

Department of Public Works – Engineering Division

MEMO

TO: Utilities Committee

FROM: Paula Vandehey, Director of Public Works
Pete Neuberger, Staff Engineer
Sue Olson, Staff Engineer

DATE: May 18, 2016

RE: Approve May 2016 Revisions to Stormwater Utility Credit Policy (attachments).

The Department of Public Works is requesting approval of the proposed May 2016 Revised Stormwater Utility Credit Policy (attached).

At the May 9th, 2016 Utilities Committee, DPW staff presented a draft revised credit policy for discussion, which included new standards for allowing single- and two-family properties to obtain credits for listed “basic stormwater practices” that improve stormwater runoff quality.

During that discussion, the Utilities Committee requested that staff investigate the following potential revisions to the proposed policy as presented:

1. Increase maximum number of rain barrels eligible for credit from three to four, with a possible corresponding change to the credit amount for each rain barrel.
2. Provide customers a written notice of credit expiration dates on or with their utility bills.

The credit policy has been updated to reflect Item 1, with credits available for up to four rain barrels, at \$20 per barrel.

DPW Staff presented Item 2 to Information Technology and Finance staff for consideration. Staff’s recommendation is as follows:

Finance will soon be updating its billing to use the new Tyler Munis system. Programming the existing system and modifying the current billing format to accommodate an expiration date is not recommended, as the City will likely be transferred to the new system before the three year credit expirations. Once the Tyler Munis system is up and running, staff would like the opportunity to evaluate how the software can accommodate the request. At this time, staff cannot verify the new system will be able to provide a credit expiration date on the bill itself. Therefore, the policy as presented does not include a notification of credit expiration at this time. DPW staff intends to update the Utilities Committee on expiration notices once Information Technology and Finance staff is more familiar with the Tyler Munis system, likely in 2017.