



## 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

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### **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 Reading.

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

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