AGENDA ITEM HISTORY SHEET

ITEM TITLE	**AGENDA NO.** 19
Resolution 2026-32	**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.

RESOLUTION NO. 2026-_____

A RESOLUTION ADOPTING A HYDRANT METER FEE SCHEDULE FOR THE CITY OF BRYANT WATER SYSTEM; AND FOR OTHER PURPOSES

WHEREAS,

The City of Bryant has adopted an Ordinance establishing a Hydrant Meter Program to regulate temporary water use from fire hydrants; and

The City must ensure accountability of water usage, protection of public infrastructure, and recovery of costs associated with administration, maintenance, and enforcement of the program; and

It is necessary to establish a fee schedule to support the operation and sustainability of the Hydrant Meter Program;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF BRYANT, ARKANSAS:

SECTION 1. FEE SCHEDULE ADOPTED

The following Hydrant Meter Fee Schedule is hereby adopted:

Hydrant Meter Fees

- Deposit (Refundable): $3,000
- Application / Administrative Fee: $100
- Monthly Rental Fee: $200 per month
- Water Usage: Billed at the City's current minimum usage charge + applicable water rate per 100 gallons
- Late Return Fee: $25 per day
- Unauthorized Use / Violation Fee: $500 minimum per occurrence
- Damage / Replacement: Full cost of repair or replacement of equipment

SECTION 2. APPLICATION OF FEES

These fees shall:

- Apply to all authorized users of the Hydrant Meter Program
- Be billed and collected through the City's utility billing system
- Be enforced in accordance with the Hydrant Meter Program and applicable City policies

SECTION 3. ADMINISTRATIVE AUTHORITY

The Mayor or their designee is authorized to:

- Administer and enforce this fee schedule
- Implement procedures necessary for efficient operation of the Hydrant Meter Program

SECTION 4. ADJUSTMENTS

The City Council may amend this fee schedule from time to time by resolution as necessary to:

- Maintain cost recovery
- Reflect equipment and operational costs
- Ensure consistency with industry standards

SECTION 5. EFFECTIVE DATE

This Resolution shall take effect immediately upon adoption.

THIS RESOLUTION was adopted this day ____ of June , 2026.

Signed: _____

Christ Treat; Mayor

ATTEST: _____

(SEAL) 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.