



CITY COUNCIL WORKSHOP AGENDA
Tuesday, September 2, 2014, 4:30 p.m.
Camas City Hall, 616 NE 4th Avenue

I. CALL TO ORDER

II. ROLL CALL

III. PUBLIC COMMENTS

IV. SPECIAL PRESENTATIONS

A. Recognition of Fire Department Employee

1. Details: Formal recognition of fire department employee Greg Payne, who recently celebrated 25 years with the City.

Department/Presenter: Nick Swinhart, Fire Chief

B. Recognition of Finance Department Employee

1. Details: Formal recognition of finance department employee Amee Rasmussen, who recently celebrated 25 years with the City.

Department/Presenter: Cathy Huber Nickerson, Finance Director

C. Recognition of Parks and Recreation Department Employee

1. Details: Formal recognition of Parks and Recreation Manager Jerry Acheson, who recently celebrated 25 years with the City.

Department/Presenter: Pete Capell, City Administrator

V. CITY ADMINISTRATION

A. Downtown Camas Association

1. Details: The Downtown Camas Association will be giving an update to City Council on current activities.

Department/Presenter: Caroline Mercury, Board President and Carrie Schulstad, Executive Director

B. Miscellaneous and Scheduling

1. Details: Updates on miscellaneous or scheduling items.

Department/Presenter: Pete Capell, City Administrator

VI. COMMUNITY DEVELOPMENT DEPARTMENT

A. Change Order No. 2 for Project WS-714 and WS-729 STEP Sewer Main and Relocate Waterline for Burlington Northern Santé Fe (BNSF) Rail Road

1. Details: Change Order No. 2 for Project WS-714 and WS-729 is for a total of \$6,675.40 in additional costs related to excavation around an un-marked utility,

overtime pay when required work was limited to an evening and weekend day, costs associated with a change in length of a casing pipe, and additional piping materials required to complete the work. The final project cost will be about \$15,000 less than the original bid, due to some quantity reductions. Attached is a memo that provides more detailed information about the change order and the project budget.

Department/Presenter: James Carothers, Engineering Manager

Recommended Action: Staff will place Change Order No. 2 on the September 15, 2014, Consent Agenda.

B. Green Mountain Planning Efforts Update

1. Details: In 2010, the City entered into a development agreement involving approximately 373 acres with up to 1,379 dwelling units, together with an area designated for commercial development. The purpose of work shopping this item is to provide Council with an update on the planning and development efforts that are underway for this area and to obtain general comments about proposed amendments to the existing development agreement.

Department/Presenter: Phil Bourquin, Community Development Director

C. Sharp Property Planning Efforts Update

1. Details: At the City Council Planning Conference in January, Council heard the concept of a proposal to relook at the zoning of targeted areas of Grass Valley with an eye toward a mix of uses supporting one another. At the end of January, 2014, the City received a request for Comprehensive Plan and Zoning amendments that would provide for changes in the Comprehensive Plan that included, but was not limited to, the Sharp property off of Pacific Rim Boulevard.

Randy Printz will walk Council through a concept for the property that is being developed. Feedback about the concept would be appreciated as any action moving forward this year involving amendments to the Comprehensive Plan will need to be submitted, scheduled and acted upon.

Department/Presenter: Phil Bourquin, Community Development Director; Randy Printz, Attorney

D. Miscellaneous and Updates

1. Details: Updates on miscellaneous or emergent items

Department/Presenter: Phil Bourquin, Community Development Director

VII. FINANCE DEPARTMENT

A. 2015-2016 Capital Budget Overview

1. Details: This presentation is to review staff's preliminary capital budget overview for 2015-2016 for the biennial budget. This presentation will review revenue projections as compared to existing commitments and constraints.

Department/Presenter: Cathy Huber Nickerson, Finance Director

B. 2015-2016 Revenue Projection

1. Details: This presentation is to review budget projections in the context of updated 2014 estimates. The focus will be primarily on all funds excluding Utilities. City Council will have the opportunity to review the latest revenue estimates and projections, as well as to consider decision points for revenues, which will be tied to specific decision packages in October.

Department/Presenter: Cathy Huber Nickerson, Finance Director

C. Utility Billing Code Proposed Changes Timeline

1. Details: This presentation is to review a timeline to implement proposed changes to the City's Code on how the City bills for utilities. The purpose of the modifications is to improve customer's service and streamline the process in order to maintain current staffing levels and provide better compliance with state law.

Department/Presenter: Cathy Huber Nickerson, Finance Director

VIII. PUBLIC WORKS DEPARTMENT

A. Miscellaneous and Updates

1. Details: Updates on miscellaneous or emergent items

Department/Presenter: Eric Levison, Public Works Director

IX. COUNCIL COMMENTS AND REPORTS

X. PUBLIC COMMENTS

XI. ADJOURNMENT

NOTE: The City of Camas welcomes and encourages the participation of all of its citizens in the public meeting process. A special effort will be made to ensure that a person with special needs has the opportunity to participate. For more information, please call 360.834.6864.



City of Camas
Contract Change Order

Order No. 2 Date August 26, 2014

Contract for WS-714/WS-729 STEP Sewer RR Crossing & Garfield Water Relocation Project

To 3 Kings Environmental, Inc.
(Contractor)

You are hereby requested to comply with the following changes from the contract plans and specifications:

Description of Changes (Supplemental Plans and Specifications Attached)	Decrease in Contract Price	Increase in Contract Price

A. Mandatory Overtime Labor Pay for evening/weekend work; Lump Sum WS-714 (Schedule A)		\$ 2,357.29
B. Payment for Extra 48" Casing; Lump Sum WS-714 (Schedule A)		\$ 8,160.00
C. Add 1 inch corporation stop and service line to 16-inch water main; Lump Sum WS-729 (Schedule B)		\$ 497.80
D. Excavate and install new pipe under un-marked 6" cast iron utility pipe; Lump Sum WS-729 (Schedule B)		\$ 1,183.58
E. Add a 6 inch 45° bend for pipe connection; Lump Sum WS-729 (Schedule B)		\$ 259.45
F. Delete Item 3: Archeological Standby Time; 12 Hours @ \$400.00 per Hour. WS-729 (Schedule B)		(\$4,800.00)
G. Delete Item 10: Removal and Replacement of Unsuitable Material; 20 CY @ \$75.00 per CY WS-729 (Schedule B)		(\$1,500.00)
	Subtotal:	\$ 6,158.12
	8.4% Sales Tax:	\$ 517.28
	Net Change in Contract Price:	\$ 6,675.40

NOTES: **A)** The Contractor was ordered to perform certain work after normal working hours to prevent interruption of access to a local business. This item compensates the Contractor for hours worked at the Overtime Hourly ½-Time Rate. Reviewed by Steve Durspek, and approved per Jim Hodges, P.M. **B)** This item compensates the Contractor for a portion of the cost of the 48" Steel Casing that was shown in the plans, but not used due to a change in the design. Reviewed by Steve Durspek and approved by Jim Hodges, P.M. **C)** The Contractor installed a 1" corporation stop and DBL-Strap Saddle on the new 16" waterline as directed by the Engineer. Reviewed and Approved by Steve Durspek **D)** An existing and unmarked 6" cast iron utility pipe was found and had to be worked around when installing the new water main that required extra excavation and depth. Reviewed and Approved by Steve Durspek **E)** An additional 6" - 45 degree bend was required for the waterline connection on Garfield Street. Reviewed by Steve Durspek and approved by Jim Hodges, P.M. **F)** Archaeological Standby Time was not required for this project, resulting in a contract CREDIT of \$4,800.00 **G)** Unsuitable Excavation was not required for this project resulting in a Contract Credit of \$1,500.00

The amount of the contract will be **increased** by the sum of: Six Thousand, Six Hundred Seventy Five and 40/100 Dollars (\$ 6,675.40)

The contract total, including the original contract total, this and previous change orders will be **increased** to \$ 714,017.09.

The contract period provided for completion will be **increased: 7 days**

This document will become a supplement to the contract and all provisions will apply hereto.

Requested	_____	_____
	Project Manager	Date
Recommended	_____	_____
	Engineering Manager	Date
Accepted	_____	_____
	Contractor	Date
Approved	_____	_____
	Mayor	Date



MEMORANDUM

TO: Mayor and Council

FROM: Jim Carothers, P.E., Community Development/Engineering

DATE: August 26, 2014

RE: Change Order (CO) #2 for Project WS-714/WS-729 BNSF Casing Project

This memo provides information related to Change Order #2 for Projects: WS-714 & WS-729 - The STEP Main Sewer Casing and Relocated Water Casing under the BNSF Railroad Tracks. Each of these are components from two separate projects that have been combined into one construction contract. The Total Bid for these projects is \$690,809.35.

Budget and Expenditure Summary

- **WS-714 STEP Sewer Transmission Main** – The current project (The 48" Casing) amounts to about \$350,000 and is a small portion of the overall estimated \$4.4 million project funded primarily by a \$3,740,000 PWTf Loan. The remaining funds for the overall project are expected to come from the Sewer Utility Fund. The current project (The 48" Casing) amounts to about \$350,000.
- **WS-729 Waterline Casing Relocation for BNSF Bridge** – \$150,000 was initially budgeted for this project in the adopted 2014 Budget. The current amended Budget is \$370,000, which is more in line with the amount of the successful low bid of \$357,000, for this work. The total cost of this project will be funded by the Water Utility Fund.

Change Order Summary

CO#2 consists of seven items totaling \$ 6,675.40 including sales tax. Of this total, \$ 10,517.29 is for work on WS-714, and a Credit of \$ 4,359.17 is for work related to WS-729.

All work on the project is now complete and the final total project cost will be about \$14,800 below the initial bid of \$690,809.35. The cost reduction is due to a decrease in the casing length actually installed, and a reduction of approximately \$10,000 in obstruction removal costs; amounting to a savings of about 2% from the original bid.

Community Development staff will be available to respond to any questions.

City of Camas 2015-2016 Budget Preparation

BUDGET PROCESS AND CAPITAL BUDGET

Approach for 2015-2016

- Operating and Capital
 - Separate Approach
 - Longer Look at Capital with operating costs incorporated
- Decision Packages
 - Operating – evaluated against Strategic Objectives
 - Capital – tied to CIPs and multiple years
- Calendar

Budget Overview & Forecast – August

Capital - September

Revenue Budget –
September

- Property Taxes
- Fee Schedule
- Equipment Rental & Replacement
- Computer Rental & Replacement

Recommended
Budget – October

Public Input
– Nov

- Public Hearings

Budget
Approval
Dec

- Property Tax Resolutions
- Fee Schedule

Budget Process

City of Camas

Capital Budgeting

Capital Planning

- City's capital program is based upon the City's six year capital improvement plan (CIP) which is a multi-year financial plan for the acquisition and construction of infrastructure and capital assets. The CIP is the result of several City capital improvement plans including:
 - City of Camas Comprehensive Plan
 - Transportation Improvement Plan
 - Park's Master Plan
 - Fire Capital Facilities Plan
 - Sewer System Plan
 - Water Management Plan
 - Storm Drainage Plan

Capital as defined

- The City uses a centralized funds to implement the CIP.
- Capital acquisitions which are considered more routine are those items that are over **\$10,000** and have a useful life of more than one year. These types of purchases fall outside of the CIP and include items such as:
 - **Replacement of service vehicles**
 - **Heavy equipment**

