RESOLUTION NO. 13-20

A RESOLUTION ESTABLISHING RULES, REGULATIONS, RATE CHARGES AND CONDITIONS FOR WATER SERVICE.

WHEREAS, the City of Astoria provides a valuable public service by providing a waterworks and water distribution system inside and outside of the City limits. These water facilities constitute a public utility owned and operated by the City of Astoria. The utility exists for the benefit of persons within the city who want to have the system available for supplying domestic, commercial, industrial, fire protection, public or other water service. Although owned by and operated primarily for the citizens of Astoria, the system provides water as available to water districts and customers outside the Astoria City limits.

WHEREAS, users of the water system must be charged rates that reflect costs of ownership and the operation of the water system as a public utility in the city. Property owners who do not use the water utility generally should not pay utility rates. However, some use of the water system occurs when the water service to improved property is sized to provide water for fire suppression on the property, even though no water is being consumed by such service.

WHEREAS, the rate structure of the water utility should be based upon a fee for service consistent with the above findings. Although this rate structure is intended to constitute a service charge, even if it is viewed as a charge against property or against a property owner as a direct consequence of ownership of that property, the utility's rate structure should nonetheless, endeavor to allow the owner the ability to control the amount of the charge. Similarly, the utility's rate structure should reflect the full actual direct and indirect costs of providing the service.

WHEREAS, under sections 3.025 and 3.100 of the Astoria Code, the City Manager is authorized to enforce water rules and regulations and the city council hereby approves these rules and regulations and sets rates.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY OF ASTORIA, THAT THE FOLLOWING RULES AND REGULATIONS SHALL BECOME EFFECTIVE UPON PASSAGE.

Definitions

Access/Demand Charge: Means the charge made to each user to cover direct and indirect costs attributable to sizing and maintenance of the water system so that water is available for a customer's requirements upon demand.

After Hours: Means any time other than that covered by "normal working hours" in the definitions section.

Applicant: Means any person, corporation, association or agency applying for water service as defined below under Property Owner or Non Owner Applicant

Auxiliary Water Supply: Means any supply of water used to augment the supply obtained from the City water system which serves the premises in question.

Backflow Prevention Assembly: Means a backflow prevention assembly such as a Pressure Vacuum Breaker Backsiphonage Prevention Assembly, Spill-Resistant Pressure Vacuum Breaker Backsiphonage Prevention Assembly, Double Check Valve Backflow Prevention Assembly, Double Check-Detector Backflow Prevention Assembly, Reduced Pressure Principle Backflow Prevention Assembly, or Reduced Pressure Principle-Detector Backflow Prevention Assembly and the attached shutoff valves on the inlet and outlet end of the assembly, assembled as a complete unit, and a model approved by the Oregon Department of Human Services.

City: Means the City of Astoria, its staff and/or designee (authorized representative).

City Service Line: Means any pipe and fittings which connect a water main to a water meter or "customer service line".

Cross-Connection: Means any actual or potential unprotected connection or structural arrangement between the public or user's potable water system and any other source or system through which it is possible to introduce into any part of the potable system any used water, industrial fluid, gas, or substances other than the intended potable water with which the system is supplied. Bypass arrangements, jumper connections, removable sections, swivel, or change-over devices, and other temporary or permanent devices through which, or because of which, backflow can occur are considered to be cross connections.

Customer: Means a person, corporation, association or agency that has requested and is receiving water service.

Customer Service Line: Means any pipe, valves, and fittings leading from the water meter or City service line into the premises served or the point of ultimate use.

Equivalent Dwelling Unit (EDU): Means that each user is related to an average single family detached dwelling by both size of water service required and the average consumption for such a unit. Each EDU is taken to be a unit which can be served by a 5/8" service or consumes approximately 320 gallons per day. For the purpose of this resolution, EDUs will determine the meter or pipe size.

Fire Service: Means service installed for the specific purpose of fire protection (hose connection or sprinklers).

