

## Application for Utility Service / Non-Residential

Date of Application \_\_\_\_\_  
Applicant's Name \_\_\_\_\_  
Contact Person(s) \_\_\_\_\_  
Service Address \_\_\_\_\_  
Billing Address \_\_\_\_\_  
Federal ID Number \_\_\_\_\_  
Phone \_\_\_\_\_  
Cell Phone \_\_\_\_\_  
Fax \_\_\_\_\_

Have you ever had a utility service with the City of Bloomfield? \_\_\_\_ If so, when? \_\_\_\_\_

I hereby apply for utility services for the premises listed above beginning \_\_\_\_\_, 20\_\_\_\_. Pursuant to the rules of the utility, I agree to pay all bills rendered by the utility until I give notice to the utility to discontinue services.

Signed \_\_\_\_\_, Applicant.

Applicant certified, under oath, all information set forth herein is true and correct and acknowledges that the City of Bloomfield may terminate without notice, utility services, in the event it is determined that the applicant has furnished any false information herein or has failed to disclose all information requested herein.

### PROFESSIONAL REFERENCES

Name \_\_\_\_\_

Address & Phone Number \_\_\_\_\_

Name \_\_\_\_\_

Address & Phone Number \_\_\_\_\_

**In case of emergency, please list the name, address and phone number of an individual or your working facility that we would be able to get in touch with you during the day.**

Name \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

### IF RENTING - PLEASE COMPLETE

Landlord \_\_\_\_\_

Address & Phone \_\_\_\_\_

## NEW MOVE IN CHECKLIST

<b>Service Address:</b>							<b>Account #:</b>				
<b>Connection Fee:</b>	Ordinance 602 Chapter 85 85.01 Non-Refundable Utility Connection Fee. There shall be required from every customer of the City of Bloomfield water, gas or electric utilities a one hundred (\$100.00) non-refundable connection fee. Said \$100.00 connection fee shall be collected before any connections to the City of Bloomfield water, gas or electric utilities, provided that such \$100.00 connection fee shall be applicable to the connection of one or more of the City's water, gas or electric utilities and such non-refundable connection fee shall be in lieu of any deposits for water, gas or electric service.										
<b>2 forms of ID</b>	YES	NO	<b>Property Owner</b>	YES	<b>Renting Property</b>	YES	N/A				
<b>NOTES:</b>											
<b>Garbage Cart: YES / NO</b>						<b>Recycle Tote: YES / NO</b>					
Keep informed by checking the note on your statement that tells you of our office closings and when the garbage / recycling is delayed for holidays.											
<b>BILL DUE DATE</b>											
BILLS ARE DUE ON THE 10 <sup>TH</sup>			Utility bills are mailed out monthly, on the 18 <sup>th</sup> of every month. Payment is due by the 10 <sup>th</sup> of each month unless the 10 <sup>th</sup> falls on a weekend, in which case, payment is due the next business day by 9AM. WE ARE NOT RESPONSIBLE FOR THE U.S. MAIL DELIVERY. FAILURE TO RECEIVE BILL DOES NOT EXCUSE PAYMENT. We do offer online bill payments online at <a href="http://www.cityofbloomfield.org">www.cityofbloomfield.org</a>								
<b>Have you previously been a utility customer of the City of Bloomfield?</b>						YES			NO		
If so, please provide address:											

**CUSTOMER RIGHTS & RESPONSIBILITIES TO AVOID SHUTOFF OF UTILITY SERVICE FOR NONPAYMENT**

- 1. What can I do if I receive a notice from the utility that my service will be shut off because I have a past due bill?**
  - a. Pay the bill in full; or
  - b. Enter in to a reasonable payment plan with the City of Bloomfield; or
  - c. Apply for and become eligible for low-income energy assistance by contacting Sieda at 641-664-1911; or
  - d. Give the utility a written statement from a doctor or health care official stating that shutting off electric or gas service would pose an especial health danger for a person living at the residence; or
  - e. Tell the utility if you think that part of the amount shown on the bill is wrong. However, you must still pay the part of the bill that you agree you owe.
- 2. When can the utility shut off my utility service because I have not paid my bill?**
  - a. The utility can shut off service between the hours of 7am and 2pm, Monday through Friday.
  - b. The utility will not shut off your service on nights, weekends, or holidays for nonpayment of a bill.
  - c. The utility will not shut off your service if you enter into a reasonable payment plan to pay the overdue amount.
  - d. The utility will not shut off your service if the temperature is forecasted to be 20 degrees Fahrenheit or colder during the following 24 hour period, including the day your service is scheduled to be shut off.
  - e. If you have qualified for low-income energy assistance, the utility cannot shut off your electric or gas service from November 1 through April 1. However, you will still owe the utility for the service used during this time. You will also be responsible to pay for all other utilities that are provided.
  - f. The utility will not shut off your service if you have notified the utility that you dispute a portion of your bill and you pay the part of the bill you agree is correct.

