



MEMO TO CITY COUNCIL

Request to Include Topic on the City Council Workshop Agenda

From: Budget Manager, Jenny Fields **Meeting Date:** March 3, 2026
Presenter: Budget Manager, Jenny Fields **Estimated Time:** 10 minutes
Topic: Add Return Payment Fee to Fee Schedule

Recommended Council Action:

No official action is required; however, Finance is seeking approval to move forward with the public hearing process.

Summary:

Prior to the most recent Fee Schedule update, the City Clerk's fee schedule included a \$20 Return Payment Fee. This fee was removed as the Clerk's Office and other administrative departments no longer require it.

It has since been identified that MUBS continues to assess this fee for returned customer payments. Rather than reinstating the fee on the City Clerk's schedule, staff recommends adding the Return Payment Fee to the Public Works Fee Schedule, where it aligns with current operational use.

The fee applies when customer payments are returned by a financial institution due to checks, ACH transactions, or other electronic payment methods.