

CITY OF SPOKANE ADMINISTRATIVE POLICY AND PROCEDURE	ADMIN 5200-14-04 LGL 2014-0020
TITLE: COMMERCIAL RATE CLARIFICATION EFFECTIVE DATE: August 15, 2014 REVISION EFFECTIVE DATE: N/A	

1.0 GENERAL

1.1 The City of Spokane establishes the following policy and procedure regarding the clarification of its Commercial Utility Rate deeming that buildings located in a Commercial, Center and Corridor, or Downtown Zone may be billed for utilities at a commercial utility rate should the building have been previously billed at commercial rates. This policy is to ensure that operation accounts in the water, sewer and solid waste enterprise systems are operating at maximum potential capacity in order to receive the most utility service revenue available, thus ensuring adequate cash flow for the utilities.

1.2 TABLE OF CONTENTS

1.0	GENERAL
2.0	DEPARTMENTS/DIVISIONS AFFECTED
3.0	REFERENCES
4.0	DEFINITIONS
5.0	POLICY
6.0	PROCEDURE
7.0	RESPONSIBILITIES
8.0	APPENDICES

2.0 DEPARTMENTS/DIVISIONS AFFECTED

This policy shall apply to the City of Spokane Utilities Division (Utilities Billing Office, Water and Hydroelectric Services Department, Solid Waste Management Department and Wastewater Management Department).

3.0 REFERENCES

Chapter 13.02 SMC	Solid Waste
Chapter 13.03 SMC	Sewers
Chapter 13.04 SMC	Water

4.0 DEFINITIONS

- 4.1 "Applicant" means any building owner providing a written application to the City of Spokane Director of Utilities to extend the historical use of the commercial utility rate for prospective re-development after the effective date of this Policy.
- 4.2 "City" refers to the City of Spokane.
- 4.3 "Commercial Zone" refers to buildings located within a Commercial, Center and Corridor, or Downtown Zones as defined by the Spokane Municipal Code for purposes of this policy.
- 4.3 "Customer" has the same meaning as SMC 04.02.060: "... the municipal rate-payer, as identified by the utility account billing address shown in the files of the City utilities billing office" and includes current and former Customers.
- 4.4 "Director" means Director of Utilities, or designee.

5.0 POLICY

- 5.1 It is the policy of the City of Spokane to continue billing commercial utilities rates to a new utilities customer applicant whose redevelopment of an existing building is (1) located in a Commercial, Center and Corridor, or Downtown Zone and (2) has been billed historically as a commercial property.
- 5.2 This policy shall expire five years from the date of its enactment and no new applications shall be approved. All properties billed at the commercial rate established under this policy shall retain the commercial rate classification established under this policy.

6.0 PROCEDURE

6.1 General Guidelines.

- 6.1.1 New utility account holder applicants can apply in writing to maintain a building's commercial utility billing status should they be redeveloping an existing building so long as the building have been billed historically at a commercial rate.

- 6.1.2 The request shall be in writing, directed to the Director of the Utilities Division, or his designee, for approval.
- 6.1.3 The request shall be supported by sufficient evidence of historical use/billing, acceptable to the Director.

6.2 Responsibilities of Director – Utilities Division or Designee.

- 6.2.1 Review the written request and all supporting details for reasonableness in the amount and adequacy of the supporting documentation.
- 6.2.2 Return the request for additional supporting documentation, if needed.
- 6.2.3 As necessary, obtain opinion from Office of City Attorney.
- 6.2.4 Forward a copy of the approval / denial to the Utilities Billing Office.

6.3 Information To Be Provided In Written Application.

- 6.3.1 At the very minimum, the written application should contain the following information:
 - 6.3.1.1 Account description such as name, service address, service dates, amount, account number (where applicable).
 - 6.3.1.2 Verification of prior commercial status and supporting documentation for the request.

6.4 Eligibility Criteria For Customers

- 6.4.1 The property in question must be currently zoned for commercial use and located within a Commercial, Center and Corridor, or Downtown zone as defined by the Spokane Municipal Code.
- 6.4.2 The property in question must be for the purposes of redeveloping an existing building and must have been previously billed at a commercial rate with the utility account holder offering sufficient proof of previous usage.
- 6.4.3 The property must maintain the same infrastructure system as has been previously installed. The cost of any further installation,

upgrade to existing infrastructure, including fire flow systems, shall be borne by the account holder, without eligibility for waiver.

6.4.4 The utility customer must provide a written application, along with sufficient documentation satisfactory to the Director which outlines the eligibility criteria in order to maintain the commercial rate.


7.0 RESPONSIBILITIES

The Director - Utilities Division shall administer this policy and procedure.

8.0 APPENDICES

None


APPROVED BY:



City Attorney

7/9/14

Date



Director - Utilities

7/25/14

Date



City Administrator

7/31/14

Date