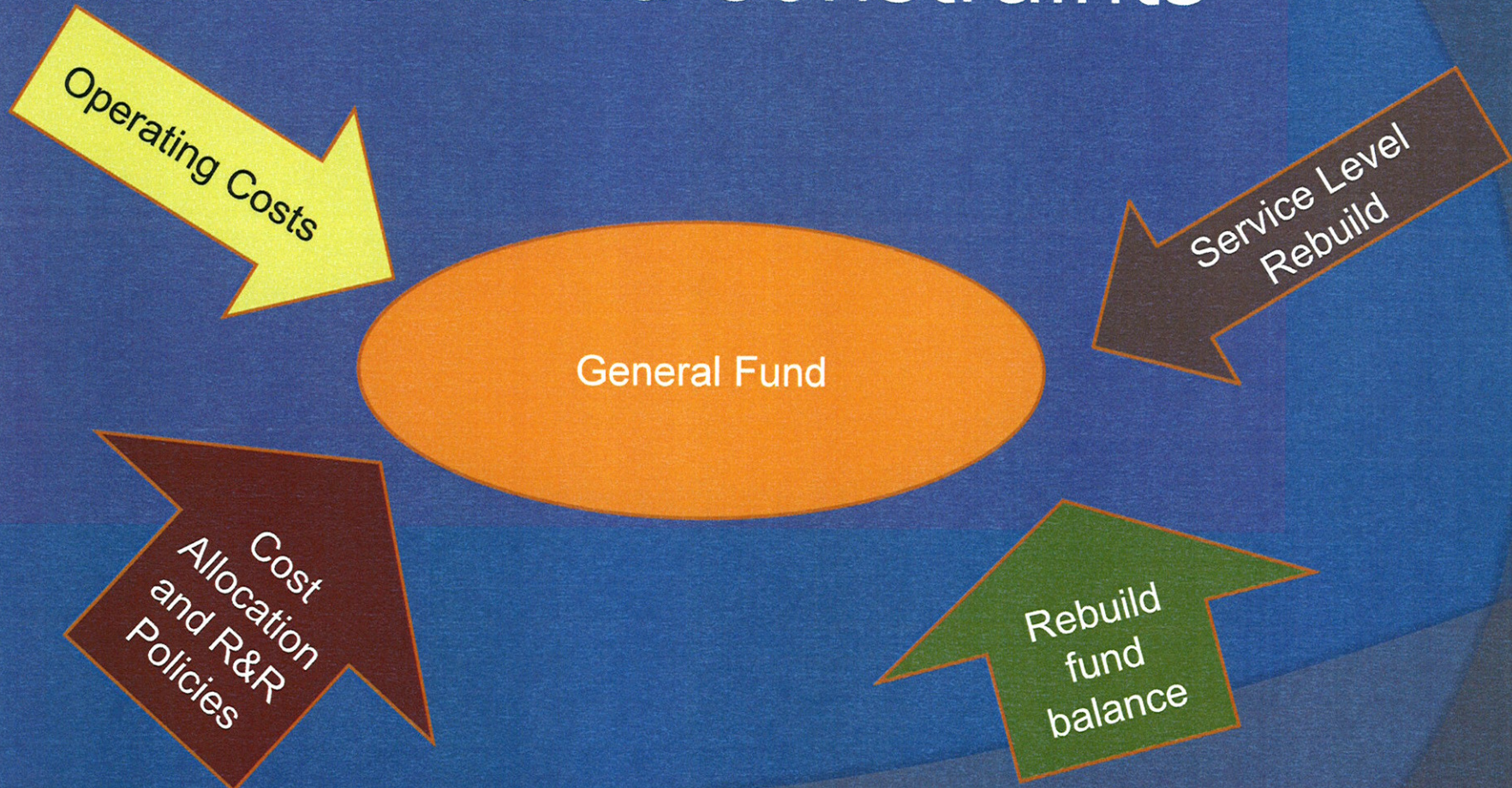
Criteria for Capital

- Required to meet legal mandates or contains grant funding
- Mitigates unacceptable community health or safety concerns
- Improves City facilities or infrastructure
- Improves City operations/service delivery
- Supports and furthers City Council's vision and Comp Plan
- Revenue offset or payback in three years or less.

Governmental Funds

- Governmental Funds are different than utility funds – most are components of the General Fund.
- The exception is the Street Fund which must be separate because Motor Vehicle Fuel Tax can only be used for streets.
- Projects in governmental funds include a wide array – park improvements, overlay, etc.

General Fund Constraints



Other Revenues available for Capital in Governmental Funds

- Real Estate Excise Tax
- Impact Fees
 - Park
 - Transportation
 - Fire

Real Estate Excise Tax

- 1.78% is the tax obligation of the seller of real estate.
 - State receives 1.28%
 - City receives .25% for capital identified in the capital facilities plan (net 1% paid to the State)
 - City receives .25% for GMA (also net 1% paid to the State)
- It is worth noting this revenue is annexation sensitive.
- Volatile with the market both from volume as well as sales price.

REET 1 - .25%

- ⊙ Can be used for:
 - Capital Purposes identified in capital improvement plans and local capital improvements including: streets, parks, sewers, water mains, swimming pools, gymnasiums, etc. Can include the associated real estate. Fire stations, city hall, courthouse or library. Items not included are such things as police cars (not an improvement)
 - Operating of existing capital projects but there is a limit to \$100,000 or 35% whichever is greater not to exceed \$1 mill. **This sunsets 12/31/2016.**
- ⊙ Committed:

• Fire Truck Debt Service Payment	2015 \$67,406	2016 \$33,703
• Transportation PWTF Gap	2015 \$246,608	2016 \$318,417
- ⊙ Projected available:
 - 2015 \$503,036
 - 2016 \$181,867

REET 2 - .25%

- Can be used for:
 - “public works projects of a local government for planning, acquisition, construction, reconstruction, repair, replacement, rehabilitation, or improvements of streets, roads, highways, sidewalks, street and road lighting systems, traffic signals, bridges, domestic water systems, storm and sanitary sewer systems, and planning, construction reconstruction, repair, rehabilitation, or improvements of parks.”
 - Cannot be used for park acquisition
 - Operating of existing capital projects but there is a limit to \$100,000 or 35% whichever is greater not to exceed \$1 mill. **This sunsets 12/31/2016.**
- Committed: HVAC debt service 2015 \$42,422 2016 \$42,422
- Projected available:
 - 2015 \$902,582
 - 2016 \$385,104

Impact Fees

- Impact fee is charged by the city to developers to pay for the costs of providing public facilities or improving existing ones needed as a result of the new development. “Growth to pay for Growth”.
- Use of fee for 10 years
- Credits can be given to developers who fund or build the infrastructure required. These credits in turn can be “traded or exchanged” in the open market.

Transportation Impact Fees

- Can be used for: public streets and roads which are identified in the CIP – considered “TIF eligible”.

Committed:	2015	2016
• 96 PWTF (Parker St)	\$102,213	\$ 99,321
• 97 PWTF(Parker St)	\$ 63,064	\$ 61,328
• 01 PWTF(SE 1 st St)	\$ 34,416	\$ 34,250
• 03 PWTF(SE 1 st St)	\$150,467	\$149,748
• 12 PWTF(NW 38 th Ave)	\$154,016	\$153,306
• 13 PWTF(Friberg)	\$ 75,000	\$ 75,000
• 13 PWTF(Friberg)	\$ 78,000	\$ 77,250
Total	\$657,176	\$650,203

- Credits outstanding: \$ 366,370

- Projected available: \$0 (REET will need to subsidize)

Park Impact Fees

- Can be used for: “pay for publicly owned parks, open space and recreational facilities”
- Committed:
 - LOCAL 2013 (Lodge)
 - 2015 \$157,775
 - 2016 160,150
- Credits outstanding: \$35,277
- Projected available:
 - 2015 \$441,077
 - 2016 \$219,142

Fire Impact Fees

- Can be used for: “pay for fire protection facilities”.
- Committed:
 - Fire Truck Debt Service
- Credits outstanding: \$0
- Projected available: \$0 (REET will need to subsidize)

Growth Management Fund

- This fund was intended to fund projects based upon CIP projects, growth driven.
- Revenues consist of:
 - REET 1 & 2
 - Impact Fees
 - Grants
- Change in legislation (temporary) has allowed some funding for O&M.

Funding Options for Consideration

- New Revenue (Council)
 - Increase utility taxes
 - Establish Transportation Benefit Districts and collect vehicle tabs fee
 - Increase Impact Fees
- Cut current operating costs
 - Further reduction in FTEs
 - Eliminate a program
- Finance Project
 - Issue GO bonds
- Defer Capital
 - Fund in a future year

Further Funding Options

- New Revenues (Vote of Citizens)
 - Increase in property taxes
 - Increase in Levy Limit
 - Metropolitan Park District
 - Increase in sales tax (TBD)
 - Further increase in vehicle tabs (TBD)
- Local Improvement District
 - Vote of the property owners adjacent to the project.

Transportation Benefit Districts

- TBDs are becoming a more attractive way for cities to fund street maintenance.
- Typically the funding appears to be \$20 vehicle fee
- Currently 34 cities use TBDs
- Other funding options under TBDs include: property taxes, sales and use tax, vehicle fees, and a different type of transportation impact fee.

Capital for Utilities

● System Development Charges

- Property owners or developers connecting to a system such as a sewer system, bear their equitable share of the cost of the entire sewer system. SDCs are in addition to the actual cost of the connection (meter installation, inspection, testing, and service connections)
- The charge is computed by the total value of the system and converting it to an equivalent residential unit (ERU) which is then applied uniformly to all connections.

SDCs

- The City of Camas currently assesses:
 - \$2,945 (3/4" meter) for Water SDCs in South District and \$6,515 in North District.
 - \$1,320 for Sewer SDCs in South District and \$4,390 in North District.
- Types of Capital
 - R&R
 - New

Utilities Funding Options

- Options – Rate Analysis is in progress
 - Rate increase
 - SDC increase
 - Defer capital projects
 - Finance select projects

Any Questions

FNTG WA EPU Department

Phone: 360-654-6264

Fax:

Fax

To:

From: Smith, Kelsey

Fax: 360-834-1535

Date: Wednesday, August 27 2014 8:26 AM PT

Re: Document Delivery Notice - Order # Ref 1: 622-61659 Ref 2: Lincoln R. Brown , Patricia A. Brown Ref 3: SE Weir Street, Camas WA 98607

Attachments: UtilityBillRequest.pdf;

Attached is a utility bill request

Please complete the request and fax back to 1-877-655-5289 as soon as possible.

Thank you!

11603 State Ave Suite H, Marysville, WA 98271

CONFIDENTIALITY NOTICE

The information contained in this facsimile is legally privileged and confidential information intended only for the use of the individual or entity named above. If the reader of this message is not the intended recipient, you are hereby notified that any dissemination, distribution or copy of this facsimile is strictly prohibited. If you have received this facsimile in error, please immediately notify us by telephone and return the original facsimile to us at the address above via the United States Postal Service. Thank you.

**CHICAGO TITLE**

COMPANY OF WASHINGTON

**UTILITY BILL
INFORMATION REQUEST**

To: City of Camas
PO BOX 1055
Camas, WA 98607
Fax: 3608341535

Date: August 27, 2014
Escrow No.: 622-61659-MK
Borrower(s): Lincoln R. Brown and Patricia A. Brown
Seller(s): Nancy Yott
Property: 135 SE Weir Street
Camas, WA 98607

APN/Parcel ID(s): 091045595

Projected Closing Date: September 26, 2014

To facilitate closing the above transaction, please provide the requested information, sign the form, and return it as soon as possible by fax or email to the number/email provided below. If any of the information provided changes after this request has been completed, please notify the undersigned. Thank you for your prompt attention to this request.

Account Number _____

Amount Due: \$ _____ which runs from ____/____/____ to ____/____/____

Per Diem: \$ _____

Transfer Fee: \$ _____

Tap or Connection Fee: \$ _____

Mail Payment To: _____

Comments: _____

INFORMATION PROVIDED BY:

City of Camas

Signature

By: _____
Print Name

Its: _____
Print Title

Date

Address: PO BOX 1055
Camas, WA 98607

Phone: 3608342462 Fax: 3608341535

Email: finance@ci.camas.wa.us

PLEASE RETURN COMPLETED FORM TO:

Chicago Title Company of Washington
1499 SE Tech Center Place, Suite 100
Vancouver, WA 98683

Shonna Shepherd
Phone: (360)258-2054 Fax: (877)655-5289
Email: waepu@fntg.com



Cathy Huber Nickerson,
Finance Director

2014 Revenue Budget

Budget Overview & Forecast – August

Capital - September

Revenue Budget –
September

- Property Taxes
- Fee Schedule
- Equipment Rental & Replacement
- Computer Rental & Replacement

