



Notice of Public Works Committee Meeting

CITY OF FALLS CITY, OREGON
Meeting Location: 320 N Main Street, Falls City
Thursday February 27, 2020 6:00 PM
Posted on February 25, 2020

Committee Members

Mike McConnell	Tony Meier
Jeff Propp	Cliff Lauder
Guy Mack	Gordon Hanson
	Tracy Young

AGENDA

- 1) **Call to order**
- 2) **Pledge of Allegiance**
- 3) **Motion to adopt the entire agenda**
- 4) **Consent Agenda: Motion Action Approving Consent Agenda Items**
 - a. Meeting Minutes December 19, 2019 (pg. 1-2)
 - b. Meeting Minutes January 23, 2020 (pg. 3)
- 5) **Public Comments:** Citizens may address the Committee or introduce items for Committee consideration on any matter. The Committee may not be able to provide an immediate answer or response, but may direct staff to follow up on any questions raised. Out of respect to the Committee and others in attendance, please limit your comment to five (5) minutes. Please state your name and city of residence for the record.
- 6) **Old Business**
 - a. PW Staff Report December 2019 (pg. 4-5)
 - b. PW Staff Report January 2020 (pg. 6-7)
 - c. SR- Removal Surplus Property-FYI (pg. 8)
- 7) **New Business**
 - a. Scott Ruyle- West Coast Cross Connection- Presentation
 - b. SR- Shutoff Notice Fee, date change and bulk water sales (pg. 10-28)
- 8) **Correspondence, Comments and Ex-Officio Reports**
- 9) **Committee Announcements**
- 10) **Adjourn**

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City of Falls City
Public Works Committee Meeting
Thursday December 19, 2019 6:00 p.m.
Meeting Location: 320 N Main Street, Falls City, OR 97344

Committee Members Present

Mike McConnell, Cliff Lauder, Gordon Hanson, Jeff Propp, Tony Meier, Tracy Young, Guy Mack

Staff Present

None

1. Call to Order

Chair McConnell called meeting to order at 5:58 p.m. and took roll call.

2. Pledge of Allegiance

Chair McConnell led committee in the Pledge of Allegiance.

3. Motion to Adopt the entire agenda

Member Meier moved and member Propp seconded to **adopt the entire agenda**. Motion carried 7-0-0 Ayes. Mike McConnell, Cliff Lauder, Gordon Hanson, Jeff Propp, Tony Meier, Tracy Young, Guy Mack.

4. Consent Agenda

- a. Public Works Committee Minutes November 21, 2019.

A motion was made by Member Meier and seconded by Member Lauder approving Consent Agenda item a. Motion carried 7-0-0 Ayes. Mike McConnell, Cliff Lauder, Gordon Hanson, Jeff Propp, Tony Meier, Tracy Young, Guy Mack.

5. Public Comments

None

6. Old Business

- a. Committee discussed various options including moving backflow devices onto City maintained side of meter, minimum bid of \$214,000.00 (Pederson's). City doesn't currently has funding available. Public Works Supervisor Don Poe said he would be checking with Pederson's for a bid for repairing failing devices and providing information at the next scheduled meeting. Consensus of Committee Members was that Backflow Policy remains in "status quo" as of now, unless a service is a high risk to system and needs action.

7. New Business

- a. Committee was informed two (2) older Chevy Vehicles to be sold. Proposed sale of grader and dump truck delayed for further discussion, Consensus.

8. Correspondence, Comments and Ex-Officio Reports

Committee members Lauder informed members of City staffing changes.

9. Committee Announcements

Next Public Works meeting is scheduled for Thursday January 23, 2020 at 6:00 PM.

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10. Adjourn

The meeting was adjourned at 6:56 PM

A motion was made by Member Mack and seconded by Member Young to adjourn the meeting. Motion carried 7-0-0. Ayes: Cliff Lauder, Mike McConnell, Gordon Hanson, Jeff Propp, Tony Meier, Tracy Young, Guy Mack.

Signed: _____ Public Works Committee Member

Attested: _____ Public Works Committee Member

City of Falls City
Public Works Committee Meeting Meetings
Thursday January 23, 2020 6:00 p.m.
Meeting Location: 320 N Main Street, Falls City, OR 97344

The meeting was cancelled meeting due to a conflict with a Committee Members schedules

Next meeting scheduled for February 27, 2020 at 6:00pm.

_____ Public Works Committee Mike McConnell

Attested: _____ Public Works Committee Member

Public Works Staff Report for December, 2019

Sunday, 1 Routine water & sewer.

Monday, 2 Staff report for November, went into Dallas gas, staff meeting.

Tuesday, 3 W/order reread on Forestview, meet with Forbes, back flow program, clean intake.

Wednesday, 4 State paper work.

Thursday, 5 Meet with Petersen Plumbing.

Friday, 6 started grading roads and rocking.

Saturday, 7 Rainy season was late, problems WTP

Sunday, 8 switch over from teal to Glaze Cr.

Monday, 9 Meet with Westech about new sewer system going over old mapping and future equipment.

Tuesday, 10 went over mapping for Westech.

Wednesday, 11 Meet Westech, called out WTP influent water problems.

Thursday, 12 W/order high consumption, 464 Frist Ave. replaces lights Upper Park.

Friday, 13 W/order on Montgomery, final read on vacant house, clean intake.

Saturday, 14 Sunday, 15 Routine water & sewer.

Monday, 16 Grade Ellis, Woods, physical shut-offs had twelve.

