


Policy Title:		Deduct Meters	
	OFFICE OF THE CHIEF FINANCIAL OFFICER	Category	Billing
		Administrative Policy #	____-FIN-Deduct Meter Policy
		Revision #	N/A
		Review Frequency	One year from date implemented.
Administrative Division	Billing	Reviewed By	Chief Operating Officer, Chief Financial Officer, Billing Manager, Meter Operations Manager
BOWC Approval		Last Reviewed/Update Date	
Implementation Date		Resolution #	

1. AUTHORITY

- 1.1. The City of Detroit is expressly authorized to operate a water and sewer system and to bill for services rendered under numerous laws, ordinances, and charter provisions (e.g., Michigan Constitution, Article VII, Section 24; MCL 117.4a (4)(j); MCL 117.4b(2); MCL 117.4e; MCL 117.4f; MCL 117.5e; MCL 117.35; Chapter 35, Section 7-1501, et seq of the 1997 Detroit Home Rule Charter, and Chapter 56 of the Detroit City Code).
- 1.2. Under Michigan Act 178 of 1939, *Municipal Water Liens* (MCL 123.161, et seq.) “the Water Lien Act” and Chapter 56, *Utilities*, of the Detroit City Code (“City Code”), Detroit Water and Sewerage (“DWSD”) provides water and sewerage service to customers and under certain conditions, has a lien that becomes effective immediately upon the distribution of water or provision of water and sewerage system service on the premises or property supplied. Further, water and sewerage service may be discontinued for nonpayment of charges and/or civil collection action may be filed.

2. OBJECTIVES

- 2.1. To set forth policies and procedures for all Commercial and Industrial Customers who want to install a deduct meter.

3. PURPOSE

- 3.1. Many Customers produce bottled drinking products or utilize water for other commercial uses or choose to irrigate lawns and gardens thoroughly and routinely. Detroit’s current sewage billing practice applies the sewage rate to every gallon of potable water that passes through the property’s water meter. This creates a perceived or real inequity for non-domestic water users as it does not provide consideration for water that is primarily absorbed by the processes or vegetation such as grass and landscaping, rather than entering the sewage disposal system.
- 3.2. This will serve as a policy to address water consumption that is not entering Detroit’s combined sewer system and eliminates or reduces sewage costs associated with such usage.

4. DEFINITIONS

“Applicant” means a Property Owner who wants to install a Deduct Meter for non-domestic water usage on a commercial or industrial class parcel.

“Backflow Prevention Device” means a device which prevents the domestic primary water service and the public water supply from contamination or pollution due to backflow. Backflow occurs where there is a loss of system pressure.

“Customer” means an Applicant or a tenant of an Applicant responsible for payment of the Domestic Primary Water Meter Account.

“Deduct Meter” means a meter requested by an Applicant who wishes to separate water usage into, (a) domestic use; and (b) non-domestic water use. Customer may do so with the installation of a second (deduct) meter.

“Deduct Meter Service Account” means the DWSD account established to bill usage charges recorded by the Special Use (Secondary) Meter.

“Domestic Primary Water Meter Account” means the DWSD account associated with Domestic Water Use.

“Domestic Water Use” means water used for indoor purposes such as drinking, food preparation, bathing, washing clothes and dishes, and flushing toilets.

“EnQuesta” refers to the customer information system utilized by DWSD.

“Meter Interface Unit (MIU)” means a device which records and transmits the water usage to the DWSD.

“Non-Domestic Water Use” means water used to produce goods; or to irrigate lawns and gardens or other agricultural purpose.

“Owner” means the person that holds legal title to a property.

“Parcel” means a plot of land identified by the City of Detroit Assessor with a unique identification number or "parcel number."

“Property” means a building or buildings or the land within a Parcel treated as one unit for purposes of obtaining water and sewerage service.

“Sewerage” means a combination of the water-carried wastes from residences, business buildings, institutions, and industrial establishments, together with such ground, surface, and storm waters as may be present.

5. SCOPE

- 5.1. This policy applies only to DWSD Commercial and Industrial Customers seeking a Deduct Meter for non-domestic water usage. DWSD Residential Customers receive the benefit of Average Winter Consumption for sewer charges which eliminate any sewer charges associated with summer irrigation usage.

