

# **CITY OF ARCATA WATER/SEWER SERVICE AGREEMENT**

## **2024-2025 FISCAL YEAR**

Please complete the following Water/Sewer Service Agreement and return with deposit and service charge to:  
City of Arcata, 736 F St., Arcata, CA 95521-6284

Service Agreements may also be emailed to [finance@cityofarcata.org](mailto:finance@cityofarcata.org) or faxed to 707-825-2008. Please provide credit card information (Visa and MasterCard only) in the space provided. If paying by credit card be sure to complete all information in the credit card payment box. **Entry of credit card information does not enroll your account in autopay.**

For Service Agreements received by the City before 2:30 P.M., excluding weekends, holidays and Fridays, it is possible to have service started the same day depending on staff resources. **Service Agreements received after 2:30 P.M. will start the next business day.**

Please be sure to complete all information on the Service Agreement. All Service Agreements must be signed and dated at the bottom, as well as on the credit card payment line if paying by credit card. **Valid identification is required before service can start: Please include a photocopy, scan, or photo of your driver's license or passport with your application.**

Current and past City of Arcata Water/Sewer customers with at least one year of service and a good payment history may be eligible to have their deposit waived for residential service. Please call 707- 822-5951 to see if you qualify.

**City Hall Finance Hours**  
**Mon-Thur 11:00am to 5:00pm**  
**Friday 9:00am to 1:00pm**

METER NO. _____
ACCT NO: _____
METER READING _____
SERVICE REQ: _____
TASKED: _____ <i>CITY USE ONLY</i>

## SERVICE AGREEMENT

**Water/Sewer Service**  
**City of Arcata**  
**736 F Street Arcata, CA 95521**  
**(707) 822-5951**  
**(707) 825-2008 FAX**  
**finance@cityofarcata.org**

## WEB FORM

Requested Date to Start Service: \_\_\_\_\_

### CREDIT CARD PAYMENT VISA OR MASTERCARD ONLY

EXP DATE (MM/YY) \_\_\_\_\_ / \_\_\_\_\_ cw2\* \_\_\_\_\_

**X** \_\_\_\_\_ CARDHOLDER SIGNATURE

PRINT NAME AS SHOWN ON CARD  
\_\_\_\_\_  
\_\_\_\_\_

Card Billing Address Including Zip Code  
(\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

PHONE NUMBER (CREDIT CARD QUESTIONS)  
\*3 digit code from the back of card

Service Address \_\_\_\_\_ Apt No. \_\_\_\_\_

Mailing Address \_\_\_\_\_  
(If different) \_\_\_\_\_

Landlord's Name \_\_\_\_\_

Landlord Phone No (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

### **Residential Sign In: (Please print)**

Applicant Full Name \_\_\_\_\_

D. O.B.: \_\_\_\_\_ Email Address \_\_\_\_\_

Social Security No.\* \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Driver's License No.\* \_\_\_\_\_ State \_\_\_\_\_

Home Phone No.\* (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Business/Cell Phone No.\* (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Co-Applicant Full Name \_\_\_\_\_ D.O.B.\* \_\_\_\_\_

Social Security No.\* \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Driver's License No.\* \_\_\_\_\_ State \_\_\_\_\_

Name and address of nearest  
relative not living with you \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

\*The City of Arcata recognizes the need for the privacy and protection of personal information. The City does not release customer's personal information to outside agencies or companies except as needed in the billing and collection process related to City utility services.

### **Business/Commercial Sign In: (Please print)**

Business Name (As it should appear on billing) \_\_\_\_\_

Name of Owner(s) \_\_\_\_\_

Business Phone No. (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ After hours contact Phone No. (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

City of Arcata Business License No. (Required prior to service) \_\_\_\_\_

Tax Payer I.D/SS # \_\_\_\_\_

Agreement: The undersigned agrees to be fully liable to the City of Arcata for all amounts due and owing for water/sewer services provided pursuant to this request, including attorney's fees and all other cost of collection. The City reserves the right to terminate services in the event of non-payment. **I will notify the City when service is to be discontinued.**

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

Co-Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_  
(Required if Co-Applicant is listed)

