

TO: Eric Campbell, City Manager
FROM: Mike Collins, Director, Public Utilities
DATE: February 12, 2019
RE: Delinquent Write-off's

Summary: The Director of Public Utilities is requesting approval to write off 139 accounts that the city incurred as accounts receivable between January 1, 2017 and December 31, 2017. The total value of these accounts is \$22,917.91 or 0.13% 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) Notification by letter document
- 2) Telephone calls attempted
- 3) Collection agency attempt to collect
- 4) Additional phone call prior to write off

Alternatives:

- (a) No action
- (b); or
- (c)

Community Engagement: N/A

Recommendation: Write off

Attachments:

- 1) Write off summary
- 2) Write off account graph 2017
- 3) Annual Breakdown
- 4) Account Eligibility List 2017

RE:

2

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