

W. S. A.

ORIGINAL

AGENDA COVER MEMO

Memorandum Date: April 2, 2007
Order Date: April 18, 2007

TO: Board of County Commissioners
DEPARTMENT: Public Works – Land Management Division – County Surveyors Office
PRESENTED BY: Bill Robinson, Lane County Surveyor *BR*

AGENDA ITEM TITLE: IN THE MATTER OF AMENDING CHAPTER 60 OF THE LANE MANUAL TO REVISE LAND MANAGEMENT DIVISION COUNTY SURVEYOR'S OFFICE FEES (LM 60.853 AND 60.854), EFFECTIVE JULY 1, 2007.

I. MOTION

APPROVE THE ORDER AMENDING CHAPTER 60 OF LANE MANUAL TO REVISE LAND MANAGEMENT DIVISION COUNTY SURVEYOR'S OFFICE FEES (LM 60.853 AND 60.854), EFFECTIVE JULY 1, 2007.

II. AGENDA ITEM SUMMARY

Shall Lane County increase fees in the Land Management Division – County Surveyors Office to recover the actual cost of services provided?

III. BACKGROUND/IMPLICATIONS OF ACTION

A. Board Action and Other History

Surveyor's Office fees were last adjusted effective July 1, 2004. Program expenses, driven primarily by personnel costs, continue to increase. Some current fees, charged to applicants for land development processes do not cover current costs. Among the more visible services provided by the office, 540 land surveys, 53 county and small city land partitions, 68 large city land partitions, 26 county and small city subdivisions, 46 large city subdivisions, and 6 vacation actions are processed annually. These activities are likely to increase as applications for new development allowed through Measure 37 claims come forward.

The Surveyor's Office has implemented a number of recent changes in operation that have had an effect of streamlining and improved efficiency. For example, Surveyor's Images and Documents Online (SIDO) provides public access to an extensive collection of road and survey oriented records through our website. This promotes private sector research to be carried out from outside our office, with less interaction from Surveyor's Office staff. Our survey checking process has also been streamlined, whereby a greater degree of responsibility for accuracy is placed on the private surveyor at the time of map submittal. Technological changes provide us with a

continual opportunity to review and assess the way we provide service and information to the public. Paper maps and records are being used less frequently as digital images are continuing to be made available. Printing and copy services provided by our office will continue to be reduced. The net effect of these changes, and others, has been a staff reduction of 3.5 FTE over the past 3 years, while carrying out the same amount of work and providing a greater level of assistance to the public.

The Office Section of the Surveyor's Program has personnel and function costs that are similar in nature to the rest of Land Management, which cites that 75% of its budget is personnel costs, and 80% of the materials and services budget is made up of overhead. As with other County operations, retirement, benefit and retiree medical components are driving the increase in those costs.

General activities in the Office Section of the Surveyor's Office are funded by the Road Fund. Some of these activities provide specific benefit to individuals in the development and use of their land. It is intended through fees authorized in the Lane Manual that these processes be funded by that revenue. The fees currently charged do not generate enough revenue to completely cover the cost of the above mentioned activities. The result is that the road fund is unnecessarily burdened, and is in effect subsidizing a portion of the processing costs.

If fees are increased it will allow the department an opportunity to consider a reduction in the use of Road Fund revenue to cover costs. Certain activities that are typically related to property development will be paid by applicant fees under the provisions of LM 60.853 and LM 60.854.

This item was brought to the February 8, 2007 meeting of the Finance and Audit Committee. The Committee approved the item as presented and moved to forward the item to the full Board.

B. Policy issues

The Board of County Commissioners Financial Management Policies (8) states, "County fees and charge amounts will be set by the Board of County Commissioners based on an analysis of who benefits, amounts charged by other agencies for the same services, the indirect and direct costs of providing the services and the Statutory limits."

C. Board Goals

Revenue Development is identified as Strategy 4 of Lane County's Strategic Plan. Section D2, "Identifying and recovering user fees and charges", Paragraph a., states as follows: "Lane County Government will assure that fair and reasonable user fees are established and collected for those services where state law permits such fees and where the usage of the service is affected by consumer choice." The following principles are stated:

- Those who benefit should pay; those who pay should benefit.
- Where appropriate fees will be based on costs, including reasonable allocations of overhead and a fair return on investment.

The fee increase being proposed at this time meets these objectives.

