

**CITY OF STEUBENVILLE**

**RULES AND REGULATIONS  
OF THE  
DEPARTMENT OF UTILITIES**

**WATER SECTION**

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**THE CITY OF STEUBENVILLE, OHIO  
WATER SERVICE RULES AND REGULATIONS**

**I. GENERAL PROVISIONS**

**A. PURPOSE**

The purpose of the rules and regulations is to provide procedures for the construction and use of the City of Steubenville's water facilities.

**B. SCOPE**

The rules and regulations shall apply to any person who is directly or indirectly a user of the City of Steubenville water delivery system and water facilities.

**C. GENERAL INFORMATION**

Authorized employees of the City of Steubenville shall be permitted access to any customer/consumer's premises for the purpose of determining where and how water is used, inspecting pipes, maintaining and reading the water meter or any other reasonable purpose related to water consumption or water delivery.

**II. DEFINITIONS**

- (1) **BACKFLOW** – Reversal of flowing service.
- (2) **BILLING ADDRESS** – The address at which the customer/consumer contractually liable for utility services furnished to a service address receives billings from the City of Steubenville. Billing addresses may, but need not, be the address at which said services are received.
- (3) **CASUAL WATER** – Water obtained in bulk volume from a location authorized by the Utility Office. Water is provided to haulers, sewer cleaners, etc. at twice the current rate.
- (4) **CONSTRUCTION WATER** – Water used through a service during new construction prior to setting the meter. Such water is normally used for the mixing of mortar, construction activity, etc., but NOT for landscaping.
- (5) **CONSUMER** – Any person who is the ultimate residential user of water utility services provided by the City of Steubenville.
- (6) **CONSUMER-HOUSEHOLD** – Any service address in which the customer/consumer who is contractually liable for utility services furnished at that address does not reside.
- (7) **CROSS CONNECTION** – Any connection or condition allowing actual or potential reversal of flow in a service and/or contamination of the potable plumbing system.

- (8) CURB STOP – A shut off valve on the service for the control of water to the customer/consumer normally located between the curb and the property line.
- (9) CURB BOX – A riser pipe and cover to allow access to the curb stop.
- (10) CUSTOMER – Any person who enters into a contractual agreement with the City of Steubenville to receive or to pay for residential utility services provided by the City of Steubenville. Customers/Consumers may, but need not, be consumers of the services provided under such a contractual agreement.
- (11) CUSTOMER HOUSEHOLD – Any service address in which the customer/consumer contractually liable for utility services furnished that address resides.
- (12) DEMOLITION WATER – Water used to control dust during the demolition of buildings. Water is supplied by City personnel from fire hydrants.
- (13) EXCAVATOR – Any person licensed by the City of Steubenville to do excavation work.
- (14) FINAL READING – Reading of the water meter when the customer/consumer is vacating the property.
- (15) MAIN EXTENSION – The construction of additional public water main to serve water customers/consumers. Construction normally occurs in public right of way or easements at the expense of those benefiting from the service extension.
- (16) NORMAL BUSINESS HOURS – With the exception of holidays, normal business hours for the Utility Office shall be 8:30 a.m. to 4:00 p.m., Monday through Friday.
- (17) PLUMBER – A master plumber licensed by the City of Steubenville to do plumbing or service work.
- (18) REMOTE READER – A device which is permanently attached to the outside of a structure for measuring water consumption.
- (19) SERVICE ADDRESS – Any individual residential address at which water utility services are furnished a consumer or customer household. The singular may include the plural. Most service addresses will be individually metered. However, in apartment buildings, apartment complexes, duplex apartments, etc., one meter may supply more than one household. In such circumstances, each individual apartment is a separate service address as that term is used herein.
- (20) SERVICE LINE – A pipe used to convey water to the customer/consumer from a water main and is the responsibility of the property owner.
- (21) STREET VALVE – A shut off valve in the water main.

(22) **TAMPERING** – To interfere, meddle or alter illegally in anyway the water utility services at a service address. Tampering also consists of contriving to plot, scheme or make other illegal arrangements to disrupt water service and/or modify in any way the amount of monies due the City.

(23) **TAP** – An opening in the water main allowing water to be passed into the customer/consumer’s service and including the corporation stop.

(24) **UNAUTHORIZED CONSUMPTION** – Any water taken by the customer/consumer without proper authorization from the City. This includes jumpers around the meter, any illegal connection to either the main line or another service line, reversing the meter, tampering with either the meter, the meter reading or a remote read out, drawing water from a fire hydrant or opening any valve that was closed by City personnel including customers/consumers curb stop.