Multiple Service Connection: Means a property with a single meter water service serving multiple EDU's.

Normal Working Hours: Means any normal workday (Monday-Friday except holidays) between the hours of 8:00 a.m. and 4:00 p.m.

Property Owner: Means an individual or organization that has legal ownership as evidenced by a deed filed with the County for the service address. It is understood that an agent can be appointed to act on behalf of the legal owners. It is further understood that any individual or organization that is listed on the deed (no matter the percentage ownership) is authorized to conduct business for the service address and to incur charges accordingly.

Service: Means that combined facility made up of both a "City service line", and a "customer service line".

Single Service Connection: Means a property with a water service serving a single EDU.

Tenant: A person, including a vendee under a land sales agreement, lawfully occupying a property to which utility serves are provided pursuant to an agreement with the owner.

User: Means any person, corporation, or other entity using water through an established service line.

Water Main: Means any pipe owned by the City of Astoria laid in a street, alley, or easement, and used or intended to be used for the distribution of water to customers through service lines.

Water Meter: Means any device used for the measurement of water delivered to an individual location or user (service).

Water System: Means the water supply source including treatment facilities, storage, distribution facilities under the City's control, and ending at the point of delivery to the water user's premise.

Application for Service

Section 1.01. Application for Water Service.

(1) An application for the installation of a new meter service shall be made to the Engineering Department. The applicant must be a Property Owner as defined. Upon completion of the new meter application process and prior to the physical installation of the meter, the applicant shall apply for water service with the Finance Department as outlined in the steps below.

(2) An application for an existing water service shall be made to the Finance Department in person. All applicants must provide acceptable photo identification sufficient to meet the guidelines of the Cities Identity Theft Protection Program.

(3) An applicant shall state fully and truly all the purposes for which the water may be required and shall agree as a condition for such use, to conform to the provisions of the Astoria Code and the rules and regulations of the City concerning water use.

(4) If the applicant has outstanding unpaid amounts from a previous utility service with the City, those balance must be paid in full to either the City or it's assigned collection agent if applicable prior to the granting of service.

(5) If the applicant is the Property Owner for which service is to be provided, they shall provide sufficient proof of ownership. Possible sources of proof can be a property deed, property tax statement, escrow documents or other documentation as agreed to by the Finance Director.

(6) If the applicant is a Tenant, the Property Owner shall complete an Application For Non Owner Utility Service form as provided by the City. This form must be signed by the Property Owner for each new Tenant for service.

(7) In the event that the City is unable to grant service to a Tenant, the property owner can agree to accept direct billing for the service in lieu of the Tenants application.

Section 1.02. Property Owner Responsibility. The Property Owner shall be considered ultimately responsible for service charges incurred on their property whether incurred directly or indirectly through a Tenant.

(1) For Single Service Connections only, the Property Owner can choose at the time of application to be billed directly for service or for the bill to be directed to a Tenant.

(2) For Multiple Service Connections, the Property Owner will be billed directly for all service provided.

(3) Charges incurred shall include routine charges for service, past due amounts and late, shutoff and turn on fees as well as other reasonable charges that may occur as determined by the Finance Director.

(4) The City shall notify the Property Owner in writing, at the last known address of the Property Owner at the time of initial notification of an unpaid bill to the Tenant.

(5) Once a water service is discontinued for nonpayment, the service will not be reconnected until all outstanding amounts for the service address have been satisfied and in the case of a Tenant the account will be switched over into the Property Owners name until the account is brought current.

(6) In the event that a service has unpaid balances from either a Property Owner or a Tenant, no new Tenant applications will be considered for that service and the account will remain in the Property Owners name until such time as the account is brought current. Upon the account being brought current, the account can be switched into the Tenant's name upon the completion of the application process.

(7) By accepting service, the Property Owner is granting consent for the City to lien the service property in the event that a billing remains unpaid for greater than 60 days from the date of the original due date.