Tuesday, 17 had alarm at WWTP called out Valley Electric, float out.

Wednesday, 17 Took sewer sample to Corvallis, working on UV system, make preparation for storm tomorrow.

Thursday, 19 City had its first wind and heavy rain, had power outages WTP, pump at WWTP have check valve failed or blockage? UV needs a new sensor, City may be out compliance with state for being over on flow.

Friday, 20 Sewer problems, pump need to switch over, WTP flow influent turbidity is up.

Saturday, 21 Rounds, clean Glaze Cr. Intake.

Sunday, 22 Routine water & sewer.

Monday, 23 Finish meters, Christmas dinner at City Hall.

Tuesday, 24 Routine water & sewer, holiday.

Wednesday, 25 Routine water & sewer, holiday.

Thursday, 26 Clean intake, work at WTP, meter rereads, switch pump WWTP.

Friday, 27 Intake clean, run grader South side of town.

Saturday, 28 & Sunday, 29 Routine water & sewer.

Monday, 30 Grade and rock Mitchell, Central, First Ave., West Blvd.

Tuesday, 31 Routine water & sewer, holiday.

all

Public Works Staff Report for January, 2020

- Wednesday, 1 Routine water and sewer, holiday.
- Thursday, 2 meet with contractor's Woods, water and sewer hook- up. Sewer and water samples down to Corvallis.
- Friday, 3 Park maintenance, grade Hopkins.
- Saturday, 4 & Sunday, 5 On Saturday, city received heavy rain had to clean intake, Sunday, routine water and sewer.
- Monday, 6 Clean intake, staff meeting City Hall.
- Tuesday, 7 Intake clean, staff report, make septic tank pump list, roof has leak in bathroom.
- Wednesday, 8 Intake clean, work order high consumption 460 Mitchell, Hach calibrate turbidity instruments.
- Thursday, 9 Work on UV system, installed new probe.
- Friday, 10 Took E.coli sample, down to Corvallis.
- Saturday, 11 & Sunday, 12 Routine water and sewer.
- Monday, 13 Went into Dallas, purchase locate marking paint. Work on UV flow meter.
- Tuesday, 14 Light snow, working on switching over utility vehicle for sale. Fuel up generator WTP.
- Wednesday, 15 Work order, possible leak on 661 Bryant, just surface water from all rain fall. Cleaning utility truck.
- Thursday, 16 Ran grader broke down, hydraulic problem. Took sewer sample, Corvallis. Made appointment with Luckiamute body Shop take out fuel tank and put in new utility vehicle. Took E.coli sample Corvallis.
- Friday, 17 Finish putting tank in other utility vehicle. Lab called very high E.coli count, cross contemned with Influent waste water.
- Saturday, 18 & Sunday, 19 Routine water and sewer.
- Monday, 20 Had to retake E.coli sample, City Council meeting.
- Tuesday, 21 Meet with contractors Woods, placing meter. Planning review for Sheldon.
- Wednesday, 22 Review DEQ permit for city for old and new facility. Inspection sewer hook –up Woods.
- Thursday, 23 Sewer permit review, working on UV flow meter.
- Friday, 24 Routine water and sewer, short day.
- Saturday, 25 & Sunday, 26 Saturday Jon wen t into Independence attended water conference, Luckiamute Water Shed. Routine water and sewer.
- Monday, 27 Meters, rereads, heavy rain.

Tuesday, 28 City received 2.45 inches of rain, clean intake some minor problems at WTP, Finish meters.

Wednesday, 29 Town for fuel, review application for Public works employ, review DEQ permit, meet with National Weather Service, make some repair at WTP.

Thursday, 30 Repaired blown hose on grader, sewer samples Corvallis.

Friday, 31 End of month paper work, filled pot holes around town.

STAFF REPORT

TO: PUBLIC WORKS
FROM: JAMIE WARD, CITY CLERK
SUBJECT: REMOVAL OF SURPLUS PROPERTY -FYI
DATE: FEBRUARY 25, 2020

SUMMARY

At the February 10, 2020 City Council Meeting Resolution 04-2020 was approved with a 3-2 vote (see exhibit A). The Resolution allowed the surplus of the 1989 International Dump Truck, 1978 Grader, and 2006 Ford F-350 with the Plow.

BACKGROUND

N/A

PREVIOUS COMMITTEE ACTION

1986 Ford L9000 Fire Pumper-Declared surplus by City Council in January 2019

ALTERNATIVES/FINANCIAL IMPLICATIONS

N/A

STAFF RECOMMENDATION

N/A

Exhibit

Resolution 04-2020

RESOLUTION 04-2020

A RESOLUTION DECLARING CERTAIN CITY PROPERTY SUPRLUS AND AUTHORIZING THE SALE OR DISPOSITION THEREOF

Whereas:

1. Property is considered "surplus" when it no longer serves the needs of the city and, therefore the public; and
2. Surplus property should be disposed of when doing so is in the public interest; and
3. The City of Falls City is currently in possession of property that no longer serves the needs of the city and, therefore the public; and
4. Nothing in the City's governing documents delineates a procedure for declaration or disposition of Surplus City Property.

NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF FALLS CITY RESOLVES AS FOLLOWS:

Section 1. The items listed in section 2 of this resolution are declared surplus property. The surplus property listed in section 2 of this resolution shall be disposed of in the manner and by the means determined most advantageous by the City Manager.

Section 2. The following items are declared surplus property:

1. 1978 Grader;
2. 1989 Dump Truck;
3. 2006 Ford F-350.

