

City of Sacramento


TEMPORARY WATER USE POLICY

For Fire Hydrants and
Underground Water Service

Department of Utilities
1395 35th Avenue
Sacramento, CA 95822

Revised October 2014

Approved: _____


Interim Director, Department of Utilities

Date: _____

9/29/14

TEMPORARY WATER USE POLICY

Section 1 INTENT

This policy covers the temporary use of fire hydrants as a source of water supply for construction projects and for purposes other than fire suppression. This policy also covers the installation and use of temporary water services as a water supply source. It is the intent of this policy to discourage the use of fire hydrants for purposes other than fire suppression, except as allowed under this policy.

Section 2 AUTHORITY AND RESPONSIBILITY

Pursuant to City Code Section 13.04.130, no person other than authorized employees of the Department of Utilities (Department) or Fire Department, or other persons duly authorized by the City Manager, shall open or operate any public fire hydrant or attach any hose, tubing, or pipe to a public fire hydrant for any purpose, without first obtaining a Fire Hydrant Use Permit from the Director of the Department (Director), in accordance with the Temporary Water Use Policy approved by the Director pursuant to City Code Section 13.04.210. Any person who violates any provisions of Section 13.04.130 will be subject to penalties under City Code Section 13.04.140.

City Code Section 13.04.210 authorizes the Director to adopt a written Temporary Water Use Policy that establishes policies, procedures, and requirements applicable to temporary water service, including procedures governing application for - and issuance, denial, renewal, and revocation of - Fire Hydrant Use Permits, and procedures for payment and forfeiture of deposits. Any person requesting temporary water use shall comply with all requirements of the Temporary Water Use Policy, including the payment of all applicable fees, charges, and deposits in the amounts established by City Council resolution.

Section 3 TYPES OF TEMPORARY WATER USE

There are three types or means of temporary water use in the City of Sacramento: temporary water service connections, temporary connections for filling of new water mains, and fire hydrant connections.

Temporary Water Service Connections

This type of connection shall be used when a customer needs a water service provided to a facility or facilities for a temporary period. This type of service is typically, but not solely, used during construction

If a temporary water service connection is requested, the Department shall provide and install water service taps and meters at current City charges for sizes ranging from one inch in diameter through four inches in diameter, depending upon the capacity limits of the existing distribution system.

The customer requesting the temporary water service connection shall furnish and install (at their own cost) a Department-approved reduced pressure principle backflow preventer and shall provide the City proof of a valid test of the device. The customer requesting the temporary water service connection shall be required to pay the current City fee for water service abandonment at the time of the request for the temporary water service connection; if the temporary connection is converted to a permanent connection, the abandonment fee paid will be credited against payment of the water development fee required for the permanent connection. Exhibit D illustrates temporary water service connections.

Temporary Connections For Filling Of New Water Mains

This type of connection shall be used when newly installed water mains or onsite piping need to be filled, tested, and flushed per City standards. Only City-supplied water meters are allowed for this type of connection. The customer requesting this type of connection shall install the City supplied meter. A two, three, or four -inch City water meter must be used, as determined by the Department, to capture the actual amount of water usage.

In addition to installation of the meter, the customer requesting this connection shall furnish and install (at their own cost) a Department-approved double check valve backflow prevention assembly or reduced pressure principle backflow preventer as indicated in Exhibit C, and shall provide the City proof of a valid test of the device.

Fire Hydrant Connections

A temporary water service for a specific project site generally consists of a temporary tap into the City's underground water main. In locations where a fire hydrant exists, the Department may allow a temporary water service connection to a fire hydrant. A temporary service connection via a fire hydrant is only utilized when the Department determines that circumstances make it impractical to furnish water through a normal underground water service.

Only standard and double pumper fire hydrants may be used for temporary water service connections. Temporary connections to wharf head fire hydrants, in which the hydrant connects directly to a wet riser, are not permitted in the City of Sacramento.

