



CITY COUNCIL MEMORANDUM

TO: City Council

FROM: Matthew R. Schmitz, MPA - City Manager

DATE OF MEETING: September 22, 2025

ITEM TITLE: First Reading of an Ordinance Amending the Fines and Fees Schedule to Include Street Closure Application Fees

BACKGROUND:

As discussed at the July 7, 2025, City Council Work Session and proposed and reviewed during the August 4, 2025, City Council Work Session, this ordinance amends the Fines and Fees Schedule to include Street Closure Application Fees.

The City Council has adopted a new section of the City Code, Chapter 143, to govern street closures. This new chapter establishes a formal process for citizens and organizations to request the temporary closure of a city street for events. As part of this new process, an application fee will need to be created. This ordinance officially adds that new fee to the city-wide Fines and Fees Schedule found in Chapter 1.15 of the City Code. The original reading of this Ordinance was approved at the August 25, 2025, City Council Meeting. During the September 8, 2025, City Council Meeting, it was discovered that Staff mistakenly included an incorrect section in the ordinance. That has been corrected with this version.

DISCUSSION:

The proposed ordinance amends Chapter 1.15 of the City Code to add a **\$50.00 non-refundable application fee** for a street closure permit under section 143.02. This action is necessary to ensure the City's master fee schedule is consistent with the newly established regulations in Chapter 143. This fee is intended to cover the administrative costs associated with processing the application, including staff time for review and coordination. This was a planned addition to the fee schedule following the adoption of the new chapter. This ordinance supports the strategic goal of ensuring City services are administered efficiently.

RESULTS:

The City has established priorities during strategic planning sessions. This item supports the Vision from that session of **supporting high-quality City services** and **efficient and effective planning and prioritizing of all available resources**. This item helps achieve that vision by formally establishing a fee to support the administrative process for managing street closures, ensuring the service is sustainable and efficiently managed for the public.

FINANCIAL CONSIDERATION:

The financial impact of this ordinance is the establishment of a **\$50.00 non-refundable application fee** for each street closure permit issued. This new revenue will be budgeted in the City's General Fund to help offset the administrative costs of processing these permits. Once the new supplement has been mailed to City Hall, fees will need to be paid to Simmering-Cory Iowa Codification. Additional publication costs will also be incurred.

RECOMMENDATION:

Staff recommends a motion to approve the first reading of an Ordinance Amending the Fines and Fees Schedule to Include Street Closure Application Fees.

Staff recommends a motion to suspend the statutory rule requiring an ordinance to be considered and voted on for passage at two council meetings prior to the meeting at which it is to be finally passed.

Staff recommends a motion to have this ordinance, Amending the Fines and Fees Schedule to Include Street Closure Application Fees, placed on its final passage for adoption pursuant to Iowa Code Section 380.3 and to authorize the Mayor to sign the Ordinance. The changes will be effective upon the ordinance summary being published in the newspaper.