



Board of Trustees
Work Session
Thursday, May 4, 2023, 5 p.m.

Attend in person:
Cedaredge Civic Center, Grand Mesa Room, 140 NW 2nd St.

Attend virtually:
On Your Computer: <https://bit.ly/3d0MZWI> | Password: 443001
On Your Phone: 253-215-8782 | Webinar ID: 874 9904 6934 | Password: 443001

AGENDA

Please note decisions are not made at Work Sessions

- 1) Call to Order & Pledge of Allegiance
- 2) Town of Cedaredge Staff Wage Review
- 3) Draft Update Title 13: Public Services (Water and Wastewater)
- 4) Criteria for Planning & Zoning Appointment
- 5) Management Update
- 6) Executive Session: Pursuant to C.R.S. 24-6-402(4)(e)(I): *Determining positions relative to matters that may be subject to negotiations*
Topic: Town Administrator Contract
- 7) Adjourn

MEMO

Date: May 2, 2023
To: Members of Board of Trustees
From: Kami Collins, Town Administrator



Subject: Town of Cedaredge Staff Wage Review

The Staff serving the Town of Cedaredge is the largest asset the Town has. How does the Town continue to attract, retain and incentivize high quality, dedicated employees while also protecting the financial resources of the organization?

In Fall 2022, Staff brought to the Board the need to readdress the Town of Cedaredge salary compensation. At that time, it was evident that Town of Cedaredge salaries were not competitive with public or private sector entities within Delta County, nor regionally, and the noncompetitive salary was a detriment to recruiting, hiring and retaining Staff. At the time, the Board elected to not hire out a comprehensive wage study, and instead utilize surveys being done by the Town of Hotchkiss, City of Delta, Delta County and Colorado Municipal League. The Board indicated it would reexamine Staff wages in first quarter of 2023 after those studies had been completed. Staff presents to you the research/findings, and suggested wage changes.

For the Board's consideration:

- The [Board-adopted 2021-2022 Strategic Plan](#) lists as the number one goal is getting Town of Cedaredge Staff wages in line with regional averages.
- The [January 27, 2023 CML newsletter](#) stated that 80% of Colorado municipalities have increased or plan to increase wages to be more competitive in the job market. Nearly 65% increased wages outside of their normal budget cycle and 62% of Colorado municipalities are experiencing “moderate to significant operational impacts due to staffing challenges.” Public Works/Maintenance workers and Law Enforcement officers were reported to be the most challenging to keep on staff due to low wages; this is also true in the Town of Cedaredge. Some specific examples include:
 - Town of Hotchkiss implemented a 9.5% increase for all staff
 - City of Delta and Delta County both raised wages; percentages varied by Staff level
 - Town of Monument raised benefits and wages by 29% between 2022 and 2023
 - Town of Oak Creek raised wages by 4% in 2022 and an additional 4.5% in 2023, plus implemented twice-yearly bonuses of \$800 each
 - Town of Bayfield implemented a 6-10% increase, depending on longevity
 - Town of Lyons approved a midyear 6% COLA
 - Del Norte raised salaries by 10%
 - Town of Hayden did a mid-year increase in 2022 of 4% and a COLA at the end of the year at 4.5%, and added an additional 4% for its Police Department to remain competitive. In 2023, Hayden plans an additional 3-5% increase in 2023.
 - After a wage study, Lake City raised 6.7-8.7% for most staff
 - After a wage study, Silverton raised staff an average of 8.09%

- All Town of Cedaredge Staff received a 4% COLA effective 1/2/2023 and received a 2-6% merit raise. The Staff appreciates the Board’s vote to offer that incentive at the beginning of 2023. Unfortunately, even given those increases, the Town of Cedaredge salaries remain lagging behind other county entities and regional entities as seen in the attached wage comparison. The Town has experienced difficulty in hiring in the last half of 2022 and throughout 2023 based on wages.
 - Cedaredge Police Department is now the lowest-paid of all departments in Delta County, Mesa County and Montrose County.
- [Article from Mission Square Research](#) on financial struggles of public employees in particular
- [Article from Society for HR Management](#) cites that 47% of workers seek other employment because wages aren’t keeping pace

The first tab of the 2023 Wage Scale Analysis includes the comparisons of the Town of Cedaredge current Staff salaries as listed in the Board-adopted wage scale; the City of Delta and the Town of Hotchkiss, from the wage surveys provided by those communities, and Archuleta and Ouray County, which Delta County provided as their resource. Staff utilized the Colorado Municipal League salary study and used communities that are similar in geographical size, geographical proximity, staff size and/or annual budget size for comparison. Because the Town’s Public Works staff, specifically the water and wastewater plant operators, are not comparable to other positions in Delta County or neighboring municipalities, Staff compared the wages of Project 7 (our largest competitor for staff), Ute Water District and Clifton Water District. Salaries for Golf Course Staff were gathered using the same regional golf courses the Golf Advisory Committee and Board of Trustees used to determine current golf rates: Devil’s Thumb, Black Canyon, Conquistador, Rifle Creek, Battlement Mesa and Dos Rios.

Cedaredge has a small staff, and many wear multiple hats. Strict salary comparisons are challenging for these positions. For example, the Town Clerk/Economic Development Coordinator for Cedaredge is the only person in the State of Colorado who holds this dual role. This salary was compared at the Clerk rate, but the Board should note that those working in economic development tend to make more – minimum salaries we looked at ranged from \$70,000 - \$127,000. Similarly, School Resource Officer salaries for Western Slope communities was a challenge; only the Front Range called out SROs at a higher rate. Western Slope communities didn’t differentiate regular officer salary from SRO salary. The Town’s SRO also does double duty as Code Enforcement Officer. This salary was compared to that of a Police Corporal. Likewise, other entities don’t have a Police Officer II, so the current employee has the average salary for that position, though compared to other LE officers, is underpaid.

The second tab is the proposed wages to get all Staff in line with the regional average. The third tab is the Wage Scale currently in effect; the fourth tab is the 2022 Wage Scale for comparison.

Challenges of the current wage scale, with Staff recommendations to fix the issues:

- With [Resolution 19-2022](#), the Board implemented hiring practices from Entry Level to Step 3 on the adopted Wage Scale, regardless of employee education or experience. This is a detriment to hiring more experienced staff members. A recent example was the hiring of the Golf Pro, Golf Superintendent and Police Sergeant, all of whom have much more than just three years' experience.
 - **Recommendation:** Eliminate this provision and allow Department Heads to hire based on a combination of experience, skillset and education, but within budgeted funds.
- The current Board-adopted Wage Scale has a 2% increase in between each step. Additionally, the Wage Scale caps at 15 steps; the Town has employees already at or above that level, which means unless the scale is amended or another provision implemented, those employees are not eligible for merit raises. The issue is that the Wage Scale lists salaries below the regional average for all salary levels, so the 2% annual increase in steps doesn't move employees into a competitive bracket.
 - **Recommendation 1:** Update the minimum salary level for every position to the regional average, and continue the 2% per step in the Wage Scale moving forward, but outline that Town Administrator review the Wage Scale every 2-3 years to ensure the Town of Cedaredge remains attractive and competitive to potential and current employees.
 - **Recommendation 2:** Keep in place a Board-approved annual Cost of Living adjustment based on current economic conditions and budgetary constraints, and keep in place the annual Board-approved merit raises of 2, 4 or 6%, based on annual performance and budgetary constraints for those employees from Step 0-15.
 - **Recommendation 3:** For employees at Step 15 +, accommodate for the annual Board-approved COLA raise. No merit raises should be budgeted, but do budget for a \$1,000 bonus annually for those Staff.

The PDF attachment shows the Town Staff current salary expenditures, and the potential change to Budget if the Board chooses to bring salaries in line with the regional averages. The Board has several options which will show a good faith effort to the Staff that the organization values them and is working towards competitive wages:

- Accommodate for the full amount in 2023, understanding that reserves will be used
- Implement a mid-year COLA and plan to increase wages in 2024.
- The most noticeable salary shortfall is in the salary ranges for Leadership Staff and longer-tenured Staff. The Board could work with Leadership Staff to prioritize entry level staff to get those employees up to average, implement a smaller mid-year COLA for Leadership Staff, and plan for Leadership Staff increases in 2024.
- Keep the adopted Wage Scale and implement no changes, but recognize this has the definite risk of losing Police Officers, highly skilled (and difficult to replace) Public

Works staff, and other critical Staff members to more lucrative positions within the region.

Staff recommends the Board consider options 1, 2 or 3, or a combination thereof.

