

File No. 230980

Committee Item No. 3

Board Item No. _____

COMMITTEE/BOARD OF SUPERVISORS

AGENDA PACKET CONTENTS LIST

Committee: Budget and Finance Committee Date November 1, 2023

Board of Supervisors Meeting Date _____

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OTHER (Use back side if additional space is needed)

- 10-Day Fee Ad 10/22 and 10/27/2023
- ADM Presentation 11/1/2023
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Completed by: Brent Jalipa Date October 26, 2023

Completed by: Brent Jalipa Date _____

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, and authorizing the Controller to make future adjustments to ensure that**
6 **costs of providing the services are recovered without producing revenue which is**
7 **significantly more than such costs.**

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

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

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

16 **SEC. 8.44. DEPARTMENT OF ADMINISTRATIVE SERVICES REPRODUCTION**
17 **AND NOTARY FEES.**

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

- 20 //
- 21 //
- 22 //
- 23 //
- 24 //
- 25 //

Description	Unit Basis	Fee
Temporary parking restriction (“no parking”) signs required under the Transportation Code	Per sign	\$5 <u>\$7</u>
Black and white printing Standard S _{size} (8.5x11, 8.5x14, 11x17) Large format (greater than 11x17)	Per sq. ft.	\$0.77 <u>\$0.81</u>
	Per sq. ft.	\$1 <u>\$1.35</u>
Color printing Standard S _{size} (8.5x11, 8.5x14, 11x17) Large format (greater than 11x17)	Per sq. ft.	\$1.54 <u>\$1.63</u>
	Per sq. ft.	\$4 <u>\$4.22</u>
Scanning Standard S _{size} (8.5x11, 8.5x14, 11x17) Large format (greater than 11x17)	Per sq. ft.	\$2 <u>\$2.11</u>
	Per sq. ft.	\$2 <u>\$2.11</u>
Notary jurat or acknowledgement	Per document	\$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~~2024-2025, 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, and to produce revenues sufficient to support the costs of providing the services for which the fees are assessed, but which will not produce revenue which is significantly more than the cost of providing the services for which the fees are assessed, also 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, and shall report to the Controller the revenues generated by the fees for the prior fiscal year and the prior fiscal year’s costs for the services for which the fees are assessed,

1 as well as any other information that the Controller determines appropriate to the performance of the
2 Controller's duties set forth in this Section 8.44. The Controller, ~~who~~ shall apply the price index
3 adjustment and if necessary, adjust the fees upward or downward for the upcoming fiscal year as
4 appropriate to ensure that costs of providing the services are recovered without producing revenue
5 which is significantly more than such costs to produce a new fee schedule for the following year.

6 (2) No later than May 15 of each year, the Controller shall file a report with the
7 Board of Supervisors reporting the new fee schedule and certifying that: (a) the fees produce
8 sufficient revenue to support the costs of providing the services for which each fee is
9 assessed, and (b) the fees do not produce revenue which is significantly more than the costs
10 of providing the services for which each fee is assessed. The adjusted fees shall become
11 operative on July 1.

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

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

18
19 APPROVED AS TO FORM:
20 DAVID CHIU, City Attorney

21 By: /s/ _____
22 JEN HUBER
23 Deputy City Attorney

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LEGISLATIVE DIGEST

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

Ordinance amending the Administrative Code to increase the fees imposed by the Department of Administrative Services for reproduction and notary services provided to the public, and authorizing the Controller to make future adjustments to ensure that costs of providing the services are recovered without revenue which is significantly more than such costs.

Existing Law

Administrative Code Section 8.44 sets forth the fees that the Department of Administrative Services charges for document reproduction and notary services available to the public at the City's Permit Center, and provides for automatic adjustments to the fees based on changes to the Consumer Price Index.

Amendments to Current Law

The Permit Center began collecting fees for printing services in 2022. The Department originally established its fees for printing services based on volume estimates. The Department now has a better understanding of the actual costs and volume of its provision of document printing services to the public. The proposed ordinance amends Section 8.44 to increase the fees charged for certain services (specifically, for printing no "no parking" signs and large format black and white printing) to reflect the actual costs of production and increases other fees to reflect changes to the Consumer Price Index. The amendment also adds a provision allowing for future adjustments to the fees, as determined by the Controller, to produce revenues sufficient to support the costs of providing the services without revenue which is significantly more than such costs, in addition to automatic adjustments to the fees based on changes to the Consumer Price Index.

