

This Side to be Completed by City Staff Only

Number of claims submitted by claimant during previous twenty four months at any location and number of claims submitted by any claimant involving the same metered location: _____

Dates and locations of such claims: _____

Claimants are allowed only ONE adjustment in any 24 month period

Does the claimant's reason for the requested adjustment constitute justifiable cause for the requested adjustment? _____

Has the claimant made sufficient repair or taken other appropriate corrective measures to reasonably prevent repeated problems? _____

Are copies of receipts attached? _____

What is the amount of the bill disputed? _____

What is the claimant's average historical water bill? _____

What is the difference? _____ 50% Credit amount is: _____

Period used to calculate average water bill? _____

Note: Adjustments between \$10.00 and \$100.00 may be settled by the City Manager but may be submitted to the City Council, at the Managers sole discretion. Adjustments of \$100.00 or more must be approved by the City Council.

CITY MANAGER'S DISPOSITION:

APPROVE CLAIM Yes No

DENY CLAIM Yes No

Comments or Reason for Denial: _____

SUBMIT TO CITY COUNCIL Yes No

CM Signature: _____ Date: _____

CITY MANAGER'S RECOMMENDATION TO THE CITY COUNCIL:

APPROVE CLAIM _____ DENY CLAIM _____

COUNCIL ACTION (APPROVE/DENY) _____ DATE: _____