



THE CITY OF
POMONA



**TEMPORARY SERVICE FOR CONTRACTORS
1" - 3" CONSTRUCTION METER RENTAL AGREEMENT AND RECEIPT**

INSTRUCTIONS: Complete Part 1 of this form. Print and submit in person to Revenue Management Division at Pomona City Hall along with payment to obtain a meter. City Hall hours are Monday through Thursday, 7:30AM to 6:00PM. All information provided is subject to verification before services are rendered, including verification of identity. Invoicing and payment will be processed by Revenue Management Division prior to the release of a meter.

Applicants will have one hour to pick up the requested meter after completion of payment processing. After that time, an appointment will be required. To arrange pick-up or drop-off of construction meter, please contact the City of Pomona's Water Resources Department at (909) 620-2251 ext. 1 or email constructionmeters@pomonaca.gov. In your email, please provide the following information:

- Name
- Phone number
- Email address
- Meter number (as provided on the application)
- Name(s) of the person(s) picking up the meter.

Pick-up and drop-off appointments are available Monday through Thursday, between 8:00 am and 4:00 pm. **No exceptions will be made.** You will receive a confirmation email coordinating staff availability for your construction meter transaction.

Terms and Conditions:

The use of this meter expires either twelve months from the issuance date or upon completion of the project, whichever comes first. After this period, the construction meter must be returned for damage verification. Renewal or extension of the meter usage may be granted if the meter is in satisfactory condition.

All possible care shall be exercised to prevent damage to City infrastructure. Applicant is responsible for repair and/or replacement cost of any lost, stolen, or damaged meter, as determined by the City. No person shall operate the valve of any fire hydrant in any manner other than by the use of a hydrant wrench designed for that purpose. In case of damage to any City infrastructure, the cost of making repairs shall be paid for by the Applicant. The Applicant shall notify the City of Pomona if the fire hydrant they are using is damaged or fails to completely shut off. Turning the water on and off shall be done in a slow and gradual manner to avoid causing large pressure swings and water hammer in the water distribution system.

Temporary construction service requires a refundable deposit for a meter based on the City's current price. Meter reading occurs on the first week of every even month. The meter is to be located at the specified location, stated in the application, for reading during this time. Should the meter not be at the provided location, the minimum estimated monthly amount of **500 Units¹** will be charged to the account for that billing cycle. The Applicant shall comply with water use restrictions according to Pomona Municipal Code Section 62-354 - "Permanent water conservation requirements".

The Applicant shall defend, indemnify, and "hold harmless the City of Pomona, its administrators, and employees from and against all claims and/or liabilities for injury to person or persons and/or damage to property resulting from the use of a temporary construction meter. Failure to comply with any City regulations specifically related to this application shall be cause for revocation of the construction meter for temporary water usage.

¹Units of consumption: 1 unit = 100 cubic feet = 748 gallons (500 units = 374,000 gallons)

DEPOSIT ADVANCE PAYMENT: All accounts require an advance payment as established by Pomona City Code Section 62-243 & Section 62-244. The advance payment will be applied to the final bill. Final credit balances are refunded by mail in approximately 4 – 6 weeks. Payment of the Advance Payment and deposit charge is required at the time service is requested.

PAYMENTS: Make payments in person at Pomona City Hall, 505 S. Garey Ave., Pomona, CA 91766 between the hours of 7:30 a.m. and 6:00 p.m., Monday through Thursday, or online at www.pomonaca.gov, or by mail to P.O. Box 51481, Ontario, CA 91761-0081. Postmarks are **not** accepted as proof of timely payment; therefore, please **DO NOT MAIL THE PAYMENT ON THE DUE DATE**. Accounts not paid by the due date shown on the bill are subject to additional charges. A 24-hour payment box is available, located in the customer parking lot on the east side of City Hall off Garey Avenue, just south of Mission Blvd. Payments must be deposited before 8:00 a.m., Monday through Thursday, in order to be credited on the same day.

RETURNED CHECK FEES: The City will charge a twenty-five dollar (\$25.00) fee when the bank, for any reason, is unable to process a payment made by check or online by credit/debit card.