(25) **WATER DISTRIBUTION SYSTEM** – The network of water mains and related appurtenances.

(26) **WATER MAINS** – Any pipe under the control of the City used to convey water through the distribution system to normally more than one customer/consumer.

(27) **WATER SERVICE** – The availability of water to a customer/consumer’s property.

**III. MAIN EXTENSIONS AND SERVICE CONNECTIONS**

(1) To have a water main extended in the City of Steubenville, the customer/consumer shall contact the City Engineer or Water Superintendent for current or estimated cost and procedure. The applicant must state fully and truly all intended purposes for which water may be required.

(2) The City of Steubenville will make all taps for ¾” or 1” lines at a rate of three hundred (\$300.00) dollars, except those areas designated by special assessment rates, (see below). Taps larger than 1” require contractual agreements. To have a tap made in an available water main and the service extended to the property line, the customer/consumer shall contract with a plumber or excavator licensed by the City of Steubenville. The contractor shall contact the Department of Engineering or Water Superintendent for procedures.

**SPECIAL ASSESSMENT TAP RATES**

20 inch line – Sunset Blvd. Buena Vista to Wintersville.....	\$325.00
12 inch line – Lovers Lane (including Stark School and Heritage Cir.).....	\$400.00
Wilrose Terrace.....	\$450.00

Fernwood Road..... \$450.00

A water main shall be considered "available" for tapping for water service if the service extended perpendicular from the water main is able to enter the customer/consumer's property. Contact the Department of Engineering or Water Superintendent for exceptions such as cul-de-sacs and other transmission mains restrictions and details.

(3) Where an existing tap has to be abandoned and the assessment has been paid, there will be a fee of one hundred and fifty (\$150.00) dollars, to re-tap the main line and provide a corporation of the same size as the one being abandoned.

(4) No person shall install or maintain any physical interconnections between the City water supply system and other source of water supply.

(5) For new construction and/or alterations, a single service line shall not be installed or used for the purposes of furnishing water to more than one customer/consumer, property or premise. Exceptions to this policy may be granted by the Water Superintendent and Plumbing Inspector after review of the customer/consumer's request. Under no circumstances shall the exceptions require less than a separate lockable valve and meter to each customer/consumer.

(6) The water may be shut off from the mains without notice for repairs and other necessary purposes, and the City will not be responsible for any consequent damages, but whenever practical, the City shall give reasonable notice before the water is shut off from the mains.

#### IV. APPLICATION FOR WATER SERVICE

(1) Upon written application for water service, any new customer/consumer shall pay a one time non-refundable processing fee of thirty (\$30.00) dollars.

*(2) Customers/Consumers requesting new service are required to submit a security deposit of One Hundred and Twenty (\$120.00) dollars. The deposit will be held as security for final or delinquent payment on any unpaid utility charges. This charge shall not apply to transfer of an existing service address to a new service address, only where the transferring customer has had no delinquent payments for the 24 months preceding the transfer.*

If the security deposit is forfeited against the customers/consumers account, the Customers/Consumers is required to submit a new security deposit before service will be restored.

*At termination of service this security deposit shall be refunded to the customer with interest at the rate of four percent (4%) per annum.*

(3) The processing fee and deposit, if required, shall be paid along with any monies owing on account(s), before new service is authorized for use.

(4) Before using water service, the customer/consumer shall make proper application at the Utility Office. Proper application shall consist of presenting a photo ID and furnishing name, service address, phone number, address where bills are to be sent, social security number (used for cross references), the property owner's name, address, phone number and the number of people using the service and any other information as required.

(5) In the case of rental property, it is the responsibility of the landlord to notify the Utility Office whether property is occupied or vacant to give access when necessary.

## **V. FINAL READING PROCEDURE**

(1) When the customer/consumer vacates the property, notification should be given at least two (2) days prior. It is the customer/consumer's responsibility to notify and give access to the water meter for the purpose of finalizing the account. Service shall be turned off at the valves and sealed unless otherwise specifically requested. Account shall remain in customer/consumer's name until meter is read.

(2) If no access is made available, within a reasonable time, the City may turn off at the curb stop, (See IX-1, 4), and estimate the final bill with no adjustment to such charges.

(3) Final reading requests which also involve termination or shut off of service must comply with the City Water Service Termination Policy, per Ordinance No. 1992-38, which is attached hereto as Appendix I.

## **VI. METERS**

(1) The City will install all ¾" meters at no cost. Any meters larger than ¾" shall be approved by the Plumbing Inspector and purchased and installed by the property owner.

