

**CITY OF RUSSELLVILLE, KENTUCKY
ORDINANCE 2007-01**

AN ORDINANCE SETTING FORTH GENERAL ADMINISTRATIVE PROCEDURES, FEES, GUIDELINES AND RATES FOR WATER & SEWER SERVICE WITHIN THE CITY LIMITS OF THE CITY OF RUSSELLVILLE, KENTUCKY; CONTAINING A SEVERABILITY CLAUSE AND REPEALER CLAUSE, AND ESTABLISHING AN EFFECTIVE DATE.

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WHEREAS, the City of Russellville is desirous of setting forth administrative policy and procedure and guidelines for ratepayers of the water and sewer department; and

WHEREAS, a rate increase for the use of water and usage of sewer services is now necessary; and

WHEREAS, this Ordinance is enacted for the health, safety and welfare of the ratepayers of the City of Russellville, Kentucky;

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL IN AND FOR THE CITY OF RUSSELLVILLE, KENTUCKY, AS FOLLOWS:

A. GENERAL

1. Customers requiring services should contact the water and sewer department at Russellville City Hall. Contact may be made and payments are accepted at the following location:

Office location:

Russellville Billing Office
106 Southwest Park Square
Russellville, KY 42276
270-726-5005 or 270-726-5006

2. Business hours are 8:00 a.m. until 5:00 p.m. Monday through Friday, except holidays.

B. APPLICATION FOR EXISTING SERVICE

1. Prior to establishing service, it must be determined that the Applicant does not have a prior outstanding balance due the City; if any balance is owed, service will be established upon payment of the previous account balance.

2. Upon approval of the application by the City, the applicant must prepay all applicable fees and the refundable security deposit(s) prior to service connection by the City.
3. The applicable security deposit is refundable upon written notice of termination of services and payment of all amounts owed.
4. The applicant must agree to purchase water/sewer service under the rates, policies, rules, ordinances and regulations of the City of Russellville, as amended from time to time.
5. No more than one residence, mobile home, or building may connect to one water source or sewer tap. For apartment buildings and mobile home parks, a landlord must have a separate meter installed by the City for each tenant unless the landlord pays the water bill for all tenants. It is illegal for a landlord to charge a tenant for water/sewer service on a monthly basis unless it is a fixed amount built into the rental payment regardless of usage.
6. In the case of multiple apartment buildings, if the City of Russellville does not install a meter for each tenant, the landlord must have a separate meter for each building. Water and/or sewer services purchased from the City may not be sub-metered or resold.
7. It shall be the responsibility of all ratepayers to maintain and repair water and sewer lines on their property. The ratepayer's responsibility begins from the ratepayer's side of the water meter and from the point at which the sewer tap is made into the main line. Ratepayer responsibility includes the cost of water associated with a leak on their property.
8. The use of any type of "jumper" or "bypass" is strictly prohibited. Any violation shall be considered theft of water and violators may be prosecuted under existing Kentucky law.
9. The ratepayer shall at all times provide unobstructed access to meters and connections to city utilities.

C. APPLICATION FOR NEW SERVICE

1. Applicant will notify the City when construction has reached the appropriate stage to establish services.
2. Upon notification to the City of an application for new service, the following procedures shall be followed:

- a. The applicant/developer must complete and submit the Application for New Water and/or Sewer Service. The application must include preliminary drawings and information including water and sewer lines, fire hydrants, valves, roads, sidewalks, lots, easements, and any other features pertinent to the project.
- b. A meeting will be scheduled with the appropriate City personnel to review the project to determine any required changes and the additional project steps that must be completed. Changes may be required in order to meet Ten State Standards, Local Standards, or City Specifications.
- c. If required, the applicant is responsible for acquiring Professional Engineering services and obtaining all required permits and easements. Engineered Drawings are to be submitted to City Utilities along with the original application for review and tentative approval prior to submittal to the State.
- d. Subsequent to City tentative approval, the applicant is responsible for submitting the drawings and project description to the Kentucky Division of Water (both the Bowling Green and Frankfort offices).
- e. After State approval, City Utilities must be notified and provided with copies of the approved drawings. The applicant must again meet with the appropriate City personnel to obtain final approval prior to start of construction. Subsequent changes to the original approved engineering drawings must be approved by City Utilities.
- f. The City will periodically review the progress of work and perform routine inspections to insure that the project is following Ten State Standards, Local Standards, City Specifications, and the approved drawings.
- g. After construction of water lines, the customer will conduct hydrostatic testing under City supervision. Water lines shall be tested at a minimum of 150 PSI, or one and a half times the operating pressure (whichever is greater) and held for a minimum of 3 hours.
- h. Once hydrostatic testing is completed, disinfection of all water lines must be completed under City supervision. Water lines must be disinfected at a minimum of 50 PPM chlorine and must carry a residual of 25 PPM chlorine after 24 hours. Written documentation is required to certify that all testing was properly completed before placing the lines into service.

