



NOTICE OF PROPOSED ADMINISTRATIVE RULEMAKING

Utility Billing

Public Works	109-800-002	
City Department	Administrative Rules Chapter Number	
Jason Pulley	555 Liberty Street SE, Room 325, Salem, OR, 97301	503-588-6398
Rules Coordinator	Address	Telephone

ADMINISTRATIVE RULE SUMMARY

The proposed administrative action to be taken is to adopt Administrative Rule 109-800-002 Utility Billing.

Salem Revised Code (SRC) 70.205 authorizes establishing rules for the administration of the City's utility billing program. The purpose of the proposed rule is to provide a clear and consistent practice for opening a utility account with the City and establish a methodology for billings, payments, and collections on utility accounts. Elements of the proposed rule include:

- Customer classification definitions
- Procedures and conditions for establishing a utility account
- Temporary utility service and suspension of service
- Wastewater and/or stormwater only accounts
- Special accounts for community gardens and those accounts deemed medically necessary
- Wastewater base rate setting procedures
- Billing and payments on utility accounts
- Estimating and adjusting bills as necessary
- Past due and delinquent accounts

The Draft Administrative Rule 109-800-02 is available for review online at:

<http://www.cityofsalem.net/Pages/administrative-rules.aspx>

A hard copy is available for viewing at the following two locations during normal business hours:

Central Library Reference Desk
585 Liberty Street SE

and

Public Works Department
555 Liberty Street SE, Room 325

AUTHORITY

The authority to promulgate this administrative rule is set forth in SRC 2.200 and SRC 20J.030.

DOCUMENTS, REPORTS AND STUDIES

The City relied upon some of the definitions found in *Oregon Revised Statutes* in preparing this proposed administrative rule.

A copy of the *Oregon Revised Statutes* can be found online at <http://www.leg.state.or.us/ors/> and in the Salem Public Library located at 585 Liberty Street SE, Salem, Oregon.

Salem Revised Code can be found online at: <http://www.cityofsalem.net/Pages/salem-revised-code.aspx>

PUBLIC COMMENT

Interested persons must submit written comments to Jason Pulley at City of Salem Public Works Department, 555 Liberty Street SE, Room 325, Salem OR 97301 or via e-mail to jpulley@cityofsalem.net.

ALL COMMENTS MUST BE RECEIVED NO LATER THAN JUNE 5, 2017, TO BE CONSIDERED.

Peter Fernandez, PE, Public Works Director

Department Head Signature

Printed Name

Date