Recommended
Budget – October

Public Input
– Nov

- Public Hearings

Budget
Approval
Dec

- Property Tax Resolutions
- Fee Schedule

Budget Process

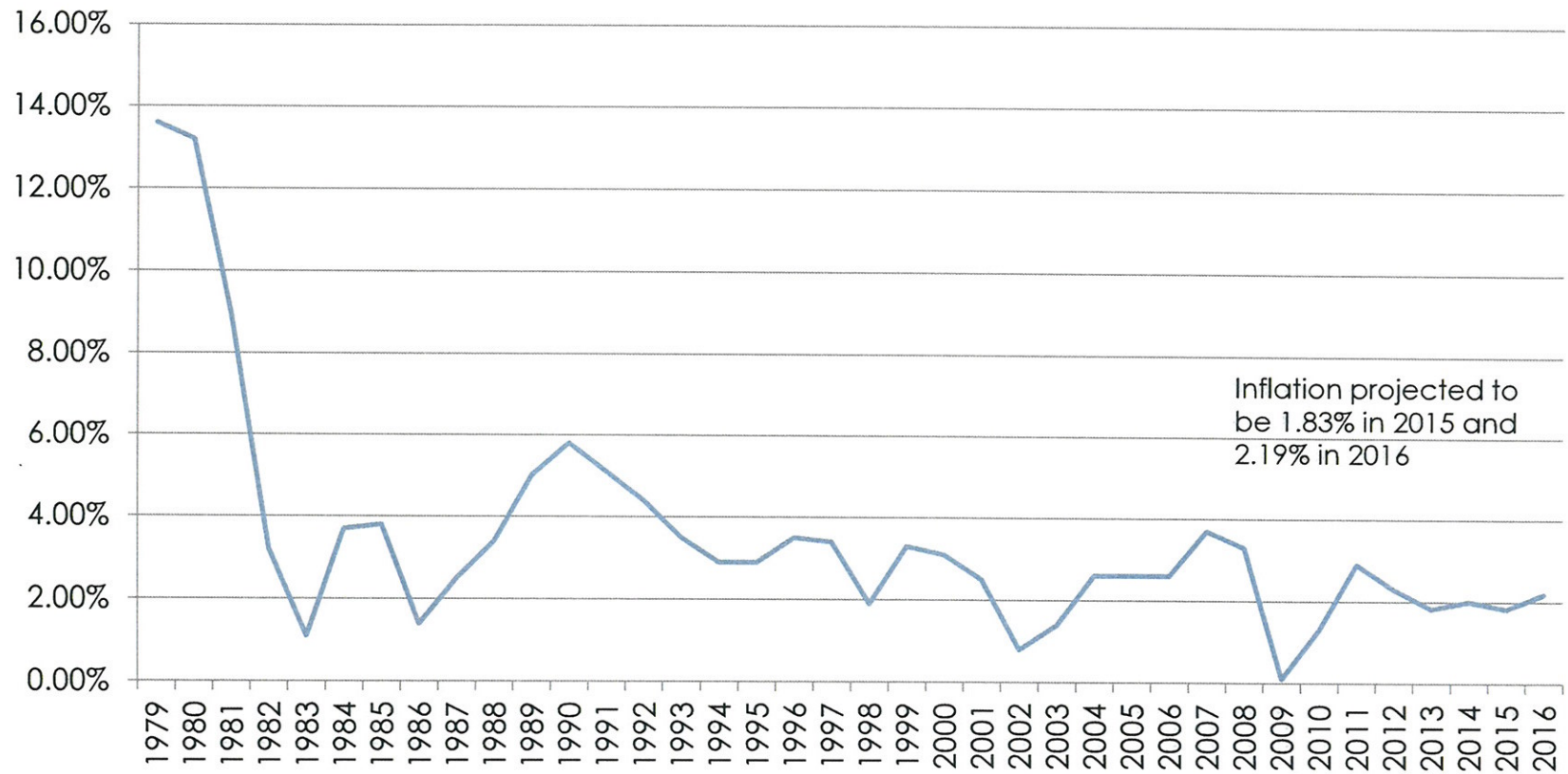
2015-2016 Revenue Budget Projections

- Assumptions
- General Fund Revenues
- Street Revenue
- Fire and EMS Revenue
- Capital Funding
- Utilities (Consultant Utility Rate Analysis)
- Next Steps