Date of Hire			35% Trans 35% Water 25% WasteWater 5% Parks							35% Trans 35% Water 25% WasteWater 5% Parks							
Status	Admin	PD	Building	PW Split	Transportati	PW Split	Parks	PW Split	Water	PW Split	Wastewater	Golf	TOTAL				
Step																	
FTE																	
Salary	\$ 399,999	\$ 563,456	\$ 15,698	\$ 388,231	\$ 135,881	\$ 19,412	\$ 25,652	\$ 135,881	\$ 288,329	\$ 97,058	\$ 232,029	\$ 283,635	\$ 1,964,178				
call out pay	\$ -	\$ -	\$ -	\$ 2,287	\$ 800	\$ 114	\$ 114	\$ 800	\$ 800	\$ 572	\$ 572	\$ -	\$ 2,287				
Salary Total 105	\$ 407,691	\$ 574,292	\$ 15,698	\$ 397,984	\$ 139,294	\$ 19,899	\$ 26,139	\$ 139,294	\$ 294,674	\$ 99,496	\$ 237,063	\$ 289,090	\$ 2,003,441				
Taxable Benefit 110	\$ 2,400	\$ 2,400	\$ 300	\$ 1,500	\$ 525	\$ 75	\$ 75	\$ 525	\$ 1,575	\$ 375	\$ 525	\$ 2,400	\$ 10,200				
Total Salary	\$ 410,091	\$ 576,692	\$ 15,998	\$ 399,484	\$ 139,819	\$ 19,974	\$ 26,214	\$ 139,819	\$ 296,249	\$ 99,871	\$ 237,588	\$ 291,490	\$ 2,013,641				
Overtime Wages 115	\$ 200	\$ 3,900	\$ -	\$ 1,500	\$ 525	\$ 75	\$ 75	\$ 525	\$ 1,025	\$ 375	\$ 475	\$ 2,000	\$ 8,200				
On Call Wages 120	\$ -	\$ 7,440	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7,440				
Total Salary/Wages	\$ 410,291	\$ 588,032	\$ 15,998	\$ 400,984	\$ 140,344	\$ 20,049	\$ 26,289	\$ 140,344	\$ 297,274	\$ 100,246	\$ 238,063	\$ 293,490	\$ 2,029,281				
Social Security 125	\$ 31,387	\$ 44,984	\$ 1,224	\$ 30,675	\$ 10,736	\$ 1,534	\$ 2,011	\$ 10,736	\$ 22,741	\$ 7,669	\$ 18,212	\$ 22,452	\$ 155,240				
w/Medicare						\$ -											
W/Comp Class																	
W/Comp Rate																	
Worker's Comp 135	\$ 355	\$ 10,872	\$ 182	\$ 10,480	\$ 3,668	\$ 524	\$ 591	\$ 3,668	\$ 6,493	\$ 2,620	\$ 4,400	\$ 3,128	\$ 29,700				
State Unemployment 140	\$ 821	\$ 1,176	\$ 32	\$ 802	\$ 281	\$ 40	\$ 53	\$ 281	\$ 595	\$ 200	\$ 476	\$ 587	\$ 4,034				
Health Plan 145	\$ 47,232	\$ 85,128	\$ -	\$ 98,580	\$ 34,503	\$ 4,929	\$ 4,929	\$ 34,503	\$ 66,489	\$ 24,645	\$ 48,831	\$ 36,312	\$ 323,424				
Retirement (CRA) 457(b)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				
Retirement (CRA) 401(a)	\$ 23,040	\$ 32,362	\$ -	\$ 23,294	\$ 8,153	\$ 1,165	\$ 1,165	\$ 8,153	\$ 17,265	\$ 5,824	\$ 11,974	\$ 4,627	\$ 98,586				
Total Retirement (CRA) 155	\$ 23,040	\$ 32,362	\$ -	\$ 23,294	\$ 8,153	\$ 1,165	\$ 1,165	\$ 8,153	\$ 17,265	\$ 5,824	\$ 11,974	\$ 4,627	\$ 98,586				
Life Insurance 160	\$ 683	\$ 1,092	\$ -	\$ 819	\$ 287	\$ 41	\$ 41	\$ 287	\$ 696	\$ 205	\$ 478	\$ 273	\$ 3,551				
Long Term Disab 170	\$ 1,480	\$ 2,364	\$ -	\$ 1,436	\$ 503	\$ 72	\$ 72	\$ 503	\$ 1,067	\$ 359	\$ 770	\$ 560	\$ 6,815				
Total Benefits	\$ 104,997	\$ 177,980	\$ 1,438	\$ 166,088	\$ 58,131	\$ 8,304	\$ 8,861	\$ 58,131	\$ 115,347	\$ 41,522	\$ 85,140	\$ 67,939	\$ 621,350				
Total Labor	\$ 515,288	\$ 766,012	\$ 17,436	\$ 567,071	\$ 198,475	\$ 28,354	\$ 35,150	\$ 198,475	\$ 412,621	\$ 141,768	\$ 323,203	\$ 361,429	\$ 2,650,631				

Annual Salary 5/2023

\$ 1,491,853

Change

\$ 290,233

Title 13.
PUBLIC SERVICES

¹**CHAPTER 13.04 WATER SERVICE SYSTEM***

Sections:

- 13.04.010 General regulations.
- 13.04.020 Application for service.
- 13.04.030 Conditions and application for connection.
- 13.04.040 Water system improvement fees.
- 13.04.050 Installation and maintenance responsibilities.
- 13.04.055 Cross-connection control.
- 13.04.060 Water use charges—General provisions.
- 13.04.070 Remedies for non-payment.
- 13.04.080 Specifications and standards.
- 13.04.090 Water extensions.
- 13.04.100 Right of entry.
- 13.04.110 Shut off and resumption of water service.
- 13.04.120 Restriction of water uses.
- 13.04.130 Use of fire hydrants.
- 13.04.140 Tampering with and unauthorized use of utilities and services.
- 13.04.150 Permit required.
- 13.04.160 Violations.
- 13.04.170 Validity.
- 13.04.180 Repeal.

13.04.010. General regulations.

A. All developed parcels of real property within the town and without access to a verified well shall be required to be connected to the town water system. All users of the town wastewater services shall be subject to the terms and conditions as set out in this chapter and shall be subject to all applicable regulations of the town code and other ordinances, resolutions and regulations of the town, as they now exist or as they may be amended in the future.

B. The owner, lessee, party in possession and/ or the party actually using water service, of any property served by town water service, shall be jointly and severally liable for all fees, charges and penalties imposed by this chapter and for compliance with other requirements of this chapter, notwithstanding any agreement among themselves.

~~Introduced, read, passed and ordered published according to law this 16th day of May, 2019 by the Board of Trustees of the Town of Cedaredge, Colorado.~~

(Code 1996, § 13.04.010; Ord. 2002-8 § 1 (part), 2002; Ord. No. 2019-05, 5-16-2010)

13.04.020. Application for service.

¹ Are the provisions in this chapter 13.04 still current, correct and complete?

A. Application for town water service shall be made upon forms provided by the town, which forms shall require information as may be necessary for the proper billing and management of the water system.

B. The town may grant permission for the use of water service, in town, only upon receipt of the proper application and payment of all applicable fees, charges and deposits.

C. The Board of Trustees may grant permission for the use of water service, out of town, at their discretion.

(Code 1996, § 13.04.020; Ord. 2002-8 § 1 (part), 2002; Ord. No. 2010-2, 2-18-2010)

13.04.030. Conditions and application for connection.

A. All applications shall be accompanied by:

1. All necessary fees;
2. A copy of the applicant's deed showing the owner of record, and the legal description of the property to be served;
3. In the event the applicant is not the owner of record, a letter of authorization from the owner of record authorizing the applicant to act on the owner's behalf;
4. In the event that the property to be served does not already have a structure upon it wherein the water is to be used, a valid building permit issued by the town shall be required;
5. An agreement executed by the owner/applicant which contains the following conditions and other conditions consistent with this chapter:
 - a. All service lines between the town lines or mains and the premises served shall be constructed and maintained in compliance with all town codes, standards and specifications.
 - b. The owner/applicant agrees to comply with all provisions of this chapter, as amended from time to time.

B. If the property to be served is outside the town limits, and within the Utility Annex Control Area, utility connection shall only be considered under 13.04.030.B after the property is annexed into the Town.

C. If the property to be served is outside town limits and within the Utility Annex Agreement Area the application, in addition to providing the items listed under Section 13.04.030(A) of the Code, an applicant shall provide:

1. An agreement executed by the owner which contains the following conditions and other conditions consistent with this chapter:
 - a. All service lines between the town lines or mains and the premises served

shall be constructed and maintained in compliance with all town codes, standards and specifications,

b. If and when initiated by the town, the owner agrees to annexation, to execute a petition for annexation of the property served, and at any time that such property is eligible for annexation, and shall irrevocably appoint the town clerk as their attorney-in-fact with respect to annexation proceedings. This agreement shall be binding upon and shall run with the land for which service is provided. Any annexation costs incurred by the town in annexing the subject property shall be reimbursed by the property owner.

c. The owner/applicant agrees to comply with all provisions of this chapter, as amended from time to time;

d. Evidence of the existence of a street or road address for the property to be served;

e. Evidence that temporary electrical service has been established on the property or that a septic tank permit has been approved for the property by the Delta County health department; and

f. An agreement that owner shall, upon receiving town water, transfer to the town, via quit claim deed or other method of conveyance, all water rights which serve the property, including but not limited to:

i. Water right as represented by stock in ditch and/or reservoir company; or

ii. The amount of water per acre feet per year as appropriated to the property

g. An owner may seek an exemption to the requirements of Section 13.04.030(C)(1)(f) , by requesting that the transfer water shall be subject to when an approved town of Cedaredge wastewater tap application being granted for the property.

D. All applications for connection to the town water system shall be accompanied by properly executed documents granting the town all easements reasonably necessary for water lines and facilities.

E. Application Approval

1. Applications for in town connections must be reviewed and approved by the town administrator and public works director or their designees.

2. Applications for connections in the Utility Annex Agreement Area shall be approved by the Board of Trustees contingent that the Public Works Director has reviewed and approved.

3. If any town main or line extension is required, the connection shall not be approved unless the terms of the extension have been approved by the town Board of Trustees.

4. An application shall be denied if the Town's capacity or infrastructure is not available to service the applicant's property.

F. The town by and through its Board of Trustees may declare a moratorium on new

connections at any time due to limitations on system capacity or other circumstances, which require such action in their sole discretion.

