

MEETING DATE: 10/18/2022**DEPARTMENT:** Administration/Finance**AGENDA ITEM:** Resolution 1136, Resolution Adopting Changes to the City's Policy Manual

REQUESTED BOARD ACTION:

Motion to approve Resolution 1136, Adopting Changes to the City's Policy Manual

SUMMARY:

A number of changes to the policy manual are recommended at this time. Updated policies are attached. The full manual is available at the [City of Smithville Public Website](#).

During the August 16, 2022, Board of Aldermen Work Session, the Board provided recommendations to staff to alter the utility disconnection policy by lengthening the timeline until disconnection occurs while also increasing the disconnection threshold. These policy changes allow more time for customers to pay before utility disconnection occurs. The policy language is included in this RFA for review by the Board.

On July 19, 2022, the Board of Aldermen approved the creation of a City Donation Fund. Since the creation of this fund, the City has received donations for both the Park Legacy Fund and for specific capital equipment within in the Police Department. Recommended changes to the policy manual outline the fund and indicate the use of a donation agreement form which must be completed by any donor specifying how monies are to be used by the City.

On August 2, 2022, the Board of Aldermen approved revisions to the General Fund reserve requirement. The Board agreed to decrease the required reserve level from a fund balance level equal to 40% of budgeted operating expenditures to 25% of budgeted operating expenditures. This policy alteration will allow the City to use more funds in upcoming fiscal years for retaining personnel, upgrading equipment and improving City infrastructure.

In reviewing the City's Policy Manual, staff also acknowledged the fact that the City no longer provides portable electronic tablets to elected officials to use for City business during their time in office. The policy language regarding use of electronic tablets has been proposed for deletion from the policy manual. Also, the City's previously approved Investment Policy (Board Resolution 602) has been added to the City's Policy Manual.

Finally, the Board of Aldermen recently approved a new Fireworks Ordinance which allows for easier firework permitting in conjunction with Smithville Area Fire Protection District (SAFPD). The process would allow for annual Board-approved permits of individual fireworks displays.

PREVIOUS ACTION:

The Board of Aldermen approved the implementation of a senior discount for City trash service via Resolution 959 on September 7, 2021. This was the last approved change to the City's Policy Manual

POLICY ISSUE:

City Policy Manual provides administrative direction and guidance on executing and actionizing City policy.

FINANCIAL CONSIDERATIONS:

Fiscal impact has been discussed with the Board based upon each specific change to policy within the policy manual.

ATTACHMENTS:

- | | |
|--|-----------------------------------|
| <input type="checkbox"/> Ordinance | <input type="checkbox"/> Contract |
| <input checked="" type="checkbox"/> Resolution | <input type="checkbox"/> Plans |
| <input type="checkbox"/> Staff Report | <input type="checkbox"/> Minutes |
| <input checked="" type="checkbox"/> Other: Donation Policy | |
| Fireworks Event Policy | |
| General Fund Reserve Policy | |
| Technology Communication Policy – Elected Officials | |
| Utility Disconnection Policy | |

RESOLUTION 1136

A RESOLUTION ADOPTING CHANGES TO THE CITY'S POLICY MANUAL

WHEREAS, the City's Policy Manual is used to provide directives and step-by-step processes for City staff to execute; and

WHEREAS, during an August 2022 Work Session, the Board of Aldermen directed staff to change the utility disconnection timeline and threshold for City utility billing; and

WHEREAS, on July 19, 2022, the Board of Aldermen approved the creation of a City Donation Fund and approved the use of a donation form for specific donations to the City; and

WHEREAS, on August 2, 2022, the Board of Aldermen approved revisions to the General Fund reserve requirement by decreasing the requirement from 40% of the operating budget to 25% of the operating budget; and

WHEREAS, the City no longer provides portable electronic tablets to elected officials to use during their term in office, which will result in deleting this policy from the policy manual; and

WHEREAS, the City adopted an Investment Policy through Resolution 602 on June 5, 2018, which has been added to the policy manual; and

WHEREAS, staff have incorporated these directives into an updated version of the City Policy Manual which actionizes policy; and

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF ALDERMEN OF THE CITY OF SMITHVILLE, MISSOURI:

THAT THE ATTACHED POLICY MANUAL IS HEREBY APPROVED AND ADOPTED AS THE OFFICIAL POLICY OF THE BOARD OF ALDERMEN UNTIL AMENDED BY THE BOARD

PASSED AND ADOPTED by the Board of Aldermen and **APPROVED** by the Mayor of the City of Smithville, Missouri, the 18th day of October 2022.