(2) The City must be notified prior to changing a meter for any reason.

(3) All meters shall be set in approved accessible locations. Only representatives of the City or its agents, are authorized to install, disconnect or remove them from service. The cost of any meters improperly removed, damages or otherwise not recoverable shall be charged to the customer/consumer. In any new construction and/or alterations, all meters installed must be fitted with a ground jumper across the meter space.

(4) Customers/Consumers shall keep meters accessible for reading and maintenance, ensure that meter pits remain in good repair, and free from ground water and debris, all lids are in place and operable. It is the responsibility of both tenant and landlord to provide access to the meter location.

(5) Customers/Consumers must protect meters from theft, damage and freezing. Meters damaged, frozen or lost shall be charged to the customer/consumer at the actual cost of repairs. Customers/Consumers are cautioned that in very cold weather, service meters and plumbing may freeze, even though installed in accordance with accepted practice.

Additional protection from freezing may be necessary, such as use of heat tape, insulation, heat lamps, and running water.

(6) All meters shall be read by the City at least once every year. Meters not read once per year or those in hazardous or unhealthy locations shall be considered "inaccessible." An authorized supervisor shall determine if a meter is inaccessible. Such determination is final, and the customer/consumer shall be notified to correct this condition with 30 days. Corrective action shall include, but is not limited to making the necessary arrangements for the installation of a remote reading apparatus. Failure to correct an inaccessible condition within 30 days is cause for discontinuing service.

(7) The City guarantees its meters to be accurate within 2%. The customer/consumer may request a meter test at anytime; however, should the test confirm accuracy within 2%, the following charges will be assessed on the next bill:

3/4" meters.....\$20.00

1" or larger.....at cost

Meters larger than 3/4" will be sent to manufacturer for testing at the expense of the customer/consumer.

An authorized representative of the City must be present before removal of a meter for testing purposes by the customer/consumer. Certified results must be forwarded to the City Utility Office by the testing agent. During the interim period, the customer/consumer shall receive calculated billings based on prior consumption.

If the meter is inaccurate, the water bill shall be adjusted to the 2% guarantee limit and no charge for the test shall be assessed.

(8) The City has the right to test, repair or replace any meter. The customer/consumer shall be notified if adjacent piping needs repair prior to changing the meter. The customer/consumer shall be advised of a non-compliance shut off date.

(9) No customer/consumer shall install manifold or multiple meters served from the same service without prior approval from the Utility Office and Plumbing Inspector. (See section III. 5). In such approved locations the customer/consumer is responsible for each water bill.

## **VII. REMOTE READERS**

(1) REMOTE CONVERSION PLAN – It is the intention of the City to implement a five year conversion plan to remote meters, effective 4-28-89. All customers/consumers will be required to purchase and install them as prescribed by the City.

(2) Remote readers (3/4 inch only) will be installed by the City at a cost *equal to the cost of the meter as purchased from the supplier by the City*. The cost of conversion shall be billed

and paid in the utility billing of the month immediately following installation. Customers/Consumers for whom a full payment for reader installation imposes a hardship may arrange a payment plan with the City Utility Office. Larger size remote readers will be billed at cost.

(3) The customer/consumer shall be notified by the Utility Office when conversion is required for the area in which their property is located.

(4) Remote readers are to become permanently attached to property and shall not be removed nor re-sold.

(5) All new residential construction shall at time of construction have installed both inside water meter and a remote reader.

*(6) All multifamily dwellings, apartments, duplexes, or similar residential property shall be converted to remote meters for each meter on the property. The cost of the installation of such remote meters shall be charged to the property owner on a separate water bill, and shall be payable within twenty-one (21) days.*

## **VIII. BACKFLOW PREVENTION AND CROSS CONNECTION CONTROL**

(1) As a condition for water service, the City water distribution system shall be protected from backflow by the installation of a pre-approved backflow preventor. The State Plumbing Code requires backflow protection on all fixtures that may cause danger to potable water. A list of approved backflow preventors is available from the local Plumbing Inspector.

(2) No cross connections shall be made to the City water distribution system.

Further, if in the judgment of the City Plumbing Inspector, the customer/consumer's premises is deemed an actual or potential hazard to the safety of the water distribution system, such service shall be terminated immediately. This service shall not be re-activated until proper backflow prevention is installed and approved by the Plumbing Inspector.

(3) Backflow prevention devices, which require testing, shall be tested by a certified tester at the expense of the customer/consumer as required by the Plumbing Inspector. The customer/consumer shall be notified by the City Plumbing Inspector 30 days before the inspection must be completed.

