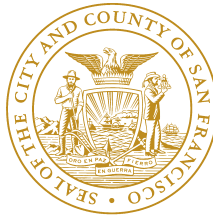


City & County of San Francisco
London N. Breed, Mayor



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.