Damien Boley, Mayor

ATTEST:

Linda Drummond, City Clerk

Title: **Donation Policy**

Effective Date: November 1, 2022

Section 1. Purpose of Donation Policy

The purpose of this policy is to establish procedures for the acceptance of donations to the City. A uniform set of procedures shall be followed in acceptance of all unsolicited donations and proper approval shall be obtained prior to acceptance. All cash, equipment, in-kind services, materials, and sponsorships donated to the City shall be accounted for in accordance with the procedures set forth in this policy.

Section 2. Donation Policy & Procedures

The City Administrator will accept or reject offers of donations of money, equipment and in-kind contributions or sponsorships to the City in general up to \$5,000. Donated money will be expended for general purposes or specified purposes, if agreed upon with the donor, as one-time supplements to the City's operating budget. Donations of equipment will be considered based on program outcomes, department goals and needs. Each donation will be evaluated for usefulness and costs of potential replacement/rental rates will be considered. In-kind contributions and sponsorships for specific events will be treated in the same way as donated funds. Donations made directly to the City Donation Fund will require the submission of a donation agreement which is signed by the donor. On this agreement, the donor can specify how the donation shall be used.

For monetary, equipment and in-kind contributions or sponsorships with values over \$5,000, a Request for Action will be written for the Board of Aldermen outlining the purpose of each donation and the advantages and disadvantages of accepting the gift. For monetary donations, it will be stated in the RFA if the gift is a one-time contribution for a specific purpose or a contribution where the principal could be invested and the interest used to support all or part of a special project or program for several years. The Board will decide, on a per case basis, if money should be accepted or rejected. An RFA will also be written so that the Board can decide to reject or accept equipment valued at over \$5,000. In-kind contributions and sponsorships of over \$5,000 in value will also require an RFA. Corporations offering sponsorships or in-kind contributions will be requested to state the value of the offered service. Upon acceptance of any donation by the City, the donation shall become the property of the city of Smithville and be treated as such.

Section 3. Definitions

A. **Gift or Donation.** For purposes of this policy, the terms "gift" and "donation"

shall be synonymous and may be a monetary contribution and/or equipment, in-kind goods or services or sponsorships which the City has accepted and for which the donor has not received any goods or service in return.

Section 4. Donations to the City

- A. **Responsibility.** Upon acceptance of a donation by the City Administrator or the Board of Aldermen, responsibility for management of donations shall lie solely with the City. In addition, the Administration Department will establish separate donation accounts for each City Department and a general account for the City to accept donations and expend donations for specific purposes.
- B. **Accepting Unsolicited Donations.** Unsolicited donations shall be accepted only if they have a valid use to the City.
 - a. If the item obviously has no use to the City or would be more effectively used elsewhere, the donor will be informed, as soon as possible.
 - b. Proof of Ownership: If there is any question as to the legal owner of the donated item, proof of ownership may be requested.
 - c. Restrictions: Donors shall be encouraged to place minimal restrictions on donated items or funds, allowing the City department or the City in general as much flexibility as possible on determining its use.
- C. **Conditions for Accepting/Rejecting Donations.** Staff shall work with the donor to assure that restrictions are reasonable and do not leave the donor with unrealistic expectations regarding permanency of life or ownership of the donation. The following are criteria which may be applied in determining if a donation is appropriate for acceptance:
 - a. Is the use of the item or money for a designated purchase consistent with existing City policy, program outcomes and department/ city goals?
 - b. Do restrictions upon the use of the item or funds make it practical to accept?
 - c. Do restrictions on disposal or retention of the item or funds make it practical to accept?
 - d. Is required accounting for the item or funds excessively difficult?

- e. Would equipment require extensive repair or maintenance, and if so, is maintenance support available?
- f. Does use of equipment or materials require the purchase of additional items to be useful?
- g. Does acceptance of funds, equipment or in-kind services or materials present a conflict of interest for the City or its employees? Regardless of the value of the donation, if the donor is a contractor, potential contractor or there is reason to believe there may be a conflict of interest, then the City Administrator will determine if the gift should be accepted, rejected, or submitted to the Board for approval.
- h. Will the donation result in an increase to the City's budget? Recipients must bear in mind that donations are to be considered one-time supplements to departments and should not be used to develop new programs or services which would require budget supplements from the City in the current or subsequent years.

