

Rules & Regulations

City of Cotter
Cotter, Ark.

June 18, 1975
Water Department

RESOLUTION NO. 7-75

Sec. 1. These Rules and Regulations are authorized and/or required by City Ordinances, Federal Agency Loan Requirements, and are found ~~WHEREAS, under Ordinance No. 174-75 the City Water Department~~ to be necessary and in the best interests of the City of Cotter, of the City of Cotter, Arkansas, ~~is~~ authorized to prepare written

Rules and Regulations governing its operations, policies, procedures, provisions of Ordinance No. 174-75, passed and Approved on the 18th day of June, 1975, by the Cotter City Council.

of water which shall be established by the then current monthly

Sec. 2. As provided for in above referred to Ordinance No. 174-75; these Rules and Regulations shall have the same force and effect as provided for in said Ordinance upon their Approval, Passage, and

~~WHEREAS, written Rules and Regulations have been prepared and~~

presented to the City Council of the City of Cotter, Arkansas, which

have been read and considered by Article 2 said Council;

Sec. 1. ~~BE IT~~ ~~RESOLVED~~ that the said Rules and Regulations and Responsibility for the Cotter Water Department rests with the Mayor tions, be, and they hereby are, ~~adopted to~~ become effective immediately;

~~BE IT FURTHER RESOLVED~~ that copy of said Rules and Regulations be attached to this Resolution and be made a part hereof as though

Sec. 2. In carrying out their Responsibility the City Council of the City of Cotter shall hire such competent, trained,

~~PASSED on June 18, 1975~~ personnel as they may find to be necessary to provide for and render a safe, reliable, adequate, and satisfactory water service to its customers in a sound and businesslike manner.

Sec. 3. In directing its personnel in carrying out the type and kind of service desired to be rendered to its customers in a sound business-like manner; the City Council shall ~~approve, pass, and~~ enforce Rules and Regulations as hereinafter set-out in Article 3

~~ATTEST~~ hereof. These standard and specific operating Rules and Regulations shall be changed, amended, removed, or enlarged as the City Council may find to be in the best interest of the City and its customers

Assst Recorder

Rules & Regulations

City of Cotter
Cotter, Ark.

June 18, 1975
Water Department

Article 1

Sec. 1. These Rules and Regulations are authorized and/or required by City Ordinances, Federal Agency Loan Requirements; and are found to be necessary and in the best interests of the City of Cotter, Arkansas, its citizens, and water customers.

Sec. 2. These Rules and Regulations are promulgated under the provisions of Ordinance No. 174-75, passed and Approved on the 18th day of June, 1975 by the Cotter City Council.

Sec. 3. As provided for in above referred to Ordinance No. 174-75; these Rules and Regulations shall have the same force and effect as provided for in said Ordinance upon their Approval, Passage, and Publication by the City Council of the City of Cotter, Arkansas.

Article 2

Sec. 1. The Operation and Management, Contracting Authority, and Responsibility for the Cotter Water Department rests with the Mayor and City Council of the City of Cotter, Arkansas; subject only to existing Ordinances, requirements of Bond Holders, and applicable State and Federal Laws or Agency Regulations pertaining to public health, safety, and welfare.

Sec. 2. In carrying out their Responsibility the City Council of the City of Cotter shall hire such competent, trained, experienced, and licensed personnel as they may find to be necessary to provide for and render a safe, reliable, adequate, and satisfactory water service to its customers in a sound and businesslike manner.

Sec. 3. In directing its personnel in carrying-out the type and kind of service desired to be rendered its customers in a sound business-like manner; the City Council shall draw-up, approve, pass, and enforce Rules and Regulations as hereinafter set-out in Article 3 hereof. These standard and specific operating Rules and Regulations shall be changed, amended, removed, or enlarged as the City Council may find to be in the best interest of the City and its customers from time to time.

Article 3

Sec. 1. The following numbered Rules and Regulations shall be used in the ordinary day to day operations of the Cotter Water Department and have the full force and effect of Law as hereinabove provided.

