

SUBJECT	ISSUED BY	EFFECTIVE DATE
UTILITY POLICY	CITY COUNCIL	DECEMBER 7, 2009

POLICY STATEMENT:

This policy is to help guide the City's utility customers and staff as to the responsibility for installing, maintaining and upgrading utility service lines.

1. Ensures that all utility customers are treated equally.
2. Allows staff to more quickly respond to requests.

PROCEDURE:***Existing Utility Service Connections***

Electricity – The City is responsible for maintenance of the electrical line from the transformer to the weather head. If the meter has been placed on the building, the property owner assumes all responsibility for repairing any damage to the building and reattaching the meter can, stack, and weather head to the building if necessary.

If the meter malfunctions or becomes inoperable due to normal wear and tear, the City will replace the meter at no expense to the customer.

Water – The City is responsible for maintenance of the water line from the main up to and including the meter. The City will also perform regular maintenance to the water meter, meter can and lid.

Sewer – The City is responsible for maintenance of only the sewer main. The lateral and tap on the main line are the responsibility of the utility customer.

Items above are not valid if the damage to the City's portion of the utility service is damaged due to any negligence on the part of the property owner or anyone else. If damage is due in part to a third party, the City will make the necessary repairs to the portion of the utility that is the responsibility of the City and bill the appropriate party for damages.

New Utility Service Connections:

Electricity – The owner is responsible for determining the location of the meter (on the building or at the utility pole) and determining the location of the secondary line (overhead or underground). The sizing of the meter and wire will be determined by staff with input from the owner regarding the demand on the service. Final placement of the meter and overhead lines are at the sole discretion of the City.

The owner is responsible for the installation of the meter can, stack, and weather head. If the secondary line is to be placed underground, it is the

responsibility of the owner to have the line installed meeting standards established by the City of Washington. If the meter can is installed at a location other than on the building, the owner is responsible for running either overhead or underground lines from the meter to the building.

The city will provide the transformer for typical residential use at no expense to the property owner. The city will provide the transformer, or transformers, for commercial or industrial customers at replacement cost. The city will provide the material and send a bill to the customer. If the bill is not paid in full within 30 days, the City reserves the right to discontinue service or services until the bill has been paid in full. The transformer(s) will remain the property of the City of Washington and will be maintained by the City.

The city will provide the meter and the meter can at replacement cost to the customer. The city will provide the material and send a bill to the customer. If the bill is not paid in full within 30 days, the City reserves the right to discontinue service or services until the bill has been paid in full.

Once the details of the service have been determined, staff will generate a cost estimate for installing the service. A written cost estimate (including labor, materials, and equipment) will then be provided to the customer. If the property owner agrees to the installation, he/she shall sign and return the cost estimate to City Hall. Parts will be ordered and the work will be scheduled as time allows. Once the changes have been made a bill shall be created by the City Administrator or his/her designee and sent to the customer for payment. If payment is not received in full within 30 days, the city reserves the right to terminate utility services to the customer until the bill is paid in full. The City also reserves the right to use any and all other measures it deems necessary and legal to recover payment for services.

Water – The City will work with the owner to determine the placement of the meter, but the final approval is at the sole discretion of the City. The sizing of the meter and service line will be determined by staff with input from the owner regarding the demand on the service. Typically meters should be installed at the property line.

Once the details of the service have been determined, staff will generate a cost estimate for installing the service. A written cost estimate (including labor, materials, and equipment) will then be provided to the customer. Material will include, but is not limited to, main line tap, water service line, meter setter, water meter, meter can, and meter lid. If the property owner agrees to the installation, he/she shall sign and return the cost estimate to City Hall. Parts will be ordered and the work will be scheduled as time allows. Once the changes have been made a bill shall be created by the City Administrator or his/her designee and sent to the customer for payment. If payment is not received in full within 30 days, the city reserves the right to terminate utility services to the customer until the bill is paid in full. The City also reserves the right to use any and all other measures it deems necessary and legal to recover payment for services.

Sewer – The City will work with the owner to determine the placement of the service, but the final approval is at the sole discretion of the City. The sizing of the tap and service line will be determined by staff with input from the owner regarding the demand on the service. Typically the service line should be connected to the main in a straight line with the back of the building.

The installation of the tap and lateral is the responsibility of the owner. The City reserves the right to inspect the tap at the main and all lateral lines running between the main and the building or buildings to be serviced.

