

CITY OF SAN BERNARDINO MUNICIPAL WATER DEPARTMENT
300 North "D" Street
San Bernardino, CA 92418

RULE AND REGULATION NO. 5
NEW SERVICE INSTALLATION AND
ACQUISITION OF SERVICE CHARGES

1.0 REQUEST FOR SERVICE:

There are two (2) categories of requests for service:

1. Request for service through an existing service connection; or
2. Application for a new service connection.

Requests for services will fall into the following subcategories:

1. Domestic Service
2. Landscape Service
3. Fire Service
4. Combination Domestic/Landscape Service
5. Combination Domestic/Fire Service
6. Fire Hydrant (Public)

The Water Department will require any Applicant requesting service to complete an Application for domestic water service located in **Exhibit A** and sign appropriate forms provided by the Water Department, and to pay all required fees, and charges. The Applicant may request a water commitment for service in the form of a Will Serve Letter. If a Will Serve Letter is desired, the Application located in **Exhibit A** shall be completed by the Applicant.

A separate landscape irrigation meter shall be required for all new service connections that serve a parcel containing more than 5,000 square feet of irrigated landscape area for all commercial and industrial developments.

Notwithstanding any provision in these Rules and Regulations, payment of fee or construction of water facilities at a developer or Water Department's expense, the Water Department may deny any request for a water commitment or request for a service connection if the Water Department has an inadequate amount of water supply, or there are physical limitations in the system capacity to serve the proposed Applicant and simultaneously maintain an adequate level of service to existing Applicants, or compromises public health and welfare.

1.1 Inaccurate/Insufficient Information

In the event information provided by the Applicant is found to be inaccurate or insufficient after work has commenced or service has been turned on, the Applicant will pay any and all costs and/or fees, and charges, necessary to effect corrective action and Rule and Regulation compliance. The above will also apply in instances of onsite changes necessitating corrective action or modification to the service connection.

1.2 Application/Request For Information (RFI) Fee

All Applicants will be required to pay the appropriate Application/Request For Information (RFI) fee prior to the Water Department processing any such RFI or Application. The Application/RFI form is attached to the end of this Rule and Regulation as **Exhibit A** or can be retrieved on-line at:

<http://www.sbcitywater.org/>

2.0 WATER DEPARTMENT-INSTALLED SERVICES:

At time of application and payment of application fee, the Applicant shall request the size and type of service(s) desired and location(s) by address and Assessor's Parcel Number (APN). Customer Service will send receipt of application payment to Engineering where an Applicant service installation cost in the form of a work order invoice will be generated documenting total service installation costs by Water Department personnel to be paid by the Applicant.

Applicant shall pay the application fee required in Section 1.2 of this Rule and Regulation at the Water Department Customer Service prior to Water Department Engineering preparing the service work order invoice. The Applicant shall pay the fee documented on the service work order invoice at Water Department Customer Service for such service connection prior to service installation.

3.0 DEVELOPER-INSTALLED SERVICES:

The Applicant may, upon Water Department approval, have the service(s) installed by a licensed contractor acceptable to the Water Department if the Applicant will be entering into a Developer-Installed Agreement with the Water Department for water main extensions per Rule and Regulation No. 20. The Applicant for **developer-installed** services shall obtain and adhere to the guidelines of the Developer-Installed Agreement (includes contractor insurance requirements,

bonding, city street cut permit, Water Department's *Standards For Design and Construction For Water System Improvements (Design Standards)*, Water Department's *Standard Specifications and Drawings for Construction of Domestic Water Systems (Standards)*, and inspection by Water Department personnel or assigned designee and pay all associated administration and engineering fees, acquisition of service charges (except when a Payment Bond is posted in the amount of 25 percent of the acquisition of service charge in advance per Rule and Regulation No. 20), and meter cost as established within this Rule and Regulation.

All developer-installed domestic, landscape, or any combination of meter services installed within dedicated City/Water Department right-of-way shall be conveyed fee-title to the Water Department prior to or at the time of service activation, and shall conform to Water Department's Standards.

