



Date: December 08, 2025
To: Mayor and Town Council
From: Sean O’Keefe, Town Manager
Re: Consideration and Approval: **Ordinance 2025-011 - Schedule of Fees**

Objective:

To present Ordinance 2025-011 for first reading. The ordinance proposes updates to the Town’s Schedule of Fees and establishes a process allowing future fee schedule amendments to be adopted by resolution.

Summary:

Ordinance 2025-011 makes two primary changes: it updates pricing within the Town’s Schedule of Fees to consider current operational needs, and it authorizes future fee schedule amendments to be approved by resolution rather than ordinance.

The current process requires fee adjustments to be enacted through ordinance, which can extend adoption timelines. Allowing future revisions by resolution would provide a more efficient administrative pathway while retaining full Council oversight. Any revisions would continue to be publicly noticed and adopted at a regular meeting of the Town Council.

This item is presented for first reading. If approved, the ordinance will return for second reading and consideration of adoption at a subsequent meeting.

Fiscal Impact

The total net fiscal impact will vary depending on actual use of services, though updated fees are expected to modestly increase annual revenue.

Staff Recommendation:

Staff recommends approval of the first reading of Ordinance 2025-011.