

UTILITY SERVICES

EFFECTIVE JANUARY 2024

The purpose of this document is to provide you with an informative explanation of the services, billing procedures and rates for the city utility services of water, wastewater/sewer and storm.

GENERAL SERVICE & BILLING INFORMATION

All water meters are read at the beginning of each month using a hand held device that records the water consumption. From that data, the utility bills are then generated and contain the base rate and a charge for water consumption (fees vary depending on location of property and size of meter). There are additional assessments for services such as wastewater, storm water and/or miscellaneous services or fees that are provided to customers during the month (see the rate breakdown on the reverse side of this sheet).

Bills are mailed at the end of each month to the address on file and are due by the 20th of the month following the billing date printed on your statement. Payments not received by the due date are considered delinquent and are subject to a late fee. Failure to receive a bill does not release the customer from the obligation to pay promptly.

The City of Port Townsend offers a program to qualifying residents that provides a reduced rate for the water, sewer and storm services provided by the city. For a more detailed explanation of the program and requirements, please see the Port Townsend Municipal Code 13.02 on the city website at cityofpt.us.

WATER

Having a water meter essentially reserves the amount of water in our system that your meter is capable of carrying. *Whether you use it or not*, the city is required by state regulations to provide you with that capacity and your account is charged accordingly. Your total monthly water fee is comprised of two charges; the Base Rate, for the current month and a Usage Fee for the prior month's consumption. The customer may elect to have their water turned off, which would eliminate consumption charges but they will still incur charges for the monthly Base Rate fee according to their meter size.

1. The **BASE RATE CHARGE** is for reservation of capacity which means that you have reserved use of a given amount of water based on your meter size. All premises, whether occupied or vacant, shall be charged a base rate, based on meter size, for reservation of capacity.
2. The **USAGE FEE** (consumption) reflects the amount of water you have used during the *prior* month. The actual usage is rounded down to the nearest thousand gallons. Example: use of 3,268 gallons will be billed for 3,000 gallons. The balance of the 268 gallons is carried over to the following month.

WASTEWATER / SEWER

Most residential accounts have a flat rate usage charge while multi-family & commercial accounts have a base rate determined by meter size (refer to Base Rate table) in addition to a volume/usage charge. The rates shown on the reverse side have been established to pay for the service, extension and management of the City's sewer system which includes the operation of pumping, treatment and disposal of solid waste.

STORM WATER

Storm water charges, which are calculated using square foot measurements, are assessed on that area of your property designated as *impervious surface*. This means areas that are paved or otherwise do not let water pass through (i.e., your driveway and/or area covered by your house or other structures). City Ordinance allows for Storm charges even though you may not actually have storm drains on or near your property. The charges cover construction and maintenance of the entire city-wide system.

WATER FEES

MONTHLY BASE RATE			CONSUMPTION FEES (PER 1,000 GALLONS)		
METER SIZE	INSIDE	OUTSIDE	ACCOUNT TYPE	INSIDE	OUTSIDE
5/8" - 3/4"	\$26.98	\$32.38	Residential (Incl Duplex)	\$3.81	\$4.57
Low Income 5/8"-3/4"	\$13.50	\$16.20	Low Income Residential	\$3.81	\$4.57
1"	\$67.50	\$81.00	Multi-Family (3+ Units)	\$2.96	\$3.55
1-1/2"	\$134.97	\$161.96	Commercial A (Meter ≤2")	\$4.40	\$5.28
2"	\$215.95	\$259.14	Commercial B (Meter ≥3")	\$6.60	\$7.92
3"	\$404.89	\$485.87	Government	\$5.71	\$6.85
4"	\$674.83	\$809.80	IRRIGATION WATER	INSIDE	OUTSIDE
6"	\$1,349.67	\$1,619.60	Winter / Nov-Apr	\$4.57	\$5.48
8"	\$2,159.46	\$2,591.35	Summer / May-Oct	\$8.02	\$9.62