A. ACQUISITION OF SERVICE CHARGE

1. The acquisition of service charge will apply to all new domestic, and landscape meter service applications and/or service diameter increases and is based upon the instantaneous water demand that each service size imposes on the municipal water system.
2. Multiple family dwelling units, as defined in Rule and Regulation No. 1, shall be charged based on a 0.50 equivalent dwelling unit ratio (EDU), equivalent to 50 percent of the acquisition of service charge for a single 5/8" x 3/4" service per dwelling unit or by meter size if property is to be master-metered, whichever is the greater amount.
3. All acquisition of service charges shall be paid prior to any water service connection or at the time of application for any new construction and shall be in addition to all other charges imposed by the Water Department, except when entering into a developer-installed agreement per Rule and Regulation No. 20 and a Payment Bond is posted to cover 25 percent of the total acquisition of service charge in advance of the execution of the developer-installed agreement.

**ACQUISITION OF SERVICE CHARGES
DOMESTIC AND LANDSCAPE SERVICES**

SIZE OF SERVICE	EDU	MAX FLOW (GPM)	ACQUISITION OF SERVICE CHARGE 7/01/16⁽¹⁾
5/8"	1.00	20.00	\$5,230.00
3/4"	1.50	30.00	\$7,860.00
1"	2.50	50.00	\$10,440.00
1-1/2"	5.00	100.00	\$26,060.00
2"	8.00	160.00	\$46,880.00
3"	17.50	350.00	\$67,700.00
4"	30.00	600.00	To Be Determined
6"	62.50	1,250.00	To Be Determined
8"	90.00	1,800.00	To Be Determined
10"	145.00	2,900.00	To Be Determined
12"	215.00	4,300.00	To Be Determined

⁽¹⁾ On July 1 of each calendar year, the acquisition of service charge shall automatically increase in proportion to the published twelve month increase measured in September each year in the Construction Cost Index. This index is published in "Engineering News Record," a publication of McGraw-Hill, Inc. The Board of Water Commissioners may, at its option, determine by resolution adopted prior to November 1, that such an increase shall not be effective for the next succeeding fiscal year (always starting on July 1). In the event the Construction Cost Index has not changed or has decreased, the charge shall not be changed.

B. ACQUISITION OF SERVICE CHARGE CREDIT

1. When an existing water service is increased in size, the amount of acquisition of service charge due is calculated from the difference between the requested larger service acquisitions minus the existing service size acquisition. Any existing acquisition of service credit available for the parcel requesting upsizing may be utilized to offset the acquisition amount due. If acquisition credit is larger than the amount due for the upgrade, the amount left over will remain indefinitely. If the credit does not cover the amount due, then the acquisition difference is calculated and due prior to installation.

On July 1 of each year the acquisition of service charge will automatically increase in proportion to the published 12-month increase measured in September each year in the Construction Cost Index, unless the BOWC determines that such an increase shall not be effective for the next succeeding fiscal year, or if the index does not increase or change.

2. When an existing water service is decreased in size, the acquisition of service charge credit is calculated by the difference in the current acquisition of service charge of the larger service to the smaller service. This credit shall remain with the parcel for ten (10) years.
3. The acquisition of service charge credit may only be used to offset acquisition of service charges for water service upgrades. No refunds of acquisition of service charges will be made, no exceptions.
4. Acquisition of service charge credits may only be applied toward the parcel utilizing the service and is non-transferable to other parcels held by the same or different owners.
5. Acquisition of service charge credits from two or more separate parcels may be applied toward one parcel acquisition of service charges if the individual parcels were legally merged into the one parcel.
6. All domestic, and landscape, service acquisition of service credits are to be considered interchangeable within the same parcel when requesting a new service and utilizing any acquisition credit.

DEVELOPER-INSTALLED SERVICE(S) FEES & CHARGES

Developer-installed service applications will only be considered with tract or parcel map developments with Developer-installed Agreements per Rule and Regulation No. 20. All other service requests will be installed by the Water Department.

C. DEVELOPER-INSTALLED SERVICES GENERAL RULES

1. Domestic, Landscape, or Fire Service Meter - Developer shall purchase meter from Water Department, no exceptions.
2. Acquisition of service charge based upon size of meter being installed, except when multiple family dwelling units require service as listed in paragraph A of this Rule and Regulation.

