



JAMES K. HAHN
MAYOR

EXECUTIVE DIRECTIVE NO. FM-3

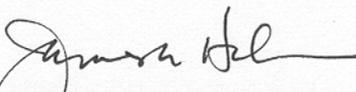
Subject: **FEEES FOR SPECIAL SERVICES**

Special services include any benefit provided to only one class or segment of the population. The cost of providing any special service should be recovered from the recipient of the service.

All General Managers, Heads of Departments/Offices and Commissions of City Government are directed to submit annually to the City Administrative Officer a report setting forth the costs for each special service it renders. In addition to cost information, the report shall include current revenue information from existing fees and any appropriate recommendation(s) for adjustment to the fee structure. Fees for services provided to the proprietary departments are to be included in this report.

The City Administrative Officer shall issue instructions and forms for use by departments in the preparation of this annual report. Departments shall submit the annual fee report on the date specified by the City Administrative Officer so that potential revenue changes may be considered in the forthcoming budget.

Executed this 3 day of December, 2002


JAMES K. HAHN
Mayor

JKH:wtf:40517

Supercedes Executive Directive No. 12 dated January 10, 1990 (Bradley Series)