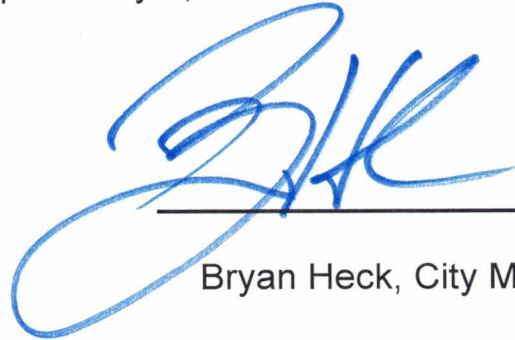


CITY MANAGER'S JOURNAL ENTRY

Re: Springfield Municipal Water Utility Rates

Date: August 14, 2025

I hereby approve the updated Water Utility Rules and Regulations (see attached), pursuant to Sections 911.04 and 911.09 of the Codified Ordinances. These updated regulations will take effect on August 14, 2025, and replace the previous version adopted May 3, 2016.



Bryan Heck, City Manager

THE FOLLOWING RULES AND REGULATIONS OF THE SPRINGFIELD MUNICIPAL WATER UTILITY ARE HEREBY ESTABLISHED, UNDER AUTHORITY OF §§ 911.04 and 911.09 OF THE CODIFIED ORDINANCES EFFECTIVE August 14, 2025.

RULE 1. NEW SERVICE.

A. APPLICATION

1. Water service shall be furnished by the City municipal water utility only upon a written contract. All applications for a contract for the use of water, except temporary use for construction or other approved purposes, must be made by the owner of the property served or the owner's authorized agent who is legally authorized to act on their behalf. Service to properties outside the corporate boundaries of the City may require additional or different agreements.
2. By submitting an application for water service, the owner agrees that all charges for water furnished for use on said premises and any additional or incidental charges imposed or levied pursuant to these rules and regulations will be a charge against and upon said premises until paid. This section will apply whether or not there has been, in the meantime, a change of ownership or possession of the premises supplied.
3. The City reserves the right to reject or cancel any application for water service or sanitary sewer service or discontinue such services at any time, and no application will be accepted from any person, firm or corporation which has any delinquent accounts related to municipal utility services or any premises until such accounts have been paid in full.
4. Water for construction or other temporary uses will be furnished only through an approved meter provided by the City. Fees for construction and other temporary uses shall be charged in accordance with the fees schedule on file in the office of the Service Director.

B. DEPOSIT

In all cases where, in the opinion of the Finance Director, the interests of the City would best be served and protected, a guarantee deposit in an amount determined by the Finance Director to be a reasonable estimate of the cost of water, sanitary sewer, and stormwater utility services for a period of up to three months may be required.

The City may draw from the deposit from time to time to pay any such charges and require the applicant to replace any portion of the deposit so as to keep

on deposit at all times an amount for the use of the municipal water utility for a three month period. The deposit, or any balance thereof remaining at the termination of said contract shall be paid, without interest, to the applicant.

C. WATER SERVICE REQUIREMENTS

Each parcel of property must have a separate shut-off valve outside the premises on public property or right of way. Each parcel of property must have a separate meter installed in an accessible location where it will be protected from freezing and other damage.

All service pipes from the main to the shut off valve in the right of way shall be installed as required by City specifications at the time of installation.

Proper stop and waste valves and bleeders shall be provided on the main supply pipe within one foot of the foundation wall and the water meter location.

No unmetered systems of any kind shall be installed except under the direction of the City and in accordance with plans previously approved by the City.

No water will be furnished to unapproved systems.

D. RATES AND CHARGES

The Finance Director, or their designee, shall assess and collect proper charges for water, material supplied and work done. Any owner of real estate premises installing or maintaining water service connections or receiving water shall be considered as accepting the provisions of all lawful rules and regulations of the department, and as agreeing, in particular, to be liable for all water and service charges for such premises, whether the accounts for such premises are carried in the name of such owner or in the name of tenants or other persons.

Water shall be provided only through individual meters for each parcel served. Additional meters may be required by the Service Director.

The rates set forth are applicable to each individual meter.

RULE 2. MAINTENANCE OF SERVICE PIPES

- A. Where the water meter is located in a freeze-protected pit in public right of way, the City shall be responsible for the maintenance and repair of all service pipes between the water main and the back angle valve located in the meter pit, and the property owner is responsible for all other service pipes.

- B. Where the meter is not located in a freeze—protected pit in the public right of way, the City shall be responsible for the maintenance and repair of all service pipes from the water main to the shut off valve in the right of way, and the property owner is responsible for all other service pipes.
- C. The service pipes to be maintained by the property owner must be sufficient so as to allow operation, repair and replacement of both the shut off valve in the right of way and the meter.
- D. Per Chapter 931 of the Codified Ordinances of the City of Springfield, the City may require the property owner to install and maintain backflow prevention devices downstream from the curb stop.
- E. The City shall have full access, at all reasonable times, to any premises receiving water, for the purpose of determining the propriety of the uses of such water. When the City identifies likely waste or misuse of water it furnished, it shall give prompt notice to the property owner and/or authorized agent and may require the owner to remedy the situation within a prompt but reasonable time. If the necessary repairs or charges are not made within the time allotted, the City may terminate the water service to the property.

