

SUMMARY

To: Mayor and Commissioners
From: Donna Carlen, Town Clerk
Subject: Proposed Resolution establishing fees for property assessment searches
Date: January 29, 2014

Summary: The Town receives and responds to numerous requests on a monthly basis for assessment searches from title companies, banks and other entities. The assessment search pertains to liens, open or expired building permits, code violations, current or outstanding utility bills and any other assessment imposed on the property by the town. This is a very time consuming process and usually involves at least three staff members with each staff member spending between one half hour to two hours on a request.

Staff conducted a survey of municipalities in Pinellas County inquiring about an assessment fee charged by those municipalities. Our survey indicated that a majority of those surveyed did charge a fee for assessment search services.

Financial Implications: Staff estimates revenue of several thousand dollars annually for providing the assessment search.

Staff Recommendation: Staff recommends that proposed Resolution be added to the regular agenda for February 18th Regular Meeting for consideration and approval.