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**BOARD OF COUNTY COMMISSIONERS  
HILLSBOROUGH COUNTY  
TAMPA, FLORIDA 33601**

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**BOARD POLICY - SECTION NUMBER: 09.07.05.00**

**SUBJECT:** FILING SMALL CLAIM SUITS FOR OVERDUE ACCOUNTS - PUBLIC UTILITIES DEPARTMENT

**EFFECTIVE DATE:** NOVEMBER 2, 1988

**SUPERSEDES:**

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**Purpose:**

To provide guidelines for the enforcement of collections of overdue accounts from water and wastewater customers served by the Public Utilities Department.

**Policy:**

The Board of County Commissioners approves and authorizes the Public Utilities Department, in coordination with the County Attorney, to file small claim suits for delinquent water and wastewater service accounts with an outstanding balance of \$2,500 or less. Outstanding balances in excess of \$2,500 will be referred to the County Attorney for appropriate litigation.

**Responsibilities:**

It is the responsibility of the Public Utilities Department, under the direction of the County Administrator, to establish and execute procedures necessary to accomplish collection of overdue accounts in compliance with approved Board Policy.

**Approved by:** Board of County Commissioners  
**Approval Date:** November 2, 1988