



CITY OF LA CROSSE PARKING UTILITY BOARD

400 LA CROSSE ST
LA CROSSE WI 54601-3396

DRAFT

POLICY for BILLING for UNPAID PARKING FEES

5-16-14

NOTE: This policy is intended to be implemented only if it is determined by legal counsel that a parking citation cannot be issued to the parking customer for the amount of the unpaid parking fees.

Parking Utility Board Approved: _____

Parking customers who claim to have no ability to pay the hourly parking fees due to the City will be invoiced by the Parking Utility for those unpaid fees according to the following procedure.

- 1) When a parking customer claims to be indigent, City staff will first instruct the customer to attempt all possible means of obtaining funds to pay the fees due.
- 2) After all possible means of obtaining funds have been attempted, City staff will verify the parking customers identity, mailing address and the amount of the fees due. City staff will then raise the exit gate to allow the customer to leave the parking facility.
- 3) Parking utility staff will invoice the customer for the amount of the unpaid parking fees plus a \$10 service charge.
- 4) Customers who fail to pay the invoiced amount within 30 days of the date of the invoice will be subject to the penalties specified in Municipal Code Section 22.23 – “Unpaid Debts Due The City”.