
Sec. 2-177. Delegation of authority to set fees charged by the city.

- (a) The city manager or his designee shall have the authority to set such fees for permits, licenses, or other permissions required of the city.
- (b) Any change to any license fee, permit fee, or other fee charged by the city and set by the city manager shall not take effect unless and until the process required by section 2-178 shall be completed.
- (c) The city council shall retain the authority to rescind any fee set by the city manager or his designee upon passage of a resolution of the council rescinding such fee or setting a different fee amount.
- (d) The city manager is directed to take into account the costs associated with the application process and enforcement of the licensing or permitting scheme in determining an appropriate fee to be charged.

(Ord. No. 09-05, § 2-177, 9-18-2017)

Sec. 2-178. Administrative process for altering or setting fees charged by the city.

- (a) The city manager or his designee shall:
 - (1) Post any proposed change to the city fee schedule at city hall and on the city's website at least 45 days before the change is to take effect, including a calculation of the effective date of such change.
 - (2) Notify the mayor and city council by paper or electronic communication and by announcement at the next regular meeting of the city council of the proposed change.
 - (3) All communications or postings of proposed changes to the city fee schedule shall include a justification for the needed change, which may include an analysis of the costs associated with the application, permit or license, costs of enforcement and investigation incurred by the application, permit or license, and such other facts or circumstances deemed relevant to the need for the change to the fee schedule.
- (b) Persons impacted by the proposed change shall have 30 days from the posted communication to make objections known to the city manager, in writing or by electronic communication, who shall then forward such objections to the city attorney and the mayor and city council. If oral objections are communicated, the objector shall be informed of the opportunity to provide feedback in writing.

(Ord. No. 09-05, § 2-178, 9-18-2017)

Sec. 2-179. Effective date of changes to city fee schedule.

- (a) Any proposed change to the city fee schedule initiated by the city manager shall take effect no sooner than 45 days from the date first posted or first communicated to the mayor and council, whichever is later.
- (b) No change to the city fee schedule shall be applied retroactively to any application, permit, license or other city fee.

(Ord. No. 09-05, § 2-179, 9-18-2017)