

**LODI CITY COUNCIL
SHIRTSLEEVE SESSION
CARNEGIE FORUM, 305 WEST PINE STREET
TUESDAY, DECEMBER 8, 2009**

A. Roll Call by City Clerk

An Informal Informational Meeting ("Shirtsleeve" Session) of the Lodi City Council was held Tuesday, December 8, 2009, commencing at 7:02 a.m.

Present: Council Member Hitchcock, Council Member Johnson, Mayor Pro Tempore Katakian, Council Member Mounce, and Mayor Hansen

Absent: None

Also Present: City Manager King, City Attorney Schwabauer, and City Clerk Johl

B. Topic(s)

B-1 Water Meter Program - Privately-Contracted Meter Installation Program Presentation (PW)

City Manager King provided a brief introduction to the subject matter of the water meter installation guide.

Public Works Director Wally Sandelin provided a PowerPoint presentation regarding the privately-contracted water meter installation guide. Specific topics of discussion included Assembly Bill 2572, private property owner installation period, pre-1979 properties, complete installation, 1979-1992 properties, post-1992 properties, eligibility chart for single family residences, installation process, confirming eligibility, hiring a qualified and licensed contractor, obtaining City permits, obtaining and installing water meter and transponder, inspection requirements, and initiation of meter based utility bill.

In response to Council Member Mounce, Mr. Sandelin stated there are 22 miles of smaller than six-inch mains in backyards, the front location is more conventional and better to work with, and the mains that are larger than six inches are being left in the rear yards. Council Member Mounce requested the statistical information regarding which properties will have the meters located from the back yards to the front yards.

In response to Council Member Mounce, Mr. Sandelin stated the consultant will be on site, fielding questions, and handling the permit issuance directly from City Hall.

In response to Council Member Mounce, Mr. Sandelin stated the fees include a \$37.50 inspection fee, \$75 building fee, \$100 valve shut off and isolation fee, \$300 meter cost, and the cost of the contractor for the self-installation option.

In response to Council Member Johnson, Mr. Sandelin stated a contractor would not necessarily have the equipment to turn the valves off and on because many of the valves have never been turned and there is a concern about breaking the valves. Mr. Sandelin stated there is a need to go through a valve opening and closing exercise routinely.

In response to Council Member Mounce, Mr. Sandelin stated the bid cost was \$1,025 in an older neighborhood for installation and meter costs.

In response to Mayor Katakian, Mr. Sandelin stated the \$1,200 estimate did not include permit fees.

In response to Mayor Pro Tempore Hitchcock, Mr. Sandelin stated there are no permit fees for the City contract for installation, although there will be reimbursement costs at a later date.

In response to Council Member Hansen, Mr. Sandelin stated the consultant cost will be incorporated into the final reimbursement costs and that information will be brought back to Council in approximately nine months or after the first contract is bid and hard numbers are available. Mr. King stated there is also a Community Development cost for inspections and related services that will need to be transferred to Community Development as a special revenue fund to cover the true costs of the services incurred.

General discussion ensued between Council Member Johnson, Mr. Sandelin, and Mr. King regarding the ability to ascertain as a citizen what the actual costs will be for the self-install option versus City install option and the ability of local contractors to solicit multiple properties in neighborhoods to provide the service without the need to pay prevailing wages.

In response to Mayor Pro Tempore Hitchcock, Mr. Sandelin confirmed there will be a general estimate of what both options cost with installation and fees and the Council will decide the reimbursement costs of the City install option at a later date.

In response to Mayor Pro Tempore Hitchcock, Mr. Sandelin confirmed there will be a general estimate of what both options cost, including fees, and although there may not be an encroachment or building fee for the City option currently, all reimbursement costs will be coming back to Council for approval.

General discussion ensued between Council Member Mounce, Mr. Sandelin, and Mr. King regarding whether or not water meters are actually going to save money, the unfunded State mandate to install meters, and statistics indicating some properties will save while others will not.

In response to Mayor Katakian, Mr. Sandelin stated the overall rates need to generate as much revenue as is generated currently. Mr. Schwabauer stated the rate model estimates are an educated guess and the rate model is designed to generate the same amount of revenue with the exception of water meter installation.

In response to Council Member Hansen, Mr. Sandelin confirmed that with water meters property owners can adjust habits accordingly and will have some control over their own costs.

In response to Council Member Hansen, Mr. Sandelin stated the water main will not have to be shut off for approximately 3,000 properties, but will have to be shut off for the remaining 10,000 properties.

In response to Council Member Johnson, Mr. Sandelin confirmed that the installation process could take two to three hours.

In response to Mayor Katakian, Mr. Sandelin confirmed that the valve can remain in place, although there will be more fittings and connections required, which is not preferred.

In response to Council Member Johnson, Mr. Sandelin stated when the first phase gets underway there will be approximately nine crews working throughout the City in various neighborhoods installing meters.

In response to Mayor Pro Tempore Hitchcock, Mr. Sandelin confirmed that the main could be turned off once for multiple properties in a neighborhood doing the installation versus multiple shut offs.

In response to Council Member Mounce, Mr. King confirmed that the costs will be incurred by property owners regardless of whether the City does the work or there is self-install, although the City may be able to do more work at one time.

In response to Council Member Mounce, Mr. Sandelin stated staff will be bringing forth an option for a summer discount during the rate discussion to address maintenance of mow strips.

In response to Council Member Hansen, Mr. Sandelin confirmed that comparative analysis is beneficial for customers and stated the trend was to start the billing during the November month.

General discussion ensued between Council Member Mounce, RMC Water Meter Program Administrator Tom Dugan, and Mr. Sandelin regarding the need to have an accelerated program, other communities addressing the mandate, and charging property owners for the installation of the meters. Council Member Mounce requested information on what other communities are doing to address the mandate.

In response to Mayor Katzakian, Mr. King confirmed currently the property owner is responsible for watering and maintaining the mow strip.

In response to Mayor Katzakian, Mr. Sandelin and Mr. Schwabauer confirmed that the home owner is ultimately liable with the self-install option.

Myrna Wetzel stated as a resident she would prefer knowing all of the costs associated with each option, including fees, upfront prior to making the decision.

C. Comments by Public on Non-Agenda Items

None.

D. Adjournment

No action was taken by the City Council. The meeting was adjourned at 8:08 a.m.

ATTEST:

Randi Johl
City Clerk



**CITY OF LODI
COUNCIL COMMUNICATION**

AGENDA TITLE: Water Meter Program – Privately-Contracted Meter Installation Program Presentation

MEETING DATE: December 8, 2009 (Shirtsleeve Session)

PREPARED BY: Public Works Director

RECOMMENDED ACTION: Receive presentation on Water Meter Program – Privately-Contracted Meter Installation Program.

BACKGROUND INFORMATION: City Council has directed staff to establish a one-year program (January 1, 2010 through December 31, 2010) during which property owners would be allowed to privately contract for the installation of new water meters. The presentation will include a description of the process leading from eligibility to participate in the program through contractor requirements and ultimately to final acceptance by the City.

A draft copy of the Privately-Contracted Meter Installation Guide will be provided to the City Council at the Shirtsleeve meeting. Some highlights of the Guide are provided below.

1. Property owners with existing services in the rear yard where the water main will be moved to the street are not eligible.
2. Contractors will be required to post a warranty bond covering one year past acceptance to protect the City from making repairs due to faulty installation or material defects.
3. Three installation classes have been identified with estimated installation costs ranging from \$200 to \$1,200. Details of the three classes will be presented at the Shirtsleeve meeting.
4. Contractors will be required to purchase the water meter and electronic radio transmitter from the City at a price of approximately \$200.

FISCAL IMPACT: Not applicable.

FUNDING AVAILABLE: Not applicable.

