


City of Santa Fe, New Mexico

memo

Date: 03/24/2006

To: Water Division Staff
Utility Billing Division Staff
Billing Division Staff

Fr: Galen Buller, Water Division Director 
Edwin Lovato, T&D Section Supervisor
Maya Martinez, Water Division Administrator

RE: New Hydrant Meter Policy

The City of Santa Fe Water Division has recently revised the Fire Hydrant Meter Policy. The attached policy has been approved by the City Manager and the Public Utilities Committee. Please begin using this policy, contract and new forms.

Some of the highlighted changes are:

- Hydrant Meter use with potable water for various construction purposes such as compaction, dust control and landscape irrigation is prohibited and will be enforced.
- The hydrant meter deposit amount has been increased to \$1,000.
- Meters will be assigned to one hydrant and will be locked to that hydrant. Meters may not be moved at all, without written approval from the City.
- City of Santa Fe staff will install and lock the meter to the hydrant, move the meter if approval is given, and remove the meter.
- Monthly reads must be reported to the Water Division by the customer by the 10th of each month and paid by the due date of each month, or late charges will be applied to the account. The City will confiscate the meter if two consecutive reads are not reported, in which case the meter deposit will be forfeited.

Any customer/contractor in violation of this policy or water misuse/theft should be reported to the following numbers:

Water Conservation Hotline 955-4222
PJ Griego 955-4264
Edwin Lovato 955-4243
Maya Martinez 955-4204

Staff will be holding an informational meeting for City Staff on April 13, from 9 -10:30 am at the GC3 and one for contractors on April 18, from 2-4pm at the GC3 Community Room. If you have any questions, please call me at ext. 4204 or Edwin at ext. 4243.

CITY OF SANTA FE
ADMINISTRATIVE MANUAL



WATER DIVISION

SUBJECT

Fire Hydrant and Fire Hydrant Water Meter Policy and Procedures	Policy Number 0000-1-1	# Pages 04
	Effective Date	Revision Date

1.0 PURPOSE:

- 1.1 The City of Santa Fe Water Division requires that all fire hydrant use be monitored for water consumption and subsequent billing purposes.

2.0 APPLICABLE TO:

- 2.1 Private Contractors and Businesses.
- 2.2 City, County and State Agencies

3.0 REFERENCES:

- 3.1 SDCW Operations Manual – Standard Operating Procedures 14-10.2
- 3.2 City of Santa Fe Utility Billing requirements
- 3.3 City Municipal Code Section 25-1.7

4.0 DEFINITIONS:

- 4.1 Temporary Fire Hydrant Meter – A meter set on a fire hydrant per special agreement to allow for temporary water service for construction for special purposes for which permanent metered service is not feasible.

5.0 POLICY:

- 5.1 It is unlawful for any person, agency or company to retrieve any of the City’s water by illegally tying into any of the City’s water system, including any fire hydrants, without a City of Santa Fe issued fire hydrant meter.
- 5.2 Unauthorized use of a fire hydrant is in violation of City’s Water policies, and the City Municipal code. It is unlawful to turn the water on or off at any hydrant or connection without permission from the City as owner of the hydrant or the fire department.
- 5.3 An air gap separation or backflow preventor must be maintained at all times when filling tanks or attaching to non-approved systems. A backflow preventor shall be used to protect the integrity of existing distribution lines. **The City Water Division will supply fire hydrant meter only.** It will be the customer's responsibility to supply all fittings and connections after the meter, including any required backflow preventor assemblies.

- 5.4 Proper procedures and methods must be implemented and met when acquiring fire hydrant water meters. Only City of Santa Fe fire hydrant meters are allowed for use in the City's water system.
- 5.5 The customer agrees that if the City is under Emergency Drought conditions/stages, water retrieved from the fire hydrant shall be used only as permitted by the City's emergency ordinance, and, **in any event shall not be used for construction compaction, construction dust control, and landscape irrigation.** Such uses shall use effluent from the City's Treated Effluent Dispensing Station.
- 5.6 The meter(s) must be operable at all times. If the meters are not working, it is the customer's responsibility to notify the Water Division, and a new meter will be issued at that time.
- 5.7 Monthly reads for assigned fire hydrant meters are required to be reported to the Water Division by the customer no later than the 10th of the month for billing purposes. If the customer fails to report the monthly read by the required date, then a charge of 1.5 times the previous month's billing, or \$100, whichever is greater will, be charged to the customers account for the month. Water Division will/can pull the meter if customer fails to report two consecutive monthly readings and will be billed \$100 for the meter removal.
- 5.8 Only assigned fire hydrants will be allowed unless proper notification is given for reassignment.

