

**CITY OF NEW ORLEANS
CHIEF ADMINISTRATIVE OFFICE**

POLICY MEMORANDUM NO. 64 (REVISED)

April 15, 1992

TO: All Departments, Boards, Agencies and Commissions

FROM: Leonard D. Simmons, Jr., Chief Administrative Officer

SUBJECT: FEE WAIVERS AND ADJUSTMENTS

1. PURPOSE.

The City establishes fees and assesses charges for a wide variety of services provided by the City. This memorandum consolidates information on waivers and adjustments of those fees and charges. Policy memorandum No. 80, dated May 17, 1989, is cancelled.

2. PROCEDURE.

- A. Certain fees, charges, and fines are established by law without provision for waiver or adjustment. In these instances, the fees shall be applied uniformly by the enforcing authority in accordance with applicable law.
- B. Only the Mayor or the Chief Administrative Officer shall waive or adjust, when legally permissible, any City assessed fines, fees, or charges.
- C. Any requests for waivers shall be submitted in writing to the Chief Administrative Officer. Final decisions on waivers or adjustments shall be documented in writing by the Chief Administrative Officer.
- D. When existing law grants discretion to waive or adjust fees to an authority other than the Mayor or the Chief Administrative Officer, that authority shall not exercise this discretion without the express written permission of the Chief Administrative Officer.

3. INQUIRIES.

Questions on this subject should be directed to the Chief Administrative Office.

LDSjr/itb