

**CITY OF PICO RIVERA  
Administrative Policy**

SUBJECT:  <b>PICO RIVERA INNOVATIVE MUNICIPAL ENERGY COLLECTIONS POLICY</b>			EFFECTIVE DATE:  <b>July 1, 2017</b>
POLICY #:  <b>PRIME-03</b>	SUPERSEDES  <b>N/A</b>	STAFF CONTACT	# OF PAGES:  <b>2</b>

1.0 Purpose:

To establish a collections and write-off policy for the Pico Rivera Innovative Municipal Energy program (PRIME).

2.0 Organizations affected:

Pico Rivera Innovative Municipal Energy

3.0 Definitions:

3.1 PRIME Charges – The generation line item and other line items attributable to participation in the PRIME program on the SCE bill of PRIME customers.

3.2 Collections – Recovery of amounts past due for PRIME charges owed by PRIME customers to PRIME.

3.3 Collections Agency or “Agency” – A business contracted by City of Pico Rivera, or through California Clean Energy Authority, to pursue Collections.

4.0 Policy:

4.1 Any customer who has overdue PRIME charges will receive a letter from PRIME after 120 to 150 days of the charges becoming due, informing the customer of their overdue status and the methods available to pay the overdue PRIME charges.

4.2 Any overdue PRIME charges totaling \$20.00 or more which have not been paid by the customer and are no longer being collected by SCE will be provided to the Collections Agency for settlement.

- 4.3 Any overdue PRIME charges totaling less than \$20,000 which have not been paid by the customer and are no longer being collected by SCE will be considered bad debt and written off.
- 4.4 Interest will not be charged on any customer account.
- 4.5 If customer has not paid within 180 days following the initiation of the collections process, Agency will file credit reporting information on the customer with all applicable agencies.
- 4.6 Collections Agency will be authorized to pursue legal action on any customer with an outstanding balance of \$750 or more.
- 4.7 After customer has paid overdue amounts Collections activity will terminate with respect to that customer.

Approved:

  
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René Bobadilla, City Manager

11/13/17  
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Date