G. Separate buildings or residences shall require separate taps to a town water main, or in the case of service provided through a water company, district or privately owned main, separate taps to the company, district or privately owned main. An accessory dwelling unit, attached to a primary dwelling, may be served by the tap, regardless of the size of the tap. A garage regularly used to house vehicles accessory only to a residence may have plumbing and plumbing fixtures served off of the residence's tap, if not intended to change the existing use. Separate system improvement and other fees shall be due for each tap onto a town, company, district, or privately owned main, regardless of building ownership. Individually owned properties in a recreational vehicle park or mobile home park shall require separate water taps to town-owned water laterals or mains. The purchaser may purchase more than one tap to serve any building or commercial unit. Each parcel designated as common ground, open space, private park or other similar designation shall require a separate water tap if the owner or owners intend to irrigate the parcel with town water.

²The town has historically recognized that there are a number of existing uses wherein one water tap is serving more than one dwelling unit. Some of these uses were instituted with the prior knowledge and approval of the town. In order that these uses be recognized and properly regulated, the town hereby establishes a separate commercial use category for these properties which shall be designated "**secondary suite commercial taps.**" These taps shall be recognized in a recorded document listing the present owner, legal description and address of the properties utilizing these taps. No future taps of this type shall be issued by the town. Should any of the affected properties be subdivided in the future, the owner of said property shall be required to purchase a separate water tap for the divided parcel. Each dwelling unit receiving water under this type of tap shall be charged a separate monthly capital improvements fee and debt retirement fee as those fees may be set from time to time by the board of trustees. The tap shall also be billed at the regular commercial rate for water service.

H. When the property of any water consumer, either in or out of the town is subdivided, each dwelling unit shall establish and install a separate tap.

I. No application for the connection to the town's mains of any private line, private water company, or feeder district shall be approved. However, this shall not preclude approving connection for water service to a mobile home park, travel home park, or apartment building through a master water meter. Existing water companies or other private lines served by the town shall submit an application for connection for any additional customers, dwelling units, buildings, or taps to be serviced by such companies accompanied by fees as set out in Section 13.04.040, on the same basis as if the connection was to be directly to a town main.

J. Taps shall be used to serve only that property for which the tap was purchased and approved to serve, and are not transferable. Taps must be installed within two years of

² Since the conversion has been accomplished, this paragraph should be revised to reflect present nomenclature and process.

the date of purchase. If not installed within that time period, the right to install said tap shall terminate and the tap shall revert to the town. Upon written request of the owner of such a terminated tap, the fee paid for the purchase of said tap shall be refunded. Such request for refund must be made within thirty (30) days from the date of reversion of the tap to the town. The town shall not be responsible for any additional charges and no fees charged under Section 13.04.060(C) to said tap shall be refunded.

K. The town reserves the right at any time to attach water meters to all service pipes and all premises where the water is used and to charge the quantity of water used at metered rates; provided, however, that the charge for such places shall not be less than the minimum rate.

(Ord. 2009-1 (part), 2009: Ord. 2007-9, 2007; Ord. 2004-9 (part), 2004: Ord. 2002-8 § 1 (part), 2002)

(Code 1996, § 13.04.030; Ord. No. 2009-01, 1-15-2009; Ord. No. 2010-2, 11-18-2010)

13.04.040 Water system improvement fees.

A. General Provisions Applicable to Water Fees.

1. Fees imposed by this section shall be due when any customer presently served by water extends their facilities or changes their use, if the expansion or change in use necessitates a larger connection or increases the number of units, or when a new connection to the system is required, except a connection solely for the purposes of repair of an existing adequately sized connection, in which case only actual costs of town material and labor will be charged. Such charges shall be paid prior to any expansion or connection or issuance of any permit therefor.

2. No connection to the town or existing private system shall be allowed which is smaller than reasonably necessary to serve the proposed use, as provided in town codes, standards, specifications and regulations in the Public Works Manual. No customer may make any changes or additions to property served which would substantially increase the amount of water used without obtaining an enlarged tap sufficient to accommodate such use.

3. If an existing connection is not of reasonably adequate size, a credit shall be allowed toward the fees imposed by this chapter for an amount equivalent to the charge which would be imposed by this chapter for a connection the same size as the one to be replaced by a new connection and taken out of service. Such credit may be applied only toward charges imposed by this chapter. However, in all cases the applicant shall be charged at least for actual costs of material and labor expended by the town.

4. Private water systems shall be charged the charges imposed by this chapter both for the connection of the private line to the town system and for each customer, building or dwelling unit served by such line, prior to connecting such customers. Private companies or systems shall also remit unit charges for each additional unit added to a multi-unit facility as specified in subsection B of this section.

B. Water System Improvement Fees and Unit Charges.

1. The following system improvement fees shall be imposed and collected prior to connection to the water system, or in the case of new structures at the time of the application for a building permit, pursuant to this section:

a. Basic System Improvement Fee (Water).

Size of Tap	BSIF - In-Town
¾"	\$ 9,000.00
1"	\$10,000.00
1½"	\$12,000.00
2"	\$17,000.00
Size of Tap	BSIF - Outside Town
¾"	\$11,000.00
1"	\$12,500.00
1½"	\$19,500.00
2"	\$23,000.00

b. System Improvement Fee (Water)—Unit Charges.

i. In addition to the basic system improvement fee imposed by subsection (1)(a) of this section, multiple unit residences such as apartments and rental mobile home parks shall be assessed an additional charge of two thousand dollars (\$2,000.00) per unit for each unit after the first unit which is served by town water out of a single tap. Hotels, motels, and travel home parks shall be charged one thousand dollars (\$1,000.00) per unit for each unit after the first unit which is served by town water out of a single tap. Such charge shall be payable prior to the time at the time of application for a building permit is made and prior to the use of such unit.~~13-04-040~~

ii. No water tap larger than two inches shall be approved, except solely for a fire line, unless the town determines that adequate capacity is available to serve the use without adverse effects, or unless the applicant pays for the cost of installing necessary system capacity. The cost of such water tap shall be established by action of the town board of trustees at the time of application.

~~iii. In addition to water system improvement fees, a water tapping charge shall be paid for town expenses incurred in tapping the main and installing pipe, meter, appurtenances and curb boxes, except when these facilities are provided by the developer, pursuant to the town subdivision regulations. Following installation, tapping fees shall be due and payable upon billing by the town.~~

(Code 1996, § 13.04.040; Ord. 2004-7, 2004; Ord. 2002-8 § 1 (part), 2002)

13.04.050 Installation and maintenance responsibilities.

A. The town shall make and maintain all connections to the town water system, from corporation stop to the meter pit assembly, including, but not limited to tapping saddle, ³corp stop, service line, curb stop, curb box, meter pit and meter yoke, except as otherwise provided by contract for existing private companies or pursuant to town subdivision regulations. The property owner shall purchase from the town all water meters along with other materials necessary to provide water service, and the location and type of meter shall be determined by the public works director. The property owner shall be required to expose the water main proper to any connections being made and shall install and maintain all other water lines and facilities to serve the owners property and shall keep the water meter free from obstruction and conveniently accessible. The location of all meters must be approved by the town prior to installation. No occupancy permit shall be issued by the town for any building requiring water service until a meter has been

³ Is this term correct?

installed, inspected and approved in accordance with these provisions. The town will own and maintain all water meters after proper installation.

B. If any portion of the water lines or other facilities for which the customer is responsible is in need of repair and the customer fails to make such repairs following notice from the town, the town may either terminate water service or make repairs and bill them to the customer. Such charges shall become a lien upon the property and may be collected as other charges imposed by this chapter.

(Code 1996, § 13.04.050; Ord. 2003-1 § 4, 2003: Ord. 2002-8 § 1 (part), 2002)

13.04.055 Cross-connection control.

A. Purpose. The purpose of this program is:

1. To protect the public potable water supply served by the town from the possibility of contamination or pollution by isolating within its customers' internal distribution system such contaminants or pollutants which could backflow or back-siphon into the public water system;
2. To promote the elimination or control of existing cross-connections, actual or potential, between its customers' on-site potable water systems and nonpotable systems;
3. To provide for the maintenance of a program of cross-connection control that will effectively prevent the contamination or pollution of potable water systems by cross-connection;
4. Backflow prevention devices within structures, building and appurtenant plumbing shall be regulated by the current edition of the adopted Uniform Plumbing Code.

B. Authority. The town, as the water purveyor, has the primary responsibility for preventing water from unapproved sources, or any other substances, from entering the public potable water system. Authority to implement and maintain this program on cross-connection is contained in the following legislative actions:

1. The Federal Safe Drinking Water Act of 1974;
2. Sections 25-2-207, 25-2-108 and 25-1-114, C.R.S.;
3. Section 39 of 5 CCR 1002-11, Colorado Primary Drinking Water Regulations;
4. Cross-Connection Control Manual, Colorado Department of Public Health and Environment, as may be adopted and amended from time to time.

C. Responsibility. The Public Works Director or its designee shall administer the program to protect the public potable water distribution system from contamination or pollution due to the backflow or back-siphonage of contaminants or pollutants through the water service connection. If the Public Works Director determines that an approved backflow device is required at the town's water service connection to any customer's premises, the Public Works Director shall give notice in writing to said customer to install an approved backflow prevention device at each service connection to his or her premises. The customer shall install the approved device or devices at his or her own expense within ninety (90) days of the receipt of the notice or the customer's water service will be discontinued until the proper device or devices are installed.

