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- K. **Commercial Wastes - Control Manhole.** When required by the Director, the owner of any property served by a building sewer carrying commercial or industrial wastes shall install a suitable control manhole in the building sewer to facilitate observation, sampling and measurement of the wastes. Such manhole, when required, shall be fully accessible, safely located, and constructed in accordance with plans approved by the Director. Such plans shall be in accordance with current Utilities Department Standard Sanitary Sewer Specifications and Standard Plans. The manhole shall be installed by the owner at the owner's expense and shall be maintained by the owner so as to be safe and accessible at all times by the Department.
- L. **Septic Tank Contents.** It shall be unlawful for anyone to discharge the contents of any septic tank, cesspool, chemical toilet, or sewage holding tank into the sewer system of Pierce County except in accordance with the provisions of this Code. Any person or entity violating this Subsection shall be subject to the civil/criminal liabilities/penalties prescribed in Section 13.04.080 of this Code.
- M. **Designation of Places and Manner of Discharge of Septic Tank Contents.** The Director shall designate in writing the particular locations where the contents of septic tanks, cesspools, chemical toilets, or sewage holding tanks may be discharged into public sewer systems, and the manner in which said contents shall be discharged into the County sewer system. Any person or entity violating this Section shall be subject to the civil/criminal liabilities/penalties prescribed in Section 13.04.080 of this Code.
- N. **Uncontaminated Wastewater.** Whenever a multiple residential, commercial or industrial customer or user, either directly or indirectly, of a public sewer system uses water for irrigation, cooling, heating, processing or any other purpose that produces uncontaminated wastewater satisfactory for direct discharge into storm drains or surface waterways pursuant to Subsections 13.04.040 D. and E. of this Code the, owner shall, at the owner's sole expense, separate this water from other sewage and discharge it into a storm drain or surface waterway as approved by the appropriate county, state and/or federal departments.

(Ord. 91-190S § 2 (part), 1992)

**13.04.050 Types and Methods of Providing Sanitary Sewerage Service.**

- A. **Permanent Sewerage Facilities.** The primary means of sewage collection and disposal in urbanizing areas shall be construction and extension of permanent sanitary sewers as required to an existing sewer system and

in full prior to the issuance of building permits or sewer line extension plan approval.

- F. Utility Local Improvement District - Establishment.** Pierce County shall have the power to establish Utility Local Improvement Districts (ULIDs) for the purpose of constructing or reconstructing sewer systems, by the method and manner prescribed by Title 36, Chapter 94 of the Revised Code of Washington within the area of a sewerage and/or water general plan and to levy special assessments to pay in whole the cost of any improvements.
- G. Connection of Non-ULID Properties to an Existing County Operational Sewer System.** Property owners desiring sanitary sewer service by the connection of property to an existing operational Utility Local Improvement District/sewer line extension may do so provided that:
1. The capacity in said existing facilities which is determined by the Director which is to be paid for immediately and allocated on a first-come, first-served basis, is available in an amount to sufficiently accommodate the sewage generated by the added development;
  2. The property owner consents to pay the connection charges for said property.
- H. Developers Sewer Line Extension Facilities.** Property owners or developers of property electing to obtain sewer service by the construction and extension of existing public facilities may do so provided:
1. The capacity in said existing facilities, as determined by the Director, which is to be paid for immediately and allocated on a first-come first-served basis, is available in an amount to sufficiently accommodate the sewage generated by the added development;
  2. The proposed facility is to be constructed in accordance with the Comprehensive Sewerage General Plan or applicable Basin Water Quality Management Plan;
  3. The sewer line extension is built to current County design criteria and construction standards as required under subsection 13.04.020 G. of this Code;
  4. The property owner or developer agrees to the requirements for privately constructed sewer line extension facilities as outlined in this Code;
  5. Property owners pay to the County, in addition to any other charges which may be due, an amount of money which shall constitute connection charges as required under Section 13.04.070 and a plan review fee and an inspection fee as outlined in Section 13.04.090;
  6. Property owner uses the capacity purchased within eighteen (18) months of the purchase date and agrees to pay the monthly sewer service charges generated by the total amount of purchased capacity after twelve (12) months of the purchase date;

