

CITY OF PORTALES
WATER CONSERVATION AND DROUGHT CONTINGENCY PLAN

The City of Portales has performed a review of the water conservation needs within the City of Portales and has developed an action plan for water conservation and drought management.

SECTION 1. Purpose and Rationale

Purpose: The goal of the plan is to conserve water resources and to provide drought management restrictions to become applicable when water availability, pumping conditions, temperature and weather considerations, and other factors indicate the need for restriction of water consumption in order to preserve and protect water supplies for essential needs.

Rationale: The City of Portales finds that water is a precious natural resource and both short-term and long-term supply conditions require that water be conserved. The City of Portales further finds that when conditions exist that threaten the supply and availability of water for essential use, restrictions must be imposed to conserve water consumption through mandatory restrictions. The City of Portales adopts the following action plan for water conservation and drought management:

SECTION 2. Water Conservation and Drought Contingency Plan

Policy: It is the policy of the City of Portales to enact water conservation practices in order to insure and protect the availability of the supply of water for all residents and consumers of the City. Ongoing voluntary water conservation measures described herein shall be in effect to preserve the availability of the water supply. During periods of drought, or at any time during which the supply, pumping capacity, weather conditions and weather forecasts indicate that the availability of water is threatened or compromised, the mandatory measures set forth in this plan shall become effective and shall be implemented and enforced in the manner provided herein.

Ongoing Water Conservation Education and Community Outreach Efforts: The City of Portales encourages residents and businesses to conserve water, an essential element for life and a limited resource, at every available opportunity including water saving tips for inside the home and outdoors. As part of a concerted public education campaign, the City of Portales Water Department will help City management distribute the annual voluntary watering schedule for April through October and be able to communicate possible ways in which to conserve water to residents and businesses including the following: finding, fixing and preventing indoor water leaks, installing water-saving devices, purchasing water-efficient appliances, outdoor and indoor water saving information with estimated savings and water reuse potentialities. The City of Portales will encourage residents and business owners to contact City Hall to obtain or review copies of water use and conservation information, to use the information and links on the City of Portales website, and pursue additional information and educational programs on water conservation in our local area.

In conjunction with City Management, the City of Portales Water Department will create reference information locations for residents to refer to on the following information: local businesses and online references that sell/provide water efficient household items as well as provide information on how to reduce outdoor water use such as adjusting sprinklers to avoid watering pavement and sidewalks; avoiding daytime watering or watering during periods of high wind; using mulch and drip irrigation or soaker hoses on flowers, shrubs and gardens; and where not to plant grass and where to hand-water. The City of Portales will make accessible to the public information on water use and conservation in the following areas: a comprehensive guide to xeriscaping, or water-efficient landscaping that is appropriate to the natural environment; rainwater harvesting techniques; irrigation basics, design and installation techniques; and indoor and outdoor water conservation information including brochures and flyers.

Recommended Ongoing Conservation Practices. It is suggested to water consumers in the City of Portales that the following recommended practices/restrictions be followed year-round on a voluntary basis:

- ◆ Landscape watering is discouraged on Mondays.

- ◆ Landscape watering is discouraged between the hours of 10:00 a.m. and 6:00 p.m all other days of the week.
- ◆ Shutoff nozzles are recommended on hoses used for hand-watering.
- ◆ Washing a hard surface is discouraged (e.g. driveways, sidewalks, parking lots, outdoor eating areas).
- ◆ Fugitive water shall not be permitted to leave the intended irrigation area.

Water Savings Required. Water restriction stages shall be determined when the possibility exists that the City of Portales water utility will not be able to meet all of the water demands of its customers. Water usage restrictions designated in three (3) stages of water rationing and restriction as identified below shall be enacted when the water elevation level in the City supply tanks fall below levels specified in Appendix A, attached hereto and made a part of this plan:

A) Stage 1 - Voluntary Water Conservation. Voluntary water conservation shall be in effect on an ongoing basis due to high seasonal usage demands April through October or whenever the City Manager declares that the water supply or capacity of the water works system to deliver water is approaching levels at which water rationing will be required to preserve the ability of the City utility to deliver a necessary amount of water to each water user.

The procedure for Stage 1 shall be as follows:

- 1) The City Manager or designee will make public announcements in the news media that Stage 1 voluntary water conservation is in effect. The announcements will include a description of the provisions in effect.
- 2) Users will be urged to conserve water in every way possible, in their homes and in their businesses.
- 3) People will be urged to avoid sprinkling their lawns and avoid watering gardens, shrubs or trees in the manner set forth in Appendix A.

