



Audit, Finance & Enterprise Committee Report

Date: March 4, 2019
To: Audit, Finance & Enterprise Committee
Through: Mike Kennington, Chief Financial Officer
From: Ed Quedens, Business Services Department Director
Subject: Revenue Collections Operations Fees and Charges for the Business Services Department (Citywide)

Purpose and Recommendation

The purpose of this report is to recommend a change to the wording of the Business Services Fees and Charges schedule.

Background and Discussion

The Business Services Department is requesting the heading for *Kiosks-Second Hand Merchandise* be amended on the Schedule of Fees and Charges as *Automated Kiosks-Electronic Devices*. The proposed heading aligns the Fee Schedule with the language in the City Code.

Alternatives

An alternative to the recommendation could be to not change the wording on the Fees and Charges Schedule and the City Code and Fees and Charges Schedule would continue to be mismatched.

Fiscal Impact

This change will have no fiscal impact.

Coordinated With

Business Services coordinated with the Office of Management and Budget to make changes to the Schedule of Fees and Charges.

Fees & Charges Schedule - Key

Heading Configuration

<u>Schedule of Fees & Charges</u>
Department
Contact Information
HEADING 1
HEADING 2
<i>Heading 3</i>
Description of Fee
Description of Fee 2

Font Indications

Font	Font Indications
Regular Font	Existing fee or language
Strikethrough	Fee or language will be deleted from the Fee Schedule
BOLD CAPS	Language is being added to Fee Schedule
Bold	New or increased Fee Amount

Fee Recommendation Schedule

Exhibit A

Department: Business Services

Description of Services:	FY18-19 Fee Current	FY19/20 Fee Proposed:	Unit:	Revenue Code:	Total Annual Fiscal Impact	Notes:
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PRIVILEGE SALES TAX LICENSE						
AUTOMATED KIOSKS- SECOND HAND MERCHANDISE ELECTRONIC DEVICES					\$0	Fee heading change only. No fiscal impact anticipated.
Master Application Fee +	\$500	\$500	Per application	1101-1104		
License Issuance Fee	\$500	\$500	Per kiosk			
License Renewal Fee	\$500	\$500	Annually per license			

Total Annual Fiscal Impact: \$0