WASTEWATER FEES

MONTHLY BASE RATE			VOLUME SURCHARGE		
ACCT TYPE / METER SIZE			VOLUME SURCHARGE		
RESIDENTIAL	INSIDE	OUTSIDE	RESIDENTIAL	≤3,000 GALL	≥4,000 GALL
5/8" - 3/4"	\$38.10	\$0.00	Residential (Incl Duplex)	\$0.00	\$9.00
Low Income 5/8"-3/4"	\$19.05	\$0.00	Low Income Residential	\$0.00	\$4.50
MULTI-FAMILY / COMMERCIAL	INSIDE	OUTSIDE	VOLUME FEE (PER 1,000 GALLONS WATER USED)		
5/8" - 3/4"	\$33.77	\$0.00	MULTI-FAMILY / COMMERCIAL	INSIDE	OUTSIDE
1"	\$50.65	\$0.00	Multi-Family (3+ Units)	\$3.88	\$0.00
1-1/2"	\$84.41	\$0.00	Commercial A (Meter ≤2")	\$5.23	\$0.00
2"	\$129.43	\$0.00	Commercial B (Meter ≥3")	\$3.43	\$0.00
3"	\$472.71	\$0.00	Government	\$5.12	\$0.00
4"	\$528.99	\$0.00	IRRIGATION WATER	INSIDE	OUTSIDE
6"	\$787.86	\$0.00	Winter / Nov-Apr	\$0.00	\$0.00
8"	\$1,080.49	\$0.00	Summer / May-Oct	\$0.00	\$0.00

STORM WATER FEES

MONTHLY BASE RATE			MONTHLY BASE RATE		
RESIDENTIAL OR COMMERCIAL	INSIDE	OUTSIDE	RESIDENTIAL OR COMMERCIAL	INSIDE	OUTSIDE
IMPERVIOUS SQ FT ≤ 3,000	\$8.93	\$0.00	IMPERVIOUS SQ FT ≤ 3,000	\$4.32	\$0.00
IMPERVIOUS SQ FT ≥ 3,000	*	\$0.00	IMPERVIOUS SQ FT ≥ 3,000	*	\$0.00

* Formula for Impervious Sq Ft in excess of 3,000 sq ft: Your Sq Ft / 3,000 = N; \$8.93 x N = Monthly Storm Fee

CITY UTILITY TAX

UTILITY TAX IS ASSESSED MONTHLY AT A RATE OF 18.00% ON GROSS REVENUES ON ALL BASE RATES, CONSUMPTION FEES, VOLUME SURCHARGES & VOLUME FEES	INSIDE	OUTSIDE
	18.00%	18.00%

CAPITAL SURCHARGE

MONTHLY - INSIDE CITY LIMITS			MONTHLY - OUTSIDE CITY LIMITS		
STANDARD LOW INCOME			STANDARD LOW INCOME		
WATER	\$24.00	\$12.00	WATER	\$28.80	\$14.40
WASTEWATER	\$9.00	\$4.50	WASTEWATER	\$0.00	\$0.00
STORM WATER	\$6.00	\$3.00	STORM WATER	\$0.00	\$0.00

* Capital Surcharges are Flat-Rate, Untaxed

MISCELLANEOUS

		TURN ON / TURN OFF FEES	
NEW ACCOUNT SETUP	\$10.00	Business Day, during Working Hours	\$30.00
LATE FEE	GREATER OF \$5.00 OR 1-1/2%	Service Call Mon-Fri 8:00am -3:30pm, at City's Convenience	
RETURNED PAYMENTS	\$25.00	Emergency/Immediate or After Hours	\$160.00
ESCROW PAYOFF ESTIMATES	\$15.00	Service Call Weekend/Holiday or Mon-Fri 3:30pm - 8:00am	
FINAL READ / CLOSE OUT FEE	\$30.00	Same Day Reconnect (shut off due to non-payment)	\$75.00
METER RE-READ	\$30.00	Turn-on request & payment in full must be received by 2:00pm	
LEAK CHECK	\$30.00	Next Day Reconnect (shut off due to non-payment)	\$30.00
METER TESTING	\$120.00	Turn-on request & payment in full must be received day prior	