

City Fee Review Committee

Date: August 28, 2024

Time: 5:30pm

Location: Room 204, Auburn Hall

Members present: Mayor Harmon, Councilor Platz, Assistant City Manager Denis D'Auteuil, City Clerk Emily Carrington, Joe Gray

Members of the committee discussed the scope of the committee, to review all city fees for inclusion on the City's fee schedule (currently defined as "APPENDIX A"), to review that fees are adequately adjusted to cover the full cost of administration and services rendered. The Committee decided not to look at fines, but will need to look at other fees the City may have not currently included on the fee schedule – such as facility fees for Ingersoll, NSBA, Ambulance/EMS fees, etc.

The Committee wants to look at what the purpose of each of the fees we charge, and where it goes; to understand how the fees collected go to cover costs of the department.

**Action Items:**

- City Clerk will transfer the Appendix A Fee Schedule to an Excel spreadsheet and categorize by department and cost center. Look into any fees marked "TBD" – Denis will do this. Any fee that the City does not collect for revenue – this should not be in our schedule. **Goal: have this project with revisions ready by Jan 1<sup>st</sup>**

Meeting adjourned at 6:45pm.

Respectfully submitted, Emily Carrington, City Clerk