## INFORMATION REGARDING FEES, DISCONNECTION AND COLLECTION PROCESSES

### FEES:

Utility rates are available on the City's website [www.cityofbloomfield.org](http://www.cityofbloomfield.org)

*The following fees are subject to change:*

<b>Returned for NSF:</b>	<b>\$30.00 + tax</b>
<b>Notify customer of return:</b>	Current Postage Fee + Certified Fees
<i>If two or more checks, bank pays or debit/credit transactions are dishonored within a six month period, the utility shall require future payments to be by cash, cashier's check, money order.</i>	
<b>Late Payment Penalty:</b>	1 ½% all services
<b>Red Tag Fee</b> (for delivery of disconnect posting notices):	<b>\$50.00</b>
<b>Charge to reconnect service(s) following disconnection due to nonpayment:</b>	Before 2pm: \$50.00 After 2pm: \$120.00

*Upon termination of services you will have 30 days to pay final bill.  
If payment is not received in full upon the end of the 30 days you will receive  
notification that within 10 days your account will be turned over to:  
The State of Iowa's Offset Program*

### ACKNOWLEDGEMENT TO UNDERSTANDING OF DOCUMENT

Customer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Utility Representative: \_\_\_\_\_ Date: \_\_\_\_\_

January 3, 2018

Subject: Periodic Notification to All City of Bloomfield Gas Customers

The purpose of this notification is to remind gas customers of the US Department of Transportation's Pipeline Safety Regulations concerning customer owned gas piping (#192.16) which was initiated November 12, 1998.

The City of Bloomfield will install gas service lines with a regulator & meter to each customer who requests service. Customers will be charged the installation fees that are in effect at the time of the request. This remains the property of the City of Bloomfield and our responsibility to locate & maintain.

All piping above ground or below ground (AFTER THE METER EXIT PORT) is the property of the individual gas customer. It is their responsibility to periodically inspect this piping for corrosion and make necessary repairs to any piping from the meter to the end use of the gas system. If you have underground piping, it is also your responsibility to locate such piping before any excavation or digging is done in the area of the piping. This locating should be done by hand shovel.

This is not a new policy, but merely a reminder of who owns what in each individual gas service system. Please regularly inspect: your customer owned piping and keep it in the best possible condition for everyone's safety.

Feel free to contact me at 641-664-9652 (Direct line to the Gas Dept) if you have any questions.

Sincerely,



Todd Schumaker  
Lead Natural Gas Technician

I received this letter when signing up for Utilities

Signature \_\_\_\_\_ Date \_\_\_\_\_

Address: \_\_\_\_\_

DATE: January 3, 2018

TO: City of Bloomfield Natural Gas Customers

RE: Underground Gas Pipe Maintenance  
Call Before You Dig

As your natural gas distributor, the City of Bloomfield Municipal Gas Utilities, in accordance with federal regulations, wishes to make you aware of certain safety recommendations regarding your underground natural gas piping.

The City of Bloomfield Municipal Gas Utilities operates our gas system with an emphasis on safety. We are required to design, operate and maintain our underground natural gas pipeline in accordance with prescribed federal safety standards. The gas system does not maintain the gas piping that is customer owned, after our meter and regulator. These lines feeding a structure or a gas burning appliance are the responsibility of the customer who owns that piping. If the buried pipe is not properly maintained, it may be subject to corrosion (if the piping is metallic) and/or leakage.

To ensure the continued safe and reliable operation of these lines, the buried piping should be checked periodically. You (or the building owner) are advised to contract a licensed plumber or heating contractor to assist you in locating and inspecting your buried gas piping. If any unsafe condition is discovered, repairs should be made ASAP.

If we can answer any questions regarding this notice, please give us a call at 641-664-9652. Please disregard this notice if you do not have or no longer have buried piping beyond the gas meter.

