

MEMORANDUM



TO: MAYOR FISCHER AND CITY COUNCIL
FROM: CORTNEY HANSON, CITY CLERK
SUBJECT: CLERK'S OFFICE FEE SCHEDULE UPDATES
DATE: MAY 28, 2026

A review of the current Clerk's Office fee schedule was undertaken to ensure fees more accurately reflect the services being provided today. Many of the existing fees have not been significantly updated since 2007, despite increases in departmental review time, administrative processing, and overall service demands. The proposed changes are intended to modernize the fee structure and better align fees with the current level of staff review and administrative effort required to process applications and provide services efficiently.

A resolution to adopt the enclosed Clerk's Office fee schedule is scheduled for Council consideration at the June 8, 2026 Council meeting.