Deposit Amount: (661-00-00-14399) 5/8" meter Cash Code: 708 \$ 100.00

Service Charge: (661-00-00-46720) Cash Code: 720 \$ 50.00

**Total Paid \$ 150.00**

**CITY OF ARCATA**  
**Residential Water/Sewer Service Fact Sheet**  
**2025-26 Fiscal Year**

<b>Service Charges:</b>	Water or Water/Sewer.....\$50.00 Sewer only account..... \$15.00 Service charge.....\$50.00
<b>Security Deposit:</b>	Required on all Water and/or Sewer accounts..(5/8" & 3/4" residential).....\$100.00 This deposit may be waived if you have had an account in good standing in your name within the last two years. Security Deposits are applied as a credit to your account on the first billing after one year of service <b>unless you have incurred penalties and/or disconnection</b> , or to the final bill in the event that service is discontinued before one year. <b>For customers with a history of several late penalties and/or account locked off the deposit will be held an additional year beginning with the date of the last late penalty.</b>
<b>Returned Check Fee:</b>	Checks or Electronic Checks returned by the payer's bank (for insufficient funds, closed accounts, stop payments, etc.) must be redeemed in cash, money order, or cashier's check for the full amount of the check plus a \$25.00 service fee.
<b>Monthly Billing:</b>	Utility accounts are billed monthly and <u>are due upon presentation</u> . The bill becomes delinquent 30 days after the billing date and will be assessed a 10% penalty on any past due balance. <ul style="list-style-type: none"><li>- If payment is not received within 45 days after the billing date a final notice will be mailed indicating a shutoff date for non payment.</li><li>- If payment is not received within 60 days after the billing date <b>service will be disconnected</b>.</li><li>- If service is disconnected, reconnection will only be made after all past due charges, current charges, and a reconnection fee of \$50.00 are paid. Service will then be restored within 24 hours from the time payment is received (excluding weekends and holidays).</li><li>- A copy of our Policy on Discontinuation of Residential Water Service for Non-Payment is available by request, or electronically on our website <a href="http://www.cityofarcata.org">www.cityofarcata.org</a> Policies are available in English, Spanish, Chinese, Tagalog, Vietnamese, and Korean.</li></ul>
<b>Payments:</b>	Utility payments may be mailed to: City Hall, 736 F St., Arcata, CA 95521-6284. Payment are accepted at the Cashier Window in City Hall Monday – Friday 11am – 5pm. For your convenience payments may also be left in the drop boxes located to the left of the cashier window, next to the mail box by the front entrance, and in the rear parking lot at the end of the center parking row nearest the Library. Payments may also be made online at <a href="https://arcata.merchanttransact.com">https://arcata.merchanttransact.com</a> or by phone at 707-827-1114.
<b>Closing an Account:</b>	Please call the Finance Department at <b><u>707-822-5951 to DISCONTINUE SERVICE.</u></b> <b>Have the following information ready:</b> <ol style="list-style-type: none"><li>1. Customer name and account number.</li><li>2. Account holder Identification (either photo ID, last 4 SSN, Driver's License #</li><li>3. Date service is to be discontinued.</li><li>4. Forwarding address for final bill or deposit refund.</li></ol>

**It is the account holder's responsibility to notify the City when you wish service to be discontinued. If you fail to discontinue service you will be responsible for any/all charges after moving out. Requests to discontinue service retroactively will not be honored.**

## **RESIDENTIAL UTILITY RATES (5/8" & 3/4" METERS):**

<b>Water Service:</b>	<u>Inside City Limits</u>	<u>Outside City Limits</u>
Base rates:	\$12.23/month	\$18.35/month
Consumption:	\$7.15/100 cu.ft.	\$7.15/100 cu.ft.

Excess water consumption charges may be waived for customers who provide a written statement from a medical doctor indicating the medical necessity for excess water use.

**Wastewater (sewer):** Residential sewer rates are based on water consumption. The **base rate is \$77.61/month** and includes the first 400 cu.ft.. Consumption in excess of 400 cu.ft. is billed at **\$11.34/100 cu.ft.** Residential Winter averaging allowance will be made for irrigation purposes for all billing periods whose billing dates fall within the period of June 1 through September 30. The allowance will be computed based on average usage for the previous January through April period. This applies only to Residential accounts.

**Tampering Fee:** A tampering fee of \$341.00 shall be charged for the unauthorized operation of any City owned curb cocks, main cocks, gates on vales; or any interference with meters, their connections, or other parts of the City's water system .

**Call Out Fee:** A service charge of \$341.00 will be charged for turn-on, reconnection, or other service calls related to water accounts performed outside of the City's usual business hours (evenings, weekends and holiday).

**Backflow Prevention Devices:** Residents with backflow prevention devices are charged \$10.00 per month for backflow device rental and annual inspection for meters 2" or smaller and \$15.00 for meters larger than 2".

**Jacoby Creek Assessment District:** Residents who live in the Jacoby Creek Water District are assessed \$6.50 per month on their City of Arcata Water Bills. This money is used by the Jacoby Creek Water District to pay a bond debt for construction of the water lines and water tank that services the district. The bond is scheduled to be paid off in 2033. The address for the Jacoby Creek Water District is PO Box 122, Bayside CA 95524-0122.

**Utility Tax:** All utility services within the city limit are taxed at a rate of 3%. For the purposes of City billed utilities, this applies to water and sewer charges.

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### **Other Utilities:**

<b>Garbage Services:</b>	Recology Arcata Garbage	707-683-4853
<b>Electric and Gas</b>	PG&E	800-743-5000