



ADMINISTRATIVE POLICY

FIRE HYDRANT METERS

It is the policy of the City of Highland Village to allow fire hydrant meters (meter) to be issued for water usage on projects to contractors/customers on a short-term basis. Meters may not be used for long-term irrigation or other uses where a permanently installed meter would be appropriate.

The contractor/customer must submit the applicable fee and complete a meter application stating the exact location for the meter installation. They will need to provide the reason for the meter and an approximate time frame the meter will be in service. Should additional time be required, the contractor/customer must notify Utility Billing with a request for an extension. At the conclusion of each and every project, it will be necessary to finalize the meter reading. Upon request, the application will be updated for the new project location, time frame and transferring of applicable fees. The use of a meter other than what is indicated on the application or without a deposit and application will cause the meter to be confiscated immediately. The contractor/customer must use a City of Highland Village meter and pay any applicable fees.

The City will obtain monthly readings from the meter and submit them to Utility Billing on the 20th day of each month or the first business day after the 20th should the 20th fall on a weekend or holiday. A meter with no usage for a period of one (1) month may be recalled due to the high demand for meters.

Should the reading be negative, the contractor/customer will be charged for the negative read plus the cost of the meter.

All meters must be inspected annually. A Fifty Dollar (\$50.00) penalty will be issued if contractor/customer is not compliant with the inspection schedule. This inspection will be scheduled through the Utilities Division.

It will be at the discretion of the City of Highland Village to recall a meter due to Phase III Water Conservation Measures or higher. During Phase III Water Conservation Measures or higher, it will be necessary to obtain approval from the City Manager or his designee for the issuance of a meter.

The deposit for the meter will be credited to the contractor's/customer's account when service is discontinued pending any charges for damaged or lost meters.

ADOPTED: Michael Leavitt Date: January 6, 2006

Michael Leavitt, City Manager



FIRE HYDRANT METERS

To use water from a Fire Hydrant, a meter must be obtained from the City of Highland Village. There is a deposit of \$1,575.00 and monthly use fee of \$25.00, totaling \$1600.00 payable to the City of Highland Village. Utility Division personnel will install and lock the meter to the fire hydrant nearest to your work area.

Monthly readings will be read on the 20th day of each month or the first business day after the 20th should the 20th fall on a weekend or holiday.

Schedule of Water Rates:

0 – 4,000 gallons	\$ 25.00 (minimum billed monthly)
4,001 + gallons	\$ 3.00 per thousand gallons

The due date for your utility payment will be located on your bill. Late fees and penalties shall apply to all late payments. If no payments are received, the City has the right to remove the meter.

If the 20th of the month falls on a working day, we accept payment in the night depository box until 8:00 a.m. the morning of the 21st. We also accept, without penalty, the mail that arrives on the morning of the 21st.

If the 20th of the month falls on a weekend or City holiday, we will accept payment, without penalty, until the following morning at 8:00 a.m.

WE DO NOT ACCEPT POST MARK DATES. If you prefer to mail your payment, we advise mailing seven (7) days in advance of the due date. DO NOT assume your payment will arrive in the mail overnight.

All meters will be picked up by Utility Division personnel and returned to our office to final your account. The meter will be read and a receipt issued with the final reading.