

M E M O R A N D U M

To: Tom Harmer, Town Manager
From: Susan Smith, Finance Director
Report date: February 24, 2022
Meeting date: March 7, 2022
Subject: Ordinance 2022-06, Repealing Ordinance 2014-15
Establishing Fees for Lien Research

Recommended Action

Forward Ordinance 2022-06 to the April 4, 2022, Regular Meeting for second reading.

Background

The Town, on a routine basis, performs lien research services on individual parcels within the Town's boundaries to determine if any Town liens, special assessments, utility balances, fines or other fees exist on certain parcels of real property. The Town established a fee for such services through the adoption of Ordinance 2014-15 on May 5, 2014. The Ordinance was never codified as fees of this type do not amend or are reflected in the Town Code.

Since 2014, the Town Commission has modified the manner by which the Town Commission adopts user fee schedules and has increasingly adopted such schedules by resolution rather than ordinance. Ordinance 2022-06 will repeal Ordinance 2014-15 adopted in 2014, that set the fees at that time, and replace it with a Fee Resolution that will set the fees going forward. The Resolution is more consistent with the way the Town has handled other fee schedules and eliminates the need for a revised Ordinance in the event fees are adjusted in the future.

Following the adoption of Ordinance 2022-06 at the April 4, 2022 Regular Meeting (repealing Ord. 2014-15), staff will present Resolution 2022-04 for Town Commission consideration. As part of that presentation, the staff will provide comparable information from other local governments and provide a recommendation on updated fees for the service. The updated fees will then be established via Resolution 2022-04, consistent with other fees within the Town. In the event the Commission does not adopt Ordinance 2022-06, the Resolution would not be considered.

Staff Recommendation

Forward Ordinance 2022-06 to the April 4, 2022 Regular Meeting for second reading and public hearing.

Attachments

Ordinance 2022-06, repealing Ordinance 2014-15 (available in Town Clerk's Office)

End of Agenda Item