D. Financial and/or Resource Considerations

The estimated impact of the fee changes is to increase revenue by approximately \$109,000 for FY 07-08. This amount is approximately 4.7% of the budgeted road fund revenue for the Surveyor's Office. The proposal presented for consideration estimates activity totals for FY 07-08 based on coding comparisons from FY 05-06 and the first two quarters of FY 06-07.

E. Analysis

Copies of LM 60.853 Fees, and LM 60.854 Public Works Department/Land Management Division Surveyors, along with proposed changes in legislative format, are included as attachments to the Order. The proposed fee changes reflect an attempt to more closely match revenue with actual costs for several activities in the Office Section of the Surveyor's Office.

Vacation action fees shall be based on full cost recovery incurred including hourly costs for the County Surveyor, engineering technician, and administration fees. A cost accounting process is in place and will be utilized in coding time and expenses. The County will return to the petitioner making the deposit any portion remaining after finalization of the action. If there is additional money owed, the petitioner requesting the vacation shall pay the same to the County immediately upon receipt of a bill therefore and prior to final County action.

Attachment A is a 2006 chart showing fee comparisons between comparable Oregon County Surveyor's Offices. The proposed fee changes for Lane County are in line with those counties.

Attachment B is a 2004 chart showing fee comparisons with comparable counties, and, also, the increase that was made at that time in Lane County Surveyor's Office fees.

Attachment C is a portion of the Draft Minutes from the February 8, 2007 meeting of the Finance and Audit Committee.

F. Alternatives/Options

1. Continue with no fee increases – Road Fund revenue would continue to fund a portion of costs associated with activities authorized for collection of fees by LM 60.853 and LM 60.854.
2. Fee Increase – increase of fees would more fully place the costs of the various processes on the applicant. The proposed fee increases would allow the department to reduce the use of revenue from the road fund to cover costs authorized to be paid in LM 60.853 and LM 60.854.

IV. TIMING/IMPLEMENTATION

If the fee increase is approved by the Board, staff will implement and begin collecting the new fees effective July 1, 2007.

V. RECOMMENDATION

Staff recommends that the Board approve Option Number 2, with the fee changes noted in the Order. It is also recommended that July 1, 2007 be the effective date of these fee increases, so that they coincide with the start of the new fiscal year.

VI. FOLLOW-UP

Upon approval, staff will provide notice to affected parties via news release and direct mailing to local Land Surveyors.

VII. ATTACHMENTS

Order with attachments:

Lane Manual Chapter 60.853 - 854

Lane Manual Chapter 60.853 - 854 – Legislative Format

Attachment A – 2006 Fee Comparison Chart

Attachment B – 2004 Fee Comparison Chart

Attachment C – February 8, 2007 Draft Minutes Finance & Audit Committee

IN THE BOARD OF COUNTY COMMISSIONERS OF LANE COUNTY, OREGON

ORDER NO.

IN THE MATTER OF AMENDING CHAPTER 60 OF THE LANE MANUAL TO REVISE LAND MANAGEMENT DIVISION COUNTY SURVEYOR'S OFFICE FEES (LM 60.853 and 60.854) EFFECTIVE JULY 1, 2007

The Board of County Commissioners of Lane County orders as follows:

Lane Manual Chapter 60 is hereby amended by removing, substituting and adding the following section:

REMOVE THIS SECTION

60.853 through 60.854
as located on pages 60-47 through 60-48
(a total of 2 pages)

INSERT THIS SECTION

60.853 through 60.854
as located on pages 60-47 through 60-48
(a total of 2 pages)

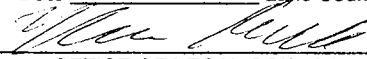
Said sections are attached hereto and incorporated herein by reference. The purpose of these substitutions and additions is to revise Land Management Division County Surveyor's office fees (LM 60.853 and 60.854) effective July 1, 2007.

Adopted this _____ day of _____ 2007.

Chair, Lane County Board of Commissioners

APPROVED AS TO FORM

Date 3-30-07 Lane County



OFFICE OF LEGAL COUNSEL

between the County and the Department.

