

SUBJECT: Repeal Council Policy No. 95-06, allowing Administrative Policy No. 01-04 Regarding The Sewer Assistance Program to be enacted.

REQUESTED BY: Finance and Public Works

PREPARED BY: Public Works

DATE: 10/10/01

November 26, 2001

FOR AGENDA OF: ~~October 22,~~ 2001 Council Meeting

SUMMARY:

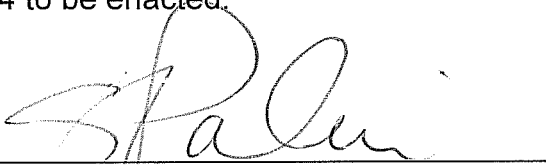
Several changes are proposed for the sewer assistance program in order to make it easier to administer and to streamline the process for the public. Major changes are to convert the Council policy to Administrative policy and to eliminate the loan program portion. Dropping the loan program will eliminate the need for extensive bookkeeping in tracking loan payments. With the current low demand for loans, it is felt there will be minimal impact on the public by eliminating the loan program. Loans now on the books will be retained until they are paid off.

An increased advertising program will be used to increase public awareness of the program using the media and printed handouts. We feel this is necessary to meet our goal of allowing increased development in our city core and attract more residential customers on our system. The grant program will continue as long as Council chooses to fund it. The grant application period will be the last quarter of the calendar year. These changes will allow for the more orderly implementation of the program by the City and will make easier for the public to take advantage of it.

FISCAL IMPACT: X No ___ Yes, amount requested: \$ _____ Fund:

RECOMMENDED ACTION:

Council repeal Council Policy No. 95-06, therefore allowing Administrative Policy No. 01-04 to be enacted.



Reviewed by: SARAH PALIN, Mayor

Presented to council on 11/26/01
Action taken: Approved Denied
other: _____
Verified by SP

Attachments: Administrative Policy 01-04
Sewer Revolving Grant/Loan Program Financial Report

Administration Policy No. 01-04
Sewer Assistance Program Policy

PROGRAM OBJECTIVE

The objective of this program is to financially assist residential property owners to connect to the city sewer system thus enhancing the environment and gaining more customers for the sewer utility. Operation of the program is revolving, subject to availability of funds appropriated by the Wasilla City Council. Preference shall be given to high volume users within the following classes of users.

PRIORITY

1. Property owners with failed on-site sewer system.
2. Property owners with an existing on-site system desiring to convert to the city system.
3. Property owners installing new systems.

ELIGIBILITY

- A. The property owner is the only eligible applicant and must make application on a city form. \$100 non-refundable application fee is required.
- B. Property must qualify as Class I residential property with less than 12 bedrooms.
- C. Property must be developed and have an on-site system in place, or the grant must result in an active sewer service. For program purposes, apartment complexes, planned unit development with multiple systems each will be treated as a separate system for grant purposes.
- D. Property must be adjacent to existing city sewer main lines or to extension thereof approved by the Wasilla City Council.
- E. Property owner must be willing to pay the off-site construction fee as required by 13.08.060(B) of the Wasilla Municipal Code and further set forth in Council Policy No. 99-11.
- F. Property owner must be willing to use city-specified components and labor where required by the city.

- G. Property owner must be willing to sign a standard maintenance easement and any other documentation required by the City attorney.
- H. Property owner must be willing to execute a sewer service application and make the appropriate deposit.

PERFORMANCE OF WORK

Property owner shall contract with a city-approved contractor for installation of the system. Work performed shall meet City and ADEC approval.

ELIGIBLE COSTS

- A. City approved invoice costs of owner-supplied materials and labor.
- B. Cost of City labor and materials.
- C. Engineering, inspections and permit costs.

Note: A cap on the eligible costs will be set by the Public Works Department each Fall based on a survey of the private market on the average cost of installing an on-site sewer system.

GRANT AMOUNT

\$4,000 or 50% of eligible cost which ever is less.

SYSTEM OWNERSHIP

- A. Property owner shall sign a statement conveying ownership of the sewer components to the City of Wasilla including the tank, pumps, electric controls, and piping to the main line. Piping on the gravity side of the system remains the property of the owner.