If a property owner or developer is required by the County to construct a public sewer system with capacity in excess of that required by law to serve his/her property or development (larger than 8-inch diameter pipe), the County may at the discretion of the Director enter into an Reimbursement agreement with the owner or developer pursuant to Title 36, Chapter 94 of the Revised Code of Washington to credit a part of the cost of such excess capacity against the owner or developer's obligation to pay the area charge and/or frontage charge portion of the connection charges prescribed in Subsections 13.04.070 B. and E. If the cost of the excess capacity exceeds the owner's area charge and/or frontage charge obligation, the County, at the discretion of the Director, may reimburse to the owner on an annual basis without provision for interest, additional monies as other property owners connect to the sewer line extension. No reimbursement shall be made for interest costs associated with construction of the project. The duration of the agreement shall not exceed ten (10) years or the maximum time permitted by state law if so approved by the Director. The specifics of such an agreement shall include all the customary terms and conditions as required by RCW and as determined necessary by the Director and Prosecuting Attorney's Office.  
(Ord. 91-190S § 2 (part), 1992)

**13.04.060 Construction of Sanitary Sewer Systems.**

**A. Time, Manner and Repair of Required Sewer Connections.**

Pursuant to Sections 13.04.030, 13.04.040 and 13.04.050, any owner of each lot or parcel of real property required to make a connection to a public sewer shall make such connection, within sixty (60) days after the date written notification of public sewer availability is mailed from the Director to the owner of record listed as the taxpayer on the County Assessor/Treasurer records of the property to be serviced. All connections to the public sewers of the County shall be made in a permanent and sanitary manner in accordance with the provisions of this Code and shall be sufficient to carry all the wastewater of every kind from the building or structure into the public sewer. Each toilet, sink, stationary washstand, washing machine, dishwasher, floor drain and other type of equipment discharging sanitary wastewater shall be connected to the public sewer.

All plumbing outlets from any building or structure hereafter constructed or made available for human occupation and/or use for any purpose, when required by Section 13.04.030 of this Code, shall be connected to a public sewer of the County before the completion of the construction of such building or structure or before any occupancy or use thereof is allowed. In the event that a public sewer capable of serving that building or structure had not been completed by the County prior to the construction or occupancy of such building or structure, said building or structure may install an on-site septic and drainfield system approved by the proper

developer provided the Director takes the following steps:

1. Notifies the owner or developer that the connections or repairs are delinquent pursuant to the provisions of Subsections 13.04.060 A., B., and/or C. and informs said owner or developer that the County intends to make said connections or repairs itself and,
  2. Notifies the owner or developer that the County shall charge said owner or developer for all costs associated with said connections or repairs including, but not limited to, all construction or repair costs and any other applicable costs which would normally be incurred by said owner or developer pursuant to the provisions of this Code, and,
  3. Notifies the owner or developer that any failure to reimburse the County for said costs shall result in the County filing a lien upon the property as provided for in Title 36, Chapter 94, Revised Code of Washington in the amount of said unpaid cost plus interest and any applicable penalties.
- D. Connection of Non-Assessed Property.** The owners of property which have not been subject to special assessments for sewers by the County may connect structures on that property to the public sewers of the County provided the owner has paid a connection charge and has obtained the required sewer permits as outlined in this Code.
- E. Unlawful Connections to or Disturbances of Public Sewers.** Any person who makes or causes to be made any connection to, opening into, use, alteration and/or disturbance of the public sewers of the County without receiving a permit authorizing such a connection and/or use, alteration, etc., shall be subject to the violation provisions set forth in Section 13.04.080 of this Code.
- F. Backwater Valve Requirement.** Any structure having a plumbing outlet that serves fixtures with flood level rims located below the elevation of the next upstream manhole cover of the structure connecting to the public sewer shall install an approved backwater valve.
- G. Information from the County.** The owner of any building shall be responsible for obtaining from the Director the approximate location and elevation of the sewer wye, tee or stub at the point of connection and, in the case of new construction, for planning the building and plumbing to provide adequate slope for building connection to the side sewer stub. The applicant for permit shall be responsible for determining the available grade between plumbing outlet and sewer wye, tee or stub. All Department supplied information shall be field checked by the owner/developer or his/her representative prior to design and/or commencing construction. The County is not liable for inaccurate information provided to the County by others.

building sewer contractor to connect the building to a public sewer through the normal opening of a wye, tee, or side sewer stub under the supervision of the Director or the Director's representative. For building sewers, the owner may perform only that portion of the connection located on private property and not in public right-of-way or easement dedicated to the County;