Only City-supplied water meters and reduced pressure backflow prevention devices are allowed for any connection to a City fire hydrant, except that a water transport vehicle equipped with an approved backflow prevention device and operated under a valid Fire Hydrant Use Permit is not required to have the backflow prevention device supplied by the City.

Exhibit B illustrates a fire hydrant connection for water transport vehicles. Exhibits C and D illustrate fire hydrant connections for filling of new water mains and temporary water service.

The use of fire hydrants for construction projects is not encouraged and the development of alternative water sources is recommended. However, the Department may approve such use of a fire hydrant, which requires a valid Fire Hydrant Use Permit.

Other Temporary Fire Hydrant Connections

Short Duration

Fire hydrant use for a short duration by small businesses for clean-up operations, potable water truck fill stations, and other similar purposes of short duration also is discouraged. However, if there are no alternative water service options available the Department may approve such use of a fire hydrant, which requires a valid Fire Hydrant Use Permit.

Private Hydrants

Pursuant to City Code Section 13.04.150, no person shall use or allow others to use private fire hydrants for any purpose other than fire suppression without obtaining permission from the Director. The use of private fire hydrants for temporary water service may be allowed subject to some or all of the provisions of this policy, as determined by the Department, and any other conditions established by the Department. Private fire hydrants also are subject to all applicable provisions of Article VII of City Code Chapter 13.04 (Water Flow for Fire Protection).

Section 4 FIRE HYDRANT USE PERMIT TERMS AND CONDITIONS

In order to receive temporary access to a City fire hydrant, a Fire Hydrant Use Permit must be obtained from the Department. The Fire Hydrant Use Permit allows for unlimited metered water use from fire hydrants, has no maximum term, and is specific to either a single project site or may allow citywide use when using a water transport vehicle. Applicants shall complete the Department Fire Hydrant Use Permit application and pay all applicable fees and deposit before a Fire Hydrant Use Permit is issued. The decision whether to issue or deny a Fire Hydrant Use Permit shall be in the sole discretion of the Department.

All water transport vehicles utilizing City fire hydrants as a water source shall first obtain a Fire Hydrant Use Permit from the Department. Water transport vehicles must be inspected and certified annually by the Department to ensure they are in compliance with the current cross-connection control standards adopted pursuant to City Code section 13.04.240 ("Cross Connection Control Policy"), which currently requires that water transport vehicles be equipped with an air gap separation device. All vehicles shall visibly display valid proof of inspection at all times, as illustrated in Exhibit A.

Fire Hydrant Use Permits shall include such terms and conditions as specified by the Department, which include, but are not limited to, the following:

- a. All physical connections to a hydrant shall meet the appropriate standards of the Department.
- b. When the Department designates a particular hydrant or hydrants, only the designated hydrant(s) can be used for the temporary water service.
- c. Only Department-approved hydrant tools shall be allowed to operate the hydrant.
- d. Backflow prevention devices shall be required per the Department's current "Cross Connection Control Policy."
- e. Only a two-, three-, or four-inch City water meter may be used to capture the actual water usage.
- f. The permittee must report any damaged or malfunctioning City equipment to the City and immediately return the equipment to the City for inspection.
- g. The fire hydrant must be closed and the nozzle capped when the temporary water use has ceased, and water meters must be disconnected at the end of each working day.
- h. The permittee must obtain water only at a specified location(s) and at such times as are deemed by the Department to be in the best interests of the City.
- i. Permittees shall pay a monthly utility bill for the water usage identified on the meter. The monthly utility bill will be due 20 days after the bill generation date. A one-time new account processing fee will be added to the first utility bill. The monthly meter service charge will consist of a flat base rate, which will be billed irrespective of usage, in addition to a volumetric rate for each 100 cubic feet of usage. Failure to pay the utility bill by the due date will result in a 10% penalty being applied to a bill that remains unpaid 15 days after the due date. An additional monthly penalty equal to one half of a percent will be applied to charges beginning 45 days after the due date.
- j. Site-specific connections require that City personnel install and test the meter and backflow assembly. Access to the water meter must

be provided to City meter reading personnel who will read the permittee's meter(s) approximately every 30 days.