1. No person, firm, or corporation, or local branch of government shall be furnished water without said water being metered and accounted for; and without a charge therefor being computed as required by the current Rate Schedule set by Ordinance.
2. Water used within the City for fighting fires by the City Fire Department shall be estimated and recorded immediately after each occasion of usage, and the quantity so used shall be promptly reported to the Water Department. Inasmuch as Water used for fire-fighting cannot be accurately measured and billed to the City General Fund a flat charge of ten (\$10.00) dollars per fire-hydrant per year shall be paid to the Water Department for supplying water used in fighting fires.
3. Water used for fighting fires in rural areas (outside the City) shall only be provided after execution of a written contract between the Water Department, City of Cotter, and any Fire Department having responsibility for fighting fires in said rural area. The cost of water so used or made available in said rural areas shall be provided for in the aforementioned contract.
4. Water used by other City Departments such as for the City Park, City Cemetery, City Hall, Street Department, or the Wastewater Treatment Plant shall all be accurately measured by a water meter; and charges in keeping with the current Rate Schedule shall be collected from the Department, Agency, or Function using said water.
5. No person, firm, or corporation shall tap, connect to, or otherwise use water from the Water Department distribution, transmission, or storage facilities without the full knowledge, permission, and consent of the Water Department; and then only through the exercise of a current and valid Service Agreement or Contract.
6. No person, firm, or corporation shall molest, tamper with, turn 'off' or 'on', trespass upon Water Department property, use, damage, remove, break, dig-up, climb, unauthorizedly paint, or in any other manner change, deface or alter any facility of the Water Department including but not limited to its: water meters, meter boxes, gate valve, valve boxes, fire hydrants, fences, vaults, buildings, storage reservoirs, water mains and service lines; except Water Department personnel or those granted permission by competent authority.

7. Any person, firm, group, or corporation desiring to obtain water service from the Water Department shall apply for said service by completing an "Application For Water Service" form furnishing all the data therein requested. This Application must be completed at the Water Department Office by the prospective customer or by his Master Plumber. Applications for service shall describe the service desired to the extent necessary for the City to determine the type, size meter, deposit, and connection charge required by these Regulations.

8. Applications for service and the payment of the meter deposit, and connection charge shall be the authorization required for the Water Department to tap the existing water main, run proper size service line, and install the requested meter-box on the customers property line. The payment of the required connection charge, as hereinafter set-out shall cover the costs of labor and materials for said connection, service-line, meter-box and incidentals; but does not include the cost of the water meter which shall be, and remain, the property of the Water Department. The Water Department agrees to maintain the connection, service line, and meter box while serviceable, for the customer - but should it ever become unusable, inadequate in size, or should the customer's needs require a larger size service line and meter, the customer shall reapply and repay the established charges for size service and meter desired.

9. Installation of the actual water meter, and the beginning of water service shall only be begun after the customer's plumbing has been inspected and/or tested as required by the Plumbing Code, provided the required meter deposit and any and all prior bills and charges due the Water Department has been paid in full. Any and all plumbing to be connected to the public water system must meet or exceed the requirements of the Plumbing Code. A property owner may install, change, or alter plumbing in his own house occupied by himself and his immediate family only; otherwise only a Licensed Master Plumber may do plumbing work that is to be connected to the public water system. All requirements of the City and/or State Plumbing Code must be followed including: permits, inspections, tests, and approved materials, prior to actual installation of the service meter. These requirements apply to outside city service as well as inside the city customers.

10. No more than one residential unit, or business customer (or combination of thereof) shall be served by one meter; except where housed in the same building and owned and occupied by one property owner and his family. Otherwise a meter must be provided for each separate customer or user except as herein provided below for multi-unit customers under one ownership or management. The required meter size for each customer shall be determined by usage requirements for business, commercial, or industrial customers or by the number of occupiable residential units set forth in Rule 11 below.

