

ADMINISTRATIVE MEMORANDUM NO. 11

Subject: Undetectable Leak Adjustments

Based on Sections 913.05 and 915.02 of the Codified Ordinances, the City Manager is authorized and directed to manage and control both the water system and sewage system in a safe, economical, and effective manner and to make such by-laws and regulations as may be deemed necessary for the safe, economical, and efficient management and protection of those systems. Therefore, the following rules and regulations concerning excess water and sewage usage are hereby established.

A. Only Undetectable Leaks May Qualify for an Adjustment

To be considered for an adjustment, the leak must be in the slab, wall, or ground after it enters the property through the meter. It must be a leak that is not readily discernible. Only the sewer portion of the bill will be adjusted. To apply for an undetectable leak adjustment, the following must be completed.

- a. Formal written application for a bill adjustment. This application form is available at the Utility Billing Office (online at www.ci.fairborn.oh.us).
- b. Proof of the leak and the repair through receipts from a plumber registered to work in Greene County, or for parts. This requirement may be waived if repairs are verifiable.
- c. City water department personnel sent on location to confirm the location of the leak and verify that the water would not have gone through the sewer system and that the repairs were made and completed.

If an adjustment is deemed appropriate, the sewer portion of the bill will be reduced to the customer's previous 12 month average. An adjustment will be for a period not to exceed two months. Adjustments are limited to one per customer, per location, annually.

Approved By: Michael Cornell, City Manager

March 8, 2005