



To: Town Council
From: Patricia Abbott, Controller
Meeting Date: December 15, 2025
Subject: Water Leak Adjustment 2025-52

Summary

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 a request for an adjustment under this policy. The customer has completed the required form and the request meets all the criteria for an adjustment. The average usage for this customer is 1,000 gallons/month and the period in question had 13,000 gallons (1 month). The original bill amount totaled \$100.95. The requested adjustment amount is \$77.10 which represents water usage and sales tax. With the adjustment, the amount due for water and tax will be \$23.85.

Financial Impact

Funding Source: Reduction of revenue to Water Cash Operating Fund

Budgeted Amount: NA

Cost: \$77.10

Recommended Council Action

As part of the Consent Agenda, approve the adjustment of \$77.10 to the account in question as a result of a water leak.

Attachments:

None