

**City Attorney:**

The City Attorney will provide legal consultation as requested by the Utilities Director or the Environmental Manager on escalating enforcement responses and will take the lead on all referrals for civil litigation and criminal investigations.

**COMMUNICATION OF COMPLIANCE AND ENFORCEMENT ACTIONS:**

The following enforcement responses are available to the City of Valdosta.

- Informal notice
- Informal meeting
- Notification of violation
- Consent Orders
- Show cause hearing
- Administrative compliance orders
- Cease and desist orders
- Administrative fines
- Emergency suspensions
- Termination of service
- Civil and criminal action
- Publication of users in significant non-compliance

**Informal notice**

- 1) Verbal Notification: Verbal notifications by telephone or in person provide an immediate notification of violations. In general, verbal notifications are used for minor isolated violations or as an initial step leading to an escalated enforcement response. All verbal notifications related to enforcement, or the investigation of suspected violations are documented in writing and placed in the respective Industrial User file. E-mail notifications may be used in lieu of verbal notifications for minor, isolated violations or as an initial step leading to an escalated enforcement response. E-mail notifications will be printed and placed in the respective industrial user file.
- 2) Warning Letters: Warning letters are issued under the same circumstances as verbal notifications. They may be issued as follow-up letters to verbal notifications or in lieu of verbal notifications. Warning letters will be delivered to the industrial user through U.S. mail and a copy will be placed in the respective industrial user file.

**Informal Meeting**

An informal meeting is used to gather information concerning noncompliance, discuss steps to alleviate noncompliance, and determine the commitment level of the industrial user. All informal meetings are documented in the Industrial User file.