

COUNCIL ACTION FORM

Meeting Date: August 14, 2025

Staff Contact: Abby Schneweis, City Clerk

Agenda Item: Consider Resolution No. 147-2025 adopting the 2026 Master Fee Schedule

Background / Description of Item

City Staff is working with Civic Plus to finalize a recodification of the Westwood City Code. As part of the recodification process all fee amounts have been removed and language has been added to adopt such fees by Resolution.

The change in the language in the City Code to adopt fees by a Resolution allows the City to update fees on a more regular basis and keep up with the local market.

During the November 14, 2024 City Council meeting, Council voted unanimously to approve Resolution 134-2024, which adopted a master fee schedule effective January 1, 2025. Staff plans to review and update the fee schedule on a yearly basis during the budget adoption process. This is the first such annual review.

Staff Comments

The FY2026 fee schedule includes the following changes:

- Right-of-Way Permit Temporary Road Closure Application - \$25.00

Staff recommends the rest of the FY 2026 fee schedule will remain unchanged.

Staff Recommendation

Consider approving Resolution 147-2025 with attached fee schedule.

Suggested Motion:

I move to approve Resolution No. 147-2025 adopting the 2026 master fee schedule.