

ORDINANCE
CITY OF NEW ORLEANS

CITY HALL: October 1, 2025

CALENDAR NO. 35,258

NO. _____ MAYOR COUNCIL SERIES

BY: COUNCILMEMBER GIARRUSSO (BY REQUEST)

AN ORDINANCE to amend and reordain Section 2-1103 of the Code of the City of New Orleans, setting fees for notarial services and related costs; and otherwise to provide with respect thereto.

SECTION 1. THE COUNCIL OF THE CITY OF NEW ORLEANS HEREBY ORDAINS, That Section 2-1103 of the Code of the City of New Orleans is amended to read as follows:

“Sec. 2-1103. – Fees for Services.

Except as otherwise provided, the fees enumerated in this section shall be charged according to a schedule proposed annually by the chief administrative officer and approved by the city council in accordance with the method set forth in 2-1101 above, provided that until a proposed schedule is approved by the city council, the schedule of fees previously approved shall remain in effect.

(a) *Department of Law; notarial fees.* Notarial work for all city contracts, requiring to be notarized:

12	Contract value under \$1,000.00	\$241.00
13	\$1,000.00 to \$49,999.99	\$449.00
14	\$50,000.00 to \$499,999.99	\$1,138.00
15	\$500,000.00 to \$999,999.99	\$2,444.00
16	\$1,000,000.00 or greater	\$4,888.00

17 In addition to the above fees, the contractor shall pay the actual costs of recording all acts and
 18 photocopying at the rate of \$0.50 per page. All affidavits of acceptance or substantial completion
 19 are \$70.00 plus actual recordation costs.”

ADOPTED BY THE COUNCIL OF THE CITY OF NEW ORLEANS _____

PRESIDENT OF THE COUNCIL

DELIVERED TO THE MAYOR ON _____

APPROVED:
DISAPPROVED: _____

MAYOR

RETURNED BY THE MAYOR ON _____ **AT** _____

CLERK OF COUNCIL

ROLL CALL VOTE:

YEAS:

NAYS:

ABSENT:

RECUSED:

ENGROSSED VERSION:

“Sec. 2-1103. Fees for services.

Except as otherwise provided, the fees enumerated in this section shall be charged according to a schedule proposed annually by the chief administrative officer and approved by the city council in accordance with the method set forth in section 2-1101 above, provided that until a proposed schedule is approved by the city council, the schedule of fees previously approved shall remain in effect.

(a) *Department of law; notarial fees.* Notarial work for all city contracts, requiring to be notarized:

Contract value under \$1,000.00	\$234.00 <u>\$241.00</u>
\$1,000.00 to \$49,999.99	\$436.00 <u>\$449.00</u>
\$50,000.00 to \$499,999.99	\$1,105.00 <u>\$1,138.00</u>
\$500,000.00 to \$999,999.99	\$2,373.00 <u>\$2,444.00</u>
\$1,000,000.00 or greater	\$4,746.00 <u>\$4,888.00</u>

In addition to the above fees, the contractor shall pay the actual costs of recording all acts and photocopying at the rate of \$0.50 per page. All affidavits of acceptance or substantial completion are \$70.00 plus actual recordation costs.”

Calendar No. _____

Person Responsible for Routing: Brandye DeLarge Ext. 8-2587

**CHECK SHEET FOR CLEARING
ORDINANCES, MOTIONS, AND RESOLUTIONS
BEFORE SUBMISSION TO COUNCIL CLERK**

The originating agency shall prepare a brief synopsis of the proposed ordinance, motion, or resolution and route this check sheet for signature along with: (1) a copy of the proposed ordinance, motion, or resolution; (2) the completed Legislative Summary form; and (3) any other document necessary for routing, as applicable (e.g., the Fiscal Note form, copy of proposed contract).

SYNOPSIS OF DOCUMENT

An ordinance to amend and reordain section 2-1103 of the City Code to increase notarial fees for 2026.

DOCUMENT ROUTING (SIGNATURES)

- 1. Brandye DeLarge Digitally signed by Brandye DeLarge
Date: 2025.09.22 16:36:44 -05'00'
Department Head
- 2. Thomas W. Milliner Digitally signed by Thomas W. Milliner
Date: 2025.09.23 10:15:39 -05'00'
Department of Law
- 3. _____
Chief Administrative Officer
- 4. [Signature]
Director of Council Relations
- 5. _____
Sponsoring Council Member Initials

COUNCIL ACTION

Council Members Present: _____

Council Members Absent: _____

AMENDMENTS:

FINAL ADOPTION:

MOVED: _____
SECONDED: _____
YEAS: _____
NAYS: _____
ABSENT: _____
RECUSED: _____



LEGISLATIVE SUMMARY
TO ACCOMPANY ORDINANCES
BEFORE SUBMISSION TO CLERK OF COUNCIL

Requesting Department or Agency: _____

Name of Contact Person: _____

Telephone Number: _____

Email Address: _____

Initials of Sponsoring Councilmember(s): _____

DETAILED SYNOPSIS OF THE ORDINANCE

Please generally describe the purpose, intent, and effect of the proposed ordinance.



LEGISLATIVE SUMMARY

If the Ordinance is to effectuate a contract, CEA, or other similar agreement (hereafter contract), please provide the following additional information.

☐

If this section is not applicable, please check this box.

The parties involved:

The obligations, expectations, and deliverables of the parties involved:

Any fiscal implications for the City with the Contract:

The public purpose and need for the contract:

The duration of the contract:



LEGISLATIVE SUMMARY

If the ordinance is to effectuate an amendment to the Code of the City of New Orleans, please provide the following additional information.

☐

If this section is not applicable, please check this box.

The existing provision(s) of the City Code being proposed for amendment:

The general content/requirements of the existing City Code provision(s):

How the proposed ordinance will alter the existing City Code provision(s):

Why these changes are needed:

REQUESTED ADOPTION DATE: _____

Reference: Council Rule 41 & City Code Section 2-813