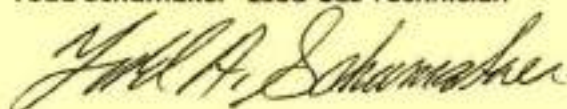
### CALL BEFORE YOU DIG

Should you plan to dig around buried gas piping, the piping should be located in advance and all digging should be carefully done by hand in the vicinity of the pipe. Iowa law requires that you call Iowa One Call 811 or at 1-800-292-8989 forty eight (48) hours before any excavation or digging work is scheduled to begin. This free service will notify all utility companies so that any buried lines can be located. The City of Bloomfield Does Not locate "Private Utilities" for example : ( Water service , Sewer service & Underground Electric service ) .



Know what's below.  
Call before you dig.

Sincerely,  
Todd Schumaker- Lead Gas Technician

A handwritten signature in black ink that reads 'Todd A. Schumaker'.

City of Bloomfield Municipal Gas Utilities

## ACCOUNT WITHDRAWAL AUTHORIZATION

The City of Bloomfield offers a convenient way to pay your monthly utility bill. With the automatic withdrawal option your utility bill is automatically deducted from your checking account each month.

By completing this form, you are authorizing the City of Bloomfield to withdraw your monthly utility bill on the 10<sup>th</sup> of each month (unless the 10<sup>th</sup> is on a weekend or holiday then it will be the next business day). When you return this form, please attach a voided check to keep with the City's records.

### City of Bloomfield's Account Information:

Your account number \_\_\_\_\_

Name on account \_\_\_\_\_ Phone # \_\_\_\_\_

Address of Utility Service \_\_\_\_\_

### Bank Information:

Bank: \_\_\_\_\_

Address: \_\_\_\_\_

Routing Number \_\_\_\_\_ Account Number \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

This authorization will remain in effect until we have received written notification that you wish to terminate this service. We must receive this completed notification no later than 5 working days prior to the 10<sup>th</sup> of the month.

**\*\* A \$30.00 service charge will be added to your account for all returned transactions \*\***

## E-MAIL STATEMENT AUTHORIZATION

Save paper and the environment. With the City of Bloomfield's monthly Utility Billing Statement delivery via e-mail you can make a small difference! Going green has never been simpler.

All you need to do is complete this form and return it to Sabrina at the City of Bloomfield's office or e-mail it to her at [slindley@cityofbloomfield.org](mailto:slindley@cityofbloomfield.org)

### Account Information:

Your City account number(s) \_\_\_\_\_

Name \_\_\_\_\_ Phone # \_\_\_\_\_

Address \_\_\_\_\_

Print E-mail Address \_\_\_\_\_

This authorization will remain in effect until we have received written notification that you wish to terminate this service. We must receive this completed notification no later than 7 working days prior to the 18<sup>th</sup> of the month.

## CHAPTER 85

### NONREFUNDABLE UTILITY CONNECTION FEE

**85.01 NONREFUNDABLE UTILITY CONNECTION FEE.** There shall be required from every customer of the City of Bloomfield water, gas or electric utilities a one hundred dollar (\$100.00) nonrefundable connection fee. Said one hundred dollar (\$100.00) connection fee shall be collected before any connections to the City of Bloomfield water, gas or electric utilities, provided, that such one hundred dollar (\$100.00) connection fee shall be applicable to the connection of one or more of the City's water, gas or electric utilities and such nonrefundable connection fee shall be in lieu of any deposits for water, gas or electric service.

*(Ord. 602 - May 06 Supp.)*



## City of Bloomfield Payment Policy

Utility bills are mailed on the 18<sup>th</sup> and **due on the 10<sup>th</sup>** of the following month. Delinquent notices are mailed on the 11<sup>th</sup>, with a 1½ % penalty added to the past due accounts. Delinquent payments are due by the 24<sup>th</sup>. **Any utility account not paid by the 25<sup>th</sup>, will have a notice posted on the door and a \$50 fee assessed to the account.**

**Payment agreements are available for eligible accounts if made prior to posting. NO EXCEPTIONS!**

Utilities that are shut off for non-payment will be charged a reconnect fee of \$50 plus tax.

All payments will be processed immediately. We do not "hold" checks. Any checks received with a note to hold the check will be returned.

