

**BOARD OF PUBLIC WORKS AND SAFETY
RESOLUTION NO. 7-2004 BOW**

**A RESOLUTION DEALING WITH WATER RECLAMATION DEPARTMENT
RECURRENT DELINQUENT PAYMENTS**

WHEREAS, City of Valparaiso Board of Public Works and Safety ("City"), has determined a need for establishing policy with regard to customers receiving only sewage disposal services provided by the City due to recurrent delinquencies in the timely payment of sewage monthly billings, and

WHEREAS, City believes that a need exists to establish methods and procedures for the handling of Delinquent sewage accounts, and

BE IT RESOLVED, that:

1. This policy shall become effective on the date of its passage and shall apply to all sewage only accounts serviced by City.

2. For definition purposes, an account shall become Delinquent if any portion thereof remains unpaid for a period exceeding twenty (20) days from the posted billing date as shown on the monthly Valparaiso City Utilities invoice.

3. Once an account becomes Delinquent, City shall mail a PAST DUE NOTICE properly addressed to the owner of record as shown on the most recent tax duplicate and to the property address. In the event the Delinquent account is not brought current within twenty(20) calendar days of the billing date identified on the PAST DUE NOTICE, such Delinquent account shall be placed on the sewer disconnection list.

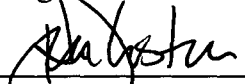
4. Once such Delinquent account is placed on the sewer disconnection list, the City shall then tag the service address with a red tag stating "SEWER DISCONNECTION ALERT", by personally affixing said tag to an exterior door at the subject residence. Such sewer disconnection alert shall be signed and dated by the representative of the City delivering same to the residence. City shall also sign and date a copy of the sewer disconnection alert and maintain same in its customer files. Such sewer discontinuation alert shall provide notice of an intent to terminate the sewer service at the specified address at any time not less than forty-eight (48) hours from the delivery date on the sewer disconnect alert.

5. In the event the Delinquent account is not paid current within said forty-eight (48) hour period, the City shall take such steps as are necessary to disconnect the sewer service at the affected address and said service shall not be reactivated until such time that all costs associated with the termination of sewer service as well as the re-activation of said service are fully paid to the City, as set forth in schedule A attached.

6. At such time as the City disconnects the sewer service to the affected address, it shall provide written notice to the Porter County Health Department of its actions and unless otherwise determined by the City, no further action shall be warranted under the circumstances.

7. The City will delay disconnection of service for thirty (30) days if the occupant provides the City a written medical statement from a licensed physician stating that discontinuance of sanitary service would be a serious threat to the health or safety of someone living in the house due to an identified existing medical condition. The statement needs to be presented to the City prior to the discontinuation of service. The City will delay discontinuance of service an additional thirty (30) days, as determined by the City in its sole discretion.

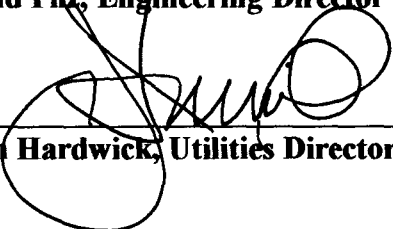
PASSED by the Board of Public Safety and Works of the City of Valparaiso, Indiana, on the 23rd day of September, 2004, by a 3-0 vote of 3 members present and voting.



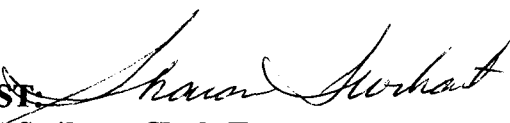
Jon Costas, Mayor



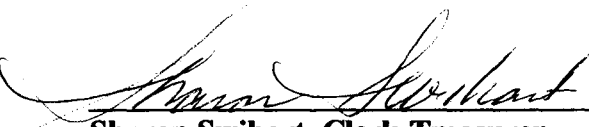
David Pilz, Engineering Director



John Hardwick, Utilities Director

ATTEST 
Sharon Swihart, Clerk-Treasurer

Presented by me to the Mayor of the City of Valparaiso, Indiana, this 23rd day of Sept, 2004, at the hour of 10:25 o'clock P.M.



Sharon Swihart, Clerk-Treasurer