

ITEM #: 51  
DATE: 03-10-26  
DEPT: ADMIN

## COUNCIL ACTION FORM

**SUBJECT: MUNICIPAL CODE REVISIONS FOR LICENSES AND PERMITS ISSUED BY THE CITY CLERK'S OFFICE**

### BACKGROUND:

On February 10, Council directed staff to prepare an ordinance that would amend Chapters 10, 17, 21, 22, 27 and Appendix D of the *Municipal Code* to clarify and standardize applications, insurance, renewal, and record-keeping authority. The revisions also produce consistencies in language, including capitalizations, across the code sections that shift discretionary authority toward clearly defined administrative processes. Furthermore, a requirement is set forth for maintenance of valid insurance to clarify liability for matters of public safety.

Appendix D of the *Municipal Code* is the fee-setting authority that is established by City Council resolution. Revisions to Appendix D create transparency in fees for all licenses and permits issued by the City Clerk's Office and align with changes in the *Code of Iowa*. The resolution to adopt the amended Appendix D will be presented at the third reading of the Ordinance. **No fee increases for licenses or permits are included with the proposed revisions.**

**Overall, it is intended that the proposed amendments will reduce administrative complexity while preserving transparency.**

### ALTERNATIVES:

1. Approve the attached revisions to Chapters 10, 17, 21, 22, 27 and Appendix D of the *Municipal Code* relating to licenses and permits issued by the Office of the City Clerk:
  - a. First reading of ordinance
2. Do not approve the changes and provide further direction to staff.

### CITY MANAGER'S RECOMMENDED ACTION:

**Revising the language in the *Municipal Code* will help to clarify the requirements and standardize licenses and permits issued by the City Clerk's Office.** Therefore, it is the recommendation of the City Manager that City Council approve Alternative No. 1, as described above.

### ATTACHMENT(S):

[FINAL DRAFT Ordinance License-Permit Fees.PDF](#)