CITY OF SANTA BARBARA
Administrative Policy

SUBJECT: SANTA BARBARA CLEAN ENERGY COLLECTIONS POLICY			EFFECTIVE DATE: **May 25, 2021**
POLICY #: **SBCE-04**	SUPERSEDES **N/A**	STAFF CONTACT **Alelia Parenteau**	# OF PAGES: **2**

1.0 Purpose
   To establish a collections and write off policy for the Santa Barbara Clean Energy program.

2.0 Organizations affected
   City of Santa Barbara
   Santa Barbara Clean Energy

3.0 References
   None

4.0 Definitions
   4.1 SBCE Charges
      The generation line item and other line items attributable to participation in the SBCE program on the SCE bill of SBCE customers.

   4.2 Collections
      Recovery of amounts past due for SBCE charges owed by SBCE customers to SBCE.

   4.3 Collections Agency or "Agency"
      A business contracted by City of Santa Barbara, or through California Choice Energy Authority, to pursue Collections.

5.0 Policy
   5.1 Any customer who has overdue SBCE charges will receive a letter from Santa Barbara Clean Energy after 120 to 150 days informing them of their overdue status and the methods available to pay the overdue SBCE charges.

5.2   Any overdue SBCE 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 SBCE 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:

_____   _____
Paul Casey, Executive Director - SBCE   Date