B) Stage 2 – Mandatory Water Rationing. Mandatory water rationing will be in effect whenever the water elevation level in the City supply tanks fall below twenty feet and/ or continues falling below the twenty foot mark. The following requirements will be in effect:

- 1) The City Manager or designee will make public announcements through the news media concerning Stage 2 water rationing, whenever Stage 2 water rationing is in effect. The announcement will include a description of the restrictions. The announcement of mandatory water rationing will require City Council concurrence within seventy-two (72) hours to remain in effect. Concurrence will be sought at the next regularly scheduled City Council meeting if said meeting occurs within the stated seventy-two (72) hour time frame or at a special meeting called with public notice of said special meeting being given at least twenty-four (24) hours prior to said meeting.
- 2) All restrictions identified in Appendix A will become effective until Stage 2 water rationing is cancelled by the City Manager or upon expiration of the seventy-two (72) hour period for City Manager obtaining City Council concurrence without said concurrence being granted.

C) Stage 3 – Emergency Water Rationing. Stage 3 water rationing will be in effect whenever the water elevation level in the City supply tanks fall below 18 feet and/ or continues falling below the 18 foot mark with a declaration of a water emergency by the City Council. The following requirements will be in effect:

- 1) The City Manager will present to the City Council such information as is available regarding the water elevation level deficiency and request authority from the City Council to engage Stage 3 water rationing restrictions at the next regularly scheduled public meeting if said meeting occurs within twenty-four (24) hours of the emergency water elevation level deficiency occurring or at an emergency meeting called with as much advance notice as possible for the express purpose of dealing with the water elevation level emergency.

- 2) The City Council shall declare Stage 3 water rationing and direct enforcement of the restrictions set forth in Appendix A.
- 3) The City Manager or designee will make public announcements that Stage 3 water rationing is in effect in the news media, which restrictions shall continue in effect until the City Manager determines that the water level in the City supply tanks has raised above the stage 2 designation.

Adoption of Water Use Restrictions Table. The Water Conservation and Drought Contingency Plan Water Use Restrictions Table set forth in Appendix A is adopted as part of the Water Conservation and Drought Contingency Plan and shall become enforceable pursuant to the policies and procedures set forth in this plan.

Disruption or Disconnection of Service. As provided for in the Portales City Code Chapter 27, Section 6, the City of Portales reserves the right “to disconnect or refuse to connect or reconnect water utility service” provided to any person, firm or corporation violating any of the provisions of this Water Conservation and Drought Contingency Plan with Water Use Restriction Table as a “violation of the rules and regulations pertaining to a utility service” or as a “willful or negligent waste of service due to improper or imperfect pipes, fixtures, appliances, or otherwise” provided that a disruption or disconnection in water utility services does not pose an immediate risk to public health and safety.

First Violation	Written Warning
Second and Subsequent Violations	Disruption or Disconnection in Water Utility Service

Appendix A
WATER USE RESTRICTIONS TABLE

	Stage 1 Water Watch	Stage 2 Water Alert (City Manager with City Council Concurrence)	Stage 3 Water Emergency (City Council)
Voluntary (V) or Mandatory (M)	V	M	M
Water Supply Tanks Level	ALL	Twenty Feet and Dropping	18 Feet and Dropping
GOVERNMENT: PARKS, POOL, CEMETERY, AND FIRE SERVICES			
Outdoor landscape watering	All elements of Stage 2 apply on a voluntary basis.	NO WATERING between 10 am and 6 pm. No watering on Mondays, then may water Tuesday, Thursday, and Saturday. Handheld buckets and shut-off hoses can be used anytime. Reclaimed and greywater may be used anytime.	PROHIBITED except for essential to wellbeing of public. Trees and shrubs only with shut-off hose, hand-held container or drip irrigation. Greywater ok on fruit trees, ornamental trees and shrubs.
Swimming Pool		One initial filling for recirculating pools only, no draining and refilling.	Minimize water usage to what is required for maintenance and chemical balance.
SCHOOLS AND CHURCHES			
Outdoor landscape watering	All elements of stage 2 apply on a voluntary basis.	NO WATERING between 10 am and 6 pm. No watering on Mondays, then may water Wednesday, Friday, and Sunday. Handheld buckets and shut-off hoses can be used anytime. Reclaimed and greywater may be used anytime.	PROHIBITED except for essential to wellbeing of public. Trees and shrubs only with shut-off hose, hand-held container or drip irrigation. Greywater ok on fruit trees, ornamental trees and shrubs.

