



Payments to the City Policy

Section: **Finance**

Adopted: **February 1, 2026**

Last Amended:

PURPOSE

The purpose of this policy is to establish uniform requirements for the timing and manner of payments owed to the City. This policy does not apply to delinquent amounts.

FULL PAYMENT REQUIRED.

All amounts due to the City, including but not limited to, all fees and fines, shall be paid in full in one payment on or before the date such payment is due (hereinafter the "Due Date") and the City shall reject and not process any payment for less than the full amount due, unless such payment for less than the full amount due is made pursuant to a Payment Plan approved by the City Manager pursuant to this Policy.

PAYMENT PLAN.

The City Manager may approve a Payment Plan setting forth a schedule by which the full amount due to the City may be paid in installments, provided:

- A. Installment payments are scheduled to occur at regular intervals not more than once per week;
- B. The full amount due to the City is paid on or before the Due Date (No delinquent payments may be permitted by a Payment Plan); and
- C. The full amount shall be paid in four (4) or fewer installment payments, unless the City Manager determines, in his or her sole discretion, additional installment payments are in the City's best interest.
- D. The Payment Plan shall expire upon the Due Date or the date on which the full amount due is paid, whichever is earlier. Any amounts still owed after the Due Date shall become delinquent pursuant to any ordinance, resolution, or policy applicable to that type of fee, fine, or other amount due.

PAYMENT PROCESSING FEE. Should the City Council adopt a payment processing fee, each installment payment made pursuant to a Payment Plan under this Policy shall be subject to a separate payment processing fee.