Iowa Code Section 8A.504 allows City of Bloomfield to hold an individual's state income tax return if their account is considered bad debt.

Updated 9/1/2016

# CODE OF ORDINANCES BLOOMFIELD, IOWA

## CHAPTER 69

## PARKING REGULATIONS

**69.11 SNOW EMERGENCY.** No person shall park, abandon or leave unattended any vehicle on any public street, alley or City-owned or leased off-street parking area during any snow emergency proclaimed by the Mayor unless the snow has been removed or plowed from said street, alley or parking area and the snow has ceased to fall. A snow emergency parking ban shall continue from its proclamation throughout the duration of the snow or ice storm and the 48-hour period after cessation of such storm except as above provided upon streets which have fully opened. Such a ban shall be of uniform application and the Police Chief is directed to publicize the requirements widely, using all available news media, in early November each year. Where predictions or occurrences indicate the need, the Mayor shall proclaim a snow emergency and the Police Chief shall inform the news media to publicize the proclamation and the parking rules thereunder. Such emergency may be extended or shortened when conditions warrant.

(Code of Iowa, 321.236[1])

**69.12 SNOW ROUTES.** The Council may designate certain streets in the City as snow routes. When conditions of snow or ice exist on the traffic surface of a designated snow route, it is unlawful for the driver of a vehicle to impede or block traffic.

(Code of Iowa, Sec. 321.236[12])

## CHAPTER 135

## STREET USE AND MAINTENANCE

**135.12 DUMPING OF SNOW.** It is unlawful for any person to throw, push, or place or cause to be thrown, pushed or placed, any ice or snow from private property, sidewalks, or driveways onto the traveled way of a street or alley so as to obstruct gutters, or impede the passage of vehicles upon the street or alley or to create a hazardous condition therein; except where, in the cleaning of larger commercial drives in the business district it is absolutely necessary to move the snow onto the street or alley temporarily, such accumulation shall be removed promptly by the property owner or agent. Arrangements for the prompt removal of such accumulations shall be made prior to moving the snow.

(Code of Iowa, Sec. 364.12[2])

## CHAPTER 136

## SIDEWALK REGULATIONS

**136.03 REMOVAL OF SNOW, ICE AND ACCUMULATIONS.** It is the responsibility of the abutting property owners to remove snow, ice and accumulations promptly from sidewalks. If a property owner does not remove snow, ice or accumulations within forty-eight (48) hours, the City may do so and assess the costs against the property owner for collection in the same manner as a property tax.

(Code of Iowa, Sec. 364.12[2b & e])



**RECYCLE OFTEN.  
RECYCLE RIGHT.**

**WMM**  
WASTE MANAGEMENT

**RECYCLE OFTEN.**



**Metal Cans**

Steel, tin & aluminum soda, vegetable, fruit & tuna cans



**Plastic Bottles & Containers**



**Paper**

Brown paper bags, non-confidential office paper, newspaper, magazines



**Paper Cardboard, Dairy & Juice Containers**



**Flattened Cardboard & Paperboard**



**Glass Bottles & Jars**

**RECYCLE RIGHT. Things you can do to ensure quality material is recycled:**



**DO NOT INCLUDE:** Food waste, plastic bags, polystyrene foam cups & containers, hangers or hazardous waste

- Paper and cardboard must be dry and free of food debris.
- Tissues, paper towels or other paper that has been in contact with food is not acceptable.
- Make sure food contamination and caps are removed from cans and plastics and all containers are empty.
- Separate plastic lids from plastic bottles (often made from different materials)
- Do not place medical waste (needles, catheters or lancets) into the recycling containers.

Waste Management of Iowa  
**RESIDENTIAL CURBSIDE RECYCLING SERVICE**

The items for curbside recycling are meant for residential quantities.  
For larger amounts you will need to take it to your local Deposit Station.

**Glass – Place loose in Recycle Bin**

Clear, green or brown container glass.  
For example beverage bottles or jars.  
Prepare by removing lids and rinsing out the containers.  
**NOT ACCEPTED:** window panes, dishes  
light bulbs, non-containers.

**Plastic – Place loose in Recycle Bin**

Plastic containers stamped with the #1 or #2 on the bottom. For example milk jugs, food containers, laundry detergent bottles.  
Prepare by removing lid and rinsing.  
**NOT ACCEPTED:** Cooking or motor oil bottles, plastic wrap, polystyrene, toys, diapers, plastic bags, Styrofoam.

