

## MEMORANDUM

TO: Community Development Vendors

FROM: Rudy D. Jones, Community Development Director

DATE: February 18, 2016

RE: BILL PAYMENT SCHEDULE – 2016

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**Please post this memo for reference throughout the year.**

**All Contractor bills are due in the Community Development Board Office each Monday before 5:00 p.m.** Contractor bills will be reviewed during the week and submitted for processing on the following Monday. The City Council approves all bills and distributes checks, usually within 15 days after receipt of the original invoice. Exceptions occur when there are holidays or when there is a fifth Monday during a month, as the City Council does not meet on the fifth Monday.

Enclosed is the City of Waterloo Holiday Schedule. The Community Development office will be closed to observe each holiday noted. Should a holiday fall on a Monday, the office will accept your bill on Tuesday for that week only.

All bills for work completed must be turned in to the **COMMUNITY DEVELOPMENT BOARD OFFICE** for processing, in accordance with these instructions.

**NOTE: DO NOT SUBMIT A BILL FOR ANY WORK THAT IS NOT COMPLETE.**

An inspection will be scheduled to verify completion of your work per your pay request. If the work is not completed at the time of inspection, your bill will not be processed.

**All checks will be mailed following City Council approval, unless it is for a final retainage payment. Final Payments: The Contractor will be given a courtesy call to stop in to the Community Development Office and sign a Lien Waiver to receive your final check.**

**NO OTHER CHECKS MAY BE PICKED UP AT THE CITY CLERK'S OFFICE.**

**REMINDER: Please cash your reimbursement checks immediately.**

***These dates are all subject to change. For up-to-date information, please call 291-4429.***