F. Wally Sandelin
Public Works Director

FWS/pmf

APPROVED:

Blair King, City Manager

The City of Lodi
Public Works
Water Services



Privately Contracted Water Meter
Installation Guide

Shirtsleeve

December 8, 2009



Background

Assembly Bill 2572

- 2,866 homes affected constructed since 1992
- Metered water bills by January 1, 2011
- Meters now installed on all new services

Private Property Owner Installation Period

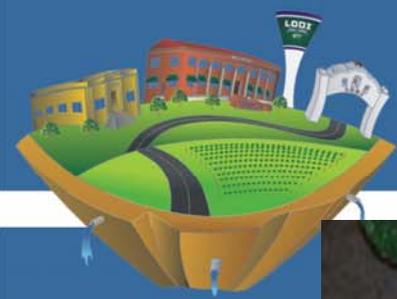
- Accelerate meter installation
- January 1, 2010 through December 31, 2010

Pre-1979



Pre – 1979





Completed Installation

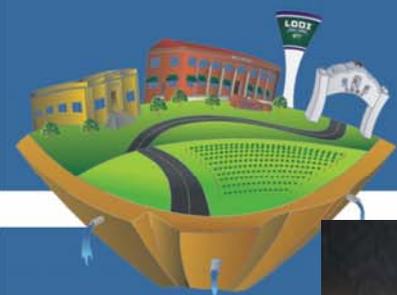




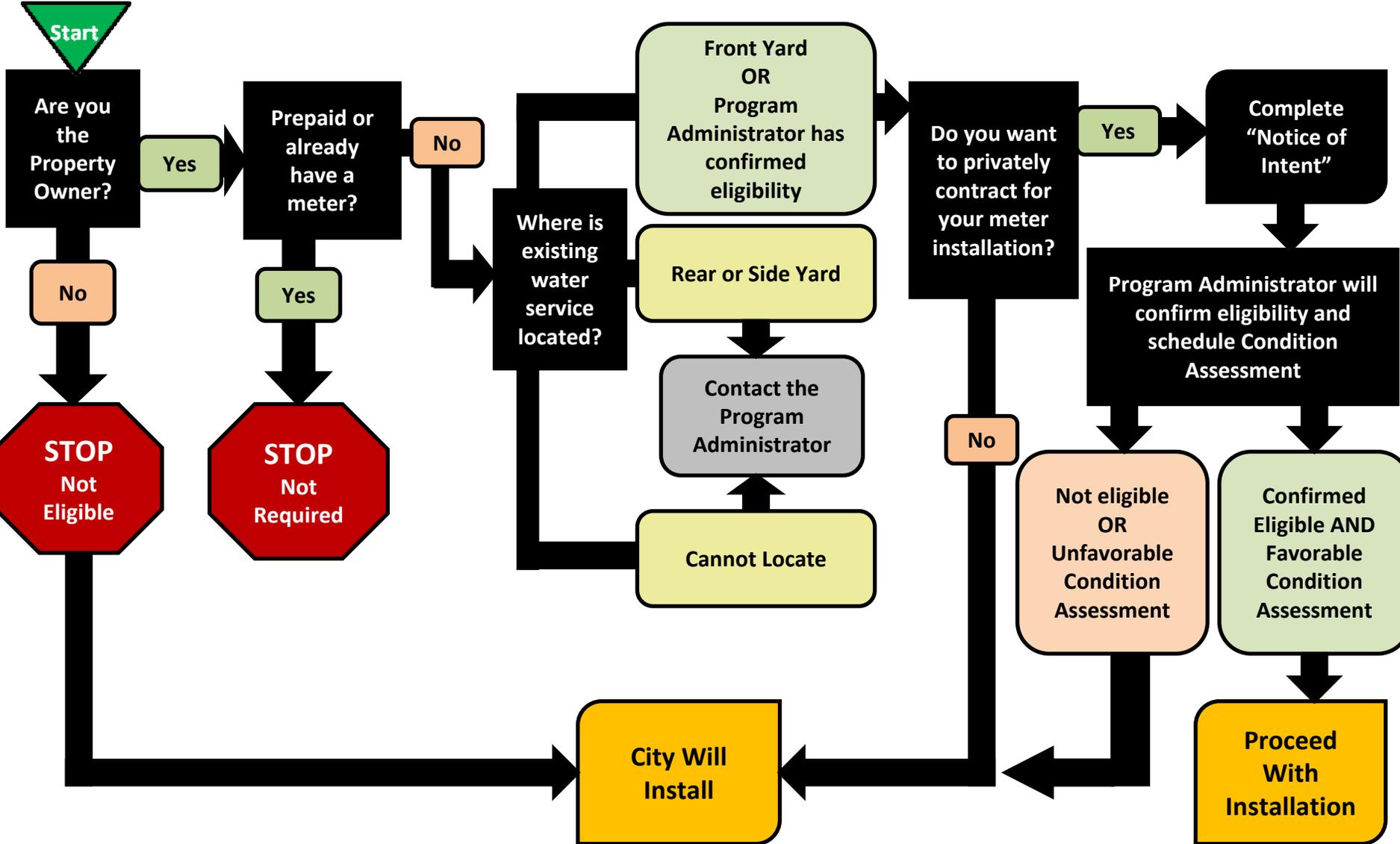
1979 - 1992



Post - 1992



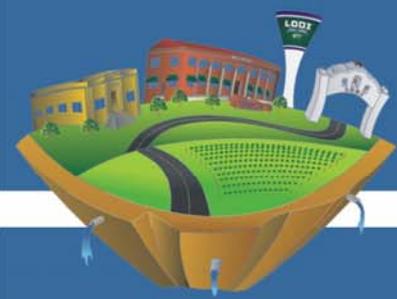
Eligibility Chart Privately Contracted Meter Installation (Single Family Residences)





Installation Process – Step 1

- Program Administrator confirms eligibility and schedules Condition Assessment.
- Condition Assessment must be favorable to continue.



Installation Process – Step 2

Hire a Qualified and Licensed Contractor

- Contractors License (C-36)
- \$1,000,000 liability insurance to City
- Performance and Warranty Bond for one year past acceptance (Estimated cost \$200)



Installation Process – Step 3

Obtain City Permits

- Encroachment Permit from Public Works
- Building Permit if plumbing modifications
- Permit Fees Paid by Water Fund?



Installation Process – Step 4

Obtain Water Meter and Transponder

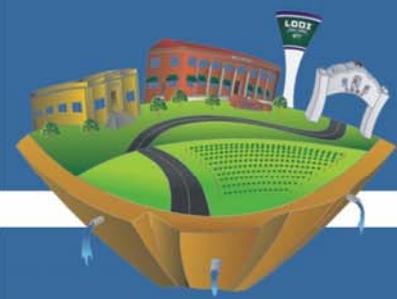
- Purchase from City (Estimated Cost \$300)
- Serial Number Tracking
- Insures One Meter Per Parcel



Installation Process – Step 5

Contractor Installs New Meter and Transponder

- Per Standard Plans
- Per Construction Specifications
- Disinfection Required Prior to Installation
- Main Shutdown May Be Required
- Shutdown Costs Paid by Water Fund?



Installation Process – Step 6

Inspection Requirements

- Public Works Inspection During Construction
- Building Division Inspector At Completion
- Inspection Fees Paid by Water Fund?



Installation Process – Step 7

Initiation of Meter Based Utility Bill

- Will Not Begin Immediately
- Should comparative billing information be provided?
- Wastewater monthly billing based upon winter water usage



Questions?

Privately-Contracted Meter Installation Guide

In compliance with State of California policy and regulations and as directed by the Lodi City Council, this guide has been prepared to inform property owners within the City of Lodi (City) of the opportunity to arrange for their water meter to be installed by a qualified contractor of their choice. This optional method for meter installation should be carefully considered by property owners. If a property owner elects to participate in this optional self-contracting program, he or she will be taking on significant responsibilities and the cost for the work of installing a meter, including the cost of the meter, modifying a water service line and repairing damage caused by them or their contractor to any City-owned facilities and improvements. Those property owners who elect not to participate will have their water meter installed under a City public works contract that will be constructed by a City contractor.

The information provided in this guide is intended to assist property owners in making a decision whether to participate in the optional privately-contracted meter installation program and to disclose the responsibilities and costs that would be placed on property owners who do choose to participate. Note that all residential properties are required to be metered under the City's residential water meter program.

1 Introduction to the City of Lodi Water Meter Program

The following is intended to provide some background and basic information for the residential Water Meter Program.

1.1 What is the Water Meter Program?

- The vast majority of water connections in the City are unmetered, and water customers are charged flat rates for water based on the number of bedrooms in the dwelling unit.
- City is embarking on a four year program (2010 through 2013) to install water meters for all unmetered residential water service connections in the City
- Program is concurrent with a capital improvement project that would relocate and upsize existing undersized water mains located in rear yard easements.

1.2 Why is the City implementing the Program?

- In 2004, the State Legislature passed and the Governor signed into law Assembly Bill 2572 requiring metering of all water services by January 1, 2025. These requirements are contained in Water Code Section 527.
- Lodi City Council voted to accelerate compliance with State law in May 2007.
- Metering of water usage will help promote water conservation and will provide more equitable billing based on actual usage than the current flat rate water billing system.