Any sewer line to be used in the right of way must be Schedule 40 PVC or an approved equal. This includes the main line and/or service lines. The tap to be used on the main must be a PREDCO Sewer Tap Saddle or an approved equal. The City Administrator or his/her assigns shall determine the approval of any other type tap.

Upgrades to Existing Utility Service Connections:

Electricity – A property owner shall meet with representatives from the City to discuss the proposed upgrade requested. Upgrades may include, but are not limited to the following:

- transformers; or
- secondary wire; or
- changing secondary wire from underground to overhead or overhead to underground; or
- meter size; or
- single phase/three phase.

City staff will prepare a cost estimate include material, labor, and/or equipment that will be necessary to make the necessary upgrade. The customer may be responsible for the costs associated with the upgrades. The City may elect to perform other upgrades to the system at the same time, but the customer will not be responsible for upgrades at the City's discretion.

The owner is responsible for determining the location of the meter (on the building or at the utility pole) and determining the location of the secondary line (overhead or underground). The sizing of the meter and wire will be determined by staff with input from the owner regarding the demand on the service. Final placement of the meter and overhead lines are at the sole discretion of the City.

The owner is responsible for the installation of the meter can, stack, and weather head, if applicable. If the secondary line is to be placed underground, it is the responsibility of the owner to have the line installed meeting standards established by the City of Washington. If the meter can is installed at a location other than on the building, the owner is responsible for running either overhead or underground lines from the meter to the building.

The city will provide the meter and the meter can at replacement cost to the customer. The city will provide the material and send a bill to the customer. If the bill is not paid in full within 30 days, the City reserves the right to discontinue service or services until the bill has been paid in full.

Once the details of the service have been determined, staff will generate a cost estimate for upgrading the service. A written cost estimate (including labor, materials, and equipment) will then be provided to the customer. If the property owner agrees to the installation, he/she shall sign and return the cost estimate to City Hall. Parts will be ordered and the work will be scheduled as time allows. Once the changes have been made a bill shall be created by the City Administrator or his/her designee and sent to the customer for payment. If payment is not received in full within 30 days, the city reserves the right to terminate utility services to the customer until the bill is paid in full. The City also reserves the right to use any and all other measures it deems necessary and legal to recover payment for services.

Water – A property owner shall meet with representatives from the City to discuss the proposed upgrade requested. Upgrades may include, but are not limited to the following:

- meter size; or
- service line size; or
- meter box location.

City staff will prepare a cost estimate include material, labor, and/or equipment that will be necessary to make the necessary upgrade. The customer may be responsible for the costs associated with the upgrades. The City may elect to perform other upgrades to the system at the same time, but the customer will not be responsible for upgrades at the City's discretion.

The City will work with the owner to determine the placement of the meter, but the final approval is at the sole discretion of the City. The sizing of the meter and service line will be determined by staff with input from the owner regarding the demand on the service. Typically meters should be installed at the property line.

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right to use any and all other measures it deems necessary and legal to recover payment for services.

Sewer – If a property owner desires to replace or upgrade an existing service tap, they shall contact the City prior to beginning work. If the property owner wishes to relocate the location of the tap, the original service tap must be exposed and repaired to the satisfaction of the City. If the main is broken around the tap, the property owner is responsible for replacing a maximum of three (3) feet of the main line at no expense to the City. If additional main must be replaced in the opinion of the City, the City of Washington will pick up the additional cost of material, labor, and/or equipment that may be incurred. The City reserves the right to complete the repair work with City crews and not hire the property owner’s plumber.

The City will work with the owner to determine the placement of the service, but the final approval is at the sole discretion of the City. The sizing of the tap and service line will be determined by staff with input from the owner regarding the demand on the service. Typically the service line should be connected to the main in a straight line with the back of the building.

The installation of the tap and lateral is the responsibility of the owner. The City reserves the right to inspect the tap at the main and all lateral lines running between the main and the building or buildings be serviced.

Any sewer line to be used in the right of way must be Schedule 40 PVC or an approved equal. This includes the main line and/or service lines. The tap to be used on the main must be a PREDCO Sewer Tap Saddle or an approved equal. The City Administrator or his/her assigns shall determine the approval of any other type tap.

Harold H. Jones, Jr., Mayor