

**DELINQUENT WATER/SEWER BILLING PROCEDURES AS OF AUGUST  
1, 2007**

1. If your water/sewer bill is not paid 30 days after it was issued, a past due notice will be sent to you. A 10% penalty will be assessed to your account if the bill is more than 30 days late.
2. If your water/sewer bill is not paid 60 days after it was issued, a notice of delinquency will be sent to the property owner and/or occupant. A \$30 administrative fee will be assessed to your account if the bill is more than 60 days late.
3. You will have 14 days after the notice of delinquency is issued to pay the bill in its entirety or request a hearing with the General Administration Committee. All requests for a hearing must be made in person at City Hall and cite a valid reason for disputing the bill. Please note that all requests for a hearing must cite a valid reason for the dispute. Financial hardship or inability to pay is not considered a valid dispute
4. If after 75 days from the original billing date, the charges remain unpaid and no hearing has been requested, service to the property will be terminated. At this point a lien may be placed on the property as well as it being declared unfit for human occupancy.
5. Reinstatement of service will not occur until the bill is paid in full, including a \$30 administrative fee and \$100 reinstatement fee if reinstatement occurs during the Water Department's regular hours of 7:00 a.m. and 3:00 p.m. The fee will be \$150 if service is reinstated after regular hours. Reinstatement of service shall not take place between 8:00 p.m. and 7:00 a.m.