



Utility Service Selection Form/Consent to Lien

Type of Use (Mark one of the following options and provide information that is requested. Additional information may be attached on a separate sheet and submitted with this form.)

- 1. Part-Time or Vacation:**
 Time Period Occupied*: _____
 Time Period Unoccupied: _____
 Type of Property: ___ Residential or ___ Commercial

**Failure to notify City of occupation status shall result in retroactive application and billing for standard rates*

- 2. Unoccupied Lot:**
 - a. Utilities must be disconnected.
 - b. No occupancy of any type during disconnection period.
 - c. Re-connection fee will be charged before services can again be hooked-up.
 - d. If re-connect more than one year after disconnecting, an inspection will be required.

- 3. Vacant Lot:**
 - a. No dwelling or structure of any kind on the lot.
 - b. If any utility hook ups exist, there will be monthly charges.
 - c. If no utility hook ups exist, no monthly fees or charges.

Hook ups existing on lot: ___ Electrical ___ Water ___ Sewer

I, _____, property owner or _____, Albion, ID (service address), do hereby consent to a lien against said property for any service billed for this service address, which is not paid in a timely fashion, as such is determined by the City. Additionally, I understand that late payments will be affixed for payments not timely made, in the amount of \$10.00 per month, in addition to the underlying amount of the utility billing.

Dated: _____

Signature of Property Owner: _____

Printed Name of Property Owner: _____

Witness: _____

Dated: _____

<i>For Office Use</i>
Approved _____ Denied _____
Date of Council Approval: _____
Employee Initials: _____

**POLICY FOR UTILITY SERVICE
CHARGES AND BASE RATE FEES:**

It is the general policy of the City of Albion, Idaho that properties benefitted by connection to City utility systems, i.e., electrical, water or sewer, should pay adequate fees to maintain and operate each such system. Additionally, user fees should fund adequate financial reserves for capital improvements to such systems, including but not necessarily limited to repairs and replacement.

Furthermore, the City is under obligation, pursuant to Water and Sewer System Bonds, to set operating costs and service charges to provide adequate operation and maintenance, emergency repair reserves, obsolescence reserves, debt service and debt service reserves. These fees must be, and remain, reasonable and nondiscriminatory.

The City recognizes that certain circumstances and situations may arise regarding utility service fees and base rates, that would make such fees and rates seem unjust or inequitable. Inasmuch as the general policy, as hereinabove stated, is for provision of efficient, effective, and economical management and operation of the City's utility systems to thereby serve the best interests of the public, the determination by the Council, in the exercise of the Council's discretion, to waive fees and rates must be deemed to be in the public interest. Such a waiver must also be reasonable and nondiscriminatory in its application.

Therefore, the City has determined to designate four (4) separate categories of utility billings to structure reasonable and nondiscriminatory fees and rates. These categories are: Standard Use Lot; Part-time or Vacation Occupancy Lot; Unoccupied Lot; and Vacant Lot.

DEFINITIONS:

Standard Use Lot: a standard use lot is a lot on which are situated permanent structures (including mobile homes) that are occupied for six (6) months or more of the calendar year. Such lots shall pay a standard base rate, and then a use rate based upon metered use of the utility.

Part-time or Vacation Occupancy Lot: a part-time or vacation occupancy lot is a lot on which are situated permanent structures, or temporary residential or dwelling structures (i.e., camp trailers, tent-like structures, motorhomes, etc.) that are occupied or in place on the property for six (6) months or less in each calendar year. During such time of occupancy standard rates shall apply and be billed. At times when unoccupied, a lesser rate shall apply and be billed. It is the sole responsibility of the landowner or occupier to inform the City of times of occupation and times of absence. Failure to notify of occupation shall result in retroactive billing for standard rate, and the lesser rate of non-occupied lot shall not be allowed going forward.

Unoccupied Lot: an unoccupied lot is a lot on which a dwelling is located, but is not being lived in. On such a lot the utilities must be disconnected. A disconnect fee will be charged for the disconnection, no monthly fees or usage fees will be charged during the disconnected time, and a reconnection fee will be charged at such time as reconnection is desired. If reconnection occurs one (1) year or more after disconnection, an inspection shall be conducted before reconnection, at owner's expense, to assure that all electrical and plumbing infrastructure meets currently existing code. This inspection must be accomplished by an inspector appropriately licensed in the State of Idaho. The owner shall present a certificate of inspection to the City certifying that the infrastructure meets currently existing code. Reconnection shall not occur until all infrastructure is inspected and certified as meeting existing code requirements. Any costs of upgrading infrastructure shall be at owner's expense. There shall be no occupancy of any kind during the time of disconnection.

Vacant Lot: a vacant lot is a lot on which there is no dwelling or structure of any kind. If such lot has any metering for electrical or water or hookups for electrical, water or sewer, a fee shall be charged on a monthly basis. If the lot has no metering or hook ups of any kind, then no fee shall be charged for electrical, water or sewer.

RATES ESTABLISHED:

Fees and Rates are hereafter established by Resolution of the City Council regarding Electrical, Water and Sewer rates in and for the City of Albion. The current rate structures are as follows:

Electrical

<u>Category of Use</u>	<u>Monthly Base Rate</u>	<u>Metered Rate</u>
Residential, Commercial, Occupied and Unoccupied	\$9.44	\$0.0866
Vacant- No Service	\$0.00	\$0.00

Water

**All allowed usage is up to 150,000 gallons at base rate, then \$1 per 1,000 gallons thereafter*

<u>Category of Use</u>	<u>Monthly Base Rate</u>	<u>Metered Rate</u>
Residential	\$33.00	*Regular charge after base rate
Commercial	\$33.00	*Regular charge after base rate
Vacant/Unoccupied (both Res & Comm)	\$16.50	No Use Allowed

Sewer

<u>Category of Use</u>	<u>Monthly Base Rate</u>	<u>Metered Rate</u>
Residential	\$45.00	*Not Metered
Commercial	\$65.00	*Not Metered
Vacant/Unoccupied- Residential	\$22.50	*Not Metered
Vacant/Unoccupied- Commercial	\$32.50	*Not Metered

Disconnect/Reconnect Fees and Expenses:

In any event that a utility shall be disconnected any expenses associated with disconnecting or reconnecting utilities under this policy shall be the sole responsibility and obligation of the property owner of the service address. The City Council may additionally set and collect disconnect and reconnect fees from the owner of the service address, which fees shall constitute a lien against the real property associated with the service address. Property owner, in making or acceding to a request under this policy, consents to such lien against real property for which such service is associated.

Late Payment Fees:

Any payments for utilities under this policy, and under any applicable ordinance or resolution of the City of Albion, that is not timely provided and paid to the City by the 25th day of each month, shall be subject to a late payment fee of \$10.00 for that month, in addition to the underlying amount of the utility billing.