

WELCOME TO



302 S. COLUMBIA AVE.

RINCON, GA 31326

912-826-5745



CITY OF RINCON

302 South Columbia Ave. • P.O. Box 232
Rincon, GA 31326
Phone: (912) 826-5745 – Fax: (912) 826-2083
www.cityofrincon.com

**IF YOU HAVE A WATER RELATED EMERGENCY AFTER NORMAL BUSINESS
HOURS PLEASE CALL 912-210-6237**

**Our normal business hours are 8:00 a.m. until 5:00 p.m. Monday through
Friday.**

Water Bill payments: To ensure proper credit to your account

- 1. Please write your account number on the check or money order, and/or attach your payment stub from your bill.**
- 2. Please DO NOT leave cash in the night drop box!!**
- 3. 24-hour drop box – located on the back of city hall, at the end of the first drive through.**
- 4. Express – checkout located in the lobby**
- 5. Drive through window – located in the back of city hall (you must have your statement to make a payment at the window)**
- 6. Mail – must be received by the 15th to avoid late fees**
- 7. Online bill pay – you must enter FULL account number at CITYOFRINCON.COM**
- 8. To disconnect services – notice must be given in writing or in person at the city hall to discontinue service.**
- 9. Name change forms are available in online or at City Hall. Please fill out forms and bring in to our office in person.**

CUSTOMER ID _____

WEB PIN _____



CITY OF RINCON
 P. O. Box 232 • 302 S. Columbia Avenue
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BANK DRAFT ENROLLMENT
 FORM

 Utility Account Name

 Utility Account #

 Bank Routing #

 Bank Account #

***** A voided check (or a copy made in person at City Hall) must be attached to this form. *****

This information must be turned in by the 20th of the month to be activated for the next payment. If this information is turned in after the 20th of the month, it will not be activated for the next bill due on the 15th.

***** Water accounts enrolled in automatic draft will be drafted as early as the 12th of each month. Actual draft date will vary dependent upon weekends, holidays, and when the account holder's (your) bank drafts the account. *****

***** If any changes to the account information are necessary, then a new form must be filled out at City Hall, no exceptions. *****

I, (please print name) _____ certify that I have read and understand the above information and give the City of Rincon permission and authority to draft periodic payments for the above mentioned utility account. I also understand that to cancel this automatic draft, I will have to give written notification by completing the "Bank Draft Termination Form" at City Hall.

 Signature of Bank Account Holder

 Date

FOR OFFICE USE ONLY
Received by:

 Staff Signature

 Date



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Dear Water Customer:

We would like to notify you that the City of Rincon disinfects the drinking water with chloramines, which began April 15, 2011, at midnight. Utility systems have used chloramines for decades because of their lack of taste and odor, their ability to last in the distribution system, and their excellent disinfection properties. Chloramines are highly effective in reducing disease-causing organisms that can be carried in drinking water. Water disinfected with chloramines is safe for bathing, drinking, cooking, and all everyday uses.

Please note that chloramines cannot be used in aquariums or in kidney dialysis machines. Chloramines, like chlorine, must be removed from water that goes into kidney dialysis machines or fish tanks. Those utilizing dialysis machines should contact their medical professional for further information. Pet stores can provide aquarium owners with a dechloraminating chemical or a granular activated carbon filter to remove chloramines effectively from fish tanks.

If you have any questions, please feel free to contact City Hall at (912) 826-5745.

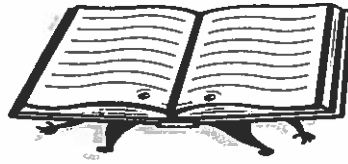
I, _____, hereby certify that I have read the above information and understand that a copy will be given for my records.

FOR OFFICE USE ONLY

Received by _____ Date _____

PUBLIC WORKS, WATER AND SEWER SPECIAL FEES

UTILITY BILLS NOT PAID BY THE 15TH OF THE MONTH(BUSINESS DAY)	10% PENALTY CHARGE
SERVICE INTERRUPTION FEE ON 20TH OF THE MONTH (SHUT OFF)	\$35.00
RETURNED CHECK FEE (IN-SUFFICIENT FUNDS)	\$35.00
SPECIAL CALL-OUT FEE FOR SERVICE	\$25.00
REPLACEMENT METER	\$400.00
PADLOCKS	\$15.00
RADIO ANTENNA REPLACEMENT	\$15.00
BACK FLOW PREVENTER	\$32.00
METER BOX LID	\$17.00
METER BOX	\$12.00
CURB STOP	\$76.50
METER REGISTER	\$150.00
GRINDER PUMP	PRICE VARIES
YARD DEBRIS LEAVES 1-12 BAGS OR 4X4X4 BUNDLES	\$15.00 CALL FOR SERVICE
YARD DEBRIS LEAVES 13- 24 BAGS	\$30.00
DECLARATION OF WATER CONSERVATION MEASURES ORDINANCE WATERING SCHEDULE ADOPTED FROM REQUIREMENT OF GEORGIA ENVIRONMENTAL PROTECTION DIVISION, JUNE 2, 2010: EVEN NUMBERED HOMES CAN WATER OUTSIDE ON MONDAY, WEDNESDAY, AND SATURDAY; ODD NUMBERED HOMES CAN WATER OUTSIDE ON TUESDAY, THURSDAY, AND SUNDAY. NO WATERING ON FRIDAYS	FIRST OFFENSE- WRITTEN WARNING, SECOND OFFENSE- UP TO \$100 FINE, THIRD OFFENSE- UP TO \$250 FINE