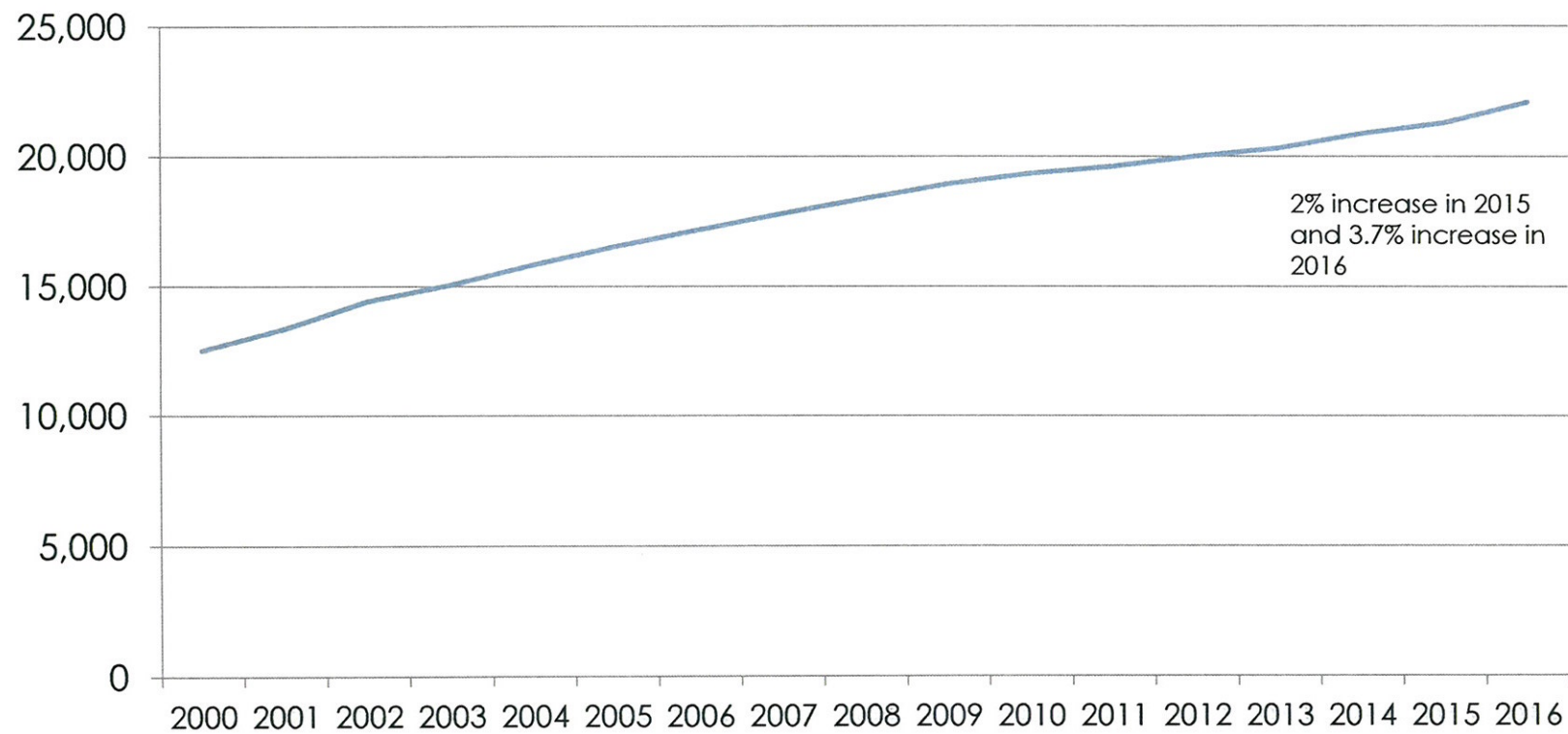
Assumptions

- Inflation
- Population
- Housing Starts

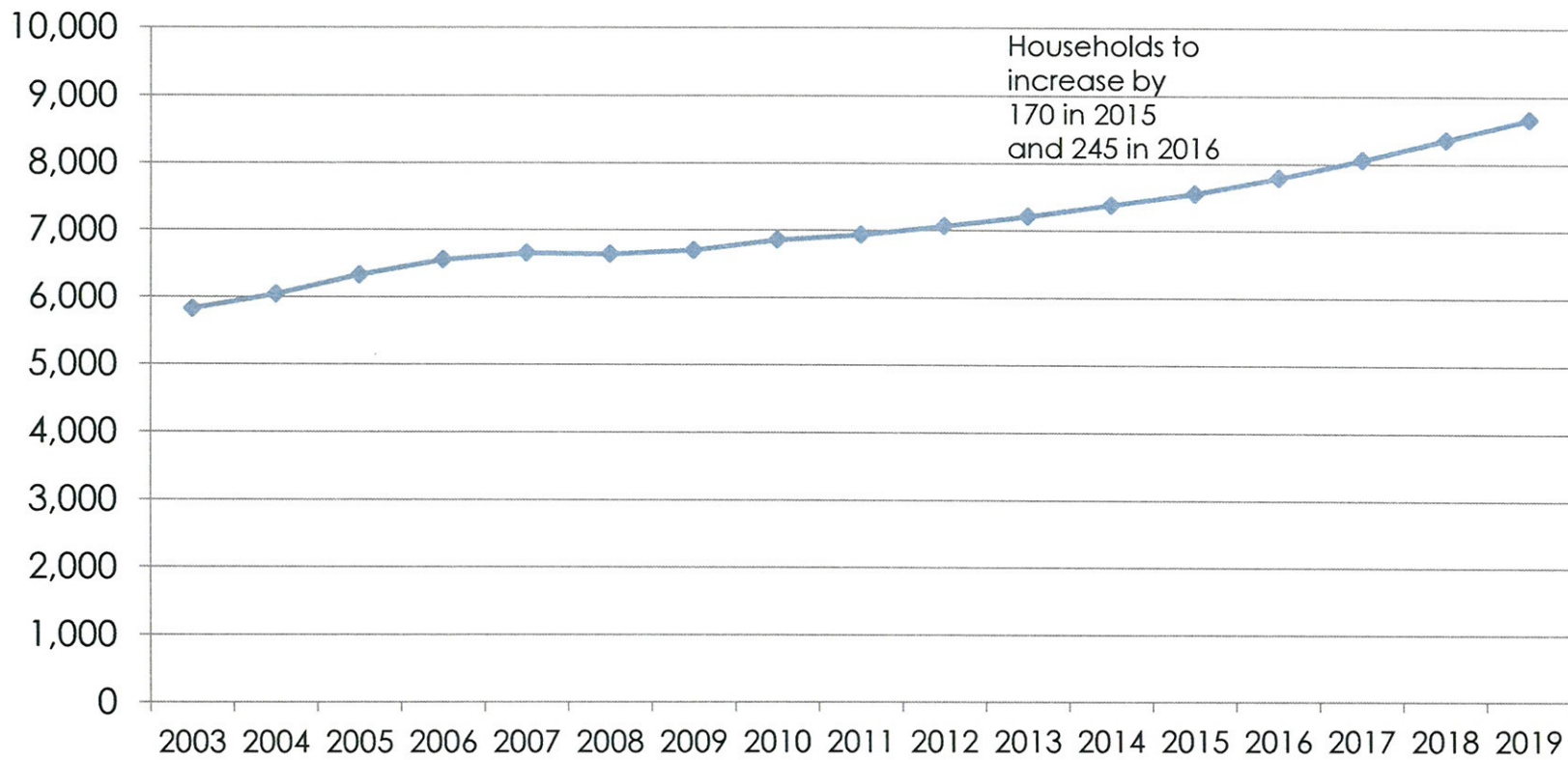
Inflation



Population



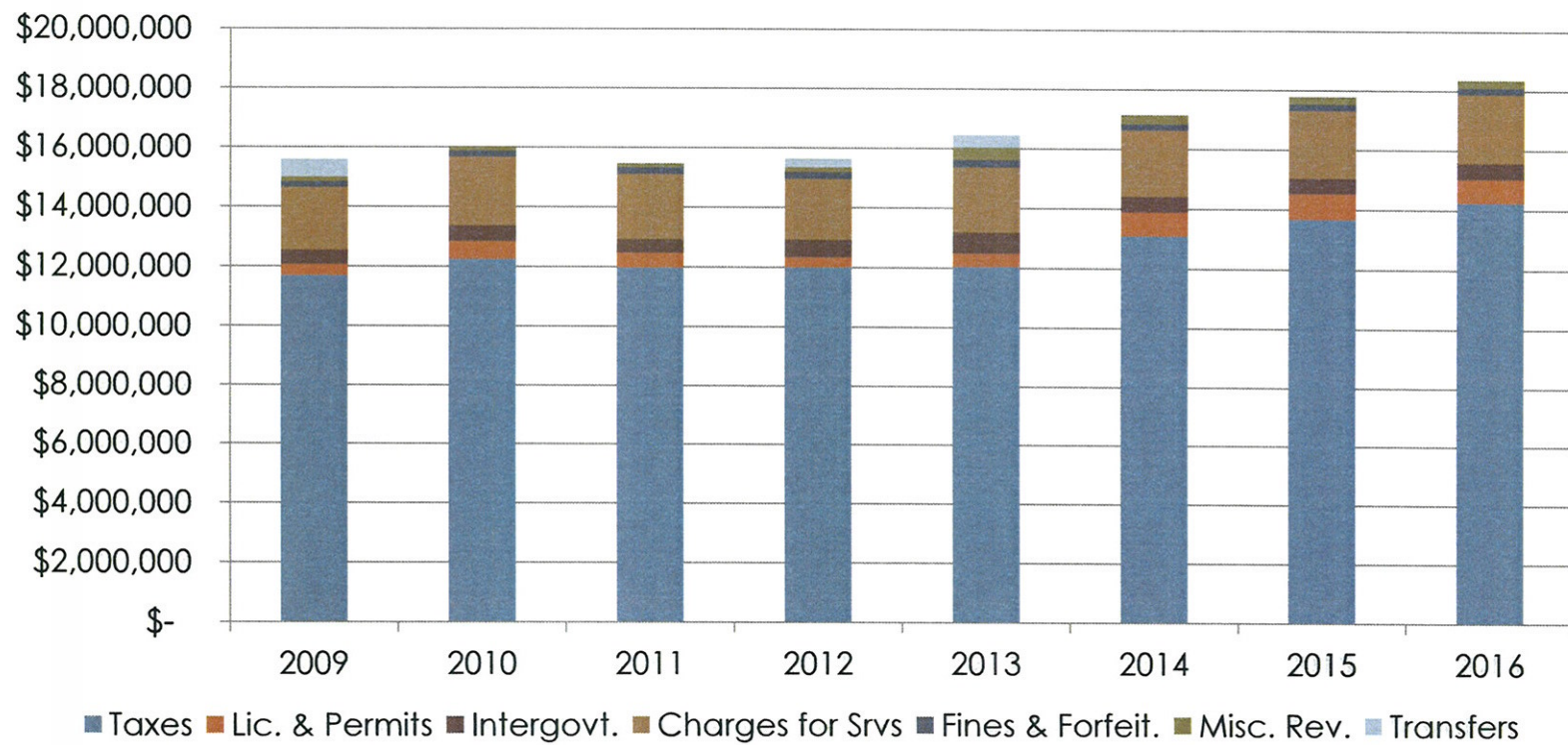
Households



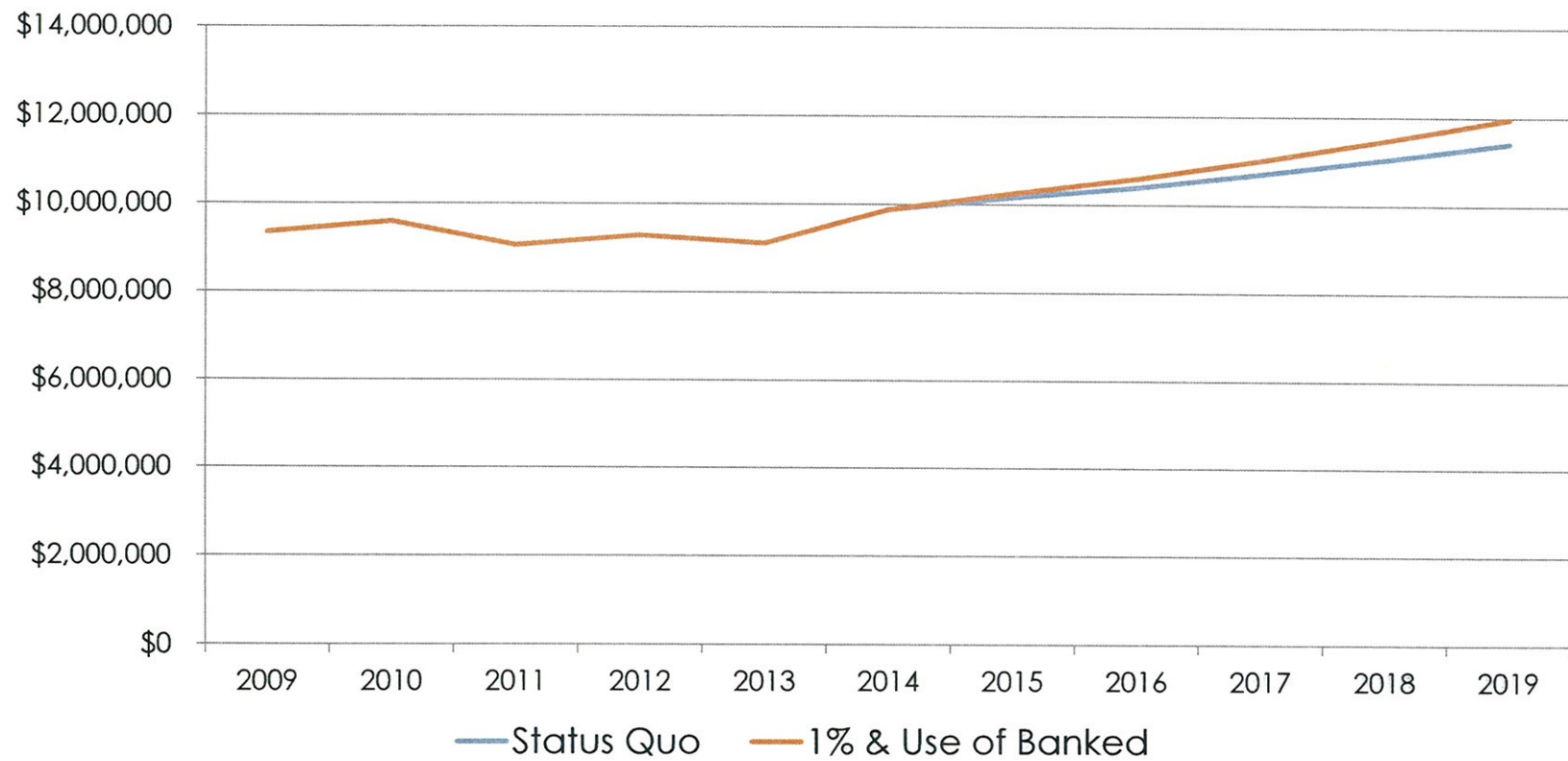
General Fund

Revenue Projection

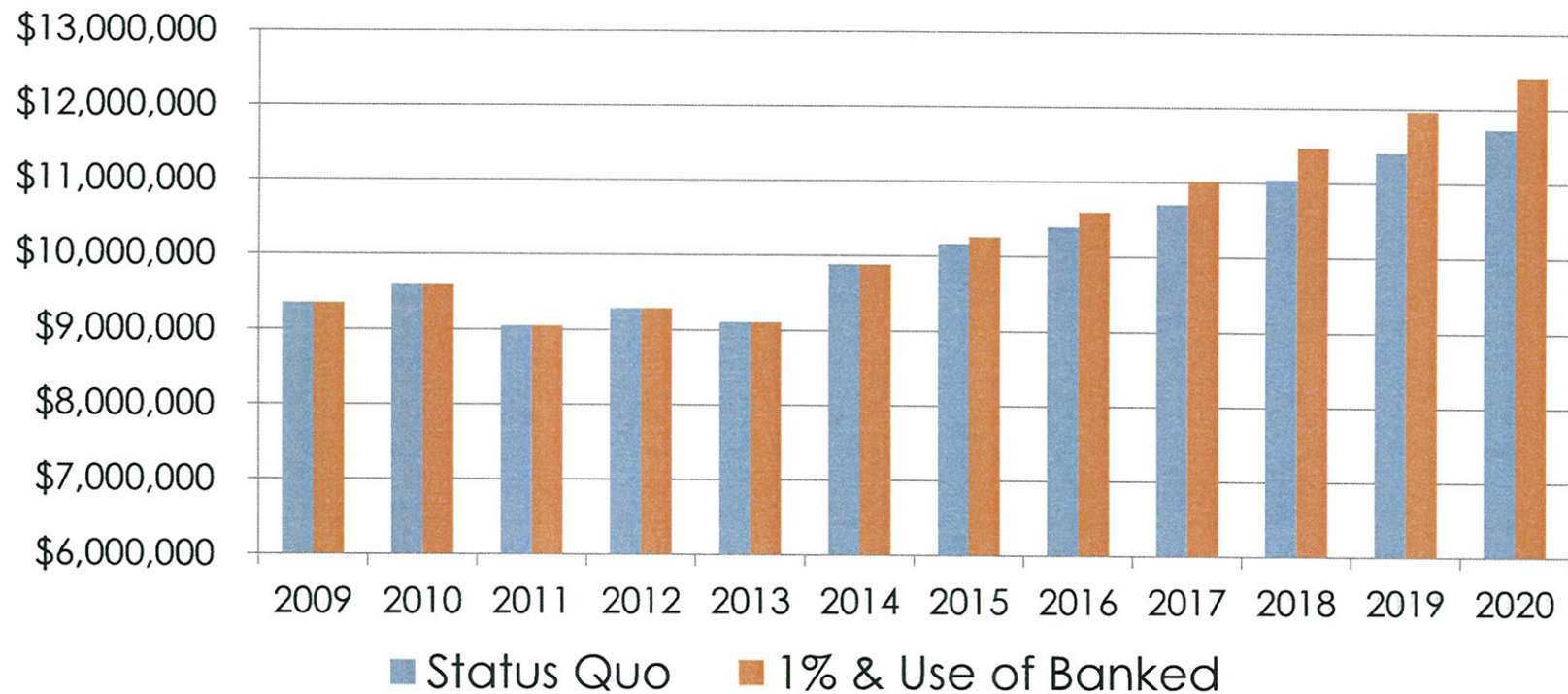
Sources of Funding