6.0 STEPS AND PROCEDURES:

- 6.1 Request to obtain fire hydrant meter must be initiated by completing a Temporary Water Service from Fire Hydrant Agreement. The form lists all the conditions that are required to obtain a temporary water service (see attached form). Forms are available at the Water Division located at 801 W. San Mateo.
- 6.2 Upon receipt of the approved Temporary Water Service Agreement, a Water Division representative will review the conditions for service with the customer. Once reviewed and agreed upon by both parties the Water Division representative will assign the fire hydrant(s) that will be used for the dispensing of water.
- 6.3 The Standard Procedures for obtaining a fire hydrant and fire hydrant meter will be reviewed at this time as well (see attached form). A Water Division representative will schedule a meeting with the customer at the assigned fire hydrant(s) to install the meter.
- 6.4 A meter deposit is required in the amount of one thousand dollars (\$1,000). The deposit will be returned once the meter has been returned in good working order, hydrant(s) inspection is satisfactory and the customer's account is in good standing.
 - 6.4.1 City crews/staff working on City projects without contractor involvement will be waived the required deposit. If meter is returned in bad working order, the division's business unit will be charged for the replacement of the meter.

- 6.4.2 Contractors that are under contract by the City for city projects will pay the deposit as required in Section 6.4 of this policy.
- 6.5 The requested fire hydrant(s) must be operable and functioning properly per City requirements. Water Division representatives will review the proper meter hook-up procedures with customer (see attached procedures). Fire hydrant meter and fire hydrant will be issued and installed at this time.
- 6.6 Fire hydrant will remain off at all times when not in use. Fire hydrant meter will be chained and locked at the assigned fire hydrant and remain at this location. The Water Division must be notified if the meter needs to be removed. If at any time the customer detects that the meter is leaking, not working, not recording consumption or is missing, they should contact the Water Division immediately. Failure to promptly notify the Water Division may result in forfeiture of the meter deposit.
- 6.7 Monthly reads are required for billing purposes. Billing will be in accordance with Rate Schedule 11 (attached). These rates may change without notice.
- 6.8 No water may be taken from a fire hydrant without a meter. Legal action will be taken if any of the City's fire hydrants are used without the assigned operable water meter, or illegally accessed by any other means. General penalties shall apply which shall consist of a fine of not more than five hundred dollars (\$500) or by imprisonment in the county jail for a term of not more than (90) days, or by both such fine and imprisonment. Every day that any violation continues constitutes a separate offense, except where otherwise provided. The City will have the right to confiscate and hold any illegal tools, equipment, the meter(s), etc. until violation is remedied and agreed upon.

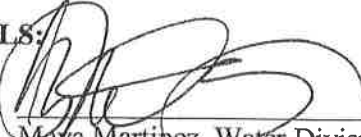
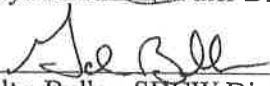
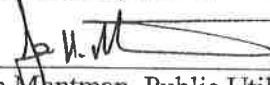
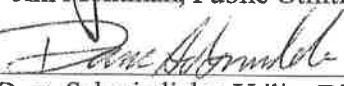
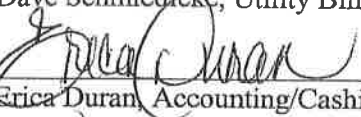
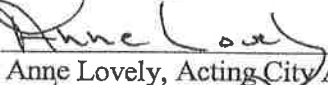

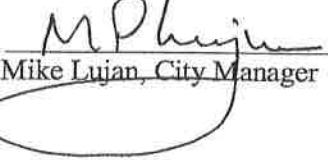
7.0 ENFORCEMENT:

- 7.1 When a violation of Chapter 25 – Water – General Regulations and Emergency Drought Conditions, Water Conservation Enforcement Staff will enforce as per Santa Fe City Code Chapter 25-1.4 A 1-3 and Santa Fe City Code 1-3.1A-D.

8.0 APPENDIXES:

- 8.1 Temporary Water Service from Fire Hydrant Agreement
- 8.2 Temporary Water Service from Fire Hydrant Procedures (Exhibit A)
- 8.3 Fire Hydrant & the Meter Inspection Form (Exhibit B)
- 8.4 Fire Hydrant Monthly Read Form
- 8.5 Rate Schedule
- 8.6 SFCC 1987 Chapter 25

9.0 REVIEW AND APPROVALS:

- 9.1 PREPARED BY:  _____ 1/10/06
Maya Martinez, Water Division Administrator DATE
- 9.2 REVIEWED BY:  _____ 1/10/06
Galen Buller, SDCW Division Director DATE
- 9.3 REVIEWED BY:  _____ 1/17/06
Jim Montman, Public Utilities Department Director DATE
- 9.4 REVIEWED BY:  _____ 1-19-06
Dave Schmiedicke, Utility Billing Division Director DATE
- 9.5 REVIEWED BY:  _____ 1/19/06
Erica Duran, Accounting/Cashiers Supervisor DATE
- 9.6 REVIEWED BY:  _____ 1-29-06
Anne Lovely, Acting City Attorney DATE
- 9.7 REVIEWED BY:  _____ 2/3/06
Kathryn Raveling, Finance Department Director DATE
- 9.8 APPROVED BY:  _____ 2-6-06
Mike Lujan, City Manager DATE

Temporary Water Service from Fire Hydrant(s) Agreement

This Temporary Water Service Agreement (This Agreement) is made and entered into by and between the City of Santa Fe (the "City") and _____ (the "Customer"). The date of this Agreement shall be the date when it is executed by the City.

