





Administrative Policy

Title: Hydrant Meter Rental Policy				
Administered By: Department of Water & Power				
New Policy No.	Issue Date (Last Revised)	Renumber Date	Department Head Approved	City Manager Approved
03600 504	12-18-12 (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: 12-18-12
Revised: N/A

SUBJECT:				
<i>Hydrant Meter Rental Program</i>				
<i>Section:</i>	<i>Position:</i>	<i>Issue Date:</i>	<i>Revision Date:</i>	<i>Supervisor Approval:</i>
<i>Utility Billing & Customer Service</i>	<i>CSRs I/II/III & Field CSRs</i>	<i>12/18/2012</i>	<i>N/A</i>	<i>General Manager</i>

Policy:

The City of Corona (City) shall allow use of City water for construction purposes, including dust control. Use of water shall require written approval from the City and shall meet the following requirements, including metering of the water. The City shall provide the meter.

Requirements:

The City shall only approve water use on lands within the City’s operational boundary.

Procedure:

1. Meter Location:
 - 1.1. The customer must provide the location where the hydrant meter will be used.
 - 1.2. If the customer requires the temporary hydrant meter to be relocated, they must call the City of Corona Department of Water & Power (DWP) at 951-736-2321 with the new location.

2. Meter Inspection:
 - 2.1. DWP reserves the right to inspect the meter periodically.
 - 2.2. If the DWP determines that a properly maintained and functioning backflow device is not being used in conjunction with the meter, the meter will be repossessed by a DWP representative immediately.

3. Meter Reads/Billing:
 - 3.1. The customer will be billed on the 20th of every month for water usage as well as a monthly “Ready to Serve” fee, and a backflow device rental fee (if applicable).
 - 3.2. A new account set up fee will be assessed on the first billing statement.
 - 3.3. A deposit is required at the time the meter is issued.
 - 3.4. It is the customer’s responsibility to provide a monthly meter read on or before the 15th of each month for billing purposes. The meter read should include all digits of the meter dial, including zeros, and can be provided via email to utilbill@discovercorona.com or by phone at 951-736-2321.

- 3.5. If a meter read is not provided, the customer will be billed with an estimated usage of 100 units of water per billing cycle.
 - 3.6. When the actual read is provided, the estimated bill will be cancelled and re-billed with the actual usage.
4. Returning the Meter:
- 4.1. In the event the meter and/or backflow device is lost or stolen, the customer must notify the DWP immediately. The customer will be held responsible for replacement costs.
 - 4.2. The meter and backflow device must be returned to the City of Corona Public Works counter at the end of the rental period.
 - 4.3. Upon return, the meter and backflow device will be inspected for any damages by a DWP representative.
 - 4.3.1. The DWP representative shall follow the following steps:
 - 4.3.1.1. Flush the meter.
 - 4.3.1.2. Inspect the meter for damages and submit a damage report (if necessary) to the DWP Utility Billing group.
 - 4.3.1.3. Paint the meter as necessary.
 - 4.3.1.4. Store the meter on stands in its proper location under the awning behind the warehouse. Install blind flanges on all openings of the meter.
 - 4.4. If the DWP representative determines the meter is damaged, the customer will be charged for repairs or replacement of the meter, including labor and parts. Pictures of the damage will be taken to show the customer.
 - 4.5. DWP reserves the right to withhold all, or a portion, of the deposit up to the amount of any past due account balance(s), including damages and water usage, the customer may have outstanding.
 - 4.6. If all account balances are current, any remaining deposit balance, after deducting charges for water and other charges due, will be credited to the customer's account or refunded per the DWP Refund Policy.