



Water and Wastewater Service Repairs Account Policy (Policy)
January 1, 2023

Purpose

The City of Hutchinson (City) hereby establishes the Water and Wastewater Services Repair Account (Account).

This Policy intends to define use of Account funds in a manner that supports the City’s mission, programs and ongoing operations.

The Account provides a funding source for a variety of activities related to maintenance, repair and/or replacement of water and sewer services.

Utilization of the Account outlined in this Policy is subject to other strategic, operational, governance and financial policies of the City.

Water and Wastewater Service Repair Account

The Account provides a source of funding for maintenance, repair and/or replacement of water and sewer services that are privately owned, that are not a part of City-owned infrastructure and that are not included in water and wastewater maintenance budgets.

At the City Council’s discretion, the Account may supplement other City funds in situations where there is a sudden increase in expenses, one-time unbudgeted expenses, unanticipated loss of funding or uninsured loss.

The City Council establishes, maintains or eliminates the Account. The Account consists of a designated account within the City’s Water Fund. The City Council approves Account funding sources when adopting the City’s annual budget and fee schedule.

Use of funds is intended to take place within reasonably short time periods. Expenditures may not exceed the beginning balance plus the revenues in any given year. Excess funds carry over from year to year and uncommitted amounts carried over may be spent on other water and wastewater expenses, as recommended by the Public Works Director and approved by the City Administrator.

Accounting

The Public Works department identifies and reviews service maintenance, repair and/or replacement projects. Projects are presented to the Public Works Director for approval. The Public Works department prepares, manages and delivers approved projects.

The Finance department assigns funds into the Account in accordance with the approved annual budget. The Finance department and Public Works department report expenditures to the City Administrator. The Finance department provides an annual reconciliation of funding sources and project expenditures at the end of each calendar year.

Account Funding Sources

The Account receives funds from related fees included in water and wastewater utility billings. Revenues may also be allocated from other sources identified in the City's annual budget.

The City Council may from time to time direct that a specific source of revenue be set aside in the Account. Examples could include one-time revenues, grant revenues or other surplus funds.

Use of Account Funds

The Public Works Director identifies maintenance, repair and/or replacement projects. Use of Account resources typically includes work not accounted for in water and wastewater maintenance budgets because they affect only privately-owned services including, but not limited to:

- a. Water services. Necessary maintenance, repair and/or replacement projects from the water main to approximately four feet (4') from the building foundation, including installation, repair and/or replacement of water services, curb stops and other necessary repairs or replacements of service pipes and equipment. Water services containing lead and/or constructed of galvanized service pipes requiring replacement will be replaced.
- b. Wastewater services. Necessary maintenance, repair and/or replacement projects from the sewer main to approximately four feet (4') from the building foundation, including installation, repair and/or replacement of sewer services, cleanouts and other necessary repairs or replacements of service pipes and equipment.

Authority to use Account.

The Public Works department shall report projects to the Finance department. Projects shall identify location and nature of maintenance, repair and/or replacement of service pipes, the current available balance, budgeted transfers into the Account for the year, estimate of project costs and the anticipated ending balance in the Account.

Expenditures of funds shall be in accordance with the City's finance policies.

Based on available funds, actual costs incurred or because of unforeseen circumstances, the Public Works department may modify project requests. The Public Works department shall report modifications to the Finance department as soon as practicable after they are known.

Reporting and monitoring.

The Public Works department and Finance department coordinate oversight of the Account to ensure its use complies with this Policy and the Water and Wastewater Service Repair policy. The Public Works Director receives periodic reports of activity in the Account. Based upon information provided by the Public Works department, the Finance department prepares billings to property owners for expenses exceeding the maximum coverage. The Finance Department provides an annual reconciliation report, made available with other year-end reports.

Review of Policy

The City Administrator, Finance Director and Public Works Director shall review this Policy from time to time. The Policy shall be reviewed as warranted by internal or external changes or events, but at least once every three years. Recommended changes shall be presented for adoption by the City Council.

Water and Wastewater Service Repairs Policy

**City of Hutchinson
Public Works
December 27, 2022**

Repair of Leaks and Equipment

City Code clearly indicates that it is the responsibility of the consumer or owner to maintain the service pipe and related equipment from the main into the house or other building.

City Code (WATER) § 52.02 REPAIR OF LEAKS AND EQUIPMENT.

