

CITY OF SANTA ROSA  
BOARD OF PUBLIC UTILITIES

TO: BOARD OF PUBLIC UTILITIES  
FROM: KIMBERLY ZUNINO, DEPUTY DIRECTOR ADMINISTRATION  
SANTA ROSA WATER  
SUBJECT: PUBLIC HEARING TO CONSIDER ADOPTING NEW  
MISCELLANEOUS FEES AND REVISING THE SCHEDULE OF  
MISCELLANEOUS FEES AND CHARGES FOR WATER AND  
WASTEWATER RELATED SERVICES

AGENDA ACTION: RESOLUTION

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RECOMMENDATION

It is recommended by the Budget Review Subcommittee and the Water Department that the Board of Public Utilities, by resolution, adopt new Water Department miscellaneous fees and charges for water and wastewater related services, increasing certain miscellaneous fees.

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EXECUTIVE SUMMARY

Santa Rosa Water collects miscellaneous water and wastewater fees and charges, as adopted by Board of Public Utilities resolution, for services provided to customers. Miscellaneous fees and charges for water and wastewater relates services were last updated in 2019 via Resolution No. 1189.

BACKGROUND

Santa Rosa Water's miscellaneous fees and charges reimburse the 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 that the costs for specific services are not spread to the entire ratepayer base.

Miscellaneous fees and charges for water and wastewater related services were last updated in 2019. Santa Rosa Water staff recently reviewed the current miscellaneous fees and charges and recommends certain new fees for water and wastewater related services.

Miscellaneous water and wastewater fees and charges are typically determined on a time and materials basis or through other methodologies that help define the reasonable cost of providing the specific services.

If the Board of Public Utilities adopts the attached resolution after the Public Hearing on December 15, 2022, the newly added fees will take effect 60 days after adoption, on February 13, 2023.

#### PRIOR BOARD OF PUBLIC UTILITIES REVIEW

On March 21, 2019, the Board, by Resolution No. 1189, adopted updated miscellaneous fees and charges for water and wastewater related services, effective May 20, 2019.

#### ANALYSIS

1. Miscellaneous fees and charges are typically calculated based on staff time and material costs to perform specific services.
2. Material and labor costs have been updated, where necessary, to reflect the current cost.
3. New fees/charges are listed for services that have been added since the last review. New fees/charges have been added as follows:
  - a. Manual reading of meters (customer refusal of automated meter reading).
    - i. Meter Technician, 15 minutes and vehicle, 15 minutes
  - b. Payment plan processing for residential and commercial payment plans.
    - i. Civil Engineering Technician, 4 hours
  - c. Application processing for water demand offset agreements.
    - i. Standard fee, Civil Engineering Technician, 2 hours
    - ii. Developer proposed program Sustainability Coordinator, 10 hours
  - d. Disconnection for water waste.
    - i. Meter Technician, 45 minutes and vehicle, 15 minutes
  - e. Stop payment charge back fee.
    - i. Bank fee charged to the Water Department for customers who request a stop payment from the bank.
4. Some existing fees/charges have been updated based on a program cost evaluation. A modified fee schedule has been developed for:
  - a. High, medium, and low strength waste collected at the Laguna Treatment Plant.
    - i. A consultant was hired through a competitive bidding process to evaluate the High Strength Waste Program fees.
    - ii. A report was provided by the consultant identifying a fee schedule

- that evaluated capacity, program expansion, market and regulatory conditions and price shocks.
- iii. The fee schedule was developed based on the characteristics of the waste to be discharged and any offsetting benefits to the system, i.e., electrical generation.
  - iv. The fee schedule has also been developed to increase over 3 years to avoid impacts to the waste haulers that may decrease the participation in the program.

### FISCAL IMPACT

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

### ENVIRONMENTAL IMPACT

This action is exempt from the provisions of the California Environmental Quality Act (CEQA) under CEQA Guidelines Section 15378 and Section 15061(b)(3) because it is not a project which has a potential to result in either a direct physical change in the environment or a reasonably foreseeable indirect physical change in the environment.

### BOARD/COMMISSION/COMMITTEE REVIEW AND RECOMMENDATIONS

On November \_\_\_\_, 2022, the Budget Reviewed Subcommittee reviewed this item and provided direction to staff.

On December 1, 2022, the Budget Review Subcommittee reviewed this item and unanimously recommended approval by the Board of Public Utilities at a future meeting.

### ATTACHMENTS

- Attachment 1 – List of New Miscellaneous Fees with Justification and Revised High Strength Waste Tipping Fee Schedule
- Attachment 2 – Resolution No. 1189, adopted March 21, 2019
- Attachment 3 – Current Fee Schedule
- Attachment 4 – Revised Fee Schedule of Miscellaneous Fees and Charges Including New Fees (Redline)
- Attachment 5 – Trucked Waste Program Evaluation Report
- Attachment 6 – Public Hearing Notice
- Resolution

### CONTACT

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