3. Acquisition of service charge for combination domestic/fire shall be based upon size of domestic meter as listed in paragraph A of this Rule and Regulation.
4. Minimum fire service meter size is 1".
5. Acquisition of service charge for combination domestic/landscape service shall be based upon size of largest meter being installed.

DEPARTMENT-INSTALLED SERVICE(S) FEES & CHARGES

D. DEPARTMENT-INSTALLED SERVICES

1. Water Service shall be executed by completing the attached Application/RFI Form in **Exhibit A** and payment of the application fee and total installation cost per the attached tables at Water Department Customer Service. If a service requested is not listed on the attached tables or has a total cost stated as "To Be Determined (TBD)", a work order will be issued to Water Department Engineering to calculate the total service installation fees and charges and provide a service work order invoice to the Applicant per Note 2 below.
2. Water Department Engineering shall prepare a service installation cost invoice documenting service installation costs and unusual installation conditions, all applicable standard drawings and provide to Applicant. Applicant shall pay all applicable fees outlined in the invoice at Customer Service. Customer Service shall issue a work order for service installation upon payment of fees in full.
3. Department-Installed Services - Cost includes all labor, equipment, materials, administration, and engineering fees and acquisition of service charges.
4. Acquisition of service charge based upon size of meter and cannot be deferred.

DEPARTMENT-INSTALLED DOMESTIC METER SERVICE

<u>Size of Service</u>	<u>Installation Cost</u>	<u>Acquisition of Service Charge</u>	<u>Total Cost</u>
5/8" X 3/4"	\$1,875.00	\$5,230.00	\$7,105.00
3/4" X 3/4"	\$1,875.00	\$7,860.00	\$9,735.00
1"	\$1,875.00	\$10,440.00	\$12,315.00
1-1/2"	\$3,020.00	\$26,060.00	\$29,080.00
2"	TBD	\$46,880.00	TBD
3"	TBD	\$67,700.00	TBD
4"	TBD	TBD	TBD
6"	TBD	TBD	TBD
8"	TBD	TBD	TBD
10"	TBD	TBD	TBD
12"	TBD	TBD	TBD

DEPARTMENT-INSTALLED LANDSCAPE METER SERVICE

<u>Size of Service</u>	<u>Installation Cost</u>	<u>Acquisition of Service Charge</u>	<u>Total Cost</u>
5/8" X 3/4"	\$1,875.00	\$5,230.00	\$7,105.00
3/4" X 3/4"	\$1,875.00	\$7,860.00	\$9,735.00
1"	\$1,875.00	\$10,440.00	\$12,315.00
1-1/2"	\$3,020.00	\$26,060.00	\$29,080.00
2"	TBD	\$46,880.00	TBD
3"	TBD	\$67,700.00	TBD
4"	TBD	TBD	TBD
6"	TBD	TBD	TBD
8"	TBD	TBD	TBD
10"	TBD	TBD	TBD
12"	TBD	TBD	TBD

**DEPARTMENT-INSTALLED COMBINATION
 DOMESTIC - LANDSCAPE METER SERVICE**

<u>Size of Service</u>	<u>Installation Cost</u>	<u>Acquisition of Service Charge</u>	<u>Total Cost</u>
5/8" x 3/4" Domestic x 5/8" x 3/4" Landscape	TBD	\$5,230.00	TBD
3/4" x 3/4" Domestic x 3/4" x 3/4" Landscape	TBD	\$7,860.00	TBD
1" Domestic x 1" Landscape	TBD	\$10,440.00	TBD
1-1/2" Domestic x 1-1/2" Landscape	TBD	\$26,060.00	TBD
2" Domestic x 2" Landscape	TBD	\$46,880.00	TBD
3" Domestic x 3" Landscape	TBD	\$67,700.00	TBD
Others	TBD	TBD	TBD

**DEPARTMENT-INSTALLED COMBINATION
 DOMESTIC - FIRE SERVICE**

<u>Size of Service</u>	<u>Installation Cost</u>	<u>Acquisition of Service Charge</u>	<u>Total Cost</u>
5/8" x 3/4" Domestic x 1" Fire	TBD	\$5,230.00	TBD
3/4" x 3/4" Domestic x 1" Fire	TBD	\$7,860.00	TBD
1" Domestic x 1" Fire	TBD	\$10,440.00	TBD
Others	TBD	Use Domestic Acquisition	TBD

On July 1 of each year the acquisition of service charge will automatically increase in proportion to the published 12-month increase measured in September each year in the Construction Cost Index, unless the BOWC determines that such an increase shall not be effective for the next succeeding fiscal year, or if the index does not increase or change.