(4) At the end of the 30 days of the customer/consumer does not submit proof that the backflow devices have been tested, a two hundred and fifty (\$250.00) dollar fee for each untested device shall be assessed on the following bill. If the backflow prevention device is not tested within the next 30 days and certified operational, the service will be shut off and service not resumed until all devices are tested.

(5) Temporary connection to the City water distribution system such as, but not limited to water haulers, lawn care, pest control and contractors shall be protected against backflow by means of an "air gap" or other means approved by the City Plumbing Inspector.

(6) All boilers connected to the City water distribution system shall be protected with an approved backflow device.

## IX. SERVICE AND PLUMBING MAINTENANCE

(1) Services from the water main to the structure, property line, or easement line as determined by the City shall be maintained and kept assessable by the customer/consumer. The curb box and curb stop shall also be maintained by the customer/consumer. No person(s) shall operate curb stops other than those authorized by the City.

Violations or unauthorized turning of the curb stop may be cause for the City to sever service. Water service shall not be restored until all outstanding charges are paid.

(2) Maintenance of all ¾ inch meters is the responsibility of the City. Larger meters may be maintained by the City at the expense of the customer/consumer. The customer/consumer shall be notified if adjacent piping needs repair prior to changing the meter including a non-compliance shut-off date.

(3) Any leakage between the main line and the premises shall be promptly repaired according to the City Plumbing Code. The customer/consumer shall be notified to repair the leak and said notice shall include a shut off date for non-compliance. The City reserves the right to do whatever is necessary to stop such water loss and determine any adjustments to a customer/consumer's account due to leakage.

(4) The City may shut off the curb stop in case of an emergency if a plumber is unavailable, but shall not be held liable for any damages resulting from such an emergency. Routine operation of curb stops by the City personnel for the customer/consumer's convenience shall be charged at a rate of ten (\$10.00) dollars per occurrence.

(5) Low pressure problems are the responsibility of the property owner.

(6) In order to comply with the Federal Clean Water Act of June 1986, the following is to be in effect:

Any time the service line is to be repaired between the corporation ell and the curb stop, and the line is made of lead, it must be **TOTALLY** replaced over this distance with type "K" copper. The same will also hold true between the curb stop and the meter.

Plastic plumbing is illegal within any structure in the City.

(7) *When the City determines that a curb stop is inaccessible, malfunctioning, or otherwise not usable to shut off water to a customer/consumer, the property owner shall be notified by the City Utility Office, by Certified Mail, by regular mail and by posting at the entrance door of the residence of such condition. Certified mail shall be sent to the last known address of*

*the owner of record. Failure to claim certified mail, will not relieve the owner of responsibility placed upon them by this water policy.*

*Such property owner, having been notified, shall have thirty (30) days from the date of notification to cure or otherwise correct the malfunctioning or inaccessible curb stop condition. If such condition is not corrected within the thirty (30) day time period, the City may, at its option, repair the curb stop, or have the curb stop repaired by independent contractors. The cost of such repair shall be assessed against the property owner and shall be payable to the City by the property owner within thirty (30) days of the date invoiced to the owner. Any unpaid amounts, so invoiced, shall become a lien against the property. Any such unpaid amounts shall also bear interest of 8% annually on the unpaid balance.*

## **X. BILLING AND DELINQUENT ACCOUNTS**

### **A. GENERAL PROVISIONS**

- (1) After reading the meter or estimating consumption, a statement of utility charges due shall be sent to the customer/consumer on file with the Utility Office as follows:
  - a.) Residential and Low Volume Users  
Accounts to be billed monthly, two bills will be based on customer/consumer average consumption, third bill will be based on an actual reading. Should a bill remain unpaid for twenty-one (21) days after the billing date, the account shall be considered delinquent.
  - b.) Large Volume Users  
Accounts to be read and billed monthly. Accounts may be estimated based on average consumption. Should a bill remain unpaid for fourteen (14) days after the billing date, the account shall be considered delinquent.
- (2) A ten percent (10%) penalty shall be automatically assessed to the delinquent account.
- (3) A notice of shut off for delinquency shall be provided and disconnect/termination shall occur in accordance with the City Water Termination Policy, per Ordinance No. 1992-38, which is attached hereto as Appendix I.
- (4) Payment arrangements can be made at the discretion of the Utilities Billing Supervisor. A customer/consumer having financial problems can make arrangements with the Utility Office to pay delinquent accounts over time not to exceed twelve (12) months. Customers/Consumers also must agree to stay current. A signed document outlining the agreement shall be mandatory.

