

**CITY OF ELLENSBURG
AGENDA
Council Chambers
Thursday, November 17, 2022
3:30 PM - Utility Advisory Committee**

<https://us02web.zoom.us/j/86438422728>

1. CALL TO ORDER

2. ROLL CALL

3. APPROVAL OF AGENDA

4. APPROVAL OF MINUTES

- 4.A Approve minutes - Oct 20, 2022 regular meeting minutes
[UAC Minutes 10-20-22.docx](#)

5. APPROVAL OF CONSENT AGENDA Consent items have been distributed to committee members in advance for study and will be enacted by one motion. If separate discussion is desired on an item, that item may be removed from the Consent Agenda and placed on the Regular Agenda at the request of a committee member or at the request of a member of the public with concurrence of a committee member.

- 5.A [2022 Cured in Place Sewer Line Rehabilitation Project Acceptance.](#)

6. CORRESPONDENCE AND CITIZEN COMMENTS ON NON-AGENDA ITEMS Time is set aside each meeting to allow citizens to address the Utility Advisory Committee on city utility issues that are not on the agenda. Please limit remarks to three minutes. The Committee will not take action when the issue is first raised, but may place the issue on a future agenda. Citizen comment on items on the agenda is also welcome. Please let the chair know you wish to speak and then wait to be recognized.

7. TELECOMMUNICATIONS UTILITY DISCUSSION ITEMS

- 7.A Telecommunications Issues and Updates - verbal update

8. ELECTRIC, NATURAL GAS, WATER, WASTEWATER, STORMWATER UTILITY DISCUSSION ITEMS

- 8.A [Ordinance for the Revision of City Code section 9.92.100 Electric Utility Fee and Credit Schedule](#)
[XXXX - Elect. - Fee Schedule Amendments.docx](#)

- 8.B [Update of Public Works Permitting Fees in the Public Works Development Standards and City Code, Title 9.](#)
[ECC 9.92 Proposed Changes.pdf](#)
[Permitting Chapter Proposed Changes.pdf](#)

9. INFORMATIONAL ITEMS

9.A Committee Member Updates

9.B Public Works & Utilities Issues and Updates

[UAC November 2022 Public Works & Utilities Issues Update.docx](#)

10. NEXT MEETING

10.A December 17th, 2022 at 3:30 pm

11. ADJOURNMENT



CITY OF ELLENSBURG

Utility Advisory Committee

Date of Meeting

October 20, 2022

Time of Meeting

3:30 PM

Place of Meeting

Council Chambers & remotely via Zoom

Nancy Goodloe, Chairperson, term expires May 31, 2024

Ed Barry, Vice Chairperson, term expires May 31, 2023

Nancy Lillquist, City Council, term expires May 31, 2025

Scott Carlson, CWU, term expires May 31, 2025

Bryan Clark, KITTCOM, term expires May 31, 2023

Kittitas County, Telecommunications Utility customer. term expires May 31, 2023

Nate Sitton, City Utility Customer, term expires May 31, 2023

1. CALL TO ORDER

Chairperson Goodloe called the meeting to order at 3:30 pm.

2. ROLL CALL

Members present: Nancy Goodloe, Chair; Nancy Lillquist, City Council; Ed Barry, Vice Chair; Nate Sitton, City Utility Customer (Zoom); Scott Carlson, CWU (Zoom); Bryan Clark, KITTCOM (Zoom).

Also present: Derek Mayo, Engineering Services Manager; Kim Bowie, Operations Analyst; Darin Yusi, Gas Engineer (Zoom); Buddy Stanavich, Power & Gas Manager; Ben Faubion, IT; Jon Morrow, Stormwater Manager; Heidi Behrends Cerniwey, City Manager; Nicole Klauss, Public Information Officer (Zoom); Mike Helgeson, Assistant Public Works Director.

One other person present remotely via Zoom.

3. APPROVAL OF MINUTES

3.A. Approve minutes - Sept 15, 2022 regular meeting minutes

Committee member Barry moved to approve the regular meeting minutes. **Motion approved.**

7-0

3.B. Approve minutes - October 10, 2022 special meeting minutes

Committee member Barry moved to approve the special meeting minutes. **Motion approved. 7-0**

4. APPROVAL OF CONSENT AGENDA

Consent items have been distributed to committee members in advance for study and will be enacted by one motion. If separate discussion is desired on an item, that item may be removed from the Consent Agenda and placed on the Regular Agenda at the request of a committee member or at the request of a member of the public with concurrence of a committee member.

4.A. Craig's Hill Pressure Zone Improvements Agreement for Professional Services

4.B. Ellensburg Reservoir Siting Study Agreement for Professional Services

Committee member Barry moved to approve the consent agenda. **Motion approved. 5-0**

5. CORRESPONDENCE AND CITIZEN COMMENTS ON NON-AGENDA ITEMS

Time is set aside each meeting to allow citizens to address the Utility Advisory Committee on city utility issues that are not on the agenda. Please limit remarks to three minutes. The Committee will not take action when the issue is first raised, but may place the issue on a future agenda. Citizen comment on items on the agenda is also welcome. Please let the chair know you wish to speak and then wait to be recognized.

5.A. M. Anderson Letter

Nancy Lillquist commented on Meghan Anderson's letter.

6. TELECOMMUNICATIONS UTILITY DISCUSSION ITEMS

6.A. Telecommunications Issues and Updates

Ben Faubion shared telecommunications updates.

7. ELECTRIC, NATURAL GAS, WATER, WASTEWATER, STORMWATER UTILITY DISCUSSION ITEMS

None

8. INFORMATIONAL ITEMS

8.A. Gateway 1 amendment with Ecology to extend the date of the agreement to 12/31/2023 and provide additional funding due to construction bid overrun.

Jon Morrow shared that due to inflation, additional funds have been received from the Department of Ecology for the Gateway 1 project.

8.B. Consultant Agreement - Secondary Clarifiers Rebuild Design

Mike Helgeson spoke about the agreement with Kennedy/Jenks Consultants to rebuild two secondary clarifiers at the Waste Water Treatment Facility.

8.C. Public Works & Utilities Issues and Updates

Department updates were shared by staff.

