

User Fee Review

Updated 9/28/2011

Per the User Fee Policy, the following information should be used in review of changes to City-charged user fees.

Fee Under Review: _____

Area	Review Item	Response	Notes	Completed?
<i>Cost</i>	How much does it cost the City to provide the service?			
<i>Service, purpose, users</i>	What is the service?			
	Why does the City provide the service?			
	Who uses the service?			
<i>Cost recovery goal</i>	How much of the cost of service is subsidized by general tax revenue?			
	How much of the cost does the City intend to recover through fees and charges?			
<i>Level of use or demand</i>	How many people or businesses use the service?			
<i>Comparisons</i>	How do the City's fees compare with other cities or with private businesses?		See attached.	
<i>Other fee reviews</i>	When did the City set the current rate?			
	When did the City last review the fee?			

	When does the City plan to review the fee next?			
Authority	What part of the City Code or other legal authority guides the fee?			
Fee Collection Method	How will the City collect the fee?			