The Customer desires to obtain temporary water service from a City fire hydrant for the following project name and location:

Business Name: _____ **Phone#** _____

Address: _____

Contact Name: _____

Contact Phone #: _____

Project name: _____

Project location: _____

Hydrant #/Location Requested: _____

The Customer's meter and water use from assigned fire hydrant shall be limited to the following:

Questions regarding problems with meters / fire hydrants or regarding meter reads you may call:

Edwin Lovato	Water Division Administration Office
Transmission and Distribution Manager	Ph: 955 - 4264
Ph: 955 - 4243	Fax: 955 - 4352
Fax: 955 - 4352	

Questions regarding your billing and to fax/call your monthly reads, please call:

Erica Duran	Flora Martinez
Accounting Supervisor	Account Tech.
Ph: 955 - 4349	Ph: 955 - 4351
Fax: 955 - 4360	Fax: 955 - 4360

(To be completed by Water Division Staff)

Assigned Meter # _____

Assigned Hydrant Location & # _____

The Customer understands and agrees to the following:

1. The Customer agrees to notify the City should these uses or the project change. The meter shall only be used for the approved job and purposes applied for. The Customer or their representative must contact the City Water Division and complete a new agreement to request a change of location to a different fire hydrant. Please be aware that a fine of up to \$500.00 will be levied if a fire hydrant is used that was not assigned.

The Customer further agrees that only the City is authorized to install or remove the meter and that the City will remove the meter from the assigned fire hydrant should all uses described in this section no longer be a part of the Customer's operations.

3. Customer agrees to pay the required deposit of one thousand dollars (\$1,000) per water meter. Once the meter has been returned in good working order, the hydrant(s) inspection is satisfactory, and the Customer's account is in good standing, the deposit will be returned to the Customer.

4. Unauthorized use of a fire hydrant is in violation of City of Santa Fe Water policies, and the City Municipal code. The City of Santa Fe Code Section 25-1.7, Illegal Use of Hydrants or Connections to Water Sources, states: It is unlawful to turn the water on or off at any hydrant or connection without permission from the owner of the hydrant or the fire department. No water may be taken from the fire hydrant without a meter. Only water meters belonging to and issued by the City of Santa Fe are allowed. Legal action will be taken if Customer is caught using hydrants without a meter. Please note: The "General Penalties" provisions of Section 1-3.1. shall apply which state that a fine of not more than five hundred dollars (\$500.00) or by imprisonment in the county jail for a term of not more than (90) days, or by both such fine and imprisonment. Every day that any violation continues constitutes a separate offense, except where otherwise provided.

5. The Customer agrees that if the City is under Emergency Drought conditions/stages, water retrieved from the fire hydrant shall be used only as permitted by the City's emergency ordinance, and, in any event shall not be used for construction compaction, construction dust control, and landscape irrigation. Such uses shall use effluent from the City's Treated Wastewater Dispensing Station.

6. An air gap separation or backflow preventor must be maintained at all times when filling tanks or attaching to non-approved systems. A backflow preventor shall be used to protect the integrity of existing distribution lines. The City Water Division will supply fire hydrant meter only. It will be the Customer's responsibility to supply all fittings and connections after the meter, including any required backflow preventor assemblies.

7. It is the Customer's responsibility to notify City Water Division personnel of any water leaks on the meter, distribution lines or fire hydrant. Water waste is a violation of City of Santa Fe Water Code. **CUSTOMER AGREES TO ASSUME ALL LIABILITIES SURROUNDING THE USE OF HYDRANTS.**

8. Customer must notify City Water Division staff immediately if the meter is stolen, vandalized or otherwise tampered with.

9. Customer agrees to make the meter available for reading, testing and inspection purposes upon reasonable notice by the City Water Division staff.

10. Any abuse or misuse of the meter, fire hydrant or distribution lines will result in an immediate revocation of the meter and water privileges and subject to charges for repair, replacement and or damage.

11. The meter must be used by the assigned customer only. All employees of the customer must understand and comply with the requirements in this Agreement.