1.3 How will the City Implement the Water Meter Program?

- The program will be implemented over four years (2010 through 2014), during which time all residential water customers within the City will be converted from a flat rate water bill to metered/usage based water bill.

- The City Council has determined that property owners who qualify will be given a one year opportunity to arrange for their own installation of water meters; this Privately-Contracted Meter Installation program will be in effect until the end of December 2010.
 - The details of eligibility to privately contract for water meter installation are provided later in this document (Section 3).
 - Not all residential properties are eligible.
 - Eligible property owners who elect to privately contract for meter installation will be required to hire a qualified contractor and obtain applicable permits from the City, and will bear the entire cost for installation and permitting directly. Further, eligible property owners who pursue this option will be responsible for any additional City costs to repair damage to City facilities and improvements caused the property owner's meter installation contractor.
- For those property owners who elect **not** to privately contract for their meter installation, the City will install your meter during the three year period from January 2011 to December of 2013.
 - Installations of new meters and, in some areas, new water mains, will be performed in approximately three phases, roughly one phase for each year of the Water Meter Program. The properties included in each phase have not yet been determined; however each property owner will be informed well in advance of construction.
 - Property owners who elect to have the City install their meter, or who are not eligible for privately contracted meter installation, will be billed by the City for the cost of meter installation. This cost will vary depending on the existing water service connection at a given property, as described in Section 4.
 - Under the City-Installed option, property owners would choose between a one-time payment, in full, or amortized payments over time at a low interest rate, which would be added to the monthly water bill.

1.4 How Much will it Cost to Have a Water Meter Installed?

- The cost of meter installation will vary depending on whether you privately contract for your meter installation or have the City install your water meter for you. Refer to Section 4 for additional details. In either case, property owners are responsible for the cost of installing a new meter. Under the Privately Contracted Meter Installation option, property owners are also subject to City permit fees and potential City repair costs should there be any damage to or impacts on the City water system resulting from the privately contracted meter installation work.

1.5 Am I Required to Participate?

- Only the few properties that already have water meters are exempt (these properties have already paid the meter and installation cost). These properties typically include new homes, pools and significant remodels constructed in 1992 and earlier.
- All properties without existing water meters are required to have a meter installed, and to pay all applicable permitting and installation fees, to continue their water service.
- Participation is mandatory for all property owners. Tenants are not responsible for meter installation. Tenants will continue to receive notices regarding the project, however, to keep

tenants informed of construction progress. Tenants may want to discuss water meter costs with the property owners relative to leases or rental agreements.

1.6 How will this impact my water bill?

- Once meters are installed and meter reading begins, water bills will transition from a flat-rate to a usage-based pricing system. Because the new water bills will be usage based, each month's bill will probably be different, and the average bill for the year may be higher or lower than the current flat rate bill, depending upon water usage. Flat rate and usage based bill comparisons will be provided for a period prior to the transition to usage based water bills.

1.7 How else might I be impacted by this project?

- Installation of new water mains and water meters by the City will require construction in City streets and at over 13,000 residential properties between March 2011 and November 2013. This construction will create some disturbances, though every effort will be made to minimize disruption to the community. The City will send future notifications to property owners and residents to keep you informed of our progress and to let you know when we anticipate construction activities in your neighborhood.
- During construction, it may be necessary to temporarily discontinue water service to some properties for short periods of time during meter installation and water main relocation. These outages typically can last from 4 to 6 hours. The City will send notifications to property owners and residents in advance of these disruptions to allow you to make appropriate arrangements for a short interruption in water service.
- In many cases, installation of a new water meter will require only minor construction in the front yard of a property, with minimal disruption to existing landscaping. However, construction impacts may be greater if the existing water service line is relocated from the property's rear yard to its front yard, or if relocation of the service is required for some other reason. The City will contact property owners during the design for each construction phase to identify these cases and potential impacts to existing landscaping, walkways or driveways.

1.8 Who can I call if I have questions or concerns?

- Contact the Water Meter Program Administrator:
 - Mr. Tom Dugan, Water Meter Program Administrator
 - Phone: (209) 333-67XX
 - Hours: Normal business hours (M-F, 9:00 AM to 5:00 PM).
 - Email: tdugan@rmcwater.com.

2 Getting Started

The following presents the Privately Contracted Meter Installation program and requirements. Property owners should review this information carefully in considering whether to select this option for water meter installation.

2.1 Forms and Information

The following attachments to this Guide are provided to assist property owners in determining whether to pursue private contracting for meter installation.

- Encroachment Permit Application and General Provisions

- Building Permit Application
- Water Meter Installation Standard Details and Specifications
- Minimum Private Contract insurance Requirements
- Public Works Water Fee and Service Charge Schedule
- Warranty Security Letter of Credit Form

2.2 How to identify your existing service connection

Each property owner must identify the type of water service that serves their property. This is required to assess eligibility for the privately contracted meter installation option.

- The first step in determining whether to participate in this option is to make sure the property has not already paid for a water meter. The Program administrator can assist with determining which properties are on record as having paid for meter. If your property has is one of these, then you do not need to participate and you will not be charged for the meter installation. Property owners may have receipts and records that can serve as proof of payment. Copies of these documents should be provided to the Program Administrator to reconcile with the City's records.
- Both your eligibility for Self Installation and your cost for the City-installed option are dependent of the type of existing water service at your property. Determining the type of connection requires finding an existing valve or meter box in the front or rear yard of your property.
- The majority of water connections are located in the front yard of a property. Start there when locating your service connection. Refer to Figure 1 for typical water service installations and their locations.
- If you cannot locate the connection in the front yard, it may be located in the rear yard of your property. Existing rear yard connections will be Rich Boxes. Refer to the description and photo above for help in identifying a Rich Box connection in your rear yard.
- If you cannot determine where your connection is located (front or rear yard) or what type of connection is currently installed, please contact the Water Meter Program Administrator for assistance. Please, attempt to determine the type of meter connection you have before calling, as investigating this own your own will take only a few moments in most cases.

2.3 Deciding to Privately Contract for Meter Installation

- Not all properties are eligible for private contracting for meter installation. Refer to Section 3 for details.
- If your property is eligible, carefully consider the requirements and responsibilities outlined in Section 3, as property owners who elect to Self Install are agreeing to carry out the project in accordance with specific requirements and City codes and agree to accept financial risk should the work result in damage to City facilities, requiring City repairs. Should complications arise during Self Installation, the cost to complete the project may exceed the cost to have the City install your meter for you.
- Should you elect to Self Install, please return the included *Notice of Intent to Self Install* to the Program Administrator and await confirmation per the instruction in Section 3.
- Should you elect to have the City install your meter, you are not required to do anything at this time. The Program Administrator will contact you via notices and mailings in the future to determine your preference for payment (one time or monthly payments) and to update you on the schedule for the project.

3 Self Installation

3.1 Determining Eligibility for Self Installation

- For those owners of eligible properties who elect to privately contract for their meter installation, the period for privately contracted meter installation will expire on December 31, 2010. All construction must be completed by the property owner's qualified contractor and inspected and accepted by the City no later than December 31, 2010.
- Eligibility can be determined using the following Flow Chart No. 1.
- If a property owner is in possession of a building permit that has required payment for City forces to install a meter at the property, the property owner is eligible to select the private contracting option as set forth herein. Your payment to the City would be refunded.
- If a property owner is in possession of a building permit that has required it to pay for City forces to install a meter at the property, the property owner can wait until the City installs the meter as part of the meter program. The property owner's payment for the meter would be refunded.
- Important notes:
 - Only property owners can elect to privately contract for water meter installation. Tenants are not responsible for water meter installation
 - Rear yard connections are not eligible for Self Installation. Water mains serving back yard connections are likely to be abandoned as part of the Water Meter Program (See Section 1). In this case, existing rear yard connections will be relocated to the front yard of the property and connected to a new main in the street. Only the City can perform such construction, including tapping into a water main.

