

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

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- 25 //

Description	Unit Basis	Fee
Temporary parking restriction (“no parking”) signs required under the Transportation Code	Per sign	\$5 -\$7
Black and white printing Standard S _{size} (8.5x11, 8.5x14, 11x17) Large format (greater than 11x17)	Per sq. ft.	\$0.77 \$0.81
	Per sq. ft.	\$1 \$1.35
Color printing Standard S _{size} (8.5x11, 8.5x14, 11x17) Large format (greater than 11x17)	Per sq. ft.	\$1.54 \$1.63
	Per sq. ft.	\$4 \$4.22
Scanning Standard S _{size} (8.5x11, 8.5x14, 11x17) Large format (greater than 11x17)	Per sq. ft.	\$2 \$2.11
	Per sq. ft.	\$2 \$2.11
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 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.

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

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

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