

1 [Administrative Code - Assessor-Recorder Fees]

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3 **Ordinance amending the Administrative Code to revise the fees for copies of certain**
4 **documents in and services provided by the Office of the Assessor-Recorder.**

5 NOTE: **Unchanged Code text and uncodified text** are in plain Arial font.
6 **Additions to Codes** are in *single-underline italics Times New Roman font*.
7 **Deletions to Codes** are in ~~*italics Times New Roman font*~~.
8 **Board amendment additions** are in double-underlined Arial font.
9 **Board amendment deletions** are in ~~Arial font~~.
10 **Asterisks (* * * *)** indicate the omission of unchanged Code
11 subsections or parts of tables.

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10 Be it ordained by the People of the City and County of San Francisco:

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12 Section 1. Chapter 8 of the Administrative Code is hereby amended by revising
13 Section 8.33.2, to read as follows:

14 **SEC. 8.33.2. COUNTY ASSESSOR-RECORDER’S FEES.**

15 *(a)* Pursuant to *California* Government Code Sections 54985 through 54987 and
16 27366, the County Assessor-Recorder is hereby authorized to charge fees to defray the
17 actual cost of issuance of the following documents and the provision of the following services,
18 notwithstanding the fees otherwise set or limited by State law. Any persons requesting the
19 following documents or services shall pay the following fees:

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1	Duplicates of R recorded maps	
2	(first page)	\$5.00
3	(each additional page)	\$3.00
4	Copies of records on file <u>(standard)</u>	
5	(per page, pages 1 through 3) (first page)	3.00 \$9.44
6	(each additional page)	0.50 \$0.38
7	<u>Copies of records on file (self-service; electronic only)</u>	
8	<u>(each document)</u>	\$1.76
9	Certifying/conforming copies of documents <u>(per document)</u>	\$1.00
10	Microfilm of daily film of recordings (per roll)	\$25.00
11	Microfiche (per frame)	\$2.00
12	Notary Services	
13	Acknowledgment	\$10.00 15.00
14	Jurat	\$10.00 15.00

15 **(b) All requests for copies of records on file shall be subject to the standard fees in**
16 **subsection (a) except for requests initiated and processed entirely as self-service requests. A**
17 **self-service request is a request for one or more specified documents, initiated by the requester through**
18 **the designated portion of the Assessor-Recorder’s website, that is fulfilled by automated electronic**
19 **download or automated email delivery to the requester, and does not involve any other service**
20 **(including but not limited to searching for specific documents, certification or conforming of copies, or**
21 **acceptance of the request other than through the designated portion of the Assessor-Recorder’s**
22 **website). For a request for all records within a specified date range, the Office of the**
23 **Assessor-Recorder may, in its discretion, charge lower fees than subsection (a) requires to more**
24 **accurately reflect the actual costs of fulfilling the request.**

25 **(c) Such fees received by the Assessor-Recorder under this Section 8.33.2 shall be**
deposited with the City and County Treasurer. ~~Fees charged for notary services provided by the~~
Assessor-Recorder shall be adjusted, without further action of the Board of Supervisors, to reflect
changes in Government Code Section 8211, or any subsequent amendment of that section.

1 (d) Fees for copies of records on file and services provided shall be adjusted each fiscal year,
2 commencing in fiscal year 2025-2026, without further action by the Board of Supervisors, to reflect
3 changes in the relevant Consumer Price Index, as determined by the Controller.

4 (1) No later than April 15 of each year, the Assessor-Recorder shall submit its current
5 fee schedule to the Controller, who shall apply the price index adjustment to produce a new fee
6 schedule for the following fiscal year.

7 (2) No later than May 15 of each year, the Controller shall file a report with the Board
8 of Supervisors reporting the new fee schedule and certifying that: (A) the fees produce sufficient
9 revenue to support the costs of providing the documents or services for which each fee is assessed, and
10 (B) the fees do not produce revenue which is significantly more than the costs of providing the
11 documents or services for which each fee is assessed.

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13 Section 2. Effective Date. This ordinance shall become effective 30 days after
14 enactment. Enactment occurs when the Mayor signs the ordinance, the Mayor returns the
15 ordinance unsigned or does not sign the ordinance within ten days of receiving it, or the Board
16 of Supervisors overrides the Mayor’s veto of the ordinance.

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18 Section 3. Scope of Ordinance. In enacting this ordinance, the Board of Supervisors
19 intends to amend only those words, phrases, paragraphs, subsections, sections, articles,
20 numbers, punctuation marks, charts, diagrams, or any other constituent parts of the Municipal
21 Code that are explicitly shown in this ordinance as additions, deletions, Board amendment
22 additions, and Board amendment deletions in accordance with the “Note” that appears under
23 the official title of the ordinance.

1 Section 4. If any section, subsection, sentence, clause, phrase, or word of this
2 ordinance, or any application thereof to any person or circumstance, is held to be invalid or
3 unconstitutional by a decision of a court of competent jurisdiction, such decision shall not
4 affect the validity of the remaining portions or applications of the ordinance. The Board of
5 Supervisors hereby declares that it would have passed this ordinance and each and every
6 section, subsection, sentence, clause, phrase, and word not declared invalid or
7 unconstitutional without regard to whether any other portion of this ordinance or application
8 thereof would be subsequently declared invalid or unconstitutional.

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10 APPROVED AS TO FORM:
11 DAVID CHIU, City Attorney

12 By: /s/ Carole F. Ruwart
13 CAROLE F. RUWART
14 Deputy City Attorney

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