

File No. 220681

Committee Item No. 8

Board Item No. 22

COMMITTEE/BOARD OF SUPERVISORS

AGENDA PACKET CONTENTS LIST

Committee: Budget and Appropriations Committee Date June 15, 2022

Board of Supervisors Meeting Date July 26, 2022

Cmte Board

- Motion
- Resolution
- Ordinance
- Legislative Digest
- Budget and Legislative Analyst Report
- Youth Commission Report
- Introduction Form
- Department/Agency Cover Letter and/or Report
- MOU
- Grant Information Form
- Grant Budget
- Subcontract Budget
- Contract/Agreement
- Form 126 – Ethics Commission
- Award Letter
- Application
- Public Correspondence

OTHER (Use back side if additional space is needed)

- Presidential Action Memo – 30-Day Waiver 6/6/2022
- _____
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Completed by: Brent Jalipa Date June 10, 2022

Completed by: Brent Jalipa Date June 27, 2022

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 *strikethrough italics Times New Roman font*.
9 **Board amendment additions** are in double-underlined Arial font.
10 **Board amendment deletions** are in ~~strikethrough 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:

- 18 //
- 19 //
- 20 //
- 21 //
- 22 //
- 23 //
- 24 //
- 25 //

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.

10

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

13 By: /s/
14 ZACHARY PORIANDA
15 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.

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.

Amendments to Current Law

Since the fees were initially set in 2020, costs for raw materials have increased significantly and the Department has a better understanding of the workflow and costs of providing document printing and notary services to the public. The proposed ordinance amends Section 8.44 to increase the fees charged for these services to reflect the increased costs of materials and staff time. The amendments also differentiate between fees charged for standard size document services and large format document services; change the unit used to calculate fees for scanning services from "sheet" to "per sq. ft."; and add a provision allowing for future 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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OFFICE OF THE MAYOR
SAN FRANCISCO



RECEIVED
OFFICE OF SUPERVISORS
SAN FRANCISCO
JUN -1 PM 1:20

LONDON N. BREED
MAYOR

TO: President Shamann Walton, President of the Board of Supervisors
FROM: Ashley Groffenberger, Mayor's Budget Director
DATE: June 1, 2022
RE: 30-Day Waiver Requests

President Walton,

The Mayor's Office respectfully requests 30-day hold waivers for the following pieces of trailing legislation:

- Police Code - Fixed Place Outdoor Amplified Sound Permit and License Fees
- Agreement Amendment – Francisco Park Agreement
- Accept and Expend Grants - Recurring State Grant Funds - Department of Public Health – FY 2022-2023
- Administrative Code - Deputy Fire Chiefs
- Retroactive Accept and Expend Grant - State of California - #CaliforniansForAll Youth Jobs Corps Program Grant - Up to \$11,790,072
- Office of Community Investment and Infrastructure, operating as Successor Agency to the San Francisco Redevelopment Agency, Fiscal Year 2022-23 Budget – Bond Issuance Not to Exceed \$99,680,000
- Office of Community Investment and Infrastructure, operating as Successor Agency to the San Francisco Redevelopment Agency, Fiscal Year 2022-23 Interim Budget
- Homelessness and Supportive Housing Fund - FYs 2022-2023 and 2023-2024 Expenditure Plan
- Administrative Code - Reproduction and Notary Fees - Department of Administrative Services
- Administrative Code - Police Vehicle Theft Crime Fund Surcharge
- Resolution Adjusting the Access Line Tax with the Consumer Price Index of 2022
- Neighborhood Beautification and Graffiti Clean-up Fund Tax Designation Ceiling
- Ordinance Authorizing Tax-Exempt and/or Taxable Certificates of Participation (Multiple Capital Improvement Projects) - Not to Exceed \$140,000,000
- Business and Tax Regulations, Health Codes - Emergency Medical Services Fees
- Trial Courts Courthouse Construction Fund - Rescission of Superior Court Surcharges for Court Construction
- Health Code - Patient Rates for Fiscal Years 2022-2023 and 2023-2024
- Park Code - Marina West Harbor Fees

1 DR. CARLTON B. GOODLETT PLACE, ROOM 200
SAN FRANCISCO, CALIFORNIA 94102-4681
TELEPHONE: (415) 554-6141

Should you have any questions, please contact Tom Paulino at 415-554-6153.

