To:	President and Members of the Munster Town Council
From:	David F. Shafer, Clerk-Treasurer DFS
Copy to:	Dustin Anderson, Town Manager
Date:	December 23, 2019
Re:	Water Bill Adjustments 2019

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 four 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
2019-47	5,000	59,000	2 months	$179.89	$146.41	$33.48
2019-48	7,000	49,000	2 months	$151.90	$105.84	$46.06
2019-49	7,000	35,000	2 months	$111.01	$58.76	$52.25
2019-50	3,000	27,000	1 month	$83.25	$57.13	$26.12

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 $368.14 to the accounts in question.