



**AGENDA MEMORANDUM**

First Reading (Postponed) for the City Council Meeting of 2/27/18  
First Reading for the City Council Meeting of 3/20/18  
Second Reading for the City Council Meeting of 3/27/18

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**DATE:** February 21, 2018  
**TO:** Margie C. Rose, City Manager  
**FROM:** Laura Z. Garcia, Library Director  
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Amending the Code of Ordinances regarding Library fees to increase the photocopy fee

**CAPTION:**

Ordinance amending section 2-79 of the code of ordinances regarding library fees to increase the photocopy fee.

**PURPOSE:**

Increase copy machine and computer printout fees from \$.15 per sheet to \$.30 per sheet.

**BACKGROUND AND FINDINGS:**

Fee study conducted in 2017 by MGT of America Consulting Group recommended increasing copier and computer printout fees.

**ALTERNATIVES:**

If not approved, fees will remain the same.

**OTHER CONSIDERATIONS:**

Not applicable.

**CONFORMITY TO CITY POLICY:**

Yes

**EMERGENCY / NON-EMERGENCY:**

Non-Emergency

**DEPARTMENTAL CLEARANCES:**

Not applicable.

**FINANCIAL IMPACT:**

Operating       Revenue       Capital       Not applicable

<b>Fiscal Year: 2017-2018</b>	<b>Current Year</b>	<b>Future Years</b>	<b>TOTALS</b>
Line Item Budget	\$47,316	\$47,316	\$94,632
Encumbered / Expended Amount			
This item	*\$23,658	\$47,316	\$70,974
BALANCE	\$70,974	\$94,632	\$165,606

Fund(s): General Fund – Copy/Printout Sales

**Comments:** Current projection for copy machine and computer printout fees at \$0.15 is \$47,316 and \$94,632 at \$0.30; increasing revenue by \$47,316.

\*Represents pro-rated revenue increase assuming collection of new fees beginning April 1, 2018 through the remaining 6 months in the FY18 fiscal year.

**RECOMMENDATION:**

Staff recommends approval.

**LIST OF SUPPORTING DOCUMENTS:**

Ordinance  
Presentation