

CITY OF SEGUIN

RESOLUTION NO. _____

STATE OF TEXAS

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SEGUIN,
TEXAS APPROVING A UTILITY BILLING CUSTOMER SERVICE
POLICY; AND DECLARING AN EFFECTIVE DATE**

WHEREAS, over the year the utility billing department has developed a number of policies and procedures that apply to its operations; and

WHEREAS, city staff has gathered all the utility billing policies and procedures and arranged them in a single policy document that can be given to the City's utility customers; and

WHEREAS, if approved the attached utility policy manual will also be placed on the City's website so that it is more easily available to all that seek it; and

WHEREAS, city staff recommends that these policies be approved.

NOW THEREFORE BE IT RESOLVED by the City Council of Seguin, Texas:

PART 1. The attached Utility Billing Customer Service Policy is hereby adopted as official City policy.

PART 2. This Resolution is in full force and effect from and immediately after its enactment.

ADOPTED on the 21st day of March 2017.

**DON KEIL
MAYOR**

ATTEST:

**Naomi Manski
City Secretary**