MEMO

Department

To: Legislative Committee; Finance Committee; Health and Recreation Committee

From: Tim Greenwood, City Attorney

Date: February 18, 2026

Re: Amendment to KMC §§ 12.01(1) and 12.03(3) – Transition of Operator's Licenses to One-Year Terms

Background information:
Section 12.01(1) establishes license and permit fees, including operator license fees.

Section 12.03(3) currently provides that operator licenses are valid for two years and expire on June 30 of the second year.

Strategic Plan:
This change would be an administrative alignment for the 2026 licensing year that adjust internal timelines to avoid overlap with election administration, and realigns the operator license renewal to non-election years (odd numbered years). This will help maintain staff workload balance during election years.

Budget: N/A

Staff Recommended Action:
Recommend approval of the Ordinances amending Chapter 12, Section 12.0(1) and Section 12.03(3) to the Common Council as presented.