

AGENDA ITEM SUMMARY SHEET

City of Rollingwood

Meeting Date: October 19, 2022

Submitted By:

Staff

Agenda Item:

Discussion and possible action on an ordinance amending the date for assessing late fees to utility service charges

Description:

At the July City Council meeting, the City Council approved an ordinance that clarified the process for late fees and termination of service for delinquent utility service payments. That ordinance established a 5% late fee to be added to bills that were not paid 30 days after the day the bill was due.

After attempts to reconfigure the city's utility billing system, staff has determined that the system can't be configured to meet this requirement. In order for late fees to be assessed, they need to be applied to the past due bill before the following month's bill is generated- or the late fee will apply to the more recent bill.

This amendment would change the date which a late fee is to be added to a bill from 30 days to 3 business days. This will allow for the late fee to be assessed before the following month's bill is generated.

Action Requested:

Take action on an ordinance amending the date for assessing late fees to utility service charges

Fiscal Impacts:

No significant fiscal impact anticipated at this time.

Attachments:

- Proposed Ordinance 2022-10-19-12 amending the date for assessing late fees to utility service charges