



Department of Public Works
We are building a City!

390 Towne Centre Drive, Lathrop, CA 95330
Phone (209) 941-7430 – fax (209) 941-7449
www.ci.lathrop.ca.us

The City is implementing a new process to assist contractors with the following:

- **Setting up Water Meters**
- **Final Inspections**

Email: watermeters@ci.lathrop.ca.us or call (209) 941-7463.

When emailing or calling the following information must be provided.

- 1. Contractors Name**
- 2. Development Name and Track Number**
- 3. Lots and Addresses**
- 4. Meter Deposit must be paid prior to installing meters, meters will not be activated until the deposit is paid.**

City of Lathrop
Department of Public Works

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



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Public Works Department Procedure Memorandum

Date: 8/16/2022

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) 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.

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Public Works Department Procedure Memorandum

Date: 9/02/2020

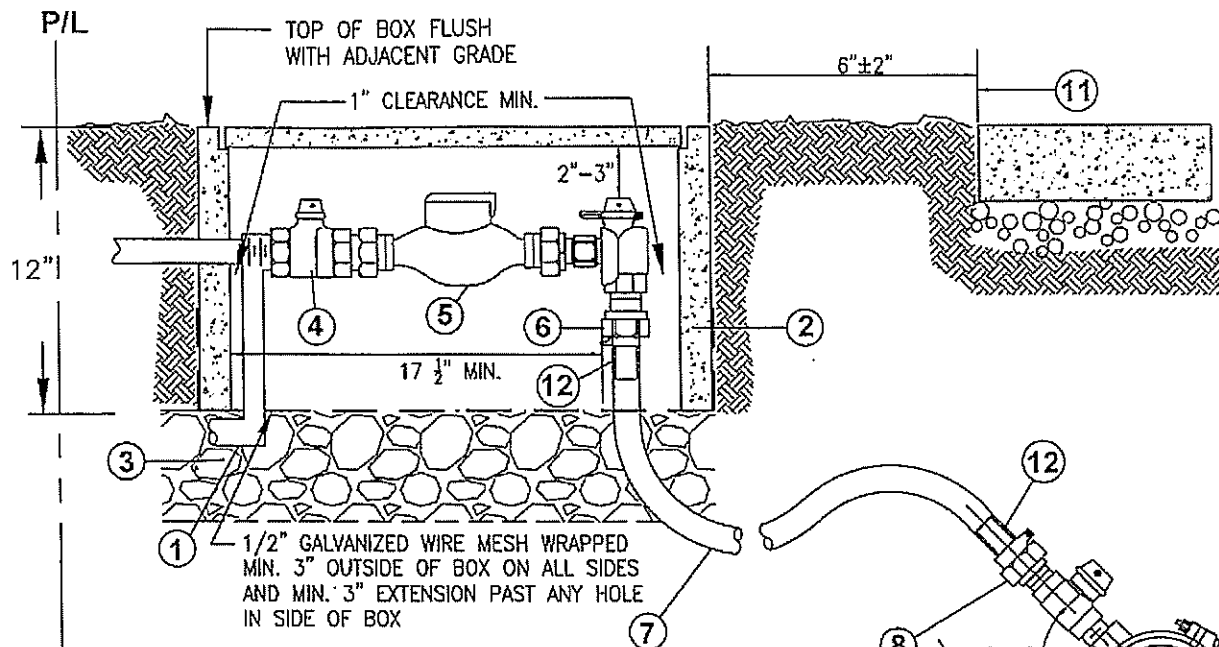
Re: **UTILITY ACCOUNT PROCEDURE**

Meter Distributer Information:

Email: Utilitydist2@badgermeter.com

Badger Meter Inc.

Badger Meter, Inc.
940 Riverside Pkwy
Suite 30
Santa Rosa, CA 95407
707-575-0700 office
707-575-3786 fax



DRAWING DETAILS:

- 2 foot, schedule 80 threaded PVC nipple.
- Meter box shall be manufactured by Christy with fibrelyte lid or approved equal (see chart for type). Cleanouts and meters shall not be located in driveways. In cases where meters are approved in vehicle paths, meter box shall be equivalent Christy traffic rated box or approved equal.
- 3/4" clean crushed rock, 1 foot deep and flush with bottom of meter box.
- Meter stop, full port ball valve only (with handle).
- Meters shall be per latest standard specifications. Meters shall be furnished by city's maintenance division at owner's cost upon establishment of water account for lot serviced. Install 7 1/2" spacer for (3/4" x 3/4") meter, 10 1/4" spacer for (1") meter during initial construction. 5/8" holes shall be drilled in spacer.
- Angle meter stop, full port ball valve only, lockable.
- Polyethylene service line. See construction drawings for sizing, 1-1/2" min (typ.).
- Corporation stop (Ford F-600 or approved equal).
- Bronze or brass service saddle required for PVC mains, direct taps are not acceptable for ductile iron.
- Water or recycled water main.
- Back of city sidewalk.
- Stainless steel stiffeners.

NOTES:

- Service pipe to be continuous (no joints) between main and angle meter stop unless approved by city engineer.
- The location of the service saddle shall be a min of 24" from another service saddle, bell, spigot, or other fitting.
- Meter box may be placed adjacent to property or easement line with prior approval of the city engineer.
- Place #10 gauge solid soft drawn copper wire along service line with accessibility from meter box.
- Tap to water main shall be made by the city approved contractor at owner's cost.
- Commercial/industrial service installation will be approved on case by case basis.
- For meters larger than 1", meter box and lid shall be submitted to city for review.

METER BOX AND LID TYPE		
METER	BOX	LID
1"	B-16	FL16D
1 1/2"	B-30	FL30D

NOT TO SCALE

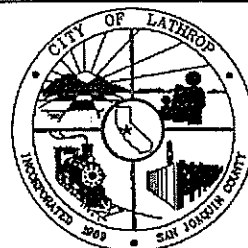
Approved by:

[Signature]
City of Lathrop
Public Works Director

No	Revised	Date

CITY OF LATHROP
DEPARTMENT OF PUBLIC WORKS

**RESIDENTIAL SERVICE
INSTALLATIONS**



**STANDARD
DETAIL**

Date: FEBRUARY 2022

Drawing No:

W-6