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TCRM 7-14-14

To: President and Members of the Munster Town Council

From: David F. Shafer, IAMC, MMC, CMO, Clerk-Treasurer *DFA*

Copy to: Patricia L. Abbott, IAMC, MMC, Accounting Supervisor
Thomas F. DeGiulio, Town Manager

Date: July 14, 2014

Re: Water Bill Adjustments

At the April 8, 2013, meeting, the Council adopted a policy to allow water bill adjustments due to water leaks. Under the policy, the customer must sign an affidavit stating there was a leak, the leak has been repaired, and request an adjustment from the Water Board. Adjustments are allowed one time per twelve-month period. The adjustment is based on an average of the usage over the prior twelve months.

Staff received two requests for an adjustment under this policy. Both customers have completed the required form and the requests meet all the criteria for adjustment.

The first customer averaged 8,000 gallons/month during the prior year. The period in question (two months) had 39,000 gallons of usage, partly due to the leak. The original bill amount was \$115.07. The requested adjustment amount is \$65.99 which represents water usage and sales tax. With the adjustment, the amount due for water and tax will be \$49.08.

The second customer averaged 10,000 gallons/month during the prior year. The period in question (two months) had 87,000 gallons of usage, partly due to the leak. The original bill amount was \$243.76. The requested adjustment amount is \$182.86 which represents water usage and sales tax. With the adjustment, the amount due for water and tax will be \$60.90.

RECOMMENDED ACTION:

As part of the Consent Agenda, approve adjustments of \$65.99 and \$182.86 to the accounts of two water utility customers as a result of water leaks.