11. The size meter and service line desired and/or required to provide satisfactory service to prospective customers shall be determined by the following usage requirements.

METER SIZE BY USAGE REQUIREMENTS

<u>Required Maximum Intermittent Flow</u>	<u>Required Max. Continuous Flow</u>	<u>Required Meter Size</u>
20 GPM	7 GPM	5/8 Inch
30 GPM	10 GPM	3/4 Inch
50 GPM	17 GPM	1 Inch
100 GPM	30 GPM	1½ Inch
160 GPM	50 GPM	2 Inch
350 GPM	110 GPM	3 Inch
600 GPM	200 GPM	4 Inch
1400 GPM	450 GPM	6 Inch

For Residential type service the following meter size shall govern for full-time multi-unit type of service such as apartment houses, condominiums, or mobile home (trailer) parks, under one ownership or management, that assumes the payment of the monthly bill - whether units are rented and occupied for the full month or not.

METER SIZE BY UNITS SERVED

<u>No. of Res. Units</u>	<u>Required Meter Size</u>
1	5/8 Inch
2	3/4 Inch
3 to 5 Inclusive	1 Inch
6 to 20 Inclusive	1½ Inch
21 to 50 Inclusive	2 Inch
51 to 75 Inclusive	3 Inch
76 to 100 Inclusive	4 Inch

12. The Customer must post a deposit, and agree to pay a minimum Monthly Bill as set-out in the following Schedule for over-sized meters:

SCHEDULE OF DEPOSITS AND MINIMUM BILLS

<u>Meter Size</u>	<u>Meter Deposit</u>	<u>Minimum Bill/Mo.</u>
5/8"	\$10.00 20.00	Regular Min. Bill
3/4"	15.00	10.00/Mo.
1"	25.00	25.00/Mo.
1½"	50.00	50.00/Mo.
2"	75.00	75.00/Mo.
3"	100.00	100.00/Mo.
4"	200.00	200.00/Mo.
6"	300.00	300.00/Mo.

13. Meter Deposits shall be held in trust and are to be refunded to the customer after payment of his "final-bill" upon termination of service. Deposit funds held in trust by the Water Department, shall not incur interest to the customer. Eighty-five (85%) of the meter deposit funds held in trust by the Water Department shall be invested in a Federally Insured Savings Account; and Fifteen (15%) shall be kept in the Meter Deposit Checking Account so as to be readily available for refunding to terminating customers. Interest earned on the invested deposit funds shall be transferred semi-annually to the Water Department Operating and Maintenance Fund and applied to "uncollected" or "bad-debt" accounts.

14. Connections to the Water System, other than at the time of completion of water main construction projects including connections, service lines and setting of meter boxes; shall be as set-out in the following schedule. These connection (tapping) charges shall include all labor and materials necessary to tap the main, dig and lay the service line, repair any street or alley excavated, and set the meter box on the customers property-line; all of which shall be performed by the Water Department. The maximum length of service-line to be furnished and installed under this schedule is fifty (50') feet; service lines of greater length than 50 feet shall be charged for at actual cost. The required connection charge for these over 50 ft. length installations shall be estimated by the Water Superintendent and said amount posted in escrow with the Water Department until the actual costs are determined at which time a 'refund' or 'additional payment' as required shall be made to or by the customer so that the actual cost is received by the Water Department. It shall be the intention of the Water Department to collect only the costs of making future connections to the system by the use of the Connection Charge Schedule below, toward which end the Water Department shall maintain separate records of all installations costs (exclusive of meter costs) and charges collected therefor on an annual basis, so that annually a determination can be made to justify the raising or lowering of the following Connection Charge Schedule: (Not Including Meter Cost, By City)

