



Financial Services Policy

SUBJECT: Implementation of Approved Utility Rates

NO: UBO 1.15

EFFECTIVE: April 1, 2012

REVISED: August 10, 2015

APPROVED: Constance P. Sanchez
Constance P. Sanchez
Director of Financial Services

I. PURPOSE:

The purpose of this procedure is to maintain the integrity of the utility rates in the billing system.

II. PROCEDURE:

A. Established Rates

All the utility rates for the City of Corpus Christi utility services will be presented to the City Council as part of the annual budget process for approval. Once the City Council approves the rates for the fiscal year, the Utility Business Office (UBO) and the Utility Accounts Manager will receive an approved copy of the adopted rates from the City's Legal Department. The Utility Accounts Manager or his/her designee will be responsible for updating the rates in the billing system.

The Utility Business Office will randomly select accounts for testing based on the newly approved rates and will submit the testing to the utility accountant in Accounting who will proof the testing and approve by signing the workpapers, along with the Utility Accounts Manager, to assure that all of the rates in the system calculate correctly. The rates will then go into production once the necessary signatures are obtained. A copy of the approved rates, testing, and signatures will be kept in the office of the Utility Accounts Manager.

B. Changes to Rates

At no time, can utility rates be changed or modified without the City Manager's signature and approval by the City Council. Any changes to the interpretation or application of the annually adopted rates that have been approved by the City Council must be submitted by memo with cause to the Utility Accounts Manager through the Assistant City Manager, and once approved by the Assistant City Manager, the memo will also be submitted to

the Director of Financial Services for approval. Once approved via the appropriate signatures, the Utility Accounts Manager will assign and submit the change to the billing system. The Utility Business Office will submit test accounts after the change to the utility accountant in Accounting for approval of the rate calculation via signature. The rates will go into production upon receipt of the signatures of the Assistant City Manager, Director of Financial Services, Utility Accounts Manager, and utility accountant. A copy of the approved rates and memo, testing, and signatures will be kept in the office of the Utility Accounts Manager.

III. VIOLATIONS OF THIS POLICY:

Failure to comply with this Policy will result in disciplinary action up to and including termination.

IV. QUESTIONS ON THIS PROCEDURE:

Questions on this Procedure may be referred to the Director of Financial Services.