

A RESOLUTION ACCEPTING THE DIVISION OF WATER QUALITY'S STANDARD OPERATING PROCEDURE FOR POINT REPAIRS AND SEWER LINE MAINTENANCE.

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BE IT RESOLVED BY THE COUNCIL OF THE LEXINGTON-FAYETTE URBAN COUNTY GOVERNMENT:

Section 1 – That the Division of Water Quality's Standard Operating Procedure for Point Repairs and Sewer Line Maintenance, a copy of which is attached hereto, be and the same is hereby accepted.

Section 2 – That the Division of Water Quality shall notify the Urban County Council in a timely manner if changes are made to the Standard Operating Procedure accepted hereby.

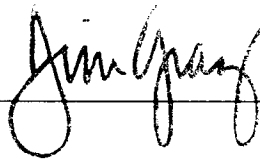
Section 3 – That this Resolution shall become effective on the date of its passage.

PASSED URBAN COUNTY COUNCIL: June 20, 2013

ATTEST:

  
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CLERK OF URBAN COUNTY COUNCIL

MAYOR

  
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STANDARD OPERATING PROCEDURE  
FINAL JUNE 10, 2013  
POINT REPAIRS  
DIVISION OF WATER QUALITY  
SEWER LINE MAINTENANCE

All identified point repair excavations (emergency and non-emergency) must adhere to the following prescribed procedure. This procedure is developed so that specific goals are met for every excavation that would impact the use and restoration of private property (yards, sidewalks, driveways, etc.).

BEFORE DIGGING

1. When a point repair excavation is identified, the crew foreman must review GIS mapping to determine if any specific private property will be impacted. Examples:
  - Working within the lawn or yard area of a house or business;
  - Working within or blocking the driveway of a house or business;
  - Working in the parking lot of a business

An advance site visit must be completed if the GIS review is inconclusive. An advance site visit is mandatory and digital photos must be taken of the target area; all documentation and photos must be uploaded into Accela when the dig is to occur in a vegetated area (lawn, yard, etc.) so that an ALTERNATIVE RESTORATION can be offered to the property owner.

2. When it is determined that a private property will be impacted, the foreman or their designee must take all reasonable actions necessary to make sure that the impacted property owners are informed of the pending dig. Reasonable actions must include:
  - Generating a written list of potentially impacted private properties to Sewer Line Maintenance office staff.
  - Generating a written, general description of what will happen during the dig, including when it is expected to happen, why it is happening and when it is expected to be complete.
  - Providing a copy of the written list, written general description and Accela Work Order Number to Sewer Line Maintenance office personnel and the Public Service (PS) Supervisor Sr. in charge of dig up crews.
3. **DIRECT CONTACT WITH IMPACTED PROPERTY OWNER MUST OCCUR BEFORE ANY NON-EMERGENCY DIG UP BEGINS.** Sewer Line Maintenance office personnel (Administrative Specialist, Staff Assistant or PS Supervisor Sr.) must utilize the Polk Directory to find telephone numbers for the

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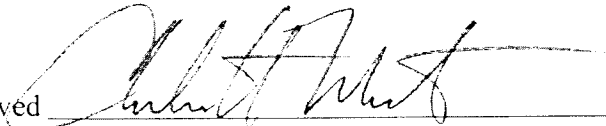
4. impacted properties. The Dig Up Crew PS Supervisor must contact each impacted property at least five (5) days in advance of each non-emergency dig; providing the information generated in item 2 above. Contact information for the Dig Up Crew PS Supervisor Sr. must also be provided. A log of these telephone contacts must be maintained as an attachment to the Accela Work Order.

For dig ups that are scheduled to occur in vegetated areas (lawns, yards, etc.), the PS Supervisor Sr. must contact the property owner(s) personally to offer an ALTERNATIVE RESTORATION – one where the site restoration value is assessed by an LFUCG contracted landscape architect prior to the work, with a cash value offered to the property owner(s) in lieu of restoration by Sewer Line Maintenance crews.

5. If for any reason the dig up is rescheduled, the Dig Up Crew PS Supervisor Sr. must contact each impacted property owner with an updated schedule for the dig up.
6. All Before You Dig procedures must be completed in advance of a dig.
7. The foreman must complete an overall assessment of equipment / manpower needed for the dig, including trench shoring. It is the foreman's responsibility to ensure that the crew is properly equipped **prior to** beginning the work.
8. Prior to beginning the dig, the crew foreman or his designee must take photos of the work site. The purpose of the photos is to document the condition of the private property **before work begins**. All photos must be attached to the Accela Work Order.
9. Prior to beginning the dig, the foreman or their designee must knock of the door of the impacted property(s) and give whomever answers the door a final overview of what's about to happen. Details including:
  - Your name and the name / contact information for the PS Supervisor Sr.;
  - Why the dig up is necessary;
  - Expected completion date including reclamation
10. After the dig work is completed, after site photos must be taken to document the condition of the site. All photos must be attached to the Accela Work Order.


FOLLOWUP AFTER DIG IS COMPLETE – applies to all cases (emergency and non-emergency)

11. The crew foreman is responsible for ensuring that a Site Restoration Work Order is created with Accela no later than 3 calendar days after completion of the dig.

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12. The Dig Up Crew PS Supervisor Sr. should conduct a weekly review of the outstanding site restoration work orders and prioritize restoration work in the following categories:
- Asphalt restorations – make sure plates, cold patch or temporary blacktop is in place until final restoration is complete.
  - Any incomplete restoration that is more than 30 days old.
13. The Dig Up PS Supervisor Sr. is responsible for conducting site visits every 10 working days until the site restoration has been completed (if not handled via ALTERNATIVE RESTORATION). The site visits are to determine if trench settlement or failure of the temporary restoration has occurred. Repeated inspections should occur until the Accela Work Order is closed and the Dig Up PS Supervisor Sr. is satisfied that the restoration meets the property owner's expectations.
14. In cases where weather is delaying site restoration, the Dig Up PS Supervisor must take all steps necessary to ensure that the property owner(s) are inconvenienced the minimum amount possible. Steps must include:
- Using cold patch or plates in paved areas;
  - Filling settled trenches;
  - Placing straw or mulch over trenches to minimize erosion.

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