D. Administration.

1. The town will operate a "Cross-connection Control Program," which includes the required recordkeeping related to initial inspection, hazard level, initial device testing,

yearly device testing and device replacement, etc.

2. The owner shall allow his or her property to be inspected for possible cross-connections and shall follow the provisions of the town's program if a cross-connection is permitted.

E. General Requirements. Guideline for backflow prevention assemblies, required on identified hazardous cross-connections:

1. Commercial, industrial and institutional buildings shall have an approved reduced pressure zone assembly to isolate all building fixtures and taps from the town distribution system.

2. Backflow prevention assemblies are to be installed in an accessible location to facilitate maintenance, testing and repair. Drawings must show various installations.

3. All backflow prevention assemblies shall be installed on the customer side, immediately following the water meter.

4. In no case will it be permissible to have connections or tees between the meter and service line backflow prevention assembly.

5. The valves associated with the backflow prevention device shall not be used as the inlet or outlet valve of the water meter. Test cocks shall not be used as supply connections.

6. In order to ensure that backflow prevention assemblies continue to operate satisfactorily, they shall be tested at the time of installation and on an annual schedule thereafter. Such test shall be conducted in accordance with American Society of Sanitary Engineering (A.S.S.E.) and/or University of Southern California, Foundation of Cross-Connection Control and Hydraulic Research (U.S.C. F.C.C.C. and H.R.) performance standards and field test procedures as directed by the Colorado Department of Public Health and Environment.

7. All costs for design, installation, maintenance, repair and testing shall be borne by the customer.

8. All fire sprinkler systems shall conform to the applicable sections in the current edition of the Uniform Plumbing Code.

9. All identified hazardous cross-connections to the town water system shall conform or be brought into conformance with the requirements of this chapter within one year of adoption of this chapter.

F. Standards for Backflow Prevention Assemblies.

1. Any backflow prevention assembly required herein shall be a model and size approved by the public works department. The term approved backflow prevention assembly shall mean an assembly that has been manufactured in full conformance with the standards established by the latest version of the Colorado Department of Public Health and Environment Cross-Connection Control Manual. Final approval shall be evidenced by a "Certificate of Approval" issued by an approved testing laboratory certifying full compliance with Colorado Department of Public Health and Environment standards and A.S.S.E. and/or U.S.C. F.C.C.C. and H.R. specifications.

2. Only approved backflow prevention assemblies shall be used.

G. Installations.

1. Backflow prevention assemblies shall be installed in accordance with Uniform Plumbing Code specifications.

2. Backflow prevention assembly installations shall be approved for use by the Public

Works department.

3. All backflow assemblies shall be installed in the horizontal position. Vertical installation shall be acceptable when approved by A.S.S.E. and/or U.S.C. F.C.C.C. and H.R. specifications. A variance may be granted by the Town of Cedaredge upon review.
4. The single check valve is not considered to be a backflow prevention assembly.
5. Reduced pressure backflow prevention devices shall be installed above ground. The unit shall be placed at least twelve (12) inches above finish grade to allow clearance for the repair work. A concrete slab at finish grade is recommended. Proper drainage shall be provided for the relief valve and may be piped away from the location, provided that it is readily visible from above grade and provided that the relief valve is separated from the drain line by a minimum of double the diameter of the supply line. A modified vault installation may be used if constructed with ample side clearances. Freezing is a major concern in this area. Precautions shall be taken to protect aboveground installations.

H. Testing and Maintenance. Identified hazardous cross-connections:

1. At least once per year, it is the duty of the customer/user at any premises where backflow prevention assemblies are installed to have a certified test made of those assemblies. In those specific instances where the Public Works department deems the hazard to be great enough, certified inspections and testing at more frequent intervals may be required. These tests shall be at the expense of the water user and shall be performed by a certified technician approved by the Colorado Department of Public Health and Environment and the Public Works department. An inspection of the assembly may be performed at any time complying with the right of entry portion of this code.
2. As necessary, the assembly shall be repaired or replaced at the expense of the customer/user whenever the assembly is found to be defective. Records of all such tests, repairs or replacements shall be kept for three years by the customer/user and be made available to the public works department for review upon request.
3. Existing assemblies shall be tagged by the technician performing the test at the completion of the test, showing the names of the technician and date of test.
4. All testing equipment used in the testing of backflow prevention assemblies shall be checked for accuracy yearly, or more often, and the proof of compliance shall be submitted to the public works department upon request.
5. The Public Works department retains the right to test or otherwise check the installation and operation of any containment assembly at any time to assure proper operation.

(Code 1996, § 13.04.055; Ord. 2008-3 (part), 2008; Ord. No. 2016-01, 1-21-2016)

Title 13.04.057. Backflow Prevention and Cross-Connection Control Program

A. Applicability

1. This section applies to all commercial, industrial and multi-family residential service connections within the public water system and to any persons outside the Town who are, by contract or agreement with the Town of Cedaredge, users of the public water system. This section does not apply to single family residential service connections unless the public water system becomes aware of a cross connection at the single family connection.

B. General Requirements

1. In instances where a reduced pressure principle backflow preventer cannot be installed, the owner must install approved backflow prevention devices or methods at all cross-connections within the owner's plumbing system.
2. Provisions shall be made to provide adequate drainage from the discharge of water from reduced pressure principle backflow prevention assemblies. Such discharge shall be conveyed in a manner which does not impact waters of the state.
3. Where a backflow prevention assembly or method is installed on a water supply system using storage water heating equipment such that thermal expansion causes an increase in pressure, a device for controlling pressure shall be installed.
4. No grandfather clauses exist except for fire sprinkler systems where the installation of a backflow prevention assembly or method will compromise the integrity of the fire sprinkler system.
5. For new buildings, all building plans must be submitted to Town Building Official and approved prior to the issuance of water service. Building plans must show:
 - a. Water service type, size, and location;
 - b. Meter size and location;
 - c. Backflow prevention assembly size, type, and location;
 - d. Fire sprinkler system(s) service line, size, and type of backflow assembly;
 - i. All fire sprinkling lines shall have minimum protection of an approved double check valve assembly for containment of the system
 - ii. All glycol (⁴ ethylene or propylene), or antifreeze systems shall have an approved reduced pressure principle backflow preventer for containment.
 - iii. Dry fire systems shall have an approved double check valve assembly installed upstream of the air pressure valve.
 - iv. In cases where the installation of a backflow prevention assembly or method will compromise the integrity of the fire sprinkler system the Town of Cedaredge will not require the backflow protection. The Town will measure and perform periodic bacteriological testing at the site. If the Town suspects water quality issues the Town will evaluate the practicability of requiring that the fire sprinkler system be flushed periodically.

C. Inspection, Testing and Repair:

1. Any backflow prevention devices or methods that are non-testable shall be inspected at least once annually by a certified cross-connection control technician. The inspections shall be made at the expense of the customer.
2. Copies of records of test reports, repairs and retests shall be submitted to Town Building Official by mail or e-mail by the testing company or testing technician.
3. Information on test reports shall include, but may not be limited to:
 - a. Assembly or method type
 - b. Assembly or method location
 - c. Assembly make, model and serial number
 - d. Assembly size
 - e. Test date
 - f. Test results including all results that would justify a pass or fail outcome
 - g. Certified cross-connection control technician certification agency
 - h. Technician's certification number
 - i. Technician's certification expiration date

⁴ Should this be ethylene? Yes. KC

- j. Test kit manufacturer, model and serial number
 - k. Test kit calibration date
- (Ord. No. 2016-01, 1-21-2016)

13.04.060 Water use charges—General provisions.

A. Rates, charges, credits, and waivers for water fund service shall be set by the town Board of Trustees by resolution and shall be payable, assessed and billed at periodic intervals specified by resolution of the town Board of Trustees.

B. Base fees or monthly water charges shall commence when service is first utilized, but no later than sixty (60) days from the date of approval of the water tap, whether or not the tap has been activated.

C. All bills shall be due by twelve midnight (12:00 am) the first business day following the twenty-fifth day of each month of the billing date. Bills not paid by the due date shall be assessed a penalty of five percent of the unpaid balance due as a late payment penalty.

D. All charges and fees imposed by this chapter shall become a lien on the property.

- 1. Served as of the date they are billed or due.
- 2. When account charged equals \$200 or more and \$200 or more is 90 days past due and the account owner has not requested a payment plan, application of 13.04.070C is applicable.

E. Water Service Outside Town Limits

1. General Regulations.

a. All users of town water services shall be subject to the terms and conditions of this chapter and shall be subject to all water service regulations of the town code and other water service resolutions of the town, as they now exist or as they may be amended in the future. All regulations contained in this chapter shall be considered a part of any contract between the town and any person, company, or developer being supplied water by the town.

b. In times of restricted water availability or emergencies, treated water provided may also be restricted and/or temporarily shut off. The town reserves the right to turn off out of Town water service, but maintain in-town service.

c. The town shall provide water service within all applicable state or federal regulations.

2. The Town water system is a Public Water System. In furnishing water to persons and consumers outside of the corporate limits of the town, the town shall provide service to Consecutive Systems or Integrated Systems as a "Wholesale Public Water System" or to out-of-town customers served by the Public Water System as defined by CDPHE-WQCC Primary Drinking Water Regulations. The town further reserves all of its claims, rights and priorities in and to the water so furnished, and said consumers shall acquire no right, priority or claim in or to said water by use of the same.

