

CITY CLERK'S OFFICE
FEES AND CHARGES | FISCAL YEAR 24-25
 As Per Resolution No. RES2024-230 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.

Effective May 1, 2024, when submitting a card payment, an additional service fee of 2.66% will be collected by a third party (Wells Fargo Merchant Services) to cover transaction processing fees. To avoid this fee, payments can be paid via check or paid in person with cash or check or by mailing a check.

SERVICE	FEE
COPIES & SALE OF PUBLICATIONS	
Copies - 8 1/2" x 11"	\$0.14 per page (B&W) \$0.17 per page (color)
Copies - 8 1/2" x 14"	\$0.15 per page (B&W) \$0.18 per page (color)
Copies - 11" x 17"	\$0.16 per page (B&W) \$0.19 per page (color)
Document Certification	\$10.89 per certification plus cost of copying
Fax Documents	\$2.34 for first page, \$0.06 per additional page
Mailing Copies of Documents	Actual cost (\$1.00 minimum)
Scanned documents (all sizes and/or color)	\$0.65 for first page, \$0.13 per additional page in file 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	\$9.70 plus cost of Document Copying and/or cost of Electronic Media
DUPLICATION SERVICES	
Audio Recording	\$11.65 each plus cost of Electronic Media
Video Recording	\$29.11 each plus cost of Electronic Media
Special Research/Services	\$130.35 per hour plus cost of Document Copying and/or cost of Electronic Media
ELECTRONIC MEDIA	
Thumb Drives: 8GB/16GB/32GB/CD or DVD	\$4.21/ \$8.13 / \$11.25/ \$1.03 + per page Document Scanning Fee
Notary Public Services	Set by State Law: \$15.00 for each signature taken for acknowledgements, or for each person's oath/affirmation administered for jurats (Cal. Gov. Code § 8211)
AGENDA SUBSCRIPTION FEES	
City Council Meeting Agenda	\$116.46 per year plus cost of Document Copying and/or cost of Electronic Media
Planning Commission Meeting Agenda	\$34.94 per year plus cost of Document Copying and/or cost of Electronic Media
Planning Director Hearing Meeting Agenda	\$40.76 per year plus cost of Document Copying and/or cost of Electronic Media
LOBBYIST FEES (SJMC § 12.12.440)	
Annual Registration Fee	\$219.36 per registrant per year
Prorated Registration Fee	\$109.68 per registrant per 1/2 year or less
Client Fee	\$71.62 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; Ordinance. No. 29959 (adopted 06/27/2017))
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(d))
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)