

		Policy Water Use Credit			
Owner:	Public Works Director	Approving Position:	Common Council	Pages:	2
Issue Date:	9/12/2023	Revision Date:		Review Date:	
Special Instructions:					

I. PURPOSE

The purpose of this policy is to provide guidance for issuing water use credits toward the wastewater portion of a water bill. This policy addresses times when water is being used but does not enter the wastewater collection system or facility.

II. GUIDELINES

Water use credits will be considered for the following reasons:

- A. Filling of swimming pool
- B. Watering for installation of new lawn
- C. Watering lawn during the summer months
- D. Miscellaneous instances

III. PROCEDURE

A. Filling of swimming pool

1. Upon notification from a resident, staff will use the Water billing software to determine the amount of water used to fill the swimming pool. This amount will be deducted from the wastewater portion of the water bill.

B. Watering for installation of new lawn

1. Upon notification from a resident, staff will use the Water billing software to determine a four-month average of water use (plus 10%) prior to the installation of a new lawn. The difference in water use during watering of the new lawn will be deducted from the wastewater portion of the water bill. The duration of the credit for watering a new lawn will be for sixty continuous days.

C. Watering lawn during the summer months

1. Upon notification from a resident, staff will use the Water billing software to determine a four-month average of water use (plus 10%) leading up to the summer months. The four-month average will be reviewed each year before the summer months. The difference in

Brush Collection

water use during the summer months will be deducted from the wastewater portion of the water bill. Summer months are defined as May through September.

D. Miscellaneous instances

1. Upon notification from a resident of an unintended use of water, staff will use the Water billing software to determine the duration of the incident and the amount of water used. The determined amount used will be deducted from the wastewater portion of the water bill. Miscellaneous instances will be reviewed on a case by case basis and could include something like leaving a yard faucet/hose running overnight.

IV. REPORTING

V. JOB AIDS