



## EXECUTIVE SUMMARY

To: Patti McLauchlin, City Manager  
Cc: Todd Stoughton, Assistant City Manager  
Jim Young, Director of Code Compliance  
From: Amanda Brady, Licensing Official  
Date: January 4, 2022  
Subject: Transient Medallion Fee Increase

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### **Action statement:**

Commission approval to adjust the annual fees for Transient Rental Medallions, Transient Rental Medallion Allen Case, and Transient Rental Medallion Truman Annex for fiscal year 2022-2023 from \$125.00 to \$300.00 through approval of a text amendment to Section 122-1371 of the City of Key West Land Development Regulations, and to approve a Resolution to establish a Fee Schedule, Exhibit A, to reflect these amendments.

### **Background:**

Per Sec. 122-1371, City of Key West Municipal Code, Transient living accommodations in residential dwellings; “commercially operated housing principally available to short-term visitors for less than twenty– eight days.

A person or entity who holds a transient rental business tax receipt shall pay the customary annual business tax receipt fee, plus an annual inspection and enforcement fee of \$125.00. Fee revenues raised under this section shall be used to fund a position in the code enforcement division, and to provide enforcement and processing personnel as needed.

As of today, most properties do not carry the appropriate Transient Medallion due to supply and demand. The yearly cost of a medallion order is 8,000 for 100 plaques. The approval of the fee increase will help with the costs associated with this license and will give us the opportunity to license all transient properties appropriately.

**RECOMMENDATION:**

Fifteen years have passed since the Transient Medallion fee of \$125.00 has been implemented in 2006 and this fee has never been increased. Staff recommends the City Commission amend City Ordinance Sec. 122-1371 to increase the Transient Rental Medallion, Transient Rental Medallion Allen Case, and Transient Rental Medallion Truman Annex fee from \$125.00 to \$300.00 effective with the 2022-2023 fiscal year. The estimated revenue impact is \$157,000.

This proposed text amendment also includes an additional fee for transfer of ownership when properties with transient medallions are sold, and monthly delinquency fees for late payments.

All fees associated with these text amendments are recommended to be established by City Commission Resolution, with attached Fee Schedule, "Exhibit A".