Section 1.03. Deposit for Water Service. The City can require a deposit in the amount of $150 to be paid prior to granting a water service. The determination for a deposit requirement shall be made on the following:

(1) An account in good standings is defined as an account that has had no more than 2 late payments in the 12 months of prior service. A late payment is defined as the sending out of a late notice commonly referred to as a Gold Notice. Any shutoffs in the previous 12 months of prior service will cause an account to be considered to not be in good standing.

(2) If the applicant has had a previous utility service with the City within the previous 24 months, and the applicant maintained an account in good standings, then the deposit will be waived.

(3) If the applicant can provide either a letter of good standing or an account history from a previous municipality showing/demonstrating an account in good standing, then the deposit will be waived.

(4) An applicant with an outstanding balance owed to the City from a previous service will be not be considered to be an account in good standing.

(5) For the purposes of this section married individuals will be considered to be one applicant with consideration of the deposit requirements applied to both jointly.

(6) Upon 12 months of an account being in good standings, the deposit will automatically be applied to the following billing cycle. When an account is closed with an outstanding deposit, the deposit will be applied to the final balance.

(7) The Tenant agrees that in the event that the account is unpaid and is charged against the Property Owner, the City can apply their deposit against the outstanding balance in partial or full satisfaction of the outstanding amount.

(8) When an account is in arrears, the deposit cannot be used to bring the account current.

Section 1.04. Closing a Service. An account can be closed over the phone if the individual is able to properly identify themselves as the applicant. Otherwise the applicant must come in to the Finance Department in person to close the account.

Regulations of Service Facilities

Section 2.01. Customer Service Line.

(1) Customer service lines used from the meter to the property line and within the bounds of the premises shall meet the standards of the current edition of the Oregon State Plumbing Code. Pipe used between the main and the meter is installed and maintained by the City, except where the meter is located at a distance from the main further than the street property line, in which event special arrangements shall be made by the owner, lessee or agent of the premises to pay for the cost of the extra length of line.

(2) If pressure reducers or devices which restrict backflow are installed on a customer's service line, they shall be the owner's responsibility and meet the standards of the current edition of the Oregon State Plumbing Code.

(3) Customer service lines between the main and the wall of the building shall be laid not less than two feet below the grade of the street and the surface of the ground.

Section 2.02. Unlawful Water Connections.

(1) No person may connect to or disconnect from the City water system unless previously authorized by the City.

(2) A customer shall obtain permission from the City before a customer service line is connected to a water meter. Such work shall be performed at the expense of the owner, lessee or agent of the premises. All water rates and charges owed by the applicant shall be paid in full before permission to connect with the City water system is granted.

Section 2.03. Water Service.

(1) Water Service, including a meter of suitable size, shall be furnished by the City upon application to the Finance Department and the Engineering Division for new installations and prepayment of the charge or estimate therefor. The City shall furnish all labor and materials necessary for construction, of service to the customer's property line, including meter adapter for customer's service line. The fee to be charged for a water service where the main is within 50 feet of the meter location shall be as given in the Fee Schedule, Section 5.01.

(2) The City maintains city service lines within the City limits, from the main to and including the water meter without further cost to the property owner. Maintenance of the customer service line beyond the water meter is the sole responsibility of the customer.

(3) The access/demand charges are based on water meter size as determined by EDU, and on the volume of water required to be available as standby service. New water meter size shall not be less than indicated by the City's standard EDU chart based on number of units or consumption. Alternative sizes designed and specified by a Professional Engineer or Architect and specifically reviewed and approved by the City Engineer will be considered.

(4) Temporary suspension of service (for periods of less than 12 months) will be provided upon request at no fee. Reinstatement of service will be subject to a reinstatement fee as provided in Section 5.01, Fees and Rates.

Section 2.04. Repair and Protection of Service Lines.

All customer service lines shall be kept in repair and protected from freezing at the expense of the owner, lessee, or agent of the premises, who is responsible for all damages resulting from leaks or breaks.

