



Administrative Policy
FEE WAIVER/REDUCTION REQUESTS
Administration – A212

Effective Date:

October 2013

Revised Date:

FEE WAIVER/REDUCTION REQUESTS

Summary

This Policy describes the process by which individuals or entities may request that the Town Council waive or reduce a Town fee or charge. The Town Council establishes all fees and charges of the Town. Town Staff collects fees and charges set by the Council, but Staff may not waive or reduce such fees and charges. Any waiver or reduction requests must be placed on a Council Meeting agenda. The Mayor or an individual Council Member may request that the waiver or reduction request be placed on a Council Agenda. The Council as a whole will determine if the waiver or reduction meets the requirements of Section 30.08(B) of the Town Code.

Process

The procedures for placing items on a Council Meeting agenda are set forth in Rule 7.1 of the Council Rules of Procedure. Per the Council Rules of Procedure, the member of the public will make a request to the Mayor or a Council Member, with supporting documentation, to place the request on a Council Agenda. The Council Member can decline to support the request, or accept and send the request to the Town Clerk to be placed on the next available agenda. If the Mayor or Council Member declines to support the request, the member of the public may seek approval from another Council Member. The approval of the request places the item on a Council Agenda, it does not show support of the fee waiver/reduction. The fee waiver/reduction will be decided by the full Council at a Council Meeting.

Because waivers and reductions are a function of the Council, Staff's role should be minimized. Staff should not give an opinion as to the propriety of the request. Instead, Staff should direct the requesting party to contact a Council Member who can request inclusion on a future Council Agenda.

References

Section 30.08 of the Town Code

- (A) The Council shall establish all fees and charges of the town
- (B) ("No fee or charge may be waived or reduced except by Council action following a demonstration of extraordinary circumstances by the person, entity, or group requesting the waiver or reduction.")



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Rule 7.1 of the Council Rules of Procedure

(B) The Mayor or any Council Member may make a written request to the Town Clerk to have an item placed on an agenda. The Mayor or Council Member shall also submit supporting documentation with the request for inclusion in the agenda packet.

(D) Any member of the public may request a member of the Town Council, including the Mayor, to submit an item pursuant to 7.1(B).