



## Administrative Policy

Title: Temporary No-Cost Water Meter Downsizing Program					
Administered By: Department of Water and Power and Public Works Department					
Policy No.	Issue Date	Revision Date	Dept. Head Approved	City Manager Approved	Mayor Approved
03620.004	09-02-2020	N/A			

### ARTICLE I - PURPOSE

#### **Section 1.1 General Purpose**

The purpose of this policy is to set forth the process and eligibility criteria for a temporary no-cost water meter downsizing program, which will allow certain residential water customers to apply to have their one inch (1") water meter replaced with a three-quarter inch ( $\frac{3}{4}$ ") water meter at no cost during the eligibility period, as defined herein.

#### **Section 1.2 Superseded Policies**

This policy supersedes and replaces the following policies, which are hereby eliminated in their entirety and are of no further force and effect:

None.

### ARTICLE II - DEFINITIONS AND SCOPE

#### **Section 2.1 Definitions**

For purposes of this policy, the following definitions shall apply:

- A. California Plumbing Code. The term "California Plumbing Code" shall mean the current "Uniform Plumbing Code" issued by the International Association of

Plumbing and Mechanical Officials and adopted and amended by the City of Corona, as set forth in Chapter 15.20 of the Corona Municipal Code.

- B. DWP. The term “DWP” means the City of Corona’s Department of Water and Power.
- C. Eligibility Period. The term “eligibility period” shall mean the period commencing on September 2, 2020 and ending on April 1, 2021.
- D. Eligible Customer. The term “eligible customer” shall mean the record owner of an eligible property.
- E. Eligible Property. The term “eligible property” shall mean a parcel of real property located within DWP’s service area that satisfies all of the following criteria:
  - 1. The property has an existing single-family residential home located on it that was built prior to the year 2000;
  - 2. The property has a one inch (1”) water meter installed; and
  - 3. There are no existing violations of the Corona Municipal Code for the property.

## **Section 2.2 General Scope**

Unless otherwise stipulated herein, this policy applies to all City employees. All such employees shall comply with the provisions outlined in this policy. It is the responsibility of all supervision to ensure that the provisions outlined in this policy are enforced for those City employees under their authority.

Unless otherwise stipulated herein, this policy applies only to eligible customers and eligible properties, as defined in Section 3.2.

## **Section 2.3 Exemptions from Scope**

None.

# **ARTICLE III – PROGRAM GUIDELINES**

## **Section 3.1 Notification to Eligible Customers**

- A. Initial Notification. Upon approval of this policy, City staff shall prepare and distribute letters to all eligible customers to notify them of the no-cost water meter downsizing program described in this policy and the criteria and process to apply to have the existing one inch (1”) water meter installed on the eligible property replaced with a three-quarter inch ( $\frac{3}{4}$ ”) water meter. DWP will include the

application to participate in the program, as described in Section 3.2 of this policy, with the letter.

- B. Reminder Letters. City staff will send two (2) reminder letters to all eligible customers during the eligibility period.
- C. Materials Available in English and Spanish. All notifications, letters, applications, and other materials prepared and distributed pursuant to this policy will be provided in English and Spanish.

### **Section 3.2 Application Process**

- A. Application Required. To be eligible to have the existing one inch (1") water meter installed on an eligible property replaced with a three-quarter inch ( $\frac{3}{4}$ ") water meter at no cost to the eligible customer, the eligible customer shall submit an application on forms provided by the City during the eligibility period.
- B. Application Availability. In addition to the application being provided to all eligible customers pursuant to Section 3.1 of this policy, applications will be available on the City's website and at City Hall.
- C. Application Submittal. Applications may be submitted in person to the Public Works Counter located at City Hall, by electronic mail to [Meters@CoronaCA.gov](mailto:Meters@CoronaCA.gov), or by mail to 400 S Vicentia Ave, Attention: Public Works Department, Corona, CA 92882. Applications must be received by the City no later than 5:00 p.m. on April 1, 2021 in order to be considered.
- D. Contents of Application. Applications must include the following information, which may be subject to field verification:
  - 1. Water line size from meter to house; and
  - 2. Number of fixtures in the home
- E. Application Review. Upon receipt of an application, the Public Works Department will review the application to confirm that it is for an eligible property and is submitted by an eligible customer and shall determine if the existing one inch (1") water meter on the eligible property can be downsized to a three-quarter inch ( $\frac{3}{4}$ ") water meter based on current California Plumbing Code requirements. If the water meter on the eligible property can be downsized to a three-quarter inch ( $\frac{3}{4}$ ") water meter, Public Works will issue a Notice to Proceed to DWP. If the water meter on the eligible property cannot be downsized to a three-quarter inch ( $\frac{3}{4}$ ") water meter based on current California Plumbing Code requirements, the Public Works Department will notify the eligible customer in writing of such determination.

- F. **Meter Replacement.** Upon receiving a Notice to Proceed from Public Works, DWP will proceed as follows:
1. If the existing water meter is over 10 years old, DWP will replace the meter with a three quarter inch ( $\frac{3}{4}$ " ) meter and the Ready-to-Serve charge on the account for the eligible property will be updated to reflect the rate that corresponds to a three quarter inch ( $\frac{3}{4}$ " ) meter; or
  2. If the existing water meter is less than 10 years old, DWP will update the account for the eligible property to reflect that even though a one inch (1") meter is installed on the eligible property, the Ready-to-Serve charge will reflect the rate that corresponds to a three quarter inch ( $\frac{3}{4}$ " ) meter and DWP will replace the one inch (1") meter with a three-quarter inch ( $\frac{3}{4}$ " ) meter when the existing meter is scheduled for replacement as part of the City's rotating meter replacement program.
- G. **Ready-to-Serve Charges.** All adjustments to the Ready-to-Serve charge for eligible properties that are approved pursuant to this policy will be made retroactively to the effective date of the water rate increase that was approved by the City Council on January 15, 2020 (starting with bills issued on or after March 28, 2020 based on water used on or after February 14, 2020) and will appear as a credit on the account for the eligible properties.

### **Section 3.3 Fee Waiver**

Any fees assessed by the City for the replacement of a water meter pursuant to this policy will be waived if an eligible customer applies during the eligibility period and the water meter replacement is approved pursuant to Section 3.2(D) above.

### **Section 3.4 Subsequent Meter Replacement**

If an eligible customer who has had the water meter on their eligible property replaced pursuant to this policy is not satisfied with the performance of the three-quarter inch ( $\frac{3}{4}$ " ) water meter and/or wants to increase the meter size in the future, the cost to replace the three-quarter inch ( $\frac{3}{4}$ " ) water meter will be the responsibility of the eligible customer and this policy will not apply.

### **Section 3.5 Expiration**

This policy will be effective upon approval and will expire on June 30, 2021.