



**TOWN OF PALMER LAKE  
BOARD OF TRUSTEES - MEMO SUMMARY**

<b>DATE:</b> September 12, 2024	<b>ITEM NO.</b>	<b>SUBJECT:</b> Ordinance to Amend Fee Language Relating to Citation Fees
<b>Presented by:</b> Town Administrator Collins		

**Background**

The PLPD researched municipal code to align code language with citation fees in the master fee schedule. Language was found that requires amendment to refer to the Master Fee Schedule to be revised/approved by resolution vs. placing fees in municipal code of ordinances.

By the end of the year, a draft revised Master Fee Schedule will be provided for Board review and consideration in 2025, incorporating the missing citation fees into the schedule.

**Recommended Action**

Approve the ordinance to amend the code language referring to Master Fee Schedule.