The customer shall be liable for any damage to a meter or other equipment or property owned by the City which is caused by an act of the customer or the customer's agents. Such damage includes breaking or destruction of locks on or near a meter, and any damage to a meter that may result from hot water or steam from a boiler or heater on the customer's premises. The City shall be reimbursed by the customer for any such damage promptly upon presentation of a bill.

Section 2.05. Service Disconnection.

Temporary disconnection for repairs. Water will be turned off and on without charge during "normal working hours" for customer originated system or equipment repairs or replacements, which are scheduled with the City. Temporary disconnection outside normal working hours shall be subject to fees as prescribed in Section 5.01, below.

Section 2.06. Separate Control of Service.

When more than one residence or premises is connected to one water meter, customer service lines shall be arranged so that the supply to each separate residence or premises may be controlled by a separate valve.

Section 2.07. Joint Use. (Inside or Outside the City)

Where water is supplied through one service line to more than one user, the City may decline to furnish water until separate customer service lines are provided. The charge for water consumed shall be based on the access/demand charge and the amount of water used (see Fee Schedule, Section 5.01, for amount). Meter size will be determined by the number of Equivalent Dwelling Units as established by the City Engineer.

Section 2.08. Shut Off Due to Waste.

Water shall not be knowingly furnished to premises where there is a defective or leaking faucet, closet, or other fixture, or where there is a water closet or urinal without self-closing valves, or a tank without a self-acting flap valve. When there is a defective or leaking fixture or when there is no shut off device, and the customer fails to take prompt corrective action, the City may at its option, secure the water service.

Section 2.09. Interruption of Service.

(1) While the City will endeavor to provide advance notice of scheduled service interruptions, water may be turned off at the mains without notice for emergency repair or other necessary purposes. The City will not assume responsibility for any damages as a consequence of interruption in service.

(2) Water for steam boilers shall not be furnished by direct pressure from the City mains.

(3) Any damage to the City water system or service line as a result of faulty customer equipment or backflow shall be the responsibility of the customer or user.

Section 2.10. Access to Premises for Inspection.

Persons designated by the City may inspect, at reasonable hours of the day, all parts of any building or premises to which water is delivered from the City mains to determine the condition of the pipes and fixtures and the manner in which the water is being used.

Section 2.11. Service Outside the City.

The City may furnish water to a user or water district outside of the City limits, if such service does not adversely affect the City supply, and shall charge the water rates as specified below in Section 5.01 (4). Such water shall be furnished based upon the conditions set forth in a contract to be made in each case of water being supplied outside the City. As a practice, the City will not accept new applications for users outside the city limits.

Section 2.12. Fire Hydrants - Fire Service Lines.

(1) No person may cut, change, remove, disconnect, repair, interfere or tamper in any manner with a fire hydrant owned by the City. Permits may be issued for the temporary connection to and operation of fire hydrants for construction sites and other approved uses. Contact Public Works Operations at (503) 325-3524 for more information.

(2) Any person obtaining a permit for use of a fire hydrant shall pay a fee for such permit in addition to metered usage as listed in the Fee Schedule, Section 5.01.

(3) "Fire service lines" may be installed at the expense of user-owner. No use or connection other than fire protection is permitted on "fire service lines". If any connection or use other than fire protection is discovered, the entire service will be disconnected and the appropriate insurance company notified. No further service shall be permitted until necessary correction measures are performed and approved by the City.

Section 2.13. Cross-Connections Prohibited.

Cross-connections shall be prohibited, and protection must be provided against such cross-connection, as specified in Oregon Administrative Rules (OAR), Chapter 333.

Approved backflow prevention devices for protecting community water systems shall be installed on the service connection to premises where there is an auxiliary water supply, or premises listed in Appendix B, which is or can be connected to the water piping.

No person shall connect, unless an approved backflow prevention device is used, any pump or other apparatus to any water main or service connection connected to the City of Astoria water system which is capable of introducing any foreign liquid or material into said system.