4. Building sewer or sewer line extension permits shall not be transferable unless a written request to do so is received by the Department from the owner, and that request is approved by the Director. No person, including any registered building sewer contractor, shall lay any pipe pursuant to any other person's or contractor's permit;
  5. A building sewer or sewer line extension permit shall be issued prior to commencement of construction and only after approval of any required Sewer Facilities Plan by the Director and only after all applicable charges and fees have been paid by the owner or developer;
  6. No building sewer permit allowing connection to the public sewer shall be issued before the main sewer is accepted by the Director, and the property owner so notified. An interim permit allowing building sewer construction without connection to a non-operational public sewer may be issued at the discretion of the Director; and/or
  7. The permit must be posted on the job prior to commencing the work and must be readily accessible to the Director or the Director's representative.
- L. Plan Review and Inspection of Sewer Line Extensions and Building Sewers.** The Director shall require the property owner to submit to the Director for his approval, a Sewer Facilities Plan prepared by a registered professional engineer for any new construction and/or extensions of privately owned sanitary sewer systems and/or connections to the public sanitary sewer. Single family residences, individual duplexes, or two or less structures located on a single parcel served by an individual connection and which are not part of a residential complex or development are exempt from this requirement and shall not be considered sewer line extensions as defined in Subsection 13.04.010 CCC. All other new sewer construction, extensions of and/or connection to the public sewer system shall be considered sewer line extensions and be required to comply to the provisions of this Subsection.

Plans shall conform to standards and requirements described in the most current Pierce County Department of Utilities Standard Plans and Sanitary Sewer Specifications.

- extension shall be borne by the owner. This responsibility includes paying all costs incidental to the aforementioned activities performed on all segments of the sewer or sewer line extension and including but not limited, to side sewer stub, sewer tee, sewer wye and all other sewer appurtenances.
- P. Building Sewer for Each Building - Exceptions.** A single building sewer shall be provided for each building unless the connection of more than one building to a single building sewer is approved in writing by the Director prior to the construction of such building sewer. No more than one multiple dwelling, industrial, or commercial building shall be connected to a single building sewer, unless otherwise approved in writing by the Director.
- Q. Mutual Maintenance Agreement and Easement.** If it is determined that a special condition(s) requires more than one separately owned residence to be served by a single building sewer, written authorization to do so must be obtained from the Director after the owner(s) of said properties have entered into a Mutual Use Agreement. This document, assuring that all properties involved shall have perpetual mutual easements for the building sewer, and having provisions for mutual maintenance and access for repair purposes, shall be signed by the recorded owners and acknowledged and recorded with the County Auditor, and copy thereof furnished to the Director prior to the issuance of a permit for the approval of the building sewer.
- R. Reuse of Old Building Sewers.** Old building sewers, including septic tank lines, may be used only when they are found, on examination and test by the Director, to meet all requirements of this Code. This examination and test shall be at the owner's expense. The owner or his/her agent shall demonstrate to the Director that no connection to such building sewer or septic tank line exists which conveys any material prohibited by the most current Department of Utilities "Pierce County Sewer Utility Prohibited Discharge and Industrial Pretreatment Regulations."
- S. Protection of Excavations and Restoration of Public Property.** All excavations for building sewer or sewer line extension installations shall be adequately guarded with barricades and lights in accordance with State and County requirements so as to protect the public from hazard. Streets, sidewalks, parkways and other public property disturbed in the course of the work shall be restored to original condition or better.
- T. Indemnification of County.** The property owner or developer performing any of the sewer system improvements described in or required by the subsections of this Code shall indemnify, defend, and hold harmless the County against any action for damages to personal or public property or against any action for damages to

accepts and/or approves of said sewer facilities or for a longer period of time as determined by the Director, public liability insurance for bodily injury and property damage liability, including products and contemplated operations and blanket contractual liability.

The owner or developer shall have the County specifically added as additional named insured in said policies, at no cost to the County. The above insurance shall cover the County, owner and contractors and/or subcontractors for claims or damages of any nature whatsoever, including but not limited, to bodily injury, including wrongful death, as well as other claims for property damage which may arise from construction activities whether such construction activities be by themselves or by any subcontractor or anyone directly or indirectly employed by either. The owner agrees, in addition, to indemnify and hold harmless the County from all suits, claims, demands, judgments, and attorneys' fees, expenses or losses occasioned by the performance of construction activities by himself, any subcontractor, or persons working directly or indirectly for him, or on account of or in consequence of any neglect in safeguarding the work or failure to conform with the safety standards for construction work adopted by the Safety Division of the Department of Labor and Industries of the State of Washington.

