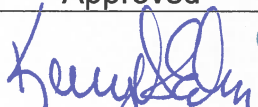





Administrative Policy

Title: Advance Deposit Hardship Waiver				
Administered By: Administrative Services (Finance)				
New Policy No.	Issue Date (Last Revised)	Renumber Date	Department Head Approved	City Manager Approved
01200.407	07-07 (10-09-09)	01-03-17		

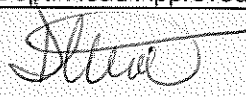
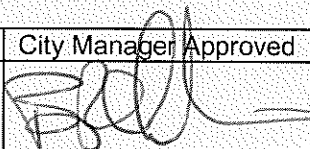
This Policy had been numbered Policy 300.17. Effective on the Renumber Date noted above, this Policy is hereby renumbered as the Policy Number noted above.

The latest version of the Policy is attached hereto and incorporated herein by reference.

Attachment: Policy 300.17
 Issued: 07-07
 Revised: 10-09-09



ADMINISTRATIVE POLICY

Policy: Advance Deposit Hardship Waiver					
Responsible Department: Finance					
Section No.	Policy No.	Issue Date	Revision Date	Dept. Head Approved	City Manager Approved
300	.17	07/2007	10/09/2009		

POLICY

The Corona Municipal Code, Chapter 1.09 “Appeal Procedures for Adversarial or Prosecutorial Proceedings” allows for any person to appeal the decision of a city official and provides the procedures for such. Section 1.09.07 “Advance Deposit Hardship Waivers” allows that any person may request an appeal hearing. If they are financially unable to make the advance deposit of any applicable fine and/or fee, they may file a request for advance deposit hardship waiver form.

PROCEDURES

Any person may request an advance deposit hardship waiver form. This form is available from the Finance Department. The request shall be filed with the Finance Department within five (5) days of the issuance of the decision that is being appealed. The requirement of depositing the full amount of the fine and appeal fee shall be stayed unless or until the Finance Director (or his/her designee) makes a determination not to issue the advance deposit hardship waiver.

The Finance Director (or his/her designee) will determine within five (5) days if the request is justified based on the information provided by the applicant. The thresholds allowed for the advance deposit hardship waiver are based on the current year Poverty Level Guidelines published the U.S. Department of Health and Human Services and the data for the City of Corona from the U.S. Census Bureau-American Community Survey.

If the Finance Director (or his/her designee) determines not to issue an advance deposit hardship waiver, the cited party shall remit the fine and/or appeal fee to the City within five (5) days of the decision or fifteen (15) days of the date of issuance of the decision being appealed. The Finance Director (or his/her designee) shall list his/her reason for granting or not granting the advance deposit hardship waiver in writing and serve it on the cited party. This decision is not subject to appeal. The appropriate department will

receive a copy of the advance deposit hardship waiver form and decision for the appeal hearing file.