SYSTEM OPERATION AND MAINTENANCE

- A. The City's responsibility is to maintain and repair the system per Wasilla City Code and other regulations of the Sewer Utility.
- B. The responsibility of the owner is to:
 - 1. Furnish electrical power.
 - 2. Operate the heat trace.
 - 3. Report alarms or other malfunctions to the City.

4. Pay the monthly service charge.

GRANT APPLICATION AND GRANT PAYMENT PROCEDURES

Application for the program will be accepted through the Public Works Department subject to the availability of funds. Each year from September 1st through December 31st applications will be accepted for the following construction year (January 1st through December 31st).

- A. Property owner will submit grant application with a \$100 non-refundable application fee by December 31st.
- B. Public Works Director will approve or disapprove the applications based on priorities listed in priority section and available funding.
- C. Public Woks Department will notify property owner of approval or disapproval of grant application.
- D. Property owner will submit eligible costs with supporting documentation to Public Works Department for approval after sewer connection is complete. Property owners must submit eligible costs by December 31st of the construction year. If the eligible expenses are not submitted by December 31st, the grant will become void.
- E. Property owner will sign statement conveying ownership of the sewer components to the City of Wasilla including the tank, pumps, electric controls, and piping to the main line.
- F. Final approved application will be forwarded to the Finance Department by the Public Works Department for payment of grant proceeds to the property owner.
- G. Payment will be made only to the property owner.

PROVISIONS FOR EXISTING APPROVED GRANT AND LOAN APPLICATIONS

- A. Public Works Department will send out a notice to all property owners with approved grant and loan applications under Council Policy No. 95-06 that the property owner has to submit eligible costs within one year of the effective date of the adoption of this Administration Policy or the approved applications will be considered null and void.
- B. Public Works Department will send out a notice to property owners that have received a grant and have not applied for the sewer loan that the property

owner has two months to apply for the loan or the approved loan application will be considered null and void.

APPROVED:

SARAH PALIN, Mayor

ATTEST:

KRISTIE VANGORDER, CMC/AAE
City Clerk

(SEAL)

