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**TO:** Mayor and Council  
**FROM:** Kate Thunstrom, City Administrator  
**SUBJECT:** Ordinance Update – Fee Schedule, First Reading  
**DATE:** November 6, 2023

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**OVERVIEW:**

Annually Staff reviews fees in place to consider if the structure is still necessary, if we are in alignment with surrounding communities and that we are covering our costs. Additionally, there are fees which are identified in State Statute and costs to cover consultants for building, engineering and planning. Proposed changes to the 2024 Fee Schedule structure include the following:

- **Potentially Dangerous and Dangerous Dog.** Create a fee to address the ongoing cost of administration and the Police Department for situations involving a dangerous dog. This is standard in cities to have this fee to assist in the staffing time to handle these situations.
- **Investigation.** Updated to cover cost
- **Finger Printing.** Updated to cover cost
- **Food Truck.** There have been conversations to the State level that cities are charging an unnecessary fee. The Trucks are required to register with the State and the County and the city level is excessive and duplicative. Staff proposes removing
- **Copies.** Updated to include Police Department documentation and increases charge of copying and postage
- **Micro Unit Inspection.** Fee created to meet new requirements for allowing micro units
- **Home Occupation (Permitted).** Removed to align with city code updates
- **Unsubsidized Access Charge.** Removing the out of city excess charges for future hook up to city water and sewer. Requested by Council member
- **Sewer Rates.** Per the work session on 11/11/2022, staff has increased the utility fees to address the increased cost of plant management, chemicals and piping needs.
- **Stormwater Fee.** Per the work session on 3/27/2023, staff has increased the stormwater fee by \$1.00 per month and included a late fee to address the nearly 1/3 of the properties that require multiple notices.
- **Water Rates.** Per the work session on 11/11/2022, staff has increased the utility fees to address the increased cost of plant management, chemicals and piping needs.

**TIMELINE:**

1<sup>st</sup> Reading: November 6, 2023

2<sup>nd</sup> Reading: November 20, 2023  
30-day public Comment: December 1, 2023 (delayed due to holiday)  
Effective: January 1, 2024

**ACTION TO BE CONSIDERED:**

Motion to approve Ordinance 324 – Amending City Code 2-9-1 Fee schedule as proposed

Attachments:

- Ordinance 324 Amending City Code 2-9-1 Fee Schedule
- Exhibit A – Fee Schedule