- i. All sanitary sewer lines shall be low-pressure tested for leakage. Air tests will be conducted after all building connections have been installed to property lines and backfilling has been completed and compacted. Written documentation is required to certify that all testing was properly completed before placing the lines into service.
 - j. Applicant must strictly adhere to the Sewer Use Ordinance No. 2005-12. Special attention must be paid to Article II, Section D, which specifically prohibits discharging any unpolluted water such as storm water, groundwater, roof runoff, or subsurface drainage to any sanitary sewer.
 - k. All proposed facilities which will provide food service shall install an approved properly operated and maintained grease interceptor/trap. Applicant should obtain a copy of the City Grease Control Policy, and submit the City Wastewater Discharge Restaurant Permit Application. This application must be approved and the applicable fees paid prior to the opening and discharging to the wastewater system.
 - l. After all services are constructed, inspected, and tested, copies of the "as built" drawings are to be provided to the City Utilities Department.
 - m. A work order will be issued to Water Distribution and/or Water Sewer Maintenance to establish water and/or sewer service. Except in the case of an emergency, no services will be performed without a valid work order, and all applicable fees have been paid.
3. Each Applicant will be provided an approved copy of the application and a receipt for all fees and security deposits paid. Insure that the Applicant has acknowledged the rates, penalties, rules, policies, payment options and other pertinent information either contained in or provided with the application.
 4. All actual costs of water or sewer installations or extensions, including all integral parts thereof, shall be the responsibility of the customer. Newly constructed mains and/or main extensions are the customer's responsibility for a period of one year, after which ownership automatically reverts to the City.

D. DISCONTINUING SERVICE (CUSTOMER REQUEST)

1. Customers wishing to discontinue services must notify the City of Russellville in writing of their request.

2. Customer is to pay all final charges prior to refunding of security deposit(s).
3. If required, the customer security deposit is to be applied to outstanding charges. Any amount remaining is to be refunded to the customer by check.
4. Documents pertaining to the customer account are to be maintained on file as a permanent record.

E. DISCONTINUING SERVICE DUE TO NON-PAYMENT

1. As a courtesy, delinquent payment notices may be sent to all customers who have not rendered payment by the net due date indicated on their monthly bill.
2. Payments not received within 10 days of the net due date will be subject to disconnection of water services by the City Utilities Department.
3. On the first working day after the ten day notice period, a disconnection order will be printed and service to the customer listed will be discontinued.
4. Customers issued a disconnection order will be assessed a fee according to the most recent rate and fee schedules.

F. CREDIT AGAINST CUSTOMER WATER LOSS

1. If a customer experiences a leak and seeks relief from the actual amount of the water/sewer bill, the ratepayer is directed to City Ordinance 2005-13, as amended by Ordinance 2005-18.
2. Credit against water or sewer charges will not be given for water used for filling or maintaining swimming pools, fountains, ponds, water sprinklers or other similar items. Water used as a result of leaks from such items is the responsibility of the customer.

G. RATES AND FEES FOR SERVICES

1. \$100.00 refundable security deposit is required for each application for new or existing service.
2. The water cut-on fee for existing service is \$35.00 during normal working hours, \$45.00 after hours.

3. The cost of installation of new residential service is as follows:

5/8" Meter including all mounting hardware and box	\$187.00
Tap on fee	300.00
Cut on fee	<u>35.00</u>
Total:	<u>\$522.00</u>

4. Charges for commercial or industrial meters (or meters larger than 5/8") will be determined at the time of application, depending on the type of service required.
5. Sewer tap on fee for new service is \$300.00 for each new house, mobile home, or building.
6. Reconnect fee to re-establish service due to non-payment is \$50.00 during normal working hours, \$65.00 after hours.
7. An extension prior to disconnecting service may be granted by the Office Administrator. A \$35.00 Extension Fee will be charged.
8. If a customer calls to report a leak, the City will recommend that they check for visible and audible leaks. Customers will be advised to first determine if the leak is on their property or inside the residence or building. If the City is requested to check for leaks and it is determined to be the customer's responsibility, a \$25.00 per hour service charge will apply during normal working hours, \$35.00 per hour after normal working hours. The minimum charge is \$25.00 during normal working hours, \$35.00 after normal working hours. Service calls for leaks which are determined to be on City service lines will be at the expense of the City.
9. Customers may request that their meter be tested if they believe that it is not metering correctly. If the customer requests that the meter be tested, a replacement meter will be set at no charge if the meter is found to be defective. If the original meter is found to be accurate after testing, a \$25.00 service charge will apply.
10. Customers may request that a meter be provided for the purpose of leak testing new or repaired water lines on private property. The City will provide this service at the rate of \$25.00 per hour with a \$25.00 minimum charge. This service is available only during normal working hours.
11. There is a \$25.00 charge for returned checks.

