

Jefferson County
Board of Commissioners
Agenda Request

To: Board of Commissioners
Philip Morley, County Administrator

From: Frank Gifford, Public Works Director *FG*

Agenda Date: July 9, 2012

Subject: Port Ludlow Drainage District Assessment System Ordinance
Schedule public hearing

Statement of Issue:

The Port Ludlow Drainage District was established under the authority of RCW 85.38. The District currently levies an assessment to fund District activities that was authorized under Jefferson County Ordinance 08-0829-08. RCW 85.38 requires the Board to hold a public hearing to review the District assessment system every four years and approve an assessment system on or before September 1. The District has requested that the Board make no revisions to the existing assessment system.

Public Works has prepared a draft ordinance that adopts the existing assessment system. Appendix 1. Assessment System Calculation Method explains how the assessments on individual parcels are calculated. The ordinance is attached for the Board's review and consideration in a public hearing.

Also attached is a public hearing notice for a Board of Commissioners' hearing on August 6, 2012.

Analysis/Strategic Goals/Pro's & Con's:

The assessment system is based on the impervious surface area and size of each parcel in the District. Based on annual District assessment revenue of \$150,000, the annual assessment for a typical single family residence on a quarter acre lot would be approximately \$120. The County Engineer has reviewed the District's assessment system and determined that it is consistent with RCW 85.38. The County Engineer's report is attached.

Renewing the Drainage District's assessment system will enable the District to continue to provide drainage facilities in Port Ludlow.

Fiscal Impact/Cost Benefit Analysis:

Drainage District assessments fund the District's activities. The County does not fund the District. The County is authorized to charge the Drainage District for its costs incurred in reviewing and approving the assessment system. The County Treasurer may also impose a fee for collecting the assessments, not exceeding one percent of the assessments. Adopting an assessment system for the Drainage District will not have a negative fiscal impact on the County.

Recommendation:

Public Works requests that the Board schedule a public hearing on the ordinance at 10:00 AM on August 6, 2012 and that the Chair of the Board sign the attached public hearing notice.

Public Works will make a brief presentation and answer questions on the ordinance before the public hearing.

Department Contact: Jim Pearson, 385-9160

Reviewed By:


Philip Morley, County Administrator

6/13/12
Date

NOTICE OF PUBLIC HEARING:
ADOPTION OF THE PORT LUDLOW DRAINAGE DISTRICT
ASSESSMENT SYSTEM ORDINANCE

Notice is hereby given that a public hearing will be held by the Jefferson County Board of Commissioners on Monday, August 6, 2012 at 10:00 AM in the Commissioners' Chambers at the County Courthouse in Port Townsend, Washington, for the purpose of taking testimony concerning an ordinance to adopt the Port Ludlow Drainage District assessment system. The following is a summary of the proposed ordinance:

SECTION 1. PURPOSE AND SCOPE:

The Ordinance establishes a system to set Port Ludlow Drainage District assessments.

SECTION 2. AUTHORITY

The Ordinance is adopted under Chapter 85.38 Revised Code of Washington.

SECTION 3. ASSESSMENT SYSTEM:

The assessment system creates a rate structure for District assessments. The actual assessment on properties within the District will be set by the District Commissioners through the District budget. The assessment system is specified in Appendix 1. Assessment System Calculation Method.

SECTION 4. ORDINANCE REVIEW

The assessment system shall be reviewed by the County Commissioners every four years.

SECTION 5. REPEALER

The Ordinance repeals and replaces Ordinance No. 08-0829-08.

SECTION 6. SEVERABILITY:

If any section of the Ordinance is held invalid, the remainder of the Ordinance shall not be affected.

APPENDIX 1. ASSESSMENT SYSTEM CALCULATION METHOD

Copies of the ordinance and assessment system are available at the Commissioners' office at the County Courthouse, 1820 Jefferson St, Port Townsend, or by calling (360) 385-9100 or emailing jeffbocc@co.jefferson.wa.us. The ordinance and assessment system can also be viewed on the County website at www.co.jefferson.wa.us.

Comments on the ordinance and assessment system can be made by letter to the Jefferson County Board of Commissioners, PO Box 1220, Port Townsend, WA 98368 or by email to jeffbocc@co.jefferson.wa.us. Written comments must be received by 4:00 PM on Friday August 3, 2012. Comments can also be made at the public hearing.

The meeting site is ADA accessible. Accommodations for people with disabilities can be arranged with advance notice by calling 385-9100.

John Austin, Chair
Board of Jefferson County Commissioners

SECTION 4. ORDINANCE REVIEW

The Assessment System shall be reviewed by the Board of County Commissioners at least once every four years as provided for in Chapter 85.38 Revised Code of Washington.

SECTION 5. REPEALER

This Ordinance repeals and replaces Ordinance No. 08-0829-08.

SECTION 6. SEVERABILITY

If any section, subsection, sentence, clause, phrase, or figure of this Ordinance or its application to any person or circumstances is held invalid, the remainder of the Ordinance or the application to other persons or circumstances shall not be affected.

EFFECTIVE DATE

This Ordinance shall become effective twenty-one (21) days after adoption.

APPROVED AND ADOPTED this _____ day of August, 2012.