Sincerely,

A handwritten signature in black ink, appearing to read 'A. Groffenberger', followed by a long horizontal line extending to the right.

Ashley Groffenberger
Mayor's Budget Director



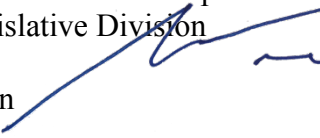
President, Board of Supervisors
District 10

City and County of San
Francisco

SHAMANN WALTON
MEMORANDUM

DATE: June 6, 2022

TO: Angela Calvillo, Clerk of the Board of Supervisors
Board of Supervisors Legislative Division

FROM: President Shamann Walton 

CC: Anne Pearson, Deputy City Attorney
Tom Paulino, Mayor's Office

SUBJECT: **30-Day Waivers Granted for Budget Related Items**

Dear Madam Clerk and Legislative Division Staff,

I am hereby granting the 30-day waiver request for the following Budget related items introduced and requested by the Mayor on June 1, 2022:

- 220666 Proposed Interim Budget and Appropriation Ordinance for Departments - FYs 2022-2023 and 2023-2024
- 220667 Proposed Interim Annual Salary Ordinance - FYs 2022-2023 and 2023-2024
- 220669 Budget and Appropriation Ordinance for Departments - FYs 2022-2023 and 2023-2024
- 220670 Annual Salary Ordinance - FYs 2022-2023 and 2023-2024
- 220678 Police Code - Fixed Place Outdoor Amplified Sound Permit and License Fees
- 220679 Administrative Code - Deputy Fire Chiefs
- 220680 Administrative Code - Police Vehicle Theft Crime Fund Surcharge
- 220681 Administrative Code - Reproduction and Notary Fees - Department of Administrative Services
- 220682 Neighborhood Beautification and Graffiti Clean-up Fund Tax Designation Ceiling
- 220683 Ordinance Authorizing Tax-Exempt and/or Taxable Certificates of Participation (Multiple Capital Improvement Projects) - Not to Exceed \$140,000,000
- 220684 Business and Tax Regulations, Health Codes - Emergency Medical Services Fees
- 220685 Trial Courts Courthouse Construction Fund - Rescission of Superior Court Surcharges for Court Construction
- 220686 Health Code - Patient Rates for Fiscal Years 2022-2023 and 2023-2024
- 220687 Park Code - Marina West Harbor Fees

OFFICE OF THE MAYOR
SAN FRANCISCO



RECEIVED
BOARD OF SUPERVISORS
SAN FRANCISCO
LONDON N. BREED
MAYOR
2022 JUN -1 PM 1:19

BY 

To: Angela Calvillo, Clerk of the Board of Supervisors
From: Ashley Groffenberger, Mayor's Budget Director
Date: June 1, 2022
Re: Mayor's FY 2022-23 and FY 2023-24 Budget Submission

Madam Clerk,

In accordance with City and County of San Francisco Charter, Article IX, Section 9.100, the Mayor's Office hereby submits the Mayor's proposed budget by June 1st, corresponding legislation, and related materials for Fiscal Year (FY) 2022-23 and FY 2023-24.

In addition to the Mayor's Proposed FY 2022-23 and FY 2023-24 Budget Book, the following items are included in the Mayor's submission:

- The Annual Appropriation Ordinance and Annual Salary Ordinance, along with Administrative Provisions
- The proposed budget for the Office of Community Investment and Infrastructure for FY 2022-23
- 28 separate pieces of trailing legislation (see list attached)
- A Transfer of Function letter detailing the transfer of positions from one City department to another
- An Interim Exception letter
- A letter addressing funding levels for nonprofit corporations or public entities for the coming two fiscal years
- Memo to the Board President requesting for 30-day rule waivers on ordinances
- A list of technical adjustments to the budgets for select departments submitted on May 1

Please note the following:

- Technical adjustments to the June 1 budget are being prepared, but are not submitted with this set of materials.

