

**MEETING DATE:** 12/6/2022**DEPARTMENT:** Administration/Finance**AGENDA ITEM:** Resolution 1153, amending the City's Policy Manual

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**REQUESTED BOARD ACTION:**

Motion to approve Resolution 1153, amending the City's Policy Manual.

**SUMMARY:**

Currently, the City rents out temporary portable hydrant meters for use by contractors who obtain water from fire hydrants in order to complete construction and other projects around the City. The City rents these temporary meters free of charge and only charges the contractor for the water used at the wholesale water rate outlined in the Comprehensive Schedule of Fees Listing. Right now, the City charges a deposit of \$1,500 for the meter as collateral for checkout of the meter. However, this amount is not enough to cover the full cost of replacing a new meter if the contractor/user never returns the meter (the latest cost quoted by Public Works staff as of October 2022 for a new meter is \$2,660). Previously, the City had four temporary hydrant meters in possession, but over time, the number of meters on hand has dwindled to one meter (which is currently rented out to a contractor). The other meters had not been returned and the City cashed the \$1,500 held deposits.

Public Works and Finance staff met to discuss alternatives and options on how to proceed with the development of more stringent policies on temporary hydrant meter policy. The concepts and ideas the team agreed to introduce into a policy include:

- Securing/locking the meter to the fire hydrant so the meter cannot be removed.
- Establishing a rental ("checkout") period of 3 weeks for the contractor/user. The contractor may checkout the meter for another 3 weeks if no one else is waiting to use a meter.
- Allowing use of a non-city owned hydrant meter by ensuring City staff test the meter reading accuracy and confirm backflow testing certification from the contractor/user who has the meter.
- Designate a penalty for unauthorized/unlawful use of water from the fire hydrant with a confirmed hydrant meter.
- Establish a "hydrant meter service fee" which recoups the cost of the staff time required to checkout the meter, lock and unlock the meter, and obtain meter reads for water billing.
- Establish a fire hydrant deposit which is paid in addition to the temporary hydrant meter deposit.

Overall, these policies and procedures are designed to allow for appropriate provision of hydrant meters to contractors and miscellaneous users to not only prevent misuse of the meter, but also ensure meters are readily available for checkout by other users. The entire policy can be read in the attached document.

**PREVIOUS ACTION:**

The Board of Aldermen took previous action to amend the City's policy manual on October 18, 2022.

**POLICY ISSUE:**

City Policy Manual provides administrative direction and guidance on executing and actionizing City policy.

**FINANCIAL CONSIDERATIONS:**

Fiscal impact has been discussed with the Board based upon each specific change to policy within the policy manual.

**ATTACHMENTS:**

- |   |                                   |
|---|-----------------------------------|
| <input type="checkbox"/> Ordinance  | <input type="checkbox"/> Contract |
| <input checked="" type="checkbox"/> Resolution                            | <input type="checkbox"/> Plans    |
| <input type="checkbox"/> Staff Report                                     | <input type="checkbox"/> Minutes  |
| <input checked="" type="checkbox"/> Other: Temporary Hydrant Meter Policy |                                   |

## **RESOLUTION 1153**

### **A RESOLUTION AMENDING THE CITY'S POLICY MANUAL**

**WHEREAS**, the City's Policy Manual is used to provide directives and step-by-step processes for City staff to execute; and

**WHEREAS**, staff have evaluated the City's current temporary meter hydrant rental practices and developed a policy which standardizes and formalizes checkout procedures and the use of hydrant meters; and

**WHEREAS**, staff have incorporated these directives into an updated version of the City Policy Manual which actionizes policy; and

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF ALDERMEN OF THE CITY OF SMITHVILLE, MISSOURI:**

**THAT THE ATTACHED POLICY MANUAL IS HEREBY APPROVED AND ADOPTED AS THE OFFICIAL POLICY OF THE BOARD OF ALDERMEN UNTIL AMENDED BY THE BOARD.**

**PASSED AND ADOPTED** by the Board of Aldermen and **APPROVED** by the Mayor of the City of Smithville, Missouri, the 6<sup>th</sup> day of December 2022.

