



## Administrative Policy

<b>Title: Hydrant Meters</b>				
Administered By: Department of Water & Power				
New Policy No.	Issue Date (Last Revised)	Renumber Date	Department Head Approved	City Manager Approved
03600.503	UNKNOWN (N/A)	01-03-17		

This Policy had been issued without a known Policy Number. Effective on the Renumber Date noted above, this Policy is hereby renumbered as the Policy Number noted above.

The latest version of the Policy is attached hereto and incorporated herein by reference.

Attachment: Policy (UNKNOWN #)  
Issued: UNKNOWN  
Revised: NA

**DEPARTMENT OF WATER & POWER  
CUSTOMER SERVICE / UTILITY BILLING**

<b>SUBJECT:</b>				
<b><i>Hydrant Meters</i></b>				
<b>Section:</b>	<b>Position:</b>	<b>Issue Date:</b>	<b>Revision Date:</b>	<b>Supervisor Approval:</b>
<i>Utility Billing</i>	<i>Senior Customer Svc. Rep./Cust Svc. Rep.I/II</i>			

Hydrant meters are for temporary usage. They are typically used for construction projects.

**1. New Rental**

- Customer comes to City of Corona’s Public Works counter to pick up the hydrant meter and backflow.
- Applicant must pay the permit fee and deposit (see fee schedule below).

**3-Inch Fire Hydrant Meter Fees**

Number of Days	Fire Hydrant Meter Deposit	Water Deposit	Installation & Removal Fee (Non Refundable)	(Backflow) RP Deposit	Total
1 to 5	\$800	\$100	\$100	\$2,950	\$3,950
6 to 16	\$800	\$250	\$100	\$2,950	\$4,100
1 Month	\$800	\$450	\$100	\$2,950	\$4,300

**6-Inch Fire Hydrant Meter Fees**

Number of Days	Fire Hydrant Meter Deposit	Water Deposit	Installation & Removal Fee (Non Refundable)	Total
14 (2 weeks)	\$3,000	\$1,000	\$100	\$4,100

**3. Provide a Read Monthly**

- It is the customer’s responsibility to provide a monthly read on or before the 15<sup>th</sup> of each month.
- If a read is not provided a \$25 penalty shall be charged to cover the expense of estimating the billing for each meter and the estimate will be for 100 units of water.

**4. Billing**

- The customer will be billed on the 20<sup>th</sup> of the month for the usage plus the Ready to Serve Fee of \$150.37 for a 3-inch meter, or \$424.21 for a 6-inch meter.

## **5. Meter Relocation**

- If customer requires the temporary hydrant meter to be relocated, they must call CDWP at 951-736-2321 with the new location.

## **7. Meter Inspection**

- The meter will be inspected by CDWP employees every 4-6 months. (or should it state 'periodically' since the rental is only supposed to be a few days to a month?)

## **2. Penalties**

- If meter is found being used without backflow, a penalty will be charged for failure to comply.
- Any damages to the hydrant meter while in the possession of the customer will result in damages being billed to the customer's account. Applicant will be charged for replacement meter or repairs in the event the meter is damaged, stolen, or lost.

## **8. Returning Meter**

- Once there is no longer a need for the temporary meter it must be returned to the City of Corona Public Works counter along with the backflow device. Then it will be inspected for any damages.
- Public Works will notify CDWP that the meter was returned so that the water account can be closed and the final bill will be generated.
- The deposit will be applied to the account at the time of the final billing. CDWP reserves the right to withhold all, or a portion of, the deposit up to the amount of any past due account balance(s) the customer may have in their name. If all account balances are current, any remaining deposit balance after deducting charges for the water and other charges due will be credited to the customer account or refunded upon the customer's request. The applicant will be charged for any damage or loss of the meter while in their possession. Meter deposit is refundable if no damage results to meter, system facilities, or service installation.