

**TOWN OF PRESCOTT VALLEY
REQUEST FOR COUNCIL ACTION
Date: October 21, 2010**

SUBJECT: Update to Prescott Valley Utility Regulations

SUBMITTING DEPARTMENT: Management Services

PREPARED BY: Colleen Auer, Deputy Town Attorney
William E. Kauppi, Management Services Director

AGENDA LOCATION: Comments/Communications , Consent , Work/Study ,
New Business , Public Hearing , Second Reading

ATTACHMENTS: a) Draft Customer Accounts Regulations

SUMMARY BACKGROUND: Staff met with Council at the March 18, 2010 Work/Study to introduce proposed updates to the current Prescott Valley Utility Regulations. Council generally agreed with the recommendation to separate the Regulations into two documents – one for customer billing and collections and one for operation and maintenance. Accordingly, Staff moved ahead with that project. In the process, legal staff suggested also separating the Improvement District Administration (Assessment) regulations.

Attached for preliminary Council review is a draft version of the new Customer Accounts Regulations. In this draft, Staff has reorganized and simplified some of the verbiage in the Current Regulations to make it more user friendly. Staff has also made some modifications to the enforcement process, based on past experience, to further the on-going goal of efficient and effective collection of account delinquencies. This includes further clarification of the parties responsible for rates, fees, charges and penalties incurred on a utility account, elimination of all references to the Prescott Valley Water District (dissolved on March 13, 2008), revision of collection timeframes to account for transition of accounts from active to inactive status, addressing delinquencies from bankruptcies and foreclosures, clarifying rates, fees and charges assessed based on types of accounts, and accounting for electronic transfer of account information.

Staff is looking for additional Council input prior to finalizing the three new Regulation documents.

OPTIONS ANALYSIS: N/A For discussion only.

ACTION OPTION: N/A For discussion only.

RECOMMENDATION: N/A For discussion only.

FISCAL ANALYSIS: The Customer Accounts Regulations are expected to be more user friendly, thereby reducing administrative costs, and to allow for more efficient and effective collection of delinquent account balances resulting in an overall positive financial impact.

REVIEWED BY:

Mgmt Svcs Director _____ Town Clerk _____

Town Attorney _____

Town Manager _____

COUNCIL ACTION:

Approved Denied Tabled/Deferred Assigned to _____