9. NEXT MEETING

9.A. November 17th, 2022 at 3:30 pm

10. ADJOURNMENT

With no further discussion, the meeting adjourned at 4:04 pm.

Kim Bowie
Recording Secretary
Drafted: 10/20/2022
Approved:



AGENDA REPORT

Meeting Date:	November 17, 2022
Agenda Subject:	2022 Cured in Place Sewer Line Rehabilitation Project Acceptance.
Submitted by:	Mike Helgeson Public Works & Utilities
Recommended Action or Motion:	Staff is recommending that UAC forward a favorable recommendation to Council to accept Bid Call 2022-05, Cured-In-Place Sewer Line Rehabilitation Project, as complete.
Background/Summary:	Bids were solicited for the rehabilitation of approximately 3,230 linear feet of 8" & 10" concrete and vitreous clay sewer line. The City awarded Insituform Technologies, LLC the Cured-In-Place Sewer Line Rehabilitation project on March 19, 2022 in the amount of \$172,838.38. Work on the 2022 Cured-In-Place Sewer Line Rehabilitation Project is complete. City staff are recommending the Utility Advisory Committee to forward a favorable recommendation to City Council to accept bid call 2022-05 as complete.
Previous Council Action:	City Council awarded Bid Call #2022-05 to Insituform Technologies, LLC at the March 19th, 2022 meeting.
Analysis:	The original contract amount was \$172,838.38 with the final amount totaling \$171,619.33 after completion of the project.
Financial Impact:	The final project cost of \$171,619.33 is below the contracted amount. Adequate budget exists in the 2022 Sewer fund for the work.



AGENDA REPORT

Meeting Date:	November 17, 2022
Agenda Subject:	Ordinance for the Revision of City Code section 9.92.100 Electric Utility Fee and Credit Schedule
Submitted by:	Paul Meyer Public Works & Utilities
Recommended Action or Motion:	Provide a favorable to City Council to approve the attached ordinance to revise City Code section 9.92.100 Electric Utility Fee and Credit Schedule
Background/Summary:	Staff in conjunction with the COSA consultant has reviewed the methods for determining the charges for the installation of new residential overhead, underground and temporary electrical services. The COSA has shown the existing Electric Utility service estimates, invoices and fees does not accurately reflect the actual cost of services and recommends revisions to the Electric Utility Fee and Credit Schedule. The fee schedule also includes fees for a third party to license the use of Light Department owned conduits. Light Department staff has determined that licensing the use of city owned conduit is not a benefit to the utility or its customers and to date no conduit licensing has taken place. Light Department staff wishes to remove this portion of the fee schedule from City Code. An update to the Inspection fee has be made removing "serviceperson wage" and replacing it with "Inspector rate"
Previous Council Action:	Ordinance 4776 ECC 9.92 No Show Amendments - utility fee and credit schedules 10-16-17 Ordinance 4791 Electric and Telecomm. Utility Fees Schedules Amendments 3-19-18
Analysis:	For new residential underground services, it is advised that City Light charge a flat fee trip charge of (3) three hours of service crew rate to install the service, plus an estimated material charge.

For new residential overhead services, it is advised that City Light charge a flat fee trip charge of (1.5) one and a half hours of service crew rate to install the service, plus an estimated material charge.

For standard overhead temporary services, it is advised that City Light charge a flat fee trip charge of (1.5) one and a half hours of lineperson rate to install the service, plus an estimated material charge.

For standard underground temporary services, it is advised that City Light charge a flat fee trip charge of (1.5) one and a half hours of lineperson rate to install the service.

For non-standard temporary services, it is advised that City Light charge based on estimated costs determined by engineering at the time of design.

The language related to third party licensing of City Light Dept. conduit has been removed.

Financial Impact:

It has been determined that the old cost structure did not evenly distribute costs for the many different types of services resulting in customers underpaying for their services. The proposed revisions better reflect actual costs associated with the service types and will have a positive financial impact.

Currently there are no City owned conduit that is being licensed and no prospect that there will be in the near future. Removing these fees from the Electric Utility Fee and Credit Schedule will have no financial impact.

Attachments:

[XXXX - Elect. - Fee Schedule Amendments.docx](#)

ORDINANCE NO. _____

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF ELLENSBURG, WASHINGTON, RELATING TO CHAPTER 9.92 “UTILITY FEE AND CREDIT SCHEDULES” AND AMENDING SECTION 9.92.100 “ELECTRIC UTILITY FEE AND CREDIT SCHEDULE.” OF THE ELLENSBURG CITY CODE.

WHEREAS, the City of Ellensburg has established a variety of fees for conducting normal day to day utility business; and

WHEREAS, the City of Ellensburg and their consultant has completed a Cost of Service Analysis; and

WHEREAS, the cost of service analysis has shown the existing Electric Utility service estimates, invoices and fees does not accurately reflect the actual cost of services; and

WHEREAS, a new fee structure is recommended when a customer requests a utility service extension or a utility meter to be installed; and

WHEREAS, The City of Ellensburg instituted a fee schedule for a third party to license the use of Light Department owned conduits; and

WHEREAS, Light Department staff has determined that licensing the use of city owned conduit is not a benefit to the utility or its customers and to date no conduit licensing has taken place; and

WHEREAS, Light Department staff wishes to remove this portion of the fee schedule from City Code; and

WHEREAS, the amendments in this ordinance were reviewed by the city’s Utility Advisory Committee at its October 20th, 2022 meeting, which recommended adoption of the changes by the City Council;

NOW, THEREFORE, the City Council of the City of Ellensburg, Washington do hereby ordain as follows:

Section 1. Section 9.92.100 of the Ellensburg City Code, as last amended by Section 1 of Ordinance 4791, is hereby amended to read as follows:

