



LAWRENCEVILLE

GEORGIA

AGENDA REPORT

MEETING: REGULAR MEETING, MAY 22, 2024

AGENDA CATEGORY: COUNCIL BUSINESS OLD BUSINESS

Item:	Amendment to Chapter 38 of the Code of the City of Lawrenceville to increase the application fee and to establish an administrative fee for billing
Department:	Finance
Date of Meeting:	Wednesday, May 22, 2024
Fiscal Impact:	Increase revenues for application fees by \$300,000 annually and increase general revenues by \$1,800,000 based on the administrative fee
Presented By:	Keith Lee, Chief Financial Officer
Action Requested:	Adopt Ordinance to amend Chapter 38 of the Code of the City of Lawrenceville to increase the application fee and to establish an administrative fee for billing.

Summary: The City currently charges \$50 per utility application to setup service. This fee is to recoup costs related to staff and equipment time for establishing the customer, account and conducting meter reads. This amount does not cover the City's costs, as a result the request is to raise the fee to \$75.

The City sends around 60,000 utility bills each month. Bills that are mail have postage and printing costs. For bills paid in person or online have credit card processing or in-person costs for processing the payment. The admin fee is designed to recover the costs. The ordinance allows the City Manager to create policies to reduce the admin fee for customers. The policies will include ways for the customer to have the fees waived as well as an exemption for customers over the age of 65.

Fiscal Impact: Increase revenues for application fees by \$300,000 annually and increase general revenues by \$1,800,000 based on the administrative fee.

Attachments/Exhibits:
Ordinance