

File No. 240112

Committee Item No. 2

Board Item No. 8

COMMITTEE/BOARD OF SUPERVISORS

AGENDA PACKET CONTENTS LIST

Committee: Budget and Finance Committee Date March 20, 2024

Board of Supervisors Meeting Date March 26, 2024

Cmte Board

- Motion
- Resolution
- Ordinance
- Legislative Digest
- Budget and Legislative Analyst Report
- Youth Commission Report
- Introduction Form
- Department/Agency Cover Letter and/or Report
- MOU
- Grant Information Form
- Grant Budget
- Subcontract Budget
- Contract/Agreement
- Form 126 – Ethics Commission
- Award Letter
- Application
- Public Correspondence

OTHER (Use back side if additional space is needed)

- 10-Day Fee Ad – March 10 and 17, 2024
- Assessor-Recorder Presentation 3/20/2024
- _____
- _____
- _____
- _____
- _____
- _____

Completed by: Brent Jalipa Date March 14, 2024

Completed by: Brent Jalipa Date March 21, 2024

1 [Administrative Code - Assessor-Recorder Fees]

2

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 ~~*strikethrough italics Times New Roman font*~~.
8 **Board amendment additions** are in double-underlined Arial font.
9 **Board amendment deletions** are in ~~strikethrough Arial font~~.
10 **Asterisks (* * * *)** indicate the omission of unchanged Code
11 subsections or parts of tables.

9

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

11

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:

20

21

22

23

24

25

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**
26 **deposited with the City and County Treasurer. Fees charged for notary services provided by the**
27 **Assessor Recorder shall be adjusted, without further action of the Board of Supervisors, to reflect**
28 **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.

12
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.

17
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.

9
10 APPROVED AS TO FORM:
11 DAVID CHIU, City Attorney

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

15
16
17
18
19
20
21
22
23
24
25
n:\legana\as2023\2300337\01734431.docx

LEGISLATIVE DIGEST

[Administrative Code - Assessor-Recorder Fees]

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

Existing Law

The Administrative Code permits the Assessor-Recorder to charge certain fees for copies of recorded documents. These fees are \$3.00 for the first page, and \$0.50 for each additional page.

Amendments to Current Law

This ordinance would update the fee schedule for copies of recorded documents based on a cost study performed by the Controller's Office. A "standard" fee of \$9.44 for the first page and \$0.38 for each additional page would generally apply. A "self-service" fee of \$1.76 per document would apply when the request is made through a designated portal on the Assessor-Recorder's website and can be fulfilled automatically. For certain requests, the Assessor-Recorder would be able to charge lesser fees to reflect actual costs that are less than the fee schedules would provide.

The Controller would update these fees annually to reflect changes in the Consumer Price Index. This ordinance would also update the fees for notary services in compliance with state law.

Background Information

These fees are imposed under state law that requires county recorders to charge fees for recorded documents that recover their costs.

n:\legana\as2023\2300337\01734293.docx

Recorder Copy Fees

Board of Supervisors' Budget and Finance Committee

March 20, 2024



Holly Lung
Office of the Assessor-Recorder
City and County of San Francisco



Summary

- Amends the Administrative Code to update fees for public access to recorded documents.
- Authorizes the Controller to update these fees annually to reflect changes in the Consumer Price Index.
- Updates the fees for notary services in compliance with state law.



Recorder Modernization Efforts

Mission Statement

- To fairly and accurately identify and assess all taxable property in San Francisco and record, secure, and provide access to property, marriage, and other records.

Expanding Access to Public Records

- Over 7 million recorded documents from 1990 to Present have been digitized. Efforts are underway to digitize 1.5 million records from 1980-1989.
- In 2021, we launched Records Manager, an online tool for the public to search and download these recorded Public Records.



Public Access to Recorded Documents

Online

- Official records from 1990 to the present are available for search, purchase, and instant download at <https://recorder.sfgov.org>.

In Person

- Recorder staff at City Hall help customers search and obtain copies of recorded documents.
- Kiosks at City Hall are available for customer search and copy requests. Staff confirms and completes the request and cashiering.

By Mail

- Customers can request records to be sent to them by mail. Staff conducts the document search, cashiering, and mails the document.