The amount of such insurance shall be that required by the Pierce County Risk Management Department or its successor department. The owner or contractor shall not cause any policy to be cancelled or permit it to lapse. All policies shall include a clause to the effect that the policy or certificate shall not be subject to cancellation or to a reduction in the required limits of liability or amounts of insurance or any other material change until notice has been mailed to the County stating when, not less than thirty (30) days thereafter, such cancellation or reduction or change shall be effective.

All certificates of insurance, authenticated by the proper officers of the insurer, shall state in particular those insured.

(Ord. 91-190S § 2 (part), 1992)

**13.04.070 Assessments - Deposits - Charges.**

- A. **Connection Charge.** Property or portions thereof receiving permanent sanitary sewer service through the formation of a Utility Local Improvement District (ULID), by connection to an existing Utility Local Improvement District, or by the extension of or connection to any permanent wastewater facilities shall be



6. Consumer Price Index. For the purpose of defining the four (4) types of connection charges, the Consumer Price Index shall be defined as that method used by the U. S. Department of Commerce to measure changes in the prices of goods and services for the Seattle-Everett Metropolitan Area.
7. Area Charge. Area charge shall be defined as a portion of or all the capital cost(s) associated with all pump stations, force mains, interceptors and any incremental capital costs associated with providing mains larger than eight (8) inches in diameter which is not paid/covered by the front footage charge and may include other capital costs deemed appropriate by the Director.
8. Side Stub Sewer Charge. Side stub sewer charge shall be defined as a portion of or all the capital cost(s) associated with the installation of a side stub sewer to serve a parcel and may include other capital costs deemed appropriate by the Director.
9. Treatment Plant Charge. Treatment plant charge shall be defined as a portion of or all the capital cost(s) associated with the treatment of wastes and the disposal of wastewater treatment by-products and may include other capital costs deemed appropriate by the Director.
10. Front Footage Charge. Front footage charge shall be defined as a portion of or all the capital cost(s) associated with the installation of an eight (8) inch main serving a parcel and may include other capital costs deemed appropriate by the Director.

THE SPECIFIC FORMULAS USED TO CALCULATE CONNECTION CHARGES ARE INCLUDED IN SECTION 13.04.100 - CONNECTION CHARGE FORMULAS.

- C. Annual Update of Connection Charge Establishment. If necessary, on or about the fifteenth (15) day of January in each year, the Department of Utilities may establish new connection charge costs and begin to assess owners or developers requesting to connect to the sewerage system the new connection charge from the date the new connection charge is approved by ordinance.
- D. Exceptions to Mode of Assessment. When special conditions or circumstances exist, the Director may allow deviations from the mode of assessment prescribed in Subsection 13.04.070 B. of this Code provided that said deviation is consistent for all properties within a service area and that said deviation and resulting mode of assessment is specifically defined in a County resolution/ordinance adopting the formation of a ULID.
- E. Area Charge and/or Frontage Charge Adjustment for Reimbursement Agreements. In accordance with Subsection 13.04.050 I., should a property owner/developer be required by the County to construct sewer facilities

- I. **Excess BOD or SS Charges.** Owners/Developers discharging wastewater flows with SS and/or BOD strengths greater than 225 mg/l or 225 mg/l respectively, shall be required to pay additional treatment plant capacity charges which shall be estimated by the Department of Utilities according to the formula and fees prescribed in Section 13.04.090 - "Fees" and Section 13.04.100 - "Connection Charge Establishment".
- J. **Discharge of Septic Tank Contents -- Charges and Report.** Any owner or contractor electing to discharge into the County sewer system the contents of any sewage holding tank(s), septic tank(s), cesspool(s) or chemical toilet(s) in compliance with Subsections 13.04.040 L. and M shall pay to the County a septic tank discharge fee in the amount prescribed in Section 13.04.090. The point of discharge must be approved by the Director prior to any discharge.

Payments due the County as a result of said charges shall be combined with a monthly report, properly sworn to before a Notary Public, to be filed with the Director at the end of each month's business by the owner/contractor and shall contain the following information:

1. Date of report;
2. Number and type of loads discharged into sewer system;
3. The following data on each load:
  - a. The name and address indicating where the material was obtained;
  - b. Truck number and rated capacity of tank;
  - c. County Utility approved discharge point;
  - d. Date, hour, point and location of discharge into sewer;
4. Signature;
5. Affidavit and Notary Seal; and
6. Check in the amount of minimum charge plus the additional charges for excess tank capacity for total number of loads.