Sincerely,



Ashley Groffenberger
Mayor's Budget Director

cc: Members of the Board of Supervisors
Budget & Legislative Analyst's Office
Controller

DEPT	Item	Description	Type of Legislation	File #
ADM	Critical Repair/Recovery Stimulus COPs	Authorizes COPs to finance or refinance the capital plan in the budget.	Ordinance	
ADM	Entertainment Commission Fee Changes	Fee decrease for fixed speakers due to the Commission's "Just Add Music" initiative.	Ordinance	
ADM	Reproduction and Notary Fee Changes	Fee increase for a variety of printing and scanning services at the Permit Center.	Ordinance	
ADM	Prop J Continuation	Moscone Convention Center.	Resolution	
ADM	Prop J Continuation	Fleet security services.	Resolution	
ADM	Prop J Continuation	Real estate security services.	Resolution	
ADM	Prop J Continuation	Real estate custodial services.	Resolution	
BOS	Prop J Continuation	Budget Legislative Analyst (BLA).	Resolution	
CAT	Courthouse Construction Fund	The Board adopted an ordinance last year terminating the Fund, which was established in 1992, because the courthouse construction project is complete and fully financed. This ordinance completes the process.	Ordinance	
CON	Access Line Tax	Sets Access Line Tax. Revenues assumed in budget.	Resolution	
CON	Neighborhood Beautification Fund	Neighborhood Beautification Fund contribution levels assumed in budget.	Ordinance	
DEM	EMSA Fee Changes	Changing the fee structure for EMSA fees that are charged to hospitals.	Ordinance	
DPH	Recurring State Grants	Accept and expend for annual, recurring state grant funds.	Resolution	
DPH	Patient Rates	Amending the Health Code to set patient rates and rates for other services provided by the Department of Public Health.	Ordinance	
DPH	Prop J Continuation	Clinic security services.	Resolution	
DPW	Prop J Continuation	Security services.	Resolution	
FIR	Organizational Changes in the City's Administrative Code	Changing the City's Administrative Code to transition the Chief of EMS position up a Deputy Chief position.	Ordinance	
HRC	State Grant Acceptance	Acceptance of the state-funded California for All grant for the Opportunities for All program.	Resolution	
HSA	Prop J Continuation	Security services.	Resolution	
HSH	CAAP Legislation	Annual legislation for CAAP housing with funding from HSA.	Resolution	
HSH	Prop J Continuation	Security services.	Resolution	
MYR	Prop J Continuation	Security services.	Resolution	

POL	Police Vehicle Theft Crime Fund Surcharge	Increasing the car registration surcharge. Funds will be used to deter, investigate, or prosecute vehicle theft crimes.	Ordinance	
REC	Marina Dredging Surcharge	Imposing a surcharge to license fees at Marina West Harbor to pay for necessary dredging at the Harbor.	Ordinance	
REC	Francisco Park Conservancy Grant Agreement	Credits the Francisco Park Conservancy to offset unanticipated project cost increases incurred due to PG&E requirements.	Resolution	
REG	Prop J Continuation	Assembly of vote by mail envelope services.	Resolution	
SHF	Prop J Continuation	Food services at county jails.	Resolution	
TIS	Prop J Continuation	Mainframe system support.	Resolution	

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 APPROPRIATIONS 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 Appropriations 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 in-person or remotely:

Members of the public attending this hearing in-person may be required to wear masks and adhere to certain procedures, please visit https://sfbos.org/in_person_meeting_guidelines for the current guidelines.

Date: June 15, 2022

Time: 10:00 a.m.

Location: **IN-PERSON MEETING INFORMATION**
Legislative Chamber, Room 250, located at City Hall
1 Dr. Carlton B. Goodlett Place, San Francisco, CA

REMOTE ACCESS

Watch: www.sfgovtv.org

Watch: SF Cable Channel 26, 78, or 99 (*depending on your provider*)
once the meeting starts, the telephone number and Meeting ID will be displayed on the screen.

Public Comment Call-In: <https://sfbos.org/remote-meeting-call>

Subject: **File No. 220681.** 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.