Background Information

The City's Permit Center opened in January 2022 at 49 South Van Ness, and provides a centralized place for obtaining and paying fees for construction, special events, and business permits. Often during the permit review process, customers will need to change or print additional documents or paper plans. The Print Center, located within the Permit Center, allows the customer to reprint and or make copies of documents without leaving the building so they can continue with the permit review process.

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**San Francisco Office of the City Administrator
City Administrator Carmen Chu**

Reproduction and Notary Fees Permit Center

Rebecca Villareal-Mayer

Permit Center Director

Board of Supervisors' Finance Committee

November 1, 2023

Summary

- Amending the Administrative Code to increase fees collected by the Department of Administrative Services for reproduction and notary services
- Authorizes the Controller to make future adjustments to ensure that costs are recovered

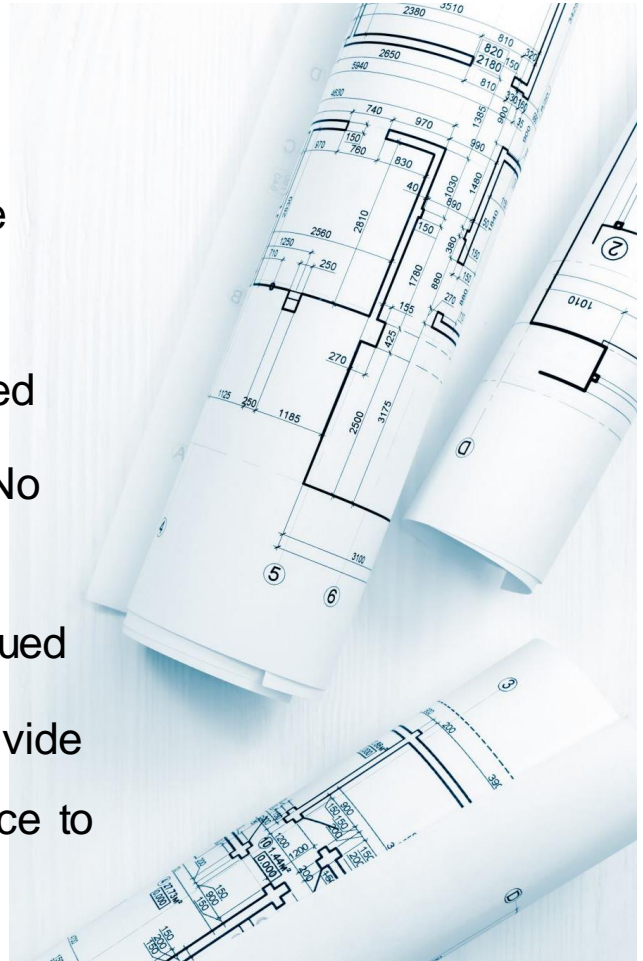
Mission of the Permit Center



Mission Statement: The Permit Center empowers San Francisco residents and businesses by centralizing and streamlining services that are key to improving homes and properties, opening and running a business, and planning community events.

Print Center

- Print Center offers copy, print, scan, and notary services onsite
- In FY23, 84,471 sq feet of construction plans were produced
- San Francisco Public Works, No Parking signs can be printed immediately after a permit is issued
- These services allow us to provide a complete end-to-end experience to customers



Fee Changes

Effective upon approval

Description		Unit Basis	FY23 Fee	FY24 Fee
Temporary parking restriction ("no parking") signs required under the Transportation Code		Per sign	\$5.00	\$7.00
Black and white printing	Standard Size (8.5x11, 8.5x14, 11x17)	Per sq. ft	\$0.77	\$0.81
	Large format (11x17 or larger)		\$1.00	\$1.35
Color printing	Standard Size (8.5x11, 8.5x14, 11x17)	Per sq. ft	\$1.54	\$1.63
	Large format (greater than 11x17)		\$4.00	\$4.22
Scanning	Standard Size (8.5x11, 8.5x14, 11x17)	Per sq. ft	\$2.00	\$2.11
	Large format (greater than 11x17)		\$2.00	\$2.11
Notary jurat or acknowledgement		Per document	\$15.00	\$15.00

The Need for Fee Increases

- This is a very new service for San Francisco
- Prices were originally calculated based on estimates and projections of service volume and costs
- We now have two years of data from the Print Center enabling us to calculate our recovery costs
- With these fee increases, our prices will remain competitive

Thank you!