It is the responsibility of the consumer or owner to maintain the service pipe from the main into the house or other building, including, but not limited to, the stand pipe or curb stop and all equipment associated with the service line, stand pipe or curb stop. In case of failure upon the part of any consumer or owner to repair any leak or any service line, stand pipe or curb stop, within 24 hours after oral or written notice has been given the owner or occupant of the premises, the water may be shut off and will not be turned on until a reconnection charge has been paid and the water service has been repaired. When the waste of water is great or when damage is likely to result from the leak, the water will be turned off if the repair is not proceeded with immediately. Following notice as provided by this chapter, at the sole option of the city, the city may repair the leak and the service pipe, stand pipe or curb stop and all equipment associated with the service line, stand pipe or curb stop and assess the cost for the repair against the property benefitted. The costs to be so assessed may include, but are not limited to, material, labor and professional fees and expenses incurred in the repair.

City Code (WASTEWATER) § 53.023 SEWER LINE; OWNER RESPONSIBILITY.

The property owner shall be responsible for the sewer line from the building to the main sewer line.

Service Policy for Water and Wastewater Service Repairs

The services described herein are provided at the City's discretion and do not relieve property owners of their responsibilities under City Code provisions. The City Council retains the right to suspend activity under this policy at any time and for any reason.

It shall be the City's policy to repair water and wastewater services, except for those determined to have been misused or have been compromised by means under the owner's direct control. Repairs to services will be funded by monthly fees paid by customers. The City will cover service repair costs up to a maximum limit identified in the City's fee schedule. Fees for service repairs and coverage cost limits may be amended from time to time.

Property owners shall be responsible for costs to repair water and wastewater services that exceed the maximum limit identified in the City's fee schedule. These charges shall be considered a current service charge and may be assessed to properties if any balance remains.

Water and Wastewater Service Repair Provisions

General

Property owners shall retain the right and responsibility to make repairs to their services. For repairs initiated by property owners, the City will consider covering expenses incurred by property owners, to the limit indicated in the City's fee schedule, provided the City is notified of the repairs and given the opportunity to certify the work prior to restoring service.

The customer must enter into a separate agreement with the City prior to the City conducting repairs for service lines located on private property. This agreement shall identify the rights and responsibilities of both the property owner and the City.

In any case, the City reserves the right to initiate service repairs if the service leak is causing or is likely to cause property damage or if the service leak presents any other life-health-safety hazard.

Water services are defined as the pipe, fixtures and equipment between the water main and the foundation of the building, defined as to within approximately four feet (4') of the outside wall of the foundation.

Wastewater services are defined as the pipe, fixtures and equipment between the sewer main and the foundation of the building, defined as to within approximately four feet (4') of the outside wall of the foundation.

Water service to the property may be turned off until repairs to service lines are certified by the City.

Water

In all cases, water service lines containing lead or galvanized water service lines in need of replacement will be disconnected and replaced with a new private water service line to establish a non-lead service line from the water main to the building foundation.

Customers may notify the City or be notified by the City of a service leak. Notice will be given first by attempting verbal notification, then by information delivered to the property and finally by letter.

The City will attempt to stop the leak by closing the stand pipe valve or curb stop.

- If the service leak can be stopped by closing the valve at the stand pipe or curb stop, the customer must repair or enter into a separate agreement with the City to have the City repair any leak in the service line between the building and the valve at the stand pipe or curb stop.
- If the service leak cannot be stopped by closing the valve at the stand pipe or curb stop, the City will initiate repair of the service; however, the City will not extend repairs onto private property without a separate agreement with the property owner.

During repairs for water services completed by the City or under contract by the City, proper operations of a service stand pipe valve or curb stop will be verified. This may include installing, repairing or replacing the service stand pipe valve or curb stop.

Wastewater

Customers may notify the City or be notified by the City of a service issue. Notice will be given first by attempting verbal notification, then by information delivered to the property and finally by letter.

In most cases, the City will utilize closed circuit television equipment to verify the condition of the wastewater service pipes between the sewer main and the cleanout (if available).

- If the service issue can be addressed by verifying the condition of the pipe between the sewer main and the cleanout, the City will initiate operations to reinstate the function of the service or make necessary repairs to the service; however, the City will not extend repairs onto private property without a separate agreement with the property owner.
- If the service issue cannot be addressed by verifying the condition of the pipe between the sewer main and the cleanout or if a cleanout is not present, the customer must repair the service line or enter into a separate agreement with the City to repair the service line between the sewer main, to include installation of a sewer cleanout.

During repairs for wastewater services completed by the City, proper operations of a cleanout will be verified. This may include installing, repairing or replacing the cleanout.