**Metals & Alum - Place in Recycle Bin**

Tin soup or coffee cans, pop cans, aluminum pie tins, aluminum foil.  
Prepare by rinsing and flatten if necessary to save space.  
**NOT ACCEPTED:** aerosol cans, cooking pots, aluminum window frames, anything containing hazardous waste.

**Newspaper & Mags – Place in Grocery bag**

Newspaper, newsprint, newsprint mailings, magazines and telephone books.  
Must be bundled or in a grocery bag, place in or next to your recycling bin.  
**NOT ACCEPTED:** books, colored paper.

**Cardboard – Flatten place under Recycle Bin**

Corrugated cardboard, chipboard, cereal boxes, food boxes.  
Place cardboard flattened either in a grocery bag or on the ground under your recycle bin.  
**NOT ACCEPTED:** Waxed cardboard boxes, pop or beer boxes. Cardboard with food in it or on it.





111 West Franklin Street  
Bloomfield, Iowa 52537  
Phone: (515) 664-2260  
Fax: (515) 664-2445

March 16, 2017

Note: This notification is being delivered to fulfill a requirement as part of a rulemaking passed down from the Pipeline and Hazardous Materials Association that takes effect on April 14, 2017. This is to inform (property owners) that they have the "Right" to have an EFV (excess flow valve) installed on their Natural Gas service line. It is not a mandatory requirement that they be installed.

### **Customer Notification of Excess Flow Valve (EFV) Installation**

Dear Valued Customer,

You may request that City of Bloomfield install an excess flow valve (EFV) on the gas line to your property. EFVs are mechanical shut-off devices that a utility can install in the gas pipe running from the gas main to the gas meter at your property (the "service line"). An EFV is designed to stop the gas flow if the service line is broken, for example, by an excavation accident. Stopping the gas flow from a broken service line significantly reduces the risk of natural gas fire, explosion, personal injury and/or property damage.

If you notify us that you want an EFV we will contact you to set up a mutually agreeable date when we will install an EFV on your service line. Fee's are based on a baseline cost (to the property owner) plus additional fees for difficulty around other utility installations, concrete, rock, etc.

1. Potential advantages & disadvantages of Excess Flow Valves (EFVs):
  - a. An EFV is designed to shut off the gas flow if the service line is severed between the gas main and the meter set.
  - b. What an EFV won't do? - An EFV is NOT designed to close if a leak occurs beyond the gas meter on house piping or appliances. An EFV also may not close if the leak on the service line is small.
  - c. Possibility of EFV activation (closure) if the customer adds load. - If you add, for example, more gas appliances, a pool heater, emergency generator, etc., the additional gas flow may cause the EFV to close.

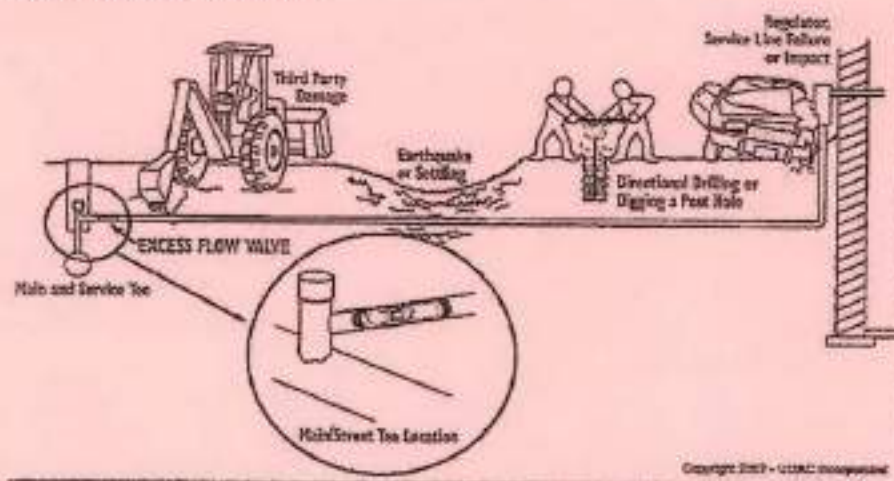
OVER

You (the property owner) will be billed for the cost of installing the EFV. The average installation cost is typically ( \$500 - \$800 ), but the actual installation cost will depend on the difficulty of installation. We will inform you of the actual cost before you make the final decision that you want an EFV.