3.2 Self Installation Process, Requirements and Responsibilities

- The Self Installation process is depicted in Flow Chart No. 2.
- Important notes:
 - Upon deciding to privately contract for meter installation, the property owner must return the *Notice of Intent to Privately Contract*, included at the end of this manual, to the Program Administrator.
 - Owners of eligible properties must return this notice no later than August 1, 2010 to allow adequate time for verifying eligibility and the permitting and meter installation process. The City also intends to assign meter inspection times to avoid a logjam of meter installations at the end of the year.
 - A condition assessment of the property's water service will be scheduled by the Program Administrator after receiving the Notice of Intent postcard. The condition assessment will verify that the water service meets the eligibility criteria and that the work can be performed without risk of contamination of the City's potable water distribution system.
- Do not proceed with Self Installation until you have received confirmation from the Program Administrator that you are eligible for Self Installation.
- By electing to self-install, property owners agree to many important requirements and responsibilities.
 - A no cost Encroachment Permit must be obtained prior to or upon receiving the water meter at the Municipal Services Center.

- The property owner is responsible for finding and hiring a licensed, bonded and insured contractor to perform this work.
 - License requirements
 - Bonding requirements
 - Insurance requirements (\$1,000,000)
 - For additional information on licensed contractors in the State of California, contact the Contractors Licensing Board (website: www.cslb.ca.gov).
- All installations must be done in accordance with City of Lodi Standard Plans and Specifications. City Standard Plans can be obtained from the City's website: <http://mapguide.loidi.gov/depts/pw/std/stdplans.html> or by visiting the [location?] to purchase a hardcopy of the Standard Plans (\$____).
- This construction will impact a public water supply source. Installation must comply with applicable health codes (reference).
- Property owner is responsible for all permitting fees (See Section 4) and for obtaining all required inspections.
- The property owner assumes all risk for damage to the City's water system, including damage to existing isolation valve at the point of connection to the main or in existing Rich Box. The City may treat damages as emergency situations, and respond to repair such damages as required. Any work performed by the City will be billed to the property owner on a time and materials basis.
- The property owner is responsible for all modifications to and restoration of existing landscaping on the property.
- The property owner is responsible for obtaining a water meter from the City. Once the property owner obtains the meter, the property owner assumes responsibility for maintaining the meter in good condition through installation. Replacement meters will result in additional costs to the property owner.
- Property owner is responsible for ensuring that Underground Service Alert (USA) is contacted prior to any excavation, as required by California law.

4 Cost of Meter Installation and Payment Options

4.1 Self Installation

- Self installers will need to contact an eligible contractor for a price estimate (see Section 3 for contractor eligibility requirements). Permitting fees will be paid directly to the City, in accordance with the Payment Schedule shown below. Refer to Section 2 for help in identifying the existing meter installation type.

Self Installation Payment Schedule

Existing Installation Type	Cost of Meter	Cost of Construction	Encroachment Permit Fee	Building Permit Fee
Existing Meter Box and Meter	\$ZZ	Exempt	Exempt	Exempt
Meter Box with No Meter Installed	\$ZZ	Contact a Contractor for Quote	\$XX	Not Required
Rich Box in front yard, no other plumbing modifications	\$ZZ	Contact a Contractor for Quote	\$XX	Exempt
Rich Box in front yard, service relocation or other plumbing modification	\$ZZ	Contact a Contractor for Quote	\$XX	\$YY
Rich Box in Rear yard	\$ZZ	Cannot Self Install	Cannot Self Install	Cannot Self Install

- Permitting fees are due upon submitting a permit application.

4.2 City-Installed Meters

- Property owners who elect to have the City install their meter, or who own properties that are not eligible for Self Installation, will be billed in accordance with Payment Schedule shown below. Refer to Section 2 for help in identifying the existing meter installation type.

City Installed Meter Installation Payment Schedule

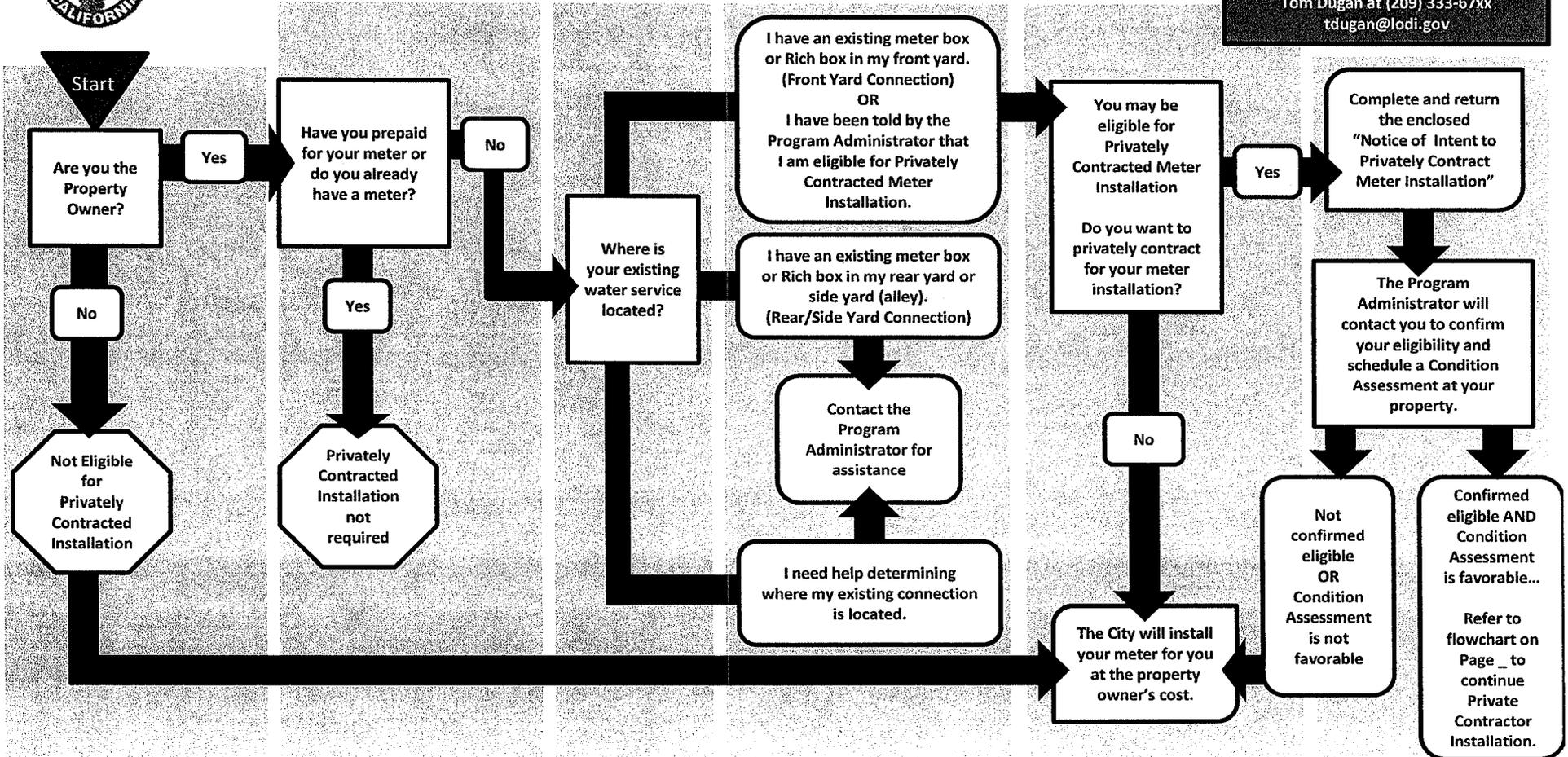
Existing Installation Type	Cost if Paid in Full (One Time Payment)	Cost if Paid in Monthly Installments (Monthly for 3 years)
Existing meter box and meter	Prepaid	Prepaid
Meter Box with no meter installed	Prepaid	Prepaid
Rich Box in front yard	\$XX	\$XX
Rich Box in rear yard	\$YY	\$YY

- Property owners can elect a one-time payment, in full, prior to construction or may elect to pay in monthly installments over a 3 year period. The City will contact you in the future to determine which payment plan is desired.



Eligibility Chart Privately Contracted Meter Installation (Single Family Residences)

Questions?
 Contact the Program Administrator
 Tom Dugan at (209) 333-67xx
 tdugan@lodi.gov



Additional Information

Only the property owner can elect Privately Contracted Meter Installation.

Additional Information

If you already have a meter, you do not need to do anything at this time.

 If you have prepaid for a meter, the City will install a meter for you at no additional charge. You do not need to do anything at this time.

Additional Information

Refer to the text of Section __ for help in locating your existing connection.

