



**CITIZENS UTILITY BILLING REVIEW AD HOC ADVISORY COMMITTEE**  
**March 15, 2021; 4:00 PM**  
**VIA TELEPHONE/VIDEOCONFERENCE**

**NOTICE IS HEREBY GIVEN** that pursuant to the rules adopted by the City Council at its January 11, 2021 City Council Regular meeting, the Citizens Utility Billing Review Advisory Committee of the City of Pearland will conduct a meeting on March 15, 2021 at 4:00 p.m., via telephone or video conference in order to advance the public health goal of limiting face-to-face meetings (also called “social distancing”) to slow the spread of the Coronavirus (COVID-19).

Residents may watch this meeting online within 72 hours post meeting at: <https://www.pearlandtx.gov/departments/water-billing/utility-billing-advisory-committee>

*The Committee notes that Agenda items II, III, IV and V are standing and continuing items that are expected to remain on the published Agenda for the duration of the Committee’s charter. Time allowance at each published meeting may require some or all of these items to be discussed on a future agenda.*

- I. Approval of March 8 & 11, 2021 Minutes:** Chairman Stephen Saboe
- II. Comments from Mayor Cole**
- III. Input, Discussion, and Action:** [Initial recommendations](#) were presented at the February 22, 2021 Council Meeting.
  - a. Agreed, already underway; (Completed Further discussion as needed)**
    - i. Recommendation 1: Foster a culture of engagement and continuous improvement
    - ii. Recommendation 2: Establish formal performance measures to track service delivery
    - iii. Recommendation 3: Review and update written standard operating procedures (SOPs) regularly.
    - iv. Recommendation 4: Develop an enhanced training program.
    - v. Recommendation 7: Synchronize meter reading and billing cycles
    - vi. Recommendation 13: Adjust staffing to reflect short-term needs and prepare for AMI implementation.
    - vii. Recommendation 15: Create an inclusive AMI Implementation Team

**b. Agreed, with caveats (Completed; Further discussion as needed)**

- i. Recommendation 5: Improve external communication plans for meter-to-cash activities.
- ii. Recommendation 8: Implement a streamlined meter-to-cash process.
- iii. Recommendation 11: Create designated morning and afternoon call-takers to streamline CSR workload.
- iv. Recommendation 16: Continue engaging Tyler Technologies to resolve inefficiencies and errors in New World.

**c. No Opinion Put Forth (Time permitting)**

- i. Recommendation 9: Reorder billing cycles
- ii. Recommendation 12: Transition to a centralized staffing structure over time.

**IV. Input, Discussion, and Possible Action (Time permitting):**

**a. Disagree**

- i. Recommendation 10: Enhance delinquent account communications
- ii. Recommendation 14: Pilot a 4-10 schedule for meter-to-cash staff.

**V. Input, Discussion, and Possible Action:** Provide additional recommendations to the City Council, as they apply to the Utility Billing systems, processes and infrastructure that may not be captured in the Raftelis Report.

- a. Recommendation 6: Consider alternatives to the 32-30 Plan.
- b. Budget/Financial presentation – Eric Roche
- c. Section 30 Ordinances presented to Council on March 1, 2021 – Nancy Massey

**VI. Input, Discussion, and Possible Action:** Information requests, set next meeting goals, date/time and agenda.

- a. Information requests from the Committee may require external or extraordinary resources, with related costs; discuss process for Council / staff review and approval of these resources.

I certify that a copy of this notice for the Citizens Utility Billing Review Ad Hoc Advisory Committee meeting on March 15, 2021, was posted at City Hall, 3519 Liberty Dr., Pearland, TX 77581 on March 14, 2021 by 4:00 p.m.

Stephen Saboe

Chairman

Citizen Utility Billing Review Ad Hoc Advisory Committee