- k. The meter and backflow assembly must be returned to the Department for inspection and testing every 12 months. Failure to return the meter and backflow assembly every 12 months is cause for revocation of the permit and forfeit of all deposits.
- l. All water transport vehicles shall be inspected and certified annually by the Department of Utilities to ensure they are in compliance with the current "Cross Connection Control Policy," which currently requires water transport vehicles to be equipped with an air gap separation device. All vehicles shall visibly display valid proof of inspection at all times. Exhibit A illustrates the recommended placement of water transport vehicle inspection permit stickers on water transport vehicles.
- m. Permittees using water transport vehicles are required to report the meter's register reading to the Department every 30 days. If a meter reading is not reported within 45 days after the end of the billing period, the permittee shall be billed for metered water usage of 100,000 cubic feet during that billing period. This usage billing will not be reduced when a new reading is provided if less than 100,000 cubic feet was used, but the permittee shall be billed for any metered usage above this amount. Failure to provide a reading after 60 days is cause for revocation of the permit and forfeit of all deposits.
- n. A permittee taking water from a temporary water source without using a meter and approved backflow device shall be billed for metered water usage of 100,000 cubic feet for such unauthorized usage, and is cause for revocation of the permit and forfeit of all deposits.
- o. Failure to pay the monthly utility bill for water use charges will be cause for revocation of the permit and forfeit of all deposits once an account becomes 75 days past due.
- p. Execution of a Water Use Agreement if required by the Department.

The Director of the Department, or designee, may revoke a permit issued under this policy upon finding that the permittee has violated any provisions of this policy, the rules and regulations of the City, or terms and conditions of the permit. Revocation shall be effective five working days after written notice of revocation is provided to the permittee.

The permittee may request an informal meeting with the Director or the Director's designee prior to expiration of this five working day period. At or following any such meeting, the Director or the Director's designee may maintain, modify, or rescind the revocation, in the sole discretion of the Director or the Director's designee. Permittees shall return all City-furnished equipment upon revocation of the permit.

Section 5 FEES AND CHARGES

Temporary Water Service

Fees and charges for temporary water service are outlined in the Utilities section of the City of Sacramento Citywide Fee and Charge Schedule. All water use shall be billed at the monthly metered water use rate and the current monthly basic service charge that corresponds to the size of the meter indicated in the permittee's Fire Hydrant Use Permit.

