

City of Chelsea Utility Penalty Rate Policy

Policy

The City of Chelsea charges a 2% penalty quarterly on utility balances more than 61 days old at the end of each calendar quarter. Past due balances less than \$25.00 will not be penalized.

Procedure

1. At the end of each quarter, the Administrative team runs a process through the Balance Manager utility in the BS&A Utility system to apply penalties using the policy criteria.
2. This process is completed after the end of each calendar quarter.