Section 5. Procedures

A. Gifts Valued at \$5,000 or Less

- a. Donation Receipt Form will be completed when donations are received, with the form completed by City staff.
- b. The donor, not staff, must place a value on the gift.
- c. The City will acknowledge each gift by letter, thanking the donor for the gift. A draft letter is included.

B. Gifts Valued at \$5,000 or More

- a. Acceptance of all gifts valued at more than \$5,000 as determined by the donor require Board of Aldermen approval. Subsequent to the Board's acceptance, procedures for acceptance of gifts in excess of \$5,000 shall be the same as those in Section A above.

C. Cash Gifts

- a. Depositing and expending cash gifts: All cash gifts shall be deposited immediately in accordance with City cash collection policy and procedure. Funds will be deposited in the City's general fund, if appropriate. Funds can also be expended from those accounts. The City Administrator will oversee general donations to the City.
- b. Recording cash donations. Donations must be supported by the

Donation Receipt signed by the donor which identifies the name of the donor, the amount and date of the donation, and the nature of restrictions on spending, if any.

- c. Board Authorization and Notification: A request for authorization for monetary gifts and others valued over \$5,000 should come to the Board.

D. Donations of Equipment and In-Kind Services, Materials, or Sponsorships. As with cash gifts, donations of equipment, in-kind services, or materials can be accepted by the City Administrator if values are under \$5,000. Equipment or in-kind services or materials valued over \$5,000 by the donor must be authorized by the Board of Aldermen.

Title: **Fireworks Event Policy**
Effective Date: November 1, 2022

Section 1. Purpose of Fireworks Event Policy

This policy establishes guidelines for the process of obtaining approval from the City of Smithville for fireworks displays outside of the allowable times established in the Code of Ordinances.

Section 2. Fireworks Event Policy and Procedure

Approval of a fireworks display outside of the times outlined within Section 205.2210 "Discharge and Sale of Fireworks" shall be obtained on a location-by-location basis. Annual permit approval by the Board of Aldermen is required for locations holding more than one display annually. Once approved by the Board of Aldermen, each display throughout the year may be approved administratively by submitting application for approval by the City Administrator.

All displays are to be completed prior to 10:00 p.m. with notification to adjacent neighborhoods required.

A complete application will include:

- A copy of a current certificate of insurance
- A copy of written approval of the event from the Smithville Area Fire Protection District
- A written plan of notification to the area residents
- Types and sizes of fireworks that are to be use in the display

Administrative approval of an application following annual permit approval by the Board will communicated to the Board of Aldermen through the City Administrator's report. The Police Department will also receive notification of the event.

Title: **General Fund Reserve Policy**

Effective Date: November 1, 2022

Section 1. Purpose of Policy

The purpose of the General Fund Reserve Policy is to provide guidelines to the Board of Aldermen and staff for establishing, maintaining, and performing an annual review of the minimum and appropriate level for General Fund balance.

Section 2. Policy Background

The Government Finance Officers Association (GFOA) recommends that governments establish a formal policy regarding the level of fund reserves that should be maintained to mitigate current and future risks such as revenue shortfalls, unanticipated expenditures, natural disasters and to ensure the ability for stable and acceptable rate changes.

A minimum unassigned fund reserve is generally considered a prudent and fiscally responsible policy to deal with unforeseen situation including but not limited to:

- Unfunded Federal, State or Other Mandates
- Revenue Shortfalls due to Economic Downturns or other unexpected conditions
- Expenses Incurred for Restoration of Service due to Weather Events or other Natural Disasters
- Credit rating agencies continually monitor the levels of unassigned fund balance when evaluating the creditworthiness and assigned a credit rating for debt issuance.

The City has established and approved a Fund Balance Reserve Policy where the City shall maintain a minimum unassigned fund balance equal to twenty-five percent (25%) of the General Fund budgeted expenditures for any given year. Designation of an appropriate level of fund reserve is recommended for use as a financial planning tool in the budget process and with bond rating agencies.

Section 3. General Fund Reserve Policy Language

The City shall maintain a minimum General Fund reserve equal to twenty-five percent (25%) of the General Fund total annual expenses for any given year. The reserves shall be used when approved by formal Board of Aldermen action or under the following circumstances:

- Large one-time costs where use of reserves would provide long-term cost savings.