(Revised by Order No. 01-4-4-6; Effective 7.1.01; 03-3-12-3, 4.11.03; 04-2-18-1, 7.1.04; 05-2-2-7, 7.1.05; 06-2-8-7, 7.1.06)

60.853 Fees.

Pursuant to ORS 368.326 through 368.368, the following fee schedule shall be paid at or prior to the time of filing petitions for the vacation of all or any part of any lot, tract, street, alley, road, highway, common or all or any part of any public square or any other public property or public interest in property in any unincorporated area or town:

(1) \$4,800 deposit for a proposed vacation of public lands with a public hearing. The final fee will be based on actual costs incurred by Lane County determined at the completion of the project. Actual costs include normal document processing and the hourly rate of staff assigned to the project, plus a Land Management Division overhead rate.

(2) \$3,400 deposit for a proposed vacation of public lands without a hearing per ORS 368.351. The final fee will be based on actual costs incurred by Lane County determined at the completion of the project. Actual costs include normal document processing and the hourly rate of staff assigned to the project plus a Land Management Division overhead rate.

Fees shall be made payable to the Lane County Surveyor for the purposes of offsetting the costs of investigating and acting on such petitions by Lane County. The difference between the actual costs and the deposit will be billed or refunded to the applicant. An approved County vacation shall not be recorded until any additional amounts are paid.

The cost of legal advertising and recording fees shall be borne by petitioner.
(Revised by Order No. 01-4-4-6, Effective 7.1.01; 04-2-11-3, 7.1.04)

60.854 Public Works Department/Land Management Division Surveyors.

In accordance with ORS Chapters 92, 100 and 209 and LC Chapter 13, the following fees are established:

(1) For checking a plat or land partition for compliance to ORS 92.100 the subdivider or land partitioner shall pay a fee prior to recording the subdivision or land partition plat as follows:

- (a) \$1,800 per subdivision plat and \$50 per lot;
- (b) \$1,800 per post monumented subdivision plat and \$90 per lot;
- (c) \$550 per land partition plat;
- (d) \$50 for affidavit of correction, post monumentation affidavit, plat reestablishment affidavit, and entering corrected information to filed subdivision plats;
- (e) \$400 for processing partition plats not requiring approval of the Lane County Surveyor;
- (f) \$600 for processing subdivision and condominium plats not requiring approval of the Lane County Surveyor.

(2) For checking a condominium plat for compliance to ORS 100.115(4) the developer shall pay a fee prior to recording the condominium plat as follows:

- (a) \$375 per condominium plat and \$30 per building.

In addition to the fees listed for plat checking in LM 60.854(1) and (2) an added fee not to exceed the original fee may be charged where plats are checked, corrections noted and the plat is returned for rechecking without noted corrections. The fee shall be based on County costs incurred to again review the plat in the office or field to determine compliance to applicable Oregon Revised Statutes or Lane Code.

Fees in LM 60.854(1) and (2) shall be made payable to the Lane County Surveyor for the purpose of offsetting the cost of checking the subdivision plat, land partition plat or condominium plat and taking field measurements and inspection as required and no part of said fee shall be refunded to the subdivider, partitioner or developer in the event the plat is withdrawn or denied by the governing body. The affidavit of corrections fee shall be paid prior to filing the document with the County Clerk.

(3) For checking land surveys and plats for compliance to ORS 209, for forwarding copies of land surveys to the Board of Engineering Examiners, and providing affidavit of corrections for land surveys the following fees are established.

- (a) \$100 for checking land surveys and plats;
- (b) \$10 for copying and mailing a land survey map and notifying the Board of Engineering Examiners of an apparent noncomplying land survey;
- (c) \$50 affidavit of correction and entering corrected information onto filed land surveys.

Fees shall be made payable to the Lane County Surveyor. The land survey checking fees shall be paid prior to submitting land surveys for filing. The affidavit of correction fee shall be paid prior to filing the document with the County Clerk. Fees shall be made payable to the Lane County Surveyor for the purpose of offsetting the cost of checking land surveys, sending notice to the Board of Examiners, reviewing affidavits of corrections and maintenance of microfilm records. All fees shall be submitted prior to filing or reviewing the land survey or affidavit.

(4) For servicing government corners that are disturbed by any person or public agency in accordance with ORS 209.140 or 209.150, the Lane County Surveyor may recover the cost of crew wages and vehicle usage to reimburse County for lowering and replacement of government corner monuments or corner accessories.

The cost of crew and vehicle usage to lower and service the corner or its accessories shall be paid by the person or public agency causing the corner to be disturbed to Lane County Surveyor within 10 days of receipt of the invoice for work performed.