DEPARTMENT-INSTALLED FIRE SERVICE

<u>Size of Service</u>	<u>Installation Cost</u>	<u>Acquisition of Service Charge</u>	<u>Total Cost</u>
1" Fire Service	TBD	Not Applicable	TBD
1-1/2" Fire Service	TBD	Not Applicable	TBD
2" Fire Service	TBD	Not Applicable	TBD
3" Fire Service	TBD	Not Applicable	TBD
4" Fire Service	TBD	Not Applicable	TBD
6" Fire Service	TBD	Not Applicable	TBD
8" Fire Service	TBD	Not Applicable	TBD
10" Fire Service	TBD	Not Applicable	TBD
12" Fire Service	TBD	Not Applicable	TBD

DEPARTMENT-INSTALLED FIRE HYDRANT

<u>Size of Service</u>	<u>Installation Cost</u>	<u>Acquisition of Service Charge</u>	<u>Total Cost</u>
6" Fire Hydrant (Recommended For Industrial Use)	\$8,835.00	Not Applicable	\$8,835.00
6" Fire Hydrant (Recommended For Residential Use)	\$8,615.00	Not Applicable	\$8,615.00

**DEPARTMENT-INSTALLED INDUSTRIAL
 FIRE HYDRANT REPAIRS**

<u>Size of Hydrant</u>	<u>Installation Cost</u>	<u>Acquisition of Service Charge</u>	<u>Total Cost</u>
6" Fire Hydrant (Not Installed to W2.2 Standard)	\$6,477.00	Not Applicable	\$6,477.00
6" Fire Hydrant (Installed to W2.2 Standard)	\$1,902.00	Not Applicable	\$1,902.00
6" Fire Hydrant (Installed to W2.2 Standard Dated Prior to 3/26/09 With Break Away Replaced)	\$1,841.00	Not Applicable	\$1,841.00
6" Fire Hydrant (Installed to W2.2 Standard Dated Prior to 3/26/09 Without Break Away Replaced)	\$1,780.00	Not Applicable	\$1,780.00

On July 1 of each year the acquisition of service charge will automatically increase in proportion to the published 12-month increase measured in September each year in the Construction Cost Index, unless the BOWC determines that such an increase shall not be effective for the next succeeding fiscal year, or if the index does not increase or change.

**DEPARTMENT-INSTALLED RESIDENTIAL
FIRE HYDRANT REPAIRS**

<u>Size of Hydrant</u>	<u>Installation Cost</u>	<u>Acquisition of Service Charge</u>	<u>Total Cost</u>
6" Fire Hydrant (Not Installed to W2.2 Standard)	\$6,252.00	Not Applicable	\$6,252.00
6" Fire Hydrant (Installed to W2.2 Standard)	\$1,677.00	Not Applicable	\$1,677.00
6" Fire Hydrant (Installed to W2.2 Standard Dated Prior to 3/26/09 With Break Away Replaced)	\$1,615.00	Not Applicable	\$1,615.00
6" Fire Hydrant (Installed to W2.2 Standard Dated Prior to 3/26/09 Without Break Away Replaced)	\$1,525.00	Not Applicable	\$1,525.00

**DEPARTMENT-PERFORMED SERVICE
ABANDONMENT (SERVICE KILL)****

<u>Size of Service</u>	<u>Total Cost</u>
5/8" - 2" Service	\$500.00
3" - 6" Service	\$1,000.00
8" and up	\$1,500.00

**Note: Department-performed service kills are for upgrades or relocations only. Costs for all other kills to be determined.