Fire Hydrant Use and Water Transport Vehicle Inspection Permits

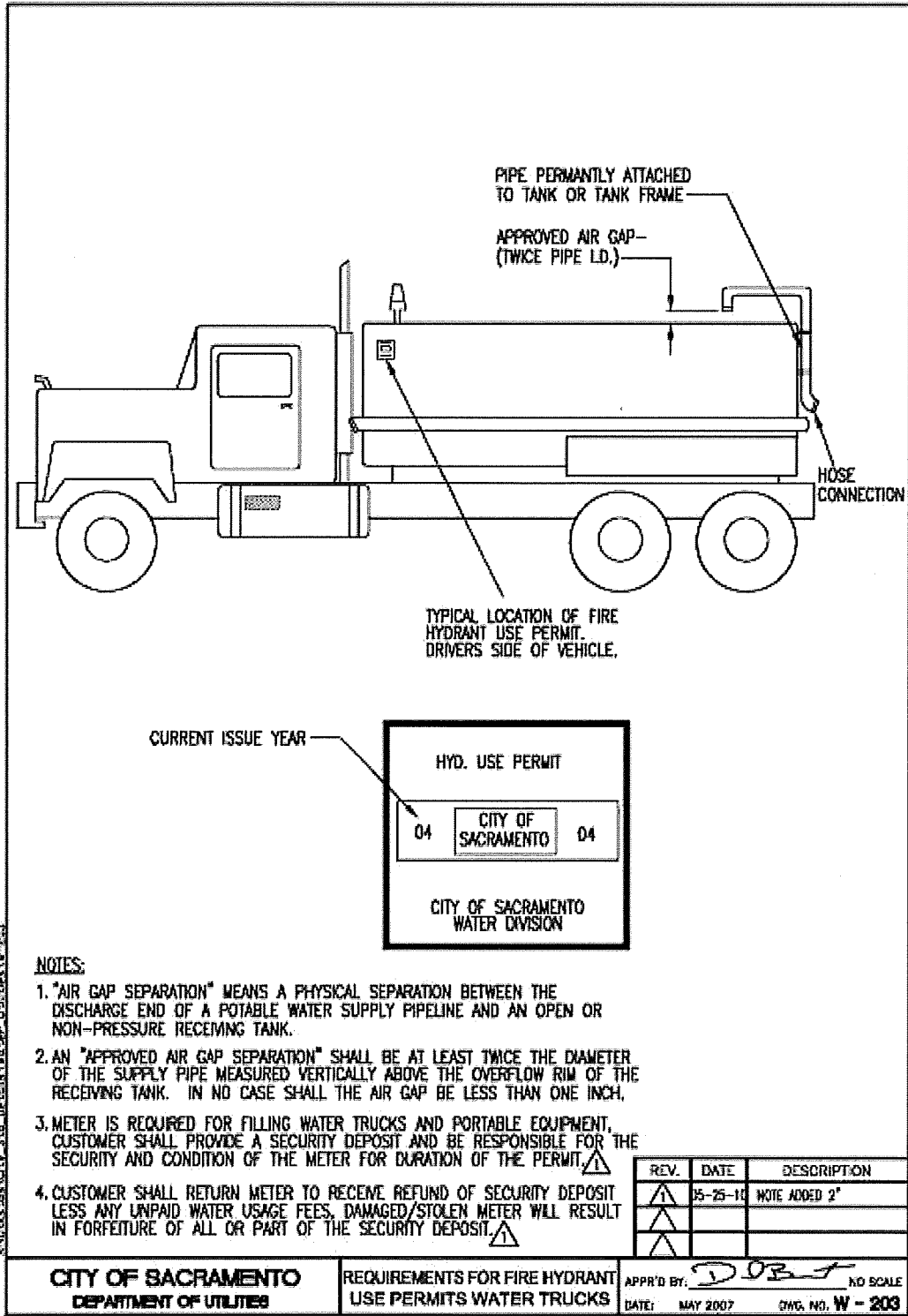
Applicants for Fire Hydrant Use Permits and Water Transport Vehicle Inspection Permits shall pay the Department's cost of inspecting water transport vehicles; furnishing, installing, and removing the service connections; and a security deposit for all City furnished equipment. If the equipment is returned to the City undamaged and in working order, the City shall refund all deposits without interest, less any outstanding bill payments. The permittee is financially responsible for any damage to City-furnished equipment as well as any damage to the fire hydrant as a result of the permittee's use, which shall be cause for the forfeiture of all deposits to pay the City's repair costs, in addition to any other remedies available to the City. All water use shall be billed at the monthly metered water use rate and the current monthly basic service charge that corresponds to the size of the meter indicated in the permittee's Fire Hydrant Use Permit.