Each owner/contractor shall record a certified list of truck tank capacities by truck number with the Director prior to any discharge and/or use of the County sewer system.

- K. **Charges and Rates for Sewer Service Outside Pierce County.** Charges and rates for sewer service to areas outside the jurisdiction of Pierce County shall be determined and set forth as part of the agreement with the municipal corporation for providing sewerage service to said areas, subject to the following terms and conditions:
1. Quantity and quality of waste received from areas served outside Pierce County jurisdiction shall be limited to the conditions prescribed in the service agreement which in no case shall be less restrictive than the conditions prescribed herein as set forth and established pursuant to this subsection;

- F. **Lien.** In the event that any person, or commercial entity fails to pay any fee or charge as set forth in this Code within sixty (60) days after the same is billed by the County, the unpaid balance plus interest shall become and remain a lien against the property.
  - G. **Lien Attachment.** The Director shall certify periodically the delinquencies to the Pierce County Assessor/Treasurer at which time the lien shall attach.
  - H. **Lien Interest.** The lien shall be for all charges, interest at the rate of eight percent (8%) to be applied from the date due until paid, and shall attach to the premises to which the services were furnished.
  - I. **Lien Foreclosure.** Upon the expiration of sixty (60) days after the attachment of the lien herein, the County may bring suit in foreclosure by civil action in the Pierce County Superior Court.
  - J. **Validity - Severability.** The invalidity of any section, subsection, clause, sentence or provisions of this Code shall not affect the validity of any part of this Code which can be given effect without such part or parts.
- (Ord. 91-190S § 2 (part), 1992)

**13.04.090 Fees.**

- A. **Building Sewer Permit Fees.** At the time a building sewer permit is applied for, the applicant shall pay to the County a building sewer permit fee as set forth herein and for any other charges, if applicable. Permit fees are not refundable. Permit fees shall be as follows:
  - 1. For each new building or structure to be connected to the "Pierce County Sewerage System" (Subsection 13.04.010 JJ.) or "Private Sewer Facilities" (Subsection 13.04.010 MM.):
    - a. Residential, one hundred dollars (\$100); or
    - b. Commercial, one hundred fifty dollars (\$150);
  - 2. For each modification, repair or addition to an existing building sewer where work is done entirely on private property and connected to "Pierce County Sewerage System" (Subsection 13.04.010 JJ.) or "Private Sewer Facilities" (Subsection 13.04.010 MM.):
    - a. Residential, one hundred dollars (\$100);
    - b. Commercial, one hundred fifty dollars (\$150);
  - 3. For each reinspection required by the County due to failure of building sewer construction to comply with state and local construction requirements, a building sewer reinspection fee shall be charged in the amount of seventy percent (70%) of the original building sewer permit fee.
- B. **Discharge of Septic Tank or Other Holding Tank Contents Charges - Report.**
  - 1. A minimum charge of two hundred dollars (\$200) shall be made for each truckload of septic tank, cesspool or chemical toilet contents with a container

County costs as prescribed in Subsections 13.04.090 C.1. and 13.04.090 C.2. Should the owner/developer elect not to have the County complete the processing of the item submitted, the owner/developer shall still be responsible for reimbursing the County for all expenses incurred. The County shall withhold granting approval of the owner's/developer's submittal until all costs have been paid in full. Failure of the owner/developer to pay the fees within thirty (30) days of notification shall result in the County filing and processing a lien as prescribed in Subsection 13.04.090 C.2. Administrative processing costs shall include, but not be limited to, the following items:

