

TO: Kurt Hodgen, City Manager  
FROM: Mike Collins, Director, Public Utilities  
DATE: March 25, 2017  
RE: Delinquent Write-off's

**Summary:** The Director of Public Utilities is requesting approval to write off 169 accounts that the city incurred as accounts receivable between January 1, 2015 and December 31, 2015. The total value of these accounts is \$26,402.86 or .16% of the total billings for that period. These accounts will remain in collections and will be re-entered into account receivable by journal voucher should they become collectable. These accounts have been thoroughly reviewed by Public Utilities, Finance, Real Estate and Human Resources.

**Background:** N/A

**Key Issues:** N/A

**Environmental Impact:** N/A

**Fiscal Impact:** N/A

**Prior Actions:**

- 1) Letters sent
- 2) Phone calls attempted
- 3) Collection agency attempt to collect
- 4) Additional phone call prior to write off

**Alternatives:**

- (a) N/A
- (b); or
- (c) Do not adopt ordinance at this time

**Community Engagement:** N/A

**Recommendation:** Write off

**Attachments:**

- 1) Write off summary
- 2) Write off account graph 2015
- 3) Annual Breakdown
- 4) Account Eligibility List 2015

RE:

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**Review:**

*The initiating Department Director will place in Legistar, in sequence of transmittal, the names of each department that must initial their review in order for this item to be placed on the City Council agenda. The completion of review only addresses the readiness of the issue for Council consideration. This does not address the recommendation for approval or denial*