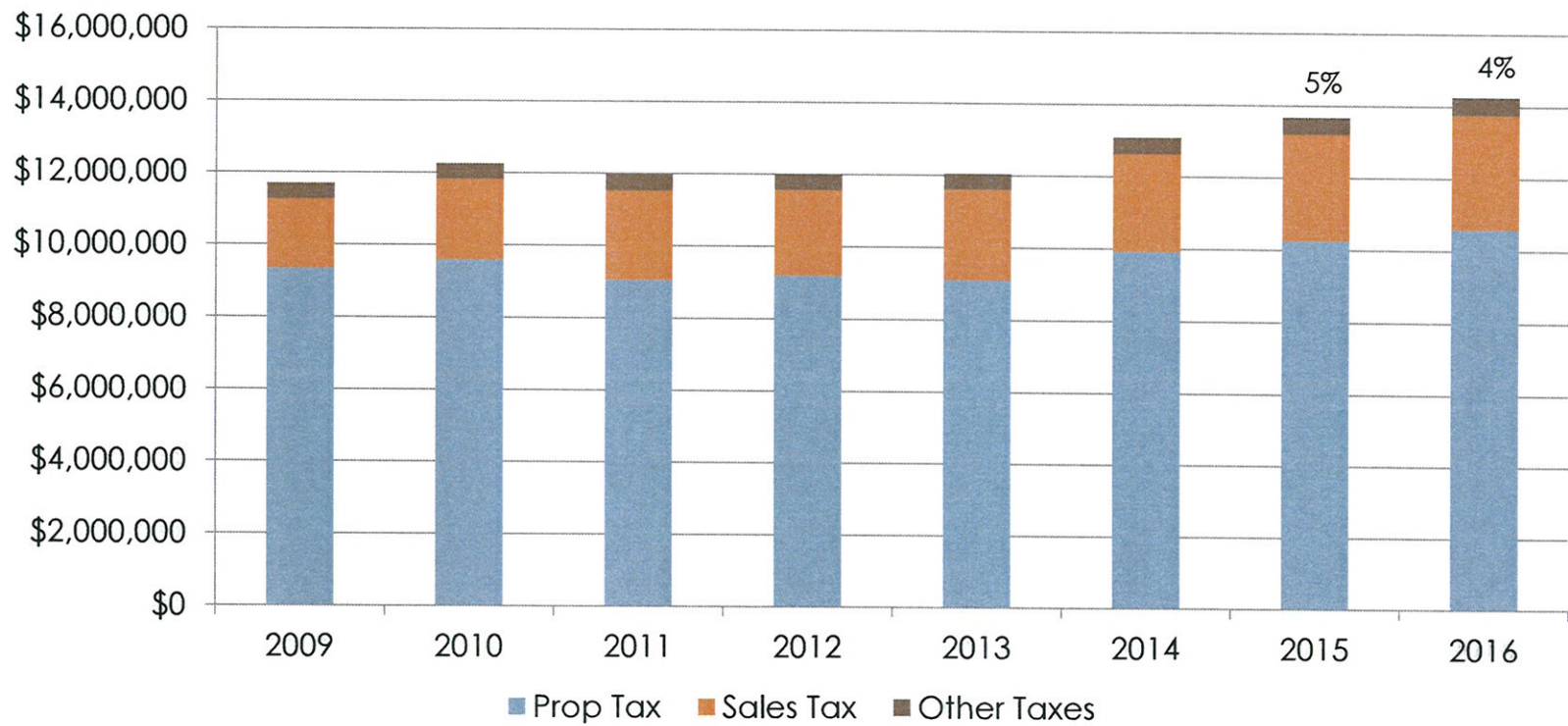
Property Taxes



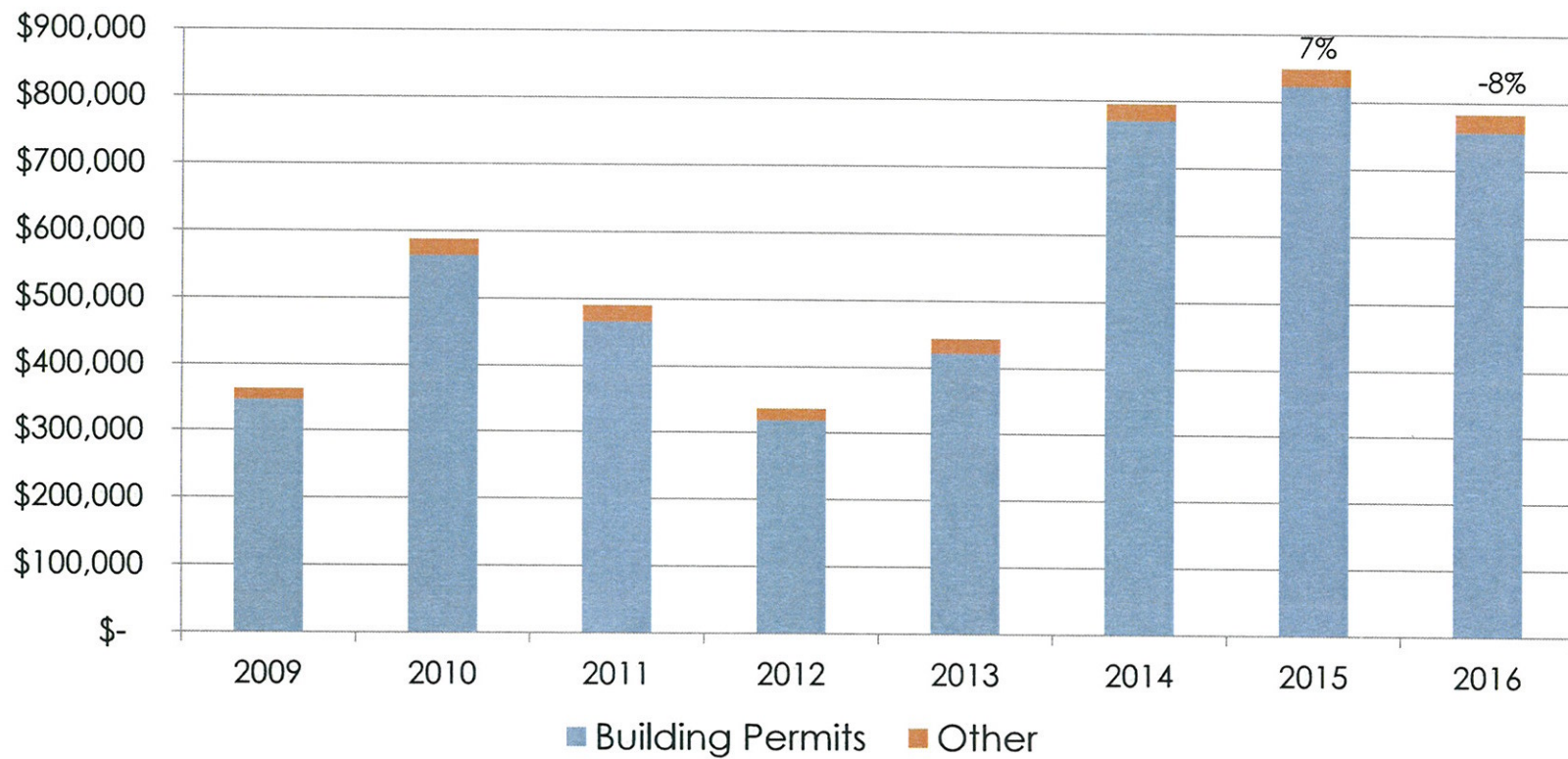
Choice for Now and In the Future



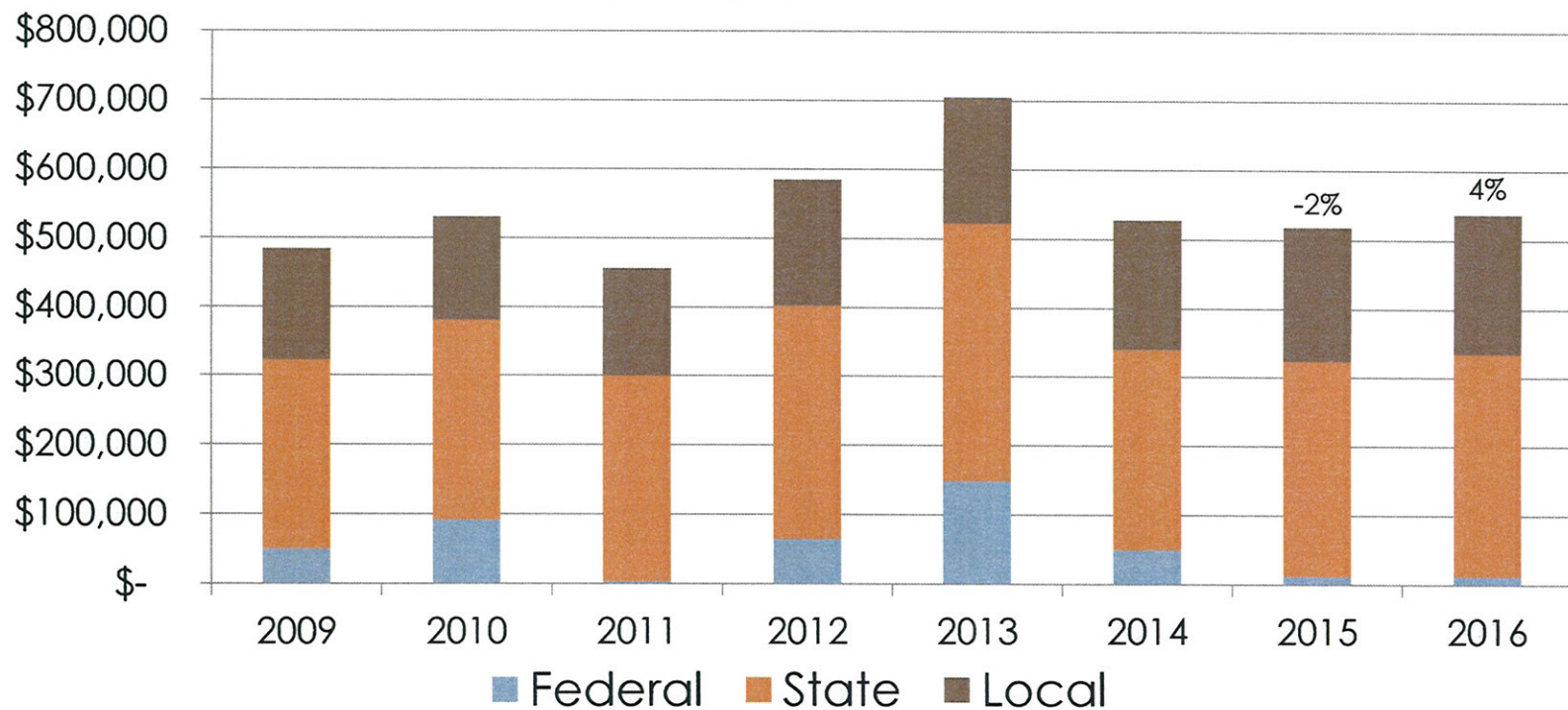
Tax Projections



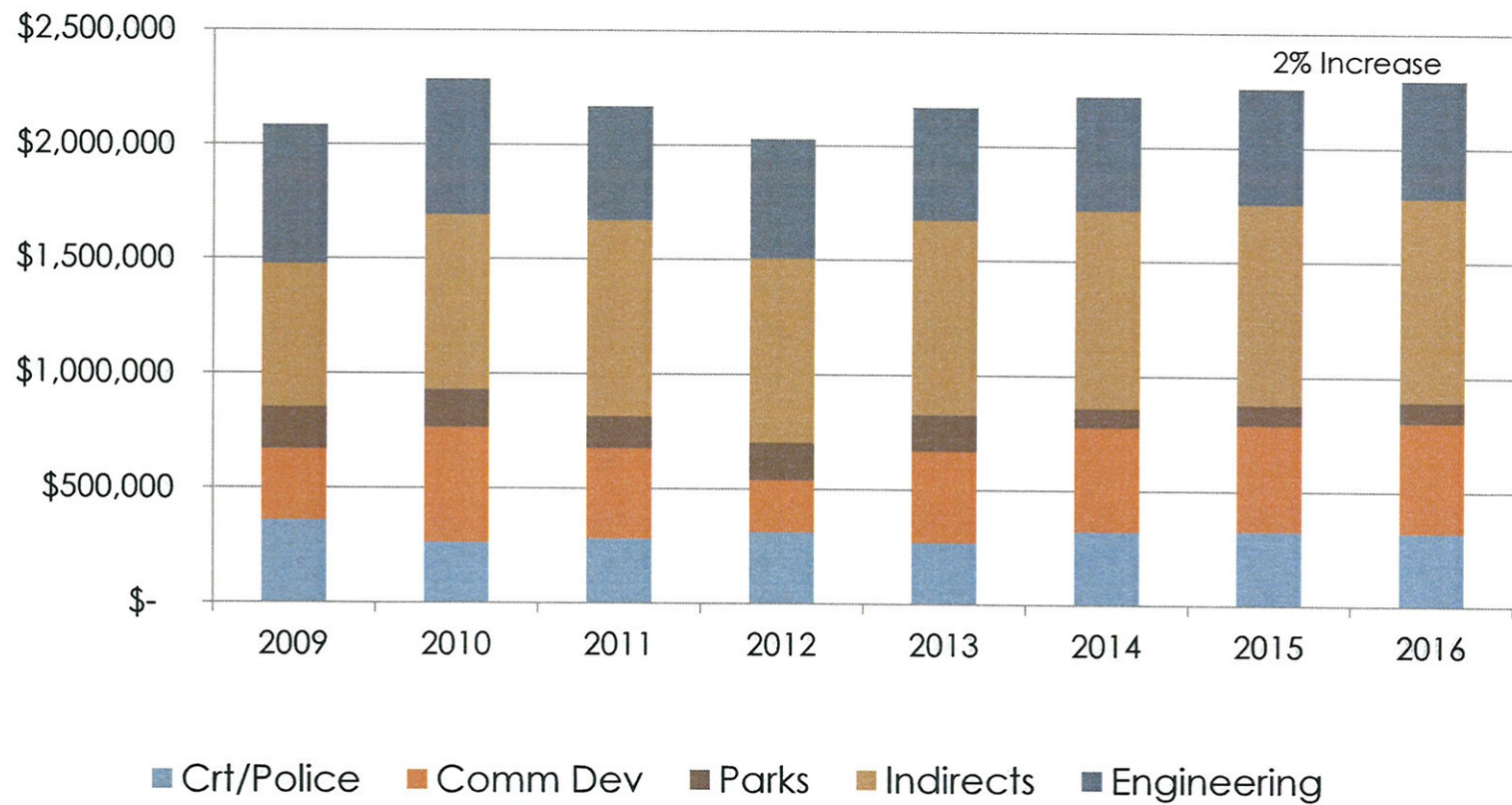
Licenses & Permits



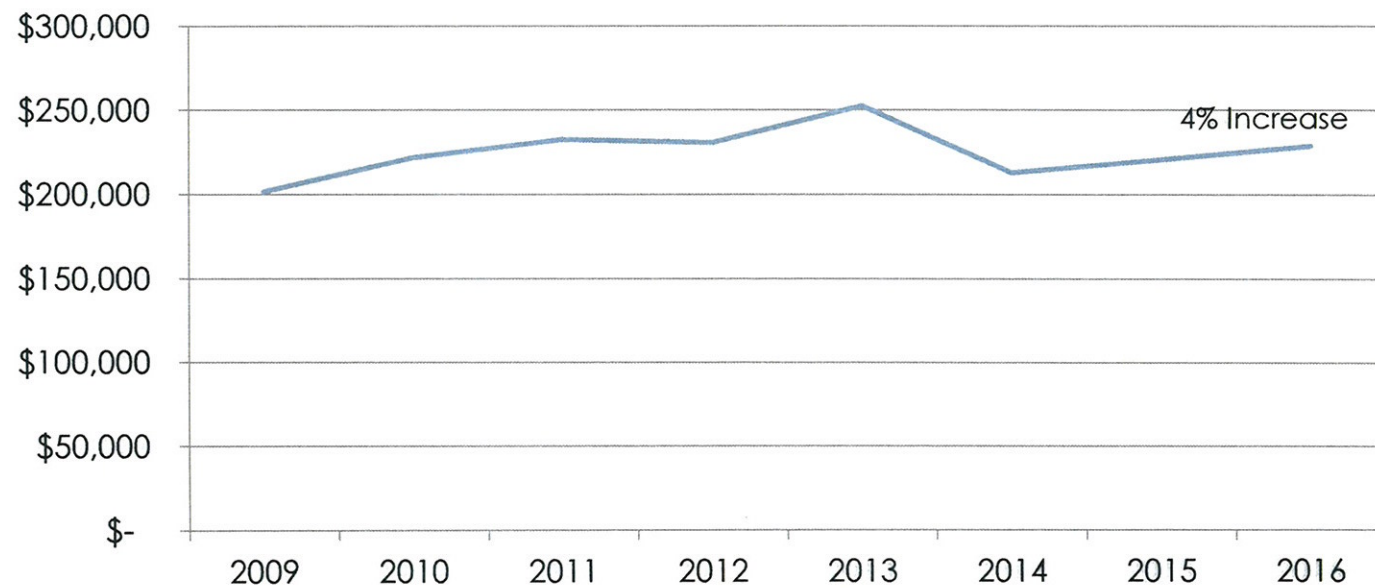
Federal, State and Locally Shared Revenue



