

STATE OF WASHINGTON
County of Jefferson



In the Matter of }
Repealing and Replacing }
Ordinance No. 08-0829-08 }
Finalizing the Assessment System }
For the Port Ludlow Drainage District } **ORDINANCE NO. 08-0806-12**

WHEREAS the Port Ludlow Drainage District was established in 2000; and

WHEREAS RCW 85.38 requires the Board of Commissioners to finalize the District assessment system at least once every four years; and

WHEREAS the District assessment system was finalized by adoption of Ordinance No. 08-0829-08 in August of 2008; and

WHEREAS the District has requested that the Board of Commissioners not amend the District assessment system; and

WHEREAS RCW 85.38 requires the Board of Commissioners to hold a public hearing prior to finalizing the assessment system; and

WHEREAS RCW 85.38 specifies that notice of the public hearing shall be made by publishing two notices in the newspaper of record and by mailing a notice to all Drainage District property owners; and

WHEREAS the notice of the public hearing was properly advertised and the Drainage District property owners were individually notified by mail; and

WHEREAS a public hearing was held before the Board of County Commissioners on the 6th day of August, 2012;

NOW, THEREFORE, BE IT ORDAINED

SECTION 1. PURPOSE AND SCOPE

The purpose of this Ordinance is to establish the Port Ludlow Drainage District Assessment System to be used to set District assessments.

SECTION 2. AUTHORITY

This Ordinance is adopted under the authority conferred on Jefferson County by Chapter 85.38 Revised Code of Washington.

SECTION 3. ASSESSMENT SYSTEM

The Assessment System shall be as specified in Appendix 1. Port Ludlow Drainage District Assessment System Calculation Method of this Ordinance.

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 16th day of August, 2012.


**JEFFERSON COUNTY
BOARD OF COMMISSIONERS**



John Austin, Chair

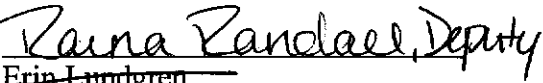


Phil Johnson, Member

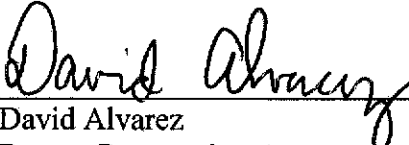


David Sullivan, Member



ATTEST:


Raina Randaell, Deputy
Erin Lundgren
Clerk of the Board

APPROVED AS TO FORM:
 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.

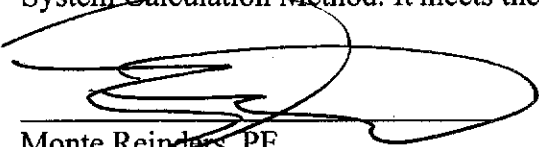
The Drainage District was formed by a vote of the property owners in north Port Ludlow in 2000. The Board of Commissioners adopted the initial District assessment system in August 2001. The Board adopted a revised assessment system in August 2003. The Board readopted that assessment system in August 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.