3. Out-of-Town water customers connected to the Public Water System shall be billed waterline maintenance and repair costs prorated equally among all customers connected to a repaired water trunk line or repaired branch line. The billing amount is the actual cost to the Town, including wages of Town employees, for the service and repair of the branch or trunk line. This expense will be added to the monthly water bill of all affected customers,

and may be collected in such manner as any other water bill.

4. Master Meter--Installation. Master meter(s) are required on all Consecutive Systems and Integrated Systems at the point where the private pipeline, or pipelines in the case of outside entities having or requiring multiple tie ins. The location, size and type of meter(s) shall be determined by the town. Installation of the master meter(s), includes the meter(s), shall be performed by the town at cost to the Consecutive or Integrated System served. All work incidental to the installation (excavation, backfill, etc.) is the responsibility of the Consecutive or Integrated System served. That work may, at the System's option, be performed by the System but must be done under the supervision of the town. If the excavation, backfill, etc., is performed by the town, the work will be done at cost plus an overhead charge of twenty (20) percent and shall be paid for by the Consecutive or Integrated System.

5. Master Meter Maintenance. Maintenance of the master meter(s) shall be performed by the town at cost to the Consecutive System or Integrated System served. All work incidental to maintenance (excavation, backfill, etc.) is the responsibility of the Consecutive or Integrated System. That work may, at the System's option, be performed by the System but must be done under the supervision of the town. If the excavation, backfill, etc., is performed by the town, the work will be done at cost plus an overhead charge of twenty (20) percent and shall be paid for by the Consecutive or Integrated System.

6. Charges and Billing to Consecutive Systems or Integrated Systems. All water service shall be billed by the town on a periodic cycle established by resolution based on usage as reflected by regular meter readings. The amount due shall be determined by Method "A" or "B" below:

a. Method "A." If the Consecutive System or Integrated System desires that the town deliver water and bill the company only for the quantity delivered to the Master Meter, the town shall charge one flat rate and a rate per 1,000 gallons metered.

b. Method "B." If the Consecutive System or Integrated System desires that the town deliver water, read and bill each water tap user within that Consecutive System or Integrated System, the town, at its option, may agree to do so, and may determine the conditions under which it will do so, and will charge for that service as follows:

i. Minimum Bill. Charged to the individual tap user the base fee provided by resolution for out-of-town users; plus

ii. Metered Rate Charge. This charge, as specified by resolution for out-of-town users, shall be billed to the individual as follows:

(A) Per Gallon Charge. Charged to tap owner or agent designated in writing the amounts specified by resolution for out-of-town water users.

(B) Consecutive System or Integrated System Excess. At the same time or just prior to the individual meters being read, the town may read the master meter(s) of the pipeline company. If there is a difference between the usage indicated by the master meter(s) and the sum of usage for all activated taps beyond the master meter(s) (master meter(s) usage minus sum of individually metered usages), that amount shall be charged at an overage rate specified by resolution. The reason for the discrepancy (i.e., a leak or individual meter(s) reading too low) shall be determined by the Consecutive System or Integrated System and cured. If the System excess has not been paid and a cure is not being sought, the town may terminate service to the Consecutive System or Integrated Systems, and apply other remedies provided by law.

iii. Billing and Meter Reading Service. Adopted by resolution of the Board from time to

time is an annual service fee to cover the labor and administrative costs associated with reading the individual's meter and billing them.

F. Special Consumer Fees for Service Outside of Town Limits

1. The Board of Trustees has the authority to adopt reasonable surcharges and/or higher water use rate fees for out-of-town customers. Revenue from these types of fees is general revenue to the Town Water Fund.
2. A flat rate billed to Consecutive Systems or Integrated Systems that have selected billing Method A as provided in Code subsection 13.04.060.H hereinabove can include a system fee reduction.
3. Waterline Replacement fees for current and future expenses associated with waterline replacement including but not limited to fund generation associated with grant/loan applications, planning, engineering, easement and right-of-way acquisition, construction, land reclamation and service hook ups shall be allocated among out-of-town water customers located in geographic areas to be served by waterlines identified for possible future replacement.
- 4.

(Code 1996, § 13.04.060; Ord. 2007-14, 2007; Ord. 2004-9 (part), 2004; Ord. 2002-8 § 1 (part), 2002; Ord. No. 2010-13, 5-20-2010; Ord. No. 2010-29, 9-16-2010; Ord. No. 2011-6, 6-16-2011; Ord. No. 2012-1, 5-17-2012; Ord. No. 2017-07, 6-15-2017)


13.04.070 Remedies for non-payment.

In addition to any other remedies which the town may have, the town may take the following action upon failure to pay any charges or fees by the date specified as due upon the bill, or when they are otherwise due:

- A. The town may foreclose the lien imposed by this chapter in accordance with law.
- B. The town may maintain an action for the amount of charges, plus costs of collection and attorney's fees, due in a court of competent jurisdiction including interest as allowed by law.
- C. The town may certify the amount of any charge due to the Delta County Treasurer to become an assessment upon such property served to be collected as taxes upon such property are collected.
- D. The town may shut off water to any premises for which the bill is not paid in accordance with the procedures set forth in Section 13.04.110 of this chapter.

(Code 1996, § 13.04.070; Ord. 2002-8 § 1 (part), 2002)

13.04.080 Specifications and standards.

 The materials used and installation of all components of the town water system, service lines and plumbing systems connected thereto and served thereby shall be in accordance with standards, regulations, and specifications approved by the town, and in accordance with all town building and plumbing regulations and other applicable regulations. Such town standards, specifications and regulations may include but not be limited to the installation, location, and type of material of water mains, service lines, curb boxes,

valves, corporation stops, meters, meter pits, meter yokes, and other fixtures and facilities. All such facilities shall also comply with all applicable state and federal regulations.

(Code 1996, § 13.04.080; Ord. 2002-8 § 1 (part), 2002)

13.04.090 Water extensions.

A. No water main of the town may be extended without the approval of the town.

B. The town may, at its own expense, extend its water mains and lines as deemed feasible or necessary. The town may provide for such extensions in accordance with its subdivision regulations or by contract with any person desiring such extensions or by improvement district. Any such contract shall be on terms approved by the town and may provide for the size of the mains or lines to be extended, the apportionment of the costs of the extensions, reimbursement provisions for subsequent taps onto such extension, or such other provisions as the town trustees deems in the public interest.

C. All such mains, lines and facilities connected to the town system shall be conveyed and dedicated to the town, and the appurtenant easements shall be conveyed to the town, free and clear of all liens and encumbrances.

(Code 1996, § 13.04.090; Ord. 2002-8 § 1 (part), 2002)

13.04.100 Right of entry.

A. Whenever necessary to make an inspection or investigation, to perform any duty, or to enforce any of the provisions of this chapter, any authorized town representative may enter upon any building or premises served by town water at any reasonable time for such purposes. If the building is unoccupied, the town official shall make reasonable efforts to locate the owners or persons in possession of the premises and request entry. If refused, the town official shall have recourse to all remedies provided by law to secure entry, including issuance of an inspection warrant by the municipal court.

B. The right of entry shall apply, but not be limited to the following functions: to determine the location and conditions of all hydrants, pipes, fixtures, to read meters, to make repairs, perform dye and smoke tests, for cross-connections relative to possible hazards and to investigate violations of this chapter.

(Code 1996, § 13.04.100; Ord. 2008-3 (part), 2008: Ord. 2002-8 § 1 (part), 2002)

13.04.110 Shut off and resumption of water service.

A. In case any person fails or refuses to pay any charges or penalties for town water service or shall fail to comply with the provisions of this chapter or other regulations applicable to town water service, the town may shut off the water to the premises.

⁵B. Prior to shutting off the water, the town shall send a notice to the address of the customer concerned, as shown on town records, stating the reason for the shut off, and the date upon which service may be shut off unless the charges are paid or other specified violation is corrected, and contact information to Town Hall Utilities Department. Such date shall be at least ten days after the deposit of the letter giving notice of the shut off in

⁵ In addition, the notice should also include the name or title of the person to be contacted regarding questions, etc. See decision in Memphis Gas vs. This makes sense. KC

the U.S. mail, postage prepaid.

C. If the town shuts off water service pursuant to this chapter, service will not be restored until all overdue charges, penalties, other applicable charges have been paid, and a turn-on fee, as established by resolution of the Town Board of Trustees, has been paid to the town.

D. The owner of real property as recorded at the Delta County Clerk & Recorder's by deed are permitted to request water shut off and resumption by the town, at the meter, in writing to the town for any reason to manage their property with the required shut off fee submitted or billed. Before services can be resumed, the customer will be required to remit all past due billing amounts and the required turn-on fee.

(Code 1996, § 13.04.110; Ord. 2002-8 § 1 (part), 2002; Ord. No. 2013-3, 6-20-2013)

13.04.120 Restriction of water uses.

A. The town trustees may by resolution limit the use of town water to specific times, days and uses.

B. It shall be unlawful for any person to sell or give water away to be used on premises other than those for which service is authorized.

C. It shall be unlawful to open or close any fire hydrant, stop or curb valve, or to turn on or turn off the water service to any property without lawful authority to do so.

D. It shall be unlawful to cause or allow any pollutant to be introduced in the town water system or to cross connect it with any irrigation water system.

E. The use of an open hose is prohibited at all times.

(Code 1996, § 13.04.120; Ord. 2002-8 § 1 (part), 2002)

13.04.130 Use of fire hydrants.

A. When it is necessary to use water temporarily at a place where the water supply is inadequate, application may be made to the town for a permit to use water from a fire hydrant. It shall be unlawful to use water from, or connect any apparatus to, a fire hydrant without first obtaining a permit.