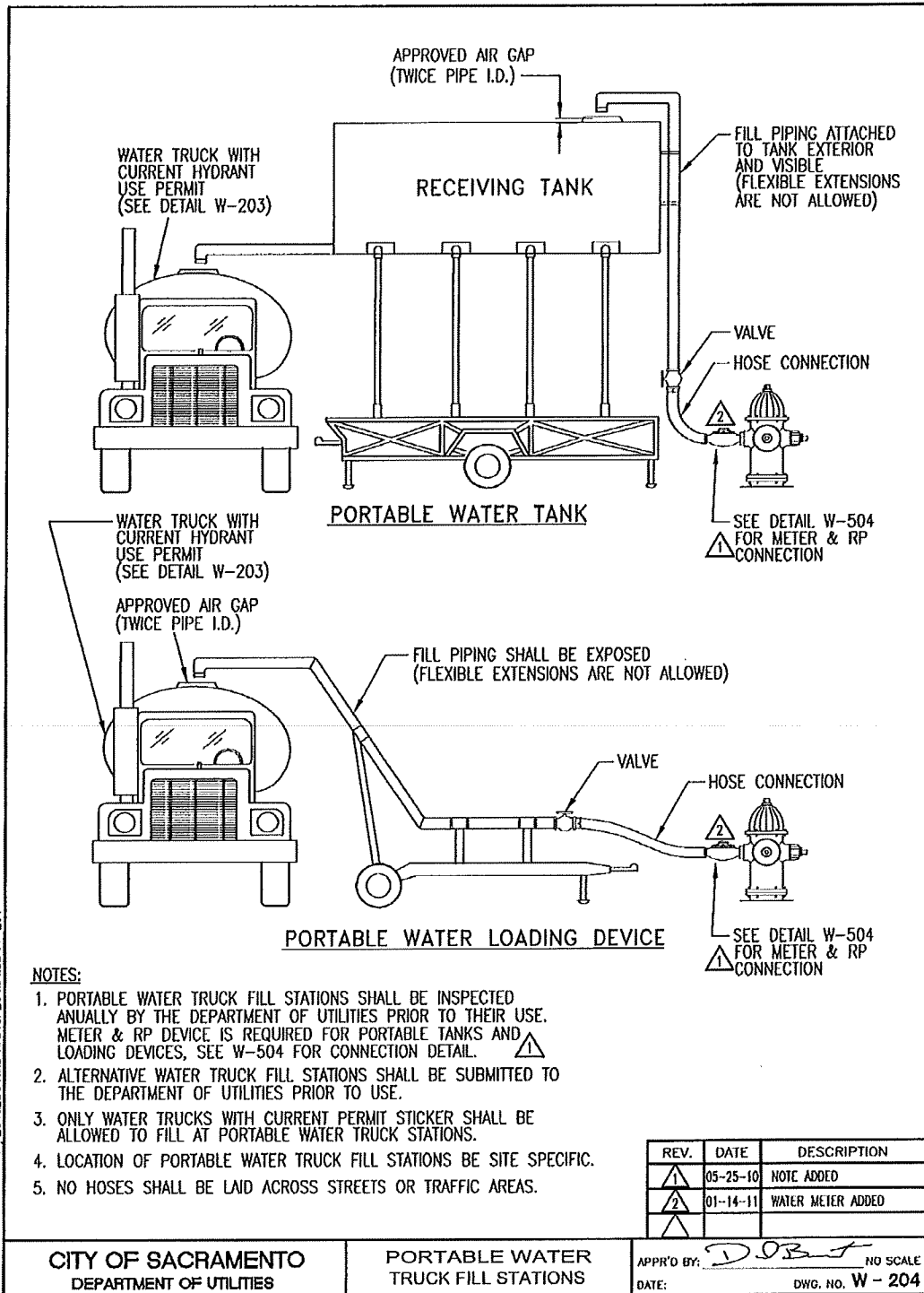
Fees, charges, and deposits for all temporary water uses will be established from time to time by resolution of the City Council and permittee shall pay all applicable fees, charges, and deposits in advance upon submitting an application. No water development fee is required for temporary water service.