Section 3. This Resolution shall be effective immediately upon passage.

ADOPTED BY THE FALLS CITY COUNCIL ON THIS 10th Day of February, 2020.

Vote: AYE 4 NAY 2 ABSTAIN 1 ABSENT 0

2/10/2020
Date



Jeremy Gordon, Mayor

Attest:
02/10/2020
Date



Jamie Ward, City Clerk

AGENDA REPORT

TO: PUBLIC WORKS COMMITTEE
FROM: JAMIE WARD, CITY CLERK
SUBJECT: SHUT-OFF NOTICE DATE, FEE AND BULK WATER SALES
DATE: FEBRUARY 18, 2020

SUMMARY

- a. City Staff is changing the monthly date that shut-off notices are sent out to the tenth (10) of the month instead of the fifth (5). Currently the monthly schedule (see exhibit A) calls for billing to be printed and mailed out by the 28th of the month. Shut-off notices to be sent out on the 5th of the following month. With the delay in our postal system customers are getting their bill and their shut-off notice within a couple days of each other. This is causing more work on City Staff by not allowing customers adequate time to come in and pay. The City issues an average of 616 notices annually taking City Staff an average of 51 hours. With the cost of paper, stamps, envelopes, and staff time it's costing the City an average of \$1632.40 a year, \$2.65 per notice.
- b. City Staff is also seeking the Public Works Committee's recommendation to City Council to start implementing a \$5.00 service charge on each account receiving a shut-off notice. Staff is hoping with the additional time to pay and the penalty it will cut down on the monthly average and help customers who do pay their bill on time to not have to make up the difference.
- c. City Staff is seeking the Public Works Committee's recommendation to City Council to change the rate for bulk water sales. Resolution 12-2017 states that the current rate for 1,000 units of water is \$5.00. The City is recommending a new charge of \$10.00. The current pay structure (see exhibit B pg. 6-7) classifies each service in the water rate table. Residential customers inside city limits pay a base rate of \$41.96 for 5 units of water and \$2.55 per unit over that base. Staff feels this is not an equal charge for potential customers who do not live in city limits.

FINDINGS:

1. Municipal Code 51.11 (see exhibit C)
 - a. (E) *Billing and Payments Section*

States that each bill rendered shall contain the final date on which payment is due. If the bill is not paid by that date, the account shall be considered delinquent unless other arrangements have been made with the Water Department, in writing, that specify another due date.
 - b. 51.11 (F) *Delinquent accounts.*
 - (1) *Delinquent notice.* A reminder of account delinquency may be sent, at the discretion of the City Recorder/Administrator, to each delinquent account on or about ten days after the account becomes delinquent.

(2) *Turn-off notice.* On or about 15 days after an account becomes delinquent, a turn-off notice may be sent to the customer. The notice shall state a date on which water will be turned off if the delinquent account is not paid in full prior thereto.

(3) *Service turn-off.* On the turn-off date, the meter reader or other agent of the city shall deliver a written notice to the customer stating that the water service is being turned off until all delinquent amounts have been paid. The meter reader or other agent of the city shall immediately thereafter turn off the service. A delivery to the premises served by the meter shall be considered a delivery to the customer.

(4) *Service charge.* In all instances where water has been turned off because of delinquent accounts, a service charge for the reconnection of services and replacement of cash deposit shall be made as established by resolution of the Council. Effective 3-1-2000, water service shall be reconnected only upon application and replacement of cash deposit by the property owner(s) of record, if the customer account was held in a name other than the owner(s) of record when service was turned off.

c. (G) *Installment payments of delinquent accounts.*

In cases of extreme hardship, the City Recorder/Administrator shall have the discretion of renewing service to a delinquent account upon receipt of a satisfactory installment payment agreement for the overdue amount, provided that new billings remain current.

(Ord. 98-471, passed 5-4-1998; Ord. 477, passed 1-31-2000)

2. Resolution 12-2017 A Resolution detailing fees for water and sewer service and related charges; and water and sewer connection fees; and repealing prior resolutions. (see exhibit D)
3. Resolution 26-2017 A Resolution providing a utility policy and guidelines for installment payment agreements and for penalty waivers.

FINANCIAL IMPLICATIONS

None

STAFF RECOMMENDATION

None

Exhibits

1. Exhibit A- Water Utility Billing Monthly Schedule (current)
2. Exhibit B- RESOLUTION 12-2017 pg. 6-7
3. Exhibit C- Municipal Code 51.11
4. Exhibit D- RESOLUTION 12-2017
5. Exhibit E- RESOLUTION 26-2017

PROPOSED MOTION

I motion that the Falls City Public Works Committee recommend to Council to change the current Shut-off notice rate and allow for a \$5.00 penalty be added to customers receiving shut-off notices.

I motion that the Falls City Public Works Committee recommend to Council to change the current bulk rate fee from \$5.00 to \$10.00.

