

City Manager's Office
Administrative Order No: 60
Issued: June 23, 2014



Approved by: Joe Sbranti, City Manager

SUBJECT:

Renewal application for discounted water and garbage rates for senior citizens and the disabled.

PURPOSE:

The purpose of this Administrative Order is to modify the application process for customers who receive discounted water and garbage rates. Currently, water customers who qualify for the discounted water and garbage rates are required to have an approved initial application on file. However, a customer's status could change after the initial application and as a result we could be providing a discounted rate to a customer who no longer meets the qualifications. To ensure all customers receiving discounted garbage and water rates qualify for such discounts, this Administrative Order requires customers to submit an updated application every two years for review and approval.

PROCEDURE:

Water customers wishing to continue receiving discounted water and garbage rates must submit a discount rates application every two years. If they meet the requirements, they will continue to receive the discounted rates for a two year period. 60 days before the end of the two year period, City staff will send out a new application along with a letter informing customers that they will need to resubmit their discount rate application. Customers will be given a 60 days to submit their new application. If customers do not follow these guidelines, they will be removed from the program until application is received.