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Damien Boley, Mayor

ATTEST:

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Linda Drummond, City Clerk

## **Title: Temporary Hydrant Meter Policy**

### **Effective Date: December 7, 2022**

**Section 1. Purpose of Temporary Hydrant Meter Policy.** The purpose of this policy is to establish rules and procedures for the temporary provision of hydrant meters to contractors and miscellaneous users. These procedures shall be followed by City staff and meter users in order to prevent misuse of the meter and ensure that meters are readily available for checkout by other users.

**Section 2. Guidelines and Procedures for Temporary Hydrant Meter Rental.** The following procedures dictate how the meter shall be used during the rental period. All hydrant meter business will only be conducted during City business hours, which are from 8:00 AM to 5:00 PM.

- A. **Securing the Meter.** The City values the protection and safeguarding of its meters and to avoid theft or misplacement of the hydrant meter, the meter shall remain locked to the fire hydrant at all times throughout the duration of use by the contractor/user. The City shall be responsible for locking/securing the meter to the hydrant and shall select the hydrant which shall be used to supply water. The meter shall not be moved from one hydrant to another or passed to another contractor/user for use.
- B. **Rental Period (“Checkout” Period).** A contractor/user may rent the hydrant meter for a maximum “checkout period” of 3 weeks at a time. The term “checkout period” indicates a period of 3 weeks of time in which the contractor/user is utilizing the locked hydrant meter for their construction and work. The contractor/user may request another checkout period of 3 weeks following the conclusion of the 1<sup>st</sup> check out period if another user has not already made a request.
- C. **Use of Non-City Owned Hydrant Meter.** If a contractor/user does not wish to rent a meter from the City, the contractor/user may attach a “non-city” owned hydrant meter to a City selected fire hydrant to use water. Before attaching and using this meter in conjunction with the fire hydrant, the contractor/user must supply the City with backflow testing certification to ensure proper backflow of the device and the meter must be tested by the City for reading accuracy to ensure the meter is accurately tracking the amount of water used.

- D. **Disclaimer - Use of Non-City Owned Hydrant Meter.** The City of Smithville has the right to disallow the use of any non-city owned hydrant meter for any reason.
- E. **Unlawful Use of Fire Hydrant.** If a contractor/user fails to use a hydrant meter in conjunction with using water from the fire hydrant, the contractor/user will lose their privilege of being permitted to work in the City until the cost of the volume of water used is paid back to City in accordance with the policy outlined in Section 3 dictating the fees for water usage. In this case, the contractor/user's permit to work in the City will be pulled.

**Section 3. Fees for Hydrant Meter Rental and Water Usage.** The deposit for rental of the hydrant shall be outlined in the City's Schedule of Fees Listing.

- A. **Meter Deposit Paid by User.** To ensure the hydrant meter is returned to the City in good working order, the City will charge a deposit to the contractor/user of the hydrant. To receive the deposit amount back, the meter must be returned by 5:00 PM on the date listed on the checkout form. The deposit amount will be aligned with full replacement cost of purchasing a new meter. The deposit will be outlined in the City's Schedule of Fees Listing.
- B. **Fire Hydrant Deposit Paid by User.** To ensure the fire hydrant is used properly and not damaged during meter use, the City will charge a deposit to the contractor/user of the of the hydrant. To receive the fire hydrant deposit amount back, the meter must be returned by 5:00 PM on the date listed in the checkout form. In addition, staff will inspect the fire hydrant to ensure good working order before the deposit is returned. The fire hydrant deposit amount will be outlined in the City's Schedule of Fees Listing.
- C. **Hydrant Meter Service Fee.** The City will charge a service fee, for both City owned and contractor owned meters, for each 3 week "checkout period" to cover personnel costs related to checking a meter out to a contractor/user, acquiring reads from the meter to provide to the utility billing office, locking/unlocking the meter to the fire hydrant, and performing any meter calibration service, backflow testing, or inspections to ensure the meter is not damaged during use. In addition, the service fee covers staff time to inspect and ensure no damage has occurred to the fire hydrant while the meter was used. The service fee amount will be outlined in the City's Schedule of Fees Listing.
- D. **Water Usage Volume Rate Charged.** All hydrant meter users will consume and purchase water at the City's wholesale volume rate which is outlined in the City's Schedule of Fees Listing.

