CITY OF SAN CARLOS
COST OF SERVICES (USER FEES) FY 2026-27 ***Adopted***
Schedule of Administrative Services Fees
(Effective on July 1st, 2026)

Service	Fee Unit / Type	Notes	Adopted Fee / Deposit
Returned Check and eCheck		[1]	
First Item	Per First Check		$ 25
Each Additional Item	Per Subsequent Check		$ 35
Credit Card and eCheck Charges	Each Transaction		Actual Cost
Copy Charges:	Per Page		$.10/page
Copy Charges - CD	Per CD		$0.50/CD
Copies of City Subdivision Ordinances, Zoning Ordinances, Comprehensive Annual Financial Report, Municipal Code Book, Standard Bid Specifications, Standard Detail, Work Program			Free/website, or Copy Charge
Document Certification	Per Request		Fee Waived
Agenda or Minutes Subscription			Free/website, or Copy Charge
Research	Per Hour, or Fraction Thereof		$ 218
Wheeler Plaza Electrical Vehicle Charging Fee	Per kWh		$0.51/kWh
For services requested of City Staff for which no fee is listed in this Master Fee Schedule, the City Manager or Department Director shall determine the appropriate fee based on the following hourly rates for staff time:			
Finance Division Staff (Per Hour)	Per Hour		$ 218
City Clerk Department Staff (Per Hour)	Per Hour		$ 218

[Notes]

[1] Fee set by California Civil Code Ch. 522 Section 1719. Additional charges may apply if not paid within 30 days of receipt of written demand for payment letter