Fee Change

Current Fees

	Online	In Person: Front Counter/Mail	In Person: Public Kiosk
Pages 1-3	\$3.00 per page	\$3.00 per page	\$0.10
Additional	\$0.50	\$0.50	\$0.10
5-page document	\$10.00 + \$2.00 City Base Fee	\$10.00	\$0.50

Proposed Fees

	Online	In Person: Front Counter/Mail	In Person: Public Kiosk
First Page	\$1.76 flat fee	\$9.44	\$9.44
Additional	No fee	\$0.38	\$0.38
5-page document	\$1.76 + \$2.00 City Base Fee	\$10.96	\$10.96



Fee Difference

Top Three Most Requested Recorded Documents

Document	Online	In Person: Front Counter	In Person: Public Kiosk
	67% of users	27% of users	6% of users
3-page (e.g., deeds)	decrease \$7.24	increase \$1.20	increase \$9.90
16-page (e.g., deeds of trust)	decrease \$13.74	decrease \$0.36	increase \$13.54
2-page (e.g., full reconveyances)	decrease \$4.24	increase \$3.82	increase \$9.62
Average length 5-page document	decrease \$8.24	increase \$0.96	increase \$10.46



The Need for Fee Change

- Current fees are outdated that apply equally to online self-service searches and to searches and copy services provided by staff.
- Proposed fees reflect current business practices and systems costs associated with providing copies of recorded documents to the public.

A detailed line-art illustration of a city skyline, featuring a mix of architectural styles from historic row houses to modern skyscrapers. The scene includes trees, a bridge, and birds in flight. The text 'Thank you.' is prominently displayed in the center in a bold, dark blue font.

Thank you.

BOARD of SUPERVISORS



City Hall
1 Dr. Carlton B. Goodlett Place, Room 244
San Francisco 94102-4689
Tel. No. (415) 554-5184
Fax No. (415) 554-5163
TDD/TTY No. (415) 554-5227

NOTICE OF PUBLIC HEARING

BUDGET AND FINANCE COMMITTEE

BOARD OF SUPERVISORS OF THE CITY AND COUNTY OF SAN FRANCISCO

NOTICE IS HEREBY GIVEN THAT the Board of Supervisors of the City and County of San Francisco's Budget and Finance Committee will hold a public hearing to consider the following proposal and said public hearing will be held as follows, at which time all interested parties may attend and be heard:

Date: March 20, 2024

Time: 10:00 a.m.

Location: Legislative Chamber, Room 250, located at City Hall
1 Dr. Carlton B. Goodlett Place, San Francisco, CA

Subject: File No. 240112. Ordinance amending the Administrative Code to revise the fees for copies of certain documents in and services provided by the Office of the Assessor-Recorder.

If this legislation passes, Administrative Code, Section 8.33.2, will increase and establish fees that the County Assessor-Recorder charges for document reproduction and notary services available to the public. Standard copies of records on file increases from \$3.00 per page, pages 1 through 3, to \$9.44 for the first page; establish a \$1.76 fee for each document requested by electronic self-service requests of records on file initiated by the requester through the designated portion of the Assessor-Recorder's website, that is fulfilled by automated electronic download or automated email delivery to the requester, and does not involve any other service; and increases the acknowledgement and jurat fees for notary services from \$10.00 to \$15.00.

In accordance with Administrative Code, Section 67.7-1, persons who are unable to attend the hearing on this matter may submit written comments prior to the time the hearing begins. These comments will be made as part of the official public record in this matter and shall be brought to the attention of the Board of Supervisors. Written comments should be addressed to Angela Calvillo, Clerk of the Board, City Hall, 1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco, CA, 94102 or sent via email (board.of.supervisors@sfgov.org). Information relating to this matter is available in the Office of the Clerk of the Board or the Board of Supervisors' Legislative Research

Center (<https://sfbos.org/legislative-research-center-lrc>). Agenda information relating to this matter will be available for public review on Friday, March 15, 2024.

For any questions about this hearing, please contact the Assistant Clerk for the Budget and Finance Committee:

Brent Jalipa (Brent.Jalipa@sfgov.org – (415) 554-7712)


f Angela Calvillo
Clerk of the Board of Supervisors
City and County of San Francisco

bjj:jec:ams

CALIFORNIA NEWSPAPER SERVICE BUREAU

DAILY JOURNAL CORPORATION

Mailing Address : 915 E FIRST ST, LOS ANGELES, CA 90012
Telephone (800) 788-7840 / Fax (800) 464-2839
Visit us @ www.LegalAdstore.com

