

Financial Policy Changes

August 14, 2017

Presented by:

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Objective

- Council Review of Policies / Policy Changes to:
 - Develop and implement policies necessary to operate a wastewater utility
 - Update current policies
 - No financial impacts
 - Addresses City Council Goal 2: Improve Shoreline's infrastructure to continue the delivery of highly-valued public services



Policies

- Resolution 417- Establishing Customer Service Policies to Manage a Wastewater Enterprise
- Resolution 416- Updates to Business Expense Policy
- Ord No. 793 - Purchasing Code
- Ord No. 795 - Sale and Disposal of Surplus Personal Property

Res. No. 417 – Establishing Customer Service Policies to Manage a Wastewater Enterprise

- Adopt rate table annually
- Adopt resolution with policies effective upon assumption

Res. No. 417 - Wastewater Customer Service Policy Topics

Topics		Summary/Key Points
Section 1	Properties Subject to This Policy	Properties within 300 feet of a sewer line with exception for some properties with functioning septic systems in old King County Sewer District No. 3
Section 2	Structures Required to be Connected Where Sewer Lines are Available	Any improvements on property which are designed, intended or suitable for human occupancy, employment, recreation, habitation or other purpose. Also addresses demolition of structures
Section 3	Billing Procedures	Delivery by mail or electronic methods and timing of billing, duplicate bills, time limit on back billing, refunds
Section 4	Wastewater Service Charge Delinquency, Penalties, Interest, and Liens	10% delinquent payment charge, lien processing fee, interest charged should a lien be imposed. Timing for collection actions, application of payments on delinquent accounts,
Section 5	Customer Classification and Calculation of Wastewater Service Charge	Classification for Residential and Commercial customers, regular service charge and treatment charge Special Billing for Mountlake Terrace, provision for an industrial classification in the future.
Section 6	New Accounts	Estimation process for commercial accounts, mixed use properties, and new classifications.
Section 7	Surcharges	Surcharges allowed where needed where needed to support additional costs needed to service a particular area or customer. Provides for a local facilities charge for new connections from previously unsewered areas.
Section 8	Reduced Rates for Qualifying Low-Income Senior and Low-Income Disabled Citizens	Reduced rates for qualifying low income seniors. Available for property owners/occupants earning 60% of the Local Area Median Household Gross Annual Income.
Section 9	Protest/Appeal Process	Defines the process for filing a protest or appealing charges.
Section 10	General Facilities Charge and Edmonds Treatment Facilities Charge	Defines the situations where the General Facility Charge and the Edmonds Treatment Facility Charges will be applied.

Res. No. 417 – Establishing Customer Service Policies to Manage a Wastewater Enterprise

- Questions?
- Staff Recommendation: Place Res. No. 417 on consent agenda in October



Res. No. 416 - Amending the City's Business Expense Policy

- Clean-up and clarification - changes include:
 - Prior approval for Overnight & International Travel
 - Documentation
 - Reimbursable meal costs – Per Diem for travel
 - Rental vehicles
 - Food and beverages at City meetings
 - Eliminate Sister City Program



Res. No. 416 - Amending the City's Business Expense Policy

- Questions?
- Staff Recommendation: Place Res. No. 416 on consent agenda on September 18

Ord. No. 793 Amending SMC Chapter 2.60

Purchasing Code

- Housekeeping & Minor Updates:
 - Change to personnel title
 - Threshold for Small PW: Link code to RCW dollar amount
 - In lieu of bond amount linked to RCW dollar amount (per City's option)
 - Service Contracts over \$3K require PO or Contract



Ord. No. 793 Amending SMC Chapter 2.60 Purchasing Code

- Questions?
- Staff Recommendation: Place Ord. No. 793 on consent agenda on September 18

Ord. No. 795 Amending SMC Chapter 3.50 Sale and Disposal of Surplus Personal Property

- Increase the City Manager's authority to approve surplus of items from \$2,000 up to \$5,000



Ord. No. 795 Amending SMC Chapter 3.50 Sale and Disposal of Surplus Personal Property

- Questions?
- Staff Recommendation: Place Ord. No. 795 on consent agenda on September 18