Section 6 PENALTIES

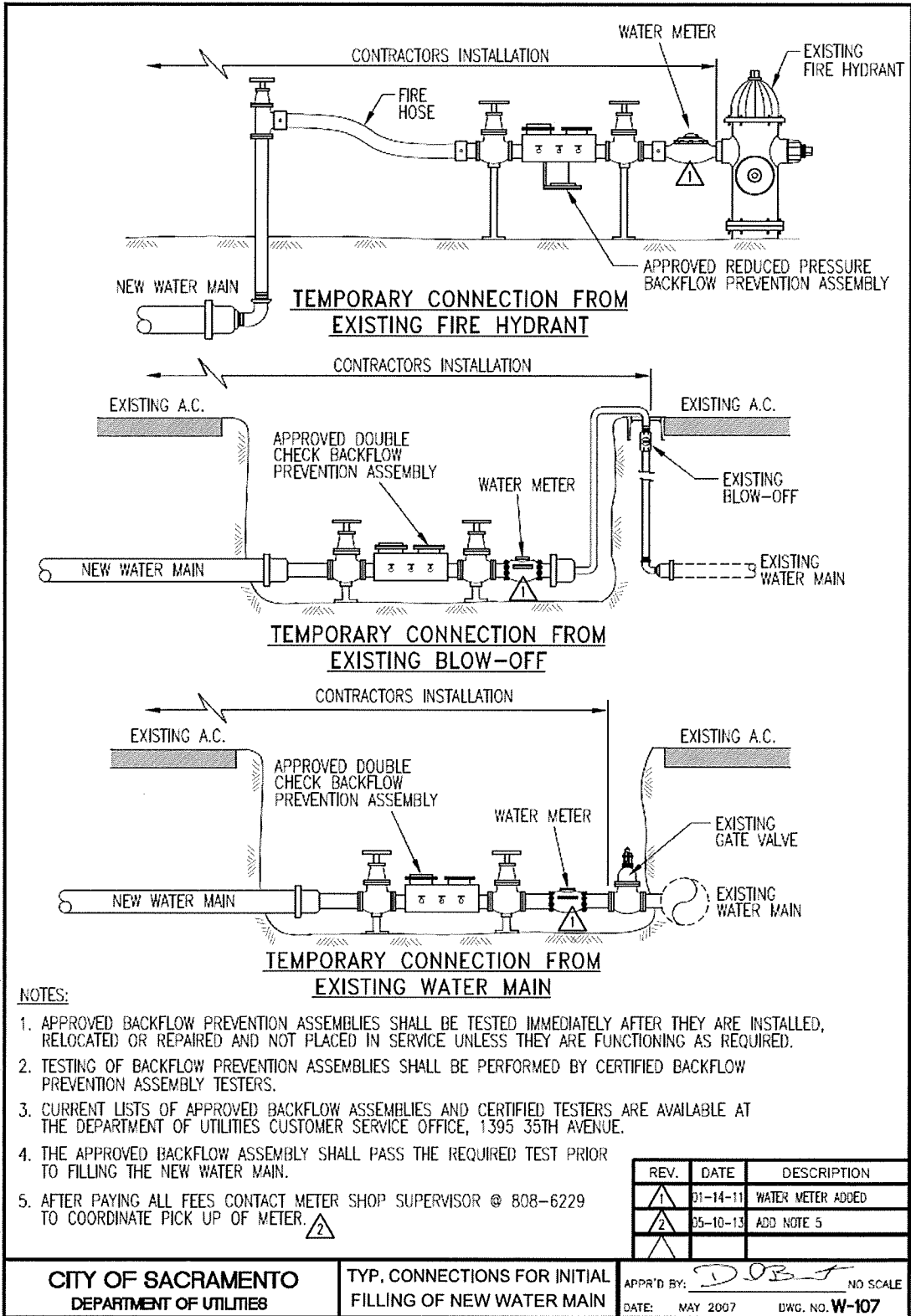
City Code Section 13.04.140 specifies the penalties for any violations of a Fire Hydrant Use Permit or this policy.

