

## SECTION 00900

### PROCEDURAL POLICY FOR WATER & SEWER

#### PART 1 HOOKUP FEES

##### 1.01 SECTION INCLUDES

- A. This section defines water and sewer hookup fees, billing procedures and policies.

##### 1.02 WATER HOOKUP FEES

A.

LINE SIZE	HOOKUP FEE	IMPACT FEE***	MAX RATE **
3/4" Water Hookup	See	See	30 GPM
1" Water Hookup	Heber City	Heber City	50 GPM
1 1/2" Water Hookup	Consolidated	Consolidated	100 GPM
2" Water Hookup	Fee Schedule	Fee Schedule	160 GPM
3" Water Hookup*			350 GPM
4" Water Hookup*			1000 GPM

\* Hookup fee is actual cost of meter plus \$50. Meters 3-inches and above are plus \$100.

\*\* Estimated at 80% of manufacturer's maximum rating. Meters 3-inches and above are compound meters which are determined separately.

\*\*\* Impact Fees are adjusted annually based on the ENR index.

- B. Impact fees for Valley Hills Plats A-H (The Cove) lots are reduced as shown in the Heber City Consolidated Fee Schedule. Hookup fees shall be as determined in section 1.02 A. This is based on a verbal agreement between the City and Brent Hill to cover the cost of the well donated to the City and Developers portion of the 0.5 MG tank.
- C. Impact fees for connections outside Heber City are 1 ½ times the normal rate for impact fees.
- D. Apartment Complexes and other Multiple Dwelling units are responsible to pay a hookup fee for each separate meter servicing said units.

##### 1.03 SEWER HOOKUP FEES

A.

TYPE	IMPACT FEE*
Residential	See Heber City Consolidated Fee Schedule
Non-Residential	Commercial development charges are based on Equivalent Residential Units (ERU's) calculated from average water usage and the number of fixture units.

\* These are adjusted annually based on the ENR index.

- B. Impact fees for County Residents are 1 ½ times the normal rate for impact fees.

## PART 2 BILLING PROCEDURES

After completion of hookup, billing for Water and Sewer service will begin. Sewer will be billed at the base rate until the home is occupied. When the home becomes occupied, the Sewer will be billed using the State averages of usage based on the number of persons occupying the home until a history is obtained.

### 2.01 WATER BILLING PROCEDURES

- A. Water fees will be set by resolution and may change as the City Council deems necessary. Water billings are billed in arrears. Current base fees based on line size are per Heber City Consolidated Fee Schedule.
- B. County Residents who are permitted to hook onto Heber City's Water System will be billed 1 ½ times the normal rates.
- C. The base fee will entitle each user to the number of gallons of water included in the base fee as shown in the current Heber City Consolidated Fee Schedule. Additional usage over the base amount will be billed at a higher rate per thousand gallons as indicated in the Heber City Consolidated Fee Schedule.

### 2.02 TEMPORARY/CONSTRUCTION WATER

- A. Temporary water for construction or other similar purposes will be served from the local irrigation company when available. Culinary water may be obtained if the City determines that irrigation water is unavailable. Temporary water may be discontinued at any time if deemed necessary by the City. Persons wishing to obtain temporary water may apply for a construction meter at the City Public Works Office and submit a deposit identified in the Heber City Consolidated Fee Schedule. The City Public Works Department will install a meter at the fire hydrant location requested and periodically bill the applicant for water used at a rate identified in the Heber City Consolidated Fee Schedule per thousand gallons. Upon notification to discontinue service the City Public Works Department will remove the construction meter and, if in good condition refund the applicants deposit. Applicant is responsible for all water usage registered on the meter. Only the Public Works Department may install, relocate, or remove construction water meters.
- B. The City may issue one time water permits to users requiring minimal quantities of water. Water for these permits will only be provided from the hydrant located at the City's Public Works Yard. Users must have a permit in their possession and available for inspection at all times when transporting water.
- C. Construction water for new buildings under construction will be charged a one time fee identified in the Heber City Consolidated Fee Schedule for a 3/4 inch service, a 1-inch service, and a 1½-inch service as part of the building permit. Upon paying for the permit the permit holder will have unlimited use of water from the meter yoke. It will be the responsibility of the general contractor to assure that the meter box and components are not damaged. If the Public Works Department is called and is unable to set a meter for any reason, they will lock the yoke off and contact the general contractor to correct the problem. Occupancy will not be granted until a water meter has been properly set by the City.