9.92.100 Electric utility fee and credit schedule.

Effective Date: ~~04/01/18~~ 11/21/22

Service Credit	\$1.00 per amp of panel size
Extension Credit	\$750.00

Maintenance Credit	Variable
Reconnect Fee	1 hour at serviceperson wage
Unauthorized Service Fee	1.5 hours at serviceperson wage
After Hours Reconnect Fee	2 hours at serviceperson overtime wage
Meter Testing Fee	1 hour at meterperson wage
Inspection Fee	Hourly serviceperson wage <u>Inspector rate</u> , 1 hour minimum
<u>Underground Service (Less than 400 Amps) Installation Fee</u>	<u>3 hours at service crew rate plus materials</u>
<u>Overhead Service (Less than 400 Amps) Installation Fee</u>	<u>1.5 hours at service crew rate plus materials</u>
<u>Underground Or Overhead Service (400 Amps Or Larger) Installation Fee</u>	<u>Estimated costs</u>
<u>Standard Overhead Temporary Service Fee</u>	Actual cost <u>1.5 hours at Lineperson rate plus materials</u>
<u>Standard Underground Temporary Service Fee</u>	<u>1.5 hours at Lineperson rate</u>
<u>Non-standard Temporary Service Fee</u>	<u>Estimated costs</u>
Plant Investment Fee	None
Reimbursement Fee	Varies by agreement and/or cost paid by city
Developer Reimbursement Application Fee	\$50.00
Net Metering Interconnection Application Fee	Up to 25.9 kW = \$200.00 26.0 kW to 100 kW = \$500.00
Customer-Generator System Impact Study Fee	Actual cost
Conduit Licensing Fee	-
1.5—3-inch joint use conduit	\$0.30 per 100 lineal feet per month
4-inch joint use conduit	\$0.40 per 100 lineal feet per month
6-inch or greater joint use conduit	\$0.70 per 100 lineal feet per month
1.5—3-inch spare conduit	\$1.30 per 100 lineal feet per month
4-inch spare conduit	\$1.50 per 100 lineal feet per month
6-inch or greater spare conduit	\$2.80 per 100 lineal feet per month

Fee if Customer Has Not Prepared the Site in Accordance with the Public Works Development Standards for Electrical Work, or Is Not Present at the Scheduled Appointment

1/2 hour at serviceperson wage

Locate Fee for Repeated Requests

1/2 hour at serviceperson wage or actual cost if greater

[Ord. 4791 § 1, 2018; Ord. 4776 § 1, 2017; Ord. 4761 § 1, 2016; Ord. 4722 § 3, 2016; Ord. 4684 § 5, 2014; Ord. 4555 § 11, 2009; Ord. 4503 § 2, 2007.]

Section 2. Severability. If any portion of this ordinance is declared invalid or unconstitutional by any court of competent jurisdiction, such holding shall not affect the validity of the remaining portion(s) of this ordinance.

Section 3. Corrections. Upon the approval of the City Attorney, the City Clerk and the codifiers of this ordinance are authorized to make necessary corrections to this ordinance including, but not limited to, the correction of scrivener's/clerical errors, references, ordinance numbering, section/subsection numbers and any references thereto.

Section 4. Effective Date. This ordinance shall take effect and be in force five (5) days after its passage, approval and publication.

The foregoing ordinance was passed and adopted at a regular meeting of the City Council on the _____ day of November, 2022.

MAYOR

ATTEST:

CITY CLERK

Approved as to form:

CITY ATTORNEY

Publish:

I, Beth Leader, City Clerk of said City, do hereby certify that Ordinance No. **** is a true and correct copy of said Ordinance of like number as the same was passed by said Council, and that Ordinance No. **** was published as required by law.

BETH LEADER



AGENDA REPORT

Meeting Date:	November 17, 2022
Agenda Subject:	Update of Public Works Permitting Fees in the Public Works Development Standards and City Code, Title 9.
Submitted by:	Derek Mayo Public Works & Utilities
Recommended Action or Motion:	Provide a favorable recommendation to Council and Staff to proceed with an Administrative Hearing to update the Permitting Chapter of the Public Works Development Standards and to update Ellensburg City Code Section 9.92.300 and 9.92.400.
Background/Summary:	Permit fees for Public Works, Water, and Sewer permits were last updated in 2006 and were included in the Public Works Development Standards, which is adopted by Ellensburg City Code. Some of the permit fees are also still included (duplicated) in Title 9 of the ECC.
Previous Council Action:	The Public Works Development Standards were adopted by Ordinance in 2006 (Ord. 4462). The Water and Sewer Plant Investment fees were also recently updated by Council in October 2022 (Ord. 4897).
Analysis:	As previously stated, the permit fees were included with the original version of the Public Works Development Standards, which were adopted in 2006. The fees have not been updated since the original adoption of the standards and are long overdue to be updated to reflect current costs associated with plan review, inspection, and material (water meter) costs. The attached proposed changes to the Permitting Chapter of the Development Standards includes the proposed changes to the permit fees and has justification as to how the fee was established. This justification is based off of the current rate (incl. benefits) of our Engineering employees, current/updated materials costs, or is based on nominal annual increases. In addition to the proposed update of the Development Standards, staff would also like to update Sections 9.92.300

and 9.92.400 of the ECC to eliminate the duplication of the permit fees being both included in the Development Standards, which is adopted by Title 4, and also in Title 9. Duplication of these fees can create the potential for future errors in having to update fees in two different locations.

Financial Impact:

The majority of the permit fees have increased commensurate to current staff costs associated with the permit fees. The increased fees will increase revenue equivalent to staff expenditures of each fee.

Attachments:

[ECC 9.92 Proposed Changes.pdf](#)

[Permitting Chapter Proposed Changes.pdf](#)

9.92.300 Sewer utility fee and credit schedule. SHARE

Effective Date: 4/1/19

Service Credit	None
Extension Credit	None
Reconnect Fee	N/A
After Hours Reconnect Fee	N/A
Meter Testing Fee	N/A
Inspection Fee	See ECC Title 4
Temporary Service Fee	Actual cost
Plant Investment Fee	Size of Meter PIF

	2019	2020
-		
3/4-inch or smaller	\$2,360.00	\$2,550.00
1-inch	\$3,941.00	\$4,259.00
1-1/2-inch	\$7,859.00	\$8,492.00
2-inch	\$12,579.00	\$13,592.00
3-inch	\$23,600.00	\$25,500.00
4-inch	\$39,341.00	\$42,509.00
6-inch	\$78,659.00	\$84,992.00
8-inch	\$125,859.00	\$135,992.00

Formatted Table

Reimbursement Fee Varies by agreement and/or cost to city

~~Developer Reimbursement Application Fee~~ \$50.00

~~Public Works Permit Fee~~ \$25.00

~~Side Sewer Inspection Fee~~ \$25.00 per inspection plus \$25.00 per each additional lateral

~~Side Sewer Tap~~ \$150.00 plus sales tax

Commented [DM1]: Ordinance 4897 has already updated these fees, which is not currently reflected on this version.

