

ACCOUNTS TO BE CHARGED OFF BY CITY COUNCIL

INFORMATION:

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|--|--------------------------|
| 1. Date of Proposed Write Off | 3-10-20 |
| 2. Period of Proposed Write off | 1-1-2018 thru 12-31-2018 |
| 3. Amount of Total Write off | \$25,993.82 |
| 4. Amount of Legal | \$0.00 |
| 5. Total Billing During 1-1-2018 thru 12-31-2018
(Water, Sewer, Authority Only) | \$ 18,331,942.12 |
| 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.