

**CITY OF ZANESVILLE
STORMWATER UTILITY PROGRAM**

POLICY: APARTMENTS**I. DISCUSSION:**

This is the seventh billing policy paper in a series of billing policy papers that document the overall billing mechanism development process. Apartment (including three or more units) properties represent a category of commercial property that encompasses multiple dwelling units normally located within the boundary of a single property. Apartment properties typically feature the impervious areas of the individual building(s), parking areas, amenities (e.g. tennis or basketball courts and community meeting space), parking garages and/or carports and driveways. Some apartment properties may also include private (undedicated) streets and or service roads. Tenants may or may not receive a utility bill (individual metered units).

There are two options available for billing apartment properties depending on how the units are metered. The complex may have one or more master water meters that serve the entire complex of one or more buildings in the complex in the owner's name or the complex may have individual meters for each unit in the tenant's name. The service charge for an apartment property will be derived as follows:

1. In situations with master water meters in the owner's name:
 - By measuring all the impervious area encompassed by the property;
 - Dividing the measured impervious area by the impervious area equivalent to one ERU;
 - Rounding the product of the forgoing division to the nearest whole number (Refer to Billing Policy Paper # 10 – Service Charge Calculation in Whole Or Partial ERUs), and
 - Multiplying the foregoing whole number by the rate for a single ERU to determine the total charge for the complex.
 - Billing the total charge to the property owner/complex/management company/landlord.

2. In situations with individual water meters in each unit in the tenant's name:
 - By measuring all the impervious area encompassed by the property;
 - Dividing the measured impervious area by the impervious area equivalent to one ERU;
 - Rounding the product of the forgoing division to the nearest whole number (Refer to Billing Policy Paper # 10 – Service Charge Calculation in Whole Or Partial ERUs), and
 - Multiplying the foregoing whole number by the rate for a single ERU to determine the total charge for the complex.
 - Bill each tenant the minimum single ERU for each unit.

- Subtract the total tenant paid ERU from the total due for the complex.
- Billing the remaining charge to the property owner/complex/management company/landlord.

Choosing and implementing a policy under each of these options accomplishes the goal of being consistent in the handling of apartment complexes. However, there are a couple procedures which must be followed when proceeding with Option 2:

- The owner must be responsible for the minimum single ERU charge for each vacant unit in the complex.
- Should the complex have more units than the total ERU for the complex the total charge cannot be less than the minimum single ERU per each unit.

II. TAC RECOMMENDATIONS:

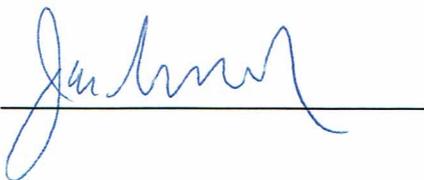
The JHA/ERC Team recommends that the following:

1. Utilize Option 1 in situations when master water meters are in the owner's name.
2. Utilize Option 2 in situations with individual water meters in each unit in the tenant's name.

III. TAC ACTION:

The TAC reviewed, discussed and approved this billing policy paper during the week of February 22, 2019.

Approved: _____



Date: _____

2/22/19