The City, must comply with cross-connection control requirements set forth in the Oregon Administrative Rules, Chapter 333, "Public Water Systems". All approved backflow prevention devices installed must be tested annually, in an approved manner by an Oregon Certified Tester to assure proper operation.

The City requires that all backflow assemblies installed on fire protection services be tested annually as provided for in OAR, Chapter 333.

In the event of the following conditions, the City's Public Works Director or his agent has the authority to discontinue water service to said premises until condition(s) is remedied:

(a) Failure to remove or eliminate an existing unprotected or potential cross connection;

(b) Failure to install a required approved backflow prevention assembly;

(c) Failure to maintain an approved backflow prevention assembly; or

(d) Failure to conduct the required testing of an approved backflow prevention assembly.

If water service is discontinued due to one or more of the above conditions, a turn-on fee as outlined in Section 4.02 will be required to resume service.

Water Meters

Section 3.01. Requirements.

No person may use City water, except through an approved water meter. If a water meter fails to register accurately, as determined by city staff, charges for water shall be based upon the average quantity of water used daily as shown by the water meter when in order.

Section 3.02. Changes.

Unless authorized by the City, no person may cut, change, remove, disconnect, connect, repair, interfere, meddle or tamper in any manner with any installed water meter.

Section 3.03. Accessibility.

The occupant of a building or premises where a water meter is located shall keep the water meter free from obstructions and accessible at all reasonable times for reading, inspecting, or repairing.

Section 3.04. Water Meter Checks.

Water meter checks requested by the user shall be provided as work schedules permit.

Section 3.05. Dormant Accounts

For closed accounts with no water usage for a period greater than 12 months, the water meter will be removed at no charge to the customer. Reactivation of the account will be subject to a charge as specified in Section 5.01(6).

Enforcement Provisions

Section 4.01. Water Turn Off.

If a customer fails to comply with rules, regulations, or conditions described herein or otherwise established for the use of water, or fails to pay charges for water service in the time and manner provided, the water supply may be turned off and administrative charges applied to cover the City's costs.

Section 4.02. Turn On Fee.

When activation of a new or existing service is requested, during and after normal working hours a fee must be paid, as indicated in the Fee Schedule, Section 5.01.

Section 4.03. Penalty for Delinquent Payment.

All water bills are due and payable upon receipt of the bill. If a water bill is not paid by the fifteenth (15th) day of the month following the month of billing, the account shall be considered delinquent

(1) When deemed delinquent, the account holder will be notified by mail (Gold Card) of this delinquency. A fee of $9.11 and one (1) % of the current bill, will be applied to cover the administrative costs of processing the notice and administering the delinquency

(2) If an account remains delinquent more than 7 days past the due date and after being notified by mail (Gold Card), a hand-delivered final notice of delinquency (Green Card) will be issued and hung at the premises of the meter location. A fee of $17.25 will be applied to cover the costs of delivery and processing of the Green Card.

(3) If an account remains delinquent more than 5 days after delivery of a final notice (Green Card) the service will be turned off. Fees and charges as specified in Section 5.01 will be applied for turning off, turning on and processing the termination of service. All charges, fees and past due amounts must be paid in full before service is resumed.

Section 4.04. City May Restrict Use of Water.

If a shortage of water exists, the City may elect to impose restrictions on the use of water as determined by the City Council or City Manager.

Section 4.05. Irrigation Adjustment.

(1) All properties in the City of Astoria that have at least 500 square feet of space used for lawn and/or garden area are hereby given the privilege (option) of using City water for the purpose of irrigation As meters are read on a two month cycle, the adjustment will be calculated according to the following schedule:

(a) Meter Reading Cycle 01
- April/May billed in June
- June/July billed in August
- August/September billed in October

(b) Meter Reading Cycle 02
- May/June billed in July
- July/August billed in September
- September/October billed in November

An application may be made to the City Utility Clerk to receive this irrigation adjustment. Once an application is accepted by the Finance Department, it will remain in effect until either the property owner requests to have the adjustment removed or the account is closed.

