

**City of Lathrop**  
**Department of Public Works**

(209) 941-7430  
(209) 941-7441 facsimile



***We are building a City!***

---

## **Public Works Department Procedure Memorandum**

Date: 1/14/2025

Re: **UTILITY ACCOUNT PROCEDURE**

---

1. The Contractor/Developer shall order water meter assembly(s) from the authorized distributor. A meter assembly consists of a meter body, HR-E LCD Register with nicor connector, Orion SE Endpoint with nicor connector and an under lid mounting kit. (Current Authorized Distributor Information is provided by Public Works Administration)
2. The Contractor/Developer will have the meter assembly(s) shipped to their desired storage area. Meter assembly(s) will no longer be shipped to the City of Lathrop.
3. The Contractor/Developer is to open an account with the City of Lathrop Finance Department at (209) 941-7320 for each individual water service (meter assembly). A physical address and a \$150.00 deposit are required per meter assembly, per lot. Accounts will be opened prior to the Contractor/Developer making an appointment with Public Works to have the meters inspected and assigned.
4. Public Works will receive a work order from the City Finance Department and will be authorized to coordinate the finalization of the meter assembly(s) with the Contractor/Developer. No meter assembly will be activated without a work order generated by the Finance Department.
5. Once the Contractor/Developer has set up accounts and has taken receipt of the meter assembly(s) the Contractor/Developer will contact Public Works Operation Division to make an appointment time to drop off meters needed to be added to the City's meter asset inventory ([watermeters@ci.lathrop.ca.us](mailto:watermeters@ci.lathrop.ca.us)) or (209-941-7430). Email is the preferred method.
6. The Contractor/ Developer will bring the meter assembly(s) along with the site installation information (Developer Name, Tract Number, Lot #, and Street Address) at the appointment time made with Public Works. Public Works employees will inspect the meter assemblies for functionality and completeness. Public Works will then assign the Meter/Body Serial Number to the physical address to be installed. Public Works will set a time and date for assembly pick-up at the time the meter assemblies are dropped off. Inspection and meter assignment can take up to 3 (three) business days

7. The Contractor/Developer shall be responsible for installation of the meter assembly at the address that it was assigned at the time of being checked for completeness. All meter assembly installations will follow current City standards (Please see attached Standard Detail). The Contractor/ Developer is responsible for installation of the meter assembly before any water is used at the address. Failure to do so can results in a penalty fee of two hundred fifty dollars (\$250) per occurrence.
8. The Contractor/Developer shall schedule an inspection of the meter assembly installation, meter box installation, and sewer clean out box installation when the front yard landscaping of the property is at 90% (final grade). The inspections can be scheduled through email or phone. The Contractor/Developer shall provide the Contractor/Developer Name, Development Name, Tract Number, Lot Number(s), Street Address(s), and preferred inspection date/time when requesting an inspection.
9. Upon approval of inspection, City staff will sign the Building Inspection Card. Should any installation not meet the City's inspection standards City Staff will not sign the inspection card until all inadequacies are corrected and re-inspected.