



LAWRENCEVILLE

GEORGIA

AGENDA REPORT
MEETING: CITY COUNCIL WORK SESSION
AGENDA CATEGORY: DISCUSSION OF GENERAL CITY BUSINESS

Item: Amend Chapter 38 for increased application fee and establish administrative fee for billing

Department: Finance

Date of Meeting: Thursday, March 14, 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: Authorization to amend the utilities ordinance 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 there are 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.

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