



REQUEST FOR COMMISSION ACTION
CITY OF INDEPENDENCE
January 23, 2020

Department Utilities

Director Approval Terence Lybarger

AGENDA ITEM Consider updating the Sewer Cost Share Program.

SUMMARY RECOMMENDATION Approve the updated Sewer Cost Share Program.

BACKGROUND The City started a reimbursement program in 2004 to help property owners offset the cost of replacing sewer service lines and removing sources of inflow to the sewer system, the reimbursable amounts in the program have not been updated since 2004.

BUDGET IMPACT The City budgets \$20,000 per year for Private Source I&I and \$35,000 per year for I&I Study. The intent is to use a combined “I/I Programs and Studies” budget of \$55,000 for this program. If study needs arise during a given year, funding to this program will be reduced for that given year.

SUGGESTED MOTION I move to approve the updated Sewer Cost Share Program Resolution as presented.

SUPPORTING DOCUMENTS

1. Resolution establishing a Sewer Cost Share Program
 - a. Changes: Clarification in Section 3.1 that a property owner may apply for multiple locations in a 12-month period and the payment limitations are tied to the specific property, not the property owner.
 - b. “up to \$4,000 **per property** in a 12-month period.” And “up to \$2,000 **per property** in a 12-month period.”
2. Application
 - a. Changes: Removed detailed income and household information request from page 1. This information only needs to be provided if a property owner believes they should qualify as low-income but does not meet any of the criteria set forth in questions 5a-5c.
3. Previous Program and Application documents



RESOLUTION NO. 2020-002

**A RESOLUTION ESTABLISHING A SEWER COST SHARE PROGRAM
FOR THE CITY OF INDEPENDENCE, KANSAS**

BE IT RESOLVED by the Governing Body of the City of Independence,
Kansas:

This resolution is establishing the
Sewer Cost Share Program, as attached, for the City of Independence,
Kansas.

*Adopted by the Governing Body of the City of Independence, Kansas, on the 23rd day of
January, 2020.*

LEONHARD CAFLISCH, Mayor

ATTEST:

DAVID W. SCHWENKER, City Clerk



CITY OF INDEPENDENCE SEWER COST SHARE PROGRAM

SECTION 1. GENERAL PROVISIONS

1.1 Purpose

The purpose of the program is to help property owners offset the cost of replacing sewer service lines and removing sources of inflow to the sewer system.

1.2 Eligibility

All property owners meeting the following criteria will be eligible to participate in the Cost Share Program for qualified repairs or replacements upon available funding.

1. Property must be located within the City of Independence.
2. Property must be occupied by either the owner or a tenant.
3. Property must be currently served by City utility services and the applicant's account as well as the account associated with the property must be current.
4. The structure shall not be deemed to be dangerous or unsafe or engaged in the City's Condemnation process.

1.3 Self-imposed Constraints

Failure of a property owner to participate in the Cost Share Program in no way relieves the property owner to make required repairs. The failure to participate in the Cost Share Program may be due to lack of interest by the property owner or lack of available City funds.

SECTION 2. PROGRAM REQUIREMENTS

2.1 Application

The property owner must fill out the Sewer Cost Share Program Application and return it to City Hall with all requested documentation for review by the City Clerk's office prior to work commencing.

2.2 Notice of Eligibility

The City Clerk's office will notify the applicant of the approved funding.

2.3 Contracting a Licensed Plumber

The applicant must contract with a plumber licensed in the City of Independence for the replacement of a service line. For all other work, the applicant may contract the work with a licensed plumber or make the repairs themselves.

2.4 Permits

A plumbing permit or inspection report sheet will be issued by the City Building Department. Any fees for issuance of such permit will be waived.

2.5 Inspections

During installation of any equipment or replacement of lines, the City Building Inspector must complete an inspection. Multiple inspections may be required. The City Building Inspector must sign off on a completed inspection, attesting that satisfactory work was performed. If such inspection is not completed, the City will not reimburse the cost until corrective action is taken.

2.6 Request for Reimbursement

After the acceptance of the work, the applicant must submit a signed statement and receipts for the labor and material cost of the qualified improvements. A check will then be issued in the amount of the City's share naming the property owner as payee if proof of payment is provided. If no proof of payment is provided, the City will issue a check to the licensed plumber. Requests for reimbursement must be submitted within 12 months of the application approval date.

SECTION 3. PAYMENT LIMITS

3.1 General

Property owners qualifying as low-income will be eligible for 100% reimbursement of the applicant's cash expenditure for labor and materials related to qualified improvements, up to \$4,000 per property in a 12-month period. Property owners that do not meet the low-income requirements will be eligible for 50% reimbursement of the applicant's cash expenditure for labor and materials related to qualified improvements, up to \$2,000 per property in a 12-month period. These amounts can be exceeded with approval of the City Commission.

