



## MEMORANDUM

**Date:** July 12, 2023  
**To:** Hon. Mayor and Board of Commissioners  
**Through:** Robin Gomez, City Manager  
**From:** Andrew Laflin, Director of Finance  
**Subject:** Ordinance 2023-18 Fees and Collection Procedure Manual – FY 2023 Update

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### **Background**

The purpose of this agenda item is to present to the Board of Commissioners proposed amendments to the Fees and Collection Procedure Manual to establish new fees and alter certain existing fees.

Exhibit A - Fees and Collection Procedure Manual with tracked changes. Within Exhibit A, all updates to the manual, including addition of new fees, changing existing fees, modification of current explanatory language, and other similar changes, are included in red font with previous fee amounts and language stricken. Thus, Exhibit A provides an illustration of listed fees before and after the amendments resulting from Ordinance 2023-18. The primary areas or departments involved in these proposed fee changes are as follows:

- Development Services – Conversion of nonconforming non-habitable area to a habitable area.
- Finance Department – Business Parking, Parking fines and penalty update.
- Public Works – Fees for \$5.00 increase in Garbage and new fees for Toter.
- Municipal Marina – Temporary 3HR Wet Slip Parking.

### **Fiscal Impact**

This amendment will result in additional revenues for the City to support the services, facilities, and other amenities provided by the City.

### **Recommendation**

Staff recommends approval of Ordinance 2023-18 on First Reading.

### **Attachment(s):**

- Ordinance 2023-18
- Exhibit A: Fees and Collection Procedure Manual with tracked changes