

ITEM #: 8
DATE: 02-10-26
DEPT: ADMIN

COUNCIL ACTION FORM

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

BACKGROUND:

Various sections across Chapters 10, 17, 21, 22, 27 of the *Municipal Code* establish requirements for licenses and permits issued by the City Clerk's Office including:

- Dealer's Permits
- Garbage Hauler Licenses
- Peddler Permits
- Sidewalk Café Permits
- Temporary Portable Sidewalk Sign Permits
- Tree Surgeon Licenses

Staff is proposing revisions to streamline requirements by consolidating and standardizing application, insurance, renewal, and record-keeping authority. Other revisions 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*. **No fee increases for licenses or permits are included with the proposed revisions.**

Overall, the amendments reduce administrative complexity while preserving transparency.

ALTERNATIVES:

1. Direct staff to prepare an ordinance to revise Chapters 10, 17, 21, 22, 27, and Appendix D of the *Municipal Code* relating to licenses and permits issued by the City Clerk's Office.
2. Do not direct staff to prepare the ordinance revision.

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 the City Council approve Alternative No. 1.

ATTACHMENT(S):

[Proposed Code Changes Markup.pdf](#)