

# Olivehurst Public Utility District



## Agenda Item Staff Report

**Meeting Date: September 17, 2020**

### Item description/summary:

**Billing Cycle Change Request:** Per current billing cycle, water meters are read on the last of the month. Bills for usage are issued 15 days after the reading date and due 21 days later (on the 10<sup>th</sup> of the following month). Unpaid bills are subject to discontinuation 60 days after the due date. Staff request that bills are issued 7 days after the reading date and become due 30 days after the reading date (at month-end). This request will shorten the time between bill issuance and due date by 10 days and offset some of the delays in cash collections imposed by SB 998's guidelines. Attached are billing timelines pre SB 998, post SB 998 and proposed.

Note: Discontinuation of service for non-payment has been suspended during COVID 19 crisis

### Fiscal Analysis:

There will be no additional charges to our customers. Bills are due earlier but closer to the actual usage month.

Earlier collections will result in better cashflow and liquidity for the Enterprise Funds' operating accounts.

### Employee Feedback

### Sample Motion:

Motion to approve/not approve billing cycle change

Prepared by:

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**BILLING TIMELINE SB 998**

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

April bill used as example