6. RESPONSIBILITIES

6.1. Applicants and Customers

- 6.1.1. Abides by the DWSD Terms and Conditions for Deduct Meters and this Policy.
- 6.1.2. Provides the appropriate metering equipment at the Applicant’s cost.

6.2. DWSD

6.2.1.

Reviews this policy after one (1) year.

7. POLICY

7.1. Applying for Deduct Meter Account

- 7.1.1. Applicants may apply for a Deduct Meter Service Account.
- 7.1.2. Applicant must obtain a Permit from DWSD Permits Division to install a Deduct Meter and to set up a Deduct Meter Account.
- 7.1.3. Applicant must pay a permit fee in order to apply for a Deduct Meter Service Account.
- 7.1.4. If Applicant has an outstanding balance on any account in its name, the Applicant must pay the balance in full, or enter into a payment plan, prior to establishing a Deduct Meter Service Account.

7.2. Requirements to Set Deduct Meter

- 7.2.1. Property must have Automatic Meter Reading Technology (AMR) installed on primary and secondary meters in order to establish a Deduct Meter Service Account. Location of Deduct Meter must be suitable for having AMR meter cellular signal.
- 7.2.2. Applicant must have the proper plumbing, grounding and spacing requirements pursuant to DWSD specifications in order to install a Deduct Meter.
- 7.2.3. Applicant must have a backflow prevention device to prevent potential cross connection/contamination of domestic water supply and submit an annual backflow prevention device certification test report.
- 7.2.4. DWSD and Applicant to agree and review applicable level of detail drawings that demonstrate where the water is used in the process.
- 7.2.5. Applicant agrees to provide process flow diagrams and site drainage locations with access for inspection.
- 7.2.6. Applicant agrees to provide records on maintenance activities that estimate the use of water not used in the process e.g., Cleaning/washing equipment.
- 7.2.7. An on-site visit may be required to validate drawings provided and check field conditions.
- 7.2.8. Applicant is responsible for making necessary plumbing repairs to support installation of meter(s).

7.3. Use Restrictions

- 7.3.1. Customer must adhere to mandatory water use restrictions if DWSD declares a water emergency or issues a boil water alert.

7.4. Charges for Deduct Meter Services

7.4.1. Customer is charged as follows:

- a. A monthly meter service charge as determined by DWSD.
- b. Domestic water usage rate for each centum cubic foot (CCF) of water flowing through the Deduct Meter.
- c. Customer does not incur a monthly sewer fee or per-CCF sewer charges on the Deduct Meter Account.

7.4.2. DWSD may revoke permit if Customer or household occupants use non-domestic meter connection for domestic water.

7.4.2.1. DWSD may assess penalties and back bill sewer charges for improper non-domestic water usage.

7.4.3. DWSD may interrupt service for the Domestic Primary Water Meter Account and/or the Deduct Meter Account if either account is in arrears.

7.5 Reasonable and Necessary Accommodations

7.5.1. Management may take reasonable and necessary actions to accomplish the intent of this policy.

8. PROCEDURE

8.1 Application for Service

8.1.1 Applicant completes Deduct Meter Account Application and agrees to Terms of Service. (See attached form.)

8.1.2 Applicant submits application form to DWSD Permits Division with applicable documents described in the Policy and pays permit fee.

8.1.3 DWSD Permits Division confirms Applicant is the Property Owner and has a Domestic Primary Water Meter Account.

8.1.4 DWSD Permits Division verifies whether Applicant's account(s) is in good standing.

8.1.4.1 If the Applicant is past due on any DWSD account(s), the Permits Division informs Applicant.

8.1.4.2 Applicant pays account(s) in full, enters into payment plan, or withdraws Application.

8.1.5 If Property ownership and payment history are confirmed, the Permits Division enters a work order to create the Deduct Meter Service Account.

8.1.6 Permits Division creates Deduct Meter Service Account.

8.2 Meter Installation

8.2.1 DWSD's Meter Operations Division contacts Applicant to schedule a meter installation appointment.

- 8.2.1.1 DWSD's Meter Operations Division creates a work order for a meter installation and assigns a Field Service Technician to install the Deduct Meter.
- 8.2.2 DWSD's Field Service Technician visits Property to install Deduct Meter or notifies Applicant of private plumbing repairs that must be done prior to meter installation.
 - 8.2.2.1 After Applicant completes private plumbing repairs, the Applicant contacts DWSD to schedule a meter installation appointment. DWSD's Field Technician returns to the Property to complete meter installation.
 - 8.2.2.2 Field Technician updates the Deduct Meter Account with the newly installed Deduct Meter's identification number and completes the work order.

