City of Carroll

112 E. 5th Street Carroll, Iowa 51401-2799 (712) 792-1000 FAX: (712) 792-0139

MEMO TO: Gerald L. Clausen, City Manager

FROM: Laura A. Schaefer, Finance Director/City Clerk

DATE: May 18, 2016

SUBJECT: Water Meter Reading Contract

We are approaching the end of our 15th year contracting for reading of water meters. This process has worked very well.

We are currently contracting with Leon Hendricks to read the meters at $0.365/meter. Mr. Hendricks has requested an increase in the fee he charges per meter to $0.37/meter (approximately 1.375%) for one year. The increase is approximately $288/year. He currently reads about 4,800 meters a month.

Attached is a resolution amending the water meter contract to increase payment from $0.365/meter to $0.37/meter read for one year.

City staff continues to switch meters to the new radio read meters and have changed about 30% of the meters.

RECOMMENDATION: Council consideration and approval of the resolution to approve the amended Water Meter Reading Contract with Leon Hendricks increasing payment from $0.365/meter to $0.37/meter to be effective for FY 16/17.

RESOLUTION NO. _____

A RESOLUTION APPROVING AN AMENDMENT TO
THE WATER METER READING CONTRACT

WHEREAS, Chapter 17, of the Code of Ordinances of the City of Carroll, Iowa, provides that all contracts made by the City be reduced to writing and approved by the City Council by resolution; and

WHEREAS, paragraph six (6) and eight (8) of Water Meter Reading Contract is amended; and

WHEREAS, the amended Water Meter Reading Contract is attached hereto as Exhibit "A"; and

WHEREAS, it is determined that the approval of the attached Agreement is in the best interest of the City of Carroll, Iowa;

NOW, THEREFORE, BE IT RESOLVED that the amended Water Meter Reading Contract Agreement, attached as Exhibit "A", be authorized and approved, and that the Mayor and City Clerk are authorized to execute the contract on behalf of the City of Carroll.

PASSED AND APPROVED by the City Council of the City of Carroll, Iowa, this 23rd day of May, 2016.

CITY COUNCIL OF THE
CITY OF CARROLL, IOWA

BY:_____
Eric P. Jensen, Mayor

ATTEST:

By:_____
Laura A. Schaefer, City Clerk

Exhibit A

METER READING CONTRACT

This contract is entered into this 23rd day of May, 2016, by and between the City of Carroll, Iowa, hereafter referred to as the **CITY,** and Leon R. Hendricks, hereafter referred to as **READER (S).** This contract sets stipulations and guidelines for the **READER (S)** in carrying out their responsibilities of doing monthly readings for the City of Carroll water meters.

1. All meters will be read once per month beginning the 1st day of the month with all readings being completed by 5:00 P.M. on the 20th of the month. If the twentieth falls on a weekend, reading will be completed by 5:00 P.M. on the following Monday. All readings must be done between sunrise and sunset Monday through Saturday. A meter must be read within 4 days of the prior months reading date. Extensions may be granted on a per case basis at the discretion of the City Clerk.

2. Readings shall be taken on city supplied equipment. Meter readings will be taken on the outside or inside of buildings as required.

3. The CITY will handle all terminations of water service and repairs to meters.

4. **READER (S)** shall procure, at their expense, general liability insurance in an amount not less than $300,000 and have the **CITY** named as an additional insured.

5. The **CITY** shall supply identification badges with the **READER (S)** picture and name, and the **CITY'S** name and address, which shall be worn at all times when reading meters. The **CITY** must be notified of the names, ages and social security numbers of anyone hired by the **READER (S)** and reserves the right to approve all readers. Employees of the **READER (S)** must also wear identification badges at all times when reading meters. The **READER (S)** shall be responsible for training their own employees after the **READER (S)** receives training by the **CITY.**

6. The **READER (S)** shall be paid $0.37 per meter read by the tenth (10th) of the month following the month of reading. There will be a $1.00/meter deduction for any meter that was misread.

7. **CITY** shall furnish the **READER (S)** with all electronic equipment necessary. Meter reading equipment may be picked up between 3:00 p.m. and 5:00 p.m. on the last working day prior to the first day of reading.

8. This contract shall be for a one year period from July 1, 2016 through June 30, 2017.

9. The **CITY** may terminate the contract on five (5) days written notice to **READER (S)** at the address provided. **READER (S)** shall provide thirty (30) days written notice to the **CITY** of intent to terminate said contract.

10. The **READER (S)** shall follow the schedule for reading meters as established by the **CITY.**

11. The **READER (S)** shall be totally liable for all damage to property or persons associated with reading meters or the execution of any portion of the contract between the **CITY** and **READER (S).**

12. The **READER (S)** shall be regarded as an independent contractor and have no benefit privileges as a **CITY** employee. The **READER (S)** shall be required to handle individual payroll of its employees. All taxes and costs associated with **READER (S)** payroll will be the liability of the **READER (S).**

13. All **READER (S)** and their employees must pass a criminal record check performed by the **CITY.**

14. This contract will be automatically renewable annually, unless Section 9 is invoked.

15. The **READER (S) must** treat all information obtained in the course of performing contract meter reading as confidential.

Dated at Carroll, Iowa this 23rd day of May, 2016.

SIGNED: Leon R. Hendricks
Reader (s)

Meter Reader
Title

CITY OF CARROLL

Eric P. Jensen, Mayor

ATTEST:

Laura A. Schaefer, City Clerk