

To: President and Members of the Munster Town Council

From: Patricia Abbott, Controller

Date: November 3, 2025

Re: Ordinance 1996: Amendment to Schedule A: Fees and Fines

Council held first reading on the ordinance at the October 20, 2025, meeting. Staff reviewed all fees and fines taking into consideration SEAI and other key factors including the date each fee was last updated, the cost of labor required to process each fee or fine, adjustments for inflation, rates of neighboring cities and towns, and the financial impact on residents. Following is a list of the fees and fines to be updated and the estimated, annual revenue increase.

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| • Annual Business Registration | \$10,475 |
| • Annual Contractor Application | \$55,000 |
| • Solicitor's Permit | \$ 465 |
| • Collection of excess yard waste and general debris | \$ 2,500 |
| • False Alarm | \$37,100 |

With the exception of the excess yard waste and general debris, each of these fees and fines are General Fund revenues. The potential General Fund revenue increase is \$103,040.

The fines for false alarms have been restructured. There will be one free false alarm/year instead of the current two and a separate rate for residential and commercial alarms. The maximum residential alarm fine will be \$200.00/violation with six or more incidents, and the maximum commercial alarm fine will be \$225.00/violation with six or more incidents. There is significantly more officer time involved with a commercial false alarm than a residential. While there is an estimated revenue increase, the goal is to encourage correction of the underlying problem causing the false alarms.

Fees for building permits are still under review and will be brought to Council in future. Staff recommends moving forward with the fees and fines in proposed Ordinance 1996 at this time in order to have the new charges in place when 2026 business and contractor registrations are available for purchase on December 1, 2025 and at the start of the calendar year for the false alarm fines.

Recommendation:

By motion and roll call vote, adopt introduced Ordinance 1996 on second reading as presented.