Additional Information

Some, but not all, rear-yard and side yard connections will be eligible for private meter installation. This depends on the water main serving your property. Please contract the Program Administrator if you have a rear or side yard connection and wish to pursue private contractor installation.

Additional Information

Be sure you understand all of the requirements and responsibilities of Self Installation prior to making this decision. If the City will install your meter, the City will contact you regarding payment options at a later date. You do not need to do anything at this time.

Additional Information

If you choose to pursue private installation, the Program Administrator will confirm your eligibility after receiving your Notice Of Intent and schedule a Condition Assessment to determine if your existing connection can be worked on by a private contractor.



Privately Contracted Meter Installation Process

Program Administrator
Tom Dugan at (209) 333-67xx
tdugan@lodi.gov

1 Confirm Your Eligibility

Within 2 weeks of receiving your "Notice of Intent to Privately Contract Meter Installation", the Program Administrator will contact you to schedule a Condition Assessment of your existing service connection. The Program Administrator may also inform you that you are not eligible after reviewing your situation.

Prior to the Condition Assessment, the property owner is responsible for exposing their existing service from location of the existing meter box or valve box to a point 24" upstream of the valve (toward the water main). If the condition of the existing connection is suitable for private contractor work, the Program Administrator will provide you with a Confirmation of Eligibility letter.

Do not proceed until you have received a Confirmation of Eligibility letter.

2 Hire Qualified, licensed Contractor

Eligibility requirements include, but are not limited to:

- License Type:
- Minimum Insurance: **\$1,000,000** (single occurrence or annual limit)
- Bonds and Letter of Credit to be furnished: Performance (in amount of construction estimate) and Warranty (1 year from acceptance)

Additional information regarding contractor bonding and licensing can be obtained through the California Contractors Licensing Board (website: www.cslb.ca.gov).

Please note that the City cannot provide a recommendation for eligible contractors.

3 Obtain City Permits

- If your property currently has a meter box installed (but no meter), you will need to obtain only an Encroachment Permit from the City.
- For all other plumbing modifications, including installing a new meter in place of an existing rich box or proposed modifications to the location of the existing service connection, you will need to obtain both a Building Permit and Encroachment Permit from the City.

To obtain a permit:

- Encroachment Permits will be issued when you pick up your meter (Step 4)
- Building Permits are issued at the City's Building Inspection Division: **221 W. Pine Street (209) 333-6714**
- Please note that it may take up to 7 days for permit approval.

Additional permitting requirements are as follows:

- A copy of your Confirmation of Eligibility Letter will be required to obtain your permit.
- Only the property owner or the owner's contractor can obtain a permit from the City.
- All permit applications require that a qualified contractor be designated.
- Proof of contractor insurance and bonding are required.
- Permitting and inspection fees must be paid when the permit application is filed. Refer to the Fee Schedule in Section ___.
- All permit applications must include a site plan (8½" by 11") showing the location of the water meter and service connection relative to existing property lines, structures and easements. Refer to Section ___ for additional information.
- Failure to obtain a required permit prior to construction will increase the permit charge to nine (9) times the normal amount.

4 Obtain Your Water Meter

To obtain your water meter, bring a copy of your building permit to :

City of Iodi Municipal Service Center
1331 S. Ham Lane
(209) 333-6740.

Only the property owner or the owner's contractor can obtain a water meter. Once the **owner/contractor** take possession of the meter, the owner becomes responsible for the meter.

An Encroachment Permit will be issued at the time you pick up your meter. Refer to Step 3 for permit requirements. You cannot obtain a meter without an Encroachment Permit.

5 Install New Meter (by Contractor)

Contractors must install, disinfect and test new meter, boxes, valves and piping in accordance with City of Iodi Standard Plans and all applicable building codes. City Standard Plans can be obtained from the City's website: http://mapguide.lodi.gov/depts/pw/std/s_tdplans.html or a hardcopy may be purchased for \$20 by visiting:

City of Iodi Public Works Department
221 W. Pine Street
(209) 333-6706

Please note that the emergency number to be called in case of a break or other damage is (209) 368-5735

6 Have Work Inspected

Do not bury piping or otherwise conceal new work prior to inspection by City Inspection Personnel. Water service will be cut off during installation and until the new meter installation has been inspected and approved. Please plan accordingly.

To schedule an inspection, either the home owner or the contractor must contact the City's Building Inspector at (209) 333-6714. Inspections must be scheduled no later than **3:00 P.M.** on the day prior to the requested inspection.

Upon passing inspection, water service will be restored to your property by the City.

7 Wait for Initiation of Meter Reading

Once your meter installation has passed inspection, the Program Administrator will send you a letter confirming the date of which your meter was installed. Please note that meter reading will not begin immediately, and may not start for several months. A final confirmation letter will be sent to your address prior to the start of meter reading to let you know when usage-based or comparative billing will begin.

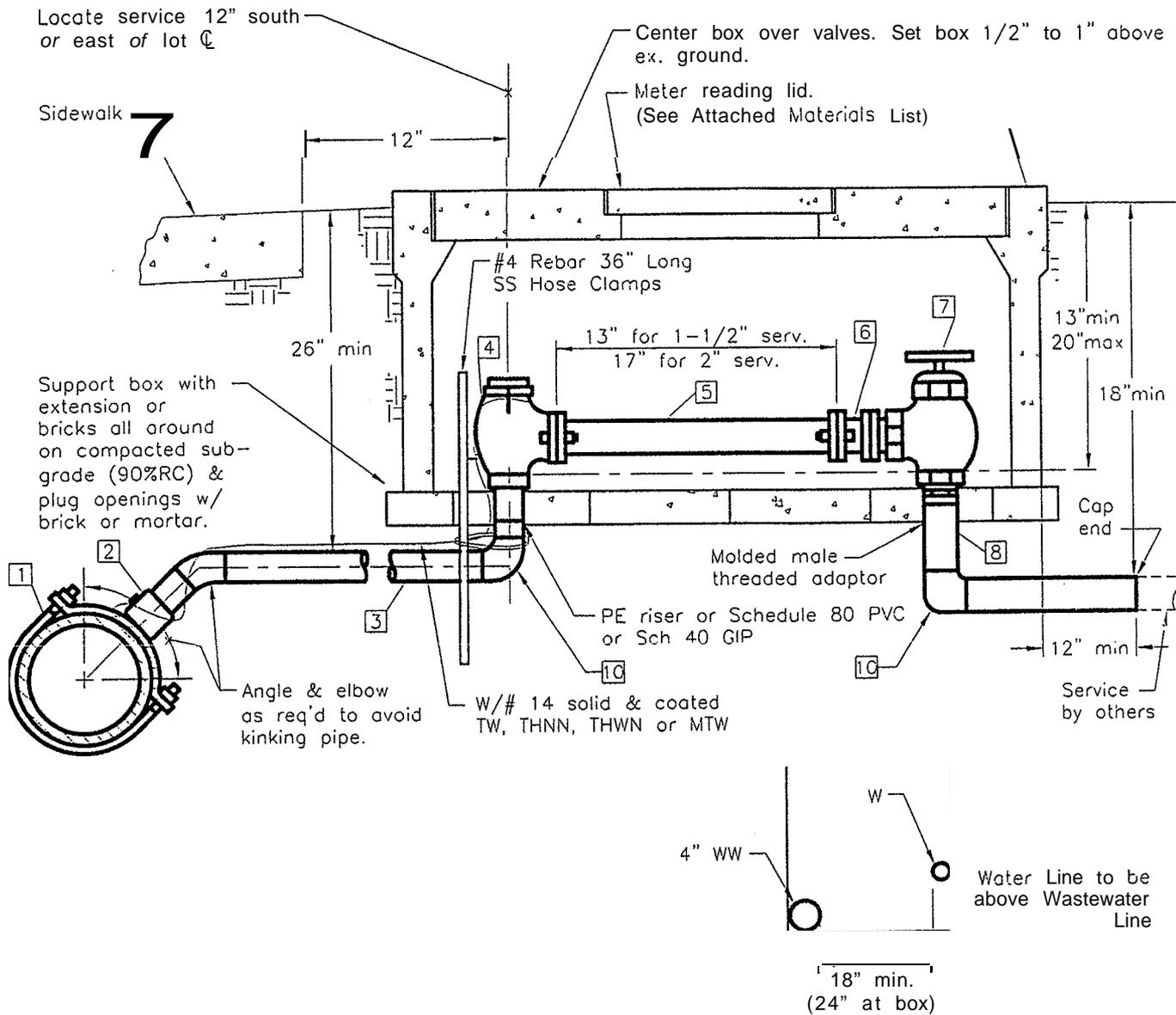
Please note that the City may visit your meter installation prior to the initiation of meter reading in order to install an electronic reading device to facilitate automatic meter reading. The cost for this device is included in your permitting fees and will be installed at no additional cost.