Water Billing Procedures

Monthly Cycle

Created: 03/26/2012 Draft

Modified: 10/17/2018_jb

Water Billing Schedule

1 st	File prior month accounting batches, date order, oldest date in front
1 st	File prior month billing reports, use coversheets and rubber band.
10 th	Generate Shut-Off <u>notices</u> of the following month that payment was due. E.g., On May 16, generate Shut-Off notices for non-payment of bills due on April 15 th .
15 th	Water payments are due on 15 th of each month
16 th	For clients who received Shut-Off notices. Payments are due by noon.
16 th	Generate Physical Shutoff hangers and Shut-off water for those clients who received Shut-off notice and did not make payment or payment plan by noon. Issue Work Order for each. <ul style="list-style-type: none"> • \$35 service fee to turn on water again.
20-24 th	Optimize the CUSI Database (before downloading the Senses) data)
20-22 nd	Load route data into Senses hand held meter reader
20 th - 24 th	Public Works picks up Hand Held by 7AM
26 th	Upload and process exceptions
25 th - 26 th	Prepare exception report for Public Works
26 th	Water payments are late on 26 th of each month
26 th	Tab 8 Setup Bill message
26 th	Verify payments have been applied correctly for 19260/19240 (owner/renter)
26 and 27 th	Calculate Penalty. Make Adjustments. <ul style="list-style-type: none"> • Hard date for penalty, except if 26th falls on Saturday & Sunday and client dropped payment in slot in city hall AND payment could be applied to system in morning, before penalties are calculated with a back date of the 25th to avoid penalty. • Rule: Penalties are not applied to accounts that carry only a balance of penalties (\$21.00 or less). Step 4: Calculate Bills Step 5: Billing Exceptions Step 6: Print Billing Edit L1st Step 7: Print the Bills Step 8: Close the Bills to place them permanently in the customer's history.
28 th - 1 st	Send out water bill. GOAL: Send Bills final day of the month.
EOM	Run Aged Account Receivables Report and File Liens
EOM	Run End of Month Reports and distribute

S/O = Shut-Off Notice



Today



February, 2020

Monthly

Weekly



Keep

M

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W

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F

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27

28

29

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31

1

2



Bills out

3

4

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Billie's

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16

(Current S/O)



Clerk's

New S/O

17

18

19

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22

23



City Ri



William

ShutOff (Pny)

24

25

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27

28

29

1

Penalties Billing

City of Falls City
 "Exhibit 1" Water Service Rate Table by Class of Service

Definition: 1 Water Unit = 1000 gallons

Residential - Inside City Limits (RI)

Size of Meter	Consumption	Base Rate
5/8" METER	5 Units	41.96
1" METER	5 Units	64.64
1 1/2" METER	5 Units	72.58
2" METER	5 Units	86.18
3" METER	5 Units	106.60
4" METER	5 Units	151.96
Overage: Consumption shall be charged at \$2.55 per Unit over 5 Units		

Residential - Outside City Limits (RO)

Size of Meter	Consumption	Base Rate
5/8" METER	5 Units	47.06
1" METER	5 Units	69.74
1 1/2" METER	5 Units	77.68
2" METER	5 Units	92.42
3" METER	5 Units	111.70
4" METER	5 Units	157.06
Overage: Consumption shall be charged at \$2.84 per Unit over 5 Units		

Residential/Commercial - Inside City Limits (RCI)

Size of Meter	Consumption	Base Rate
5/8" METER	5 Units	64.64
1" METER	5 Units	87.32
1 1/2" METER	5 Units	96.39
2" METER	5 Units	108.86
3" METER	5 Units	129.28
4" METER	5 Units	174.64
Overage: Consumption shall be charged at \$3.12 per Unit over 5 Units		

Residential/Commercial - Outside City Limits (RCO)

Size of Meter	Consumption	New Base Rate
5/8" METER	5 Units	69.74
1" METER	5 Units	92.42
1 1/2" METER	5 Units	101.49
2" METER	5 Units	113.97
3" METER	5 Units	134.38
4" METER	5 Units	179.74
Overage: Consumption shall be charged at \$3.12 per Unit over 5 Units		

City of Falls City

"Exhibit 1" Water Service Rate Table by Class of Service

Non-Residential Commercial – Inside City Limits (NCI)

Size of Meter	Consumption	Base Rate
5/8" METER	5 Units	64.64
1" METER	5 Units	87.32
1 1/2" METER	5 Units	96.39
2" METER	5 Units	108.86
3" METER	5 Units	129.28
4" METER	5 Units	174.64
Overage: Consumption shall be charged at \$3.12 per Unit over 5 Units		

Non-Residential Commercial – Outside City Limits (NCO)

Size of Meter	Consumption	Base Rate
5/8" METER	5 Units	69.74
1" METER	5 Units	92.42
1 1/2" METER	5 Units	101.49
2" METER	5 Units	113.97
3" METER	5 Units	134.38
4" METER	5 Units	179.74
Overage: Consumption shall be charged at \$3.12 per Unit over 5 Units		

2 Meters-Outside (2MO)

Size of Meter	Consumption	Base Rate
5/8" METER	5 Units	79.38
Overage: Consumption shall be charged at \$2.55 per Unit over 5 Units		

Falls City, OR Code of Ordinances

(1) *Time limit.* Temporary service connections shall be discontinued and terminated within six months after installation unless an extension of time is granted, in writing, by the Water Department.

(2) *Charge for water served.* Charges for water furnished through a temporary service connection shall be at the same rates as for regular services as established by resolution of the Council.

(3) *Installation charge and deposits.* Applicant for temporary service will be required:

(a) To pay the Water Department, in advance, the estimated cost of installing and removing all facilities necessary to furnish each service;

(b) To deposit an amount sufficient to cover bills for water during the entire period the temporary service may be used, or to otherwise establish credit approved by the Water Department; and

(c) To deposit with the utility an amount equal to the value of any equipment loaned by the Water Department to the applicant under the terms of division (K)(4) below.