Formatted Table

Commented [DM2]: Remove these from ECC, as they are also included in the PW Development Standards in the Permitting Chapter, which is also adopted by Code. Having these duplicated could lead to future potential error and/or confusion.

[Ord. 4817 § 2, 2018; Ord. 4555 § 13, 2009; Ord. 4503 § 2, 2007.]

9.92.400 Water utility fee and credit schedule. SHARE

Effective Date: 1/1/19

Service Credit	None
Extension Credit	None

Reconnect Fee 1 hour at senior pipeperson wage
 Unauthorized Service Fee 1.5 hours at senior pipeperson wage
 After Hours Reconnect Fee 2 hours at senior pipeperson overtime wage
 Inspection Fee See ECC Title 4
 Temporary Service Fee Actual cost
 Plant Investment Fees Meter Size PIF

	2019	2020
-		
3/4-inch or smaller	\$3,080.00	\$3,600.00
1-inch	\$5,144.00	\$6,012.00
1-1/2-inch	\$10,256.00	\$11,988.00
2-inch	\$16,416.00	\$19,188.00
3-inch	\$30,800.00	\$36,000.00
4-inch	\$51,344.00	\$60,012.00
6-inch	\$102,656.00	\$119,988.00
8-inch	\$164,256.00	\$191,988.00

Formatted Table

Commented [DM3]: Ordinance 4897 has already updated these fees, which is not currently reflected on this version.

Reimbursement Fee Varies by agreement and/or cost to city

Developer Reimbursement Application Fee \$50.00
 Public Works Permit Fee \$25.00
 Irrigation/Backflow Permit \$10.00

Formatted Table

Meter Connection Fees	Meter Size	Service Charge	Meter-Only
-	3/4" or less	\$900.00	\$190.00
-	1"	\$1,000.00	\$240.00
-	1-1/2" or more	actual cost	actual cost

Meter Exchange Credit	Meter Size	Credit
-	3/4" or less	\$45.00
-	1"	\$120.00
-	1-1/2"	\$360.00
-	2"	\$750.00
-	3"	\$1,200.00
-	4"	\$2,250.00
-	6"	\$4,500.00

Commented [DM4]: Remove these from ECC, as they are also included in the PW Development Standards in the Permitting Chapter, which is also adopted by Code. Having these duplicated could lead to future potential error and/or confusion.

Bacteriological Samples Actual cost
 Water Use by Hydrant \$100.00 first month/per permit

Formatted Table

Backflow Assembly

\$25.00 per week/permit after first month

\$400.00 (refundable deposit)

Commented [DM5]: See previous comment. Remove, as it is included in the PW Development Standards

[Ord. 4817 § 3, 2018; Ord. 4761 § 3, 2016; Ord. 4690 § 3, 2014; Ord. 4555 § 14, 2009; Ord. 4508 § 2, 2007; Ord. 4503 § 2, 2007.]

Section

11

DEVELOPMENT STANDARDS

City of Ellensburg

CITY OF ELLENSBURG
APPLICATION FOR SANITARY SEWER SERVICE PERMIT NO. _____

INSTRUCTIONS TO APPLICANT: When completing this form, please refer to the City of Ellensburg Sanitary Sewer Service Manual for a complete listing of requirements.

PART I - APPLICANT INFORMATION

Name: _____
Address: _____
City: _____ State: _____ Zip: _____
Telephone: _____
E-mail: _____

Owner: _____
Developer: _____
Contractor: _____
Engineer: _____

Project Description: _____
Site Location: _____
Project Size: _____
Project Value: _____

PART II - PROJECT INFORMATION

Project Name: _____
Project Address: _____
Project City: _____ State: _____ Zip: _____
Project Phone: _____
Project E-mail: _____

Project Description: _____
Site Location: _____
Project Size: _____
Project Value: _____

PART III - CONSTRUCTION REPORT

As per the City of Ellensburg Sanitary Sewer Service Manual, the applicant is required to submit a Construction Report to the City of Ellensburg Sanitary Sewer Service Department. The Construction Report shall include the following information:

☐ Construction Report (CR) - A report detailing the construction of the sanitary sewer system, including the location, depth, and diameter of the sewer lines, and the location and depth of the manholes.

☐ Construction Report (CR) - A report detailing the construction of the sanitary sewer system, including the location, depth, and diameter of the sewer lines, and the location and depth of the manholes.

PART IV - INSTRUCTIONS TO THE PERMITTEE

The permittee is required to submit a Construction Report to the City of Ellensburg Sanitary Sewer Service Department. The Construction Report shall include the following information:

☐ Construction Report (CR) - A report detailing the construction of the sanitary sewer system, including the location, depth, and diameter of the sewer lines, and the location and depth of the manholes.

☐ Construction Report (CR) - A report detailing the construction of the sanitary sewer system, including the location, depth, and diameter of the sewer lines, and the location and depth of the manholes.

PERMITTING

Table of Contents

PUBLIC WORKS PERMITS	3-4
WATER PERMITS	5
SEWER PERMITS	6
TRAFFIC IMPACT FEES	6
REIMBURSEMENT FEES	7
CURRENT REIMBURSEMENTS SPREADSHEET	7
REIMBURSEMENTS AREAS MAP	8
WATER TRUCK FILL STATION GUIDELINE	9
INDIVIDUAL REIMURSEMENT MAPS	ATTACHMENT

PUBLIC WORKS PERMITS

Public Works permits structure and fees are established as follows:

No Cost Permits: Temporary use of Right-of-Way for dumpster, or other non-construction related activities may be allowed upon approval from the Public Works Director.

Public Works Application Fee: Required for Work within City Right of Way, per ECC 4.06.100.