CITY OF LODI

PUBLIC WORKS DEPARTMENT

I-1/2" & 2" Water Service



Notes:

- Maintain 24" clearance between tap and any coupling, fitting or adjacent tap. Plastic services shall be installed with slack in the line. If the service is installed in the same trench as sanitary service, the water service shall be installed without splices and the trench section shown applies:
- S.S. liners required on PE pipe fittings.

Dr.	KT	No.	Date	Revision	Appr.	Approved By:	STD PLAN
		1	9/03	ADDED END CAP		<i>J. Wally Sandetti</i> City Engineer R.C.E. 39895	2/2/05 Dole
Ch.	WS	2	2/04	REVISED PAGE 4			
		3	2/05	REVERSED TRENCH SECTION			
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CITY OF LODI

PUBLIC WORKS DEPARTMENT

1-1/2" & 2" Water Service Materials List

Fitting (a)	Size	Basic Feature	Inlet Connection	Outlet Connection	Manufacturer's Nos.
Saddles [1]	1-1/2" & 2"	For C1-AC & Ductile Iron Pipe Ductile Iron Double Strap Saddle <u>No Single Strap Saddles</u>		IPT	Rockwell 313 Apac 102 Other manufacturers with similar designs o.k.
Saddles	1-1/2" & 2"	For C900 Pipe		IPT	Romac 101S Mueller H1349 with 1P thread
Corp. Stop [2]	1-1/2"	Oriseal or Ball Valve	Saddle IPT 1-1/2" 1-1/2" IPT	1-1/2" PJ CTS	All PJ must have inserts 1-1/2" J1935 with insert J2805 1-1/2" FB1100 with insert 54 1-1/2" Mueller H15023 with insert 506139
Corp. Stop	1-1/2"	Oriseal or Boll valve	-1/2" Saddle IPT 1-1/2" IPT	1-1/2" IPT	All PJ must have inserts 1-1/2" FB500 with C14-66 FIPT CTS PJ adapter with Insert 1-1/2" J1943, J2607 FIPT Adapter CTS with Insert 1-1/2" Mueller H9969 with H1545 CTS Adopter with Insert 506139
Corp. Stop	2"	Oriseal or Ball Valve	2" Saddle IPT 2" IPT	2" PJ CTS	All PJ must have inserts 2" J1935 with insert J2805 2" FB1100 with insert 55 2" Mueller H15023 with insert 506141
Corp. Stop	2"	Oriseal or Boll Valve	2" IPT	2" IPT	All PJ must have inserts 2" FB 500 with C14-77 IPT CTS Adapter with Insert 2" J1943 with J2607 with Insert 2" Mueller 9969 with H15451 CTS Adapter with insert 506141

Sheet 2 of 4

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CITY OF LODI

PUBLIC WORKS DEPARTMENT

1-1/2" & 2" Water Service

Materials List

Fitting (a)	Size	Basic Feature	Inlet Connection	Outlet Connection	Manufacturer's Nos.
Service Pipe 3	1-1/2" & 2"				C.T.S. PE 3408 200 PSI SDR9 ASTM D-2737 Sch 80 PVC with trace wire, or Sch 40 GIP
Angle stop 4	1-1/2" & 2"	Ground Key or Ball Valve with Lockwing	PJ CTS	1-1/2" & 2" 2 hole meter flange	1-1/2" Ford FV 43-666W with Insert 2" Ford FV 43-777W with Insert J4205 with Insert 2" x 1-1/2" Mueller H14277 with Insert
Spacer 5	1-1/2" & 2"	Bronze or Brass flanges meter x FIPT with Sch. 80 PVC Spacer 13" long for 1-1/2" Service 17" long for 2" Service	2 Hole Flg x FIPT	2 Hole Flg x FIPT	J129 1-1/2" Ford #6F Flg 2" Ford #7F Flg 2x16 Sch. 80 PVC IPT
Coupling 6	1-1/2" & 2"	Flanged meter coupling adapter Malleable Iron	2 Hole Flg without ring	Compression coupling to fit 2" or 1-1/2" Sch. 80 Nipple	Rockwell 926 Meter Coupling with 4" Sch. 80 Nipple IPT x plon End
Customer Valve 7	1-1/2" & 2"	Brass or bronze Angle Globe Valve with Handwheel All valves must have brass handl	IPT	IPT	Nibco T-311-Y Stockham B-216 Mueller 8130
Customer Stub 8	1-1/2" & 2"				IPS PVC Schedule 40 per Uniform Plumbing Code. (Some size as service pipe)

Dr. KT	No	Date	Revision	Appr.	Approved By:	 F. Wally Sandelin City Engineer R.C.E. 39895	2/2/05 Date	STD PLAN <h1>412</h1>
Ch. ws	1	9/03	ADDED END CAP					
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	3	2/05	REVISED PAGE 1					
Date	12/00							



CITY OF LODI

PUBLIC WORKS DEPARTMENT

1-1/2" & 2" Water Service

Materials List

Fitting (a)	Size	Basic Feature	Inlet Connection	Outlet Connection	Manufacturer's Nos.
Service Box 9	-1/2"	All Lids to read Water Holes in Lids for touch read Probe will be required if a meter is to be installed			Christy B36 or Bes C36W Box Christy B36D or Bes D70 Lid (Flush Fit foot Traffic, Grass Areas) Christy FI36D (Foot Traffic, Grass Areas, Flush fit) Christy B36-61D 1/4" Steel Checker Plate (Driveways, Sidewalks) Christy EI730 Full Vehicular Traffic Box
	2"	All Lids to read Water Holes in Lids for touch read Probe will be required if o meter is to be installed			Christy 840 or Bes C40W Box Christy B40-61D of Bes 61D75 Lid 1/4" Steel Plate Christy B24x36 Full Vehicular Traffic Box
90° PJ Elbow			1-1/2" OR 2" PJ CTS	1-1/2" OR 2" PJ CTS	1-1/2" Ford L44-46 with Insert Jones 1-1/2" J2611 with Insert 2" Ford L44-77 1-1/2", 2" Mueller H-15526 with Insert
90° Elbow 10			1-1/2" OR 2"	1-1/2" OR 2"	PVC