(5) For road naming or renaming, the application fee shall be \$100.00. *(Revised by Order No. 01-4-4-6, Effective 7.1.01; 04-2-11-3, 7.1.04; 04-5-5-8, 6.4.04)*

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Bold indicates material being added

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between the County and the Department.

(Revised by Order No. 01-4-4-6; Effective 7.1.01; 03-3-12-3, 4.11.03; 04-2-18-1, 7.1.04; 05-2-2-7, 7.1.05; 06-2-8-7, 7.1.06)

60.853 Fees.

Pursuant to ORS 368.326 through 368.368, the following fee schedule shall be paid at or prior to the time of filing petitions for the vacation of all or any part of any lot, tract, street, alley, road, highway, common or all or any part of any public square or any other public property or public interest in property in any unincorporated area or town:

(1) ~~\$1500 for a proposed vacation of public lands with a public hearing plus \$75/hour for field investigation and posting;~~ **\$4,800 deposit for a proposed vacation of public lands with a public hearing. The final fee will be based on actual costs incurred by Lane County determined at the completion of the project. Actual costs include normal document processing and the hourly rate of staff assigned to the project, plus a Land Management Division overhead rate.**

(2) ~~\$650 for a proposed vacation of public lands without a hearing per ORS 368.351.~~ **\$3,400 deposit for a proposed vacation of public lands without a hearing per ORS 368.351. The final fee will be based on actual costs incurred by Lane County determined at the completion of the project. Actual costs include normal document processing and the hourly rate of staff assigned to the project plus a Land Management Division overhead rate.**

Fees shall be made payable to the Lane County Surveyor for the purposes of offsetting the costs of investigating and acting on such petitions by Lane County, ~~and no part of said fee shall be refunded to the petitioner in the event the petition is withdrawn by the petitioner or denied by the Board.~~ **The difference between the actual costs and the deposit will be billed or refunded to the applicant. An approved County vacation shall not be recorded until any additional amounts are paid.**

The cost of legal advertising and recording fees shall be borne by petitioner.

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60.854 Public Works Department/Land Management Division Surveyors.

In accordance with ORS Chapters 92, 100 and 209 and LC Chapter 13, the following fees are established:

(1) For checking a plat or land partition for compliance to ORS 92.100 the subdivider or land partitioner shall pay a fee prior to recording the subdivision or land partition plat as follows:

- (a) ~~\$600~~ **\$1,800** per subdivision plat and ~~\$400~~ **\$450** per lot;
- (b) ~~\$850~~ **\$1,800** per post monumented subdivision plat and ~~\$400~~ **\$490** per lot;
- (c) ~~\$350~~ **\$550** per land partition plat;
- (d) \$50 for affidavit of correction, post monumentation affidavit, plat reestablishment affidavit, and entering corrected information to filed subdivision plats;
- (e) ~~\$150~~ **\$400** for processing partition plats not requiring approval of the Lane County Surveyor;
- (f) ~~\$200~~ **\$600** for processing subdivision and condominium plats not requiring approval of the Lane County Surveyor.

(2) For checking a condominium plat for compliance to ORS 100.115(4) the developer shall pay a fee prior to recording the condominium plat as follows:

- (a) \$375 per condominium plat and \$30 per building.

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60.854

fee shall be based on County costs incurred to again review the plat in the office or field to determine compliance to applicable Oregon Revised Statutes or Lane Code.

Fees in LM 60.854(1) and (2) shall be made payable to the Lane County Surveyor for the purpose of offsetting the cost of checking the subdivision plat, land partition plat or condominium plat and taking field measurements and inspection as required and no part of said fee shall be refunded to the subdivider, partitioner or developer in the event the plat is withdrawn or denied by the governing body. The affidavit of corrections fee shall be paid prior to filing the document with the County Clerk.

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(c) \$50 affidavit of correction and entering corrected information onto filed land surveys.

Fees shall be made payable to the Lane County Surveyor. The land survey checking fees shall be paid prior to submitting land surveys for filing. The affidavit of correction fee shall be paid prior to filing the document with the County Clerk. Fees shall be made payable to the Lane County Surveyor for the purpose of offsetting the cost of checking land surveys, sending notice to the Board of Examiners, reviewing affidavits of corrections and maintenance of microfilm records. All fees shall be submitted prior to filing or reviewing the land survey or affidavit.

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The cost of crew and vehicle usage to lower and service the corner or its accessories shall be paid by the person or public agency causing the corner to be disturbed to Lane County Surveyor within 10 days of receipt of the invoice for work performed.

