



MEETING DATE: September 22, 2026

PRESENTED BY: Xavier Cervantes, AICP, CPM - Director of Planning

AGENDA ITEM: Discussion and Possible Action on Matters Related to Adoption of Ordinance # _____ Amending Ordinance No. 5862 amending the City's fee schedule to establish a Permit Technology & Administrative Fee for a new software applicable to building permits, garage sale permits, health permits, fire permits, alarm system permits, other designated permits, licenses, inspections, and other regulatory services – Cervantes

NATURE OF REQUEST:

The City of Mission uses various software applications and technology systems to administer building permits, inspections, garage sale permits, fire permits, alarm system permits, payments, and other regulatory services for the community. The new software will allow city staff to process these tasks online.

These systems require ongoing expenditures for software licensing, subscriptions, maintenance, technical support, hosting upgrades, cybersecurity, data storage, equipment, system integration, and other technology-related services.

As the City's reliance on technology continues to increase, staff recommends establishing a Permit Technology & Administrative Fee to recover a portion of the City's costs for the software and infrastructure used to provide these services.

The proposed fee is not intended to fund or be limited to any particular software vendor or software platform. Rather, the revenue would help support the City's overall technology and administrative needs associated with any permitting, inspections, and related regulatory services.

The proposed ordinance amendment would amend and establish a technology and administrative fee applicable to designated permits and inspection services, including: building permits, garage sale permits, health permits, fire permits, alarm system permits and other permits or inspections designated by the City Council.

The funds generated from the proposed fees would go into the Planning Technology fee account to fund the new software.

The proposed Permit Technology & Administrative Fee for New Software are the following:

Building Permits - \$5.00 + \$0.05 for each square foot of construction

Garage Sale Permits - \$2.50 + permit fee

Health Permits - \$10.00 for annual permits & \$5.00 for temporary permits + permit fee

Fire Permits - \$10.00 + permit fee

Alarm System Permit - \$10.00 + permit fee

The funds generated from the proposed fees would go to the Permit Technology Fee to fund the new software & administrative personnel.

BUGETED: Yes / No / N/A **FUND:** _____ **ACCT. #:** _____

BUDGET: \$ _____ **EST. COST:** \$ _____ **CURRENT BUDGET BALANCE:** \$ _____

BID AMOUNT: \$ _____

STAFF RECOMMENDATION:

Approval of ordinance amendment.

Departmental Approval: Approval

Advisory Board Recommendation: N/A

City Manager's Recommendation: Approval *JP7*

RECORD OF VOTE: **APPROVED:** _____

DISAPPROVED: _____

TABLED: _____

_____ **AYES**

_____ **NAYS**

_____ **DISSENTING** _____