



# CITY OF EDMONDS

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DAVE EARLING  
MAYOR  
SCOTT JAMES  
DIRECTOR

## FINANCE AND INFORMATION SYSTEMS DEPARTMENT

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### CITY OF EDMONDS LEAK ADJUSTMENT POLICY

(Revised 02/2013)

Leak adjustments are NOT available for leaks occurring within a residential or commercial structure where the amount of the adjustment would have otherwise been less than \$50 per billing. Also, adjustments are only available in instances where water consumption is more than 20% greater than the same period in the previous three years.

1. To qualify for a leak adjustment the:
  - a) Customer must satisfactorily demonstrate a leak was undetected and caused by unusual circumstances beyond the customer's control; and
  - b) Must take action to repair a leak within thirty 30 days of when the customer discovers or is notified of a leak; and
  - c) Complete and submit a City application form within 90 days of the repair accompanied by a copy of the finalized water service line permit to the City Finance Department, Edmonds City Hall, 121 5<sup>th</sup> Avenue North, Edmonds, WA 98020. If the repair is exempt from permit, a signature is required from the City of Edmonds Development Services Department indicating a permit is not required.
2. Only one leak adjustment will be granted in any three year period; and will be limited to the equivalent of three billing cycles.
3. Adjustments exceeding \$500 require approval by the Finance Director.
4. A leak adjustment credit shall be determined as follows:
  - a. The average consumption for the same period during the previous three years, charged at the City's retail rate, plus the excess water loss from the leak charged at the City's wholesale rate. An additional 15% administrative cost is applied to the excess loss only.
  - b. If the adjustment is for a commercial account that is billed for sewer service based on water consumption, the City will also adjust the sewer portion based on the same calculations less administrative costs.
5. Adjustments are limited to \$1,000 per leak for both residential and commercial customers.

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Scott James, Finance Director