12. Water is made available for fire protection to the point of connection to fire hydrants at no charge. Any other withdrawal of water from fire hydrants or the fire protection system is strictly prohibited without the express approval of the City.
13. Cross-Connections are prohibited by 401 KAR 8:020. A cross connection is any physical connection between two otherwise separate systems one of which contains potable water and the other does not. Attaching to any portion of the water distribution system, including fire hydrants, is strictly prohibited. This requirement is based on the need to protect the water supply from contamination due to backflow or backsiphonage.
14. If a customer requests a meter be set for water only service (no discharge to the sewer), the same charges will apply as for new water service.
15. Administrative Fee: An administrative fee for facilities with grease discharges is assessed by the City of Russellville. The fee is established to insure full cost recovery and shall include but not be limited to the cost of field, administrative, engineering, and clerical expenses involved. The fee is \$100.00 per year for each facility. This annual administrative fee shall be applied to the customer's July Water & sewer service bill and be paid in accordance with the City of Russellville Sewer Use Ordinance.
16. Water and sewer usage rates are as follows:

WATER:

First 1,000 gallons	\$13.29
Next 19,000 gallons	11.44
Next 30,000 gallons	10.06
Next 50,000 gallons	9.15
Next 400,000 gallons	8.24
Over 500,000 gallons	7.33
Water crisis surcharge	.55

SEWER:

Per 1,000 gallons	8.95
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A regional consumer price index will be used for any annual adjustments.

H. SEVERABILITY CLAUSE

If any section, subsection, or clause of this ordinance shall be deemed to be unconstitutional or otherwise invalid, the validity of the remaining sections, subsections, and clauses shall not be affected.

I. REPEALER CLAUSE

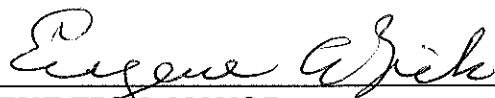
All ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby repealed. This ordinance specifically repeals Article VIII (G)(2) of Ordinance 2002-11 (as amended)(administrative fee for grease discharges).

J. EFFECTIVE DATE

This ordinance shall be effective upon its passage and publication as required by law.

FIRST READING conducted this 23rd day of January, 2007.

SECOND READING conducted this the 26th of January, 2007.



GENE ZICK, MAYOR

ATTEST:



BOB RIGGS, CITY CLERK

Ayes: Jones, Russell; McPherson, Lanny; Phillips, Chuck; Whipple, Jack.

Nays: Davenport, Jimmy; Stratton, Mark

Absent: none

Abstaining: none

CITY OF RUSSELLVILLE RATES

WATER (effective 02/01/2007) (on billings due 4/05/07)

First 1,000 gallons	\$13.29 Minimum Bill
Next 19,000 gallons	\$11.44 per 1,000 gallons
Next 30,000 gallons	\$10.06 per 1,000 gallons
Next 50,000 gallons	\$ 9.15 per 1,000 gallons
Next 400,000 gallons	\$ 8.24 per 1,000 gallons
Over 500,000 gallons	\$ 7.33 per 1,000 gallons

Water Surcharge-1 (1998 Water Crisis Debt) = \$.55 per 1,000 gallons

SEWER (effective 02/01/2007) (on billings due 4/05/07)

1,000 gallons	\$ 8.95 Minimum Bill
Next	\$ 8.95 per 1,000 gallons

MINIMUM MONTHLY CHARGES

The minimum monthly bill is based on the water meter size serving the property and varies according to the following schedule:

<u>Meter Size, Inches</u>	<u>Amount of Water in Minimum Bill, Gallons</u>	<u>Minimum Monthly Charge</u>		
		<u>Water</u>	<u>Sewer</u>	<u>Total</u>
5/8	1,000	\$13.29	\$8.95	\$22.24
1	4,000	\$47.61	\$35.80	\$83.41
1 1/2	15,000	\$173.45	\$134.25	\$307.70
2	24,000	\$270.89	\$214.80	\$485.69
3	48,000	\$512.33	\$429.60	\$941.93
4	75,000	\$761.20	\$671.25	\$1,432.45
6	150,000	\$1,401.95	\$1,342.50	\$2,744.45