Charges for Services



Fines and Forfeitures



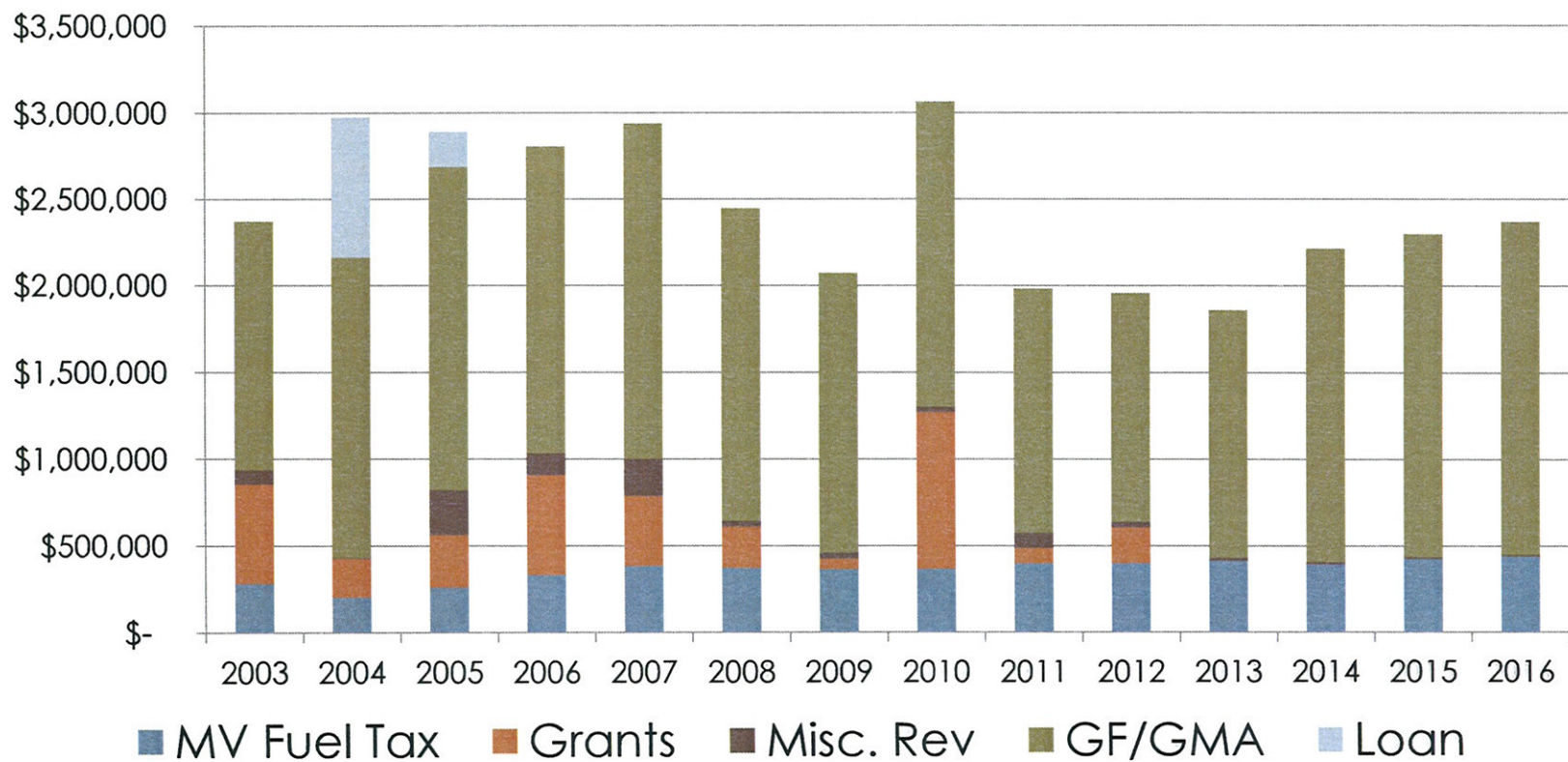
2015-2016 GF Revenue Estimate

	2015	2016
○ Taxes	\$ 13,685,758	\$14,263,178
○ Licenses & Permits	\$ 849,967	\$ 783,656
○ Intergovernmental	\$ 518,849	\$ 537,589
○ Charges for Services	\$ 2,260,995	\$ 2,298,650
○ Fines and Forfeitures	\$ 220,685	\$ 228,850
○ Miscellaneous Revenue	\$ 261,291	\$ 265,052
<hr/>		
Total General Fund Est. Revenue	\$ 17,797,545	\$18,376,976
	3.7%	3.3%

