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TO: Township Board of Trustees

FROM: Deby Henneman, ADAC – Township Coordinator

DATE: April 12, 2024

AGENDA ITEM TOPIC: Administrative Fee Schedule Update – 24.25 FY
Proposal for Parkland, Public Safety, & Community Center fee increases/changes
Number of Supporting Documents: **2 Draft Fee Schedule Documents, one with markup, one “clean” copy**

Requested Action

First reading of proposed updates/changes to Administrative Fee Schedule as part of the budgetary approval process for the 24/25 FY with the intent of finalizing and approving the fee schedule effective 7/1/24.

Background

During the Codification Process for the current Code of Ordinances, the specific fees within the law were removed and replaced with references directing the reader to the Hamburg Township Administrative Fee Schedule. The fee schedule in its current form can be found in the Appendix A in the Township Appendices.

Fee changes for all Departments are listed here, and any changes should be processed using the Code of Ordinances as a starting point. The updates have been distributed to staff, and is included in the packet in both the marked and clean versions. There were some areas of duplication which were noted after the initial code was distributed, which have been replaced with references to the area of the code where the information can be found in this version.

Once comments/edits have been received and all anticipated fee changes have been included, a final version will be presented for approval and then sent to Municode for inclusion in Supplement #3.

Moving forward, this process could coincide with the FY budgetary process under the direction of the Accounting Director and Supervisor’s office, with approved/adopted changes being submitted/processed by the Ordinance Coordinator to Municode.