(5) Should the service be severed for any of the above reasons, it will be the responsibility of the property owner to repair the service in accordance with the City Plumbing Code, and approved by the Plumbing Inspector.

(6) In cases where industrial, commercial or governmental accounts become delinquent, the Utilities Billing Supervisor shall determine the course of action.

(7) When water service has been shut off for delinquency purposes, service will not be turned back on for the customer/consumer or in the name of any member of the family or any resident of the household until all charges due have been paid. A *fifty (\$50.00) dollar* reconnect fee shall be charged and payment made before reconnection. Payment of all monies due must be made in the form of cash or money order before water service is turned on, with such turn on occurring during normal business hours only.

(8) Services shall be shut off if declared delinquent. If the City is not able to disconnect service, collection shall be pursued by whatever means legally available.

(9) Any customer/consumer's account reflecting a credit balance shall have that balance applied to future billings with the exception of that account being finaled and no other service transferred in the name of that customer/consumer to another account.

(10) All of the foregoing actions shall be carried out in compliance and coordination with the City Water Service Termination policy.

**(11) *PROPERTY OWNER RESPONSIBLE FOR UNPAID WATER BILLS***

*WHERE THE PROPERTY OWNER IS THE CUSTOMER/CONSUMER OF WATER – In situations where the property owner is also the customer/consumer of the City of Steubenville Water Department, any unpaid utility bills shall become a lien on the property.*

*WHERE THE PROPERTY OWNER IS NOT THE CUSTOMER/CONSUMER OF WATER – Where the property owner is not the customer/consumer of the City of Steubenville, Ohio Water Department, such as a landlord/tenant relationship where the tenant is the customer/consumer, the property owner, in general, shall be jointly and severably liable for all unpaid utility charges owed by the tenant and such unpaid charges owed by the tenant shall become a lien on the landlords property under the following circumstances:*

- 1. Where the curb stop is not functioning to permit the shutoff of water at the curb, and the property owner has been notified of this defect by the City of Steubenville Water Department and has failed to fix such defect within thirty (30) days; or*
- 2. Where multiple customers/consumers are served by one (1) service line and the property owner has failed to provide access to the City meter department for removal of the meter of the delinquent customer/consumer.*

3. *Any other situation where a customers/consumer's water service cannot be shut-off due to the fault of the property owner.*

*The City shall determine which property owners have failed to provide shut off capability for delinquent customers/consumers under 1,2,or 3 above, and shall notify such property owners by Certified Mail, by regular mail and by posting at the entrance door of the residence. Certified mail will be addressed to the last known address of the owner. Failure to claim certified mail will not relieve the owner of responsibility under this water policy. Such property owners shall have thirty (30) days to correct any defective condition. At the end of such thirty (30) period if the condition has not been corrected, the property owner shall become the customer/consumer of the City of Steubenville Water Department. Thereafter, any unpaid utility bills shall be assessed against the property owner, as well as the customer/consumer..*

*(12) The City shall authorize and use automatic payment of monthly utility bills from customers/consumers checking or savings accounts. Each customer/consumer requesting such automatic payment shall sign the appropriate documents in the City of Steubenville Utility Office.*

*(13) The City of Steubenville Utility Office shall, to the extent possible, accept Mastercard, Visa and other similar credit cards for payment of utility bills. All payments, by credit card, shall be made in person by the person whose name appears on the card. The City, at its discretion, may accept credit card payments over the telephone.*

*(14) The City shall establish remote drop box locations for the payment of utility bills. Such payments shall be by check only and not in cash. Any payments made in cash at a drop box location, shall be credited to the customers/consumers account at the discretion of the City.*

## **XI. CREDIT / DEBIT CARD PAYMENTS**

*(1) The City will accept payments by use of credit cards and/or debit cards in full or partial payment of any account under the following general terms and conditions:*

1. *Where the card holder and the customer are the same person:*

*A customer may charge his or her account balance on a credit or debit card where the card is issued in the name of the customer, by appearing in person at the Water Collection Office in signing an authorization for such payment.*

2. *Where the credit/debit card is not issued in the name of the customer:*

*When a customer pays his or her account with a credit card not issued in the name of the customer, the person in whose name the card is issued must appear in person at the City of Steubenville Utility Office to sign an authorization for such charge to their credit card.*

