BOARD OF ALDERMEN

ITEM NO. E(6)

AGENDA ITEM ABSTRACT
MEETING DATE: September 25, 2001

TITLE: Review of FY01-02 Fee Schedule and Request for Board Approval to Revise the FY01-02 Fee Schedule

DEPARTMENT: **Management Services**	PUBLIC HEARING: **YES ____ NO _x_**
ATTACHMENTS: **Attachment A: Resolution Modifying Fee Schedule** **Attachment B: FY01-02 Fee Schedule** **Attachment C: Review of FY01-02 Fee Schedule** **Attachment D: Comparison of Planning Fees** **Attachment E: Comparison of Recreation Programming Fees**	FOR INFORMATION CONTACT: **L. Bingham Roenigk, Management Services, 918-7300**

PURPOSE

At the June 26, 2001 board meeting whereby the Board adopted the FY01-02 budget and fee schedule, Alderman Spalt requested a review of the fees charged by the Town to identify fees that may need refining. The Board is requested to provide input on the fee schedule and to approve a resolution to modify various fees on the FY01-02 fee schedule.

INFORMATION

Annually, at the time the Board adopts its annual budget, the fee schedule is also adopted. Departments review the fee schedule and make recommendations prior to Board review of the fees. The Board is made aware of fee changes prior to adopting the fee schedule.

A detailed review of the FY01-02 Fee Schedule (Attachment C) does show that the departments generating the majority of user fee revenue, Planning, Public Works, and Recreation, regularly update their fees. Recent fee comparisons conducted by the Planning and Recreation departments are included as separate attachments (Attachments D & E). The jurisdictions commonly used in comparisons include Chapel Hill, Hillsborough, Orange County, Cary, Apex, and Durham.

The fee schedule also contains a number of miscellaneous fees that have not historically generated a lot of revenue and given practices over time and due to low demand, should be considered for removal from the fee schedule. The following fees are considered candidates for elimination:

Fire Loss Reports – Fire loss reports are typically two pages long and are not frequently requested. The fee is not assessed by the Fire Department because of low demand and the billing process is not considered administratively feasible. In addition, the cost is not consistent with the Xerox charge included in the fee schedule (10 cents per page).

Parking Fee Schedule for S. Greensboro St. and Yaggy Parking Lot – A monthly parking fee was charged in these lots when the post office was located downtown and employees of the postal service used the lots. The Town now allows free parking in these lots and thus the fees should be removed from the fee schedule.

Staff requests the Board to consider adding the following fee:

Notary Fees - The Town Clerk and other staff with notary public responsibilities have noted an increase in the number of citizens requesting notary services. The NC General Statutes (Chapter 10A-10) allows maximum fees that may be charged by a notary for notarial acts. The Board is requested to consider what the law allows:

1) For acknowledgments, $3 per signature
2) For oaths or affirmations without a verification or proof, $3 per person
3) For verifications or proofs, $3 per signature

ADMINISTRATION'S RECOMMENDATION

The Board is requested to provide input on the fees charged in the schedule and direct staff on changes they desire. The Board is also requested to approve a resolution modifying the fee schedule. The resolution requests to remove the following fees: fire loss report fee, and parking lot fees for the two parking lots downtown. The resolution implements a notary fee as recommended above.