



PROCEDURES ON USE OF CITY FIRE HYDRANT METERS

- 1. Deposits: A \$3,000.00 deposit is required on each meter prior to assignment of a meter. The deposit is held until the meter is returned. Deposit monies will be applied to any outstanding balance prior to being refunded.
2. Administration/Maintenance Fee: There will be a one time administration/maintenance fee of \$100.00 for each hydrant meter contract issued. This fee will be assessed on the first billing of the contract.
3. Bulk Water Costs: The use of City water is \$10.70 per thousand gallons inside the City limits and \$16.05 per thousand gallons outside the City limits. A minimum usage fee of \$53.50 will be assessed for each 30 day period if 5 thousand gallons have not been used. (\$80.27 for outside city usage.) If no usage occurs in a 90 day period, the company may be asked to return the meter.
4. Hydrant Meter Rental: Rental for the use of the hydrant meter is \$5.00 per day. Rent is effective the date the meter is assigned until it is returned to the City of Lafayette.
5. Hydrant Wrenches: Hydrant wrenches are available to be checked out when the meter is picked up. If the hydrant wrench is not returned with the meter, a replacement charge of \$50.00 will be assessed.
6. Backflow Equipment: The Backflow device must not be removed at any time and the cart must be used at all times to prevent possible damage to the hydrant and meter assembly.
7. Damages: The company assigned the meter will be responsible for that meter while it is in their possession and liable for any damages caused to that hydrant meter or any other City property until it is returned. Cost of damages or replacement of the meter may be taken out of the deposit before deposit monies are returned. The hose must be removed after each use to prevent freezing & damage. Company Rep. Initials
8. Hydrant Meter Assignment: Meters rented from the City must be available for inspection and usage reads by City employees - Monday through Friday during normal business hours. Company representatives must also cooperate in getting monthly reads on meters, failure to do so will result in meter confiscation. If a meter is confiscated, that company will no longer be able to rent hydrant meters from the City of Lafayette.
9. Hydrant Meter Inspections: Meters that are being rented for an extensive period of time, will be subject to meter inspections. It is the responsibility of the company renting the hydrant meter to bring the meter to the City shops for inspection upon the City's request. Additionally, the meter must be returned to the city one per year to be tested. Failure to return the meter will result in meter confiscation.

Steve McFarland
Finance Director

This policy is effective as of January 1, 2018.

I, the undersigned, agree to the above terms.

Signature

Printed Name

Company Name

Phone Number



Company Name: \_\_\_\_\_

Billing Address: \_\_\_\_\_

Billing Phone Number: \_\_\_\_\_

Company Contact for Meter Readings: \_\_\_\_\_

Company Contact Phone # for Meter Readings: \_\_\_\_\_

Company Contact Email Address: \_\_\_\_\_

**Rental Agreement:**

- Renter agrees to keep all equipment in the same condition as it was received.
- Renter agrees to pay The City Of Lafayette all incidental charges for any damages other than ordinary wear and tear of rented equipment.
- The City Of Lafayette reserves the right to bill for or deduct these charges from your security deposit.

Company Representative Checking Out Meter: \_\_\_\_\_

Company Representative's Signature: \_\_\_\_\_

\*\* The Following Information Will Be Completed By City of Lafayette Engineering. \*\*

Project Name & Location: \_\_\_\_\_

Water will be charged at **Inside** or **Outside** city limit rates. (Must Circle One)

Public Works Engineering Signature: \_\_\_\_\_

Meter ID #: \_\_\_\_\_

Hydrant Wrench (Must Circle One)

Meter Reading Out: \_\_\_\_\_

**Yes**

**No**

Final Reading In: \_\_\_\_\_

Company Rep. Initials \_\_\_\_\_

Checked Out By: \_\_\_\_\_ Date: \_\_\_\_\_ Cond. Of Meter Out: \_\_\_\_\_

Checked In By: \_\_\_\_\_ Date: \_\_\_\_\_ Cond. of Meter In: \_\_\_\_\_

Hydrant Wrench Returned (Must Circle One)

**Yes**

**No**

**N/A**