a. Alternate Fittings must be approved by the City Engineer

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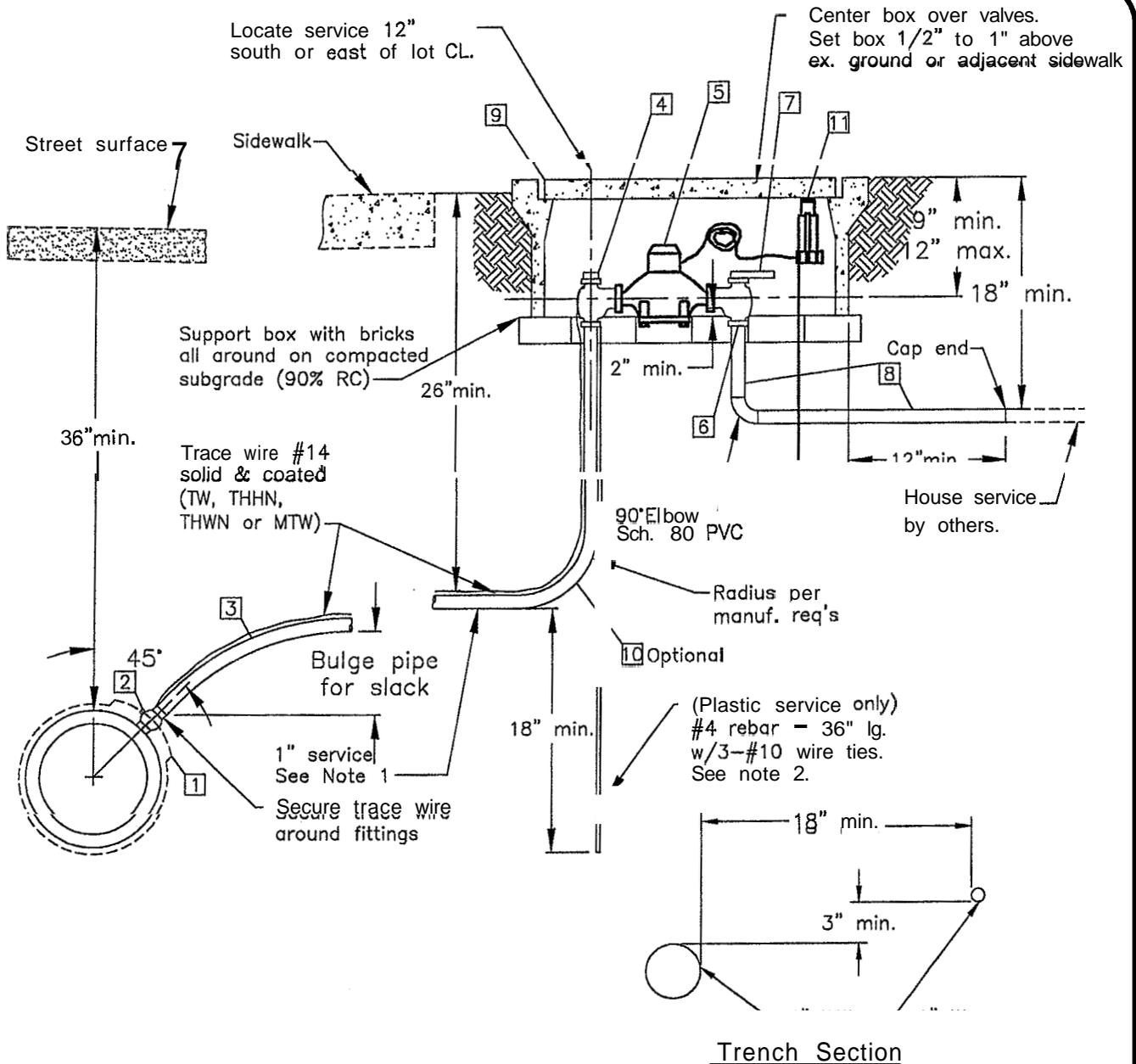
Dr. KT	No.	Date	Revision	Appr.	Approved By:	STD PLAN	
	1	9/03	ADDED END CAP		<i>F. Wally Sandelin</i> F. Wally Sandelin City Engineer R.C.E. 39895	412	
Ch. WS	2	2/04	ADDED PVC 90 ELBOW				2/2/05
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Date	12/00						



CITY OF LODI

PUBLIC WORKS DEPARTMENT

I" WATER SERVICE METERED W/ 60W ERT



Notes:

- Maintain 24" clearance between tap and any coupling, fitting or adjacent tap. Plastic services shall be looped approximately 6" vertically or laterally to provide slack in the line. If the service is installed in the same trench as the sanitary service, the water service shall be installed without splices and the trench section shown applies.
- Backfill shall conform to Std. Plan 501.

Sheet 1 of 4
Sheet 1 of 1
STD PLAN

Dr.	KT	No.	Date	Revision
		2	2/05	REVERSED TRENCH SECTION
Ch.	WS	3	10/05	ADDED METER & ERT
Date		4	7/09	CHANGED CUSTOMER VALVE

Appr.

Approved By:

J. Wally Sandelin
City Engineer
R.E.E. 39895
Date 7/15/09

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CITY OF LODI
PUBLIC WORKS DEPARTMENT

**1" WATER SERVICE
METERED
MATERIAL LIST**

Fitting (a.)	Size	Basic Feature	Inlet Connection	Outlet Connection	Manufacturer's Nos.
Saddles <input type="checkbox"/>	1"	For C1-AC & Ductile Iron Pipe Ductile Iron Double Strap Saddle <u>No Single Strap Saddles</u>		IPT	Rockwell 313 Apac 102 Other manufacturers with similar designs o.k.
Saddles	1"	For C900 Pipe		IPT	Romac 101S Mueller H1349
Corp. Stop <input checked="" type="checkbox"/>	1"	Ground Key or ball valve	1" cc threads or C1 AC pipe	1" CTS PE Mueller Instatite	Mueller H-15006 or Mueller H-1500 with H15074 J1500 1" with H15074 1" F600 Ford with H15074
Corp. Stop	1"	Ground Key or ball valve	Saddle C1 AC C-900 Pipe 1" IPT	1" PJ for PE CTS	All PJ must have inserts 1" Ford FBI100 with Ins. #52 1" J-3403 with Insert J2805 1" Mueller H15028 with insert H504385 1" FB500 with C14-44 adapter with insert J41 with J2607 adapter with inset
Corp. Stop	1"	Ground Key or ball valve	1" cc threads C1 and AC Pipe	1" PJ for PE CTS	Mueller H15008 with insert H504385 Ford FB1000 with Ins. #52 J3401 with insert J2805
Service Pipe <input checked="" type="checkbox"/>	1"				C.T.S. PE 3408 CL 160 with Trace Wire
Angle stop <input checked="" type="checkbox"/>	1"	Ground Key or Ball Valve with Lackwing	1" PE CTS Mueller Instatite	1" Straight Thread Swivel Nut	Mueller H14267
Angle stop	1"	Ground Key or Ball Valve with Lockwing	1" PE CTS Compression	1" Straight Thread Swivel Nut	Mueller H14258 with Insert H504385

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Ch. WS	3	10/05	ADDED METER & ERT			
Date	4	7/09	CHANGED CUSTOMER VALVE			
					7/15/09	Date



CITY OF LODI

PUBLIC WORKS DEPARTMENT

1" WATER SERVICE METERED MATERIALS LIST

Fitting (a.)	Size	Basic Feature	Inlet Connection	Outlet Connection	Manufacturer's Nos.
Angle stop	1"	Ground Key or Ball Valve with Lockwing	1" PE CTS PJ	1" Straight Thread Swivel Nut	J-4201 with Insert J2805 Ford KV 43-342W with Insert
Meter <input checked="" type="checkbox"/>	3/4"	bronze 9" long with Rubber Washer	3/4" IPT	3/4" IPT	3/4" x 9" bronze Meter
Male Adaptor <input checked="" type="checkbox"/>	1"	IPS PVC SCH. 80	1" IPT	1" Slip	IPS PVC Schedule 80 per Uniform Plumbing Code. (Same size as service pipe)
Customer Valve <input type="checkbox"/>	1"	Angle Meter Valve 360' Turn Option	1" IPT	1" IPT Meter Swivel	Mueller B-24265-3 Mueller Handle B-20298 Ford BA13-342WR Ford Handle HB34
Customer Stub <input checked="" type="checkbox"/>	1"	IPS PVC SCH. 80 Pipe	1" IPT	1" IPT	IPS PVC Schedule 80 per Uniform Plumbing Code. (Same size as service pipe)

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Ch. WS	3	10/05	ADDED METER & ERT				7/15/09
Date	4	7/09	CHANGED CUSTOMER VALVE				Date



City of Lodi

Public Works Department

Encroachment Permit Application (Construction)

Permission is requested to encroach on the City of Lodi's Right of Way as follows: (Complete all items. Use NA, if not applicable. Application is not complete until all required attachments are included.)

1. **Permit Address or Street Name** _____
2. **Cross Street** (Distance and direction from site) _____
3. **Applicant** _____

Name	Address	City	State	Zip	Phone No.
------	---------	------	-------	-----	-----------
4. **Contractor** _____

Name	Address	City	State	Zip	_____
Office Phone No.	Cellular Phone No.	License No.			
5. **Estimated Start Date** _____ **Estimated Completion Date** _____
6. **Estimated Cost in City Right-of-way** (Excluding material costs) _____
7. **Work Description** (Fully describe work within City's Right-of-way, including any street or lane closures. Attach separate sheet if necessary. Attach complete plans, specifications, calculations, maps, etc., where applicable.):

8. Additional Information (Check one or more of the following):

- Sidewalk Replacement/ Installation:** Length _____ Lineal feet Sidewalk Width _____ feet (Excluding curb)
- Driveway Replacement/ Installation** (Check one):
- Residential Width _____ Lineal feet
- Commercial Width _____ Lineal feet
- Gutter Type** (Check one if applicable):
- Square (15" gutter) Vertical (24" gutter)
- Rolled Driveway Other _____
- Utility Work**
- Excavation** **Directional Boring** **Other** _____
- Max. Depth _____ Avg. Depth _____ Avg. Width _____ Length _____
- Surface Type _____ **Conduit:** Type _____ Diameter _____
- Other** (Describe): _____

The undersigned agrees to indemnify and save the City of Lodi free and harmless from any liability in accordance with the provisions of Lodi Municipal Code (LMC) Sec. 12.04.040. Permittee is specifically aware of LMC Sec. 12.04.290 thereof relating to the relocation or removal of said encroachment if future construction requires such relocation. Permit void if work not started within 6 months of permit date. The undersigned agrees and understands that a permit can be denied or a bond required for non-payment of prior or present permit fees, that the work will be done in accordance with City of Lodi rules and regulations subject to inspection and approval. Permit application fees are non-refundable. If the work for which this permit has been issued has not been completed within 6 months of permit date, the City of Lodi shall have the right to complete the work, and to file a Cause of Action to recoup the City's expenses in completing the work and for all other costs and fees in accordance with the provisions of the Lodi Municipal Code Section 12.04.120.

