

 <p>DURHAM 1 8 6 9 CITY OF MEDICINE</p>	<p>Policy Number</p> <p>DWM-WSM 000</p>
<p>DEPARTMENT OF WATER MANAGEMENT</p>	<p>Effective Date</p> <p>01/01/2013</p>
<p>FIRE HYDRANT METERING POLICY</p>	<p>Revision</p> <p>1</p>
<p>Signature</p> <p><i>Position</i></p>	<p>Comments</p>

I. PURPOSE

To establish procedures and policies regarding the usage and metering of fire hydrants for bulk purchase of water by any person(s), firm, or corporation as authorized under Sections 70-23 and 70-49 of the City Ordinance.

II. POLICY

This policy shall apply to any person or entity other than the City Fire Department desiring to use water from a City of Durham fire hydrant on a regular or occasional basis, including other City Departments. However, this policy shall not apply to Department of Water Management staff securing or releasing water from hydrants for the purposes of repair and maintenance of water and sewer infrastructure.

III. DEFINITIONS

Hydrant meter—meter designed to measure water flowing from a fire hydrant.

IV. PROCEDURE

1. RENTAL

A. Application

- 1) All customers will be required to complete an application with the City of Durham, Department of Water Management, Water and Sewer Maintenance Division, for the use of fire hydrant metering devices. Granting of application will be dependent on the availability of a hydrant meter of the desired size in the City meter division.
- 2) Customers shall pay a service initiation fee as set by the Council (\$15 at time of this revision) (Section 70-64).
- 3) The application will be accompanied by a deposit of \$1,500.00 for a 3" meter, or a \$300.00 deposit for a 5/8" meter. Due to the assured ability to receive compensation for damages, the deposit may be waived for any customer which is another City department.

B. Billing

1) Fixed and consumption charges

Customers will be allowed to rent the metering devices by the day, week, month, half-year or year. Non-refundable rental rates for the meter and backflow preventer are listed in the table below and will be in effect for the duration of the time the meter is in the custody of the customer in addition to charges at the prevailing commercial rate for actual water consumed by the customer.

	Amount
Daily Hydrant Meter Rental Rate	\$ 20
Weekly Hydrant Meter Rental Rate	\$ 100
Monthly Hydrant Meter Rental Rate	\$ 300
Semi-Annual Meter Hydrant Rental Rate	\$1,300
Annual Hydrant Meter Rental Rate	\$2,500

- 2) Timing of Billing: Periodic service and consumption charges shall be billed monthly or at the end of the rental, whichever comes first.
- 3) Meter Readings: City meter staff will be responsible for the reading of the meters on a set monthly cycle or at the end of the usage period, whichever comes first. The readings will be reported to Customer and Billing Services (CBS) no later than the next business day. Only authorized City of Durham staff will be allowed to record and report meter register readings.
- 4) Payment for services: Customers of hydrant meters are subject to the same payment requirements as other utility customers under the City Ordinance. Failure to pay applicable charges by the due date may result in termination of the rental, forfeiture of deposit to the extent of the outstanding debt, and loss of rental privileges until such time as outstanding financial obligations have been satisfied.

C. Installation: City staff from the Water and Sewer Maintenance division shall be responsible for the initial placement of the fire hydrant meter and back flow prevention device.

D. Operation: City staff will provide training and written instructions to applicants in the proper operating procedures for the hydrant, and the proper techniques for mounting and removing the hydrant meter and back-flow prevention device assembly.

E. Change in Location of Meter: Customers will be allowed to move the metering devices to different locations providing that the following conditions have been met:

- 1) Customer has been properly trained by the Water and Sewer Maintenance Division in the removal and remounting of the metering devices, or holds a valid plumbing license.
- 2) The customer must request and receive permission from the Water & Sewer Maintenance Division of their intent to relocate the meter prior to actually doing so and must specify the fire hydrant where the unit is being relocated.

NOTE: Failure to notify the City as required will result in the immediate suspension from the hydrant meter rental program. Privileges may not be reinstated until the Supervisor of Water and Sewer Maintenance has determined

that the customer will comply with policy in the future and placement of the meter will not interfere with emergency response.

F. Termination of Services:

Upon completion of hydrant meter usage, the customer will be responsible for notifying Water and Sewer Maintenance to request that they remove the metering device. Applicable rental charges will cease on the day that the request for pick-up is made.

Deposit refunds will be processed at the end of the rental period, after deducting outstanding water charges, rental fees, and any costs of repair or replacement for the hydrant meter and/or back flow prevention device.

2. PERMANENT METER ASSIGNMENTS

If a customer desires to have a hydrant meter permanently assigned, and sufficient capacity exists, all of the above will remain in effect EXCEPT the following:

- A. Customer shall pay the then-current Capacity Fee for a water meter of the size desired.
- B. Meters must be returned on a semi-annual basis for testing by Water & Sewer Maintenance personnel.
- C. Fixed charges shall equal those of a 3" fixed meter inside the City limits.

Violation of any of these provisions may result in suspension of hydrant usage privileges until compliance is reestablished.

3. PENALTIES

- A. Failure to use a City of Durham approved fire hydrant wrenches in the process of opening and closing fire hydrants will result in the customer being assessed a monetary penalty, or charged with a misdemeanor violation, with concurrent fines or other penalties as provided under the City Ordinance. Failure to use an approved wrench will also result in the suspension of hydrant usage privileges until the Supervisor of Water and Sewer Maintenance has received reasonable assurance that the customer will comply with this policy in the future.
- B. Failure to use a City of Durham hydrant meter and approved back-flow prevention device whenever water is withdrawn from a hydrant will result in the customer being assessed a monetary penalty, or charged with a misdemeanor, with concurrent fines or other penalties as provided under the City Ordinance. Such failure will also result in the suspension of hydrant usage privileges until the Supervisor of Water and Sewer Maintenance has received reasonable assurance that the customer will comply with this policy in the future.
- C. Unauthorized relocation of the hydrant metering device will result in the suspension of hydrant usage privileges until the Supervisor of Water and Sewer Maintenance has received reasonable assurance that the customer will comply with this policy in the future and placement of the meter will not interfere with emergency response.

V. OTHER

VI. ATTACHMENTS