

A RESOLUTION REPEALING RESOLUTION NO. 2024-03 AND APPROVING THE PRIVATE SEWER LATERAL REPLACEMENT ASSISTANCE PROGRAM UPDATED POLICY AND GUIDELINES) RESOLUTION NO. 2024-06

WHEREAS, the Lebanon Municipal Code Chapter 13.04.210 places the responsibility for maintaining private sewer laterals on the owner of the property it serves; and

WHEREAS, old collapsing and leaky private sewer laterals contribute to the inflow and infiltration problem in the Lebanon Wastewater system; and

WHEREAS, old collapsing and leaky private sewer laterals contribute to surface damage, sink holes, and potholes in Lebanon’s street system; and

WHEREAS, the City of Lebanon would like to encourage the timely repair and replacement of private sewer laterals; and

WHEREAS, the City of Lebanon would like to update the policies and guidelines of the Private Sewer Lateral Replacement Assistance Program,


NOW, THEREFORE, BE IT RESOLVED that the Lebanon City Council approved the Private Sewer Lateral Replacement Assistance Program updated Policies and Guidelines as shown in Exhibit “A”.

SECTION 1:

The Private Sewer Lateral Replacement Assistance Program updated Policies and Guideline in Exhibit “A” shall be effective immediately.

Passed by the Lebanon City Council and executed by the Mayor on this 10th day of April 2024, by a vote of 5 yeas and 0 nays.

CITY OF LEBANON, OREGON



Kenneth E. Jackola, Mayor
Michelle Steinhebel, Council President

ATTESTED:



Julie Fisher, CMC, City Recorder



PRIVATE SEWER LATERAL REPLACEMENT ASSISTANCE PROGRAM

Policy and Guidelines

April 2024

Approved:

Ron Whitlatch, Interim City Manager

Date

TABLE OF CONTENTS

Policy Summary.....	3
Policy Rules.....	4
Step by Step Guidelines.....	5
Frequently Asked Questions.....	6

Policy Summary

Outdated and damaged private sewer laterals contribute to surface damage and potholes in the City's streets. These old and failing pipes also add to infiltration in the City's wastewater system. This program has been developed to provide financial incentives to encourage timely replacement of these sanitary sewer laterals.

The Private Sewer Lateral Replacement Assistance Program utilizes wastewater funds budgeted to compensate contractors for the cost of sewer lateral replacements within the public right-of-way. The program only applies to private single family and two-family residential properties and requires laterals to be replaced in their entirety from the public sewer main to the residential structure(s). Homeowners are required to compensate contractors for sewer lateral replacement work on private property. The program will continue each year to the extent that funding is available.

Lebanon Municipal Code 13.04.210 places the responsibility for maintaining private sewer laterals on the owner of the property it serves:

- **13.04.210 - Service Standards.**

The system may furnish and install a service of such size and at such location as the application requests, provided such requests are reasonable. The city shall install and maintain at customer's expense water service from its water distribution main or to the curblineline or property line of the premises which may abut on the street, on other thoroughfares, or on the system right-of-way or easement. **Property owners shall install and maintain at property owners' expense, laterals for collection of wastewater from the premises to the mains.** Service connections shall not be made to those properties which do not lie adjacent to mains or for mains which do not extend the full width of the property until such time as the water main is extended. The director of public works may waive this requirement in cases where the main extension would serve no useful purpose.

(Ord. 2026 § 18 (part), 1987)

Policy Rules

1. The program only applies to private single family and two (2) family residential properties.
2. The property owner is the only person eligible to apply for this program.
3. The assistance program is only in effect when funds are allocated for that purpose within a given budget year.
4. Allocated funds are available on a first come first serve basis until allocated funds are expended.
5. Construction of public sewer mains or new sewer connections will not be funded by this program.
6. The City shall compensate the contractor for the full cost of the lateral replacement within the public right-of-way, including right-of-way permit costs.
7. The property owner of the residential structure which the lateral serves shall compensate the contractor for the full cost of the lateral replacement on private property, including plumbing permit costs.
8. The program does not include the cost of obtaining easements, should an easement(s) be necessary.
9. The program only applies to laterals that are replaced in their entirety from the public sewer main to the residential structure(s). Exceptions to this may be granted by the City Engineer.
10. Proof that lateral pipe failure is located in the public right of way must be submitted to and approved by the City Engineer. In addition to pipe failure, reconstruction of any clay, concrete, and orangeburg laterals in the public right of way are eligible for reimbursement.
11. The program will only fund those improvements necessary to meet the normal costs associated with a private sewer lateral replacement less any rebates or incentives offered by a contractor.
12. Funds will only be reserved once permits have been issued. Permits will expire and reserved funds will be made available to others if construction has not begun within 60 days of permit issuance.

Step by Step Guidelines

- ❑ Submit a completed Private Sewer Lateral Replacement Assistance Program Application to the City Engineering Division.
- ❑ City Maintenance crews will investigate the sewer lateral to determine if it is eligible for the replacement program. If eligible:
 - ❑ The City's Engineering Department will create a price quote detail sheet and solicit bids from prequalified contractors who are approved to work within the public right-of-way. Contractors will have approximately three (3) weeks to return their bids once the price quote detail sheet has been distributed.
 - ❑ Once all three (3) bids are received by the City Engineering Division they will be evaluated, and one will be approved for the replacement program.
 - ❑ The contractor whose price quote detail sheet was approved by the city must meet with a representative of the City Engineering Division to discuss the project and obtain a plumbing permit from the City Building Department and pay all associated permit fees.
 - ❑ Scheduling of the sewer lateral replacement shall be between the homeowner and the contractor. The contractor will be required to notify the city of construction at least 48 hours in advance.
 - ❑ When all work is completed and approved by the City, the contractor will bill the homeowner for work completed on private property. The city will be billed for work completed within the public right-of-way.

Frequently Asked Questions

1. Why is the program limited to residential single-family homes and duplexes?

Some residences have little means to provide repairs, therefore single and two (2) family residential properties are prioritized.

2. What happens if funds run out for this fiscal year?

Your application will remain on file and your sewer lateral replacement will be prioritized should funding be available the following fiscal year, beginning July 1st. No obligation can be made against the following year's budget. The amount of funding allocated for this annual replacement program is determined each year during an annual budget process and can not be guaranteed.

3. What happens if the contractor discovers something that costs more than the "approved detailed quote"?

The contractor is required to keep both the city and homeowner informed. If project costs for the homeowner exceed the approved detailed quote, the contractor shall inform the homeowner before the work is completed and go over potential options.

4. I would like to use a contractor that is not prequalified with the city, can I still use this contractor?

The contractor would need to become a city approved prequalified contractor in order to be eligible to bid the project. City prequalification of contractors provides a review process to determine qualifications and insurance information which seeks to protect the property owner, public, and the City government.