(4) *Responsibility for meters and installation.* The customer shall use all possible care to prevent damage to the meter or to any other loaned facilities of the Water Department. If the meter or other facilities are damaged, the cost of making repairs shall be deducted from the deposit fund. If the loaned materials are returned in satisfactory conditions and all bills paid, the full amount of the equipment deposit will be returned to the temporary customer at the termination of service.

(L) *Customer's plumbing.*

(1) *Plumbing code.* The customer's plumbing, which shall include the customer's service line and all plumbing, piping, fixtures, and other appurtenances carrying or intended to carry water, sewer, or drainage shall comply with the plumbing code of the state.

(2) *Control valves.* Customers shall install a suitable control valve in the customer service line as close to the meter as possible, the operation of which will control the entire water supply to the premises served. In the event a customer's service is discontinued for any reason, a control valve must be installed, if none exists, as provided by this section. It shall be a violation of these rules and regulations for the customer to operate, cause, or permit unauthorized operation of the meter stop or any appurtenances on the service connection. (Ord. 98-471, passed 5-4-1998) Penalty, see § 51.99

§ 51.08 METERS.

(A) *Ownership.* The Water Department will own and maintain all water meters. The Water Department will not pay rent or any other charge for a meter or other water facilities, including housing and connections on a customer's premises.

(B) *Installation.* Installation of water meters will be performed only by authorized employees of the Water Department. All meters shall be sealed by the Water Department at the time of installation, and no seal shall be altered or broken except by one of its authorized employees.

(C) *The size and type of meter.* An applicant may request and receive any size meter regularly stocked or furnished by the Water Department, provided the request is reasonable and

Falls City, OR Code of Ordinances

(1) *Billing period.* All meters shall be read and bills rendered therefor monthly.

(2) *Bills for other than normal billing period.* Opening or closing bills, or bills that for any other reason cover a period containing 10% more days or 10% less days than in the normal billing period shall be pro-rated.

(3) *Bills for more than one meter.* All meters supplying a customer's premises shall be billed separately, except that where the Water Department has for operating purposes installed two or more meters in place of one, the reading may be combined for billing.

(C) *Disputed bills.* When a customer disputes the correctness of any bill, he or she shall submit a written request for a hearing by the City Council at its next regularly scheduled meeting, and deposit the amount of the disputed bill, within ten days of receipt of the disputed bill, pending final settlement of the bill or bills. A determination of the City Council after a hearing on a disputed bill shall be final. Any subsequent bills shall be paid or placed on deposit in a similar manner until the dispute is heard by the Council. The customer's service shall not be disconnected while the dispute is pending and for ten days after a decision by the Council is made. Failure of the customer to make such a written request and deposit within ten days shall warrant discontinuance of service as provided under division (F) below and the imposition of any other remedies available under § 51.13(B).

(D) *Failure to read meters.* In the event that it shall be impossible or impractical to read a meter on the regular date, the water consumption shall be pro-rated on the basis of 30 days per month and the total water consumption for billing purposes for that period shall be estimated.

(E) *Payment of bills.* Each bill rendered shall contain the final date on which payment is due. If the bill is not paid by that date, the account shall be considered delinquent, unless other arrangements have been made with the Water Department, in writing, that specify another due date.

(F) *Delinquent accounts.*

(1) *Delinquent notice.* A reminder of account delinquency may be sent, at the discretion of the City Recorder/Administrator, to each delinquent account on or about ten days after the account becomes delinquent.

(2) *Turn-off notice.* On or about 15 days after an account becomes delinquent, a turn-off notice may be sent to the customer. The notice shall state a date on which water will be turned off if the delinquent account is not paid in full prior thereto.

(3) *Service turn-off.* On the turn-off date, the meter reader or other agent of the city shall deliver a written notice to the customer stating that the water service is being turned off until all delinquent amounts have been paid. The meter reader or other agent of the city shall immediately thereafter turn off the service. A delivery to the premises served by the meter shall be considered a delivery to the customer.

(4) *Service charge.* In all instances where water has been turned off because of delinquent accounts, a service charge for the reconnection of services and replacement of cash deposit shall be made as established by resolution of the Council. Effective 3-1-2000, water service shall be reconnected only upon application and replacement of cash deposit by the property owner(s) of record, if the customer account was held in a name other than the owner(s) of record when service was turned off.

(G) *Installment payments of delinquent accounts.* In cases of extreme hardship, the City Recorder/Administrator shall have the discretion of renewing service to a delinquent

RESOLUTION NO. 12 -2017

A RESOLUTION DETAILING FEES FOR WATER AND SEWER SERVICE AND RELATED CHARGES; AND WATER AND SEWER CONNECTION FEES; AND REPEALING PRIOR RESOLUTIONS

Findings:

1. Municipal Code Section 51 Water, Section 09 Water Rates and Charges, authorizes the City Council to establish, by resolution, and from time to time amend, water rates to be charged for each class of service, including minimum charges, charges for water consumption, service connection charges and all other related fees and charges.
2. Municipal Code Section 50 Sewer, Section 25 Generally, subsection (D) authorizes the City Council to establish, by resolution, and from time to time amend, sewer user rate per equivalent residential unit (ERU).
3. Municipal Code Section 50 Sewer, Section 6 Connection Fees, subsection (A) authorizes the City Council to establish, by resolution, and from time to time amend, sewer connections fees.
4. The City maintains two Enterprise Fund accounts for Water and Sewer activities. Enterprise fund revenues are restricted to be spent only on enterprise activities relating to their revenue source. For example water rate revenue can only be spent on water activities and projects.
5. An Enterprise fund is a fund established to account for operations, including debt service that are financed and operated similarly to private businesses where the intent is the service is self-sufficient, with all costs supported predominantly by user charges. Through charges, and fees, an equitable and fair system of recovering water system costs is established.
6. Staff audited several utility charges and fees and found that several categories are not billed equitably to customers to cover the cost of operations for services rendered for these categories:
 - a. Water Shutoff notice
 - b. Water Reconnection fee
 - c. Utility Returned Check Fee
 - d. Charges for the installation for a simple and complex water meter
7. Cost of operations for Public Works staff, salary plus benefits, is approximately \$30-\$32 an hour. Cost of operations for Administration staff, salary plus benefits, is approximately \$25-\$28 an hour. The salary of city staff is proportionally allocated to Funds.
8. Shutoff notices inequitably
 - a. In April 2017, Public Works staff delivered forty-seven (47) shutoff notices (green tags) throughout the service area for delinquent balances which required two and one half (2 ½) hours each for two Public Works staff. A similar number of shutoff notices are distributed each month, equaling an estimated 60 hours annually; the cost to the Water Fund is approximately \$1,800 annually for Public Works staff time.

- b. It requires approximately three (3) hours a month for Administrative staff to generate shutoff notices, equaling an estimated 36 hours annually; the cost to the Water Fund is approximately \$972 annually.
 - c. Many customers have commented to City staff, that they wait for the delivery of the shutoff notice to remind them to pay their utility bill.
 - d. Because cost of the Water Fund is recovered by rates and charges, and because the City does not charge a fee for a shutoff notice, customers who do not receive shutoff notices are subsidizing those customers who receive shutoff notices monthly.
 - e. Staff recommends that the City Council approve the elimination of physical shutoff notices and replace with a shutoff notice provide by mail, beginning on July 16, 2017, and after public notification in the June Newsletter, notification in the June 26 and July utility billing statement message, and with a public announcement at the June and July Regular City Council meetings. Mailing shutoff notices will save an estimated \$1,500 annual, after considering the cost of postage and the elimination of Public Works staff time to deliver shutoff notices to the service address.
9. Water Reconnection fee inequitably
- a. Reconnection fees are charged to customers when reconnecting water service after receiving full payment of a delinquent utility account.
 - b. A reconnection fee is not charged to reconnect service after a seasonal shutoff or to temporarily reconnect water service for a home inspection, home repair, property cleaning or similar activities, yet the same amount of time and work is required by Public Works staff for all water reconnections.
 - c. On May 18, 2017 the Falls City Public Works Committee compared Falls City Fall City water service fees against fees from similar sized communities and recommended that the City Council adopt a water reconnection fee for any and all water reconnections.
10. Utility returned check fee inequitably
- a. The current charge of \$25 for a returned check does not cover costs.
 - b. The bank charges \$12 per returned check.
 - c. Processing a returned check on average requires forty-five (45) minutes for Administrative staff, amounting to approximately \$21. Tasks include account review, customer letter, handwritten shut-off notice, utility system accounting adjustment, preparation of exception processing accounting backup with distribution to the bookkeeper, the original and daily accounting batch documents, and the adjustment log. The delivery of the shut-off notice by Public Works staff amounts to approximately \$14. The total staff cost is \$35.
 - d. Staff recommends that the City Council adopt an increase of the \$25 Returned Check Fee to \$35 to for cost recovery.

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11. Charge for the installation for a simple and complex water meter connection inequitably
 - a. Current charges for the installation of a water meter, both simple and complex, do not cover the actual costs.
 - Simple Water Connection: the water main line runs on the right-of-way in front of the property.
 - Complex Water Connection: the water line runs along the right-of-way on the opposite side of the road which requires repairs to the street surface
 - b. Staff recently tracked the actual cost to install a Simple Water Connection, including parts, materials and staff time. The total cost was \$1,867.
 - c. Staff recommends that the City Council adopt an increase of the \$1,250/base rate for a Simple Water Connection to \$1800/base or actual cost if greater.
 - d. Staff recommends that the City Council adopt an increase of the \$1,500/base rate for a Complexed Water Connection to \$2,100/base or actual cost if greater. The cost for each Complexed Water Connection is unique because the connection crossed a public street.

12. Defining Public Works staff work hours for the Water Service Reconnection Fee
 - a. Public Works staff typically starts their weekday work at 7:00 AM and end at 4:00 PM.
 - b. Public Works staff is on call 24/7.
 - c. The prior rate resolution charged a different fee for business hours and “other than business hours” but did not define.
 - d. Staff recommends that the City Council adopt wording that defines hours and days for each classification.

13. Sewer service rates have been included in this rate resolution to further merge utility rates, fees and charges to a single rate resolution.

14. The Falls City Council has determined that the rates and charges set forth in this resolution are appropriate and in the best interest of the City.

NOW THEREFORE, THE CITY OF FALLS CITY RESOLVES AS FOLLOWS:

Section 1. Water furnished to water districts, cooperatives or corporations, organized and existing under the laws of the State of Oregon and receiving water through a master meter, shall pay therefor such amount as may be established by agreement between the City and the water districts, cooperatives or corporations, fire districts or departments, or other persons or entities prior to receiving such water.

- (a) Where an agreement is not in place, and where bulk water is needed, the Bulk Water Rate will be \$5.00 per unit (1000 gallons) charged according to the size of the tanker truck or vessel; and

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- (b) Payment in advance is required for the sale of bulk water where a written agreement is not in place; and
- (c) Sale of bulk water without a written agreement is a privilege and can be denied or revoked at any time.