**JEFFERSON COUNTY
BOARD OF COMMISSIONERS**

John Austin, Chair

Phil Johnson, Member

David Sullivan, Member

ATTEST:

Erin Lundgren
Clerk of the Board

APPROVED AS TO FORM:

David Alvarez 6/19/2012

David Alvarez
Deputy Prosecuting Attorney

Appendix 1: Port Ludlow Drainage District Assessment System Calculation Method

As provided for in Chapter 85.38 Revised Code of Washington, the Port Ludlow Drainage District Assessment System is designed to generate \$1,000 in revenue for the District. The Assessment System determines the amount that each parcel within the District will be assessed per \$1,000 of District revenue. The District Commissioners will determine the total annual District assessment and the total amount assessed on each individual parcel through the adoption of the annual District budget. If, as an example, the District budget were set at \$70,000, the actual assessment on any parcel would be the amount assigned in the Assessment System multiplied by 70.

The Assessment System is based on a combination of two assessments. The first is an assessment on the parcel's acreage as a proportion of the total acreage within the District. The second is an assessment on the parcel's impervious surface area as a proportion of the total impervious surface area within the District. 35% of the assessment is based on land area and 65% of the assessment is based on impervious surface area.

35% of the assessment, or \$350.00 of the \$1,000, is assigned to the area within the District. The area portion of the assessment system consists of five Zones (Zone 0, Zone 1, Zone 2, Zone 3, and Zone 4). Zone 0 consists of areas permanently held in reserve or greenbelt areas that cannot be developed. Zone 1 comprises the majority of the District. It consists of the areas that can be developed, except for Zones 2, 3, and 4. Zone 2 is the five-acre residential lots in Port Ludlow No. 6 that completely drain into the District. Zone 3 is the five-acre residential lots in Port Ludlow No. 6 that partially drain into the District. Zone 4 is the five-acre residential lots in Port Ludlow No. 6 that completely drain out of the District. Zone 0 parcels will pay 5 percent of the area assessment. Zone 1 parcels will pay 100 percent of the area assessment. Zone 2 parcels will pay 15 percent of the area assessment. Zone 3 parcels will pay 10 percent of the area assessment. Zone 4 parcels will pay 5 percent of the area assessment.

There are 121.9 acres in Zone 0, 430.7 acres in Zone 1, 37.5 acres in Zone 2, 19.9 acres in Zone 3, and 10.2 acres in Zone 4. The area portion of a \$1,000 hypothetical assessment is:

	Percentage of Area Assessment	2012 Rate per \$,1000 Assessment
Zone 0	5%	= \$0.039333 per acre
Zone 1	100%	= \$0.786654 per acre
Zone 2	15%	= \$0.117998 per acre
Zone 3	10%	= \$0.078665 per acre
Zone 4	5%	= \$0.039333 per acre

65% of the assessment, or \$650.00 of the \$1,000, is assigned to impervious surface area. There are approximately 75 acres of impervious surface in the District. Based on a random sample of residences, a single family residence is assumed to have 3,000 square feet of impervious surface. 3,000 square feet of impervious surface is an Equivalent Residential Unit (ERU) of impervious surface. A multi-family residence is assigned 0.75 ERUs. Based upon a total of 1,087.2 ERUs within the District, the impervious surface portion of a \$1,000 hypothetical assessment is:

Improvement assessment = \$0.597871 per ERU.

The rates shown in this Appendix have been rounded. The District's assessment database uses the actual data entered into the database, not the rounded rates shown in this example.

Parcel Assessment Formula per \$1,000 of District Revenue

A parcel's assessment per \$1,000 of District revenue is based on the parcel's area and the area of impervious surface measured in Equivalent Residential Units.

Parcel Assessment = (area rate x parcel area) + (ERU rate x ERUs on the parcel)

**Port Ludlow Drainage District Assessment System
County Engineer's Review**

Port Ludlow Drainage District Background

RCW 85.38.160 requires County Commissioners to review the Port Ludlow Drainage District assessment system in a public hearing every four years and approve an ordinance adopting an assessment system. The County Engineer is required to review the assessment system and make a report to the County Commissioners.

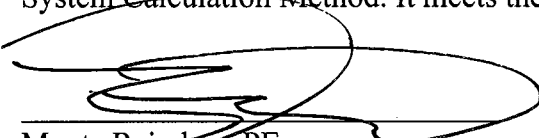
The Drainage District was formed by a vote of the property owners in north Port Ludlow in 2000. The Board of Commissioners adopted the initial District assessment system in August 2001. The Board adopted a revised assessment system in August 2003. The Board readopted that assessment system in August 2008. The assessment system is shown in Appendix 1. Port Ludlow Drainage District Assessment System Calculation Method of the draft Ordinance. It is based on impervious surface area and parcel acreage. The District has requested that Jefferson County not amend the assessment system.

Assessment System Requirements

RCW 85.38.160 requires that Drainage District assessment systems be designed to generate \$1,000 of revenue for the District by distributing a portion of the \$1,000 to each parcel in the District. The actual assessment for each parcel is determined by the District through its budget. Based on a \$150,000 of District revenue, a typical parcel with a single family residence would pay approximately \$120 annually.

County Engineer's Recommendation

The Public Works Department has reviewed the Port Ludlow Drainage District assessment system shown in Appendix 1. Port Ludlow Drainage District Assessment System Calculation Method. It meets the requirements of RCW 85.38.160.



Monte Reinders, PE
County Engineer

6.4.12
Date