



## City of Greenleaf

20523 N. Whittier Drive  
Greenleaf, Idaho 83626-9199  
208/454-0552 (office)  
208/454-7994 (fax)  
greenleafcity@cableone.net  
<http://greenleaf-idaho.us/>

### Memorandum

Date: 28 July 2020  
To: Mayor, Council  
cc: Public Services Director, City Treasurer  
From: Lee C. Belt, City Clerk

RE: UTILITY ACCOUNT NUMBERS

Greetings!

The city is making adjustments in the utility billing software used at City Hall to extend the service life of the software. *As part of these adjustments, all account numbers on the system are changing.*

The utility billing issued at the end of July 2020, with past-due date of 20 August 2020, has been adjusted to add digits to the account number. Where the account number was previously in an x-yyy-zz format, the account number has been adjusted to an xx-yyyz-qq format. *The account number on this billing is a temporary account number, based on the previous format account number and expanded to add digits.*

*City staff have set a goal of assigning new account numbers in the new format with the following billing cycle, to be issued at the end of August 2020 with past-due date of 20 September 2020. Additional account number adjustments may be necessary on a case-by-case basis.*

These account number adjustments should extend the service life of the current utility billing software used at City Hall into the foreseeable future. City staff believes this has potential to delay the necessity of changing utility billing and accounting software until the city outgrows the general ledger application (QuickBooks), which staff anticipates will become necessary sometime after the city has grown to a population of over 2,500 people. *It is staff's hope that future software will be selected with capability to import and utilize this new numbering system.*

The new account number format decodes as follows:

xx-yyyz-qq

xx area designation  
yyy utility connection / meter  
z infill (new parcels from lot splits or subdivision, metered accessory dwelling units, etc.) & tenant overflow  
qq tenant at utility connection / meter

*Memo RE: Utility Account Numbers, p. 1 of 2*

*The new account numbering format is intended to provide account numbers to accommodate growth through the entirety of the city's impact area. A Future Land Use / Comprehensive Plan Map is attached with area designations identified. Up to 10,000 utility connections can be accommodated per area designation. Area designations are 1/4 sections (quarter mile squares), with the exceptions of 1/2 sections along the southern border of the map, and 3/8 sections along the eastern border of the map.*

Respectfully submitted,

LCB

# UTILITY ACCOUNT AREA NUMBERS (XX)

XX-YYZZ-99 FORMAT

## City of Greenleaf Future Land Use/ Comprehensive Plan Map

Figure 1

Adopted October 25, 2006 by  
City of Greenleaf Resolution No. 106  
Revised Resolution #144 dated 03/02/10

- Legend**
- City Limits
  - Agriculture Land
  - Low to Mid Density Development Area
  - High Density Development Area
  - Commercial
  - Industrial
  - Industrial: Existing
  - Aviation Easement Area
  - Impact Area
  - Minor Arterial
  - Future Major Collector
  - Local Road
  - Future Road
  - Dairy
  - Utility Corridor

NOTE: The mapped boundary between two adjoining land use designations is considered to include parcels of the abutting parcels in the direction of either designation.

**1**  
NORTH  
1" = 3500'

