

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 JUNE 1, 2016.

RULE 1. NEW SERVICE.

A. APPLICATION

1. Water 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. Service to properties outside the corporate boundaries of the City may require additional 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 addition or incidental charges imposed or levied pursuant to these rules and regulations shall each and all constitute and be a charge against and upon said premises until paid. This section shall apply whether or not there has been in the meantime a change of ownership or possession of the premises supplied.
3. If the applicant desires that sanitary sewer service also be provided to the same property, the applicant may so indicate on the application.
4. 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 shall have been paid in full.
5. 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 storm water 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 a convenient location where it will be protected from freezing and other damage.

All service pipes from the main to the curb stop 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 between 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 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 premises served. Additional meters may be installed only upon approval of 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 main and the meter and the property owner is responsible for all other service pipes.

- B. Where the meter is not 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 from the main to the curb stop 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 curb stop and the meter.
- D. 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 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 Fire Department. 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 shall have been paid.

At the request of the property owner for temporary discontinuance of service, water will be turned off at the curb stop. After having requested a shut-off, it is the responsibility of the property owner to verify that 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.

Except as provided in the preceding paragraph, the municipal water utility shall 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.

#### RULE 7. METERS

Water meters are and shall remain 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.

A cash deposit, in the amount of the service fee, together with the estimated cost of installation of the service to the curb, will be required with each application for a new service.

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.

The City will use its best efforts to keep meters in repair. Repair or replacement not caused by theft, freezing, or the negligence of the owner, the owner's tenants or agents shall be at City expense.

## RULE 8. NEW STOPS

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

## RULE 9. SEPARATE STOPS

No service pipe shall be used to conduct water into two distinct premises unless separate and distinct stops or valves are placed outside such premises on the sidewalk opposite the corporation stop.

## RULE 10. MISCELLANEOUS CHARGES

Charges for any service, other than for metered water, must be paid in advance by depositing the estimated cost of such service in the office of the municipal water utility. 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 11. PAYMENTS

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

Payments received from customers having storm water and / or sanitary sewer charges shall be applied in the following order: storm water, 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 12. 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.

## RULE 13. 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 business hours.

#### RULE 14. 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 his designee may grant a reduction in the charges on 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 total charges.

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. Resolutions dated January 1, 1953 and July 6, 1955 are hereby specifically repealed.

ADOPTED this May 3<sup>rd</sup>, 2016.

  
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JAMES A. BODENMILLER  
City Manager