	Stage 1 Water Watch	Stage 2 Water Alert (City Manager with City Council Concurrence)	Stage 3 Water Emergency (City Council)
Voluntary (V) or Mandatory (M)	V	M	M
Water Supply Tanks Level	ALL	Twenty Feet and Dropping	18 Feet and Dropping
RESIDENTIAL			
Outdoor landscape watering and ponds	All elements of stage 2 apply on a voluntary basis.	NO WATERING between 10 am and 6 pm. No watering on Mondays, then may water every other day depending on address. Handheld buckets and shut-off hoses can be used anytime. Reclaimed and greywater may be used anytime.	NO WATERING except for trees and shrubs with shut-off hose and hand-held container. Greywater ok on fruit trees, ornamental trees and shrubs.
Car washing	All elements of stage 2 apply on a voluntary basis.	Anytime if bucket or shut-off hose is used.	All vehicle washing at a residence PROHIBITED.
Spas and Swimming Pools	All elements of stage 2 apply on a voluntary basis.	One initial filling for recirculating pools only, no draining and refilling.	Filling and refilling PROHIBITED. Pool must be covered when not in use.
Water runoff from sprinkler systems, washing down pavement, sidewalks, etc.	DISCOURAGED.	PROHIBITED.	PROHIBITED.
Ornamental fountains	All elements of stage 2 apply on a voluntary basis.	Allowed only if water is recirculating.	Filling and refilling PROHIBITED.
NOTE: Odd-addresses water only on Tuesday, Thursday, and Saturday. Even-addresses water only on Wednesday, Friday, and Sunday. No Watering on Monday.			

	Stage 1 Water Watch	Stage 2 Water Alert (City Manager with City Council Concurrence)	Stage 3 Water Emergency (City Council)
Voluntary (V) or Mandatory (M)	V	M	M
Water Supply Tanks Level	ALL	Twenty Feet and Dropping	18 Feet and Dropping
COMMERCIAL			
Car washing	All elements of stage 2 apply on a voluntary basis.	Anytime on immediate premises.	All car washes must reduce use. Washing driveways with water prohibited.
Nurseries		Encouraged to use conservation practices, but exempt from irrigation restrictions.	Reduce use. May use greywater to irrigate fruit trees, groundcovers, ornamental trees and shrubs.
Restaurants	All elements of stage 2 apply on a voluntary basis.	Only serve water on request.	Only serve water on request.
Construction projects.	All elements of stage 2 apply on a voluntary basis.	Limited to water use required by regulatory agencies. For dust control only, effluent or reclaimed water may be used.	Water used only for purposes required by regulatory agencies. For dust control only, effluent or reclaimed water may be used.
Water runoff from sprinkler systems, washing down pavement, sidewalks, etc.	DISCOURAGED.	PROHIBITED.	PROHIBITED.
NOTE: Applies during periods when the water elevation level in City water supply tanks fall below stage 2 and stage 3 designations.			

Stage 1 Recommended Ongoing Water Conservation Practices

- ◆ Landscape watering is discouraged on Mondays.
- ◆ Landscape watering is discouraged between the hours of 10:00 a.m. and 6:00 p.m. all other days of the week.
- ◆ Voluntary Watering Schedule recommended.
- ◆ Shutoff nozzles are recommended on hoses used for hand-watering.
- ◆ Washing a hard surface is discouraged (e.g. driveways, sidewalks, parking lots, outdoor eating areas).
- ◆ Fugitive water shall not be permitted to leave the intended irrigation area.

Stage 2 and Stage 3 Water Shortage Procedures

The following Stage 2 and Stage 3 mandatory water use restrictions will be enacted and enforced by the City of Portales. The following provisions apply to all City of Portales Water Utility customers and water users within the City limits.

Mandatory Water Use Restrictions Stages 2 and 3

Three Day Per Week Outdoor Watering Restrictions-Stage 2

- Odd-addresses water only: Tuesday, Thursday & Saturday
- Even-addresses water only: Wednesday, Friday & Sunday

Pavement washing at residences is prohibited-Stages 2 & 3

Vehicle washing at residences is prohibited-Stage 3

City of Portales Reservation of Rights for Water Use Violation

(Emergency situations addressed by enforcement officers or City Manager designees on a case by case basis.)

- ❖ 1st Violation: Written Warning
- ❖ 2nd and Subsequent Violation: Disruption or Disconnection of Water Utility Service

For more information or to report water use violations call 575-356-6662 or e-mail utilsupt@portalesnm.org.