Section 2. In addition to the monthly fees established herein, Exhibit 1, the following service fees are hereby established:

- (a) Reconnection fee during between 7 AM and 4 PM weekdays \$35.00
- (b) Reconnection fee afterhours, on weekends or on holidays \$65.00
- (c) Setup connection fee for sale of bulk water where a written agreement is not in place \$80.00
- (d) Returned check fee \$35.00
- (e) Payment Late fee \$10.00

Section 3. In addition to monthly fees established herein, Exhibit 1, the following utility connection fees are hereby established:

- (a) Sewer Connection fee:
Base Facility rate of \$3,250.00, plus customer will be responsible for all costs to connect to the system (Municipal Code 50.06 (A)).
- (b) Water Connection Fee Simple:
Base Facility rate of \$1,800.00, or actual cost if greater.
- (c) Water Connection Fee Complex:
Base Facility rate of \$2,100.00, or actual cost if greater
- (d) Additional Water Connection fees where the length of service exceeds 100 feet:
The applicant shall pay the extra cost of the line on the basis of actual cost to the Water department for labor, materials and equipment plus 15% (Municipal Code 51.07).

Section 4. In addition to the monthly fees established herein, Exhibit 1 and Exhibit 2, a Capital Improvement Fee shall be assessed any service with a water meter or sewer connection, active or inactive, in the amount of \$10.00. When both a residence and a commercial operation or development exist on a property zoned Commercial Residential, the Capital Improvement Fee will be assessed separately for both the residence and the commercial operation or development.

Section 5. In addition to the monthly fees established herein, Exhibit 1 and Exhibit 2, a Backflow Testing Fee shall be assessed each month on each water meter service account in the amount of \$2.25 from July 1, 2014 through June 30, 2018.

Section 6. Water furnished to multi-unit properties where the property owner desires one (1) water meter to serve all units shall be charged at the following:

- (a) Multi-unit properties serviced by one (1) meter will be charged a multiplier based on the meter size multiplied by the number of dwelling units.
- (b) Charged a multiplier by amount of units for the Capitol Improvement Fee.

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Section 7. Resolution 02-2017 and Resolution 2010-07 are repealed on the effective date of this resolution. All other resolutions and parts of resolutions relating to water use rates and related charges not repealed or amended expressly or by implication by resolution shall continue in full force and effect.

Section 8. Pursuant to ORS 294.160, the Council held a public hearing on June 8, 2017 to consider public comment on the proposed procedural changes and the fee increases.

ADOPTED BY THE FALLS CITY COUNCIL ON THIS 8th DAY OF June, 2017.

VOTE: AYE 6 NAY 0 ABSTAIN 0 ABSENT 0


Terry Ungricht, Mayor

Date 06-09-2017

ATTEST:

Domenica Protheroe, City Clerk

Date 06-09-2017

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City of Falls City
"Exhibit 1" Water Service Rate Table by Class of Service

Definition: 1 Water Unit = 1000 gallons

Residential - Inside City Limits (RI)

Size of Meter	Consumption	Base Rate
5/8" METER	5 Units	41.96
1" METER	5 Units	64.64
1 1/2" METER	5 Units	72.58
2" METER	5 Units	86.18
3" METER	5 Units	106.60
4" METER	5 Units	151.96
Overage: Consumption shall be charged at \$2.55 per Unit over 5 Units		

Residential - Outside City Limits (RO)

Size of Meter	Consumption	Base Rate
5/8" METER	5 Units	47.06
1" METER	5 Units	69.74
1 1/2" METER	5 Units	77.68
2" METER	5 Units	92.42
3" METER	5 Units	111.70
4" METER	5 Units	157.06
Overage: Consumption shall be charged at \$2.84 per Unit over 5 Units		

Residential/Commercial – Inside City Limits (RCI)

Size of Meter	Consumption	Base Rate
5/8" METER	5 Units	64.64
1" METER	5 Units	87.32
1 1/2" METER	5 Units	96.39
2" METER	5 Units	108.86
3" METER	5 Units	129.28
4" METER	5 Units	174.64
Overage: Consumption shall be charged at \$3.12 per Unit over 5 Units		

Residential/Commercial – Outside City Limits (RCO)

Size of Meter	Consumption	New Base Rate
5/8" METER	5 Units	69.74
1" METER	5 Units	92.42
1 1/2" METER	5 Units	101.49
2" METER	5 Units	113.97
3" METER	5 Units	134.38
4" METER	5 Units	179.74
Overage: Consumption shall be charged at \$3.12 per Unit over 5 Units		

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City of Falls City

"Exhibit 1" Water Service Rate Table by Class of Service

Non-Residential Commercial – Inside City Limits (NCI)

Size of Meter	Consumption	Base Rate
5/8" METER	5 Units	64.64
1" METER	5 Units	87.32
1 1/2" METER	5 Units	96.39
2" METER	5 Units	108.86
3" METER	5 Units	129.28
4" METER	5 Units	174.64
Overage: Consumption shall be charged at \$3.12 per Unit over 5 Units		

Non-Residential Commercial – Outside City Limits (NCO)

Size of Meter	Consumption	Base Rate
5/8" METER	5 Units	69.74
1" METER	5 Units	92.42
1 1/2" METER	5 Units	101.49
2" METER	5 Units	113.97
3" METER	5 Units	134.38
4" METER	5 Units	179.74
Overage: Consumption shall be charged at \$3.12 per Unit over 5 Units		