DATE _____ SIGNED _____

OFFICE USE ONLY	PERMIT STATUS:	FEE:
PERMIT NO. _____	<input type="checkbox"/> PENDING <input type="checkbox"/> FINAL	Minimum amount (Balance to be collected at permit issuance)
DATE & TIME RECEIVED _____	<input type="checkbox"/> DENIED/WITHDRAWN	TOTAL FEE: _____

CITY OF LODI ENCROACHMENT PERMIT
GENERAL PROVISIONS

1. **REVOCATION:** This permit issued by the City of Lodi shall be revocable upon any violation of the provisions as hereinafter provided.
2. **ACCEPTANCE OF PROVISIONS :** It is understood and agreed by the Permittee that performance of any work under this permit shall constitute an acceptance of the General Provisions.
3. **KEEP PERMIT ON THE JOBSITE:** This permit, or copy thereof, shall be kept on the jobsite and must be shown to any representative of the Public Works Department, or any law enforcement officer of the City of Lodi on demand.
4. **PERMITS FROM OTHER AGENCIES :** The party or parties to whom this permit is issued shall, whenever the same is required by law, secure the written order and consent to do any work under an Encroachment Permit from CALTRANS. All work performed within paved areas, traveled ways or improved shoulders of said State Highways shall conform to the current Standard Specifications of CALTRANS. Any permit shall not be valid until such order and consent is obtained.
5. **NOTIFICATION TO OTHER AGENCIES :** No excavation shall be done until all utility agencies have been notified and have been given the opportunity to mark their facilities in the field. Notification shall be given to USA at (800) 227-2600, 48 hours prior to starting work.
6. **MINIMUM INTERFERENCE WITH AND PROTECTION OF TRAFFIC:** All work shall be planned and carried out so that there shall be the least possible inconvenience to the traveling public. Permittee is authorized to place flaggers to stop and warn or direct traffic, but traffic shall not be unreasonably delayed. One-way traffic shall be maintained at all times unless otherwise stated on this permit. Adequate provisions shall be made for the protection of the traveling public. Placing of lights, barricades, warning signs, other safety devices and other measures required for the public safety shall be the responsibility of Permittee.
7. **STORAGE OF MATERIALS:** No material shall be stored on any public street, alley, or sidewalk unless approved by the Public Works Director. Any excess earth materials from trenching or other operations shall be removed from the pavement, traveled way, or shoulders as the trench is backfilled or other work carried forward.
8. **STANDARDS OF CONSTRUCTION:** All work shall conform to City of Lodi Construction Specifications, Design Standards, and Standard Plans.
9. **CARE OF DRAINAGE:** If the work herein contemplated interferes with the established drainage, provisions shall be made by Permittee to provide adequate drainage as may be directed by the Public Works Director or his representative.
10. **REPAIRS:** Permittee shall be responsible for restoring to its former condition any portion of the street, sidewalk area or other encroachment which has been excavated or otherwise disturbed by Permittee. Permittee shall be responsible for said work for a period of one year after completion and acceptance of the work by the Public Works Director or his representative.
11. **MAINTENANCE:** Permittee agrees by acceptance of a permit to exercise reasonable care to maintain properly any encroachment placed in the street or sidewalk area, and to exercise reasonable care in inspecting for and preventing any injury to any portion of the street or sidewalk area resulting from the encroachment.
12. **CLEANUP OF JOBSITE:** Upon completion of work, the jobsite shall be restored to a condition of order and cleanliness.
13. **INSPECTION:** A minimum of twenty-four (24) hours notice shall be required for inspection prior to the placing of any backfill, connection to any existing facility, or the placement of any concrete or paving work.
14. **APPROVAL:** All work shall be subject to approval by the Public Works Director or his representative.
15. **DUST CONTROL:** Dirt, dust, and mud are to be controlled by Permittee or City has the right to do the work and bill Owner.
16. **TRENCHING, BACKFILL AND RESURFACING** All trenching and backfill shall conform to City of Lodi Standard Plans and Specifications. Resurfacing of streets shall be as required by the Public Works Director. Streets shall be resurfaced in kind or with 3-inch asphaltic concrete, whichever is greater. Upon request by the City any settlement, sagging of surface, or cracking of pavement shall be repaired immediately by and at the sole expense of the Permittee for a period of one year following the acceptance by the City.
17. **PORTLAND CEMENT CURBS, GUTTERS, SIDEWALKS AND DRIVEWAYS :** Existing concrete work shall be removed to the nearest score mark or construction joint. Sidewalk and/or curb and gutter shall be cut cleanly and removed for the entire width. All concrete curb, gutter, sidewalk, and/or driveways shall be replaced or constructed to conform to City of Lodi Standard Plans. All concrete work shall be scored and made to conform to adjacent existing concrete work unless otherwise directed by the Public Works Director.
18. **LATERAL STREET CUTS:** A street cut of 30 by 30' may be made for connection to any mainline. Connecting pipe may be required to be jacked completely under the street paving, curb and/or gutter and sidewalk. The street cut shall be backfilled and repaved in conformance with the City's Standards.
19. **LANDSCAPED AREA INSTALLATIONS :** Where utilities are to be placed in the parking strip adjacent to the curb and/or sidewalk, Permittee shall take all necessary precautions to protect the existing curb and/or sidewalk and landscaping and shall replace same at its sole expense if damaged. No excavated material or other obstructions shall be placed on the curb and/or sidewalk location or in the gutter.
20. **TIME ELAPSED PRIOR TO TEMPORARY AND PERMANENT REPAVING** Temporary or permanent surfacing shall be installed on the same or next working day after the backfilling has been completed or when directed by the Public Works.
21. **FRIDAY WORK:** No work shall be started on any Friday of any week if the work to be done under said permit is of such nature as to cause pedestrian or vehicular traffic interruption over the weekend if not completed.

WHEREAS, the CITY OF LODI, a municipal corporation, hereinafter designated "City" and _____, hereinafter designated "Principal", have entered into an agreement whereby Principal agrees to furnish warranty security of at least 10% of the total cost of the public improvements as security for repair or replacement of defective work for 2 CALENDAR YEARS FROM THE DATE OF THE ACCEPTANCE OF THE PROJECT IMPROVEMENTS. The agreement, dated _____, and identified as "Warranty Security for the Public Improvement of _____", is hereby referred to and made a part hereof; and

WHEREAS, said Principal is required under the terms of said agreement to furnish a warranty security.

NOW, THEREFORE, the Principal and the undersigned _____, being a financial institution or corporate surety subject to regulation by the State of California or by the Federal Government, hereby pledges that monies to the extent of _____ - _____ DOLLARS (\$_____) lawful money of the United States, for the payment of which sum well and truly to be made, we bind ourselves, our heirs, successors, executors and administrators, jointly and severally, firmly by these presents.

The undersigned further agree that upon written demand signed by the City Manager of City, the undersigned shall immediately pay said funds or such amount as shall be set forth in said demand to the Director of Finance of City to be used for payment of repair or replacement of defective work, materials, or labor thereon of any kind, or for amounts due under the Unemployment Insurance Act with respect to such work or labor.

The undersigned further agrees that this warranty security shall remain in place until such time as it receives written notice signed by the Public Works Director of City to the effect that said agreement has been fully performed by Principal.

Dated this _____ day of _____, 20__.

By: _____
Name of Bank

_____ Title _____ Address

Principal hereby agrees to all the terms and conditions of the foregoing Warranty Security and releases the financial institution executing said Warranty Security from all liability except as therein specifically set forth.

Dated at _____, this _____ of
(City) (State)
_____, 20____.

OWNER(S)

By _____

Approved as to Form:

City Attorney