You (the property owner) will be billed the total project to cover the cost of installing the EFV. The payment will be due within 30 days of being billed, or a reasonable payment plan could be set up to be paid in full within 12 months.

**IMPORTANT NOTE:** EFVs cannot be installed on some service lines due to high gas flow, low pressure or other factors. If you request an EFV but your service line cannot accommodate an EFV, the City of Bloomfield will inform you.

Diagram to illustrate an EFV:







## WATER USAGE AND POSSIBLE REASONS FOR HIGH CONSUMPTION


Reason	Amount
Dripping Faucet	$\frac{1}{4}$ GPM = 10,800 Gallons / month
Leaking Toilet	$\frac{1}{2}$ GPM = 21,600 Gallons / month
Drip Irrigation	1 GPM = 43,200 Gallons / month
Watering Garden for 1 hours	5 GPM = 18,000 Gallons / month
2 hours	10 GPM = 36,000 Gallons / month
Unattended Water Hose 1 Night	10 GPM = 5,400 Gallons / 9 hours
Broken Service Line 1 Night	15 GPM = 8,100 Gallons / 9 hours
1 Day	= 21,600 Gallons
1 Week	= 151,200 Gallons
1 Month	= 648,000 Gallons
Stuck Ice Maker	2 GPM = 86,400 Gallons / month
Stuck Check Valve In Washing Machine (Loss per 30 minute cycle)	8 GPM = 240 Gallons
Stuck Float at Watering Trough	5 GPM = 216,000 Gallons / month
1 Bath	= 42 Gallons
30 Baths	= 1,260 Gallons
1 Shower	= 17 Gallons
30 Showers	= 510 Gallons
Wash 1 Load of Clothes	= 45 Gallons
Wash 20 Loads	= 900 Gallons
Flush Toilet	= 7 Gallons
10 Flushes per Day	= 2,100 Gallons / month

### Water costs money... don't waste it!

A dripping faucet or fixture can waste 3 gallons a day...a total of 1095 gallons a year.

	U.S. Equivalent	Metric Equivalent
Fluid oz.	8 fl. drams (1.804 cu. inches)	29.573 milliliters
Pint	16 fl. oz. (28.875 cu. inches)	0.473 liter
Quart	2 pints (57.75 cu. inches)	0.946 liter
Gallon	4 quarts (231 cu. inches)	3.785 liters

Waste per quarter at 60 psi water pressure			
Diameter of stream	Gallons	Cubic Feet	Cubic Meters
 $\frac{1}{4}$ "	1,181,500	158,000	4,475
 $\frac{3}{16}$ "	665,000	89,031	2,521
 $\frac{1}{8}$ "	295,000	39,400	1,115
 $\frac{3}{32}$ "	74,000	9,850	280

 A continuous leak from a hole this size would, over a three month period, waste water in the amounts shown above.

Understanding Energy calculations

$\text{amps} = \text{volts} / \text{watts}$

$\text{Wh} = \text{volts} * \text{amps}$

$\text{kWh} = \text{Wh} * \text{hours}$

One outlet used all month could cost

\$3.70

Just ONE outlet!

Imagine you have one outlet in use – just one outlet!

- 15 amp breaker
- 120 volt outlet supply

$120 \text{ volts} * 15 \text{ amps} = 1800 \text{ watts}$   
 $1800 \text{ watts} * 24 \text{ hours} = 43,200 \text{ Wh}$

Convert to billable units (kWh)

$43,200 \text{ Wh} / 1000 = 43.2 \text{ kWh}$

$43.2 \text{ kWh} * \text{energy rate of } \$0.0857 = \$3.70$

Now Imagine an A/C unit running 25% of the time for the entire month.

- 18 amp current
- 240 volt outlet supply

$240 \text{ volts} * 18 \text{ amps} = 4320 \text{ watts}$

$4320 \text{ watts} * 6 \text{ hours} * 30 \text{ days} = 777600 \text{ Wh}$

Convert to billable units (kWh)

$777600 \text{ Wh} / 1000 = 777.6 \text{ kWh}$

$777.6 \text{ kWh} * \text{energy rate of } \$0.0857 = \$66.64$

An A/C unit running 25% of the time could cost \$66.64 for just one month.