RULE 3. FIRE HYDRANTS

No person shall take water from any public or private fire hydrant or fire line, unless authorized by the City, except for fire purposes or the use of the Springfield Fire and Rescue Division. In case of any unauthorized use of water from a private fire line, service shall be discontinued and shall not be resumed until such fire line is properly metered for the registration of all water passing through it, in which case, the owner will be required to pay the prevailing rate for all such water, regardless of the purpose for which it is used.

All fire hydrants shall be operated in strict accordance with instructions issued by the City.

RULE 4. TURN-OFF

For refusal, failure or neglect to pay any water charges when due, or permitting any waste or improper use of water, or violation of any of the rules or orders of the municipal water utility, the water may be turned off and not turned on again until all such faults are corrected and all charges paid, including all fees in the fees schedule maintained by the Service Director. If any water service is turned on by anyone other than the City, the water may be turned off at the street main and not turned on again until all fees, together plus estimated usage and any related sanitary sewer and

stormwater charge(s) shall have been paid. Theft of water and/or tampering with water metering or shut-off devices may result in criminal prosecution for the offense of theft.

At the request of the property owner for temporary discontinuance of service, water will be turned off at the shut off valve in the right of way. After having requested a shut-off, it is the responsibility of the property owner to verify the water service has actually been turned off. It is the responsibility of the property owner to ensure and verify that an unheated property is properly winterized, that the water service has been shut off and that water cannot enter the unheated structure.

RULE 5. RESTRICTIONS

When the City Manager determines that public necessity or the proper operation of the municipal water utility requires a suspension or restriction of the supply of City water, the City may do so.

RULE 6. SERVICE TAPS

No person shall tap a water main or extend a service in the street from the main to the curb except as authorized by the Service Director.

The municipal water utility may furnish all material and labor necessary to install service from the main to the curb and shall bill the costs thereof against the property owner.

A payment, in the amount of the connection fees, together with the estimated cost of installation of the service to the curb, will be required with each application for a new service.

RULE 7. METERS

Water meters are and shall remain the property of the City. The City has the right to remove or replace any meter at any time. A service fee will be charged for each meter installed in accordance with the fee schedule maintained by the Service Director.

The property owner is responsible for preventing theft or damage to the water meter through freezing or through the negligence of the owner, the owner's tenants, guests and agents. The property owner will be billed for repairs or replacement due to those causes. The City may decline to resume service until the meter can be appropriately protected.

Water meters shall be sized according to usage.

Water meter repair or replacement shall be at the City's expense so long as it is not caused by theft, freezing, or the negligence of the owner, the owner's tenants or agents.

RULE 8. NEW STOPS

No new corporation stop shall be inserted in any main for premises which have been previously provided for, unless the previous stops are drawn and the taps securely stopped with a brass plug at the water main. All of which work shall be done at the expense of the owner of the premises.

RULE 9. MISCELLANEOUS CHARGES

Any charges, other than for metered water, must be paid in advance by depositing the estimated cost of such charge to the City of Springfield. Any costs above the amount of the deposit must be paid within 10 days of the rendering of a statement of such accounts. The City may refuse to turn the water on until such accounts are paid in full.

RULE 10. PAYMENTS

Water charges shall be payable on or before the date specified on the bill.

Payments received from customers having stormwater and/or sanitary sewer charges shall be applied in the following order: stormwater, sanitary sewer, and water.

If a bill is not paid within 30 days of the "due date" of a bill, water service may be turned off, and may not be again turned on until all delinquent charges and any related fees have been paid.

RULE 11. WATER SUPPLY AND DISTRIBUTION

All plumbing, system of pipes, fixtures, or appliances to be connected to the City's water supply system shall be in full compliance with the Plumbing Code of The City of Springfield, Ohio.

If a meter bypass is installed, the valves shall be installed with a lockable device approved by the Service Director.

RULE 12. SCHEDULE OF CHARGES

A. Rates for metered water usage and related sanitary sewer charges are set legislatively by the City Commission. Applicants agree to pay such rates as are established from time to time.

B. Other fees as described in these rules shall be established by the City Manager from time to time and recorded in the Manager's Journal. The Service Director shall maintain a copy of the current fees schedule available for public inspection during regular business hours.

RULE 13. LEAKAGES

When a leak has caused a substantial increase in water charges at a premise, the owner may request a reduction in such charges. The Finance Director, or their designee may grant a reduction in the charges on all of the following conditions:

- a. that the account was paid in full prior to the substantial increase for which reduction is sought,
- b. that the leak was not caused by the wrongful acts or negligence of the owner or an occupant, or an agent of either,
- c. that it was reported and repaired promptly after it was detected or should have been detected, and
- d. that the charges at the premises have not been reduced within the previous 12 months.

The reduction granted may not be greater than 50% of the excessive charges incurred for a period up to two months.

REPEAL. All by-laws, rules, and regulations governing the operation of the municipal water utility heretofore adopted and now in conflict with these rules or with ordinances and resolutions duly adopted by the Commission of The City of Springfield are hereby repealed.

ADOPTED this August 14, 2025.



BRYAN HECK
City Manager