



MEMORANDUM

To: Mayor and City Councilors

From: Rich Olson, City Manager
Paul Fredette, Director of Public Works

Date: January 9, 2013

Re: Consideration – Hold a Public Hearing to Receive Input on Increasing the City's Lab Fees

BACKGROUND:

In the laboratory at the City's Water Treatment Plant, we occasionally provide Bacteriological Analysis and HPC Analysis for neighboring domestic water supplies. Over the years, the cost of reagents and other supplies required to perform these tests has gone up to the point that it costs the City to be a good neighbor. We are proposing to increase the fee we charge others to do these analyses.

ANALYSIS:

Currently, the fee we charge to do Bacteriological Analysis and HPC Analysis for others at the City's Water Treatment Plant is \$25 per sample for Bacteriological and \$30 per sample for HPC analysis. Staff is proposing that we increase our laboratory fee for these tests to \$40 per bacteriological analysis and \$40 per HPC analysis. This will be the first fee increase request since the water plant laboratory become State certified over 25 years ago. Currently our cost per sample, exclusive of staff time, is about \$17 per sample. It takes staff about one hour to perform the analysis and analyze and record the results for each sample. The Water Treatment Plant is asked to do about 25 to 30 samples per month. Our biggest client is the Pasquotank County Water Department.

The Finance Committee discussed this request during their meeting on December 6, 2012 and recommends approval. The City Council called for a public hearing to be held on January 14, 2013 at 7:30 p.m. during their meeting held on December 10, 2012.

STAFF RECOMMENDATION:

By motion, adopt the attached ordinance to change the City's Rate and Fee Schedule to allow the Water Treatment Plant to charge \$40 per sample for Bacteriological Analysis and HPC Analysis effective January 15, 2013.

RCO/vdw

Ordinance #
Increasing the City of Elizabeth City
Rate and Fee Schedule for Water Treatment Plant Lab Fees

WHEREAS, the City of Elizabeth City provides Bacteriological Analysis and HPC Analysis as a fee service to others at the City's Water Treatment Plant; and

WHEREAS, the City's current Rate Schedule for lab fees is \$25 per sample for Bacteriological Analysis and \$30 per sample for HPC Analysis; and

WHEREAS, the cost of reagents and other supplies required to perform these tests has gone up to the point that it costs the City to perform analysis for customers.

NOW, THEREFORE, BE IT ORDAINED that the City of Elizabeth City Council hereby modifies the City's Rate and Fee Schedule to allow the Water Treatment Plant to charge \$40 per sample for Bacteriological Analysis and HPC Analysis effective January 15, 2013.

ADOPTED this the 14th day of January 2013..

Joseph W. Peel
Mayor

Dianne S. Pierce-Tamplen, MMC
City Clerk