3. Where the owner of the credit card does not live within thirty (30) miles of the City of Steubenville:

*In the case where the credit card is issued to one who lives in excess of thirty (30) miles from the City of Steubenville, a customer's account can be charged to that card, however, the owner of the card must sign and deliver to the City of Steubenville Utility Office a written authorization for such charge within ten (10) days of the date the charge on that card is made. Such authorization will be on a form provided by The City of Steubenville Utility Office. In the event the authorization is not received by the City of Steubenville within ten (10) days, the payment shall be nullified and a penalty in the amount of Twenty-five Dollars (\$25.00) shall be assessed against the customer.*

4. Special circumstances due to water shut off situations:

*In the case where a credit/debit card is used to pay the amount due to avoid water shut off, and the card is not issued in the name of the customer, then the one in whose name the card is issued must appear at the Water Utility Office in person to authorize any such payment on the card. If the one to whom the card is issued does not appear in person, a written authorization signed by the person in whose name is issued must be received in advance by the Water Office before such charge can be made.*

## **XII. MISCELLANEOUS CHARGES**

- (1) In the event that water service is turned on or turned off at times other than normal business hours, there shall be a minimum charge of fifty (\$50.00) dollars. Should the service call exceed one (1) hour, time shall be charged at the actual cost of labor and equipment.
- (2) Whenever it becomes necessary for service to be disconnected for violation or non-compliance with any of the rules and regulations stated herein, a *fifty (\$50.00)* dollar reconnect fee shall be paid before service is turned back on.
- (3) Customers/consumers checks that are not honored by the bank shall result in a mandatory charge of twenty-five (\$25.00) dollars. Repeat offenders shall be prosecuted.
- (4) A fee of twenty-five (\$25.00) dollars per re-read may be charged for each meter read for customer/consumer convenience or special billing, with the exception of the required annual reading.
- (5) Persons planning extended vacations may opt to have their service disconnected at the curb stop and re-activated upon their return at a charge of twenty (\$20.00) dollars (See IX. 1, 4), provided application is made to the Utility Office seven (7) working days prior to the requested service call date. They shall be exempted from billings during this period of time. (See VI. 5).

(6) In the event the customer/consumer requests an investigation of charges billed or paid prior to three (3) billings cycles, a charge of fifteen (\$15.00) dollars may be added to the account.

(7) *Customers/Consumers authorized bank withdrawals, such as ACH Automatic transfers from checking or savings accounts to pay the utility bills automatically, that are not honored by the bank, shall result in a mandatory charge of twenty five (\$25.00) dollars. Repeat offenders shall have automatic transfer procedure terminated.*

(8) *"Outside Water" shall be billed at a rate of 110% of the inside water rates.*

### **XIII. TAMPERING**

(1) Any customer/consumer found to be improperly taking unmetered water, tampering with locks or seals, or if water service has been turned on by someone other than those authorized by the City shall be *subject to criminal prosecution*.

### **XIV. ESTIMATED CONSUMPTION**

(1) If a meter has failed to register the amount of water consumed, or the meter was not read, the consumption for the period shall be estimated. Any such estimate may be adjusted if the customer/consumer makes a request within the same billing cycle and presents satisfactory evidence to the Utility Office.

(2) The Utility Office shall consider past usage patterns and type of service in order to generate reasonable estimates. If no past usage history is readily available, future usage may be estimated.

(3) Remote reads are considered estimates and are subject to the provisions and guidelines provided herein. It is the customer/consumer's responsibility to arrange an actual reading from the water meter itself at least once a year.

### **XV. WATER RATES**

(1) The City Manager shall recommend the rates for water used by customers/consumers within the City of Steubenville, for customers/consumers in Jefferson County outside the Steubenville City limits, and for all other cities and/or counties in need of the City's water supply, at rates sufficient to supply funds for the adequate operation of the system and replacement / depreciation of the plant and facilities.

(2) The water rates shall be set by Ordinance of Council.

(3) Each water supply service shall be subject to a minimum charge. (2,000 gallons per month).

## **XVI. FIRE LINES AND PRIVATE FIRE HYDRANTS**

- (1) To have a fire line service installed in any premise, plans shall be submitted for approval to the City Engineer, Building Inspector and Plumbing Inspector. Upon approval, the customer/consumer shall contract with a plumber licensed by the City of Steubenville. The fire line service shall be installed in accordance with the standard rules and regulations at the customers/consumer/consumer's expense.
- (2) Customer/Consumers may install fire line meters, of a design approved by the Plumbing Inspector at their expense.
- (3) Any leaks in unmetered fire line services inside private property shall be repaired by the customer/consumer as soon as detected. The City has the authority to shut off fire line service if the customer/consumer fails to repair such a leak. The City Fire Department shall be notified and the City shall not be held responsible for any damages resulting from any such action. The City may require any fire line service to be metered at the customer/consumer's expense.
- (4) Fire lines and private fire hydrants are intended for fire protection use and for use by authorized representatives of the City. Customers/Consumers misusing a private fire line or private fire hydrant shall be charged in accordance with these rules and regulations. (See XII).

