
**CITY OF NEWARK
STORMWATER UTILITY PROGRAM****POLICY: PRIORITY BILLING AND COLLECTION SYSTEM****DISCUSSION:**

The definition of priority within the billing and collection system is a key part of the protocol that is typically established by an ordinance for pursuing collections in the event that a customer fails to pay. The order of priority provides the basis for determining which utility service(s) are in default in the event a customer fails to pay, or when a customer partially pays a bill. If a customer fails to make any payment, they are in default with respect to all utility services. However, if a customer makes a partial payment, the priority of utility services as established by billing/collection protocol will determine which specific utility service(s) is/are covered by the payment and which service(s) is/are in default.

By convention, stormwater utility programs are best served by establishing the water utility service charge revenues as the last service/enterprise funds reimbursed (the last priority within the protocol). A customer in arrears would be arrears on water service, and would risk interruption of service.

This billing and collection procedure is currently being utilized by many stormwater management programs across the country including, the City of Milford, Ohio, City of Lancaster, Ohio, City of Toledo, Ohio, the City of Mason, Ohio, the City of Columbus, Ohio, the City of Fort Wayne, Indiana, Louisville/Jefferson County, Kentucky and the City of Tulsa, Oklahoma, to name a few.

RECOMMENDATIONS:

The Project Team recommends that a priority billing and collection system be implemented for City of Newark in the following order:

1. Stormwater charges;
2. Water charges; and lastly
3. Wastewater charges.

ACTION:

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

Approved: Tim Weisert

Date: 3/17/2006

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