

Title Water Hydrant Meter Policy

Policy # 2011-01

Approval Date May 2, 2011

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 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.

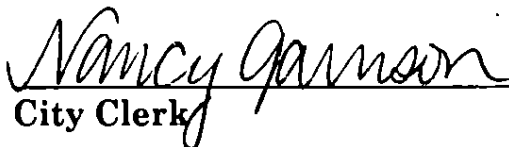
City of St. Charles, Illinois

Ordinance No. 2011-M-39

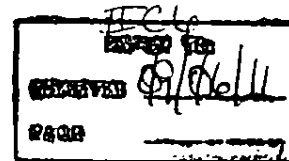
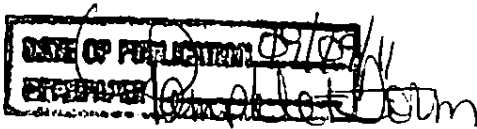
Ordinance Authorizing Amendment of Title 13 "Public Utilities," Chapter 13.16 "Water," Section 13.16.155 "Meters – Temporary Hydrant," Section 13.16.190 "Net Charges for Property with Buildings Connected to System" of the St. Charles Municipal Code

**Adopted by the
City Council
of the
City of St. Charles
September 6, 2011**

**Published in pamphlet form by
authority of the City Council
of the City of St. Charles,
Kane and Du Page Counties,
Illinois, September 9, 2011**


City Clerk





City of St. Charles, Illinois
Ordinance No. 2011-M- 39

An Ordinance Authorizing Amendment of Title 13 “Public Utilities”, Chapter 13.16, “Water”, Section 13.16.155 “Meters - Temporary Hydrant”, Section 13.16.190 “Net Charges for Property with Buildings Connected to System” Of the St. Charles Municipal Code

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF ST. CHARLES, KANE AND DUPAGE COUNTIES, ILLINOIS, as follows:

Section 1. That Title 13 “Public Utilities”, Chapter 13.16 “Water”, Section 13.16.155 “Meters - Temporary Hydrant”, Section 13.16.190 “Net Charges for Property with Buildings Connected to System”, of the St. Charles Municipal Code, are hereby deleted in its entirety and in lieu thereof the following language shall be substituted:

13.16.155 Meters - Temporary Hydrant

Availability. Temporary hydrant meters are available to all customers upon **Water Division approval and making formal application at the Finance Office. A Water Hydrant Meter Policy applies to the application and rental process. The policy is available on the City of St. Charles website or from the Finance and Public Work Offices. The following fees are applicable to the rental of meters; one time administrative fee, monthly rental fee, water usage charges, and a security deposit for meter.**

Acceptable use of temporary hydrant meters is for the supplying of water to: new construction, new landscaping, filling pools, or temporary hand car wash. Temporary hydrant meters shall be removed from hydrants daily. Under no circumstances, shall unattended hydrant meters be installed on hydrants overnight. Hydrant meters shall be removed when unattended.

13.16.190 Net Charges for Property with Buildings Connected to System

All property upon which any building has been or may be hereafter erected having a connection with the water system shall pay the following charges:

A. General Water Service

1. **Customer Charge.** The following customer charge is for all general service water customers:

Customer Charge

Meter Size	Per Month 5/1/11	Per Month for Readings on or after 10/15/11
3/4" and under	\$3.82	\$4.96
1"	\$4.92	\$6.39
1-1/4"	\$5.97	\$7.76
1-1/2"	\$6.88	\$8.94
2"	\$9.28	\$12.06
3"	\$14.76	\$19.19
4"	\$22.51	\$29.26
7-1/2"	\$63.57	\$82.64

2. Water Charge. The following water rates apply to all customers:

Base Water Rate – One dollar and eighty-two cents (\$1.82) per 1000 gallons on May 1, 2011, Two dollars and eight cents (\$2.08) per 1000 gallons **for readings on or after October 15, 2011.**

*Excess Seasonal Water Rate – Three dollars and eight cents (\$3.08) per 1000 gallons on May 1, 2011, Three dollars and fifty-two cents (\$3.52) per 1000 gallons **for readings on or after October 15, 2011.**

*Excess Seasonal Water Rate applies to customer's first monthly billing period with an ending meter reading date on or after May 15th and the next four succeeding monthly billing periods.

The excess seasonal water rate applies to water used during the above period which is greater than 130 percent of the monthly average of water used during the winter quarter and which is greater than 6,500 gallons per month usage. All other water is billed at the base rate. New customers who have no history of water consumption during the winter quarter will be billed on the basis of actual consumption at the base rate until a winter average is determined."

Section 2. That this Ordinance shall be in full force and effect ten (10) days from and after its passage, approval and publication in pamphlet form as provided by law. The rates set forth herein will be effective with the first billing subsequent to the effective date of this ordinance.

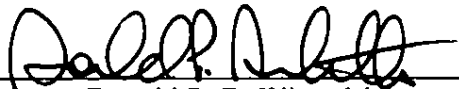
Section 3. That after the adoption and approval hereof this Ordinance shall (i) be printed or published in book or pamphlet form, published by the authority of the Council, or (ii) within thirty (30) days after the adoption and approval hereof, be published in a newspaper published in and with a general circulation within the City of St. Charles.

PRESENTED to the City Council of the City of St. Charles, Kane and DuPage Counties, Illinois, this 6th day of September, 2011.

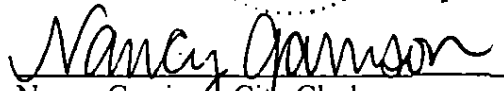
PASSED by the City Council of the City of St. Charles, Kane and DuPage Counties, Illinois, this 6th day of September, 2011.

APPROVED by the Mayor of the City of St. Charles, Kane and DuPage Counties, Illinois, this 6th day of September, 2011.




Donald P. DeWitte, Mayor

ATTEST:


Nancy Garrison, City Clerk

COUNCIL VOTE:

Ayes: 10

Nays: 0

Absent: _____

APPROVED AS TO FORM:

City Attorney

DATE: _____

State of Illinois)
) ss.
Counties of Kane and DuPage)

Certificate

I, NANCY GARRISON, certify that I am the duly elected and acting Municipal City Clerk of the City of St. Charles, Kane and DuPage Counties, Illinois.

I further certify that on September 6, 2011, the Corporate Authorities of such municipality passed and approved Ordinance No. 2011-M-39, entitled

"Ordinance Authorizing Amendment of Title 13
"Public Utilities," Chapter 13.16 "Water," Section
13.16.155 "Meters – Temporary Hydrant," Section
13.16.190 "Net Charges for Property with Buildings
Connected to System" of the St. Charles Municipal
Code,"

which provided by its terms that it should be published in pamphlet form.

The pamphlet form of Ordinance No. 2011-M-39, including the Ordinance and a cover sheet thereof was prepared, and a copy of such Ordinance was posted in the municipal building, commencing on September 9, 2011, and continuing for at least ten days thereafter. Copies of such Ordinance were also available for public inspection upon request in the office of the municipal clerk.

DATED at St. Charles, Illinois, this 6th day of September 2011.



Nancy Garrison
Municipal Clerk

(S E A L)