ACCOUNTS TO BE CHARGED OFF BY CITY COUNCIL

INFORMATION:

1.	Date of Proposed Write off	01-13-2026
2.	Period of Proposed Write off	07-01-22 thru 06-30-23
3.	Amount of Total Write off	$26,205.63
4.	Amount of Legal	$0.00
5.	Total Billing During 7-1-2023 thru 06-30-2023 (Water, Sewer, Authority Only)	$ 23,154,262.77
6.	Current Deposit Rates:	
	Refuse Only:	$25.00
	Residential:	$150.00
	Commercial:	$150.00
	Large Consumers:	$300.00
7.	Cost of Judgment	$61.00
8.	Cost of Garnishment	$61.00
9.	Cost of Interrogatories	$70.00

PROCEDURE:

A. Account is delinquent 60 days past due date; service is disconnected.
B. Final bill issued upon disconnection.
C. Collection letter issued at 20 days past final bill date.
D. Phone call is attempted as collection letter is issued.
E. Forwarded to collections within 90 days following the original due date.
F. Cross Reference accounts with Real Estate for property owned/new mailing address.
G. Finance Department Review
H. Retained in collections indefinitely; removed from account receivable annually.
    a. Verify that accounts are not held in active customer base.
    b. Pursue recommendation for judgment or garnishments from collection agency.