

**CITY OF NEWARK
STORMWATER UTILITY PROGRAM****POLICY: CONSOLIDATION (Databases) SYSTEM PROCEDURES****DISCUSSION:**

Since the City of Newark will be performing the billing and collection for the stormwater utility program, the current water and wastewater billing system will be followed and adhered to as much as possible when creating and developing the modifications for the stormwater utility billing system. In this regard, each water and wastewater billing account needs to be accounted for as either being assigned a stormwater service charge, or by being identified as a sub-account (consolidated to another account) to another water or wastewater billing account (master account) that will receive a stormwater service charge. It is important to “consolidate” all water and wastewater billing accounts as practical to another water or wastewater billing account(s) when a multiple billing situation arises. Many properties in the system will have multiple billing accounts, and multiple accounts should be consolidated to a single stormwater bill (this issue will be discussed in connection with condominiums, apartments, shopping malls, and office complexes in other Billing Policy Papers). All billing accounts associated with a property and that do not receive a stormwater service charge should be recorded in the billing system as a sub-account of the master stormwater billing account.

The following are four benefits to consolidating stormwater-billing accounts:

1. Consolidation assures access to the collection leverage associated with either property tax certification or service interruption;
2. Consolidation of billing accounts assures that an existing mailing address and data field exist within the current billing system, and that each are accounted for;
3. Consolidation of billing accounts will provide current ownership information that may be stored in the information system;
4. Consolidation will facilitate cross-checking to verify complete coverage of customers; and,
5. Consolidation will enable customer service to respond to inquiries about bills in which tenants/occupants are encompassed by a single bill, (for example, which billing accounts were consolidated and which was not).

RECOMMENDATION:

The Project Team recommends that stormwater bills be consolidated with a current water or wastewater billing account to the extent practical.

ACTION:

The Technical Advisory Committee reviewed, discussed and approved this Billing Policy Paper on April 20, 2005.

Approved: Tim Weisert

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