


**CITY OF BALDWIN PARK
Administrative Policy**

SUBJECT: BALDWIN PARK RESIDENT OWNED UTILITY DISTRICT COLLECTIONS POLICY			EFFECTIVE DATE: October 1, 2020
POLICY #: BPROUD-03	SUPERSEDES N/A	STAFF CONTACT	# OF PAGES: 2

- 1.0 Purpose
To establish a collections and write off policy for the Baldwin Park Resident Owned Utility District program.
- 2.0 Organizations affected
City of Baldwin Park
Baldwin Park Resident Owned Utility District
- 3.0 References
None
- 4.0 Definitions
- 4.1 BPROUD Charges
The generation line item and other line items attributable to participation in the BPROUD program on the SCE bill of BPROUD customers.
- 4.2 Collections
Recovery of amounts past due for BPROUD charges owed by BPROUD customers to BPROUD.
- 4.3 Collections Agency or "Agency"
A business contracted by City of Baldwin Park, or through California Choice Energy Authority, to pursue Collections.
- 5.0 Policy
- 5.1 Any customer who has overdue BPROUD charges will receive a letter from Baldwin Park Resident Owned Utility District after 120 to 150 days informing them of their overdue status and the methods available to pay the overdue BPROUD charges.

- 5.2 Any overdue BPROUD 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.
- 5.3 Any overdue BPROUD charges totaling \$19.99 or less which have not been paid by the customer and are no longer being collected by SCE will be considered bad debt and written off.
- 5.4 Interest will not be charged on any customer account.
- 5.5 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.
- 5.6 Collections Agency will be authorized to pursue legal action on any customer with an outstanding balance of \$750 or more.
- 5.7 After Customer has paid overdue amounts Collections activity will terminate for that customer.

Approved:

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Shannon Yauchzee, Chief Executive Officer

8/20/2020

Date