APPENDIX
Exhibit A – CU-DTW-203 Requirements for Fire Hydrant Use Permit for Water Trucks
Exhibit B – CU-DTW-204 Portable Water Truck Fill Stations
Exhibit C – CU-DTW-107 Typ. Connections for Initial Filing of New Water Main
Exhibit D – CU-DTW-504 Installation of Metered Temp. Wtr Svc w/Backflow Preventers

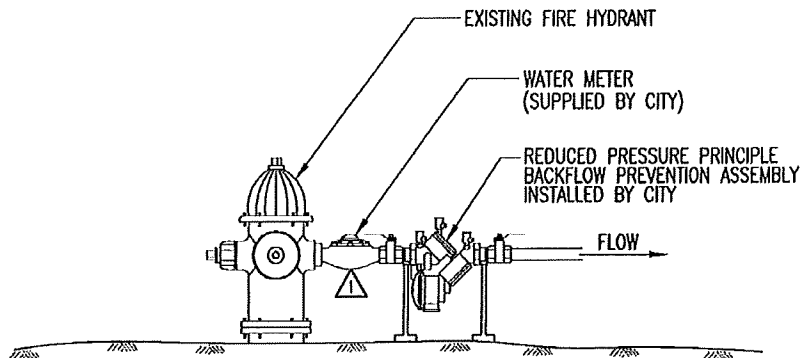




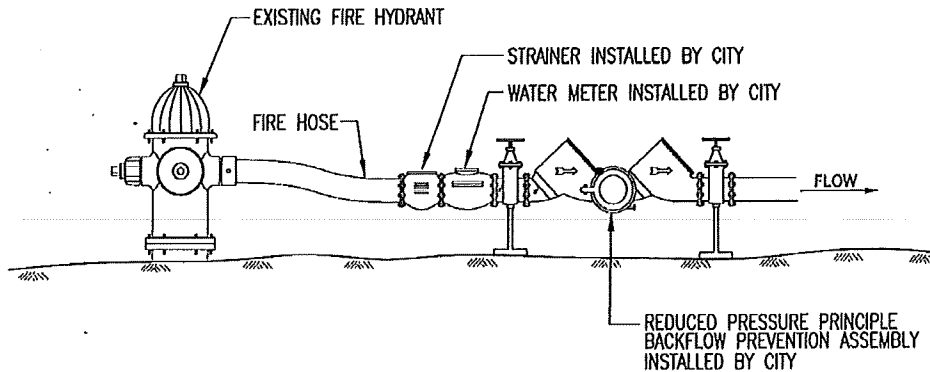
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2" TEMPORARY METERED WATER SERVICE WITH REDUCED PRESSURE PRINCIPLE BACKFLOW PREVENTION ASSEMBLY



4" METERED TEMPORARY WATER SERVICE WITH REDUCED PRESSURE PRINCIPLE BACKFLOW PREVENTION ASSEMBLY

NOTES:

1. CONTRACTOR/CUSTOMER SHALL BE RESPONSIBLE FOR THE SECURITY AND CONDITION OF THE METER & BACKFLOW ASSEMBLY FOR DURATION OF THE HYDRANT USE PERMIT.
2. CONTRACTOR/CUSTOMER SHALL RETURN METER & BACKFLOW ASSEMBLY TO RECEIVE REFUND OF SECURITY DEPOSIT LESS INSTALLATION, TESTING, AND WATER USAGE FEES.
3. DAMAGED OR STOLEN METER OR BACKFLOW ASSEMBLY WILL RESULT IN FORFEITURE OF SECURITY DEPOSIT.
4. CITY TO PROVIDE TESTING AND INSTALLATION UPON PAYMENT OF SECURITY DEPOSIT.
5. NO HOSES SHALL CROSS STREETS OR TRAFFIC AREAS.

REV.	DATE	DESCRIPTION
1	05-25-10	ADDED 2" METER
2	01-19-11	SIZE CHANGE 3" TO 4"
3		

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CITY OF SACRAMENTO
DEPARTMENT OF UTILITIES

INSTALLATION OF METERED TEMP.
WTR SVC W/BACKFLOW PREVENTERS

APPR'D BY: *DOBT* NO SCALE
DATE: _____ DWG. NO. **W - 504**