Rebecca Villareal-Mayer
Permit Center Director

BOARD of SUPERVISORS



City Hall
1 Dr. Carlton B. Goodlett Place, Room 244
San Francisco 94102-4689
Tel. No. (415) 554-5184
Fax No. (415) 554-5163
TDD/TTY No. (415) 554-5227

NOTICE OF PUBLIC HEARING

BUDGET AND FINANCE COMMITTEE

BOARD OF SUPERVISORS OF THE CITY AND COUNTY OF SAN FRANCISCO

NOTICE IS HEREBY GIVEN THAT the Board of Supervisors of the City and County of San Francisco's Budget and Finance Committee will hold a public hearing to consider the following proposal and said public hearing will be held as follows, at which time all interested parties may attend and be heard:

Date: November 1, 2023

Time: 10:00 a.m.

Location: Legislative Chamber, Room 250, located at City Hall
1 Dr. Carlton B. Goodlett Place, San Francisco, CA

Watch: www.sfgovtv.org

Subject: **File No. 230980.** Ordinance amending the Administrative Code to increase the fees imposed by the Department of Administrative Services for reproduction and notary services provided to the public, and authorizing the Controller to make future adjustments to ensure that costs of providing the services are recovered without producing revenue which is significantly more than such costs.

If this legislation passes, amendments to Administrative Code, Section 8.44, will increase fees that the Department of Administrative Services charges for document reproduction and notary services available to the public at the City's Permit Center. Temporary parking restriction ("no parking") signs required under the Transportation Code increases from \$5.00 to \$7.00 per sign; black and white printing of standard sized documents (8.5x11, 8.5x14, 11x17) increases from \$0.77 to \$0.81 per sq. ft. and large format (greater than 11x7) increases from \$1 to \$1.35 per sq. ft.; color printing of standard sized documents (8.5x11, 8.5x14, 11x17) increases from \$1.54 to \$1.63 per sq. ft. and large format (greater than 11x7) increases from \$4 to \$4.22 per sq. ft.; scanning of standard sized (8.5x11, 8.5x14, 11x17) and large format (greater than 11x7) documents increases from \$2 to \$2.11 per sq. ft.

In accordance with Administrative Code, Section 67.7-1, persons who are unable to attend the hearing on this matter may submit written comments prior to the time the

hearing begins. These comments will be made as part of the official public record in this matter and shall be brought to the attention of the Board of Supervisors. Written comments should be addressed to Angela Calvillo, Clerk of the Board, City Hall, 1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco, CA, 94102 or sent via email (board.of.supervisors@sfgov.org). Information relating to this matter is available in the Office of the Clerk of the Board or the Board of Supervisors' Legislative Research Center (<https://sfbos.org/legislative-research-center-lrc>). Agenda information relating to this matter will be available for public review on Friday, October 27, 2023.

For any questions about this hearing, please contact the Assistant Clerk for the Budget and Finance Committee:

Brent Jalipa (Brent.Jalipa@sfgov.org – (415) 554-7712)



Angela Calvillo
Clerk of the Board of Supervisors
City and County of San Francisco

bjj:jec:ams

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BRENT JALIPA
CCSF BD OF SUPERVISORS (OFFICIAL NOTICES)
1 DR CARLTON B GOODLETT PL #244
SAN FRANCISCO, CA 94102

COPY OF NOTICE

Notice Type: GPN GOVT PUBLIC NOTICE

Ad Description

BJJ Fee Ad - File No. 230980

To the right is a copy of the notice you sent to us for publication in the SAN FRANCISCO EXAMINER. Thank you for using our newspaper. Please read this notice carefully and call us with ny corrections. The Proof of Publication will be filed with the County Clerk, if required, and mailed to you after the last date below. Publication date(s) for this notice is (are):

10/22/2023 , 10/27/2023

The charge(s) for this order is as follows. An invoice will be sent after the last date of publication. If you prepaid this order in full, you will not receive an invoice.