## **XVII. CONSTRUCTION WATER**

- (1) The customer/consumer or general contractors shall pay for construction water prior to final approval and issuance of the building permit. Payment is to be made at the Utility Office. Construction water rates are as follows:

\$1.00 per 1,000 or part thereof of permit valuation for the first \$50,000 of the cost of the building being constructed. (\$1 to \$50,000)

\$0.50 per \$1,000 or part thereof of permit valuation for the next \$50,000 of such cost. (\$50,001 to \$100,000)

\$0.25 per \$1,000 or part thereof of permit valuation over \$100,001 (over 100,001)

- (2) Construction water fee may be waived under the following conditions:
  - A) In cases of additions, alterations or repairs where metered water is used from services located on the same premises.
  - B) The service is metered when tapped or resumed.

C) The water used for construction is obtained from an existing metered service or a private source. In this case, written documentation shall be submitted and approved prior to obtaining a building permit and kept on file at the Utility Office. The documentation shall indicated the exact source of the construction water and contain the written consent of the owner or person responsible for paying for the water service if an existing metered service is used.

Waivers shall be accompanied with plans submitted for building permits. If, after the construction water fee has been waived, unmetered City water is used, the waiver shall be void and a fine of one thousand (\$1,000.00) dollars shall be assessed in addition to the fees. This shall apply even if construction is partially or wholly complete.

(3) A builder or contractor who is erecting more than one building simultaneously on contiguous lots or applies for two (2) or more building and construction water permits in the same section of a development at the same time, may receive the benefit of applying the above rates to the total permit valuation of all the pertinent building permits.

(4) The use of construction water includes the right to use water for normal construction purposes NOT to include landscape watering. No person shall use construction water beyond the time of occupancy of the premises, final plumbing inspection, or cessation of normal building activities when the construction is completed or purposely held incomplete whichever is earliest.

#### **XVIII. DEMOLITION WATER**

(1) A contractor for demolition purposes must make request to the Utility Office for water necessary at least two (2) days in advance. Water will be supplied from an unmetered fire hydrant. Water Department personnel shall deliver apparatus (hose, nozzle, wrench) for the operation. Personnel for operation of hose shall be supplied by the contractor.

(2) Demolition water rates are as follows:

\$50.00 for residential property  
\$100.00 for commercial property

#### **XIX. FIRE HYDRANT USE**

(1) Water may be drawn from fire hydrants for approved uses after contracting the Utility Office. Conditions and charges for this service shall be as follows:

The City will provide all necessary fittings to adapt to the hydrant: i.e. the meter and backflow preventor with a male thread of the prescribed size. The contractor shall provide all fittings necessary to adapt to the male thread.

**¾" or 1" Meter:**

Security deposit.....	\$ 300.00
Installation & removal fee.....	\$ 50.00
Weekly use fee.....	\$ 25.00
Water used per 1,000 gallons.....	\$ twice current rate

**2" Meter:**

Security deposit.....	\$ 500.00
Installation & removal fee.....	\$ 50.00
Weekly use fee.....	\$ 25.00
Water used per 1,000 gallons.....	\$twice current rate

(2) The customer/consumer shall be held responsible for loss or damage of hydrant, meter and related fittings. The customer/consumer shall pay for all water consumed. The valve, backflow preventor and meter shall be installed on one fire hydrant by City personnel and shall not be moved to another fire hydrant by the customer/consumer without the approval of the City. Penalties for this violation shall be assessed in accordance with Section 541.04 of the Codified Ordinance.

(3) Special conditions for use of a fire hydrant shall be evaluated by the Utility Office or Water Superintendent of an individual basis and charged accordingly. Application for said use is made to the Utility Office.

**XX. CASUAL WATER**

Casual water is available at the City filtration plant. Payment for casual water shall be prepaid at the Utility Office. The rate shall be twice the current rate.

Persons desiring water service who reside outside the corporation limits of the City of Steubenville shall follow the requirements of Chapter 929 of the Codified Ordinances of the City of Steubenville. (Ordinance 8715, Passed 11-7-56).

