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675 Wildwood Avenue  
Rio Dell, CA 95562  
(707) 764-3532  
(707) 764-5480 (fax)



DATE: July 6, 2023

TO: Honorable Mayor and Members of the City Council

FROM: Travis Sanborn, Finance Director

THROUGH: Kyle Knopp, City Manager

SUBJECT: Initiate the Lien Process for Delinquent Sewer Accounts

IT IS RECOMMENDED THAT THE CITY COUNCIL:

1. Accept the report of delinquent sewer charges and direct staff to mail lien notices to affected properties with delinquent charges that will be considered for placement on the tax roll at a public hearing on July 18, 2023.
2. Authorize a notice to be published once a week for two successive weeks in a newspaper of general circulation, for delinquent charges that are more than ninety days past due.

BACKGROUND AND DISCUSSION:

Rio Dell Municipal Code Section 13.10.241-246 will allow for the collection of delinquent utility charges by placing a lien or special assessment against the respective parcel(s) of land for which the service was provided. Liens and special assessments can only be placed on active utility accounts that are in the property owner's name.

Staff respectfully requests that the City Council accept the report of delinquent accounts over ninety days past due (Attachment A) and direct staff to mail letters (Attachment B) to each property owner/utility customer providing them with information on the lien and special assessment process, and the payment deadline of August 9, 2023. The property owner must pay by the deadline to avoid having their balance placed on their property tax bill in the fiscal year 2023-24.

Public Notice and Hearing:

Annually, the City Council must conduct a public hearing to consider placing the delinquent sewer charges on the County tax rolls. The public hearing to consider the final list of delinquent accounts is scheduled for July 18, 2023. Staff requests that the City Council authorize staff to

publish the notice of delinquent accounts per the California Government Code Section 6066. The expected publish dates are July 7, 2023, and July 14, 2023.

ATTACHMENTS:

- Attachment A – List of Delinquent Sewer Accounts
- Attachment B - Sample Letter

Attachment A - List of Delinquent Sewer Accounts

053-122-008-000	671.08
053-172-016-000	2,900.93
053-161-009-000	1,614.99
053-115-001-000	429.07
053-172-002-000	852.38
052-231-014-000	170.84
053-141-020-000	2,041.00
052-072-019-000	1,025.60
053-153-003-000	1,712.46
053-011-027-000	618.91
052-301-012-000	1,450.50
052-261-026-000	1,195.12
053-095-015-000	1,688.27
053-152-010-000	423.40
052-131-007-000	443.20
052-053-019-000	329.14
053-161-004-000	407.21
052-261-039-000	466.96
053-153-004-000	127.24
053-151-006-000	928.50
	<u>19,496.80</u>

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July X, 2023



Customer Name

Customer Address

City, State, Zip

**RE: ACTION REQUIRED - NOTICE OF FINAL DUE DATE FOR DELINQUENT UTILITY CHARGES / PENDING SPECIAL ASSESSMENT AGAINST PROPERTY**

Dear Property Owner,

Our records indicate that the sewer account balance for your property has remained unpaid for more than ninety days (90) past the billing date. Pursuant to the Rio Dell Municipal Code Section 13.10.241-246, the City is instituting special assessment procedures to collect said delinquencies through the annual county property tax assessment process. Accordingly, the City Council has set July 18, 2023, at 6:30 pm, as the public hearing date for authorization to add to the property tax roll the amount of delinquent charges associated with the above-stated sewer account.

This is to notify you that your utility account was placed on a list of delinquent accounts presented to the City Council at the July 6, 2023, City Council meeting. Billing history indicates that this account has a past-due balance in the amount of \$XXX. The last day that payment may be made to avoid the placement of a lien against the property is Wednesday, August 9, 2023. Payment can be made by cash, check, or credit card. After that date, the charges will appear on the property tax bill and payment will not be accepted by the City. Additionally, these charges will accrue penalties and interest if they remain unpaid.

If you believe this information is incorrect, please contact the City of Rio Dell Utility Billing office at (707) 764-3532 or by visiting City Hall. Customer service is available to assist you Monday through Friday between 9:00 am- 4:30 pm.

Utility Billing

City of Rio Dell