

Utilities Commission
Commission Meeting

Agenda

December 5, 2024
8:30 AM

CALL TO ORDER

MINUTES APPROVAL

November 7, 2024

ADJUSTMENT JOURNAL

November 2024 Adjustment Journal-N/A

NEW BUSINESS

*Shrock Premier Construction of Loudonville/Salvation Army-Commission's forbearance
of fees for water/wastewater taps*

OLD BUSINESS

Staggered Fees Final Draft

- Staggered Fees

OTHER

City of Mount Vernon Municipal Policy on Staggered Water and Wastewater Fees for Housing Developers

Policy Title: Staggered Water and Wastewater Fee Waiver for Housing Developers

Policy Number: MV-UD-2024-01

Effective Date: [Insert Date]

Purpose:

To provide housing developers with a cost-effective approach to managing water and wastewater fees by allowing the installation and activation of water taps based on unit occupancy, thereby encouraging development and supporting sustainable growth within the City of Mount Vernon and areas serviced by City utilities.

Scope:

This policy applies to housing developments requiring state inspection within the City of Mount Vernon seeking to defer water and wastewater fees through staggered installation and activation of water taps.

Policy Statement:

The City of Mount Vernon allows housing developers to pay the initial water and wastewater fees and defer the capacity fees at the initial development stage by permitting the installation and activation of water taps, corresponding to the occupancy of each unit in the development. This policy aims to reduce upfront costs for developers, fostering residential growth while ensuring proper utility management.

Procedures:

1. Initial Application and Recommendation:

- Developers must submit an application to the City of Mount Vernon's Engineering and Utilities Departments, detailing the development project and the intended schedule for unit occupancy.
- The application must include:
 - Development plans.
 - Estimated occupancy timeline.
 - A request for staggered installation and activation of water taps.

2. Review and Recommendation:

- The Engineering and Utilities Departments will review the application for compliance with City regulations and feasibility.
- Upon a positive review, the Engineering and Utilities Departments will prepare a recommendation for the Safety Service Director.

3. Approval Process:

- The developer must obtain written permission from the Safety Service Director, based on the Engineering and Utilities Departments' recommendation.
- The Safety Service Director will review the recommendation and, if approved, will issue written permission for the staggered water tap installation and activation.

4. Installation and Activation:

- Only the City of Mount Vernon's Utilities Department is authorized to install and activate water meters.
- Water meters may be installed and activated for the state inspection before the unit is occupied. At this point, monthly billing will commence based on usage (notes the owner will need to use water for the state final inspection).
- Developers must notify the Utilities Department in advance of the expected occupancy date for each unit to schedule the installation and activation. Failure to notify the City will result in \$100 monthly tap fee, billed directly to the developer, for each water meter and sewer.
- Water usage from the state inspection will be billed to the account and monthly capacity fees shall commence at occupancy.

5. Fee Deferral and Payment:

- Utility billing office capacity fees will be deferred for each unit until it is occupied.
- Once a unit is occupied, the corresponding water and wastewater fees for that unit become due immediately.

6. Monitoring and Compliance:

- The Utilities Department will monitor the development to ensure compliance with the occupancy schedule and timely activation of water meters. The City will provide at least 24 hours notice, if practicable, necessary to access the tap.
- Non-compliance with any article of this agreement will result in penalties, including, but not limited to, all deferred fees becoming immediately due ~~the immediate due of all deferred fees~~ and ~~potential~~ suspension of the staggered activation privilege and other penalties detailed in Utility Rules and Regulation and City Code.

7. Termination of Agreement:

- The City reserves the right to terminate the staggered activation agreement if the developer fails to comply with the terms set forth in this policy.
- Upon termination of this agreement, all deferred water and wastewater fees will become immediately due.

Responsibilities:

- **Developers:** Responsible for submitting accurate applications, adhering to the occupancy schedule, and ensuring timely notifications for tap activations.
- **Utilities Department:** Responsible for reviewing applications, making recommendations, installing, and activating water taps, and inspecting and monitoring compliance.
- **Engineering Department:** Responsible for processing and reviewing applications, making recommendations, collecting tap fees.
- **Safety Service Director:** Responsible for reviewing recommendations and issuing written responses.

Review and Amendments:

This policy will be reviewed as necessary and may be amended by the Utility Commission to address any emerging issues or improvements in procedures.

Approval:

This policy was approved by the Utility Commission of Mount Vernon on [Insert Date].

Utility Commission:

Safety Service Director Signature:

This municipal policy provides a clear framework for developers to defer initial water and wastewater fees, encouraging new housing developments while maintaining oversight and control by the City's Utilities Department.

Note: This Should be added to Utility rules and regulation