(2) The charge for irrigation water used shall be the same as other water; however, there will be no sewer fee charged for the water used for irrigation.

(3) Such water to be used for irrigation purposes shall be determined in the following manner: An average shall be taken of the amount of water used by the premises during the three bi-monthly billing periods proceeding the irrigation period. Any water used during the irrigation period in excess of this average shall not be assessed a sewer fee.

Section 4.06 Commercial Adjustment

Per Resolution 95-10 Application may be made to the City of Astoria for a Commercial or industrial Business rate adjustment based on the following criteria:

(1) The bi-monthly water consumption must be greater than 150,000 gallons each period, and

(2) The account operators must make application to the City on forms supplied by the City, for relief, and

(3) The account operators or businesses must have a current City business license stating the number of employees, and

(4) The water must be consumed for or used in an industrial process (other than for personnel or personal use) for the business or industry, and

(5) Consideration will be given only to the consumption in excess of 150,000 gallons for each bi-month period.

Relief will be allowed on the following basis:

(6) Water charges will be reduced by 10,000 gallons per billing period, per employee, on the amount in excess of 150,000 gallons.

(7) The amount of relief will be credited to the business.

Section 5.01. Fees and Rates for Water Service.

(1) City Council, by this resolution, sets the fees and rates for water service and related activities as described in this resolution in accordance with the following requirements:

A. Water service rates shall be based on the combination of a demand charge on open customer accounts plus a consumption charge for the volume of water consumed.

B. Water service revenues may also be used for payment or repayment of indebtedness incurred for capital improvements to the water system. Rates may be adjusted for this purpose system-wide or with reference to specifically benefited properties. Rates shall be reviewed by the Finance Director during each fiscal year.

C. Account fees, administrative fees, and charges for other water service activities, including service connection charges, shall be based on direct and indirect costs to the utility providing the service

(2) The access/demand charge is based on meter size as determined by the number of Equivalent Dwelling Units (EDU) assigned to each service. This charge represents the proportionate share of cost each service requires to build and maintain the water system. The meter size shall be used to determine EDU and access/demand charges.

The City supports and encourages the installation of residential fire sprinkler systems that provide significant protection and greatly reduces the potential for major property damage from residential fires. Therefore, a special access/demand charge category has been created for residential fire sprinkler installations.

(3) All water customers connected to the City water system shall pay an access/demand charge for each two-month billing period as follows effective July 1, 2013:

				Base Charge / Bill Period
5/8" X 3/4"	=	1 EDU	=	$ 33.41
1" Res. Sprinkler	=	1 EDU	=	36.17
1"	=	3 EDU	=	100.56
1-1/2"	=	7 EDU	=	232.11
2"	=	12 EDU	=	379.56
3"	=	27 EDU	=	840.51
4"	=	48 EDU	=	1521.18
6"	=	109 EDU	=	3376.03
8"	=	194 EDU	=	5783.27
10"	=	303 EDU	=	8912.20

In addition to the above base charge, each customer shall pay the following additional consumption charge based upon the amount of water consumed by each customer per each billing period: $3.59 per 1,000 gallons - effective July 1, 2013.

(4) Charges - Outside City. All users and Water Districts outside Astoria City Limits shall be charged as listed in Section 5.01 (1) and (2), and an additional 10% for providing out-of-city service.

(5) Service Installation (City service line and meter) Charges are as follows:

5/8" X 3/4" City Service Line and Water Meter	$1,580.75
1" City Service Line and Water Meter	$1,863.30
1" Residential Sprinkler Service and Meter	$1,863.30

An advance deposit of the estimated cost for labor, materials and administration will be required prior to installation of meters greater than 1" in size, or meters that are more than 50 feet from the water main.

