ST. CHARLES
SINCE 1834

AGENDA ITEM EXECUTIVE SUMMARY

Title:	**Presentation and Approval of Water Hydrant Meter Policy**
Presenter:	John Lamb

Please check appropriate box:

	Government Operations	X	Government Services 04.25.11
	Planning & Development		City Council
	Public Hearing		

Estimated Cost:	None	Budgeted:	YES		NO	

If NO, please explain how item will be funded:

Executive Summary:

Currently the City rents water hydrant meters to residents, businesses and contractors for the use of filling pools, watering new landscaping, new construction and temporary car washes. The meters currently rent for $4.33 a month and require a deposit of $750.00. Final charges are based on number of months rented and also a water usage fee of $1.72 / 1000 gallons. There are approximately twenty meters available and in an average year this is the number rented out.

Staff has reviewed the current policy and fees. As part of the review actual costs were calculated for maintaining the program. The meters need to be maintained on a regular basis due to the type of use, being installed and taken off hydrants on daily basis and are sometimes damaged. Therefore the meters are rebuilt every three years at a cost of $750.00. Dividing this amount by thirty-six (36) months the monthly cost is $21.00. Administrative costs associated with meter rental and inspections are $22.00.

Using the above figures staff recommends increasing the rental fees to $21.00 per month and charging an Administrative Fee of $22.00. Although this is a significant increase staff does not believe it will deter rentals. It does not affect many users and a number of them currently keep the meters when they are not using them or for months afterwards and thus paying rentals beyond what they use. The increased fee not only supports the program and meter maintenance but should also encourage return of meters more promptly, which would make them available for other users.

Attachments: *(please list)*

Water Hydrant Meter Policy and associated forms.

Recommendation / Suggested Action *(briefly explain)*:

Staff request committee approval of the Water Hydrant Meter Policy and the associated fees.

For office use only:	*Agenda Item Number: 6.e*

Title Water Hydrant Meter Policy

Policy #

Approval Date

Revision Date

Sections:

I. Introduction
II. Program Criteria
III. Application / Rental Process
IV. Deposit / Rental Billing Process

Exhibits:

- Application / Rental Form
- Hydrant Meter Application Record

I. INTRODUCTION

The City of St. Charles offers the temporary rental of water hydrant meters. The meters are available for uses such as; new construction, new landscaping, filling pools, or temporary car washes, as established by City ordinance 13.16.155.

II. PROGRAM CRITERIA

- Renter must complete application stating renter name, business, and purpose of meter.
- Renter must provide deposit of $750.00 with the City of St. Charles Utility Billing.
- City of St. Charles staff shall approve requests for meter uses other than stated above.
- Meters must be returned within twelve months of the rental date on the application, or the deposit fee will be forfeited by the renter.
- If meter is to be used in conjunction with filling a tank the tank needs to be inspected by City staff to ensure the proper fixed air gap on the tank as required by the Illinois Administrative Code, Part 890.1130 Protection of Potable Water, (Illinois State Plumbing Code).

III. APPLICATION / RENTAL PROCESS

If renter meets the above-established criteria for use an application shall be submitted to the City for approval. The application is available at the City Department of Public Works and the City of St. Charles Utility Billing located at 2 East Main Street.

The application contains the following information:

1. Applicant name and billing address, phone number.
2. Intended use of hydrant meter.
3. Service address.
4. Estimated time of hydrant meter usage.

III. APPLICATION / RENTAL PROCESS (cont'd)

Applicant/Renter must take the following steps to secure, rent hydrant meter.

1. If meter is to be used in conjunction with filling a tank, the tank must be inspected by City of St. Charles' staff to determine the proper fixed air gap on the tank. Tank inspections are scheduled through the city Water Division Manager or his designee.
2. Visit the City of St. Charles' Utility Billing at the City Municipal Building to provide meter rental deposit of $750.00.
3. Visit City of St. Charles' Water Meter Division at the Public Works Facility to obtain meter.
4. Fill out City of St. Charles Application for Temporary Utility Service.

Once all these steps are completed the renter will receive a hydrant meter and a copy of Hydrant Meter Operating Instructions (available in English and Spanish). It is imperative these instructions are given to the personnel using the hydrant meter and that they are followed explicitly. Improper use of both the meter and water hydrant can cause water quality problems in the system and potential confiscation of the hydrant meter.

IV. DEPOSIT, RENTAL & BILLING PROCESS

The following deposit, fees and penalties apply to rental of hydrant meters:

1. Deposit of $750.00 is required at time of rental. A meter will not be made available without a deposit.
2. Payment of Administrative Fee of $22.00 for processing and inspection of meter.
3. Monthly rental fee of $25.00 will be billed the 10th of each month and due on the 30th of each month.
4. Water Usage fee shall apply in accordance with the current fee established by the City Ordinance.
5. Potential charges for damaged meters may be applied.
6. Meter must be returned within twelve months of the rental date on the application, or the deposit fee will be forfeited by the renter.

At the time the meter is returned it the following steps will be taken by City staff and Renter:

1. Meter must be returned to City of St. Charles Public Works Meter Division.
2. Meter will be checked for any damage.
3. Paperwork will be given to renter with meter readings, length of rental, deposit amount and any costs for damage if applicable.
4. Renter is then required to take forms to City of St. Charles Utility Billing for return of deposit with adjustments for the rental and water usage fees due to the City of St. Charles. Deposit will only be returned to the name, company as stated on the application.