



Memorandum

Meeting Details: November 13, 2024

Prepared For: Hon. Mayor Brooks & Board of Commissioners

Staff Contact: Andrew Laflin, Finance Director

Subject: Ordinance 2024-22 Fees and Collection Procedure Manual – FY 2025 Update #1

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 contains 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 Ordinance 2024-22. The primary area or department involved in these proposed fee changes is as follows:

- Development Services – Reduction of permit fees.

Fiscal Impact

This amendment will result in a reduction of revenues within the Building Fund. However, the Building Fund has sufficient reserves to absorb the projected loss of revenue resulting from this proposed fee change.

Recommendation(s)

Staff recommends approval of Ordinance 2024-22 on First and Second Reading.

Attachments

- Ordinance 2024-22
- Exhibit A: Fees and Collection Procedure Manual with tracked changes