

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.

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

4 **“Sec. 2-1103. – Fees for Services.**

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

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

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Contract value under \$1,000.00	\$241.00
\$1,000.00 to \$49,999.99	\$449.00
\$50,000.00 to \$499,999.99	\$1,138.00
\$500,000.00 to \$999,999.99	\$2,444.00
\$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