Meter Reduction Fee: When a customer requests a reduction in meter size from 1" to a 5/8" - 3/4", a $100 service fee will be charged. Reduction fees for any other size meter will be determined by an estimate prepared by Public Works Operations staff.

New Developments: When a developer's contractor installs water mains, services lines and vaults or meter boxes, a meter installation fee will be assessed rather than the service installation charge. This fee pays for meter installation and administrative expenses associated with new meters, including plan review, inspection, mapping and account setup. Meter Installation Fees are as follows:

¾"	$338.55
1"	$428.39
1½" & Larger	Installation Cost + $690.11

The Public Works Department will provide a cost estimate for supply and installation of meters larger than 1". All meters 3" or larger require the installation of a bypass line in accordance with City standards. If meter box and service line is not constructed in accordance with City standards, the City will not install the meter until corrections are made –or- will assess additional charges for work necessary to bring the installation to City standards.

If, in the event, the Public Works Operations Division work schedule conflicts with a customer's water service installation schedule, the customer, at their cost, may hire a prequalified (as determined by the City Engineer) contractor to perform the installation. Work to install said improvements shall be allowed upon issuance of a permit by the City, which obligates permittee to construct improvements which meet all City requirements and specifications. Improvements shall be inspected by the City Engineer or his designated representative before backfilled and accepted. A cost estimate will be prepared by the Public Works Department that will include anticipated costs for inspection or assistance by Public Works personnel. The estimated cost for the City's participation will be paid prior to a permit being issued. An adjustment will be made for actual costs incurred after the work is accepted by the City.

(6) Other Fees.

Fire hydrant permit ..... $22.13 for first day
$9.77 for each additional day for the first five days, plus metered water.
For longer-term projects, the hydrant meter permit fee is $1.30 per day after the first five days, plus metered water.
Activation of new service or account (normal working hours)..... $ 30.60
Turn on/off (because of delinquent bill)..... $ 46.22 (normal working hours)
Turn on/off (because of delinquent bill)..... $ 92.45 (after hours)
Reactivation of a dormant account $115.89
(including reinstallation of a removed meter)
Hand delivery of delinquency notice (Green Card)..... $ 17.25
Mail delivery of delinquency notice (Gold Card)..... $ 9.11
Reinstatement of suspended service ..... $ 30.60

(7) Bills and Payment.

A. Rendering of Bills.

1. Meter Readings. Meters will be read at regular intervals for the preparation of bimonthly bills and as required for the preparation of opening, closing and special bills.

2. Bills for water service shall be rendered bimonthly or upon closing, unless otherwise provided in the rate schedule.

B. Payment of Bills.

1. All bills are due and payable upon receipt. Payment may be made at the City's Finance Department office or at an authorized deposit location.

2. Closing bills will be forwarded to customer after service is discontinued.

3. Delinquent bills will be processed according to procedures outlined in Section 4.03 of this resolution.

C. Billings of Separate Meters Not Combined.

Each meter on a customer's premises will be considered separately, and the readings of two or more meters will not be combined.

(8) Leak Adjustment.

When a leak occurs on a metered account, it is the responsibility of the owner to see that repairs are made as quickly as possible. If the leak has caused the monthly charge to be excessive, the responsible person may request an adjustment in writing with said request attesting that the leak has been repaired. The formula for the adjustment is 1/12 the yearly average plus 20% of the excessive charge, using the nearest rounded figure. Only two separate adjustments may be made per account per calendar year. The sewer billing adjustment (for usage over 4,000 gallons) will be based on the adjusted average water billing.

Section 6.01. Penalties.

Any violation of these regulations may subject violator to water turn off, $130.21 fine, or both, in addition to any other legal remedies available to the City.

Section 6.02. Repeal.

Resolution No. 12-18, adopted by the City Council on August 20, 2012, is hereby repealed and superseded by this resolution.

Section 6.03. Effective Date.

The provisions of this resolution shall be effective July 1, 2013.