- To mitigate service impacts from significant revenue shortfall due to economic downturn or other unexpected loss of revenue.
- Restoration due to weather events or other natural disasters.
- Unexpected liabilities created by Federal, State, or other mandates out of the City's control.

If in any fiscal year the General Fund Reserve Balance is required to be used or is not achieved, the City Administrator shall present to the Board of Aldermen a strategy to meet the Fund Reserve minimum reserve level within two (2) fiscal years.

Staff shall ensure that the provisions of this policy are effectively implemented. If it is determined that there is a conflict between this policy and other more specific governing policies involving the operating or capital improvement budgets, this shall be brought to the attention of the City Administrator who will determine the appropriate course of action.

Title: ~~Technology Communications Policy for Elected Officials~~

Effective Date: November 1, 2015

~~Section 1. Purpose of Policy~~

The City of Smithville continually strives for efficiency and transparency in City operations. Technology is a key component in achieving these goals. The City of Smithville recognizes the benefits of utilizing digital communication and information and, therefore, may provide an iPad to the Mayor and each Board of Aldermen member ("Users"), for use in performing official duties. This policy is to ensure the Users of the iPad acknowledge, understand, and respect the iPad, Internet, and usage policy.

~~Section 2. Policy Scope~~

This policy applies to elected officials of the City of Smithville issued an iPad by the City.

~~Section 3. Policy Language~~

It is the policy of the City of Smithville to provide iPads to the City's elected officials for the duration of their terms. Those in receipt of iPads shall adhere to this policy and procedures to ensure appropriate use and optimum functionality of City-issued communication devices. The iPad, Internet, and email access that the City provides to Users are tools for conducting City business. Thus, use of such tools will be primarily for City business-related purposes.

~~Issuance and Return~~

Before an iPad is issued, a signed acknowledgement of this policy must be completed by the User. The iPad and all issued accessories must be returned to the City when the elected official's term ceases (not re-elected, resigns, etc.) Upon return of the iPad to the City and following the preparation of any appropriate backup files, the iPad will be wiped clean of any and all information and issued to the User's successor in office.

~~Usage~~

The City will direct all its email and other electronic transmissions for a User to the User's City email address, which can be retrieved on the iPad. All agenda and meeting documents will be made available to elected officials electronically utilizing the City website whenever possible. Elected officials will be advised by the City Administrator's Executive Assistant when documents are available on the City website. In addition, Users will have access to an individual calendar on the iPad which can be utilized to record availability. The City Administrator's Executive Assistant will have access to availability for scheduling purpose.

~~Transparency~~

~~City records, whether paper or electronic, are governed by the public disclosure requirements of the Missouri Sunshine Law. The iPad, Internet and e-mail access provided are tools for conducting City business. Thus, use of such tools by elected officials will be solely for City business-related purposes. All of the City's computer systems, including the iPad, are considered to be public property. All documents, data, files and e-mail messages created, received, stored in, or sent from any City iPad are considered public records, subject to disclosure to the public pursuant to the Missouri Sunshine Law (with only limited exceptions), and are considered the property of the City of Smithville. Elected officials may not use personal e-mail accounts on any device in the conduct of City business.~~

~~Accessories & Applications (Apps)~~

~~City staff will be responsible for the initial setup of the iPads and download a standard set of apps. For asset protection purposes, downloading of apps by elected officials is prohibited. All iPads will be distributed with a protective cover and charging equipment.~~

~~Replacement~~

~~The technological life of the iPad is estimated at three years; therefore, the iPads will be assessed every three years and, if authorized through the budgeting process, the City will purchase upgraded devices. Replacement or upgrade decisions shall be made by City staff to ensure optimum performance and compatibility at a reasonable cost. iPads will only be replaced prior to their scheduled replacement date if they no longer operate effectively and cannot be economically repaired or have been lost/stolen. It is the responsibility of the User to ensure the City-provided iPad is kept in a reasonable and safe condition. Should an iPad be accidentally lost, damaged, or stolen, the City shall pay the cost of the repair and replacement. Should an iPad be accidentally lost, damaged, or stolen a second and subsequent time, the User shall be entirely responsible for repair or replacement costs and shall replace the unit within two weeks of the equipment loss. iPads that are damaged or destroyed through intentional, reckless, or negligent misuse must be repaired or replaced solely at the User's expense.~~

Title: **Utility Billing Procedures**

Effective Date: November 1, 2022

Section 1. Purpose of Utility Billing Procedures

The purpose of this policy is to establish procedures for rendering monthly utility bills to customers and for obtaining payment of those utility bills.

