

To: President and Members of the Munster Town Council

From: Wendy Mis, Clerk-Treasurer

Copy to: Dustin Anderson, Town Manager

Date: August 7, 2023

Re: Water Bill Adjustments 2023

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 previous twelve-months.

Staff has received two requests for adjustments under this policy. Each customer has completed the required form and the requests meet all the criteria for adjustment.

| Adjustment Number | Average Usage | Actual Usage | Length of Time | Original Bill | Requested Adjustment Amount | Adjusted Bill |
|-------------------|---------------|--------------|----------------|---------------|-----------------------------|---------------|
| 2023-42 | 0 | 21,000 | 1 month | \$120.59 | \$102.47 | \$18.12 |
| 2023-43 | 24,000 | 79,000 | 2 months | \$434.80 | \$295.21 | \$139.59 |

The amounts listed are for water and sales tax only. All other regular charges will remain unchanged.

Recommendation:

As part of the Consent Agenda, approve the adjustments of \$397.68 to the accounts in question.