

## ACCOUNTS TO BE CHARGED OFF BY CITY COUNCIL

### INFORMATION:

1. Date of Proposed Write Off	4 -25 -2017
2. Period of Proposed Write off	1-1-2015 thru 12-31-2015
3. Amount of Total Write off	\$26,402.86
4. Amount of Legal	\$0.00
5. Total Billing During 1-1-2015 thru 12-31-2015 (Water, Sewer, Authority Only)	\$ 16,369,294.45
6. Current Deposit Rates:	
Refuse Only:	\$25.00
Residential:	\$150.00
Commercial:	\$150.00
Large Consumers:	\$300.00
7. Cost of Judgment	\$58.00
8. Cost of Garnishment	\$58.00
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.