Section 2. Water Meter Reading

Water meters equipped with an electronic reading transmitter (ERT) will be read via an electronic scan monthly. Water meters which are not equipped with an ERT device will be read manually, if accessible. If such a meter is not accessible, an estimated read will be provided based on reasonable approximate consumption.

Between the months of March and November, each water meter (commercial and residential) is manually read to ensure the accuracy of the ERT device.

Water meter reading is a multi-day process which begins no sooner than the 25th of each month and ends no later than the last day of the month.

Section 3. Rendering of Utility Bills

Electronic reads are uploaded to the City's utility billing software; manual and estimated reads are manually entered into the City's utility billing software.

The City contracts with a third-party vendor to print and mail utility bills. A billing file is electronically sent to the vendor no later than 12:00 PM on the 3rd of the next month. The vendor prints and mails the utility billings via USPS mail the same day the file is received.

Section 4. Utility Bill Payments & Accepted Payment Methods

Utility billing accounts shall be due and payable no later than 5:00 PM on the 16th of each month. If the 16th falls on a non-business day, accounts shall be due and payable no later than 5:00 PM on the first business day following the 16th.

Payment options and methods are as follows:

Automatic Bank Draft	Drafts occur and are posted to Utility Accounts on the 15 th of each month (due to bank time restraints, the file is locked on the 13 th of each month).
Cash, Check, or Money Order at City Hall	Payments are posted in real time. Office hours for City Hall are 8:00 AM to 5:00 PM.
Cash, Check, or Money Order in City Hall Drop Box	Payments are gathered at 8:00 AM each business day and posted immediately thereafter.
Cash, Check, or Money Order via USPS Mail	Payments are posted immediately after mail is received each business day.
Customer's Bank Online Bill Pay System	Payments from banks utilizing the electronic I-Pay system are posted at the end of each business day. Payments from banks sending physical bank checks are posted immediately after mail is received each business day.
Credit Card at City Hall	Payments are posted in real time. Customers are charged a credit card fee as set forth in the Schedule of Fees which the City pays to the credit card processing company.
Credit Card via Telephone to City Hall	Payments are posted in real time. Customers are charged a credit card fee as set forth in the Schedule of Fees which the City pays to the credit card processing company.
Credit Card via Municipal Payments Online	Payments are posted in real time. Customers are charged a credit card fee as set forth in the Schedule of Fees which the City pays to the credit card processing company. Customers are charged an additional \$1.25 by Municipal Payments Online.

Section 5. Payment Plan Contract

In the event a utility customer has a utility bill larger than they can pay in one payment, a payment plan contract must be drawn up. The Finance Director manages and directs the initiation of a payment plan contract with a utility customer. The customer is the only person who can sign such a contract, and this must be done in person at City Hall or through a digital/electronic signature via email or a DocuSign process. Establishing this payment contract does not automatically waive applicable penalties and the utility customer is still subject to collections protocol if they close their utility account and have an unpaid contract balance.

Section 6. Late Fee Penalties

Utility billing accounts not paid in full will be assessed a late penalty at 8:00 AM on the first (1st) business day following the 21st of each month. The late penalty amount is set forth in the schedule of fees. No exceptions will be made for late fee penalties.

A. Application of Late Fees Example: A utility customer receives a utility bill for one-hundred and twenty-five dollars (\$125.00) on January 1st for the December billing cycle. The customer fails to pay this utility bill by the 1st business day following January 21st and incurs a late fee which is posted to the customer's account at 8:00 AM that day.

Section 7. Disconnection of Utilities (Water) Service

Utility billing accounts in arrears more than one-hundred dollars (\$100.00) at 8:00 AM on the first (1st) business day after the 19th of the month following the previous billing cycle are subject to disconnection of water service. The utility (water) reconnection fee is set forth in the Schedule of Fees. No exceptions will be made other than those listed specifically in Section 9 of these utility billing procedures.

