



# CITY OF APPLETON

**Finance Department**  
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## MEMORANDUM

**Date:** August 28, 2024  
**To:** Chairperson Vered Meltzer and Members of the Utilities Committee  
**From:** Kelli Rindt, Enterprise Fund Accounting Manager  
**Subject:** **Approve Summer Sewer Credit Policy**

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The Finance Department requests the approval of revisions to the Summer Sewer Credit Policy. A revised policy is required to meet standard billing functionality within the Enterprise Resource Planning (ERP) Utility Billing module. Copies of the proposed and existing policies are attached for your reference. The current policy was last amended and approved on December 15, 1999. The revisions will be effective at the time of the billing conversion.

The revised policy will only apply to residential customers. Residential customers are classified as those customers with residential or domestic use at a single or two-family (duplex) home. Apartment buildings and residential buildings with one meter providing service to three or more living units are considered multi-family customers and will not be eligible for the summer sewer credit.

The revised policy will use 110% of the average of the two prior winter quarters to bill sewer consumption during the summer billing quarters. The credit will only be applied on accounts that have usage in both winter quarters. The current policy bases the credit on the highest previous winter quarter. If the customer does not have full winter history, the credit will not be applied. New accounts will be reviewed after a full winter history has been established and a credit will be applied on accounts that meet the requirements of the policy on an annual basis.

Listed below are some examples on how the credit will be applied:

### Example 1

Winter Quarter 1	18,000
Winter Quarter 2	20,000
Winter Average	20,900 (19,000 * 110%)

Summer Quarter 1 water use 35,000; sewer consumption billed at 20,900  
Summer Quarter 2 water use 18,000; sewer consumption billed at 18,000

**Example 2**

Winter Quarter 1	2,000
Winter Quarter 2	10,000
Winter Average	6,600 (6,000 * 110%)

Summer Quarter 1 water use 10,000; sewer consumption billed at 6,600  
Summer Quarter 2 water use 15,000; sewer consumption billed at 6,600

**Example 3**

Winter Quarter 1	0
Winter Quarter 2	10,000
No Winter Average	

Summer Quarter 1 water use 20,000; sewer consumption billed at 20,000  
Summer Quarter 2 water use 8,000; sewer consumption billed at 8,000  
No full winter history, no summer credit will be applied

While customers will not see a “credit” on their bill, they are receiving reduced sewer volume charges for additional water used in summer billing quarters.

If you have any questions or require additional information regarding this project, please contact me at 920-832-6316.