B. Each permit shall specify the terms and conditions of use and the fire hydrant or hydrants authorized to be used. No person shall attach to the operating stem or cap of a fire hydrant any wrench or tool that is not approved by the town for use on fire hydrants. In addition to any other remedy available to the town, any wrench, connection apparatus, valve, hose, or other item attached to a fire hydrant in violation of this chapter shall be subject to removal and confiscation by the town.

(Code 1996, § 13.04.130; Ord. 2002-8 § 1 (part), 2002)

13.04.140 Tampering with and unauthorized use of utilities and services.

It shall be unlawful to tamper with, damage or destroy any town water lines, mains, meters or facilities, or to utilize any town utility service without lawful authority, or to operate any town utility facilities without lawful authority.

(Code 1996, § 13.04.140; Ord. 2002-8 § 1 (part), 2002)

13.04.150 Permit required.

It is unlawful to excavate, construct, repair or make taps within any easement, right-of-way or property owned by the town without first obtaining an excavation permit for such work from the town, in accordance with Chapter 15.10 of this code.

(Code 1996, § 13.04.150; Ord. 2002-8 § 1 (part), 2002)



13.04.160 Violations.

A. Failure of the customer to cooperate in the installation, maintenance, testing or inspection of backflow prevention assemblies required by these standards shall be grounds for the discontinuance of water service to the premises or the requirement of installation of an air-gap separation from the public potable water system.

B. Service of water to any premises may be discontinued by the authority of the Public Works Director if unprotected cross-connections exist on the premises. When any defect is found in an installed backflow prevention assembly, or if a backflow prevention assembly has been removed or bypassed, the service may be discontinued. Service shall not be restored until such conditions or defects are corrected.

C. Discontinuance of service may be immediate and without written notice whenever, in the judgment of the Public Works Director, such action is necessary to protect the purity of the public potable water supply or the safety of the water system.

D. Any person who tampers with any meter, valve, or water line or who violates any other provisions of this chapter shall be deemed guilty of a criminal offence punishable by fine of up to one thousand dollars (\$1,000.00), a jail sentence of up to one year, or both. Any person who violates the terms and conditions of this chapter or of any rules or regulations adopted by the town Board of Trustees shall be deemed guilty of a misdemeanor and subject to a fine. Each day of violation of the ordinance codified in this chapter shall be deemed a separate offence.

(Code 1996, § 13.04.160; Ord. 2008-3 (part), 2008: Ord. 2002-8 § 1 (part), 2002)

⁸CHAPTER 13.08 WASTEWATER SERVICE SYSTEM*

Sections:

13.08.010 General regulations.

13.08.020 Application for service.

13.08.030 Conditions and application for connection.

13.08.040 Wastewater system improvement fees.

13.08.050 Installation and maintenance responsibilities.

13.08.060 Wastewater use charges—General provisions.

13.08.070 Remedies for non-payment.

13.08.080 Specifications and standards.

13.08.090 Wastewater extensions.

13.08.100 Right of entry.

13.08.110 Shut off and resumption of wastewater service.

⁸ Is everything in this section on system service current, correct and complete?

- 13.08.120 Tampering with and unauthorized use of utilities and services.
- 13.08.130 Permit required.
- 13.08.140 Violations—Penalty.

13.08.010 General regulations.

A. All developed parcels of real property within the town shall be required to be connected to the town wastewater system. All users of the town wastewater services shall be subject to the terms and conditions as set out in this chapter and shall be subject to all applicable regulations of the town code and other ordinances, resolutions and regulations of the town, as they now exist or as they may be amended in the future.

B. The owner, lessee, party in possession and party actually using wastewater service, of any property served by town wastewater service, shall be jointly and severally liable for all fees, charges and penalties imposed by this chapter and for compliance with other requirements of this chapter, notwithstanding any agreement among themselves.
(Code 1996, § 13.08.010; Ord. 2003-1 § 3, 2003: Ord. 2002-8 § 1 (part), 2002)

13.08.020 Application for service.

A. Application for town wastewater service shall be made upon forms provided by the town, which forms shall require information as may be necessary for the proper billing and management of the wastewater system.

B. The town may grant permission for the use of wastewater service in town only upon receipt of the proper application and payment of all applicable fees, charges and deposits.
(Code 1996, § 13.08.020; Ord. 2002-8 § 1 (part), 2002; Ord. No. 2010-3, 2-18-2010)

13.08.030 Conditions and application for connection.

A. Applications for connection to the town wastewater system shall be accompanied by the system improvement and other fees imposed by this chapter, a plan of the property to be served, and the evidence of title to, and legal description of, the property to be served.

B. If the property to be served is inside the town limits, the application shall be accompanied by:

1. A title memorandum furnished by a title company doing business in Delta County, Colorado, a copy of the applicant's deed or a copy of a title insurance policy showing the current title status of the property, the owner of record, and the legal description of the property to be served; and

2. An agreement executed by the owner/applicant which contains the following conditions and other conditions consistent with this chapter:

a. All service lines between the town lines or mains and the building served shall be constructed and maintained in compliance with all town codes, standards and specifications.

b. The owner/applicant agrees to comply with all provisions of this chapter, as amended from time to time.

C. If the property to be served is outside the town limits and within the Utility Annex Control Area, utility connection shall only be considered under 13.08.030.B after the property is annexed into the Town. No property shall be served with wastewater within the Utility Annex Agreement Area.

D. Whenever a town wastewater main is installed within four hundred (400) feet of a premises served by town water, the occupant or owner will, upon request of the town, connect to such wastewater line and pay all system improvement and other fees, therefore, in accordance with town ordinances and regulations, as they may be amended from time to time. All buildings requiring sewage disposal shall connect to the town wastewater system.

E. Applications for connection to the town wastewater system shall be accompanied by properly executed documents granting the town all easements reasonably necessary for wastewater lines and facilities.

F. Applications for all connections must be reviewed and approved by the town administrator and public works director. If any town main or line extension is required, the connection shall not be approved unless the terms of the extension have been approved by the town. The application shall be denied if capacity is not available for utility related reasons.

G. The town trustees may declare a moratorium on new connections at any time due to limitations on system capacity or other circumstances, which require such action in their sole discretion.

H. Separate buildings or residences shall require separate taps to a town wastewater main, or in the case of service provided through a wastewater company, district or privately owned main, separate taps to the company, district or privately owned main. Provided, however, a garage regularly used to house vehicles accessory only to a residence within the town may have plumbing and plumbing fixtures served off of the residence's tap, if not intended to change the existing use. Separate system improvement and other fees shall be due for each tap onto a town, company, district, or privately owned main, regardless of building ownership. Individually-owned properties in a recreational vehicle park or mobile home park shall require separate wastewater taps to town-owned wastewater laterals or mains. **The purchaser may purchase more than one tap to serve any building or dwelling unit.**

I. When the property of any wastewater user, either in or out of the town, is subdivided each dwelling unit shall establish and install a separate tap.

J. No application for the connection to the town's mains of any private line, private, company, or feeder district shall be approved. Provided, however, this shall not preclude approving connection for wastewater service to a mobile home park, travel home park, or apartment building. Existing wastewater companies or other private lines served by the town shall submit an application for connection for any additional customers, dwelling units, buildings, or taps to be serviced by such companies accompanied by fees as set out in Section 13.08.040, on the same basis as if the connection was to be directly to a town main.

K. Taps shall be used to serve only that property for which the tap was purchased and approved to serve, and are non transferable.

L. Users of the town wastewater system will not discharge non-acceptable wastes into the town wastewater system whether directly or indirectly prohibited. Where investigation reveals the presence in the system of non-acceptable wastes emanating from any lot, land, building or premises, the owner, lessor, renter or occupant of such lot, land, building, or premises shall be required, at their own expense, to treat, neutralize or in other ways

prepare the noxious substance therein in order to convert the same into acceptable wastes including the installation of a Grease, oil and / or sand interceptors necessary for the proper handling of any liquid waste containing grease in excessive amounts or any flammable waste, sand, or other harmful ingredients; except that such interceptor shall not be required for private living quarters or dwelling units. All interceptors shall be of a type and capacity approved by the Town Building Inspector, and shall be located as to be readily and easily accessible for cleaning and inspection.

M. When required by the Town Building Inspector or Public Works Director, the owner of any property served by a building wastewater carrying industrial waste shall install a suitable control manhole in the building wastewater to facilitate observation and sampling of the waste. Such manholes, when required, shall be accessible and safely located and shall be constructed in accordance with the plans approved by the Building Inspector. The manholes shall be installed by the owner at their expense and shall be maintained by them so as to be safe and accessible at all times.

N. No person shall discharge into any natural outlet within the town, or any area within the jurisdiction of the town, any sanitary wastewater industrial waste or other polluted waste, except where suitable treatment has been provided, and is in accordance with all applicable State of Colorado wastewater provisions.

