

TO: Township Board of Trustees

FROM: Deby Henneman, ADAC – Township Coordinator

DATE: June 19, 2024

AGENDA ITEM TOPIC: Administrative Fee Schedule 2nd Reading & Adoption – 24.25 FY Update

Number of Supporting Documents: **1 redline, 1 final version of schedule**

Requested Action

Second reading and adoption by Resolution of proposed updates/changes to Administrative Fee Schedule as part of the budgetary approval process for the 24/25 FY, effective immediately.

Background

All comments and recent fee changes have been incorporated into the final version of this document, which was reviewed by the Township Board at its first reading on April 16, 2024. This document will replace the current Part II, Township Appendices in its entirety which is located in the Hamburg Township Code of Ordinances.

Once adopted, these revisions will be sent to Municode for inclusion in Supplement #3 which is scheduled to be completed fall 2024.

Future updates will be submitted to the Accounting Director and Supervisor for inclusion in future budgetary processes.

Motion excerpt from 4/16/24 Township Board meeting:

Ordinances - Administrative Fee Schedule - First Reading of 24.25 FY Updates

Motion by Dolan, Seconded by Michniewicz, to acknowledge the first reading of the administrative fees schedule contained in our township ordinance.

Voting Yea: Hohl, Dolan, Hahn, Menzies, Michniewicz, Negri, Hughes