

1 [Administrative Code - Reproduction and Notary Fees - Department of Administrative
2 Services]

3 **Ordinance amending the Administrative Code to increase the fees imposed by the**
4 **Department of Administrative Services for reproduction and notary services provided**
5 **to the public.**

6 NOTE: **Unchanged Code text and uncodified text** are in plain Arial font.
7 **Additions to Codes** are in *single-underline italics Times New Roman font*.
8 **Deletions to Codes** are in ~~*italics Times New Roman font*~~.
9 **Board amendment additions** are in double-underlined Arial font.
10 **Board amendment deletions** are in ~~Arial font~~.
11 **Asterisks (* * * *)** indicate the omission of unchanged Code
12 subsections or parts of tables.

11 Be it ordained by the People of the City and County of San Francisco:

12 Section 1. Chapter 8 of the Administrative Code is hereby amended by revising
13 Section 8.44, to read as follows:

14 **SEC. 8.44. DEPARTMENT OF ADMINISTRATIVE SERVICES REPRODUCTION**
15 **AND NOTARY FEES.**

16 (a) Authority. The Department of Administrative Services is hereby authorized to
17 charge the following fees to any persons requesting the following documents or services:

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Description	Unit Basis	Fee
Temporary parking restriction (“no parking”) signs required under the Transportation Code	Per sign	\$ 4.00 \$5
Black and white printing	<i>Per sq. ft.</i>	\$ 0.50
<i>Standard Size (8.5x11, 8.5x14, 11x17)</i>	<i>Per sq. ft.</i>	\$0.77
<i>Large format (greater than 11x17)</i>	<i>Per sq. ft.</i>	\$1
Color printing	<i>Per sq. ft.</i>	\$ 3.00
<i>Standard Size (8.5x11, 8.5x14, 11x17)</i>	<i>Per sq. ft.</i>	\$1.54
<i>Large format (greater than 11x17)</i>	<i>Per sq. ft.</i>	\$4
Scanning	<i>Per sheet</i>	\$ 0.35
<i>Standard Size (8.5x11, 8.5x14, 11x17)</i>	<i>Per sq. ft.</i>	\$2
<i>Large format (greater than 11x17)</i>	<i>Per sq. ft.</i>	\$2
Notary jurat or acknowledgement	Per document	\$ 13.00 \$15

(b) For the respective fees in the above chart that are charged on a per square foot basis, the fee shall include any fraction of a square foot.

(c) Automatic Adjustment. Beginning with fiscal year 2023-2024, the fees set in subsection (a) shall be adjusted each year, without further action by the Board of Supervisors, to reflect changes in the relevant Consumer Price Index, as determined by the Controller.

(1) No later than April 15 of each year, the City Administrator shall submit its current fee schedule to the Controller, who shall apply the price index adjustment to produce a new fee schedule for the following year.

(2) No later than May 15 of each year, the Controller shall file a report with the Board of Supervisors reporting the new fee schedule and certifying that: (a) the fees produce sufficient revenue

1 to support the costs of providing the services for which each fee is assessed, and (b) the fees do not
2 produce revenue which is significantly more than the costs of providing the services for which each fee
3 is assessed. The adjusted fees shall become operative on July 1.

4 Section 2. The fees amended by this Ordinance are exempt from the definition of tax
5 under California Constitution Article XIII C, Section 1(e)(2).

6 Section 3. Effective Date. This ordinance shall become effective 30 days after
7 enactment. Enactment occurs when the Mayor signs the ordinance, the Mayor returns the
8 ordinance unsigned or does not sign the ordinance within ten days of receiving it, or the Board
9 of Supervisors overrides the Mayor's veto of the ordinance.

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11 APPROVED AS TO FORM:
12 DAVID CHIU, City Attorney

13 By: /s/
14 ZACHARY PORIANDA
15 Deputy City Attorney

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