



AGENDA MEMO

3/6/2018 Agenda

TO: Honorable Mayor and City Council

FROM: Jacob Speer, Director of Public Works

SUBJECT: Consider an amendment to the Code of Ordinances regarding inspections of backflow prevention devices

BACKGROUND:

Backflow prevention devices are one-way devices that prevent any and all contaminants from flowing back into the public water supply and are required on all commercial equipment connected to the water supply, as well as fire suppression and irrigation systems. Annual testing is required by the state for devices on commercial equipment and fire suppression systems. Annual testing of backflow prevention devices on irrigation systems is not required at this time.

Currently, the City reviews and files all inspection reports submitted for new device installations and annual testing of existing devices. We do not have a full inventory of devices in the City or a program to ensure all required inspections are performed.

The City was approached by SC Tracking Solutions which offers a platform for online receipt of inspection reports and is utilized by a number of area municipalities for inspection program compliance. The first step in utilizing SC Tracking Solutions is identification of all devices in the City. SC Tracking Solutions performs a survey and, with historical report data and City data, compiles a list of all devices in the City that require annual inspections. SC Tracking Solutions then notifies owners of the devices of the annual testing requirement. Annual inspection reports are submitted to SC Tracking Solutions which ensures all inspection forms are completed in full and are submitted by registered inspectors. All reports are then provided to City staff. In the event an inspection is not performed on time, SC Tracking Solutions notifies the City so staff can follow up with the utility customer to ensure compliance with state and local regulations.

There is no cost to the City for this service. Revenue is obtained in the form of a submittal fee assessed for each report submittal. SC Tracking Solutions currently charges \$11.95 per report submittal. The City sets the submittal fee, and any amount above \$11.95 is remitted to the City quarterly. The Public Works Advisory Committee (PWAC) reviewed the item at their February 26, 2018 meeting and recommended that the City utilize the services of SC Tracking and that the filing fee be set at \$15.00.

Utilization of SC Tracking Solutions for receipt of annual backflow prevention device inspection reports requires amendments to the Code of Ordinances governing

inspections of the devices. The proposed, amending ordinance establishes annual inspection requirements for owners of the devices and allows for collection of a submittal fee for the annual inspection reports. The amending ordinance is attached for Council consideration.

RECOMMENDATION:

Staff recommends utilization of SC Tracking Solutions online software for receipt and tracking of backflow prevention device inspection reports and the requisite amendments to the Code of Ordinances establishing annual inspection and submittal requirements.