**NON-COMPLIANCE WITH ANY OF THE RULES AND REGULATIONS CONTAINED HEREIN SHALL RESULT IN APPROPRIATE CIVIL AND/OR CRIMINAL REMEDIES AS PROVIDED BY LAW**

**XXI. FEE SCHEDULE**

AFTER HOURS SERVICE CALL.....	\$50.00 MINIMUM
OVER 1 HOUR.....	ACTUAL COST
BACKFLOW NON-COMPLIANCE PENALTY...	\$250.00
CONSTRUCTION WATER.....	\$1.00 / 1,000 (\$1-\$50,000)
	\$0.50 / 1,000 (50,001-\$100,000)
	\$0.25 / 1,000 (OVER \$100,01)

CURB STOP OPERATION.....	\$10.00 / TRIP
UNAUTHORIZED OPERATION FINE.....	\$250.00
DEMOLITION WATER.....	\$50.00 / RESIDENTIAL \$100.00 / COMMERCIAL
FIRE HYDRANT USE	
¾" or 1" Meter:	
Security deposit.....	\$300.00
Installation & removal fee .....	\$ 50.00
Weekly use fee.....	\$ 25.00
Water used per 1,000 gallons.....	\$twice current rate
2" Meter:	
Security deposit.....	\$500.00
Installation & removal fee .....	\$ 50.00
Weekly use fee.....	\$ 25.00
Water used per 1,000 gallons.....	\$twice current rate
INVESTIGATION OF ACCOUNT.....	\$15.00
METER REPAIR OR REPLACEMENT.....	\$ACTUAL COST
METER TEST ¾".....	\$20.00 (IF WITHIN 2%)
1".....	\$ACTUAL COST
PENALTY FOR LATE PAYMENT .....	10% CURRENT CHARGES
PROCESSING FEE .....	\$30.00
RE-CONNECT FEE .....	\$50.00
RE-READ .....	\$25.00 AFTER 1/YR
REMOTE READER.....	PRICE AS PURCHASED BY THE CITY
RETURNED CHECK CHARGE.....	\$25.00
SECURITY DEPOSIT.....	\$120.00
TAMPERING FINE.....	CRIMINAL CHARGES
TAP-IN FEES:	

**SPECIAL ASSESSMENT TAP RATES**

20 inch line – Sunset Blvd. Buena Vista to Wintersville .....	\$325.00
12 inch line – Lovers Lane (including Stark School and Heritage Cir.) .....	\$400.00
Wilrose Terrace.....	\$450.00
Fernwood Road.....	\$450.00
ALL OTHER AREAS .....	\$300.00
RE-TAP.....	\$150.00
UNAUTHORIZED CONSUMPTION.....	\$1,000.00 PLUS CONSUMPTION

## WATER POLICY - Rules Clarification Number One April 1998

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### Residential Service Connections

Background - The current City Water Policy is not clear on how to address service connection and tap fees in new subdivisions where the tap is installed with water main construction. Under Section III, Main and Service Connections, latitude is given to the City Engineer or Water Superintendent to establish rules covering this situation. This clarification covers service taps of 3/4 inch and 1 inch sizes.

Requirements - When a water main is extended as part of a residential subdivision development, the developer shall provide water main service taps at all locations shown on the construction plans. Each tap shall be extended to the street or easement right-of-way boundary and terminate with an approved curb stop and riser. The building side of the curb stop shall be fitted with an approved pipe "pigtail" which is soldered closed on the end.

Fees - No fee will be collected for the service connections when the water main is constructed. A water service connection fee of \$150.00 for each service connection will be collected when an account is opened. Should a lot be split or for some reason the service connection "pigtail" is unavailable, a new service tap will be needed. This new service tap will be provided by City of Steubenville Water Department personnel for a connection and tap fee of \$300.00 and will be collected when the account is opened and/or before the tap is made.

## WATER POLICY - Rules Clarification Number Two January 1999

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### Service Connections Larger Than One Inch

Background - The current City Water Policy is not clear on the tap fee for service connection larger than one inch. Under Section III, Main and Service Connections, latitude is given to the City Engineer or Water Superintendent to establish rules covering this situation. This clarification covers service taps larger than one inch size.

Requirements - When a service tap larger than one inch is requested, the tap shall be made by a contractor certified by the City Health Department to tap City water mains. Taps shall be made with equipment designed to tap pressurized water mains. A service line shut off valve shall be placed immediately to or as close as possible to the main tap. An adjustable (screw type) valve riser box shall be placed on the shut off valve and extended to the ground or pavement surface.

Fees - A water service connection fee of \$150.00 for tap will be due and shall be collected when the account is opened. The property owner or tenant shall open the account prior to construction of the water service tap. Accounts may be opened at the City of Steubenville Water Collection Office, 310 Market Street, Steubenville, OH 43952, 740-283-6155.