READINGS: Meter reading occurs in the first week of every even month. Recycled meter readings occur weekly. The meter is to be located at the specified location stated per rental agreement for reading during this time. Should the meter not be at the required location, consumption usage will be estimated for bimonthly billing. If a reading is not submitted during this time, the estimated monthly amount of **500 Units¹** will be charged to the account.

MAINTENANCE AND INSPECTIONS: An annual inspection of the meter is required to determine proper functionality and that it is free from any damage. The meter is to be brought back to the Water Resources Department yard, twelve months after the issuing date, for an in-house inspection. If the meter is damage free and properly functioning, the meter will be given back and reinspected upon return or the next annual inspection, whichever comes first. If it is determined that the meter is damaged or faulty, a replacement meter will be issued at that time. Fees for the damaged meter may be applied to the account, as determined by the City.

LOST OR STOLEN: The Contractor/party is responsible for repair and/or replacement cost of any lost, stolen, or damaged meter, as determined by the City, regardless of size. Notify the City as soon as possible to avoid additional bimonthly billing charges that can accrue while the meter is in use.

CONSTRUCTION WATER METER CHARGES:

Contractor/party is responsible for repair and/or replacement cost of any lost, stolen, or damaged meter, as determined by the City. Temporary Service for contractor/party requires a deposit for a meter based on the then current price.

<u>Funds required prior to issuance of meter: 1"</u>		<u>3"</u>		<u>Fees and charges:</u>	
Meter deposit:	\$288.00	\$1,031.00	Non-Refundable Portion of Deposit:	\$185.90	
Advance Payment:	\$418.60	\$896.35	Bi-monthly 1" Meter Rental Charge:	\$145.65	
Total:	\$706.60	\$1,927.35	Bi-monthly 3" Meter Rental Charge:	\$859.50	
			Meter Tampering (Per Incident):	\$448.25	
			Meter Damaged/Lost/Stolen:	Determined by City	

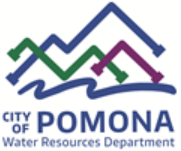
Commodity Rate Structure (per 100 cubic feet)
Tier 1 (1-13), Tier 2 (14-35), Tier 3 (36 and over)

Tier 1 **Tier 2** **Tier 3**
\$ 2.70 \$3.43 \$3.60

¹Units of consumption: 1 unit = 100 cubic feet = 748 gallons (500 units = 374,000 gallons)



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**TEMPORARY SERVICE APPLICATION FOR CONTRACTORS
1" - 3" CONSTRUCTION METER RENTAL AGREEMENT AND RECEIPT**

PART 1 – TO BE COMPLETED BY APPLICANT

Type of application: **New** **Relocation/Exchange** (see part 2)
 Requested Meter Size: **1"** **3"**
 Applicant: _____ City Business License: _____
 Billing Address: _____
 ID No. (CDL and/or Tax ID): _____
 Contact Person: _____ Contact Phone: _____ Email: _____
 Location (address or nearest cross street) of property where water will be used: _____

 Construction Meter Purpose (Water Resources Department may require proof of construction): _____

PART 2 – TO BE COMPLETED BY REVENUE MANAGEMENT DIVISION

Account Number: _____ Serial Number: _____ Reading: _____
 Rental Start Date: _____ Estimated Return Date: _____

RELOCATION / EXCHANGE Is there any damage to existing construction meter: **No** **Yes**
 Returned Serial Number: _____ Reading: _____
 New Serial Number: _____ Reading: _____
 New Rental Start Date: _____ Estimated Return Date: _____

The undersigned authorized representative of the above-named contractor or sole party acknowledges understanding and agreement to the terms and conditions, and that the meter received is in proper working condition with all parts and attachments intact, unless otherwise noted. The current meter reading as stated above has been verified and is accurate.

Signature _____ **Date** _____
Print Name _____

PART 3 – FINAL RETURN TO BE COMPLETED BY WATER RESOURCES DEPARTMENT

Return Date: _____ Reading: _____ Received By: _____
 Damages (Include damage to Hydrant(s) if known): **No** **Yes (See Below)**
(check all that apply)
 Swivel Coupler **Tamper Wire** **Meter Register** **Meter Body** **Check Valve (Include Threading)**

The undersigned authorized representative of the above-named contractor or sole party has verified the current meter read and acknowledges verification of the following damages, if any.

Signature _____ **Date** _____
Print Name _____