(5) For road naming or renaming, the application fee shall be \$100.00. *(Revised by Order No. 01-4-4-6, Effective 7.1.01; 04-2-11-3, 7.1.04; 04-5-5-8, 6.4.04)*

2006 FEE COMPARISON CHART

County/ City	Vacation Without Public Hearing	Vacation WITH Public Hearing	Land Partition County	Land Partition City	Subdivision County	Subdivision City
Benton	\$990	\$990	\$185 + \$55 per parcel	\$150	\$625 + \$55 per lot \$870 + \$55 per lot**	\$500 + \$20 per lot \$700 + \$25 per lot**
Clackamas	\$1795	\$6540	\$700	\$200	\$2000 + \$50 per lot \$2200 + \$90 per lot**	\$500
Deschutes*	\$500	\$500	\$280 + \$40 per parcel	\$280 + \$40 per parcel	\$385 + \$60 per lot \$385 + \$60 per lot**	\$385 + \$60 per lot
Douglas*			\$200	\$200	\$500 + \$25 per lot \$750 + \$37.50 per lot**	\$500 + \$25 per lot \$750 + \$37.50 per lot**
Linn*			\$260	\$200	\$375 + \$25 per lot \$375 + \$50 per lot**	\$300 + \$20 per lot
Marion		\$1415 (City of Salem=\$2500- \$3000)	\$500	\$225	\$750 + \$35 per lot \$900 + \$50 per lot**	\$225
Multnomah*		\$1065 Minimum fee (Deposit 120% of estimated cost)		Actual Cost (\$480 Deposit)	Actual Cost (Deposit \$900 + \$50 per lot or \$1000 + \$75 per lot**)	Actual Cost (Deposit \$700 + \$35 per lot or \$795 + \$45 per lot**)
Washington*	Actual Cost (Deposit \$1750 + \$280 Non- Refundable Feasibility Fee)	Actual Cost (Deposit \$3000 + \$280 Non- Refundable Feasibility Fee)	\$900	Actual Cost (\$1200 Deposit)	Actual Cost (Deposit \$2000 + \$50 per lot or \$2000 + \$90 per lot**)	Actual Cost (Deposit \$2200 + \$50 per lot or \$2500 + \$90 per lot**)
Lane (Current)	\$650	\$1500	\$350 + \$100 Survey Filing Fee	\$150+ \$100 Survey Filing Fee	\$600 + \$40 per lot \$850 + \$40 per lot**	\$200 + \$100 Survey Filing Fee
Lane (Proposed)	<u>Actual Cost</u> <u>(\$3400 Deposit)</u>	<u>Actual Cost</u> <u>(\$4800 Deposit)</u>	<u>\$550 + \$100</u> <u>Survey Filing</u> <u>Fee</u>	<u>\$400+ \$100 Survey</u> <u>Filing Fee</u>	<u>\$1800 + \$50 per lot +</u> <u>\$100 Survey Filing Fee</u> <u>\$1800 + \$90 per lot +</u> <u>\$100 Survey Filing Fee**</u>	<u>\$600 + \$100 Survey</u> <u>Filing Fee</u>

*In Deschutes, Douglas, Linn, Multnomah, and Washington Counties, the County Surveyor performs the duties of the City Surveyor.