BRENT JALIPA
CCSF BD OF SUPERVISORS (OFFICIAL NOTICES)
1 DR CARLTON B GOODLETT PL #244
SAN FRANCISCO, CA 94102

COPY OF NOTICE

Notice Type: GPN GOVT PUBLIC NOTICE

Ad Description

BJJ Fee Ad - File No. 240112 - 3/20/2024

To the right is a copy of the notice you sent to us for publication in the SAN FRANCISCO EXAMINER. Thank you for using our newspaper. Please read this notice carefully and call us with ny corrections. The Proof of Publication will be filed with the County Clerk, if required, and mailed to you after the last date below. Publication date(s) for this notice is (are):

03/10/2024 , 03/17/2024

The charge(s) for this order is as follows. An invoice will be sent after the last date of publication. If you prepaid this order in full, you will not receive an invoice.

Publication	\$1144.80
Total	\$1144.80

EXM# 3790892

NOTICE OF PUBLIC HEARING
BUDGET AND FINANCE COMMITTEE
BOARD OF SUPERVISORS OF THE CITY AND COUNTY OF SAN FRANCISCO
WEDNESDAY, MARCH 20, 2024 - 10:00 AM
LEGISLATIVE CHAMBER, ROOM 250, City Hall 1 DR. CARLTON B. GOODLETT PLACE, SAN FRANCISCO, CA 94102

NOTICE IS HEREBY GIVEN THAT the Board of Supervisors of the City and County of San Francisco's Budget and Finance Committee will hold a public hearing to consider the following proposal and said public hearing will be held as follows, at which time all interested parties may attend and be heard: **File No. 240112**. Ordinance amending the Administrative Code to revise the fees for copies of certain documents in and services provided by the Office of the Assessor-Recorder. If this legislation passes, Administrative Code, Section 8.33.2 will increase and establish fees that the County Assessor-Recorder charges for document reproduction and notary services available to the public. Standard copies of records on file increases from \$3.00 per page, pages 1 through 3, to \$9.44 for the first page; establish a \$1.76 fee for each document requested by electronic self-service requests of records on file initiated by the requester through the designated portion of the Assessor-Recorder's website, that is fulfilled by automated electronic download or automated email delivery to the requester, and does not involve any other service; and increases the acknowledgement and jurat fees for notary services from \$10.00 to \$15.00. In accordance with Administrative Code, Section 67.7-1, persons who are unable to attend the hearing on this matter may submit written comments prior to the time the hearing begins. These comments will be made as part of the official public record in this matter and shall be brought to the attention of the Board of Supervisors. Written comments should be addressed to Angela Calvillo, Clerk of the Board, City Hall, 1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco, CA, 94102 or sent via email (board.of.supervisors@sfgov.org). Information relating to

this matter is available in the Office of the Clerk of the Board or the Board of Supervisors' Legislative Research Center (<https://sfbos.org/legislative-research-center-lrc>). Agenda information relating to this matter will be available for public review on Friday, March 15, 2024. For any questions about this hearing, please contact the Assistant Clerk for the Budget and Finance Committee: Brent Jalipa (Brent.Jalipa@sfgov.org - (415) 554-7712) or Angela Calvillo - Clerk of the Board of Supervisors, City and County of San Francisco
EXM-3790892#



* A 0 0 0 0 0 6 7 0 6 8 5 3 *

Introduction Form

(by a Member of the Board of Supervisors or the Mayor)



I hereby submit the following item for introduction (select only one):

- 1. For reference to Committee (Ordinance, Resolution, Motion or Charter Amendment)
- 2. Request for next printed agenda (For Adoption Without Committee Reference)
(Routine, non-controversial and/or commendatory matters only)
- 3. Request for Hearing on a subject matter at Committee
- 4. Request for Letter beginning with "Supervisor inquires..."
- 5. City Attorney Request
- 6. Call File No. from Committee.
- 7. Budget and Legislative Analyst Request (attached written Motion)
- 8. Substitute Legislation File No.
- 9. Reactivate File No.
- 10. Topic submitted for Mayoral Appearance before the Board on

The proposed legislation should be forwarded to the following (please check all appropriate boxes):

- Small Business Commission Youth Commission Ethics Commission
- Planning Commission Building Inspection Commission Human Resources Department

General Plan Referral sent to the Planning Department (proposed legislation subject to Charter 4.105 & Admin 2A.53):

- Yes No

(Note: For Imperative Agenda items (a Resolution not on the printed agenda), use the Imperative Agenda Form.)

Sponsor(s):

Subject:

Long Title or text listed:

Signature of Sponsoring Supervisor: