

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.

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	\$ 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>	<u>\$0.77</u>
<i>Large format (greater than 11x17)</i>	<i>Per sq. ft.</i>	<u>\$1</u>
Color printing	<i>Per sq. ft.</i>	\$ 3.00
<i>Standard Size (8.5x11, 8.5x14, 11x17)</i>	<i>Per sq. ft.</i>	<u>\$1.54</u>
<i>Large format (greater than 11x17)</i>	<i>Per sq. ft.</i>	<u>\$4</u>
Scanning	<i>Per sheet</i>	\$ 0.35
<i>Standard Size (8.5x11, 8.5x14, 11x17)</i>	<i>Per sq. ft.</i>	<u>\$2</u>
<i>Large format (greater than 11x17)</i>	<i>Per sq. ft.</i>	<u>\$2</u>
Notary jurat or acknowledgement	Per document	\$ 13.00 <u>\$15</u>

(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



City and County of San Francisco
**Tails
Ordinance**

City Hall
1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102-4689

File Number: 220681

Date Passed: July 26, 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.

June 15, 2022 Budget and Appropriations Committee - RECOMMENDED

July 12, 2022 Board of Supervisors - CONTINUED

Ayes: 11 - Chan, Dorsey, Mandelman, Mar, Melgar, Peskin, Preston, Ronen, Safai, Stefani and Walton

July 19, 2022 Board of Supervisors - PASSED ON FIRST READING

Ayes: 10 - Chan, Dorsey, Mandelman, Mar, Melgar, Peskin, Ronen, Safai, Stefani and Walton
Noes: 1 - Preston

July 26, 2022 Board of Supervisors - FINALLY PASSED

Ayes: 10 - Chan, Dorsey, Mandelman, Mar, Melgar, Peskin, Ronen, Safai, Stefani and Walton
Noes: 1 - Preston

File No. 220681

I hereby certify that the foregoing
Ordinance was **FINALLY PASSED** on
7/26/2022 by the Board of Supervisors of
the City and County of San Francisco.

London N. Breed
Mayor

Angela Calvillo
Clerk of the Board

8/4/22

Date Approved