

Olivehurst Public Utility District



Agenda Item Staff Report

Meeting Date: September 17, 2020

Item description/summary:

Billing Cycle Change Request: Per current billing cycle metered and non-metered accounts are billed on the 15th of the month and are due by the 10th of the following month. Unpaid bills are subject to discontinuation 60 days after the due date. SB 998 sets the timeline for service discontinuation, but not when that delinquency period begins to run. Staff request that bills become due by the end of the month to offset some of the hardship imposed by SB 998 on the District's collection of bills. Attached are past, current and proposed billing timelines.

Fiscal Analysis:

There are no additional charges to our customers. Past due amounts are subject to administrative fees and delinquency fees as per Resolution 2230. Accounts that are not paid in full by the due date are subject to a \$2.00 fee to cover the costs of providing the Reminder Notice. An additional notice will be mailed more than 48 hours prior to termination of services and the account will be subject to a \$3.00 fee and 10% penalty. Time lines and billing example are attached.

Employee Feedback

Sample Motion:

Motion to approve/not approve billing cycle change

Prepared by:

Karin Helvey, Financial Manager

Bill Date 15th	Due Date 10th of next month			due date
	# of Bills	# of Payments	%	
Pad w ithin 15 days	6,569	1,455	22%	
Pad w ithin 25 days	6,569	2,859	44%	

BILLING TIMELINE SB 998

	31-Mar	15-Apr	30-Apr	10-May	25-Jun	30-Jun	10-Jul
Pre SB 998	Meters are read	Bills are send		Apr bill due	Apr bill delinquent/shutoff process		
SB 998	Meters are read	Bills are send		Apr bill due			Apr bill delinquent/shutoff process
Proposed	Meters are read	Bills are send	Apr bill due			Apr bill delinquent/shutoff process	

April bill used as example