

To: President and Members of the Munster Town Council

From: Patricia Abbott
Controller

Date: October 20, 2025

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

Over the past eight weeks, the Staff in the Clerk's Office has worked closely with Department Heads to analyze the current Schedule A: Fees and Fines. Staff review included consideration of SEA1 and other key factors including the date each fee was last updated, (most have not changed in between five and ten or more years), 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.

• 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 the fine for the second false alarm will be \$100.00 and each subsequent false alarm will increase by \$25.00 for a maximum fine of \$200.00/incident. Police also requested to made separate fines for commercial false alarms. There is significantly more officer time involved with a commercial false alarm than a residential. There is still one free/year with the second false alarm being \$125.00. Each subsequent violation has a \$25.00 increase up to a maximum of \$225.00/alarm. While there is an estimated revenue increase, the goal is to encourage correction of the underlying problem that creates the false alarm being triggered.

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, hear proposed Ordinance 1996 on first reading, and set second reading for the next regular meeting.