

CITY CLERK'S OFFICE

FEES AND CHARGES | FISCAL YEAR 20-21

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
COPIES & SALE OF PUBLICATIONS	
Copies - 8 1/2" x 11"	\$0.08 per page (B&W) \$0.14 per page (color)
Copies - 8 1/2" x 14"	\$0.10 per page (B&W) \$0.16 per page (color)
Copies - 11" x 17"	\$0.09 per page (B&W) \$0.15 per page (color)
Document Certification	\$11.88 per certification plus cost of copying
Fax Documents	\$1.88 for first page, \$0.06 per additional page
Mailing Copies of Documents	Actual cost (\$1.00 minimum)
Scanned documents (all sizes and/or color)	\$0.31 for first page, \$0.06 per additional page plus cost of Electronic Media
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 1/2" 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	\$8.92 plus cost of Document Copying and/or cost of Electronic Media
DUPLICATION SERVICES	
Audio Recording	\$11.88 each plus cost of Electronic Media
Video Recording	\$29.70 each plus cost of Electronic Media
Special Research/Services	\$142.50 per hour plus cost of Document Copying and/or cost of Electronic Media
ELECTRONIC MEDIA	
Thumb Drives: 8GB/16GB/32GB/CD or DVD	\$6.78/ \$9.71 / \$16.05/ \$0.50 + per page Document Scanning Fee
Notary Public Services	Set by State Law: \$15.00 per acknowledgement notarized or oath administered (Cal. Gov. Code § 8211)
AGENDA SUBSCRIPTION FEES	
City Council Meeting Agenda	\$107 per year plus cost of Document Copying and/or cost of Electronic Media
Planning Commission Meeting Agenda	\$32.10 per year plus cost of Document Copying and/or cost of Electronic Media
Planning Director Hearing Meeting Agenda	\$37.45 per year plus cost of Document Copying and/or cost of Electronic Media
LOBBYIST FEES (SJMC § 12.12.440)	
Annual Registration Fee	\$238.90 per registrant per year
Prorated Registration Fee	\$119.45 per registrant per 1/2 year or less
Client Fee	\$81.10 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 st day until fine paid (SJMC § 12.12.440.D; Reso. No. 73637 (01/24/2017))
POLITICAL REFORM ACT / ELECTIONS	
Late fine for campaign disclosure amendment filings (not included in fee resolution)	\$10.00 per day up to \$100.00 maximum (SJMC § 12.06.910.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)