



MEMORANDUM

Date: April 10, 2024
To: Hon. Mayor and Board of Commissioners
Through: Robin Gomez, City Manager
From: Andrew Laflin, Director of Finance
Subject: Ordinance 2024-05 Fees and Collection Procedure Manual – FY 2024 Update

Background

The purpose of this agenda item is to present to the Board of Commissioners proposed an amendment to the Fees and Collection Procedure Manual to establish a new fee for the Building Department.

Exhibit A consists of the 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 adopting Ordinance 2024-05. The change proposed by Ordinance 2024-05 is an additional miscellaneous fee, the Building Safety/Milestone Report Review fee, for \$250 for each review performed by the Building Department.

Fiscal Impact

This amendment will result in additional revenues to support City operations within Building Services. Annual additional revenue is estimated to be approximately \$7,500.

Recommendation

Staff recommends approval of Ordinance 2024-05 on First and Second Reading.

Attachment(s):

- Ordinance 2024-05
- Exhibit A: Fees and Collection Procedure Manual with tracked changes