



AGENDA ITEM #3.6

REPORT TO CITY COUNCIL

Report Prepared by: Jennifer Peterson

Date: January 7, 2020

Subject: Quarterly Utility Billing Adjustment Report

Report: See attached list of utility billing adjustments that have been made during the months of October through December of 2019. The City policy requires that Council review these reports quarterly.

Council Action Requested: Council motion approving the billing adjustments.

Dates 10/01/2019 - 12/31/2019

Dec 31, 2019 10.50AM

Report Criteria

Selected types: Billing Adjustment, Payment Adjustment, Reallocation, Transfer, Write Off

Billing Adjustment

10/07/2019

Name	Customer Number	Description	Amount	Msg	Service
SCHNITKER, KIRK	2-00309-01	BILLED LATE FEE BUT WAS NOT SUPPOSED TO GET ONE	-5.00	M	Multiple
SCHNITKER, KIRK	2-00309-01	REVERSE OF LATE FEE	5.00	M	Multiple
Total 10/07/2019	<u>4-00618-02</u>		<u>-</u>		

11/15/2019

Name	Customer Number	Description	Amount	Msg	Service
MARKUSON, DEAN	1-00476-00	CLOSING CO WAS SUPPOSED TO PAY FINAL BILL	-5.00	M	Multiple
Total 11/15/2019.	<u>1-00476-00</u>		<u>-5.00</u>		

11/18/2019

Name	Customer Number	Description	Amount	Msg	Service
MOREHOUSE, KEITH	1-01091-00	RECONNECT WATER FEE	25.00	M	DS/RE - 84
Total 11/18/2019	<u>1-01091-00</u>		<u>25.00</u>		
Total Billing Adjustment.	<u>6-02185-02</u>		<u>20.00</u>		