**Delayed Monumentation Subdivision.

2004
FEE COMPARISON CHART

County/ City	Investigation Hourly Rate	Survey Filing Fee	Affidavit of Correction	Land Partition County	Land Partition City ***	Subdivision County	Subdivision City ***
Benton	(No Data)	\$75	\$50	\$150 + \$50 per parcel	\$150	\$500 + \$50 per lot \$700 + \$50 per lot**	\$500 + \$20 per lot \$700 + \$25 per lot**
Clackamas	\$89	\$225	\$75	\$1,000	\$200	Actual Cost	\$200
Deschutes	(No Data)	\$80 + \$12/pg.	\$80	\$280 + \$40 per parcel	\$280 + \$40 per parcel	\$385 + \$60 per lot	\$385 + \$60 per lot
Douglas	(No Data)	\$100	\$10	\$200	\$200	\$500 + \$25 per lot \$750 + \$37.50 per lot**	\$500 + \$25 per lot \$750 + \$37.50 per lot**
Linn	\$75	\$100	\$15	\$200	\$200	\$300 + \$20 per lot	\$300 + \$20 per lot
Marion	\$60	\$175	\$75	\$500	\$225	\$750 + \$35 per lot \$900 + \$50 per lot**	\$225
Multnomah	\$65	\$225	\$65	Actual Cost (\$480 Deposit)	Actual Cost (\$480 Deposit)	Actual Cost (Deposit \$700 + \$35 per lot or \$795 + \$45 per lot**)	Actual Cost (Deposit \$700 + \$35 per lot or \$795 + \$45 per lot**)
Washington	\$100	\$300	\$49	Actual Cost (\$1,200 Deposit)	Actual Cost (\$1,200 Deposit)	Actual Cost (\$2,200 + \$50 per lot or \$2,500 + \$90 per lot**)	Actual Cost (\$2,200 + \$50 per lot or \$2,500 + \$90 per lot**)
Lane (Current)	\$35	\$50	\$20	\$200 (\$300 w/ dedication)	No Charge	\$600 + \$40 per lot \$700 + \$30 per lot**	No Charge
Lane (Proposed)	<u>\$75</u>	<u>\$100</u>	<u>\$50</u>	<u>\$350*</u>	<u>\$150</u>	\$600 + \$40 per lot <u>\$850 + \$40 per lot**</u>	<u>\$200</u>

* Fee regardless of right-of-way dedication.

** Delayed Monumentation Subdivision

*** In Lane County this refers to Eugene / Springfield. In Deschutes, Douglas, Linn, Multnomah, and Washington Counties the County Surveyor performs the duties of the City Surveyor.

Attachment C

DRAFT

Finance and Audit

February 8, 2007

3:00 p.m.

BCC Conference Room

Members Present: Bill Dwyer, Faye Stewart, Anette Spickard

Staff Present: David Suchart, Teresa Wilson, Dave Garnick, Kay Blackburn, Stewart Bolinger and Recording Secretary Melissa Zimmer

2. In the Matter of Amending Chapter 60 of the Lane Manual to Revise Fees for Land Management Division Surveyors Program Activities (LM 60.854) Effective July 1, 2007

Ollie Snowden, Public Works, commented that if the Secure Rural Schools funding doesn't come through, the Road Fund would lose around \$20 million. He indicated they have revenues, expenses and a fund balance. He said they were assuming that the Board would cancel most of the capital improvement projects they have in their CIP. He noted that would free up \$25 to \$30 million in the fund balance. He added on the revenue side, the five proposals he noted would be about \$8 to \$10 million. He commented that if they have a lot of Measure 37 development, then it would add to the revenue. With regard to expenses, he said they had been doing the same exercise that the Management Team did with the general fund. He indicated with the cuts they had identified so far, (the Inmate Work Crew, three to six Weighmasters and the engineering to support the CIP) and there would be little maintenance on local roads. He asked the committee if they wanted to move ahead with any of the revenue proposals.

Dwyer didn't think the SDC's could be used because they are limited and cannot be used for operations.

Snowden said SDC's could be used for preservation. He said for the gas tax and utility fee, if the committee was interested in moving ahead with them (but they don't want to include the money in the budget) then their proposal is to continue to work on them, but take the money out of the fund balance to pay for the activities during the coming year while they develop the new revenue proposals.

Bill Robinson, Surveyor, reported that in 2005 they started looking at vacation actions. He said they weren't recovering their fees. He said they found the cities do some things that allow them to not only recover a processing fee that is higher than the County's but they also charge to evaluate the property. He indicated that County Counsel determined

Attachment C

that wasn't appropriate for the County to do. He said they don't do many road vacations and they may drop off even more. He said the subdivisions and partitions in the city and county could be impacted by Measure 37.

Robinson indicated the road fund is burdened with expense and it is their intention to recover the costs. He said they would be close to coming back to the Board with a proposal on this. He said they anticipate in the future they would be more efficient and they would ask for a deposit to recover expenses.

Jeff Towery, Land Management, reiterated that they do few vacations. He said they looked at their recent vacations and how much they cost. He said because they do so few, he wasn't sure the numbers were accurate. He thought for the partitions and subdivisions, that the fees would get them close to full cost recovery.

MOTION: to recommend this to the full Board for approval.

Stewart MOVED, Spickard SECONDED.

VOTE: 3-0.

Wilson stated that Jeff Towery and Bill Robinson will work with people in their office to get the Lane Manual pages prepared.