~~\$25~~ **\$50 FEE**

Commented [DM1]: Below fees are based on (wage+benefits+veh):
Eng. Tech I: \$30.23+15.08+\$3.55 = \$49.16/hr
Eng. Tech II: \$31.53+15.38+\$3.55 = \$50.46/hr
Dev. Coord: \$40.50+15.35+\$3.55 = \$59.40/hr

Therefore:
Inspection Rate ~ \$50/hr (rounded Tech I)
Plan Review Rate ~ \$60/hr (rounded Dev. Coord.)
Design Services: \$100/hr

Commented [DM2]: 1 Hr. of Eng. Tech I

Processing Fee for Street and Alley Vacations: Required at time of submitting Street or Alley Vacations, per ECC 4.27.080.

~~\$50~~ **\$200 FEE**

Commented [DM3]: 4 Hrs. of Tech. I

Processing Fee for Street Use Permit: Required at time of submitting Street Use Permit Application

~~\$50~~ **\$200 FEE**

Commented [DM4]: 4 Hrs. of Tech I

Processing Fee for Frontage Improvement Deferral: Deferral of all frontage improvements, per 4.06.060

~~\$100~~ **\$200 FEE**

Commented [DM5]: 4 Hrs. of Tech 1

Annual Street Use Permit Fee: Annual fee for use of Public Rights of Way

~~\$25~~ **\$100 Min.**

Commented [DM6]: 2 Hrs. of Tech. I

Irrigation/Backflow Permit: Required for installation of irrigation systems when connecting to City water. City shall inspect installation of backflow device.

\$10 FEE

Engineering Technician Services: Hourly rate for work performed by City personnel for permittee, which includes, but is not limited to;

- Misc. Construction Staking
- Time associated with house moves
- Performing traffic counts at specific locations
- Other misc. services

~~\$40~~ **\$50/hour**

Commented [DM7]: 1 Hr. of Eng. Tech

Design Services: Hourly rate for work performed by City personnel for permittee, for surveying, design and drafting work;

- Design and surveying of curb and sidewalk, under 100 lineal feet
- Design and surveying of water, sewer and/or storm extension of less than 100 lineal feet.

~~\$90~~ **\$100/hour**

Commented [DM8]: Min. Industry Standard Rate of 1 Hr.

Reimbursement Fee: See the Development Reimbursement Agreements, included at the end of this section, to see if the specific parcel(s) is subject to a City or Developer Reimbursement fee. Developer Reimbursement Agreement application fee, per ECC 2.50.080:

~~\$50~~ **\$200 FEE (Applicant will also be required to Record Agreement at the Kittitas County Auditors Office)**

Commented [DM9]: 4 Hrs. of Tech I

Plan Review Application and Non-Refundable Deposit: All applications (Multi-Family, Commercial, Industrial, Short Plats and Long Plats) requiring plan review for site, access, and utility improvements will be required to pay a non-refundable application deposit. The initial deposit amount will be credited towards the final Public Works Permit needed prior to construction. The Plan Review required deposit amounts are as follows:

- Industrial Site Development: \$500
- Commercial Site Development: \$500
- Multi-Family:
 - Multi-Family (up to 10-units): \$500
 - Multi-Family (between 11 and 30-units): \$1,000
 - Multi-Family (over 31-units): \$2,000
- Short and Long Plats:
 - Deposit for first 40 lots: \$100 per lot
 - Deposit for each lot over 40 lots: \$50 per lot

Formatted

Formatted: Font: Not Bold, No underline

Formatted: List Paragraph, Bulleted + Level: 2 + Aligned at: 0.75" + Indent at: 1"

Plan Review and Inspection Fee: All short plats, long plats, and other projects requiring public works improvements shall be charged a fee based on the quantity or cost of the improvements, as stated below. All projects are required to have plans submitted with a professional engineers stamp and signature will also be required to submit an engineer's estimate (w/stamp and signature).

- Projects under \$40,000: Charged per the Bid Item Quantity Breakdown. See Breakdown Sheet
- Projects between \$40,000 and \$100,150: Charged per Bid Item Qty. Breakdown or the Percentage Breakdown, whichever is least.
- Projects over \$100,150: Charged per the Percentage Breakdown. See Percentage Breakdown Sheet.
- Private parking lots and stormwater systems will be charged on a per each basis as shown below, with plan review per hourly rate as shown.

(The following pages show the charged per bid item Breakdown and Percentage Breakdown)

Bid Item Breakdown Method:

Plan Review (Engineering Services)	\$4060/hr
Public Works Permit fee, for work in right-of-way	\$2550/ea
Curb cut, curb only	\$2735/ea
Curb cut, with sidewalk	\$4560/ea
New curb & gutter	\$901.20/ft
New sidewalk (sidewalk only)	\$901.20/ft
New curb, gutter & sidewalk	\$1,802.45/ft
Asphalt improvements, in right-of-way	\$306200/day

Commented [DM10]: Dev. Coordinator Hourly Rate

Commented [DM11]: Eng. Tech Rate

Commented [DM12]: Fees unchanged since 2006. Assumed a 2%/year increase (37% from 2006 to 2022) and rounded.

Commented [DM13]: Assume 4 hrs. of Eng. Tech

New Water, Sewer & Storm Sewer:

Water mains: On public or private property	\$2,0070/ft
Sewer mains:	
6" or 8" mains on private property	\$1,802.45/ft
8" or larger mains in City right of way	\$3,604.90/ft
Storm Sewer mains:	
On private property	\$1,351.84/ft
On City right of way	\$2,703.65/ft
Detention & Retention Facilities	\$105140/ea
Parking Lot Inspections	\$105140/ea

Commented [DM14]: Fees unchanged since 2006. Assumed a 2%/year increase (37% from 2006 to 2022) and rounded.

Bid Item Breakdown Method:

<u>Engineers Estimate</u>	<u>% Charged for Inspection and Plan Review</u>
the first \$100,000 (0-\$100,000)	3.5%
the next \$150,000 (\$100,000-\$250,000)	2.5%
the next \$250,000 (\$250,000-\$500,000)	1.5%
the remaining (\$500,000 & Above)	1.0%

Street Tree Permit: Required for planting, removing, or maintenance of a Street Tree. Please note, a refundable cash deposit may be required for tree replacement.