**DEPARTMENT PERFORMED MAIN TIE-IN FOR
DEVELOPER-INSTALLED MAIN EXTENSION
PER W3.5 AND W4.6**

<u>Size of Tap/Tie-in</u>	<u>Total Cost</u>
6" - 12" Tie-in	\$14,500.00
14" and up	TBD

Approved by BOWC: October 20, 2015
Effective: July 1, 2016*
Supersedes: July 1, 2015

*Automatic increase per ENR approved 10/20/2015 by the BOWC to be effective 7/1/2016.



EXHIBIT A
RULE AND REGULATION NO. 5

APPLICATION FOR WATER SERVICE/
REQUEST FOR INFORMATION
Water Utility Engineering
San Bernardino Municipal Water Department

SBMWD USE ONLY
Assigned to:
By:
Please complete by:
Eng WF#
EPM Tracking#
SERVICE/REQUEST FEASIBLE
Yes No

*Please allow 3 to 4 weeks for Response to Application/Request for Information.

- Date of the Request:
Project Title:
Address of Property to be Served:

PROJECT INFORMATION:

- Name of Lots/Units: Gross Acres: Number of Services:
Individual Meters Master Metered Irrigated Landscape Area:
Is this property served by a well or other source of water?
Commercial Industrial Residential

APPLICANT INFORMATION:

- Name of Applicant:
Contact Name: Contact Phone:
Mailing Address:
Phone: Fax:
E-mail:
Assessors Parcel Number of Parcel to be Served:
Does Parcel Currently have a Water Service?
If Yes, SBMWD Account No.

PROPERTY OWNER INFORMATION:

- Name of Property Owner:
Address of Property Owner:
Phone Number of Property Owner:

CONTRACTOR INFORMATION:

- Name of Contractor:
Address of Contractor:
Phone Number of Contractor:

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**EXHIBIT A
RULE AND REGULATION NO. 5
(CONTINUED)**

TYPE OF REQUEST*:

CATEGORY (check all that apply):

- Request For Service Through An Existing Service Connection
- Application for a New Service Connection

Service Categories: If either of the two boxes is checked above, please indicate service category: For domestic/landscape services 1-1/2" and greater, please attach service demand calculations signed and stamped by a registered engineer/architect.

- Domestic Service: Requested Service Size _____ inch Quantity Desired: _____ Service Demand: _____ GPM
- Landscape Service: Requested Service Size _____ inch Quantity Desired: _____ Service Demand: _____ GPM
- Combination Domestic/Fire Service: Requested Service Size _____ inch Quantity Desired: _____
- Combination Domestic/Landscape Service: Requested Service Size _____ inch Quantity Desired: _____
- Fire Service: Requested Service Size _____ inch Quantity Desired: _____
- Fire Hydrant (Public): Quantity Desired: _____

- Service Abandonment Size _____ Quantity Desired _____
- Service Relocation Size _____ Quantity Desired _____
- Fire Flow Request
- Will-Serve Letter
- Other (Explain) _____

***A nonrefundable fee will be required to process all requests as listed in the schedule of fees below. The application fee for multiple service requests/Requests For Information shall be based on largest service size/fee requested. Applicants shall fill out this form and take to SBMWD Customer Service for payment of the fee at City Hall, 300 North "D" Street, 5th Floor, San Bernardino, CA 92418. Customer Service shall issue a work order to SBMWD Engineering requesting Application be processed. The SBMWD will not process any requests until receipt of the applicable fee payment is received in SBMWD Customer Service.**

- What is the intended use of the information being requested?

- Please indicate a desired media:
 - Hard Copy Computer file (CD Rom)

If computer file - Desired file type (e.g., AutoCAD, JPEG, Adobe PDF, etc.)

SCHEDULE OF APPLICATION/RFI FEES

SERVICE SIZE (IN)	APPLICATION FEE	OTHER CATEGORIES	APPLICATION FEE
5/8" thru 1"	\$180.00	Will Serve Letter	\$180.00
1-1/2" thru 3"	\$240.00	Fire Flow Request	\$170.00
4" and 6"	\$300.00	Service Abandonment	\$180.00
8"	\$360.00	Service Relocation	\$180.00
10"	\$420.00		
12"	\$500.00		
Public Fire Hydrant	\$170.00		

Note: Payment for service is not a guarantee of service until service feasibility is verified by SBMWD. If a request is deemed infeasible, all fees shall be refunded to the Applicant except for nonrefundable application fee.

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