1. Environmental checklist/environmental impact statement reviews;
  2. Preparation of easements and/or legal descriptions;
  3. Processing of basin plans, updates and amendments thereto;
  4. Advertising expenses;
  5. Public hearing expenses;
  6. Rental of meeting rooms;
  7. Legal advice;
  8. Travel expenses;
  9. Word processing expenses; and
  10. Processing of property segregations.
- E. Other Plan Review Fees:**
1. Grease Interceptor Plan Review: Fifty dollars (\$50) non-refundable fee plus time and materials billing for costs and expenses incurred in excess of the non-refundable fee.
  2. Pretreatment Plan Review: Fifty dollars (\$50) non-refundable fee.
  3. Accidental Spill Prevention Plan: Fifty dollars (\$50) non-refundable fee plus time and materials billing for costs and expenses incurred in excess of the non-refundable fee.
  4. Industrial Pretreatment Permit Plan Review: One hundred dollars (\$100) non-refundable fee plus time and materials billing for costs and expenses incurred in excess of the non-refundable fee.
  5. Oil-Water Separator Plan Review: Fifty dollars (\$50) non-refundable fee plus time and materials billing for costs and expenses incurred in excess of the non-refundable fee.
  6. Residential Pump Plan Review: Fifty dollars (\$50) non-refundable fee plus time and materials billing for costs and expenses incurred in excess of the non-refundable fee.
- F. Sewer Line Tap Fees.** For each sewer line tap, the permit fee shall be two hundred dollars (\$200) non-refundable fee plus time and materials billing for costs and expenses incurred in excess of the non-refundable fee. The owner's contractor shall be responsible for tapping the sewer line in accordance with County

Chapter 13.06

SEWER UTILITY PROHIBITED DISCHARGES AND  
INDUSTRIAL PRETREATMENT REGULATIONS

Sections:

13.06.010 Compliance with Regulations.

13.06.020 Regulations Available at the Utilities Department.

13.06.010 Compliance with Regulations.

All persons, entities, organizations and/or associations of any nature whatsoever shall comply with the provisions of the most recently adopted version of the Sewer Utility Prohibited Discharges and Industrial Pretreatment Regulations, together with any and all amendments thereto. (Ord. 89-46 § 2 (part), 1989)

13.06.020 Regulations Available at the Utilities Department.

The Pierce County Sewer Utility Prohibited Discharges and Industrial Pretreatment Regulations shall be available for inspection at the Pierce County Utilities Department during normal business hours and/or copies may be purchased for a fee of \$5.00. (Ord. 89-46 § 2 (part), 1989)

**13.08.030 Foreclosure Proceedings.**

The foreclosure proceedings shall be accomplished in accordance with the procedures set forth in Sections 2 through 8, Ch. 91, Laws of 1982, codified as RCW 35.50.220 through 35.50.270. (Ord. 84-32 § 1 (part), 1984; prior Code § 82.22.030)

**13.08.040 Interest and Penalties.**

Assessments or installments thereof, when delinquent, in addition to the interest provided for in the ordinance ordering the local improvement, or in the ordinance confirming the assessment roll and levying the assessment, shall bear a penalty of twelve percent on the assessment or installment thereof and the interest thereon until sale. The dates upon which sewer assessments or installments thereof are due and payable shall be set forth in each specific ordinance levying sewer assessments, approved at the time of confirmation of the assessment roll by the County Council. (Ord. 84-32 § 1 (part), 1984; prior Code § 82.22.040)

**13.08.050 Sales to Collect Delinquent Assessments.**

Unless otherwise provided in the ordinance ordering the improvement, or in the ordinance levying the assessment roll, all property described in any local assessment roll, after the assessment or any installment thereof shall have become delinquent, shall be sold for the amount of the total unpaid assessment, together with penalty and interest accruing to date of sale, and for the costs of such sale, and a certificate of sale shall be executed and delivered to purchaser. An assessment deed shall be executed and delivered to the person entitled thereto in the manner and after the proceedings set forth in RCW Chapter 35.50. (Ord. 84-32 § 1 (part), 1984; prior Code § 82.22.050)

**13.08.060 Director of Budget and Finance to Collect Sewer Assessments.**

All local assessments for sewers, either current or delinquent, shall be collected by the Office of Budget and Finance. The Director of Budget and Finance or his delegate shall execute and sign all receipts for payment of assessments. (Ord. 84-32 § 1 (part), 1984; prior Code § 82.22.060)

**13.08.070 Record of Transactions.**

The Office of Budget and Finance shall maintain a complete set of books in which there shall be recorded in detail all transactions relating to the payment of principal, interest and penalties in every Utilities Local Improvement District. At the end of any month, the Budget and Finance Director shall produce a statement showing the amount of money on hand in each Utilities Local Improvement District assessment fund at the beginning of the previous month, the amount of principal, interest and penalties received during the month, and any disbursements would be made therefrom, together with the balance on hand at the close of the month, and all transfers. (Ord. 84-32 § 1 (part), 1984; prior Code § 82.22.070)