

**CITY OF MT. ANGEL
RESOLUTION NO. 1418**

A RESOLUTION AMENDING RESOLUTIONS 1358 AND 1359 AND ADOPTING A PROCEDURES MANUAL FOR WATER AND SEWER UTILITY BILLING AND COLLECTION PRACTICES AND PROCEDURES.

WHEREAS, Mt. Angel Municipal Code §51.60, 51.61, 52.090-094 authorizes the Mt. Angel City Council to define water and sewer billing and collection practices and procedures by resolution; and

WHEREAS, Resolution No. 1358 and 1359 defines the current fees, charges, billing practices and procedures for water and sewer services; and

WHEREAS, the City utility billing cycle currently allows customers to accrue effectively three months' worth of water/sewer bills prior to being disconnected; and

WHEREAS, this lengthy billing allowance creates a situation in which some customers whose water has been disconnected find it extremely difficult to catch up on their utility bills; and

WHEREAS, when the delinquent account belongs to a renter and that renter leaves without paying, the property owner is ultimately responsible for paying utility bills; and

WHEREAS, property owners have a limited amount of time to return a rental deposit when the renter leaves, therefore it is possible for a property owner to have returned the deposit to the renter prior to learning of a delinquent water account; and

WHEREAS, the City finds that people occupying a residence in which water service have been disconnected do in some instances use neighbors' water and such water customers are supplying this water contrary to the health and safety of Mt. Angel residents; and

WHEREAS, the City of Mt. Angel desires to create a utility billing system that lessens or prevents these problems; and

WHEREAS, the City Council finds that the adoption of a Water and Sewer Policies and Procedures Manual will assist City staff in administering the City's Water Code, Chapter 51, and Sewer Code, Chapter 52; and

WHEREAS, an opportunity for public comment was provided, as per ORS 294.160.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY OF MT. ANGEL:

SECTION 1. Sections 1(B), 1(C), 2 and 3 of Resolution 1358 are hereby repealed.

SECTION 2. Sections 3, 4, 5 and 6 of Resolution 1359 are hereby repealed.

SECTION 3. A policies and procedures manual, attached here as Exhibit A, is hereby adopted.

SECTION 4. This resolution shall be effective when Ordinance 739 adopting amendments to Municipal Code §51 and 52 in the same year become effective.

Passed by the Council this 6th day of January, 2014 by the following vote:

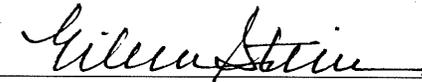
AYES: 5 NAYS: 0

APPROVED BY THE MAYOR this 6th day of January, 2014.



Andrew Otte, Mayor

ATTESTED BY:



Eileen Stein, City Administrator

EXHIBIT A

WATER AND SEWER BILLING AND COLLECTION POLICIES AND PROCEDURES MANUAL

PURPOSE

The purpose of this water and sewer policies and procedures manual is to interpret and explain the City's existing water and sewer ordinances which are adopted into the Municipal Code. This manual also lists various water and sewer fees which are adopted by the Council by resolution. In the event of a conflict between the City's Municipal Code and this manual, the City Municipal Code shall prevail. If City staff determines that a provision or term within the Municipal Code needs clarification, the clarification will be provided in this manual.

SECTION 1. DEPOSITS.

WATER. The following schedule of refundable account deposits shall be required from all new customers and hook-ups. The account deposit shall be applied to the customer's account balance after one year or upon early termination, whichever occurs first. After the first year of service with no delinquent payments, any outstanding bill may have the account deposit applied to the balance due.

Water Meter Size	Rate
¾"	\$ 25
1"	30
1 ½"	35
2"	40
3"	45
4"	50
5"	55
6"	60

SEWER. Any person making application for the use of the municipal sewer system shall pay \$50 per E.R.U.

SECTION 2. ADMINISTRATIVE PROCESSING FEES. An administrative fee of \$20.00 shall be collected for each new application if the water meter turn-on can be performed during regular business hours.

Owners or management companies of rental property who temporarily change the status of their account in between rentals will be charged a \$10.00 administrative fee in lieu of the above administrative fee.

A fee of \$100.00 will be charged for any water meter turn-on after business hours.

SECTION 3. DUE DATE. Payment for water and sewer service is due in full by 5:00 p.m. on the 15th day of each month. Account payments not received in full in the City offices by the 16th of each month may be charged a late fee of \$3.00 or 1.5% of the amount due, whichever is greater.

SECTION 4. OUTSIDE CITY CUSTOMERS.

Monthly fees and charges for sewer services for users with connection outside the city limits of the City of Mt. Angel shall be increased by 50% percent as compensation for furnishing extraterritorial services, defined as providing a water/sewer service outside city limits, to said users. This section is enacted in accordance with Municipal Code §52.091(C).

SECTION 5. DELINQUENT ACCOUNTS.

Unpaid accounts are delinquent 30 days after the billing date. The City will distribute shut off notices to account holders within 7 days for delinquent accounts over \$10.00. Water services on delinquent accounts will be shut off on or after the 45th day after the original billing date. Existing customers whose service has been discontinued for nonpayment shall pay a \$50.00 administrative restoration charge plus the total balance due before services will be reconnected. (Administrative fee shall not exceed the \$50 for combined water/sewer accounts.)

Disconnection from the city water service for nonpayment does not release the customer from any charges due for sewer service during that period. The customer will continue to be charged for sewer service during a period in which water service is disconnected for nonpayment unless the City has physically disconnected the sewer connection from the property.

In the event that water service is not reconnected within 60 days and the customer is only receiving sewer services, sewer service may be physically disconnected, provided that 30 days notice has been given to the customer. The customer shall be notified in writing of such delinquencies and shall have an opportunity to be heard by the City Administrator or his or her designee regarding any objections prior to the disconnection.

Reconnection to the sewer system requires water service connection and payment of all amounts due on water and sewer accounts, including fees, penalties and required water and sewer account deposits. The cost of reconnection will be at the customer's expense.

No person shall use any water furnished or supplied through the City water utility without contracting with the City for such use; nor shall any City water utility customer permit water to be taken from his/her premises by any person not having a permit or license to take or use such water.

Per Mt. Angel Municipal Code §52.094(A), the person who owns the premises served by the sewer system shall be responsible for payment of the sewer user charge for that property, notwithstanding the fact that the property may be occupied by a tenant or other occupant who may be required by the owner to pay those charges.

Per Mt. Angel Municipal Code §51.60(G), payment of water bills shall be responsibility of the person having made application for service; however, ultimately the property owner is responsible as delinquent water charges are made a lien against the property per §51.61(A).

**City of Mt. Angel
Water and Sewer Billing Process**

Last Business Day of the Month

Bills are calculated and mailed to all utility customers



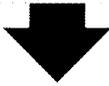
15th Day of the Next Month

Payment is due to the City. (If the 15th falls on a weekend or holiday, payment is due the next business day.)



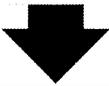
On the 16th Day of the Month

Accounts that have not been paid become late and a fee is due- \$3.00 or 1.5% of balance, whichever is higher. (The date the fee is applied may vary.)



30 Days After Billing Date

Account is Delinquent



31-37 Days After Billing Date (Within 7 Days After Account Becomes Delinquent)

City mails shutoff notices to delinquent account holders. The notice includes the date that payment is due to avoid shutoff and the delinquent balance.



45+ Days After Billing Date

Water is shut off (except if that day is a Friday, to avoid customers being without water over the weekend). In order to restore water service, customer must pay ALL outstanding utility charges, including current month's, and the \$50 reconnection fee. If applicable, the customer may be required to re-establish a deposit.