If the 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. The proposed Ordinance also differentiates between fees charged for standard size document services and large format document services; change the unit used to calculate fees for scanning services from "sheet" to "per sq. ft."; and add a provision allowing for future automatic adjustments to the fees based on changes to the

DATED/POSTED: June 3, 2022
PUBLISHED: June 5 and June 10, 2022

NOTICE OF PUBLIC HEARING

File No. 220681 (10-Day Fee Ad)

Hearing Date: June 15, 2022

Page 2

Consumer Price Index. Temporary parking restriction (“no parking”) signs required under the Transportation Code increases from \$4.00 to \$5.00 per sign; black and white printing of standard sized documents (8.5x11, 8.5x14, 11x17) increases from \$0.50 to \$0.77 per sq. ft. and establishes large format (greater than 11x7) at \$1 per sq. ft.; color printing of standard sized documents (8.5x11, 8.5x14, 11x17) decreases from \$3.00 to \$1.54 per sq. ft. and establishes large format (greater than 11x7) at \$4 per sq. ft.; scanning of standard sized documents (8.5x11, 8.5x14, 11x17) increases from \$0.35 to \$2 per sq. ft. and establishes large format (greater than 11x7) at \$2 per sq. ft.; and notary jurat or acknowledgement increases from \$13 to \$15 per document.

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, June 10, 2022.

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

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

Please Note: *The Department is open for business, but employees are working from home. Please allow 48 hours for us to return your call or email.*



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

bjj: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. 220681

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):

06/05/2022 , 06/10/2022

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.

Table with 2 columns: Description, Amount. Rows: Publication \$951.75, Total \$951.75

EXM# 3593355

NOTICE OF PUBLIC HEARING BOARD OF SUPERVISORS OF THE CITY AND COUNTY OF SAN FRANCISCO BUDGET AND APPROPRIATIONS COMMITTEE WEDNESDAY, JUNE 15, 2022 - 10:00 A.M. IN-PERSON AND REMOTE ACCESS Watch: www.sfgovtv.org

Watch: SF Cable Channel 26, 78, or 99 (depending on your provider) once the meeting starts, the telephone number and Meeting ID will be displayed on the screen. Public Comment Call-In: https://sfbos.org/remotemeeting-call

NOTICE IS HEREBY GIVEN THAT the Board of Supervisors of the City and County of San Francisco's Budget and Appropriations 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 in-person or remotely: File No. 220681, 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. If the 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. The proposed Ordinance also differentiates between fees charged for standard size document services and large format document services; change the unit used to calculate fees for scanning services from "sheet" to "per sq. ft."; and add a provision allowing for future automatic adjustments to the fees based on changes to the Consumer Price Index. Temporary parking restriction ("no parking") signs required under the Transportation Code increases from \$4.00 to \$5.00 per sign; black and white printing of standard sized documents (8.5x11, 8.5x14, 11x17) increases from \$0.50 to \$0.77 per sq. ft. and establishes large format (greater than 11x7) at \$1 per sq. ft.; color printing of standard sized documents (8.5x11, 8.5x14, 11x17) decreases from \$3.00 to \$1.54 per sq. ft. and establishes large format (greater than 11x7) at \$4 per sq. ft; scanning of standard sized documents (8.5x11,

8.5x14, 11x17) increases from \$0.35 to \$2 per sq. ft. and establishes large format (greater than 11x7) at \$2 per sq. ft; and notary jurat or acknowledgement increases from \$13 to \$15 per document. 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, June 10, 2022. For any questions about this hearing, please contact the Assistant Clerk for the Budget and Appropriations Committee: Brent Jalipa (Brent.Jalipa@sfgov.org - (415) 554-7712). Please Note: The Department is open for business, but employees are working from home. Please allow 48 hours for us to return your call or email. Angela Calvillo Clerk of the Board of Supervisors City and County of San Francisco

EXM-3593355#



* A 0 0 0 0 0 6 0 3 5 9 5 1 *



TO: Angela Calvillo, Clerk of the Board of Supervisors
FROM: Tom Paulino
RE: Administrative Code - Reproduction and Notary Fees - Department of
Administrative Services
DATE: June 1, 2022

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.

Should you have any questions, please contact Tom Paulino at 415-554-6153.