**\$400 deposit for first tree and
\$200 per each additional tree**

WATER PERMITS

Reimbursement Agreement Fee: See the Development Reimbursement Agreements, included at the end of this section, to see if the specific parcel(s) is subject to a City or Developer Reimbursement fee.

Plant Investment Fee: The Plant Investment Fee, as follows, is based on the size of the water meter being installed.

<u>METER SIZE</u>	<u>2023 PIF*</u>
3/4 inch or smaller	\$6160.00
1 inch	\$10,267.00
1-1/2 inch	\$20,533.00
2 inch	\$32,853.00
3 inch	\$65,707.00
4 inch	\$102,667.00
6 inch	\$205,333.00
8 inch	\$328,533.00

*Per City Ordinance 9.92.4004897

Water Meter Connect Fee: The Water Meter Connect Fee, as follows, is for the size of meter being installed, per ECC 9.92.400.

<u>METER SIZE</u>	<u>MAX GPM</u>	<u>LABOR AND MATERIAL COST</u>	<u>METER ONLY COST</u>
5/8 - 3/4"	18	\$900.00 1850.00	\$190.00 375.00
1"	45	\$1,000.00 2,000.00	\$240.00 425.00

Commented [DM15]: Meter/Box Cost of \$1025 plus est. \$825 labor for 5/8" meter

Charges for services with meters larger than one inch shall be computed by the Public Works Director to reflect the actual costs of installation

When meters are exchanged, without changing the size of service pipe, credit shall be allowed as follows:

<u>METER SIZE</u>	<u>CREDIT</u>
5/8 - 3/4"	\$45.00 60.00
1"	\$120.00 165.00
1-1/2"	\$360.00 490.00
2"	\$750.00 1,025.00

3"	\$1,200.00 1,640.00
4"	\$2,250.00 3,080.00
6"	\$4,500.00 6,165.00

Public Works Application Fee: Required for Work within City Right of Way, per ECC 4.06.100.

~~\$25.50~~ FEE

Commented [DM16]: 1 Hr. of Eng. Tech I

Hydrant Use: Fee, as follows, for the use of water from a City fire hydrant. The City of Ellensburg reserves the right to install a meter, and bill for the appropriate water usage.

~~\$100-150~~ first month/per permit
~~\$25.50~~ per week/permit after first month
 Plus Consumption – per current Water Rate

Backflow Assembly: Refundable deposit required for the backflow assembly device placed on the fire hydrant.

~~\$400-1,000~~ Refundable Deposit

Commented [DM17]: Approx. cost of new Backflow Device Assembly

SEWER PERMITS

Reimbursement Agreement Fee: See the Development Reimbursement Agreements, included at the end of this section, to see if the specific parcel(s) is subject to a City or Developer Reimbursement fee.

Plant Investment Fee: The Plant Investment Fee, as follows, is based on the size of the water meter being installed, per ECC 9.92.300.

METER SIZE	2023 PIF*
3/4 inch or smaller	\$5,680.00
1 inch	\$9,467.00
1-1/2 inch	\$18,933.00
2 inch	\$30,293.00
3 inch	\$60,587.00
4 inch	\$94,667.00
6 inch	\$189,333.00
8 inch	\$302,933.00

*Per City Ordinance ~~9.92.300~~4897

Sidesewer Inspection Fee: Required for inspection of a new sidesewer or the repair of an existing side sewer.

~~\$2550.00~~ per inspection plus
 \$25.00 per each additional lateral

Sidesewer Tap: Fee, for each tap onto an existing sewer main, performed by City Crews.

~~\$150200.00~~ plus tax, per tap

Public Works Application Fee: Required for Work within City Right of Way, per ECC 4.06.100

~~\$2550.00~~ FEE

TRAFFIC IMPACT FEES

Please refer to Section 14.04 'Traffic Impact Fees' of the Ellensburg Municipal Code regarding potential applicable traffic impact fees to be collected as a result of new vehicular trips generated.

REIMBURSEMENT FEES

The following tables are Reimbursement established for both the Developer and City reimbursement of specific projects, which parcels are subject to pay upon connection to said main line agreements, or for sidewalk/street agreements upon development or improvements to said parcel. These reimbursements are in effect for a period of 20 years upon completion, at which time become void.

City Reimbursement Fees as of ~~2019~~2022

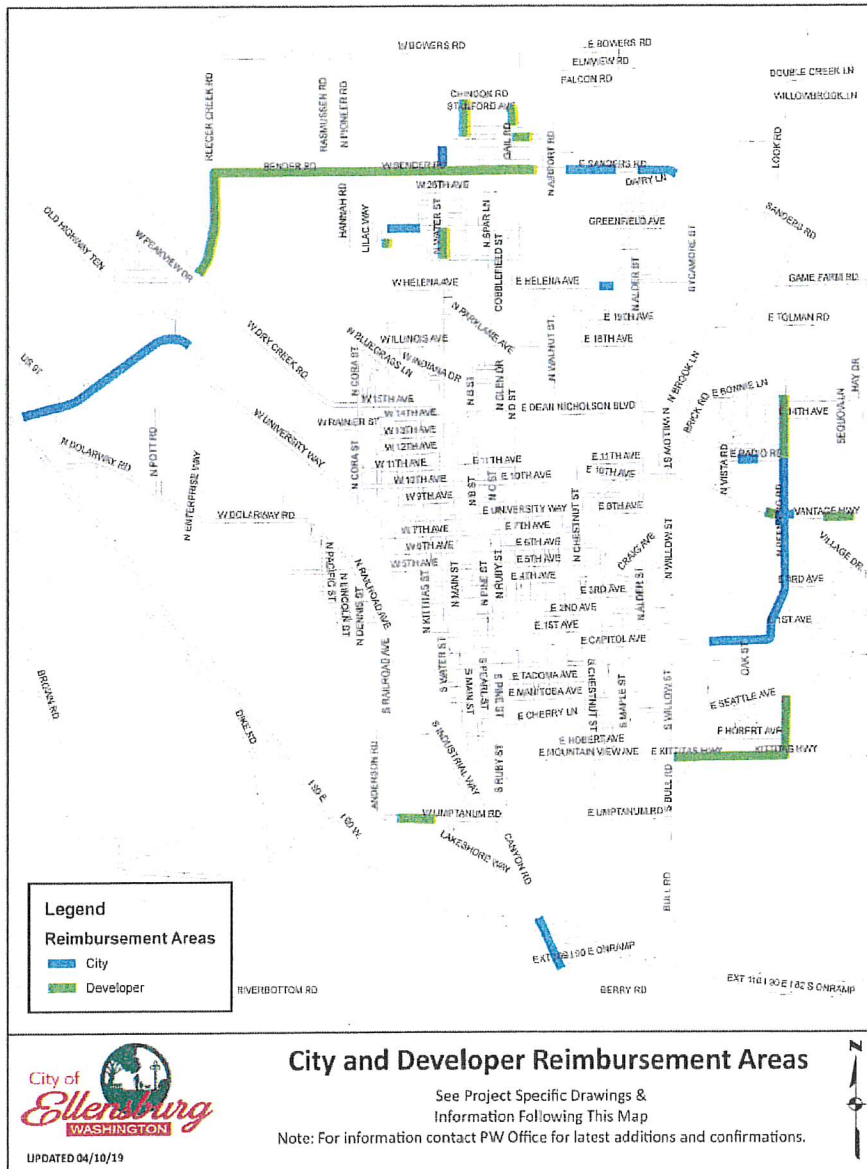
Main Line/Sidewalks to be Charged to Parcel upon development or Improvements to Said Parcel