SEWER REVOLVING GRANT/LOAN PROGRAM									
Grant Funding Source	Grant/Loan Applicant	CM	Total Eligible Grant	Total Eligible Loan	Actual Grant	GF Money Actual Loan	Loan Payments Thru 09/30/01	Grantee Loan Balance	
General Fund	Carrs Mall	95-76	\$0	\$33,100	\$0.00	\$33,100.00	\$55,959.00	\$0.00	
General Fund	Carrs Mall	95-76	\$8,000	\$7,850	\$8,000.00	\$7,850.00	\$0.00	\$0.00	
General Fund	Carrs Mall	95-76	\$6,675	\$6,675	\$6,675.00	\$6,675.00	\$0.00	\$0.00	
General Fund	Carrs Mall	97-71	\$8,334	\$8,334	\$8,334.00	\$8,334.00	\$0.00	\$0.00	
General Fund	Ak Usa Federal Cu	96-67	\$8,000	\$8,000	\$0.00	\$0.00	\$2,409.10	\$0.00	
General Fund	Carney/Nolan		\$0.00	\$2,409.10	\$0.00	\$2,409.10		\$0.00	
General Fund	Chris Husa	96-67	\$4,000	\$4,000	\$4,000.00	\$4,000.00	\$0.00	\$0.00	
General Fund	David & Judy Patrick	96-67	\$4,000	\$4,000	\$0.00	\$0.00	\$0.00	\$0.00	
General Fund	Don Showers	96-67	\$4,000	\$4,000	\$4,000.00	\$0.00	\$0.00	\$0.00	
General Fund	H & H Construction, Lot 6	96-27	\$8,000	\$8,000	\$0.00	\$0.00	\$0.00	\$0.00	
General Fund	Jim Messick	96-67	\$4,000	\$4,000	\$4,000.00	\$0.00	\$0.00	\$0.00	
General Fund	Lakeside Terrace	96-51	\$75,000	\$75,000	\$74,456.94	\$74,456.93	\$61,879.25	\$12,577.68	
General Fund	Lakeside Terrace	95-71	\$0	\$0	Included in the \$150,000	\$0.00	\$0.00	\$0.00	
General Fund	Linda Luberger	97-74	\$4,000	\$4,000	\$4,000.00	\$0.00	\$0.00	\$0.00	
General Fund	Mike Anderson, Hotel	96-27	\$0	\$0	Not Required	\$0.00	\$0.00	\$0.00	
General Fund	Peking Restaurant	92-72	\$0	\$7,500	\$0.00	\$7,500.00	\$7,500.00	\$0.00	
General Fund	Steve Mahoy, (Mudbusters)	96-67	\$8,000	\$8,000	\$8,000.00	\$0.00	\$0.00	\$0.00	
General Fund	Wendy's	89-32	\$0	\$0	Not Required	\$0.00	\$0.00	\$0.00	
General Fund	Merle/Dorothy Franks	98-12	\$4,000	\$4,000	4000	\$0.00	\$0.00	\$0.00	
General Fund	Edward/Le Ellen Baker	98-33	\$4,000	\$4,000	4000	\$0.00	\$0.00	\$0.00	
General Fund	Dave Wilson	98-33	\$4,000	\$4,000	4000	\$0.00	\$0.00	\$0.00	
General Fund	Glenda L. Harris	98-65	\$4,000	\$0	0	\$0.00	\$0.00	\$0.00	
General Fund	Mel T. Husa	98-65	\$4,000	\$4,000	0	\$0.00	\$0.00	\$0.00	
General Fund	Anital L. Michels	98-65	\$4,000	\$4,000	0	\$0.00	\$0.00	\$0.00	
General Fund	Scott Mitchel	99-06	\$8,000	\$8,000	8000	\$8,000.00	\$733.38	\$7,266.62	
	Eve Nadeau	00-35			4000	\$4,000.00			
	Mudbusters	00-35	\$8,000	\$0	8000				
	E Nelson	00-35	\$4,000		4000				
	Subtotal		\$174,009	\$212,868	\$157,466	\$156,325	\$128,481	\$19,844	
MG# 4/87-475	A & W Windbreak	88-128	\$7,500	\$7,500	\$7,321.92	\$7,321.92	\$7,321.92	\$0.00	
MG# 4/87-475	Bible Baptist (Pilgrims)	90-51	\$7,500	\$7,500	\$7,475.00	\$7,475.00	\$7,475.00	\$0.00	
MG# 4/87-475	Cottonwood Creek Mall	90-39	\$7,500	\$7,500	\$7,500.00	\$7,500.00	\$7,500.00	\$0.00	
MG# 4/87-475	El Toro	90-37	\$7,500	\$7,500	\$6,840.00	\$6,840.00	\$3,058.05	\$0.00	
General Fund	El-Toro Write-off Bankruptcy		\$0	\$0	\$3,781.95	\$0.00	\$0.00	\$0.00	
MG# 4/87-475	Gene Wicker/Betty Boyd	N/A	\$4,000	\$4,000	\$4,000.00	\$4,000.00	\$4,000.00	\$0.00	
MG# 4/87-475	Georges Restaurant	92-68	\$7,500	\$7,500	\$7,500.00	\$7,500.00	\$7,259.94	\$240.06	
MG# 4/87-475	One Hour Martinizing	89-32	\$7,500	\$7,500	\$8,494.00	\$4,247.00	\$4,247.00	\$0.00	
MG# 4/87-475	Romar	Minutes	\$7,500	\$7,500	\$6,700.13	\$6,700.13	\$6,700.13	\$0.00	
MG# 4/87-475	Stans Appliance (Overlook)	93-16	\$4,000	\$4,000	\$4,000.00	\$4,000.00	\$4,000.00	\$0.00	