A. Disconnection & Reconnection Charge Example: A utility customer receives a utility bill for one-hundred and twenty-five dollars (\$125.00) on January 1st for the December billing cycle. The customer fails to pay this bill and the account balance is not below one hundred (\$100.00) dollars by the first (1st) business day after February 19th (the month following January in which the December cycle bill was due). The utility customer's utility (water) services are disconnected, and the entire account balance and reconnection charge must be paid in full with guaranteed funds for the service to be turned back on.

Section 8. Reconnection of Utilities (Water) Service & Reconnection Fee

When utility (water) service to a customer has been disconnected, it will be re-established only after the utility billing account is paid in full by guaranteed funds. Guaranteed funds include cash, money order, or credit card. The fee to reconnect service is listed in the Schedule of Fees

and must be paid, in addition, to the entire accounts balance due. Re-connection of utility (water) service will occur prior to 3:30 PM on the same day payment in full is received if the payment is received before 3:30 PM. If the payment in full is received after 3:30 PM, reconnection of water service may be delayed until the following business day.

Section 9. Exceptions to Charging a Reconnection Fee

The following scenarios are the only Board of Aldermen approved exceptions to charging a reconnection fee for utility (water) service:

- A. **Deceased or Incapacitated Utility Customer:** In the unfortunate/tragic event of a deceased or incapacitated utility account holder, the City will provide a reconnection charge exception. To receive the exception, the City must receive a copy of the death certificate or record of incapacitation of the utility customer (account holder) to waive the reconnection fee upon disconnection of utility service. The Finance Director is responsible for evaluating the legitimacy of all certificates or records of incapacitation.
- B. **Financial Assistance for Utility Customer:** In the case of a utility customer applying for and receiving financial assistance, the City will provide a reconnection charge exception. The utility customer must provide a promissory note or pledge which guarantees the reception of funds by the City. The Finance Director is responsible for evaluating the legitimacy of the promissory note or pledge as this must come from an agency or institution which can guarantee funds for utility assistance.
- C. **“Pending” Leak Adjustment for a Utility Customer:** In the case of a utility customer working with the City to determine or fix a leak, the City will provide a reconnection charge exception. Customers with leaks typically have significantly more expensive utility bills due to increased usage from the leak, so to accommodate this higher bill and provide time for the approval of a leak adjustment by the Board of Aldermen, a “pending” leak adjustment exists as an exception to the disconnection charge.

Section 10. Senior Discount for Residential Trash & Recycling, Water, and Wastewater

- A. **Purpose of Senior Discount Policy.** Beginning November 1, 2022, City of Smithville residents who are utility account holders 65 years of age and older are eligible to sign up for a reduction in the monthly residential trash charge, the monthly fixed water connection charge, and the monthly fixed wastewater connection charge. The purpose of this policy is to outline the eligibility of this discount, and how Administration/Finance staff will administer the discount.

- B. **Requirements for Discount Eligibility.** To be eligible for the senior discount, the individual must be a City of Smithville resident who is 65 years of age or older. Discount eligibility is not based on or related to income levels. Only the account holder is eligible for the discount, as they must be 65 or older, show proof of identification to verify age, and complete the senior discount agreement form.
- a. **Account Holder:** The utility bill must be in the name of resident signing up for the discount. The discount will only be applied to the primary residence if there are multiple properties under one account.
 - b. **Good Standing of Utility Account:** The account holder must be in good standing with the utility billing office to activate the discount. The discount will not be applied to previously issued utility bills, late fees, or disconnection charges.
- C. **Senior Discount – Rate of Discount.** The rate of discount for seniors (ages 65 and older) is determined in the Schedule of Fees and shall be approved or change by resolution by the Board of Aldermen.
- D. **Administration of Senior Discount.** The following directives outline how the senior discount will be administered:
- a. The Utility Billing Office (within Finance Department) administers the senior rate discount.
 - b. Residents will not be automatically enrolled in the senior rate discount. The resident must show proof of age and complete a signed agreement which is then filed.
 - c. The senior rate discount will be applied to the following billing cycle after activation of the discount.
 - d. The senior rate discount will only be applied to the residential monthly trash charge, the monthly fixed water connection charge, and the monthly fixed wastewater connection charge portion of the account holder's utility bill.
 - e. The senior rate discount will not be applied to late fees, reconnection fees which are assessed upon disconnection of the utility account, or fees for additional trash containers/carts.