

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](#)