

**CITY OF FAYETTEVILLE  
ADMINISTRATIVE POLICIES AND PROCEDURES**

<b>SUBJECT: Hydrant Meter Program</b>				<b>POLICY: 12.08</b>
<b>AFFECTED DEPTS:</b> Water & Sewer	<b>EFFECTIVE DATE:</b> 12/03/2020 <b>Amended:</b>	<b>DATE</b> __x__ NEW ____ AMENDED	<b>APPROVAL CITY MANAGER:</b> Ray Gibson	<b>TOTAL PAGES: 4</b>

**PURPOSE STATEMENT:** The fire hydrant meter program provides service for customers within the City of Fayetteville and outlines specific procedures to follow for authorized use of public fire hydrants. According to the City of Fayetteville City Code, only the City of Fayetteville Fire Department and the Department of Water Management are authorized to use fire hydrants without a special permit. Private contractors and individuals must apply for access to public fire hydrants. This policy will help prevent the unauthorized usage of hydrants on the City’s system, give code enforcement and City’s staff a more visible way to recognize legal hydrant usage and recoup the cost of a hydrant that has not been returned to the City.

Every day businesses such as street cleaners, pressure washers, and those working on construction projects need to use water from a fire hydrant. The City of Fayetteville Customer Service Department offer these customers a permit for a Hydrant Meter to obtain water for non-drinking use in a safe and legal manner.

**SCOPE:**

All customers must complete a hydrant meter service application at the City of Fayetteville Customer Service Division Office, 210 Stonewall Avenue W, Fayetteville, GA 30214 or pull the application from online at [www.fayetteville-ga.gov](http://www.fayetteville-ga.gov) and email in to [utility@fayetteville-ga.gov](mailto:utility@fayetteville-ga.gov). Our hours of operation are Monday through Friday, 8:00am to 4:30pm, excluding holidays. The application must be accompanied by a deposit per hydrant meter according to the published fee schedule along with a photo ID. The deposit will be applied to the final bill and refunded.

Customers will be billed on a monthly cycle by the City of Fayetteville Water and Sewer Department for all water usage according to the published fee schedule. The customer is responsible for providing a picture of their rental unit’s reading to the Customer Service Division by the 25<sup>th</sup> day of each month for billing. **Readings must be submitted each month whether the meter is or is not used.** Pictures are to include the meter number and register dial showing usage. Readings can be submitted to the City of Fayetteville by the following methods:

- Email to: [utility@fayetteville-ga.gov](mailto:utility@fayetteville-ga.gov).
- Fax to: (770) 460-4238
- Mail to: City of Fayetteville Water and Sewer Department, 210 Stonewall Avenue W, Fayetteville, GA 30214
- Bring the hydrant in to the Customer Service Division to be read.

**If readings are not received by the 25<sup>th</sup> day of each month, accounts will be billed a minimum bill.** When accurate readings are acquired and if the usage is over the minimum bill, the customer will be billed for the difference. Failure to report readings for two consecutive months will result in a \$50 per month penalty to be deducted from the \$900 deposit at the end of the rental period. Continued failure to report meter readings in a timely manner for billing or accounts that are not paid in full will result in the loss of hydrant meter privileges, forfeiture of hydrant meter deposits and the permanent closing of the hydrant meter account with the City.

## **PENALTIES**

Failure to follow the terms and conditions of this Policy in obtaining the required permits for hydrant usage will result in penalties for unauthorized hydrant usage or illegal connections. Penalties of up to \$1,000 per incident per day may be levied. Repeat offenses or non-payment of fines will result in legal action being taken against the individual and/or company.

## **HYDRANT METER PERMIT SCHEDULE OF FEES**

### **METER DEPOSITS:**

\$900 – Meter Deposit – A deposit is required at the time of permit issuance and pick-up. Checks, cash or money orders are accepted. Deposit refunds shall be processed within 30 days of return of the meter(s).

A deposit will need to be paid for each hydrant meter application/permit that is taken out.

### **PERMIT TAG FEE:**

**All fees must be paid in advance and are non-refundable:**

\$75 – Hydrant Use Permit Tag (Up to **30 days**).

\$300 – Hydrant Use Permit Tag (Good for **90 days**)

\$600 – Hydrant Use Permit Tag (Good for **1 year**)

### **MISCELLANEOUS CHARGES:**

\$50 – Penalty per occurrence for failure to report monthly readings.

\$1,000 – Unauthorized use charge assessed to any person or permit holder found hooked up to a fire hydrant without a valid hydrant meter permit or metering device

10% - Late payment charge will be assessed if payment is not received by the due date.

## **MONTHLY RATES:**

The customer obtaining water at an unmetered source shall be billed for usage at the following rates:

- a) Water usage during terms of permit issued from zero to 5,000 gallons, \$33.77 minimum; and
- b) Water usage during terms of permit issued in excess of 5,000 gallons, an additional \$3.68 per 1,000 gallons used in excess of the initial 5,000 gallons.

Customers will be billed on a monthly cycle by the City of Fayetteville Water and Sewer Department for all water usage according to the published fee schedule. The customer is responsible for providing a picture of their rental unit's reading to the Customer Service Division by the 25<sup>th</sup> day of each month for billing. Pictures are to include the meter number and register dial showing usage.

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## **REVOCAION OF PERMIT:**

This permit may be revoked without notice for failure to comply with any of the terms, conditions, and instructions included on this permit or under emergency circumstances as determined by the City. The City reserves the right to not reissue a permit to any permittee that has violated any clause in the hydrant meter policy or any of the terms and conditions of the permit. Meters must be immediately surrendered to the City of Fayetteville Customer Service Division.

**Customer Service office hours are Monday through Thursday, 8:30am to 4:30pm.**