O. For the purposes of this chapter, the following words and phrases shall have the meanings respectively ascribed them by this section:

1. "Non-acceptable wastes" include the following wastes:
 - a. Any liquor or vapor having a temperature higher than one hundred sixty-two degrees (162) Fahrenheit, as it enters the collection line;
 - b. Any water or waste having more than one thousand (1,000) parts per million by weight of five day biological oxygen demand;
 - c. Any gasoline, benzene, naphtha, fuel oil or other flammable or explosive liquid, solid or gas;
 - d. Any garbage that has not been properly shredded;
 - e. Any ashes, cinders, sand, mud, straw, shavings, metal, glass, rags, feathers, tar, plastics, wood, grit, brick, cement, onyx, carbide or any other solid or viscous substance capable of obstruction of the flow of the wastewater or other interference with the proper operation of the sewage works, including, without limitation, organic compounds which will react with the wastewater pipe material;
 - f. Any water or waste having pH lower than five and one-half (5.5) or higher than nine (9) or having any other corrosive property capable of causing damage or hazard to structures, equipment or personnel of the wastewater works;
 - g. Any water or waste containing a toxic or poisonous substance in sufficient quantities to injure or interfere with sewage process, constituting a hazard to humans or animals or creating any hazard in the receiving waters of the wastewater treatment plant;
 - h. Any waters or wastes containing suspended solids of such character or quantity that unusual attention or expense is required to handle such materials at the wastewater treatment plant;
 - i. Any noxious or malodorous gas or substance capable of creating a public nuisance.
 - j. Any ground water collected by sump pumps, French drains or other collection methods.
 - k. Any stormwater collected by patio drains, rain gutters or other storm drains.

2. "Sanitary sewage" means the waste from water closets, urinals, lavatories, sinks, bathtubs, showers, household laundries, cellar floor drains, bars, soda fountains, refrigeration drips, drinking fountains and any other waterborne waste not constituting a non-acceptable waste as defined in this section.

(Code 1996, § 13.08.030; Ord. 2007-10, 2007; Ord. 2002-8 § 1 (part), 2002)

(Ord. No. 2009-01, 1-15-2009; Ord. No. 2020-2, 2-18-2010)

13.08.040 Wastewater system improvement fees.

A. General provisions applicable to wastewater fees.

1. Fees imposed by this section shall be due when any customer presently served by wastewater extends the facilities or changes the use, if the expansion or change in use necessitates a larger connection or increases the number of units, or when a new connection to the system is required except a connection solely for the purposes of repair of an existing adequately sized connection, in which case only actual costs of town material and labor will be charged. Such charges shall be paid prior to any expansion or connection or issuance of any permit therefor.

2. No connection to the town or existing private system shall be allowed which is smaller than reasonably necessary to serve the proposed use, as provided in town codes and specifications. No customer may make any changes or additions to property served which would substantially increase the amount of water used or sewage produced without obtaining an enlarged tap sufficient to accommodate such use.

3. If an existing connection is not of reasonably adequate size, a credit shall be allowed toward the fees imposed by this chapter for an amount equivalent to the charge which would be imposed by this chapter for a connection the same size as the one to be replaced by a new connection and taken out of service. Such credit may be applied only toward charges imposed by this chapter. However, in all cases the applicant shall be charged at least for actual costs of material and labor expended by the town.

4. Private wastewater systems shall be charged the charges imposed by this chapter both for the connection of the private line to the town system and for each customer, building or dwelling unit served by such line, prior to connecting such customers. Private companies or systems shall also remit unit charges for each additional unit added to a multi-unit facility as specified in subsections (B) and (C) below.

B. Wastewater system improvement fees and unit charges:

1. The following system improvement fees shall be imposed and collected prior to any connection to the wastewater system:

a. Residential users, including single family residences, duplexes, townhouses, condominiums, apartments and mobile homes (within or without a mobile home park) shall pay System Improvement Fees in the amount of four thousand dollars (\$4,000.00) per dwelling unit for in-town residences and six thousand dollars (\$6,000.00) per dwelling unit for out-of-town residences. Provided, however, if the property owner of a mobile home park, apartment building, townhouse building, or condominium building can be served by a single service connection, they may elect to have the system improvement fees set out pursuant to subsection (b) below.

b. All other users not provided for in subsection (1)(a) above shall pay the following wastewater system improvement fees and unit charges: In addition to the basic system improvement fee imposed by paragraph (1)(a) above, duplexes, apartments, mobile

home parks, and other multi-unit residences qualified for rates under this paragraph (1)(b) shall be assessed an additional charge of two thousand dollars (\$2,000.00) for each unit after the first unit served by a single tap. Hotels, motels and travel home parks shall be assessed an additional charge of one thousand dollars (\$1,000.00) for each unit served after the first unit served by a single tap. Such charge shall be payable prior to the time any occupancy permit for such unit is issued and prior to the use of such unit.

2. No wastewater tap larger than four inches shall be approved unless the town determines that adequate capacity is available to serve the proposed use without adverse effects, or unless the applicant pays for the cost of installing necessary system capacity. The cost of such wastewater tap shall be established by action of the town Board of Trustees at the time of application.

(Code 1996, § 13.08.040; Ord. 2002-8 § 1 (part), 2002)

13.08.050 Installation and maintenance responsibilities.

A. The property owner shall be responsible for the connection, installation and maintenance of all wastewater lines and facilities, including the entire length of wastewater lateral between the town-owned main and the customer's premises and for plumbing facilities serving his property up to and including the tap. All such work shall be inspected by the town prior to approval and backfilling.

B. If any portion of the wastewater lines or other facilities for which the customer is responsible is in need of repair and the customer fails to make such repairs following notice from the town, the town may either terminate water and wastewater service or make repairs and bill them to the customer. Such charges shall become a lien upon the property and may be collected as other charges imposed by this chapter. (~~Ord. 2002-8 § 1 (part), 2002~~)

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13.08.060 Wastewater use charges—General provisions.

A. Rates for wastewater service shall be set by the town Board of Trustees by resolution and shall be payable, assessed and billed at periodic intervals specified by resolution of the town Board of Trustees.

B. Monthly wastewater charges shall commence when service is first utilized, but no later than sixty (60) days from the date of approval of the wastewater tap, whether or not the tap has been activated.

C. Wastewater charges may be billed with the water bills or otherwise, as determined by the town trustees.

D. All bills shall be due by twelve midnight (12:00 am) the first business day following the twenty-fifth day of each month of the billing date. Bills not paid by the due date shall be assessed a penalty of five percent of the unpaid balance due as a late payment penalty.

E. All charges and fees imposed by this chapter shall become a lien on the property served as of the date they are billed or due.

F. Special consumer rates. The town also reserves the right to fix special rates for

consumers not covered by this chapter, set for by resolution by the Board of Trustees from time to time.
(Code 1996, § 13.087.060; Ord. 2002-8 § 1 (part), 2002; Ord. No. 2012-2, 5-17-2012)

13.08.070 Remedies for non-payment.

In addition to any other remedies which the town may have, the town may take the following action upon failure to pay any charges or fees by the date specified as due upon the bill, or when they are otherwise due:

- A. The town may foreclose the lien imposed by this chapter in accordance with law.
- B. The town may maintain an action for the amount of charges, plus costs of collection and attorney's fees, due in a court of competent jurisdiction including interest as allowed by law.
- C. The town may certify the amount of any charge due to the Delta County Treasurer to become an assessment upon such property served to be collected as taxes upon such property are collected.
- D. It shall be unlawful to fail to pay the charges imposed by this chapter.
- E. The town may shut off water to any premises for which the wastewater bill is not paid in accordance with the procedures set forth in Section 13.08.110 of this chapter.
- F. All charges and fees imposed by this chapter shall become a lien on the property.
 - 1. Served as of the date they are billed or due.
 - 2. When account charged equals \$100 or more and \$100 or more is 90 days past due and the account owner has not requested a payment plan, application of 13.08.070C is applicable.

(Code 1996, § 13.08.070; Ord. 2002-8 § 1 (part), 2002; Ord. No. 2010-33, 11-18-2010)

13.08.080 Specifications and standards.

The materials used and installation of all components of the town wastewater system, service lines and plumbing systems connected thereto and served thereby shall be in accordance with standards, regulations, and specifications approved by the town, and in accordance with all town building and plumbing regulations and other applicable regulations. Such town standards, specifications and regulations may include but not be limited to the installation, location, and type of material of wastewater mains, lines, service lines, clean outs, valves, manholes and other fixtures and facilities. All such facilities shall also comply with all applicable state and federal regulations.

(Code 1996, § 13.08.080; Ord. 2002-8 § 1 (part), 2002)

13.08.090 Wastewater extensions.

- A. No wastewater main of the town may be extended without the approval of the town.
- B. The town may, at its own expense, extend its wastewater mains and lines as deemed feasible or necessary. The town may provide for such extensions in accordance with its subdivision regulations or by contract with any person desiring such extensions or by improvement district. Any such contract shall be on terms approved by the town and may provide for the size of the mains or lines to be extended, the apportionment of the costs of the extensions, reimbursement provisions for subsequent taps onto such extension, or such other provisions as the town trustees deems in the public interest.

C. All such mains, lines and facilities connected to the town system shall be conveyed and dedicated to the town, and the appurtenance easements shall be conveyed to the town, free and clear of all liens and encumbrances.
(Code 1996, § 13.08.090; Ord. 2002-8 § 1 (part), 2002)

13.08.100 Right of entry.

A. Whenever necessary to make an inspection or investigation to perform any duty, or to enforce any of the provisions of this chapter, any authorized town representative may enter upon any building or premises served by town wastewater service at any reasonable time for such purposes. If the building is occupied, the town representative shall present proper credentials and request entry. If such building is unoccupied, the town representative shall make reasonable efforts to locate the owners or persons in possession of the premises and request entry. If entry is refused, the town representative shall have recourse to all remedies provided by law to secure entry, including issuance of an inspection warrant by the municipal court. 13.08.100.