2 Meters-Outside (2MO)

Size of Meter	Consumption	Base Rate
5/8" METER	5 Units	79.38
Overage: Consumption shall be charged at \$2.55 per Unit over 5 Units		

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"Exhibit 2" Sewer Service Rate Table by class of service

Sewer Service

Service Category	Flat Monthly Rate
Commercial (CM1)	46.00
Residential (RS1)	46.00
Apartments (APT) each unit	46.00
Elementary School (ELE)	283.00
Falls City High School (FHS)	283.00

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RESOLUTION 26-2017

A RESOLUTION PROVIDING A UTILITY POLICY AND GUIDELINES FOR INSTALLMENT PAYMENT AGREEMENTS AND FOR PENALTY WAIVERS

FINDINGS:

1. The Municipal Code authorizes an installment payment agreement for delinquent water accounts:

Municipal Code Chapter 51- Water, Section 11 BILLING AND PAYMENTS, Subsection (G) Installment payments of delinquent accounts. In cases of extreme hardship, the City Recorder/Administrator shall have the discretion of renewing service to a delinquent account upon receipt of a satisfactory installment payment agreement for the overdue amount, provided that new billings remain current.

2. The Municipal Code Chapter 51-Water defines account delinquency:

Municipal Code Chapter 51-Water, Section 11 BILLING AND PAYMENTS, Subsection (E) Payment of Bills. Each bill rendered shall contain the final date on which payment is due. If the bill is not paid by that date, the account shall be considered delinquent, unless other arrangements have been made with the Water Department, in writing, that specify another due date.

3. A policy, approved by the Falls City City Council, is needed to provide administrative staff guidelines and rules for utility installment payment agreements and waiving utility penalties.

NOW THEREFORE, THE CITY OF FALLS CITY RESOLVES AS FOLLOWS:

Section 1: The responsible person on an account scheduled for water service shut-off resulting from account delinquency may request an installment payment agreement to extend the due date prior to the date and time of the physical water shut-off as indicated on the notice for shut-off under the following conditions:

- a) Installment payment agreement are only available to the property owner or the tenant listed on the Utility Application form as approved by the property owner; and
- b) Past installment payment agreements for the account holder have been successfully completed in the prior six months; and
- c) The account holder is not restricted to cash or money order payments because of check payment(s) returned for non-sufficient funds; and
- d) The account holder is not scheduled to move from the property.

SECTION 2: City Clerk shall be authorized to offer two options for an installment payment agreement:

Option 1: The customer shall defer payment of the entire account balance to the last business day of the month; or

Option 2: The Customer shall pay one-third (1/3) of the entire account balance, or a greater amount, at the time the installment payment agreement is accepted and signed, and the remainder of the entire account divided into 2-4 monthly installment payments at the discretion of the City Clerk. Each

installment repayment amount is in addition to the monthly utility charge and shall be paid by the 15th day of each month.

Exceptions: Any repayment arrangement not in compliance with Option 1 or 2 requires City Manager or City Recorder approval and signature.

SECTION 3: Installment payment agreements shall:

- a) Be in writing and be signed by the applicant and the City Clerk, or City Recorder or City Manager; and
- b) Require the applicants name, account number, service address, mailing address, current phone number, delinquent account balance and indicate if the applicant is the owner or the tenant; and
- c) Indicate the amount of the down payment paid at the time the installment payment agreement is authorized and signed; and
- d) List the dollar amount and due date for each installment payment; and
- e) State: *"I hereby agree that my utility bill with the City of Falls City is due in the undisputed amount listed. I understand that the amount of the installment payment is in addition to my monthly bill. I will make the required payment on or before" either "the 15th day of each month" or "the last business date of this month."*

" I understand that this installment payment agreement will not be reflected on my monthly utility bill statement and I will keep a signed copy for my records".

"Failure to abide by terms of this agreement will result in the following:

- 1. *Cancellation of this Installment payment agreement.*
- 2. *A 72-hour posted notice that my utilities will be disconnected.*
- 3. *Requirement to pay all remaining utility balance, in full, prior to reconnect.*
- 4. *Pay a reconnection charge.*
- 5. *Ineligibility for future Installment payment agreement s with the City for a period of six (6) months."*

- f) The installment payment agreement due date may be extended up to five (5) business days by the City Clerk, or City Recorder, or City Manager.

SECTION 4: Every water utility account that is delinquent will receive a penalty fee on the 26th of each month, except:

- a) Those accounts with a water utility balance of less than \$21.00; or
- b) Those accounts where penalty charges make up the full account balance; and
- c) Where an active account installment payment agreement is in good standing.

SECTION 5: The City Clerk is authorized to apply an adjustment for the amount of the penalty for the accounts listed in Section 4. The City Manager or City Recorder is authorized to waive penalties not compliant with Section 4.

SECTION 6: Utility Payment Plans shall be retained in accordance with OAR 166-200-0200 City General Records Retention Schedule.

SECTION 7. This Resolution was duly PASSED and ADOPTED by the Falls City Council and takes effect upon signature of Mayor.

ADOPTED BY THE FALLS CITY COUNCIL ON THIS 14th DAY OF Dec. 2017.

VOTE: AYE 5 NAY 1 ABSTAIN 0 ABSENT 0

Approved:

12/15/17

Date



Jeremy Gordon, Mayor

Attest:

12/15/2017

Date



Terry Ungricht, City Manager

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