SEWER REVOLVING GRANT/LOAN PROGRAM									
Grant Funding Source	Grant/Loan Applicant	CM	Total Eligible Grant	Total Eligible Loan	Actual Grant	Actual Loan	GF Money	Loan Payments Thru 09/30/01	Grantee Loan Balance
	Subtotal		\$60,500	\$60,500	\$63,613	\$55,584	\$51,562		\$240
MG# 4/94-005	Alpine Chiropractic (Fuller)	95-84	\$8,000	\$8,000	\$8,000.00	\$8,000.00	\$8,000.00	\$8,000.00	\$0.00
MG# 4/94-005	Anna Short	95-68	\$4,000	\$4,000	\$4,000.00	\$0.00	\$0.00	\$0.00	\$0.00
MG# 4/94-005	Carney/Corey	94-66	\$4,000	\$4,000	\$4,000.00	\$0.00	\$4,000.00	\$0.00	\$0.00
MG# 4/94-005	Colleen Scott/Mae Carter	95-76	\$4,000	\$4,000	\$4,000.00	\$0.00	\$0.00	\$0.00	\$0.00
MG# 4/94-005	Good Shepherd Lutheran Church	96-67	\$8,000	\$8,000	\$8,000.00	\$8,000.00	\$8,000.00	\$3,155.72	\$4,844.28
MG# 4/94-005	H & H Const., Lot 5	95-76	\$8,000	\$8,000	\$8,000.00	\$8,000.00	\$8,000.00	\$4,073.04	\$3,926.96
MG# 4/94-005	Kevin Peterson	94-70	\$4,000	\$4,000	\$4,000.00	\$0.00	\$0.00	\$0.00	\$0.00
MG# 4/94-005	Lisa Tackett	96-67	\$4,000	\$4,000	\$4,000.00	\$4,000.00	\$4,000.00	\$4,000.00	\$0.00
MG# 4/94-005	Marie Betts	95-76	\$4,000	\$4,000	\$4,000.00	\$0.00	\$0.00	\$0.00	\$0.00
MG# 4/94-005	Michael Dault	94-02	\$4,000	\$4,000	\$4,000.00	\$4,000.00	\$4,000.00	\$4,000.00	\$0.00
MG# 4/94-005	Randy Martin	95-76	\$7,500	\$7,500	\$7,500.00	\$7,500.00	\$7,500.00	\$6,492.53	\$1,007.47
MG# 4/94-005	Richard Jensen	96-41	\$4,000	\$4,000	\$4,000.00	\$4,000.00	\$4,000.00	\$4,000.00	\$0.00
MG# 4/94-005	Robert Jobson	95-76	\$4,000	\$4,000	\$4,000.00	\$4,000.00	\$4,000.00	\$4,000.00	\$0.00
MG# 4/94-005	Todd Carpenter	Minutes	\$4,000	\$4,000	\$4,000.00	\$4,000.00	\$4,000.00	\$4,000.00	\$0.00
MG# 4/94-005	Valley Funeral Home		\$8,000	\$8,000	\$8,000.00	\$8,000.00	\$8,000.00	\$3,999.64	\$4,000.36
MG# 4/94-005	Virginia Gaylen	94-67	\$4,000	\$4,000	\$4,000.00	\$4,000.00	\$4,000.00	\$4,000.00	\$0.00
MG# 4/94-005	Wasilla Bar	95-90	\$8,000	\$8,000	\$8,000.00	\$0.00	\$0.00	\$0.00	\$0.00
MG# 4/94-005	Westside Center	95-76	\$8,000	\$8,000	\$8,000.00	\$8,000.00	\$8,000.00	\$8,000.00	\$0.00
MG# 4/94-005	William Odorn	96-41	\$4,000	\$4,000	\$4,000.00	\$0.00	\$0.00	\$0.00	\$0.00
	Rudy Mallonee		\$8,000	\$8,000	\$8,000.00	\$8,000.00	\$8,000.00	\$8,000.00	\$0.00
	Subtotal		\$111,500	\$111,500	\$111,500	\$75,500	\$60,074	\$15,426	
	Totals		\$346,009.00	\$384,868.10	\$332,578.94	\$287,409.08	\$240,117.15	\$35,509.98	
	Revenue	Total Budget	Assessmt Budget	GF Budget	Grant Budget	Grant Budget	Ordinance		
	Assessments	\$33,100	\$33,100						95-34
	Assessments	\$7,850	\$7,850						95-44
	Assessments	\$6,675	\$6,675						95-51
	Assessments	\$8,834	\$8,834						97-71
	General Fund	\$8,334		\$8,334					95-44
	General Fund	\$8,000		\$8,000					96-09
	General Fund	\$48,000		\$48,000					96-26
	General Fund	\$100,000		\$100,000					