

CITY MANAGER FEE AUTHORITY

1.0 Purpose:

- 1.1 To establish certain written rules and procedures to be used for the payment of fees or charges to the City and approve payment arrangements, including waivers or reductions of fees or charges in an amount not to exceed \$5,000 in any particular instance unless otherwise authorized by City code or approved by the City Council.

2.0 Scope:

- 2.1 To inform appropriate City personnel of the procedures for payment of fees or charges for City services, proration of fees or charges and the procedure for payment arrangements, waiver of fees or reduction of fees. These rules will help to ensure that each request is handled in a fair and consistent manner.

3.0 Policy:

3.1 Authority to waive or reduce fees

- a. Department Heads have discretion for the waiver or reduction of a fee up to \$500.
- b. Waiver or reduction of a fee exceeding \$500 – complete and submit Fee Waiver Request Form to the City Manager for approval on form Exhibit A.
- c. Waiver or reduction of a fee exceeding \$1,000 – a copy of the approved Fee Waiver Request Form must be sent to the Finance Department to be reported to the Finance Committee.
- d. Waiver or reduction of a fee exceeding \$5,000 must be presented to the City Council for approval.
- e. Each department is responsible for retaining copies of all approved Fee Waiver Request Forms applicable to them.
- f. Fees waived by contract or agreement approved by the City Council do not need to be approved via the Fee Waiver Request Form and do not require reporting to the Finance Committee.

3.2 Payment Agreements

- a. Payment agreements must meet specifications approved by the City Attorney. In general, payment agreements will only be entered into to meet a public benefit as approved by the City Manager, with the exception of water shut-offs procedures already established.
- b. Recommended terms:
 - Initial payment 50% of the balance due.
 - Need copy of driver's license to verify person signing agreement.
 - Minimum monthly payment \$50.
 - Payment arrangement not to exceed 1 year, unless approved by City Manager
 - Owner of property required to sign agreement

3.3 Proration of Fees or Charges

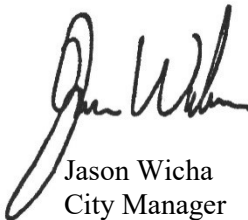
- a. A department may elect to prorate a fee that is established for a period of time (i.e. quarterly or annual fee). In such cases, a pre-determined proration fee schedule should be established by the department to ensure consistency for each fee classification. In the event a proration exceeds the Department Head's authority in Section 3.1, the appropriate approval or reporting should occur.

3.4 Method of Payment

- a. If a customer provides payments that are returned insufficient funds, the City may require the following payment methods.
 1. Cash
 2. Certified Funds
 3. Credit Card

4.0 Distribution

Human Resources website, www.citylf.org.



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City Manager