Project #	Water	Sewer	Other	Description	Expires
N/A			X	Access Limitations on SR 97, University Way and Canyon Rd	
N/A	X	X		Pre-Annexation Agreement Required for Water/Sewer Connection	
02-080	X			Helena-LTD - Airport Rd to 1400' East of Alder St	2021
03-058	X			Pfenning and Radio - Canterbury Plat (12-108)	2023
06-055	X	X		Pfenning Water and Sewer	2029
11-040	X	X		Vantage Highway Water/Sewer Extension - West of Pfenning Rd	2032
11-074	X			Greenfield Water Extension	2033
10-083	X	X		Water and Sewer on Sanders Rd (John Wayne Trail)	2034
14-050	X			Sanders Road Water Main	2036
14-074	X	X		Water Street Utility Extension	2037
15-081	X	X		Vantage & Pfenning Signalization (Water/Sewer Improvements)	2037
20-080		X		Ridgeview Sewer Extension	2040
15-125	X	X		Bull Road Water and Sewer Extension	2042

Developer Reimbursement Fees as of ~~2019~~2022

Main Line/Sidewalks to be Charged to Parcel Upon Connection to Said Main Line

Project #	Water	Sewer	Other	Description	Expires
02-094	X	X		Water St and Bender Rd Improvements (Sun Ridge Plat)	2020
05-034	X	X		Kittitas Highway and Spokane (Vista View Estates)	2021
03-098	X	X		Bender Rd and Gail Rd Improvements (Meadow Brook Plat)	2022
05-070	X			Bender and Ellington Improvements (The Meadows Plat)	2022
06-056	X	X		Reecer Creek Rd and Bender Rd Improvements (Black Horse PUD)	2023
07-033	X	X		Umptanum Rd Improvements (Jack Piper)	2023
05-106		X		Bender-Greenfield-26 th (Stoney Creek)	2024
10-041		X		Ridgeview Lane Sewer Extension (Gordon Kelley)	2026
11-040	X			Vantage Hwy Water/Sewer Extension West of Pfenning (Brewery)	2033
13-074	X	X		Vantage Hwy Utility Connection (Valley Vet)	2034
05-034	X			Vista View Estates Water System Phase 3	2035
05-118	X	X		Countryside and Gail (Sunny Brook)	2035
13-085	X			Canterbury (Pfenning and Radio Rd Improvements - Jack Piper)	2035
18-114	X	X		Seattle Ave. Water and Sewer Extension (Elliott Short Plat)	2040
19-048	X	X		US 97 Water and Sewer Extension (Kittitas County Short Plat)	2042



Water Truck Fill Station Guidelines

As of April 2019

The primary motive behind the water fill station is to allow contractors to obtain water for dust control, street cleaning, etc., without having to obtain a hydrant use permit. NOTE: A Hydrant Use Permit will still be required for flushing/charging newly constructed mains prior to connecting to the City's water system. All other operations will require use of the water truck fill station unless situation deems necessary and approved by public works.

The fill stations are located on the eastside of Water Street, across from 15th Ave. and 1006 So. Industrial Way and are accessible to all contractors who have filled out the necessary agreement, met with city officials and obtained a PIN. Water consumption will be billed on a quarterly basis, with a minimum \$20.00 per quarter charge for water usage.

Ellensburg Utility Advisory Committee
Public Works & Utilities Issues and Updates
November 17, 2022

Consent Items

Agenda Reports for items approved by the City Council since our last meeting are attached.

