ORDINANCE NO. 91-8

AN ORDINANCE TO ESTABLISH POLICIES AND PROCEDURES FOR PAYING MONTHLY BILLS OWED BY THE CITY, AND FOR ADJUSTING WATER BILLS WHEN THERE HAVE BEEN BREAKS; DECLARING AN EMERGENCY; AND FOR OTHER PURPOSES.

WHEREAS, The City of Mulberry, Arkansas needs to have official written policies and procedures for paying its monthly bills, and for making adjustments in water bills when justified.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF MULBERRY, ARKANSAS:

SECTION 1. That the following procedures shall be followed when making purchases, and paying monthly bills:

A. The employee shall sign the ticket, being sure the name of the firm, date of purchase, and department purchased for, are shown. Duplicates will be brought to the office.

B. Merchants and service providers are to submit bills monthly with a statement or an itemized adding machine tape attached.

C. No bills will be honored that are not submitted on a timely basis. Any bills submitted more than ninety (90) days after a purchase, or the providing of service will not be paid.

D. The City will pay only those tickets that are matched with a duplicate. In the event that only one copy is available, only those tickets that are submitted by the vendor or service provider, and confirmed positively by the purchaser, will be paid.

SECTION 2. Unusually high water bills will be dealt with based on the following procedures:

A. Each month the office staff will note any and all meter readings that appear to be unusually high. The meter will be re-read and checked for possible leaking in the customer's line. The customer will be notified.

B. In the event that a leak is detected, and the customer corrects the problem, the bill will be adjusted based on the previous three (3) months. There will only be one (1) adjustment made within a twelve (12) month period, and only after immediate correction of the problem.

C. If the high readings continue for a period of ninety (90) days or longer, after the customer has been notified, the City will not make an adjustment.

D. In the event that the meter at the account in question has been in service for a long period of time, it will be replaced by a new meter. If high readings continue, the customer will be asked to have a thorough examination made of his/her entire service.

SECTION 3. The City Council will be given a detailed report of any merchant, service provider, or water customer who has not complied with the procedures set forth above. At the Council Meeting following the ninety day period, the City Council will issue an official statement regarding the disposition of each individual case.

SECTION 4. All ordinances or parts of ordinances in conflict herewith are hereby repealed.

SECTION 5. Due to the failure of some businesses to provide regular, accurate, and timely statements to the City for sales and/or services, and the extended periods of high water bills by some users; the City finds it necessary to establish firm policies for addressing such situations. An emergency is therefore declared and this ordinance being necessary for the preservation of the public peace, health, and safety shall be in full force and effect from and after its passage.

PASSED AND APPROVED THIS 5th DAY OF NOVEMBER, 1991.

APPROVED:

Arnold D. Feller

Arnold D. Feller, Mayor

ATTEST:

Joe Benham

Joe Benham, Recorder-Treasurer