

CITY OF SANTA ROSA
BOARD OF PUBLIC UTILITIES

TO: BOARD OF PUBLIC UTILITIES

FROM: ROBERTA ATHA, ADMINISTRATIVE ANALYST
WATER DEPARTMENT

SUBJECT: NEW AND INCREASED MISCELLANEOUS FEES AND
CHARGES AND CHANGE OF NAME FOR CERTAIN FEES

AGENDA ACTION: RESOLUTION

RECOMMENDATION

It is recommended by Budget Subcommittee and the Water Department that the Board, by resolution, adopt new Water Department miscellaneous fees and charges, increase certain miscellaneous fees and charges, remove certain miscellaneous fees and charges and approve name changes for certain miscellaneous fees and charges.

EXECUTIVE SUMMARY

The Water Department and Finance Department (Water Billing) collect miscellaneous water and wastewater fees and charges as adopted by Board of Public Utilities resolution. Miscellaneous fees and charges were last updated in 2015.

BACKGROUND

Water Department miscellaneous fees and charges are to reimburse the Water Department for specific services and include charges such as initiating water or sewer service, installing a new meter, charges for late payment of utility bills, deposits for construction meters, charges for wastewater discharge, and time and materials charges for various other services provided by City staff. These charges are collected from the customers who receive the service so as not to spread the costs for specific services to the entire ratepayer base.

Miscellaneous fees and charges were last updated in 2015. A recent analysis of miscellaneous fees by Water Department and Water Billing staff has resulted in recommended increases to some of the current fees, a decrease to one current fee, the addition of some new fees and the removal of some fees. In addition, staff recommends name changes for several existing fees. Water Department staff is requesting adoption

of the complete list of miscellaneous fees and charges, including the new and increased fees.

If the Board of Public Utilities adopts these fees at the Public Meeting on March 21, 2019, the changes to the miscellaneous fees will take effect 60 days after adoption, on May 20, 2019.

PRIOR BOARD OF PUBLIC UTILITIES REVIEW

On October 17, 2013, the Board, by Resolution No. 1056, adopted updated miscellaneous fees and charges effective December 16, 2013.

On October 15, 2015, the Board, by Resolution No. 1104, adopted updated miscellaneous fees and charges effective December 14, 2015.

ANALYSIS

1. Miscellaneous fees are calculated based on staff time and material costs to perform specific services. The update to the Miscellaneous Fees in 2013 incorporated fully burdened rates for City staff that were computed by a consultant, thus passing the full cost of the service on to the recipient. These fully burdened rates are updated when there is a change to salaries and were most recently updated in August 2018.
2. Material costs have been updated, if necessary, to reflect the current cost.
3. New charges are listed for services that have been added since the last review. New fees have been added for:
 - a. Broken Lock
 - b. Installation of New Water Meter (10")
 - c. Cost Recovery for Collection Agency Fee on Past Due Invoices
 - d. Water Audit Validation
 - e. Low Strength Hauled Waste (per 1,000 gallons)
4. Some existing charges have been updated based on increased labor and material costs. Increases have been made for:
 - a. Charge for Damaged Valve Box Lock
 - b. Lock Off Service – Pull and Plug Meter
 - c. Water Service Taps (greater than 2" and less than 12", 12")
5. The fee for installation of a new $\frac{3}{4}$ " water meter has been reduced to match the fee for installation of a $\frac{5}{8}$ " meter due to reduced material costs.
6. The Backflow Inspection Fee has been eliminated since Water Department staff no longer perform this service.

7. The Water Efficiency Landscape Ordinance (WELo) plan review fees are now collected by the Planning and Economic Development department and are no longer considered Water Department miscellaneous fees.
8. The Hydraulic Model Assessment Tier fees have been eliminated since Department staff no longer performs this service.
9. Some existing fees have been recommended for a name change for better clarity.
 - a. The name of the “Second Request to Stop Service” fee has been changed to “Second Request to Start/Stop Service.”
 - b. The name of the “Replace Broken Lock” fee has been changed to “Replace Broken Lock and Box Meter.”
 - c. The name of the “Meter Install on existing, undamaged service where the same size meter previously existed and where the service has not been active for more than 6 years – all sizes” fee has been changed to “Meter Install on existing, undamaged service where the same size meter previously existed.”
 - d. The name of the “Hydraulic Model Assessment” fee has been changed to “Hydraulic Model Assessment – Outside Consultant.”
 - e. The name of the “5-Year General Wastehauler Permit Fee” has been changed to “5-Year General Wastehauler Permit Fee (per year).”
 - f. The name of the “Annual High Strength Wastehauler Permit Fee” has been changed to “Annual High Strength or Low Strength Wastehauler Permit Fee.”

FISCAL IMPACT

This action assures the Water Department is recovering its costs for providing these services and will not have any negative fiscal impact.

ENVIRONMENTAL IMPACT

This action is exempt from the California Environmental Quality Act (CEQA) because it is not a project which has a potential for resulting in either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment, pursuant to CEQA Guideline section 15378.

BOARD/COMMISSION/COMMITTEE REVIEW AND RECOMMENDATIONS

On February 27, 2019, the Budget Review Subcommittee reviewed this item and recommended unanimous support for approval by the full Board at a future meeting.

ATTACHMENTS

- Attachment 1 – List of Miscellaneous Fees and Charges Including New and Changed
- Attachment 2 – Calculation for Proposed New and Changed Miscellaneous Fees and Charges
- Attachment 3 - Resolution No. 1056 adopted October 17, 2013
- Attachment 4 - Resolution No. 1104 adopted December 14, 2015
- Attachment 5 – Notice of Public Hearing
- Resolution

CONTACT

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