Attached and incorporated into this Agreement are a copy of the Hydrant Meter Procedures (Exhibit A)

13. The Customer, shall notify the City Water Division in writing when the meter and hydrant is no longer needed for the project. Once the request to close the fire hydrant is received, again the original fire hydrant and meter request form will be retrieved and the fire hydrant will be inspected for any damages. **Note: The Customer is responsible for the assigned fire hydrants(s) and meters until final inspection and closure is complete.**

14. Billing

A. All accounts are billed for water use as indicated in the attached rate schedule (Exhibit C). (These are the current rates and may be changed without notice)

B. Customer must call in or fax the monthly meter read on the provided form (attached) to the Water Division no later than the 10th of the month for billing/invoicing. It is the Customer's responsibility to call in monthly meter readings. If the readings are not called in by the 10th of the month, Customer will be billed 1.5 times the last monthly billing or \$100, whichever is greater. If meter reads are consecutively late for two months, the meter will be removed.

The Customer agrees that this Agreement shall at all times be subject to change or modified by the City.

I, as the assigned customer of the water meter, fully understand and agree to the requirements for temporary fire hydrant water services.

Customer (Signature) Date

Typed or printed name

CSF Water Division Staff Date

Exhibit A

**Temporary Water Service from Fire Hydrant(s) Procedures
City of Santa Fe
Water Division Policy**

1. Customer must complete and submit the Agreement at the City Water Division. Once submitted, staff will contact the customer within 24 hours (excluding holidays and weekends) to schedule the assignment of the hydrant and the installation and inspection of the meter.
2. Customer must indicate the uses of water from the hydrant. Customer's water use must meet potable water requirements.
3. City Water Division personnel will instruct customer on the fire hydrant's operation as follows:
 - a. The meter will be mounted and locked on a side outlet and have a gate valve to control the flow.
 - b. It is very important that the hydrant is operated in a safe and responsible manner, which will prevent damage to the water lines, blockage, and any operation that may cause turbid water to be introduced into the system.
 - c. Opening and using the hydrant to initiate flow is not allowed. Fire hydrants shall only be opened to the FULL ON OR FULL OFF position. The hydrant will be left open during use; the gate valve mounted on the meter will control the flow. Fire hydrant should be turned off when the meter is not being used.
 - d. Opening and closing the hydrant must be done very slowly to avoid potential water hammer effects.
 - e. An air gap separation or backflow preventor must be maintained at all times when filling tanks or attaching to non-approved systems. A backflow preventor shall be used to protect the integrity of existing distribution lines. **The City Water Division will supply fire hydrant meter only.** It will be the Customer's responsibility to supply all fittings and connections after the meter, including any required backflow preventor assemblies.
4. The fire hydrants should be kept visible and clear of any obstructions such as weeds or other debris at all times.
5. Any damages to the fire hydrant, water meter or other City property will be charged to the customer or taken from the hydrant meter deposit. Should any problems occur, it is the customer's responsibility to notify the proper City of Santa Fe Water Division personnel.
6. The Customer must call for a final inspection of fire hydrant and the meter when the meter is no longer needed for the approved project/use. The final inspection will be scheduled within 24 hours (excluding weekends and holiday's) from the Customer request.
7. After the completion of the final inspection of the fire hydrant and the meter, the City of Santa Fe Water Division will conduct a final reading and remove the assigned meter. An invoice or billing will be sent to the Customer on final reading and amounts due.

Exhibit B

Fire Hydrant and Meter Installation/ Inspection

Date: _____

Business Name: _____

Phone# _____

Company Representative: _____ Cell# _____

Vehicle Unit/License# _____

Appointment : Date _____ Time _____

Fire Hydrant# _____

Fire Hydrant Location _____

Meter Install

Meter# _____

Serial #: _____

Make: _____

Reading: _____

CO Mtr. Yes ___ No ___

Date: _____

By: _____

Meter Exchange

Meter# _____

Serial #: _____

Make: _____

Reading: _____

CO Mtr. Yes ___ No ___

Date: _____

By: _____

Meter Removal

Meter# _____

Serial #: _____

Make: _____

Reading: _____

CO Mtr. Yes ___ No ___

Date: _____

By: _____

Hydrant Wrench yes ___ no ___

Back flow prevention installed Yes ___ No ___

Fire Hydrant Inspection

Make: _____

Model: _____

Location: _____

Install

Operating Nut: _____

Dust cover: _____

Left hose nozzle: _____

Right hose nozzle: _____

Chain Assembly: _____

Appearance: _____

Other: _____

Removal

Operating Nut: _____

Dust cover: _____

Left hose nozzle: _____

Right hose nozzle: _____

Chain Assembly: _____

Appearance: _____

Other: _____

Inspection By: _____

Date: _____

Inspection By: _____

Date: _____

Comments: _____

FIRE HYDRANT METER FLOW CHART