Upon receiving a request for final inspection, the Building Department personnel will check the water meter vault and determine if a meter has been set. If the meter is in place then the inspector will proceed with the inspection, if not then the inspection will cease until the meter has been installed. It is the responsibility of the individual(s) requesting occupancy to request the meter be set. The building inspector will not contact Public Works about the need for a water meter.

### 2.03 POLICY REGARDING LEAKS

- A. When a leak is discovered by the owner or the City, adjustments to billings will be given when proof of repair is provided. Repairs must take place within 10 days of the leak discovery or no adjustment will be made. Adjustments will be given to approximate the previous history of a similar period.

2.04 WINTER FREEZE UP POLICY

- A. In certain circumstances the Public Works Director may authorize individuals to leave water running in their homes during the winter months to prevent water lines from freezing. If an individual is thus authorized, their water billing will be adjusted to the base rate. If individuals leave water running without permission from the Public Works Director, no adjustment will be made to the billing.

2.05 SEWER BILLING PROCEDURES

- A. Sewer fees will be set by resolution and may be changed as the City Council deems necessary. Sewer billings are billed one month in advance. Current base monthly fees are identified in the Heber City Consolidated Fee Schedule:
- B. Sewer flow charges are based on the winter water usage from October 10, to April 10, of each year. Flow charges over the base rate are calculated as follows:

$$\text{Water Usage} / 6 \text{ months} = \text{Average Monthly Use}$$

$$\text{Average Monthly Use} \times \$ \text{ Rate per Thousand Gallons} = \text{Flow Charge}$$

- C. Flow charges are then added to the base fee to equal your monthly bill.
- D. If no sewer history exists, the City will use the formula below for the first year.

$$\text{Base Rate} + (\text{Per Person Charge} \times \text{\#of People})$$

2.06 POLICY REGARDING WINTER WATER LEAKS

- A. When a water leak is discovered during the winter months by the owner or a City employee, Heber City will use the State average usage for the number of persons living in the home for determining the flow charges for the April billing.

2.07 LIVESTOCK METERS

- A. Persons who water livestock will be required to install a separate meter in order for Heber City to deduct water used for watering livestock before calculating flow charges for the Sewer billing.

2.08 SPRINKLER SYSTEMS

- A. Persons wishing to install sprinkler systems attached to the culinary water system will be required to connect onto their water line between the home and the water meter, unless a hardship exists. The Public Works Director will determine if a hardship exists. The City Manager will give final approval. If a hardship exists, a separate meter can be installed and will be billed as a normal connection. Those who receive permission to have a separate connection will be required to pay the appropriate hook up fee as determined in section 1.02 A. These connections are not transferable to another property if they are abandoned.

All necessary backflow prevention devices are to be installed per the International Uniform Plumbing Code and City Ordinance. Backflow devices for sprinkler systems shall be Reduced Pressure Zone Backflow Prevention Assemblies (RP Devices). RP Devices will need to be accompanied by a certification from a licensed tester that the device is functioning properly prior to city acceptance.

#### 2.09 ABANDONMENT OF SERVICES AND LATERALS

- A. Existing water services shall be abandoned to the city's main line. The "corp" valve shall be removed and the tap plugged. All abandonments shall be coordinated with the Public Works Director.
- B. Existing sewer laterals shall be abandoned by capping the lateral with a water tight plug at the main line. If the lateral ties into a manhole, the water tight plug may be placed inside the manhole.

#### 2.10 WATER METER LOCATIONS

- A. Water meters shall be installed in the public right perpendicular to the water main. On streets the meters will be in the park strip, or in cases where no park strip exists, may be installed on the city side of the property line. In the case of services tapped off water mains in easements, the meter shall be within the easement and adjacent to the main.
- B. Water meters located within the driveway or driveway approach shall be flush with the concrete surface and shall be inspected and approved by the Public Works Department.

### PART 3 CUTOFF POLICY

3.01 Heber City's policy regarding disconnection of services for delinquent payment is as follows:

- A. When an account become 30 days past due, billings will be marked as past due with payment required in 10 days or service will be disconnected.
- B. If no response is received within the first ten day period, a Notice of Disconnection will be mailed. This notice will allow ten additional days before disconnection will take place.
- C. If no response is received within the 10 day period the water will be disconnected.
- D. Before water services are restored, the bill must be paid in full and payment for a reconnect fee must be paid as identified in the Heber City Consolidated Fee Schedule.

END OF SECTION