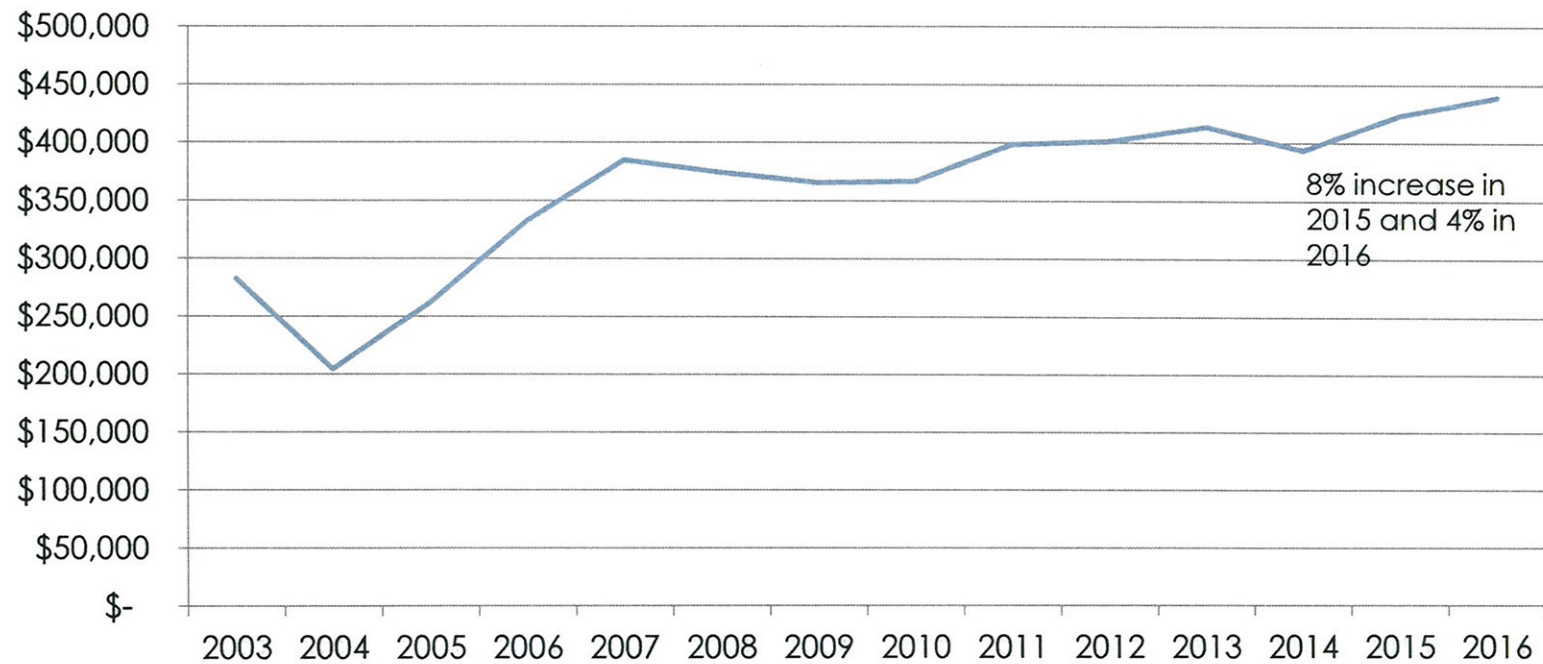
Street Fund

Revenue Projection

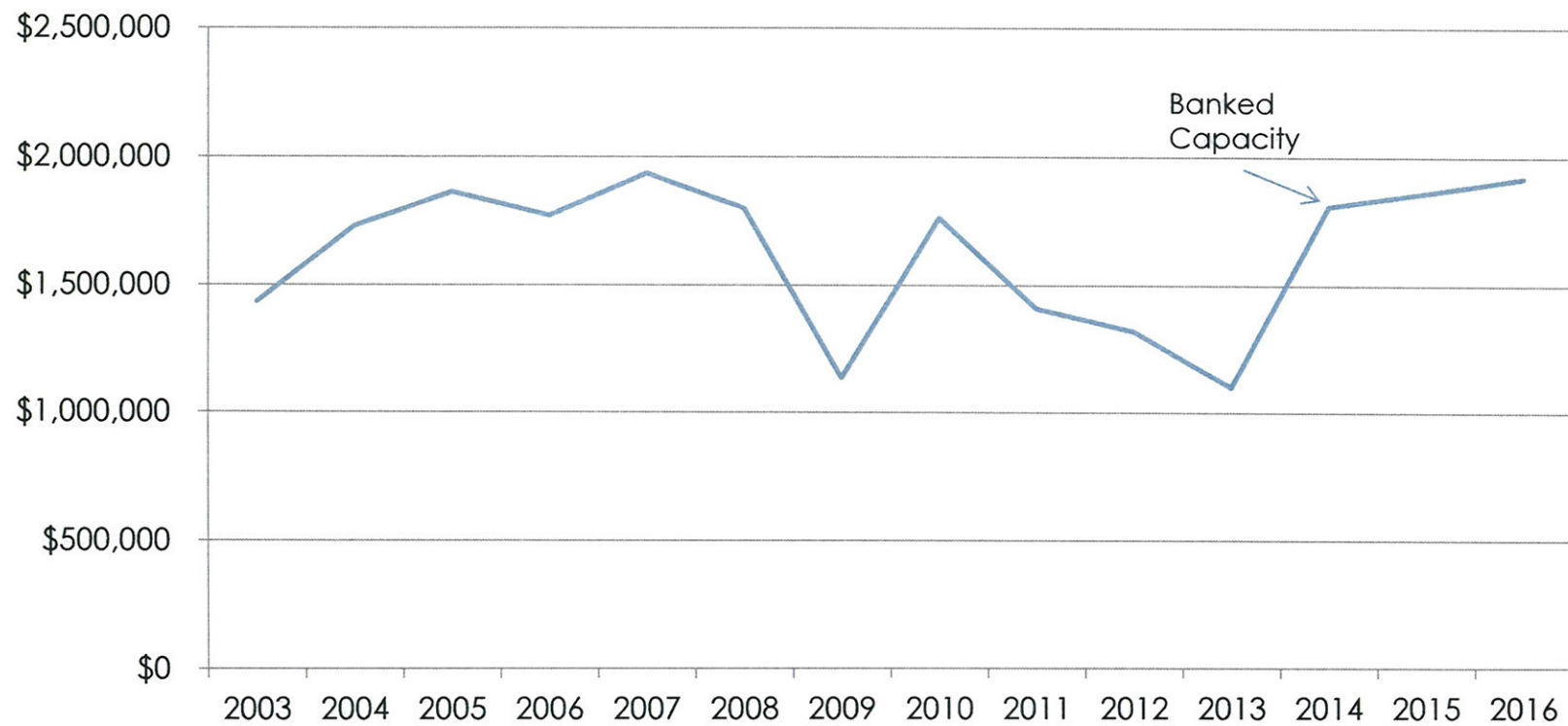
City Street Revenues



Motor Vehicle Fuel Tax



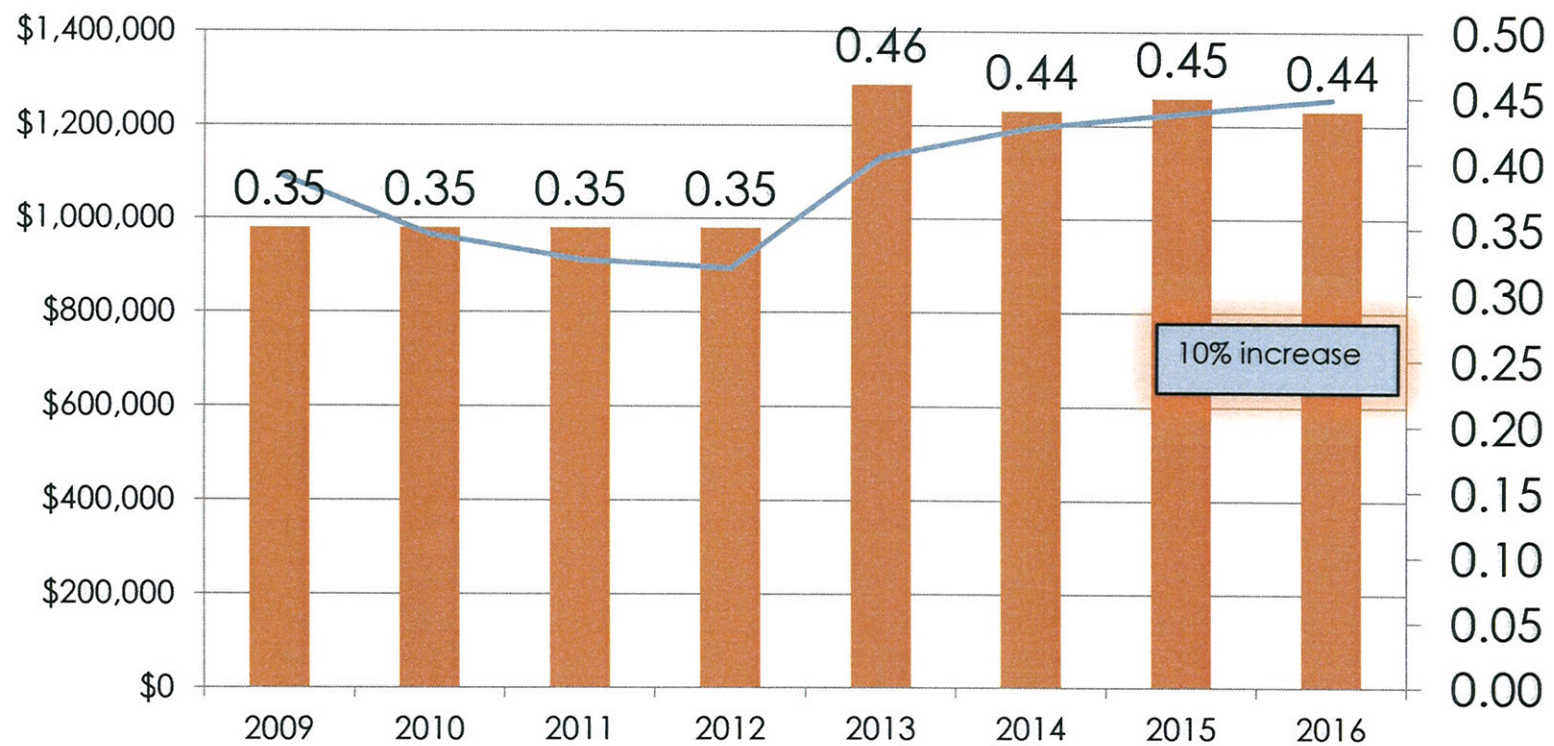
General Fund Support



Fire and EMS Fund

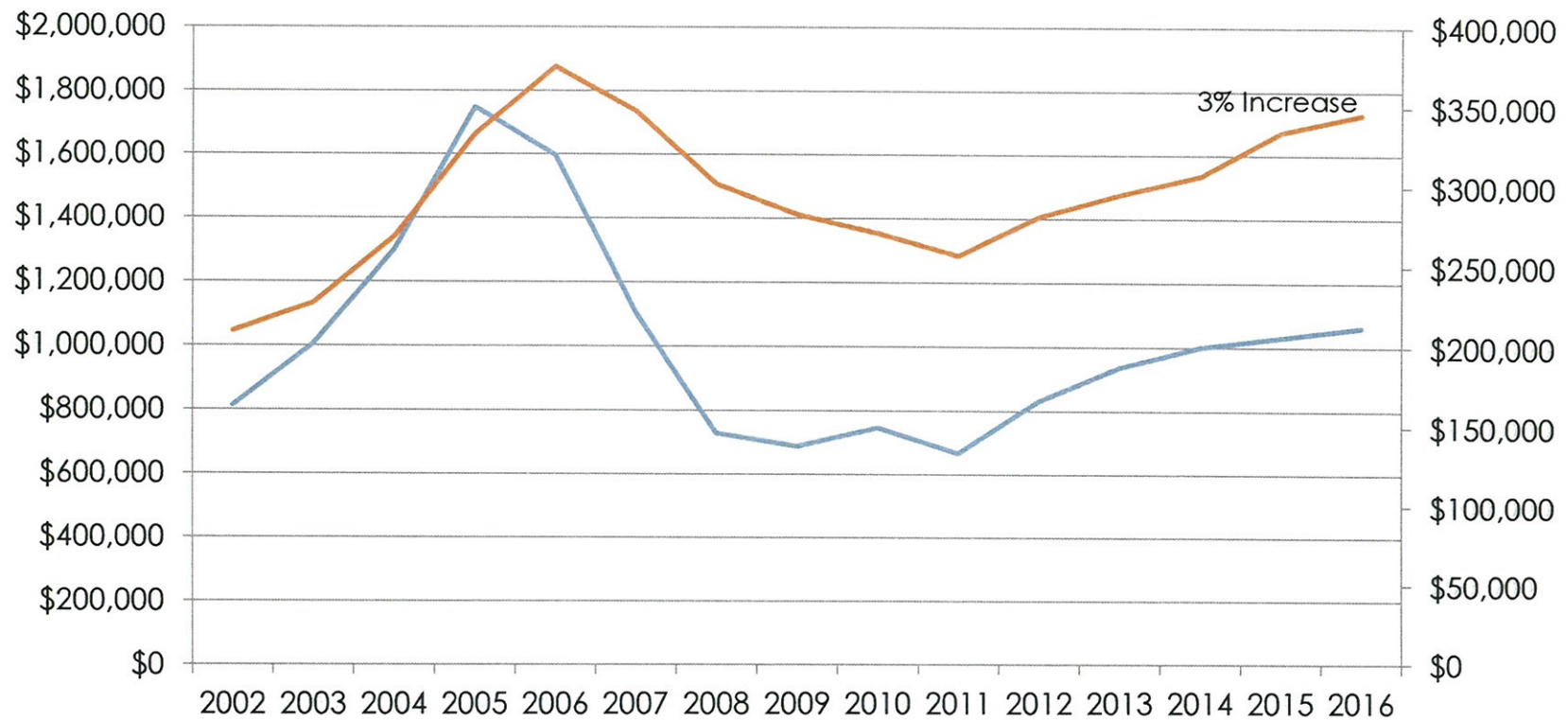
Revenue Projection

EMS Property Taxes

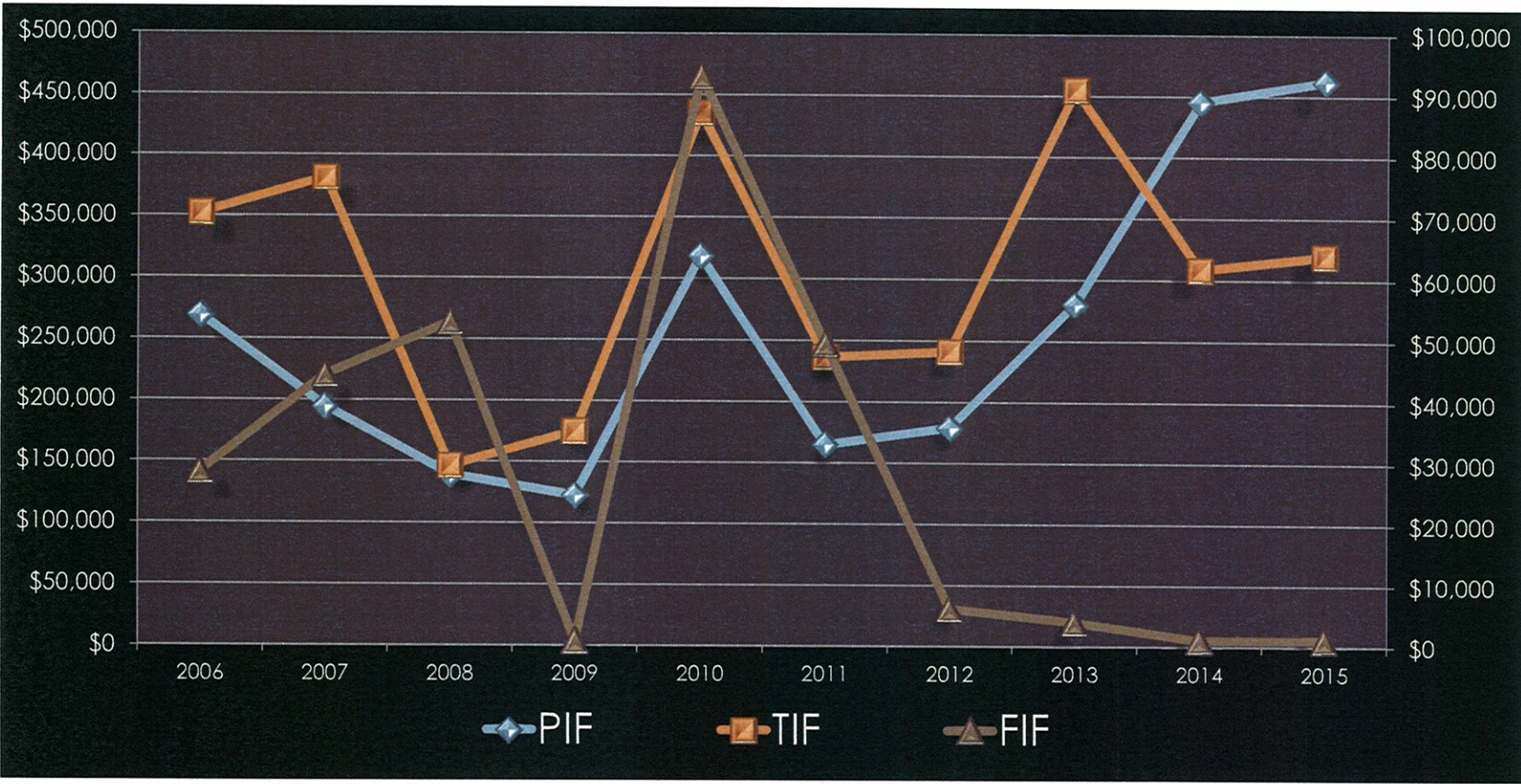


Capital Revenues

Real Estate Excise Tax



Impact Fees



Next Steps to 2015-2016 Budget

- September 15th
 - Indirect Rates
 - Fee Schedule
 - Vehicle Rental Rates
 - Technology Rental Concept
 - Property Tax 1% Presentation

City of Camas Utility Billing Code

- o **2014 Proposed Changes to Utility Billing Code**

- o September 2, 2014

Purpose

- o Better Customer Service
- o Streamline Billing Process
- o Maintain current staffing with a growing population
- o Compliance with RCWs
- o Provide greater equity in billing

Timeline

- Divide the Utility Billing Changes into two phases
 - September, 2014
 - January, 2015

