

**City of Columbia Utility Department
Sewer Utility
Program Requirements**

Cost Reimbursement Program for the Installation of Pressure Sewers or Backflow Prevention Devices or Removal of Plumbing Fixtures

The City's Sewer Utility will provide funds to reimburse property owners, who have or may experience sanitary sewer backups during periods of heavy rainfall, for the installation of pressure sewers (overhead basement sewers), backflow prevention devices or removal of plumbing fixtures

The City has determined that certain requirements for the cost reimbursement program are necessary to protect the City's sanitary sewer system, the integrity of such a program and the financial well-being of the City.

A cost reimbursement program for the installation of pressure sewers (overhead basement sewers) or backflow prevention devices or removal of plumbing fixtures has been authorized by the City Council and is being implemented in accordance with the following requirements:

- 1) The City's Sewer Utility will reimburse a property owner up to \$4,000 or 50% of the cost, whichever is less, of installing a pressure sewer system (overhead basement sewer); or \$1000 or 50% of the cost, whichever is less, for the installation of a backflow prevention device or removal of plumbing fixtures. When a sump pump is required to be installed as part of this program, the City will reimburse \$1000 or 50% of the cost, whichever is less. All installations must meet current building codes in Chapter 6 of the City Code of Ordinances.
- 2) The program applies to all buildings with the sewer lateral connected directly to the City's public sewer main, inside or outside of the corporate limits of the City of Columbia. Buildings connected to Private Common Collector Sewer Systems as defined in Chapter 22 of the City's Code of Ordinances or buildings connected to sewer mains owned by the Boone County Regional Sewer District are not eligible for reimbursement through this program.
- 3) The program shall apply only to installations of pressure sewer systems (overhead basement sewer), backflow prevention devices or removal of plumbing fixtures made on or after the effective date of the ordinance authorizing the cost reimbursement program and where approved for reimbursement through this program prior to the installation. The City shall, in its sole discretion, determine the eligibility of installations for this program.
- 4) Financial participation of the City is limited to funds budgeted for the program. Funding levels may be changed or eliminated based on the City's annual review of the program.
- 5) Applications will be classified into the following priority groups for the purposes of determining funding eligibility:
 - a) First priority – One or more sanitary sewer backups have occurred at the building during periods of heavy rainfall and been reported to the Sewer Utility. For purposes of this program, the sanitary sewer backups have to be attributable to a surcharged sanitary sewer main and this program does not apply to backups occurring as a result of a problem with the privately owned sewer lateral. The Owner must provide documentation of

previous sanitary sewer backups. Prior reports of sewer backups to the City either by telephone or email at the time of the backup shall constitute adequate documentation of a sanitary sewer backup.

b) Second priority:

1. Any building which has the potential to experience sanitary sewer backups as a result of an insufficient elevation differential between the building's internal plumbing and the City's sanitary sewer system. No sanitary sewer backups have occurred at the property, but the Owner is desirous of installing a pressure sewer or backflow prevention device as a preventive measure.

2. At least one reimbursement has been made for the building and the application is a second or succeeding request for reimbursement for the same building.

Between October 1 and April 30 of each fiscal year, applications from the first priority group will be funded on a first come, first served basis within available budget limitations. If budget funds remain, on May 1, applications from both priority groups will be funded between May 1 and September 30 of each fiscal year on a first come, first served basis within available budget limitations.

Applications not funded in a fiscal year will be carried over to the next fiscal year and funded in accordance with the above procedures.

6) An Owner desiring to participate in this Program must complete the following steps:

a) Complete and sign Application for Participation.

b) City inspects the building and issues a notice of eligibility or noneligibility to the Owner. Said notice may include the sources or potential sources of infiltration and inflow which must be removed as a requirement of this Program.

c) Upon receipt of a notice of eligibility from the City, the Owner obtains proposal(s) from contractor(s) as described in Item 13. If the Owner does not submit all of the required information within six (6) months of the date of the notice of eligibility, the Owner must resubmit an Application for Participation form and such application will be treated as a new application for determination of funding eligibility.

d) The Sewer Utility reviews proposals, provides Owner with preliminary approval and provides agreement for Owner signature. Owner must return signed agreement and signed proposal with selected contractor within thirty (30) days of the date of the preliminary approval.

e) Owner and contractor obtain all permits and complete the work.

f) Upon completion of the work, premises are inspected by the City. Upon approval by the City, acceptance by the Owner, and submission of a paid receipt from the contractor to the Owner, reimbursement will be made directly to the Owner. Said reimbursement will be made in the City's normal course of business.

7) Owners of the building where the pressure sewer or backflow prevention device is installed or plumbing fixtures are removed, must execute an agreement which includes a clause whereby the Owners release and waive any claim of liability against the City from any previous sanitary sewer backups or any consequence of the selection of the system to be installed, the contractor to be utilized, installation of the system, operation or maintenance of the system once it is installed, or the eligibility, participation or funding priority in this Program.

