

City of Lake Forest

ADMINISTRATIVE FEES

Activity Description	Current Fee	Proposed Fee	Charge Basis	Note
1 Passport Fee				
a) Photos	\$10	\$10	Fixed Fee	
b) Execution	\$35	\$35	Fixed Fee	[a]
2 Notary Fee	\$15	\$15	Per Signature	[a]
3 Records Retention / Imaging Fee				
a) Permits	\$5	\$5	Each	
b) Plans				
i) Base Fee	\$10	\$10	Each	
ii) Plus, per page Fee	\$1.60	\$1.60	Per Page	
4 Public Meeting Audio / Digital Copy	\$20	\$20	Fixed Fee	
5 Photocopying				
a) First Copy	\$0.75	\$0.75	Fixed Fee	
b) Each Additional Copy to 99	\$0.15	\$0.15	Fixed Fee	
c) 100 to 299 Copies	\$15.00	\$15.00	Deposit	
d) 300+ Copies	\$45.00	\$45.00	Deposit	
6 Microfilm Copying				
a) 8.5" x 11" (each copy)	\$0.75	\$0.75	Fixed Fee	
b) Oversized Copies	Actual Cost	Actual Cost	Deposit	
7 Map Duplication				
a) Oversized Copies	Actual Cost	Actual Cost	Deposit	
8 Appeal of Citation/Fine Issued for Water Quality Offense	\$500, plus \$2,500 deposit to cover attorney and consultant costs	\$500, plus \$2,500 deposit to cover attorney and consultant costs	Fixed Fee, plus pass-through	[b]
9 Witness / Subpoena Fees				
a) Witness Fee				
i) Employees	\$275.00	\$275.00	Per Day	[c]
ii) Mileage Fees (per mile, each way)	\$0.20	\$0.20	Per Mile	[c]
b) Subpoena Fee	\$15.00	\$15.00	Fixed Fee	[c]
10 Fair Political Practices Commission				
a) Research Records	\$5.00	\$5.00	Per hour	[a]
b) Reproduction of Records	\$0.10	\$0.10	Per page	[a]
11 Initiative Petition Processing Fee	\$200.00	\$200.00	Each	[a]
12 Candidates Statements of Qualifications	\$25.00	\$25.00	Each	[a]
13 Certification of Records	\$1.00	\$1.00	Per Document	
14 Postage, If Applicable	Actual Cost	Actual Cost	Per Mailing	[d]

[a] Fee set by State. All fees shown intended to match amounts established by State. All fees/deposits will change pursuant to any applicable amendment to State law.

[b] City fee for in-house support will be fixed at \$500 (partial cost recovery). City will pass-through all eligible contract service support costs (e.g. City Attorney, etc.).

[c] Conforms to California Government Code Section 68096.1. Witness fees paid at tender of subpoena plus full cost that City incurs in terms of salary and traveling expenses for employee.

[d] City will charge actual postage costs upon request for mailing.