Publication	\$1317.60
Total	\$1317.60

EXM# 3750747

**NOTICE OF PUBLIC HEARING
BUDGET AND FINANCE COMMITTEE
BOARD OF SUPERVISORS OF THE CITY AND COUNTY OF SAN FRANCISCO
WEDNESDAY, NOVEMBER 1, 2023 - 10:00 AM
LEGISLATIVE CHAMBER, ROOM 250, City Hall
1 DR. CARLTON B. GOODLETT PLACE, SAN FRANCISCO, CA 94102**

Watch: www.sfgovtv.org

NOTICE IS HEREBY GIVEN

THAT the Board of Supervisors of the City and County of San Francisco's Budget and Finance Committee will hold a public hearing to consider the following proposal and said public hearing will be held as follows at which time all interested parties may attend and be heard: File No. 230980. Ordinance amending the Administrative Code to increase the fees imposed by the Department of Administrative Services for reproduction and notary services provided to the public, and authorizing the Controller to make future adjustments to ensure that costs of providing the services are recovered without producing revenue which is significantly more than such costs. If this legislation passes, amendments to Administrative Code, Section 8.44, will increase fees that the Department of Administrative Services charges for document reproduction and notary services available to the public at the City's Permit Center. Temporary parking restriction ("no parking") signs required under the Transportation Code increases from \$5.00 to \$7.00 per sign; black and white printing of standard sized documents (8.5x11, 8.5x14, 11x17) increases from \$0.77 to \$0.81 per sq. ft. and large format (greater than 11x7) increases from \$1 to \$1.35 per sq. ft.; color printing of standard sized documents (8.5x11, 8.5x14, 11x17) increases from \$1.54 to \$1.63 per sq. ft. and large format (greater than 11x7) increases from \$4 to \$4.22 per sq. ft.; scanning of standard sized (8.5x11, 8.5x14, 11x17) and large format (greater than 11x7) documents increases from \$2 to \$2.11 per sq. ft. In accordance with Administrative Code, Section 67-7-1, persons who are unable to attend the hearing on this matter may submit written comments prior to the time the hearing begins. These

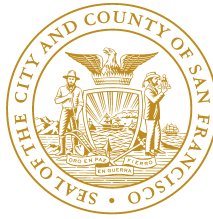
comments will be made as part of the official public record in this matter and shall be brought to the attention of the Board of Supervisors. Written comments should be addressed to Angela Calvillo, Clerk of the Board, City Hall, 1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco, CA, 94102 or sent via email (board.of.supervisors@sfgov.org). Information relating to this matter is available in the Office of the Clerk of the Board or the Board of Supervisors' Legislative Research Center (<https://sfbos.org/legislative-research-center-lrc>). Agenda information relating to this matter will be available for public review on Friday, October 27, 2023. For any questions about this hearing, please contact the Assistant Clerk for the Budget and Finance Committee: Brent Jalipa (Brent.Jalipa@sfgov.org - (415) 554-7712) Angela Calvillo - Clerk of the Board of Supervisors City and County of San Francisco

EXM-3750747#



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City & County of San Francisco
London N. Breed, Mayor



Office of the City Administrator
Carmen Chu, City Administrator

August 30, 2023

SENT VIA EMAIL

To: Angela Calvillo, Clerk of the Board of Supervisors

From: Carmen Chu, City Administrator

Date: September 18, 2023

Subject: Ordinance amending the Administrative Code to increase fees for reproduction and notary services.

Enclosed please find a draft Ordinance for legislative introduction, along with a legislative digest, to amend the Administrative Code to increase fees for reproduction and notary services provided to the public, and to authorize the Controller to make future adjustments to ensure that the cost of providing the services is recovered.

By way of background, the Permit Center began collecting fees for printing services in 2022. The Department originally established its fees for printing services based on volume estimates. The Department now has a better understanding of the actual costs and volume of its provision of document printing services to the public.

The proposed ordinance amends Administrative Code Section 8.44 to increase the fees charged for certain services (specifically, for printing no "no parking" signs and large format black and white printing) to reflect the actual costs of production and increases other fees to reflect changes to the Consumer Price Index. The amendment also adds a provision allowing for future adjustments to the fees, as determined by the Controller, to produce revenues sufficient to support the costs of providing the services without revenue which is significantly more than such costs, in addition to automatic adjustments to the fees based on changes to the Consumer Price Index.

Please feel free to contact Sophie Hayward, Director of Legislation and Public Affairs, at sophie.hayward@sfgov.org if you have any questions about the draft Ordinance or the legislative package itself.