



## PUBLIC UTILITY BOARD POLICY

Category: **Strategic Directive**

Date of Adoption: **Month, Day 2020**

Resolution No.:

Revision Date:

Title: **Customer Service**

Policy Number: **SD-13**

### **Purpose**

As a municipal utility, TPU is committed to providing the highest levels of customer services. The Public Utility Board has established this directive to ensure positive customer experiences with respectful treatment of customers. This directive includes:

### **Values**

1. TPU takes pride in its role as a critical services supplier for the communities it serves. TPU recognizes the impact customer service has on community relations, trust and respect.
2. TPU customers will be treated compassionately, respectfully, and equitably.
3. TPU customers will be listened to, valued and engaged with civil, professional, and timely communication in the customer's language.

### **Outcomes**

1. TPU's customer service will be known for excellence by our customers.
2. TPU will have payment options and assistance programs to ensure utility services are affordable.
3. TPU staff will keep the Public Utility Board apprised of best practices and customer service trends including new technology.
4. TPU will have a complaint process available for any customer who does not believe their treatment has been appropriate.
5. TPU will leverage technology to serve customers using the channels they prefer to communicate in.

## **Measurements**

1. TPU's Public Utility Board will receive an annual benchmark of customer satisfaction. TPU's goal is to achieve first or second quartile performance in customer satisfaction.
2. TPU's Public Utility Board will receive updates on key operational performance metrics with high customer value. These metrics include:
  - a. Total dollars and number of customers served through utility assistance programs.
  - b. Phone service levels and average speed to answer calls.
  - c. Billing timeliness and accuracy.

## **Reporting Frequency**

Quarterly unless otherwise noted.