B. The right of entry shall apply but not be limited to the following functions: to determine the location and conditions of all lines, connections, pipes, fixtures, to make repairs, to perform dye and smoke tests, and to investigate violations of this chapter.
(Code 1996, § 13.08.100; Ord. 2002-8 § 1 (part), 2002)

13.08.110 Shut off and resumption of wastewater service.

A. In case any person fails or refuses to pay any charges or penalties for town wastewater service or shall fail to comply with the provisions of this chapter or other regulations applicable to town wastewater service, the town may shut off the water to the premises and/or take such other steps as are reasonably necessary to curtail wastewater service to the premises.

B. Prior to shutting off the water or taking other allowed actions, the town shall send a notice to the address of the customer concerned, as shown on town records, stating the reason for the shut off or other action, and the date upon which service may be shut off unless the charges are paid or other specified violation is corrected, and contact information for Town Hall Utilities Department. Such date shall be at least ten (10) days after the deposit of the letter giving notice of the shut off or other action in the U.S. mail, postage prepaid.

C. If the town shuts off water service or takes other action pursuant to this chapter, service will not be restored until all overdue charges, penalties, other applicable charges which have been billed, and a turn-on fee, as established by resolution of the town Board of Trustees, have been paid to the town.
(Code 1996, § 13.08.110; Ord. 2003-5 § 1, 2003; Ord. 2003-1 § 2, 2003; Ord. 2002-8 § 1 (part), 2002; Ord. No. 2010-33, 11-18-2010)

13.08.120 Tampering with and unauthorized use of utilities and services.

It shall be unlawful to tamper with, damage or destroy any town wastewater lines, mains, manholes or facilities, or to utilize any town utility service without lawful authority, or to

operate any town utility facilities without lawful authority.
(Code 1996, § 13.08.120; Ord. 2002-8 § 1 (part), 2002)

13.08.130 Permit required.

It is unlawful to excavate, construct, repair or make taps within any easement, right-of-way or property owned by the town without first obtaining an excavation permit for such work from the town, in accordance with Chapter 15.10 of this code.
(Code 1996, § 13.08.130; Ord. 2002-8 § 1 (part), 2002) 13.08.130

13.08.140 Violations—Penalty.

Any person who tampers with any manhole, valve, wastewater water line or other facility or structure or who violates any other provisions of this chapter shall be deemed guilty of a criminal offense punishable by a fine of up to one thousand dollars (\$1,000.00), a jail sentence of up to one year, or both, and or subject to any penalties which may be levied by the state of Colorado.

Any person who violates the terms and conditions of this chapter or of any rules and regulations adopted by the town Board of Trustees shall be deemed guilty of a misdemeanor and subject to a fine. Each day of violation of the ordinance codified in this chapter shall be deemed a separate offense.
(Code 1996, § 13.08.140; Ord. 2002-8 § 1 (part), 2002)

⁹**CHAPTER 13.12 SEPTIC TANKS AND On-Site Wastewater Treatment Systems**

Sections:

13.12.010 Definitions.

13.12.020 Permits—Application.

13.12.030 Review authority—Permit expiration—Installation—Permit denial—Hearing.

13.12.040 Adequate sewage disposal facilities required.

13.12.050 Cesspools prohibited—Septic tank specification conformity required.

13.12.060 Percolation tests and soil information—Inspection of sewage systems.

13.12.070 Validity.

13.12.080 Violation—Penalty.

13.12.010 Definitions.

For the purpose of this chapter the following words and phrases shall have the meaning ascribed to them in this section.

"Cesspool" means an underground pit into which raw household sewage or other untreated liquid waste is discharged and from which the liquid seeps into the surrounding soil or is otherwise removed.

⁹ Is everything in this chapter current, correct and complete?

"Effluent" means liquid waste discharged from a septic tank or any other type of treatment system, containing finely divided organic matter in suspension.

"Health officer" shall be the duly authorized Health Officer of the town or any qualified person appointed by the Town Board of Trustees to act in the capacity of the enforcement of the ordinance codified in this chapter.

~~"Person" means any person, firm, partnership, corporation or association.~~

"Sewage" means any combination of liquid waste discharging from any building. Sewage may nor may not include human excreta.

"Sewage disposal system" means a system for disposing of sewage, industrial waste or any other waste, and which includes sewage systems and treatment works.

"Soil absorption system" means a system constructed underground which allows the effluent to be absorbed into the surrounding soil.

(Code 1996, § 13.12.010; Ord. 1-1971 § 1, 1971)

13.12.020 Permits—Application.

It is unlawful for any person or persons to construct, alter or repair any **sewage disposal system** with the exception of any municipal, corporate or sanitary districts which are duly organized under the statutes of the state and situated within the town, unless such person holds a valid permit issued by the **town** or the duly appointed agent for the specific construction, alteration or repair of any system as proposed at the location described in the permit.

All applications for permit shall be made in writing on a form provided by the town and in all instances shall be made prior to any construction, repair or excavation in the said town. The property owner or his authorized agent shall pay such fees as may be established by the town from time to time. All applications shall contain pertinent and necessary information as may be deemed necessary by the **town**. A part of the application shall consist of a plot plan drawn to scale and containing the following information:

- A. Location of property, address and lot, block, subdivision or legal description;
- B. Accurate property boundary measurements;
- C. Location of existing building, location of new proposed construction and the proposed site for the sewage disposal system and the proposed percolation rate test hole locations;
- D. Accurate location and the type of domestic water within the boundaries of the location of the proposed sewage system;
- E. The accurate location of streams, lakes, irrigation ditches, washes or any other drainage condition within one hundred (100) feet of property lines.
- F. In the event the town Board of **Trustees** finds that it is necessary for a complete determination on an application for permit, it may also require the applicant to furnish an engineer's design and detailed specifications on a septic system.

(Code 1996, § 13.12.020; Ord. 1-1971 § 2, 1971)

13.12.030 Review authority—Permit expiration—Installation—Permit denial—

Hearing.

All plans and tests shall be reviewed by the town or their duly appointed agent. All permits shall expire upon completion of the on-site wastewater treatment system for which the permit has been issued, or at the end of six months after date of issuance unless work is in progress. The property owner or his agent shall be responsible for proper installation of the sewage disposal system installed on his premises. Any change of design in any sewage disposal system after the permit has been issued shall be authorized in writing by the town or their duly appointed agent. Any applicant who is denied a construction and use permit, or any person who is adversely affected by the action of the duly appointed agent of the town board shall have the right to request a hearing before the town Board of Trustees. The results of such hearing shall be made known to the applicant in writing no less than ten (10) days after said hearing.
(Code 1996, § 13.12.030; Ord. 1-1971 § 3, 1971)

13.12.040 Adequate sewage disposal facilities required.

It is unlawful for any person to establish, construct or maintain any premises having any dwelling or structure which is not equipped with adequate facilities for the disposal of sewage in a sanitary manner and under no condition shall sewage or effluent from any premises be deposited upon the surface of the ground, into any stream, irrigation ditch, drainage ditch or any other watercourse.
(Code 1996, § 13.12.040; Ord. 1-1971 § 4, 1971)

13.12.050 Cesspools prohibited—Septic tank specification conformity required.

It is unlawful to install, construct or operate a cesspool in the town. All septic tank systems constructed in the town shall conform to specifications of the Colorado Department of Public Health and Environment.
(Code 1996, § 13.12.050; Ord. 1-1971 § 5, 1971)

13.12.060 Percolation tests and soil information—Inspection of sewage systems.

A. It shall be the responsibility of the property owner or their agent to supply the town or its duly authorized agent with the percolation tests and soils information as may be required by the town. A final inspection and written approval of all sewage disposal systems shall be made by the town or its duly authorized agent and it shall be the responsibility of the owner or his agent to notify said town or its agent when the construction is completed, so that the inspection can be made before top soil or dirt has been placed over said installation.

B. The authorized agent of the town shall have free access to all property at reasonable hours for the purpose of making any inspections or for the enforcement of any violation that may occur under the sections of this chapter.
(Code 1996, § 13.12.060; Ord. 1-1971 § 6, 1971)

13.12.080 Violation—Penalty.

Whenever in any section in this chapter, the doing of any act is required, prohibited, or declared to be unlawful, then any person, firm or corporation who shall be convicted of a

violation of any such section shall, for each offense, be fined as set by resolution by the Board of Trustees.
(Code 1996, § 13.12.080; Ord. 1-1971 § 8, 1971)



Suggested Qualifications for Membership in Planning and Zoning Commission

The present Bylaws for the Planning and Zoning Commission have a single requirement for Membership Qualifications:

The members of the Commission shall be residents in the jurisdictional area of the Commission.

The P&Z Commissioners deal primarily with Land Use Codes. Presently only two of the five P&Z members have any experience in creating or interpreting Land Use Codes (i.e. Title 16 of the Town Code) and the remaining three, while they have some knowledge of building codes, are in the process of learning about Land Use Codes.

Commissioner Terry Jarbo's term expires in June. Terry has indicated he will not seek another term. Since we are expecting at least one major subdivision application this year, I recommend that we fill the vacancy left by Terry's departure with an individual experienced in the interpretation and application of Land Use Codes. Toward that end, I recommend the P&Z membership qualifications include:

At least three years' experience with complex projects subject to Land Use Codes or at least three years' experience creating municipal Land Use Codes for major subdivisions.

Or at least three years' experience providing services that are subject to Land Use Codes such as Planning Services, Environmental Services, or Special Districts subject to Land Use Codes (Maintenance, Sewer, Water services).

Or bachelor's degree in City, Regional and Urban Planning.

Richard Udd, Mayor