8.3 Billing Account

- 8.3.1 DWSD's Billing Division receives completed Deduct Meter installation work order and begins billing recorded consumption in accordance with this Policy.
- 8.4.1 DWSD bills the Customer for the costs of the Deduct Meter, charged to the Deduct Meter Service Account.



APPLICATION FOR DEDUCT METER SERVICE ACCOUNT PERMIT

Applicant Information

Business Name/DBA (if applies):

First Name (Authorized user for business accounts):

Middle Initial:

Last Name:

Driver's License/State ID Number or EIN/TIN of business:

Expiration (MM/YYYY):
(Residential only)

Date of Birth (MM/DD/YYYY):
(Residential only)

Mailing Address (If different from Water Service Address):

City:

State:

Zip Code:

Phone Number:

Alternate Phone Number:

Primary Water Meter Account Number:

Email:

*Social Security Number (Last Four):

Property Information

Address to Install Deduct Meter:

City:

State:

Zip Code:

Closing Date (MM/DD/YYYY):

Do you own or rent the property:

☐ Own

☐ Rent

Type of Property:

☐ Residential

☐ Two-Family Flat

☐ Duplex

☐ Commercial

* Of authorized user for ID purposes, including businesses or commercial accounts. If you do not have a Social Security Number, please call Customer Service at 313-267-8000 for other acceptable forms of identification.



DEDUCT METER TERMS AND CONDITIONS

By signing this document you represent that you are authorized to request a Deduct Meter at the property address below. Your signature and acceptance of Deduct Meter means you agree to the following terms and conditions of the Detroit Water & Sewerage Department (DWSD) for the duration of service:

- I will pay all applicable rates and charges as established from time to time by the Board of Water Commissioners, and that said charges shall be a lien against the property and become effective immediately upon service to the property unless proper proof of tenant's responsibility to pay is on file with DWSD.
- I understand and agree that payment of rates and charges must be paid by the due date shown on the bill. In the event of late payment, penalties will be imposed.
- I understand that if my account becomes delinquent, DWSD may interrupt service until the account is paid in full or I enter into an approved payment plan. A reconnection charge may be imposed. DWSD may transfer its lien to the property tax roll for collection of the delinquent balance as provided by law. DWSD may also elect to sue for collection of delinquent amounts owed.
- I agree to provide valid identification and a Social Security or Tax Identification Number. Non-U.S. Citizens must provide photo identification.
- I agree to notify DWSD when moving from (vacating) a property.
- I understand that a Deduct Meter will not be turned on until an Automatic Meter Reading (AMR) meter is installed on my Domestic Primary Water Meter and that the property owner, landlord or tenant is responsible for making necessary plumbing repairs to support installation of AMR devices.
- I will not allow any person other than an authorized representative of DWSD to connect or reconnect service.
- I will not allow any person other than an authorized representative of the DWSD to operate or cause to be operated any valve in or connected with a water main, water service, or fire hydrant, or tamper with or otherwise interfere with any water meter, deduct meter, detector check valve, or other part of the water system.
- If DWSD detects a device, scheme, or tampering that avoids or attempts to avoid full payment for water service, I may be subject to fines, service interruption and/or immediate removal of utility equipment and service from the premises or legal action.
- I agree to keep the area around DWSD's Deduct Meter clean and free of hazardous materials and I agree to provide safe access to DWSD employees to enter the premises at any reasonable time to read, install, remove, exchange, maintain, test or upgrade the Deduct Meter and associated devices.
- I understand that the property owner is responsible for the water service line from the water meter to the curbstop (turn-on/turn-off valve) near the sidewalk. DWSD is responsible for the portion from the curbstop to the water main.

Signature

Property Address

Date

DWSD's Terms of Service are based on Michigan Act 178 of 1939, Municipal Water Liens (MCL 123.161, et. seq.), Chapter 56, Utilities, of the Detroit City Code and Michigan Act 206 of 1893, The General Property Tax Act (MCL 211.1, et. seq.)