8) No Owner shall be eligible for participation that is delinquent in payment of all fees and charges due to the City.

9) An Owner shall be eligible for participation more than once for the same property. However, in no case, shall the total reimbursement from the City for any one property exceed the limits described in Paragraph 1 above.

10) The Program will be evaluated from time to time in the City's discretion and the City may change or eliminate the Program.

11) The Owner must allow the City to inspect the building prior to the City's determination of eligibility for this Program. This inspection may include a television inspection of all underground waste piping and of the entire service lateral pipe from the building to the point of connection to the City's sewer, and it may also include rainfall simulation testing.

12) All sources and potential sources of infiltration and inflow must be eliminated as part of this Program at the Owner's sole cost, except for those sources eligible for reimbursement through the Inflow and Infiltration Reduction Program included in Section 22-217.3 of the City Code of Ordinances. Infiltration and inflow includes any storm water, surface water, ground water, roof runoff water, sub-surface drainage, runoff water from ground or paved areas, cistern overflow or water from air-conditions systems, industrial cooling operations or any other unpolluted water.

13) If no sump pump for collecting and removing ground water is present in the building, one must be installed and any existing footing tiles, window well drains, and exterior area drains must be reconnected to the new storm water sump pump. The discharge of the new storm water sump pump should either be to a storm sewer or to the surface on the exterior of the building, as far from the building sanitary sewer lateral as possible. The costs of the installation of this storm water sump pump, as well as incidental under floor connections to existing footing tiles or drains, are eligible for reimbursement under this Program. The installation of a footing tile drainage system around the entire basement and extensive reconstruction of the service lateral are not eligible for reimbursement under this Program.

14) The Program is limited to the actual cost of the overhead sewer or backflow prevention device installation and the installation of a sump pump as required by Item 11 above, subject to

the funding limitations contained herein, but does not include incidental costs such as landscape restoration, painting, tile carpeting, etc.

15) The Owner must provide the Sewer Utility with a proposal for the type of backup prevention selected by the Owner prior to authorizing the work. The proposal(s) must provide sufficient detail for the Sewer Utility to determine the exact method of installation, the costs for labor and materials, the portion of the work not eligible for this Program under Items 12 and 13 above, and compliance with all City ordinances.

16) The Owner must obtain building permits from Building and Site Development.

17) To be eligible for this Program, the installation of a pressure sewer system, backflow prevention device or removal of plumbing fixtures shall meet the following requirements.

a. The pressure sewer system or backflow protection device must be provided to all floor levels that are less than one foot (1') above the elevation of the rim of the City manhole immediately upstream of the point of connection of said building into the City sanitary sewer system. The elevations described above shall be included in the contractor's proposal.

b. If removal of plumbing fixtures is the preferred method, all fixtures that are less than one foot (1') above the elevation of the rim of the City manhole immediately upstream of the point of connection of said building into the City sanitary sewer system must be removed. The elevations described above shall be included in the contractor's proposal.

c. If a pressure sewer is being installed, capacity of the ejector pump must be specified in the contractor's proposal. The smallest capacity pump suitable for the proposed installation must be specified.

d. Connections to the proposed ejector pump must be specifically listed on the contractor's proposal and all such connections shall be for the disposal of sanitary wastes only.

e. A sketch indicating the proposed work must be included with each proposal.

f. The City shall have the right to enter the building for inspection upon completion of the work.

18) All work under this Program must comply with applicable ordinances and building codes.

19) The Owner may elect to proceed with the work even though funding is not available. Reimbursement will be made when budgeted funds become available in accordance with this Program. Such installations must comply with all requirements of this Program to be eligible for future reimbursement.

20) The City may provide a waiver of those Program requirements listed above which are deemed appropriate based on the evaluation of the individual circumstances related to a request for reimbursement.

21) The City shall have the sole authority to determine eligibility for participation, prioritization of requests and compliance with ordinances.

**Summary of Time Frames
Required by Program Requirements**

1) City receives properly completed Application for Participation.

2) City inspects the building and issues a Notice of Eligibility or Non-Eligibility to the Owner.

3) If Owner receives Notice of Eligibility, Owner has six (6) months from the date of the Notice to submit all required information. The Notice of Eligibility shall identify all sources of infiltration and inflow which must be eliminated at the Owner's expense.

4) Upon receipt of all required information, City reviews and issues preliminary approval and provides Agreement for Cost Reimbursement Program for Owner signature. Owner must return signed Agreement and signed proposal for installation of the selected backup alleviation method and repair of infiltration and inflow sources identified in the Notice of Eligibility with selected contractor within thirty (30) days of the date of the preliminary approval.

5) Within six (6) months of the date of the preliminary approval, the Owner must submit to the City the signed Agreement and signed proposal with selected contractor, Owner and contractor must obtain all permits, complete the work, request inspection by the City, and submit paid receipts.

6) If Owner fails to comply within any of the allotted time frames detailed above, funding priority ceases and Owner must submit new Application for Participation and such application will be treated as a new application for determination of funding eligibility.