



Memorandum

To: Mayor Nelson and Members of the City Council

From: Daniel R. Buchholtz, ICMA-CM, Administrator, Clerk/Treasurer

Date: November 25, 2025

Subject: 2025 Fee Schedule

The City establishes fees annually to recover the costs associated with municipal services, regulatory activities, permits, inspections, utilities, facility rentals, and enforcement actions. Updating the fee schedule ensures that user fees—not property taxes—continue to fund specific services that directly benefit the user or require added administrative cost.

The proposed 2026 Fee Schedule has been reviewed by staff and reflects updated costs for service delivery. A public hearing is required before adoption. Staff recommends approval as presented.

The 2026 Fee Schedule largely maintains prior fee levels but includes targeted updates to align with actual service costs and regulatory requirements. Key adjustments include:

- Contractor's Licenses - Increased by \$10.00 to reflect higher service costs.
- Zoning & Development Fees - increased application fees and escrow charges to cover cost of processing zoning applications.
- Police Fees - updates to various police service fees due to increased costs.
- Administrative Citations = Police-issued citations are now handled under a separate administrative citation program that will be managed through the PSDS system rather than the state citation system. This approach increases City revenue while reducing the cost burden on those who receive citations.
- Facility Rentals - Adjustments to rates for City Hall rentals to maintain competitiveness while covering operational costs.
- Development Fees - Updates SAC/WAC charges to align with inflationary changes shown in the Construction Cost Index.

Staff recommends approval as presented.

If you have any questions, please do not hesitate to contact me at 763-784-6491.