All Utilities

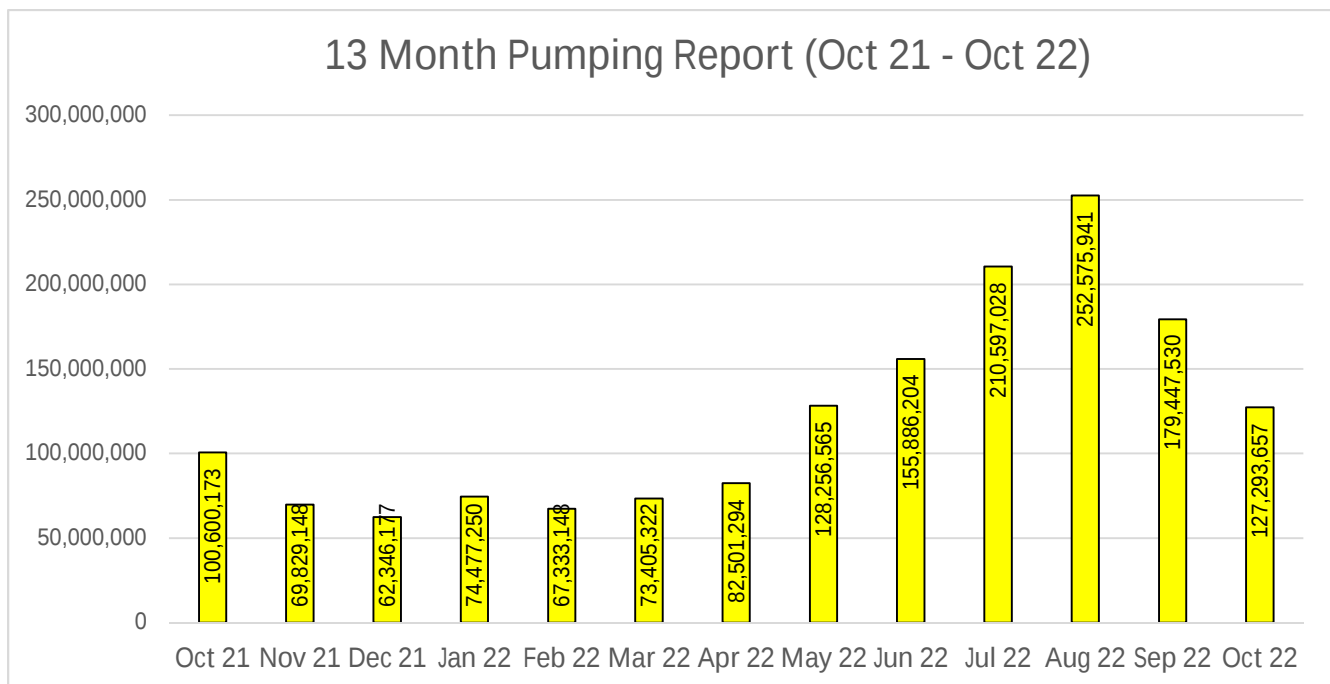
- Work on the Sustainability and Energy Plan project is kicking off, starting with data requests, planning & framework, etc.

Sewer

- Staff worked with Natural Selection Farms to load and haul away all the biosolids from the Wastewater Treatment Facility for beneficial reuse.
- WWTF crews contracted with Yakima Crane to remove the dredge from the lagoon. The dredge is removed every fall to prepare for freezing temperatures and ice on the surface.
- Collection personnel have been actively video inspecting new sewer mains that are being laid in new developments.
- Collections staff have been assisting the Water Division with leak repairs when they are able. Water crews have been short staffed recently due to a transfer and an off the job injury.

Water

- Water pumped in the month of October of 2022 was 127,293,657. In October of 2021, the amount of water pumped was 100,600,173 gallons.



- Crews have been repairing leaks that were discovered during phase 2 of the annual leak survey program.
- The two 18" valves and the 24" valve that were ordered have arrived. Staff is awaiting the arrival of the dismantling joints that are on order that will be necessary for the valve replacement project on the 24" transmission main.
- Water crews are currently short staffed due to a transfer and an off the job injury.
- Interviews have been conducted for the vacant Senior Pipeperson position and a selection has been made. The new employee is scheduled to begin work on November 21st. More details to follow.
- 11/09/2022 - Crews responded to a water main break on the 600 block of E. University way. A 12" cast iron main split where it was routed over a concrete culvert. Repairs were made and service restored that evening. The City contracted out for the necessary road repairs.

Storm

- Gateway 1 is in full swing and under construction. Utility work involving re-locating gas, power and tele communications so everything can go in a common trench and off the power poles (which are going away) is the goal before winter. There will be a winter shutdown, but when exactly is uncertain.
- Gateway 2 design is on hold until after the first of the year.
- Reecer Creek Bridge and Levee on Dolarway is under construction and at the time of writing the bridge pieces are all in and ready for grout and welding. Backfill is underway and the project is on schedule and ready to be completed by November 28th for the 2022 season. Dolarway will re-open on November 28, 2022. The project is slated to start up in the spring of 2023 to complete the asphalt and curb/gutter work.
- Staff is updating the Operation and Maintenance Manual which is a permit requirement and is due to Ecology by December 31, 2022.
- Staff will be updating the Stormwater Management Plan and Annual Report to Ecology following the O&M update.
- Staff continues to perform outfall inspection, private swale inspections and weekly water quality testing.

Electric

- Wright Tree Service Inc. is on site and continues to trim trees.
- Staff advertised Bid Call 2022-20 for the purchase of pad mounted switch cabinets. The bid was opened on Oct. 20th and the City received two bids. Both bids were deemed non responsive and all bids were rejected at the Nov 7th City Council meeting. Staff is requesting quotes directly from suppliers.
- Staff is continuing working with the consultant on the Dolarway Substation Improvements project. Current efforts are on the power transformer submittal, SCADA options, relay control racks, and structural steel.
- Staff asked for and received permission from City Council to purchase property (701 N. Pacific) that is for sale and located adjacent to the City Light Pole Yard. Staff provided a purchase offer which has been accepted, closing is scheduled for Nov. 10, 2022.
- Twin City Foods has finished processing for the year, and reported no power quality issues
- Engineering staff has begun duct and vault inspections for several large developments and construction projects. Including the Gateway, Foster Plat, Ellensburg Flats, Mallard Meadows and Heatherstone.
- Potelco is on property as needed and continues helping the City while the light crew is short staffed. They are focusing on customer driven work as well as maintenance work.

- City crews have been focusing on day-to-day operations as well as smaller maintenance and service jobs.

Gas

- Crews finished the annual leak survey, performed scheduled monthly maintenance tasks, installed new customer requested main and service lines and are inspecting contractors performing natural gas work on the Gateway 1 project. Crews also inspected the contractors performing gas related work on the new Dolarway bridge project.
- Climate Commitment Act (CCA) – Staff continues engagement in Ecology’s rulemaking process.
- MESA Products Inc. finished the Walnut Street Rectifier & Deep Well Anodes – Relocation & Replacement project. The contractor started on June 6th and commissioned the new rectifier on June 16th. Project acceptance is anticipated to go to City Council in December.
- Staff continues to review material inventory and projected needs in anticipation of supply chain issues.