mail free of charge. Pursuant to Resolution No. 77137, the direct cost of duplication shall not be collected when the aggregate cost is less than \$5.00.

SERVICE	FEE
<b>COPIES &amp; SALE OF PUBLICATIONS</b>	
Copies - 8 ½" x 11" & 8 ½" x 14"	\$0.06 per page (B&W)   \$0.12 per page (color)
Copies - 11" x 17"	\$0.07 per page (B&W)   \$0.13 per page (color)
Document Certification	\$12.20 per certification plus cost of copying
Fax Documents	\$1.64 for first page, \$0.06 per additional page
Mailing Copies of Documents	Actual cost (\$1.00 minimum)
Scanned documents (all sizes and/or color)	\$0.23 for first page, \$0.05 per additional page plus cost of
Microfiche	\$2.50 for first page, \$0.26 per additional page
Microfilm	\$4.50 for first page, \$0.26 per additional page
Optical Imaging - 8 ½" x 11" & 11" x 17"	\$0.20 per page   \$0.20 per page
Optical Imaging Reproduction Plans	\$4.50 per page
Municipal Code & Supplements / Operating Budget book Capital Budget book/ Miscellaneous Publications	Actual printing cost
City Charter	\$7.85 plus cost of Document Copying and/or cost of Electronic Media
<b>DUPLICATION SERVICES</b>	
Audio Recording	\$9.00 each plus cost of Electronic Media
Video Recording	\$22.50 each plus cost of Electronic Media
Special Research/Services	\$146.75 per hour plus cost of Document Copying and/or cost of Electronic Media
<b>ELECTRONIC MEDIA</b>	
Thumb Drives: 8GB/16GB/32GB/CD or DVD	\$6.78/ <b>\$9.71</b> / \$16.05/ <b>\$0.50 + per page Document Scanning Fee</b>
Notary Public Services	Set by State Law: \$15.00 per acknowledgement notarized or oath administered (Cal. Gov. Code § 8211)
<b>AGENDA SUBSCRIPTION FEES</b>	
City Council Meeting Agenda	\$94.40 per year plus cost of Document Copying and/or cost of Electronic Media
Planning Commission Meeting Agenda	\$28.30 per year plus cost of Document Copying and/or cost of Electronic Media
Planning Director Hearing Meeting Agenda	\$33.00 per year plus cost of Document Copying and/or cost of Electronic Media
<b>LOBBYIST FEES (SJMC § 12.12.440)</b>	
Annual Registration Fee	\$245.25 per registrant per year
Prorated Registration Fee	\$122.63 per registrant per ½ year or less
Client Fee	\$83.65 per client
Delinquent Registration Fee	5% of unpaid fee per business day up to maximum of 100% of unpaid fee (SJMC § 12.12.440.B)
Weekly Report Delinquency Fee	\$10.00 per business day until report filed up to 60 business days, plus 1.5% monthly interest from 61 <sup>st</sup> day until fine paid (SJMC § 12.12.440.D; Reso. No. 73637 (01/24/2017))
<b>POLITICAL REFORM ACT / ELECTIONS</b>	
Late fine for campaign disclosure amendment filings (not included in fee resolution)	\$10.00 per day up to \$100.00 maximum (SJMC § 12.12.910.I)
Late fine for Political Reform Act Filings	\$10.00 per day up to \$100.00 maximum (Cal. Gov. Code § 91013)
Local Candidate Election Filing Fee	\$25.00 (Cal. Elec. Code § 10228)
Candidate Ballot Statement Fee	Cost reimbursement of fee set by Santa Clara County Registrar of Voters (Cal. Elec. Code § 13307(c))
Initiative Petition Filing	\$200.00 per petition (Cal. Elec. Code § 9202(b)) Fee refunded to filer if, within 1 year of notice of intent filing date, City Clerk certifies the sufficiency of petition
Copies of Statements filed per Political Reform Act (Form 700; Campaign Finance Disclosure)	\$0.10 per page (Cal. Gov. Code § 81008)
Retrieval Fee for Political Reform Act Statements 5 or more years old	\$5.00 per search + \$0.10 per page (Cal. Gov. Code § 81008)