Frequently Requested Phone Numbers:

Windstream:	800-501-1754
Georgia Power:	800-437-3890
Comcast:	912-658-6037
Library (17 th Street Rincon):	826-2222
Board of Education:	754-6491
Driver's License:	754-1425
Registrar's Office:	754-2115
Landfill:	754-4668/754-8187
Call Before You Dig:	1-800-282-7411
Burn Permits:	754-6932
Effingham Tag Office:	754-2121
Animal Control:	754-3449
City of Rincon Recreation Dept:	826-0238
City of Rincon Building & Zoning:	826-5996
Rincon Police Department	826-5200

TYPICAL USEAGES

1 BATH = 42 GALLONS

30 BATHS = 1,260 GALLONS

1 SHOWER = 17 GALLONS

30 SHOWERS = 510 GALLONS

WASH 1 LOAD OF CLOTHES = 45 GALLONS

WASH 20 LOADS OF CLOTHES = 900 GALLONS

FLUSH TOILET = 3 GALLONS

15 FLUSHES PER DAY = 900 GALLONS



The City of Rincon asks that you use extreme caution when doing yard maintenance around the meter box, and avoid running over the top of the box with any equipment (including vehicles). The City respectfully requests that you contact the Water Department if you have any concerns with your meter, and please leave the lid closed at all times. Tampering with or damaging the meter may result in a penalty and/or the cost to replace the damaged unit.

- Antenna - \$15
- Box/Lid - \$17
- Replacement meter - \$400
- Back flow - \$32
- Curb stop - \$76.50



It is important what materials should NOT be placed into the sewer system through sinks, commodes, etc. Be sure to use the strainer in sinks and do not assume the garbage disposal will break down food with bones, food storage bags, etc. Cold grease and rough edges will snag items in the sewer pipe, cause buildup and pipe blockage, and sewer backup in your home or business.

Do NOT put the following items down the drain in sinks or commodes:

- | | | |
|---------------------|-------------------------------------|---------------------------------|
| • Bulky food | • Eating utensils | • Medicines |
| • Grease | • Sanitary wipes | • Strong caustic chemicals |
| • Cooking oil | • Baby wipes | • Poisons |
| • Seafood shells | • Disposable toilet bowls scrubbers | • Lubricating oil and/or grease |
| • Egg shells | • Hair clippings | • Degreasing solvents |
| • Coffee beans | • Diapers | • Antifreeze |
| • Metal | • Depends | • Flammable material |
| • Glass | • Sanitary napkins | • Gasoline |
| • Cloths or napkins | • Tampons | • Kerosene |
| • Rags | • Condoms | • Paint thinner |
| • Socks | • Paint | |
| • Rubber gloves | • Aquarium rocks | |
| • Plastic | • Sand or cat litter | |
| • Toys | | |

\$\$ IT CAN COST YOU\$\$ If these unapproved items get caught in and damage the grinder pump (if applicable), it voids the warranty, and you will be charged for the replacement of the pump \$800.

New Student Enrollment Information

On November 17th, the Effingham County School District opened its first Central Registration Center. All new families to Effingham County who wish to enroll their children in Effingham County public schools now go to a single location in Springfield to register their students in the appropriate schools.

The Center is located across the street from the Board of Education Central Office (405 N. Ash Str., Springfield) in the red-brick house pictured below. Call 754-2530 for an appointment.

One important benefit of a centralized registration center is the consistent application of processes and procedures. For example, parents only need to provide a proof of residency one time, and this will be validated by a single person for all children in the household. A centralized registration process removes the problem of having individuals on each campus interpreting system policies and procedures differently. Key district policies and procedures are also explained in a thorough and consistent manner. An example of this is the school uniform policy. The Center provides visual examples in printed format, but also has actual uniform

items on display.

The new process for registration benefits parents in numerous other ways. Many of the registration forms have been changed to be household-oriented, rather than student-oriented. This allows for a much more streamlined process for gathering information and prevents parents from having to enter the same information on multiple registration forms.

The Central Registration Center is also designed to be a very customer-friendly environment. By nature, school offices have a lot of varied activity. The Central Registration Center focuses on providing a high level of customer service in a single-purpose environment. Computers and a telephone are provided for parent use in securing copies of e-bills for proof of residency, ordering replacement birth certificates, etc. The Center even has a play area and television for children to enjoy as their parents complete the registration process. Obviously, these features would be too cost prohibitive to offer at 15 different school sites.

If you have any questions about enrolling your student at Central Registration, please do not hesitate to contact the Center at 754-2530.





CITY OF RINCON, GEORGIA

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(912) 826-5745 P / (912) 826-2083 F

REQUEST FOR WATER DISCONNECTION AND DEPOSIT REFUND

Date of Request _____

Name Listed on Account: _____

Account Number: _____

Date to Disconnect Water: _____

Address to Where Water is to be Turned Off: _____

New Address/Mailing Address: _____

REFUND DEPOSIT

TRANSFER DEPOSIT TO ACCOUNT _____

NEW SERVICE MUST BE ESTABLISHED AT THE SAME TIME AS THE DISCONNECT FORM IS COMPLETED

Signature

NOTE: In order to process this form we will need a copy of photo identification from the account holder. Your final bill will be taken out of your deposit.

FOR OFFICE USE ONLY

Received by:

Staff Signature

Date

SERVICE ORDER #

DL#

DOB