3.2 Qualified Low-Income Requirements

To qualify as a low-income, the applicant must meet one of the following criteria:

1. Applicant qualifies as low-income using the thresholds set by the U.S. Department of HUD for the state of Kansas in Montgomery County.
2. Applicant's immediate family participates in the free lunch program in area schools.
3. Applicant qualified in the previous tax year for IRS tax programs which identify low income, such as the Earned Income Tax Credit.
4. Applicant qualifies for other recognized State or Federal programs which identifies the applicant as meeting low income criteria.

3.3 Qualified Improvements

The following table shows qualifying improvements eligible for reimbursement under the Sewer Cost Share Program.

Qualifying Improvement	Maximum Amount Paid by City
Directly connected storm sump pump	\$750 each
Directly connected storm sump pump with diverter valve	\$350 each
Combination sanitary and storm sump pump	\$1,500 each
Area drains (driveway, patio, basement entry, etc.)	\$2,000
Downspouts	\$80 each
Cleanout	\$120 each
Sewer service lines	\$4,000
Other, as determined by the sole discretion of the City	\$1,000

APPLICATION FOR PARTICIPATION IN SEWER COST SHARE PROGRAM

**This application must be completed by the property owner and returned to:
City Hall, 811 W. Laurel Street, prior to work commencing.**

1. Address of property: _____
Independence, Kansas 67301
2. Name on record with the City Water Department for above property: _____
3. Property owner's name: _____ Phone: _____
4. Address of property owner: _____
5. Do you meet any of the following criteria? **If so, please provide supporting documentation.**
 - 5a Immediate family participates in the free lunch program in area schools. [] YES [] NO
 - 5b Qualified in previous tax year for IRS tax programs which identify low-income, such as the Earned Income Tax Credit. [] YES [] NO
 - 5c Qualifies for other recognized State or Federal programs which identify low-income criteria. [] YES [] NO

If you do not meet any of the criteria in (5) above, but believe you qualify as low-income, please fill out page 2 of this application.

I attest that all information provided is complete, accurate, and true.

Signature of Applicant

Date

Signature of Spouse

Date

timely manner. After letters have been sent out we will arrange follow-up visits for those persons responding to our letter. Those persons who do not respond will receive a second letter sent out by registered mail indicating that if no corrective action is taken the City will discontinue water/sewer services.

2. Other property owners in Basins 10 & 11 whose property was not identified as having an illegal connection or deteriorated sewer service line and wish to participate in the program may contact the City. City personnel will perform an inspection to determine eligibility.
3. For those property owners who believe they qualify for 100% funding they will be provided the appropriate application and the application will be reviewed for eligibility by the City Clerk.
4. The property owner who participates in the cost sharing program will be required to contract with a licensed plumber for the replacement of the service line. For all other work the property owner may contract the work with a licensed plumber or make repairs themselves. Cost sharing for work performed by the property owner will be limited to 50% of the materials cost. The amount of reimbursement recommended for each item of work is listed above, but may not exceed \$1,000. For work on properties owned by low income persons the City will not expend an amount above \$2,000; following policy stated in cost sharing section.
5. A plumbing permit or inspection report sheet will be issued by the City building department, any fees for issuance of such permit will be waived.
6. During installation of any equipment or replacement of lines, the City building inspector will make inspections as required by code.
7. After the work has been completed an inspection will be made by the City building inspector indicating whether the work has been satisfactorily performed. If the work has not been satisfactorily performed then the City will not reimburse the cost until corrective action is taken.
8. After the acceptance of the work, the property owner will submit a signed statement and receipts for the cost of such work which includes both labor and materials. A check will then be issued in the amount of the City's share naming the property owner if proof of payment is provided or the City may issue a check to both the property owner and contractors as payees. For those residents who qualify under the low income option the City will receive a signed statement accepting the contractor's work by the home owner and a check will also be issued to both the property owner and any contractors.

APPLICATION FOR PARTICIPATION IN SEWER SYSTEM REPAIRS COST SHARING PROGRAM

Please answer all questions. The information is necessary to determine eligibility for the program and for required statistical records.

1. Address of House _____, Phone: _____
Independence, Kansas 67301

2. Whose name is on record with the City Water department for this Address?

3. List all person (s) (including yourself) who are residing in the household, whether related or not related:

Name	Date of Birth	Soc. Sec. #	Relationship
_____	_____	_____	<i>SELF</i>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

4. Annual Household Income for previous 12 month period \$ _____ ***Proper verification of this income must be furnished. Include all household income.***

5. List **all sources** of income for the household (include both employment and benefits received).

Source (Name of Employer/Agency)	Name of Recipient	Monthly Amount Received
_____	_____	_____
_____	_____	_____
_____	_____	_____

6. Do you own or Rent this Home: Own Rent

7. How long have you owned your Home? _____

8. How long have you lived at this residence? _____ (If less than 12 months, what was your previous address _____)

9. If you rent, who is your landlord: _____

Address: _____ Phone: _____

Signature of Applicant

Date

Signature of Spouse/Co-Tenant

Date

