AGENDA ITEM HISTORY SHEET

ITEM TITLE	**AGENDA NO.** 20
Ordinance 2026-08	**AGENDA DATE:** 5/26/26

FUNDING CERTIFICATION (Finance Director) (Signature, if applicable)

MANAGEMENT STAFF REVIEW (Signature)

MAYOR (Signature)

ITEM HISTORY (Previous Council reviews, action related to this item, and other pertinent history)

The City utilizes hydrant meters for temporary water use associated with construction and other uses. We do not currently have a formally adopted policy, ordinance, or fee structure. Staff have identified the need for a formal policy to ensure system protection, consistency, and cost recovery.

ITEM COMMENTARY (Background discussion, key points, recommendations, etc.) Please identify any or all impacts this proposed action would have on the City budget, personnel resources, and/or residents.

The proposed policy would establish procedures for hydrant meter issuance and return, require deposits and fees to help protect the City assets and recover operational costs, define approved and prohibited uses of hydrant meters, establish responsibility for damages, theft, tampering, unauthorized use, or water loss, protect the integrity of the water system, improve tracking, accountability, and billing consistency, and help ensure fair treatment of all contractors, developers, and temporary users. It supports full cost recovery associated hydrant meter admin, maintenance, testing, repairs, and water users. The policy, ordinance, and fee resolution carry a recommendation from staff and WSAC.

(This section to be completed by the Mayor)

ACTION PROPOSED (Motion for Consideration)

We are requesting a motion to adopt the Hydrant Meter Policy, approve the assosciated ordinance establishing hydrant meter regulations, and approve the accompanying hydrant meter fee resolution as proposed. It carries the recommendation of WSAC.

ORDINANCE NO. 2026- ___

AN ORDINANCE ESTABLISHING A HYDRANT METER PROGRAM; REGULATING TEMPORARY WATER USE FROM FIRE HYDRANTS; PROVIDING FOR EQUIPMENT REQUIREMENTS AND ENFORCEMENT; REFERENCING ADMINISTRATIVE POLICY; PROVIDING FOR FEES BY RESOLUTION; AND FOR OTHER PURPOSES

WHEREAS, the City of Bryant operates a public water system that must be protected from contamination, unauthorized use, and physical damage; and

WHEREAS, unregulated use of fire hydrants presents risks to water quality, system pressure, fire protection, and infrastructure; and

WHEREAS, a structured hydrant meter program ensures accountability of water usage, protection through required backflow prevention, fair and consistent billing, and preservation of system integrity;

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF BRYANT, AS FOLLOWS:

SECTION 1. PROGRAM ESTABLISHED

A Hydrant Meter Program is hereby established. No person shall withdraw water from a fire hydrant without authorization through this program.

SECTION 2. AUTHORIZATION AND EQUIPMENT REQUIREMENTS

All temporary use of water from fire hydrants shall: be authorized by the City through its established administrative process, utilize a City-issued hydrant meter assembly, include an approved backflow prevention device, and comply with all requirements established by the City. The City shall require the use of hydrant locks or other protective devices to prevent unauthorized access.

SECTION 3. ADMINISTRATIVE POLICY

The Hydrant Meter Program shall be administered in accordance with policies and procedures established by the Mayor or their designee (the "Hydrant Meter Policy"). Such policy shall: provide operational guidance for issuance, tracking, and return of hydrant meters, establish procedures for monitoring usage, including periodic or monthly staff review, define responsibilities of users and City staff; and support consistent enforcement and program management. The Hydrant Meter Policy is intended to serve as an administrative guideline for implementation of this Ordinance and may be amended from time to time without further action of the City.

SECTION 4. FEES

Fees associated with the Hydrant Meter Program shall be established by resolution of the City Council and maintained in a Hydrant Meter Fee Schedule.

Such fees may include, but are not limited to, deposits, application fees, rental fees, usage charges, penalties, and cost recovery for damaged or lost equipment.

The City Council may amend the Hydrant Meter Fee Schedule from time to time by resolution as necessary to ensure adequate cost recovery and program effectiveness.

SECTION 5. VIOLATIONS

Any person who withdraws water from a hydrant without authorization, fails to comply with the requirements of this Ordinance or the Hydrant Meter Policy shall be subject to termination of access to the Hydrant Meter Program and applicable fees, penalties, and liability as established by the City.

SECTION 6. SEVERABILITY

If any section, subsection, sentence, clause, or phrase of this ordinance is for any reason held to be invalid or unconstitutional, such decision shall not affect the validity of the remaining portions of this ordinance.

SECTION 7. EMERGENCY DECLARED

This Ordinance is necessary to preserve the public peace, health, safety and welfare, an emergency is declared to exist and this Ordinance shall be in full force and effect from and after the date of its passage.

PASSED AND APPROVED this _____day of June, 2026.

APPROVED: ATTEST:

_____ _____

Chris Treat, Mayor Mark Smith, City Clerk

City of Bryant Hydrant Meter Program Policy

1. Purpose

This policy establishes procedures for the issuance, use, and management of hydrant meters.

It is intended to protect public health, ensure accountability of water usage, safeguard infrastructure, and support full cost recovery.

2. Authority

This policy is adopted under authority granted by City ordinance.

The Mayor or designee is authorized to administer and enforce this program.

3. Definitions

Hydrant Meter: A City-owned metering device used for temporary water withdrawal.

Backflow Prevention Device: A device that prevents contamination of the potable water system.

Authorized User: Any approved contractor or entity issued a hydrant meter.

4. Eligibility and Application

Applicants must complete an application, provide identification, and agree to all terms.

Approval is at the discretion of the City.

A deposit and all applicable fees must be paid prior to issuance.

5. Equipment and Requirements

All hydrant meter assemblies must include a City-approved backflow prevention device.

Hydrant locks shall be installed on designated hydrants to prevent unauthorized use.

Only City personnel may remove or install hydrant locks.

6. Operational Rules

Meters must only be used at assigned hydrants.

Relocation requires City approval.

Users must prevent damage and protect equipment from freezing or misuse.

7. Monthly Staff Review Process

City staff shall conduct a monthly review of the hydrant meter program.

This review includes usage tracking, billing accuracy, equipment condition, and compliance.

Findings shall be documented and corrective actions taken as needed.

8. Billing and Fees

Users shall be billed monthly for rental and water usage.

Fees shall be established by resolution.

Late fees and penalties apply for non-compliance.

9. Enforcement

Violations may result in immediate revocation of privileges.

Deposits may be forfeited for damages or non-compliance.

Unauthorized use may result in fines and legal action.

10. Safety and Compliance

Backflow prevention is mandatory to protect public health.

Users must comply with all applicable local and state regulations.

11. Recordkeeping

The City shall maintain records of all hydrant meter issuance, usage, and enforcement actions.

12. Policy Review and Updates

This policy shall be reviewed periodically and updated as necessary.

Updates may be made administratively to improve operations and compliance.