ADOPTED BY THE CITY COUNCIL THIS 17th DAY OF JUNE 2013.

APPROVED BY THE MAYOR THIS THIS 17th DAY OF JUNE 2013.

Mayor

ATTEST:

City Manager

ROLL CALL ON ADOPTION	YEA	NAY	ABSENT
Councilor LaMear	X		
Herzig		X	
Mellin	X		
Warr	X		
Mayor Van Dusen	X		

PUBLIC WORKS
WATER RULES AND REGULATIONS

APPENDIX A

Access charge is based on meter size (Equivalent Dwelling Unit - EDU).

All services to be converted to EDUs.

EDU is established as relative consumption compared to a single family detached dwelling, assuming each EDU consumption is 320 gallons per day: 9,600 gallons per month.

All units and consumption figures are based on national average uses.

UNIT DESCRIPTION	CONSUMPTION GAL//UNIT/DAY	EDU/UNIT	
1 family, detached	320	=	1.00 ea
3 bedroom duplex	300	=	0.94 ea
2 bedroom duplex	280	=	0.88 ea
1 bedroom duplex	260	=	0. 81 ea
3 bedroom apartment (bldg 3 or more units)	260	=	0. 81 ea
2 bedroom apartment	220	=	0.69
1 bedroom apartment	180	=	0.56
Studio apartment	160	=	0.50
Trailer space (park)	260	=	0.81
Hotel/Motel	160/room	=	0.50/room
Rest Home	160/bedroom	=	0.50/bed
Hospital	320/bed	=	1.00/bed
High School	16/student	=	1.00/20 student
Elementary School	10/student	=	1.00/32 student
Church	320/150 seats	=	1.00/150 seats
Restaurant	40/seat	=	1.00/8 seats
Service Station	640/station	=	2.00/station
Commercial/Industrial/General	320/1,500 square foot or 9 employees	=	1.00, 1500 sq/ or 9 employees

1 - 2	EDU	=	¾" meter
3 - 5	EDU	=	1" meter
6 - 9	EDU	=	1 ½" meter
10 -15	EDU	=	2" meter
16 - 34	EDU	=	3" meter
35 - 60	EDU	=	4" meter
61- 120	EDU	=	6" meter
121 - 220	EDU	=	8" meter
225 - 350	EDU	=	10" meter

Any application for water/sewer service will be classified relative to EDU and the indicated meter size will be required as a minimum.

PUBLIC WORKS
WATER RULES AND REGULATIONS

APPENDIX B

PREMISES REQUIRING ISOLATION BY AN APPROVED AIR GAP OR REDUCED PRESSURE PRINCIPLE TYPE OF ASSEMBLY HEALTH HAZARD
1. Agricultural (e.g. farms, dairies)
2. Beverage bottling plants*
3. Car Washes
4. Chemical plants
5. Commercial laundries and dry cleaners
6. Premises where both reclaimed and potable water are used
7. Film processing plants
8. Food processing plants
9. Medical centers (e.g. hospitals, medical clinics, nursing homes, veterinary clinics, dental clinics, blood plasma centers)
10. Premises with irrigation systems that use the water supplier's water with chemical additions (e.g., parks, playgrounds, golf courses, cemeteries, housing estates)
11. Laboratories
12. Metal plating industries
13. Mortuaries
14. Petroleum processing or storage plants
15. Piers and docks
16. Radioactive material processing plants and nuclear reactors
17. Wastewater lift stations and pumping stations
18. Wastewater treatment plants
19. Premises with piping under pressure for conveying liquids other than potable water and the piping is installed in proximity to potable water piping
20. Premises with an auxiliary water supply that is connected to a potable water supply
21. Premises where water supplier is denied access or restricted access for survey
22. Premises where water is being treated by the addition of chemical or other additives

* A Double Check Valve Backflow Prevention Assembly could be used if the water supplier determines there is only a non-health hazard at a beverage bottling plant.