

Resolution #81

Delinquent Account Fees:

❖ Late Fee	\$5.00
❖ Delinquency Notice Fee	\$10.00
❖ Disconnection/Reconnection Fee	\$45.00
❖ Meter Tampering Fee	\$300.00
❖ Unauthorized Connection Fee	\$300.00
❖ Return Check Fee	\$25.00

Utility Bill Procedure:

- ❖ Billing processed and mailed during last week of month.
- ❖ Payments due by the 15th
- ❖ Late fee is processed on the 16th for accounts that have balance owing.
- ❖ Accounts are reviewed at the first of the month. By the 5th of the month any customer with past due amount is sent a notice for shut-off. The delinquency notice fee is charged at the time letter is sent. The written notice includes the date of shut-off, amount of delinquent charges and the time period allowed for payment to avoid disconnection of service.
- ❖ Past due bills not paid by 8:30 am on the specified date will be shut-off and disconnection fee applied.
- ❖ Bills must be paid in full to have service restored.

Charges for Time and Material:

- ❖ The City departments are authorized to charge the responsible party for personnel, equipment, vehicles, materials, supplies and overhead for services provided by the City of Carlton to repair or maintain city utility lines, mains, service lines, water meters, water meter boxes or other utility property that has been destroyed or damaged.