

CITY OF BRIGHTON
CITY COUNCIL MEETING
CITY HALL
JANUARY 6, 2011

ADDENDUM PACKET

9. Consider approval of a [proposed change in utility billing from monthly to bi-monthly](#) to achieve staff time efficiencies and related staff time processing costs.

FINANCE POLICY REPORT

Consider Approving the monthly Utility Billing to a Bi-monthly Utility Billing

January 6, 2011

Prepared by:

Reviewed by:

Kelly LaLonde
Finance Director

Dana William Foster
City Manager

ISSUE:

Consider approval of a proposed change in utility billing from monthly to bi-monthly to achieve staff time efficiencies and related staff time processing costs

STAFF RECOMMENDATION:

It is staff's recommendation to start billing all monthly utility customers bi-monthly (every other month). The bi-monthly billing would start immediately with the January 31st, 2011 billing being the last monthly billing. The first bi-monthly billing would be March 31, 2011.

BACKGROUND:

Prior to July 1, 2007, all Utility customers were billed quarterly. The City had a Water and Sewer Rate Study in the Spring of 2007, which recommended the City change from a quarterly to a monthly billing in an effort to reduce the larger quarterly bills to a smaller monthly bill. The monthly billing would also assisted the Utility Fund with a regular cash flow.

The Finance Department has had a staff reduction due to Dave Gajda's resignation and the Assistant Finance Director position not being back-filled. The change from a monthly to a bi-monthly billing will create efficiency within the finance department to re-allocate duties.

The Utilities Department has also experienced a staff reduction due to the retirement of a utility worker. This change will result in less time required from a Utility worker to read the meters each month.

BUDGET IMPACT:

This change will result in an annual budget savings in the Utility Fund of approximately \$20,000.

RELATIONSHIP TO GOALS:

Related to the City Council's Budget/Financial Goal to reduce expenditures.

ACTION/MOTION:

Motion to (1) approve the change from a monthly billing to a bi-monthly billing, and (2) to direct staff to implement this change immediately as recommended.