

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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