



Staff Report

Agenda Item: Worksession on draft Water Codes

Submitted By: Town Manager Mabery

Meeting Date: November 13, 2007

Background: Town Staff and Willdan representatives have been working on the development of a set of water codes for Clarkdale since March, 2007. The original Project Manager for this project, Carol Johnson, recently resigned from Willdan, and Susanna Struble and Grant Anderson have now taken the role as Project Managers. On the Clarkdale side, the staff review team consists of Town Manager Gayle Mabery, Public Works Director Steve Burroughs, Community Development Director Sherry Bailey, Finance Director Carlton Woodruff, Building Official Mike Baker, Water Utility Manager Patsy Olsen (formerly), Clarkdale Fire District Chief Don Eberle, and Cottonwood Utilities Director Dan Leuder.

The last Council worksession on the water codes was held in July, 2007, at which time Ms. Johnson reviewed and sought input 4 sections of the proposed code with the Council. Since that time, the project team identified above has been meeting regularly to refine a set of codes to bring before the Council.

Tonight's worksession is meant to focus Council discussion on several policy issues contained in the code. Because we want to focus the discussion on broader concepts, we will not be including the code document itself in the Council packet.

Once we get the Council's direction on the policy issues that we have outlined, we will make final revisions to our working draft, and bring the code in ordinance form back to the Council at their December 11th Council meeting. Final Council comments on the ordinance will be sought at that time.

It is important to note that the staff will recommend that we adopt these codes in coordination with the Town's take over of the water utility billing process. We will make this recommendation because there are several processes recommended in our code that conflict with the procedures that the City of Cottonwood currently uses in the billing process. From a customer service and efficiency point of view, it will be easier for Clarkdale utility billing to start fresh with the new codes, than to have the Cottonwood Utility Billing staff have to convert to new processes only for one or two billing cycles. At this point, we still are targeting late-December or January for the take over of the billing process.

Recommendation: No action is necessary, as this is a worksession. We will be seeking Council direction regarding the policy issues presented during the worksession.

Staff Contact Person: Town Manager Gayle Mabery



TOWN OF CLARKDALE

Water Code Policies Discussion

October 23, 2007

**Town of Clarkdale
Water Code Policies**

- Purpose of Work Session
- Review of Previously Discussed Policy Items
- Additional Policy Issues Discussion
- Next Steps

Town Council Input Received

- Appeals Process
 - Hearing officer
- Bulk Water Sales
 - Not for construction
- Abandonment of Existing Wells
 - Required for hookup to Town system
- Oversizing Policy
 - Town may provide financial assistance

Town Council Input Received cont.

- Reimbursement Agreements
 - Town will set up agreement for others to reimburse for oversizing or line extensions
- Water/sewer mains restricted to public road easements
- Water lines must extend along the full frontage developments

New Policy Issues

Property Owner Responsible for Service Application of Rental Properties

Pros:

1. Town would not lose revenues
2. Fire sprinkler system would not be shut off.
3. No reinstatement charge
4. Water service does not get discontinued
5. Owner gets notification

Cons:

1. Cottonwood Utilities as an option (not mandatory) property owner to sign
2. Rental property may not be attractive in Clarkdale.
3. Have to keep track of property owner address, notifications, etc.
4. Required to send copy of billing to property owner
5. Not required in other Towns

New Policy Issue Connection Tap Installation

Current Policy: Customer has the option to hire Town's appropriately licensed contractor to provide connection services, or to select their own contractor.

New Policy: All taps shall be performed by the Town's licensed contractor or Water Division Forces.
Town to secure bids from contractors for this service

New Policy Issue
Connection Tap by Town's Contractor or Water Division Forces Only

<ul style="list-style-type: none"> ● Pros: 1. Town knows when water taps will be done. 2. Town can coordinate water shut downs. 3. Can coordinate with Fire Department. 4. Better quality control. 	<ul style="list-style-type: none"> ● Cons: 1. Time frame constraints may occur. 2. Limits new contractors trying to establish business i.e. time period to get on Town's approved list.
--	---



New Policy Issue
Town Furnished Water Service Line, Meter and Box

Issue: Currently no defined policy on who can install service line, meter and box.

Recommendation: Town shall supply and install the meter and meter box up to two (2) inches in size after receipt of proper application and payment.

New subdivisions: Developer's licensed contractor may install the water service line, meter and meter box in accordance with the Town's specifications and inspections.

Larger than 2-inch - customer installs water service line, water meter and vault, with Town providing the specifications and inspections.



New Policy Issue
Town Furnished Water Service Line, Meter and Box up to 2-inches in size

<ul style="list-style-type: none"> ● Pros: 1. Current practice does not specify up to what size. 2. Larger than 2-inch can take 3-man crew for confined space and take several days to complete. Town forces may not be available for other work. 3. Commercial construction will usually require backflow assembly devices and this type of work is not done by Town forces. 	<ul style="list-style-type: none"> ● Cons: 1. Time frame constraints may happen if Town forces not available. 2. Not treating residential and commercial customers the same. 3. New subdivisions can install less than 2-inches (equity issue).
--	--



New Policy issue
Town/Customer Responsibilities

- Water Division Responsibilities
- Customer Responsibilities

(Additional hand out materials clarifying this slide will be available at the Council Meeting.)



Additional Policy Item

- Definitions of a commercial provider

(Additional hand out materials clarifying this slide will be available at the Council Meeting.)



Next Steps

- 11/13/07 – Receive direction on policy items from Council.
- 11/20/07 – Final TAC meeting to discuss final draft.
- 11/30/07 - Final Draft Water Code to be distributed to Town Council and TAC.
- 12/11/07 – Town Council Meeting, Discussion and possible action to adopt Water Code.