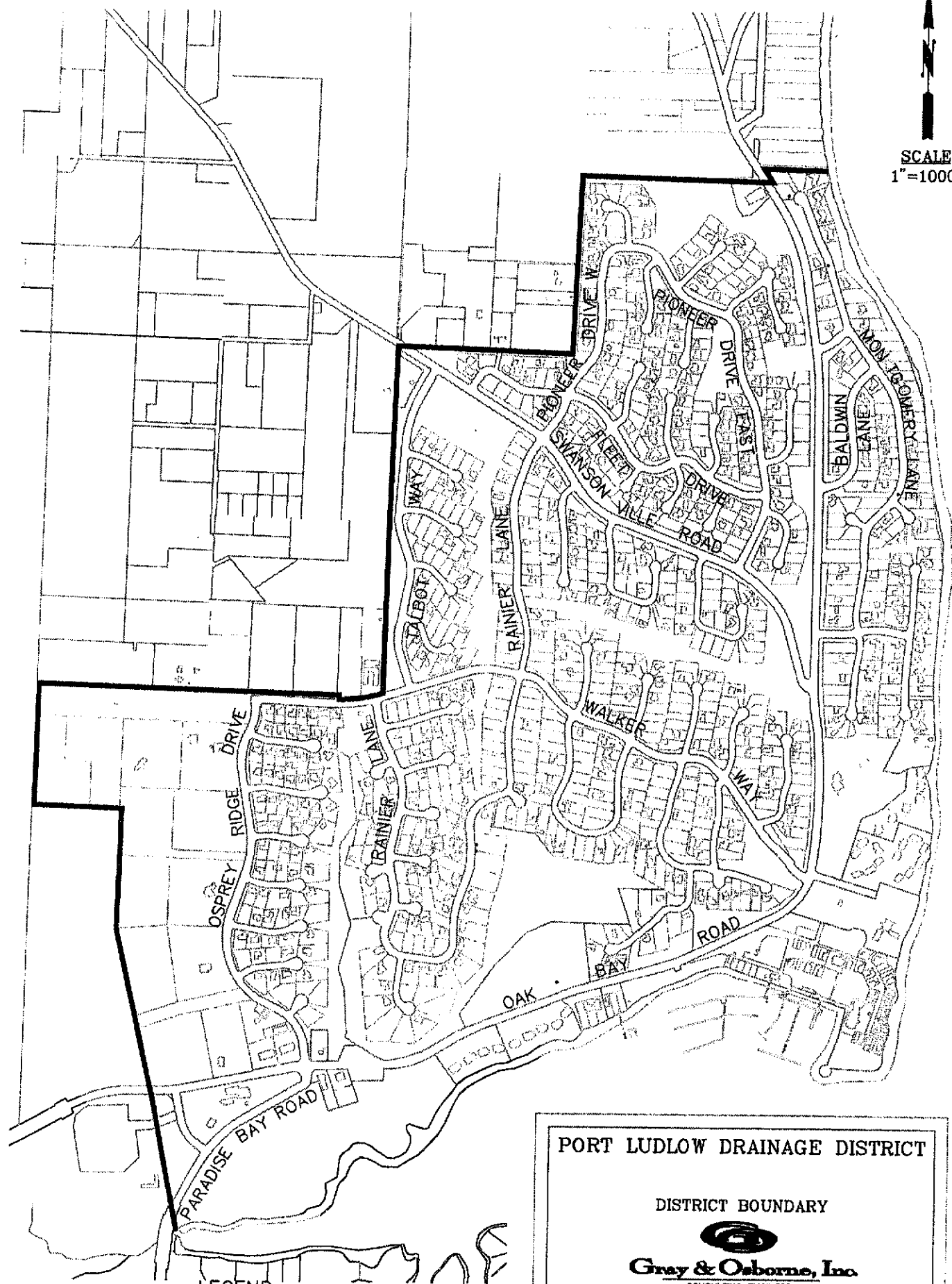
Monte Reinders, PE
County Engineer

6.4.12

Date




SCALE
1" = 1000'



— District Boundary
LEGEND

PORT LUDLOW DRAINAGE DISTRICT

DISTRICT BOUNDARY



Gray & Osborne, Inc.
CONSULTING ENGINEERS

Jefferson County
Board of Commissioners
Agenda Request

To: Board of Commissioners
Philip Morley, County Administrator

From: Frank Gifford, Public Works Director *FB*

Agenda Date: August 6, 2012

Subject: Port Ludlow Drainage District Assessment System Ordinance
Public hearing

Statement of Issue:

The Port Ludlow Drainage District was established under the authority of RCW 85.38. A map showing the District boundary is attached. 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 Drainage 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. It includes Appendix 1. Assessment System Calculation Method that explains how the assessments on individual parcels are calculated. The ordinance is attached for the Board's review and consideration in a public hearing.

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

The assessment system is based on the impervious surface area and size of each parcel in the Drainage 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.

The District is an independent municipal corporation. The Board's responsibility under RCW 85.38 is solely to review the assessment system to determine if it is fair to District property owners. The Board is not responsible for setting the amount of the District's assessment or budget or for determining District projects.

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

Fiscal Impact/Cost Benefit Analysis:

Drainage District's assessments fund the District's activities. The County does not fund the District. The County is authorized to charge the 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 District will not have a negative fiscal impact on the County.

Recommendation:

Prior to the public hearing Public Works will review the Drainage District's assessment system and the draft ordinance with the Board. District representatives will also be present to discuss the assessment system.

After the hearing, the Board, at its discretion, could:

- Consider the public hearing comments and decide whether to adopt the ordinance or
- Direct Public Works to compile the comments and prepare responses and, if appropriate, prepare recommended revisions to the ordinance or assessment system for consideration by the Board.

In either case, the Board must approve a District assessment system ordinance on or before September 1.

Department Contact: Jim Pearson, 385-9160

Reviewed By:

Phil Morley for PM
Philip Morley, County Administrator

8/1/12
Date

CONTRACT REVIEW FORM

12-111

CONTRACT WITH: Port Ludlow Drainage District

(Contractor/Consultant)

CONTRACT FOR: Assessment System Ordinance TERM: NA

COUNTY DEPARTMENT:	<u>Public Works</u>	RECEIVED JUN 05 2012
For More Information Contact:	<u>Jim Pearson</u>	
Contact Phone #:	<u>(360) 385-9162</u>	
RETURN TO:	<u>Gail</u>	JEFFERSON COUNTY COMMISSIONERS June 22, 2012 (Date)
(Person in Department)		

AMOUNT: NA

PROCESS:

- Exempt from Bid Process
- Consultant Selection Process
- Cooperative Purchase
- Competitive Sealed Bid
- Small Works Roster
- Vendor List Bid
- RFP or RFQ
- Other

Revenue: _____

Expenditure: _____

Matching Funds Required: _____

Sources(s) of Matching Funds: _____

Step 1:	REVIEW BY RISK MANAGEMENT	
	Review by: <u><i>Philip Morley</i></u>	<u>6/18/12</u> Philip Morley
	Date Reviewed:	
<input checked="" type="checkbox"/> APPROVED FORM	<input type="checkbox"/> Returned for revision (See Comments)	
Comments _____		

Step 2:	REVIEW BY PROSECUTING ATTORNEY	
	Review by: <u>ALVAREZ / <i>David Alvarez</i></u>	David Alvarez
	Date Reviewed:	<u>6-19-2012</u>
<input checked="" type="checkbox"/> APPROVED AS TO FORM	<input type="checkbox"/> Returned for revision (See Comments)	
Comments _____		

Step 3: (If required) DEPARTMENT MAKES REVISIONS AND RESUBMITS TO RISK MANAGEMENT AND PROSECUTING ATTORNEY

Step 4: CONTRACTOR/CONSULTANT SIGNS APPROPRIATE NUMBER OF ORIGINALS

Step 5: SUBMIT TO BOCC FOR APPROVAL

Submit originals and 7 copies of Contract, Review Form, and Agenda Bill to BOCC Office.

Place "Sign Here" markers on all places the BOCC needs to sign.

MUST be in BOCC Office by 4:30 p.m. TUESDAY for the following Monday's agenda.

(This form is to stay with the contract throughout the contract review process.)