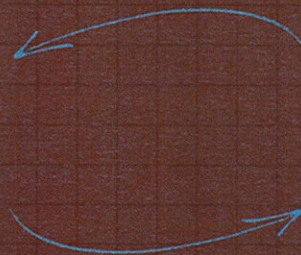
Proposed Changes September

Resolution

Eliminate extended
absences
(Resolution 942)

Ordinance

- o Set up fees
- o Service fees for optional call outs
- o Remove sprinkler rates
- o Stop door hangers
- o Stop use of Board of Adjustment
- o Water leak adjustment changes
- o Modify 150 foot sewer penalty



Proposed Changes Implemented in September

- Internal Policy Changes
 - Eliminate 1.5 yard dumpsters
 - Begin billing base fees at all times

Proposed Changes September

- o Ordinance Clean up Language
 - o Special Sprinkling rate removal
 - o Sewer winter average language to reflect new billing cycle
 - o After hours fees to start at 5:00 rather than 4:30
 - o Dumpster charges to be located in Fee Schedule
 - o Lien language clarification for sanitary and recycling

Proposed Changes

January 2015

◦ Ordinance

- Low Income Assistance (Budget Impact)
- Budget Billing (Programming Change)
- Rate Restructure (Condensing 81 Rates)
- Abandonment of Service (Notifications)
- Property Liens (Process Changes with County and Vendors)

Proposed Change Implemented in January 2015

- Eliminate Promises



Proposed Camas Municipal Code Amendments

TOPIC	CURRENT CODE OR POLICY	PRIMARY RECOMMENDATION	ALTERNATE OPTION OR NOTES	CITIES FOLLOWING PROPOSED CODE
1.5 Yd Dumpsters	Residential customer can rent a 1.5 yard or a 2 yard dumpster for general refuse. 13.84.010	Due to the minimal price difference, staff recommend removing the 1.5 yard option for residential temporary rental to simplify the program for customers and staff.	Eight customers have requested a 1.5 yd container in the first half of 2014, versus 89 requests for a 2 yd container in the same period.	
150' Sewer	Customers on septic who are within 150' of a City sewer line and choose not to connect must pay a monthly penalty equivalent to base sewer fees. 13.60.050	Adopt language recommended by the attorney (addition of "may" to language) to allow for use by the Public Works Director when safety dictates enforcement. Periodically review customers being penalized to ensure equitable administration.	Consider whether additional action should be pursued for properties paying this penalty but refusing to connect. Some cities pursue legal action after one year of the penalty being levied if connection has still not been made.	
Abandoned Service	Properties that have been abandoned or are vacant long-term continue to exist in the system as active accounts, with ready connections.	Staff recommends that properties remaining abandoned/vacant for a period of at least five years be declared abandoned and the service connection(s) removed. Reinstatement of service would require re-application and payment of new SDCs.	Approximately 17 properties in Camas could be affected by this policy.	Bellingham, Battle Ground, Tumwater, Ellensburg, Clark Regional WWD, Sumner, Everett, Ilwaco, Monroe, Lacey, Edmonds, Olympia, Wenatchee, Longview
Base Fees	Procedurally, but not specified in code, the City ceases charging base fees when a meter is disconnected for non-payment.	Staff recommends continuing to charge base fees during service disconnection to pay for the capital costs that exist even in the absence of consumption.	Approximately 100-200 accounts would be affected by this policy in a given year.	Mountlake Terrace, Bonney Lake, Moses Lake, Centralia, Aberdeen, Battle Ground, Langley, Kirkland, Anacortes, White Salmon, Renton, Highline Water District, Sequim, Olympia, Goldendale

TOPIC	CURRENT CODE OR POLICY	PRIMARY RECOMMENDATION	ALTERNATE OPTION OR NOTES	CITIES FOLLOWING PROPOSED CODE
Billing Cycle	By code, customers are billed bi-monthly, with cycle cut-offs on the 15th of odd-numbered months, bills due on the 10th of the following even-numbered month, and non-payment disconnects in the odd-numbered month following the due date. 13.44	Staff recommends shifting billing cycle cut-offs back by 2 weeks to the 30th of even-numbered months. Due dates, late fee dates, and shut-offs for non-payment would not change. This change would create a 30 day period after billing before late fees were assessed.		Cycle dates vary by city, but allowing 30 days between billing and penalties is a common baseline.
Board of Adjustment	By code, customers may take billing disputes to the Board of Adjustment for review. 13.44.020	Staff recommends that billing disputes be appealed to the Finance Director and/or Public Works Director, with the City Administrator as a final appeal. We should also enforce the rule that appeals must be made within 14 days of the disputed billing.	RCW only requires that the City clearly identify to whom appeals should be made, but does not specify that an outside body be used.	Bremerton, Bellingham, Langley, Moses Lake, Pullman, Kelso, West Richland, Puyallup Many cities reference a "utility hearings examiner", but do not always specify if this is a City staff member or not.
Budget Billing	Budget billing is not currently offered.	Customers identified by the agency used for Low Income payment options would be permitted to enroll in budget billing if requested, in order to comply with RCW.		Required by RCW
Doorhangers	Customers are currently notified of a pending shut-off by a doorhanger tag placed at the property 7 days in advance of service termination. 13.44.020	Staff recommends ending this practice, and instead altering billing cycle dates as proposed with these code changes, so that bills for the subsequent billing cycle function as a second notice.	Doorhangers are ignored by habitual offenders, and are cited as an embarrassment by non-habitual offenders. Posting the notices is time intensive, and can put staff in danger with volatile customers.	Tumwater, Arlington, Centralia, Aberdeen, Battle Ground, Washougal, Moses Lake, Kalama, Oak Harbor, Sultan, Snohomish County PUD
Extended Absence	By resolution 942, the legal property owner may suspend garbage and recycling without termination of water and sewer provided it is suspended for a minimum of 1 month, and no more than 6 months.	Per CMC 13.80.020, rates are meant to cover the cost of a driver checking for trash at the premises; thus, staff recommends discontinuing this option, for which administration is time intensive and causes a greater-than-average number of billing errors.	If the program is kept, stricter guidelines should be enacted in order to cut down on customer abuse of the program, such as water use during the hold will nullify the suspension, and it may not be used for vacant units in a multi-family structure.	

TOPIC	CURRENT CODE OR POLICY	PRIMARY RECOMMENDATION	ALTERNATE OPTION OR NOTES	CITIES FOLLOWING PROPOSED CODE
Extra Garbage	Customers pay per-item charges for additional refuse left curbside for pickup. 13.84.010	Staff could make contact with customers who frequently have extras to encourage upgrading to a larger can, or could simply place the larger container where egregious overage occurs.	Some cities require pre-payment and approval of extras. To encourage efficiency, drivers do not stop for unapproved extra items during their route, but instead return at a later time, resulting in an extra item charge and extra trip fee as well.	
Fee Schedules	Fees are currently updated individually within the sections of the codes covering the associated service.	Staff recommends having a separate fee schedule within CMC, to allow fee adjustments with one code change instead of many.	A separate fee schedule would also allow for built-in CPI increases to occur on a regular basis without requiring frequent code updates.	
Liens or Collections	Currently, unpaid/uncollectable utility bills are referred to Columbia Collectors for further action. Success rates are low, with most accounts paid due to the City's contact with banks during the foreclosure stage.	Staff recommends that liens be placed on properties for uncollected utility bills, and that all services be included in unrecorded liens on the property in the event of unpaid closing bills.		Olympia, Lacey, Washougal, Sunnyside, Mountlake Terrace, Monroe, Arlington, Centralia, Battle Ground, West Richland, Tukwila, Oak Harbor, Pullman, Kent, Port Orchard, Puyallup, Covington WD
Low Income Assistance	The City currently offers no assistance or exceptions for low income customers.	Pending agreement from an aid agency, the City would provide funds for low income citizens to pay their utility bills, which the agency would disperse among individuals meeting qualifying criteria.		Nearly all Washington cities whose code was reviewed offer low-income billing accommodations. This is permitted by RCW, and strongly encouraged by MRSC.
Meter Rates	The City currently has 81 rate codes for water service.	Staff recommends combining similarly sized meters into rate "classes" to cut down on administration time for rate changes and meter changeouts.		

TOPIC	CURRENT CODE OR POLICY	PRIMARY RECOMMENDATION	ALTERNATE OPTION OR NOTES	CITIES FOLLOWING PROPOSED CODE
Promises and Extensions	Procedurally, but not specified in code, the City allows customers to request an extension of the due date on delinquent charges.	Staff recommends no longer offering this to all customers as a default. Extensions should return to being granted at the Finance Director's discretion for exceptional circumstances only.	Staff recommend that a written component be required in order to be considered for a payment arrangement.	
Service calls	Staff currently read meters or check for leaks at the customer request, with no compensation for time, materials, or vehicle wear and tear.	With the exception of reads for billing or verifying suspected misreads; staff recommends that customers be charged a service call fee when they ask that City staff perform a read or leak check that they can perform themselves.		Battle Ground, Arlington, Pullman, Bremerton, West Richland, Ferndale, Vancouver
Setup Fees	The City currently does not charge customers a fee for setting up a new account.	Staff recommends charging a new account setup fee to the buyer at the time of a property sale. This fee would cover staff time, as well as the time and equipment for performing final meter reads.		Vancouver, Kirkland, Fircrest, Tumwater, Moses Lake, Oak Harbor, Soos Creek WSD, Skagit PUD, West Richland, Ferndale, Grandview, Puyallup, Snohomish PUD, Covington WD
Sprinkling Rates	Customers may request special rates from 7/1 - 9/30 to reduce the cost of irrigation water. 13.36.020	Staff recommends removing this portion of the code, and placing the burden on the customer to tie their irrigation system into their domestic line if they wish to pay lesser rates.	If kept, staff recommends that the special sprinkling rate dates be changed to coincide with billing cycles to remove the need for manual billing adjustments.	
Water Allowances	The City currently has approximately half a dozen "water allowances" for customers/properties.	Staff recommends periodically evaluating these water allowances to determine if all are still necessary. This would also pertain to customers given special exceptions for evaporative loss who are not using sewer metering.		
Water Leaks	See additional page			

*information from comparably-sized Cities was obtained from a 20-city survey of cities from 3k-15k customers done by Tumwater in 2013. Other information was researched online.

Water Leaks								
CURRENT CODE OR POLICY	CMC currently permits a water leak credit of up to two billing cycles for leaks in a water line, and sewer credits in anything other than a plumbing fixture that enters a drain. Customers must obtain a building permit and inspection of the repairs to be eligible, and the use must have been more than double the average of the prior 3 years. Qualifying credits are granted credit for half of water use above average and/or all of sewer use above average for up to two billing cycles, with the credit average defined as the two most recent billing cycles without irrigation or leak. There is no limit to how many times a customer can use this allowance, provided the leak is fixed each time. 13.44.030							
PROPOSED CHANGES	<u>Basic Premise</u> Customers with a water leak more than double their average would be permitted credit for a single billing cycle. The credit would be 100% of water and sewer above average.	<u>Average Defined</u> The average shall be defined as the most recent winter average (without leak). Customers with no prior winter average will have the most recent 2 billing cycles without leak used to define an average. New customers with no history will default to the system average.	<u>Qualifying Leaks</u> Water credits shall only be granted for leaks occurring in the main line underground between the meter and the house. Leaks at a junction off this main line, such as to an irrigation system, would not be eligible for a water credit.	<u>Irrigation</u> Credits for leaks in an irrigation system would qualify for a full sewer credit and winter average adjustments, but no water credit.	<u>Negligence</u> Qualifying leaks that continue for more than 2 billing cycles without repairs shall forfeit eligibility for credit due to negligence.	<u>Proof of Repair</u> The building permit and inspection requirement shall be removed from the water leak process as outside the scope of the billing department. A plumbing bill or receipt for parts would function as adequate proof.	<u>Time Limits</u> Customers would only be permitted one water leak credit in a 5 year period.	<u>Denied Credits</u> Customers not eligible for an adjustment for any reason shall be permitted to submit proof of repairs and request an adjustment of the winter average.
COMPARABLE CITIES CREDIT TIME LIMITS	<u>1 per year</u>	<u>1 per 2 years</u>	<u>1 per 5 years</u>	<u>1 per 8 years</u>	<u>2 per account</u>	<u>1 per account</u>	<u>1 per meter</u>	<u>No adjustments</u>
	Anacortes Black Diamond Lake Whatcom Puyallup Tukwila Walla Walla	Bonney Lake Goldendale Kelso	Renton Soos Creek WSD West Richland	Covington Water Dist	Highline Water Dist	Issaquah Kent Tumwater Washougal	Bellingham	Sultan