CONNECTION CHARGES SCHEDULE

<u>Size Meter Service Line</u>	<u>No Pavement Cut & Repairs</u>	<u>Pavement Cut & Repair</u>
5/8" Meter	\$150.00	\$175.00
3/4" Meter	175.00	200.00
1" Meter	200.00	225.00
1½" Meter	275.00	300.00
2" Meter	325.00	350.00
3" Meter	400.00	450.00
4" Meter	475.00	500.00
6" Meter	550.00	575.00

(NOTE: Maximum Length of Service Line Above is 50 Feet)

15. Customers desiring their service discontinued, or water "turned-off" or "turned-on" for periods of time shall place an "Off/On Order" request with the Water Department; and for which they shall pay a five (\$5.00) dollar Service Charge for each separate Order and/or trip. This Five Dollar (\$5.00) service charge shall likewise apply and be paid together with any unpaid bills by any customer having his service discontinued due to lack-of-payment of past due water bills.

16. Existing customers having only a five (\$5.00) deposit posted with the Water Department shall be allowed to continue on service without an increase in their Deposit until such time as they fail to pay their water bill prior to service being discontinued, or until they move to a new location and request service at that location. In above cases the new Deposit required shall conform to the Deposit Schedule in Rule 12 above. Likewise if any customer shall have his water service terminated for the second time; he shall pay all unpaid bills and Service charge, post double the Deposit Required in Rule 12 above, prior to service being restored, *METER DEPOSITS FOR RENTING RESIDENTIAL CUSTOMERS SHALL BE DOUBLE THE AMOUNT SHOWN IN THE SCHEDULE OF RULE 12, OR TWENTY (\$20.00) DOLLARS MINIMUM.*

17. Water meters shall be read on or near the middle of the month, and the bills received by the customer on or before the first of each month; and are due and payable at "Net" on or prior to the 10th of the month. Any bill not paid at "Gross" by the 15th of the month shall be mailed a "Notice of Termination" and if still unpaid by the 20th of the month - the customer's water meter shall be turned-off or removed. The meter man shall advise the customer at the time that his water is being turned-off, and that his deposit is being forfeited for the unpaid bill. The meter man is not authorized to accept partial or full payment including the five (\$5.00) dollar service charge, in lieu of discontinuance of service, except in extreme cases of hardship or sickness such as to prevent the customers from going to the Water Department office. If there is no one at home a Notice shall be placed on the front door that the water has been turned-off for non-payment, and advising the customer to come to the Water Department Office and pay the full amount due plus a service charge in order to have service restored. The meter shall be read and usage recorded at the time service is discontinued and if the meter-box does not 'lock' the meter shall be removed.

18. Water bills shall be computed on the usage, between readings approximately one-month apart, to the nearest 100 gallons at the current Rate Schedule which shall be the 'Net' bill. Bills not paid by the 10th of the month after rendering shall have a 10% penalty added which shall be the 'Gross' bill. The Arkansas State Sales Tax shall be added to either bill based on the 'Net' bill as computed. No one shall have the authority to adjust downward a Gross bill once the penalty has been incurred. Bills may be paid in cash at the Water Department office during working hours, otherwise they may be paid by check or money order through the U. S. Mail, or dropped in the night depository at the City Hall. Bills postmarked

on the 10th, or found in the night depository at the beginning of office hours on the 11th of the month shall be considered as having been paid on time. In cases where the 10th of the month falls on a Legal Holiday, or on Saturday or Sunday, bills may be received or postmarked on Monday, or on the day following the Holiday and received at 'Net'. Water measured through the customers water meter shall be assumed to have been used by the customer and he must bear the responsibility for the payment therefor as computed by the Water Department.

Article 4

These Rules and Regulations shall be in full force and effect after their approval by the City Council of Cotter, and shall remain effective until changed, altered, or amended by subsequent replacement Rules and Regulations; and shall have the full legal authority of their enabling Ordinance No. 174-75.

Passed and Approved by the City Council of the City of Cotter, Arkansas this 18 day of June 1975.

(Seal)

Attest:

Patricia A. Koin

Recorder

Ry J. Boyler

Mayor