



# Memorandum

**Meeting Details:** July 24, 2024

**Prepared For:** Hon. Mayor Brooks & Board of Commissioners

**Staff Contact:** Andrew Laflin, Finance Director

**Subject:** Ordinance 2024-16 Fees and Collection Procedure Manual – FY 2024 Update #2

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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 2024-16. The primary area or departments involved in these proposed fee changes are as follows:

- Development Services – Site Plan Review and Zoning update.
- Finance Department – Parking Fee increase from \$3.00 to \$4.00 an hour.
- Fire Department – Short Term Vacation Rental Inspection - Annual \$100.00
- Municipal Marina – Transient, Wet Slip & Dry Storage rental fee update.

## **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(s)**

Staff recommends approval of Ordinance 2024-16 on First and Second Reading.

## **Attachments**

- Ordinance 2024-16
- Exhibit A: Fees and Collection Procedure Manual with tracked changes