

# City of Bandon

<b>CITY COUNCIL AGENDA DOCUMENTATION</b>	<b>DATE: January 10, 2023</b>
<b>SUBJECT: Authorization for Account Write-Offs</b>	<b>ITEM NO: 6.4.2</b>

## **BACKGROUND:**

Each quarter, the Utility Clerk reviews all terminated accounts and collection efforts and prepares a report of customer accounts with outstanding balances that have not been collected. The report for the period of October 1<sup>st</sup> through December 31<sup>st</sup> of 2022 is being presented to you for consideration of sending to Western Mercantile, the City's collection specialists.

## **FISCAL IMPACT:**

Having Western Mercantile proceed with collection activity for the identified accounts will provide the City a percentage of any collections.

Below is a summary for the quarter ending December 31, 2022:

### WRITE-OFFS

Accounts Identified for Write-Offs	(\$7,458.02)
Total Deposits Applied (w/interest)	<u>\$1,189.39</u>
Total Proposed for Write-Offs	(\$6,268.63)


### COLLECTIONS

Collections for Quarter	\$1,136.48
Net Position for Quarter	<u><u>(\$5,132.15)</u></u>

## **RECOMMENDATION:**

Authorize the identified accounts be sent to Western Mercantile for collections and the accounts be written-off in the City's financial system.

## **SUBMITTED BY:**

  
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Linda Eickhoff, *Lead Utilities Clerk*

**ACCOUNTS IDENTIFIED FOR WRITE-OFF  
for Period October 1 - December 31, 2022**

**RESIDENTIAL ACCOUNTS**

<b>Account No.</b>	<b>Account Holder</b>	<b>Service Began</b>	<b>Service Terminated</b>	<b>Last Payment Received</b>	<b>Amount Uncollected (after Deposit Applied)</b>
31722006	Neana Bergeret (Deceased)	9/30/2011	9/27/2022	8/4/2022	\$83.62
72110008	Timothy Gaston	7/7/2022	9/7/2022	None	\$71.08
71357005	Sandra Hoskins (Deceased)	3/9/2017	10/3/2022	9/15/2022	\$521.79
91680015	Melissa Musalf	3/18/2020	2/23/2022	12/7/2021	\$1,656.65
71175011	Clinton Plane (Deceased)	6/19/2019	6/21/2022	5/24/2022	\$493.60
22030014	William Mark Schrier	5/16/2016	10/7/2021	7/6/2021	\$1,696.37
111930021	Sherrie Smith	6/1/2017	6/9/2022	6/9/2022	\$870.69
71840004	Charissa Stokes	5/1/2011	6/29/2022	4/20/2022	\$569.46
					\$5,963.26

**COMMERCIAL ACCOUNTS**

<b>Account No.</b>	<b>Account Holder</b>	<b>Service Began</b>	<b>Service Terminated</b>	<b>Last Payment Received</b>	<b>Amount Uncollected (after Deposit Applied)</b>
111240002	Robert Smith	3/2/2022	6/7/2022	4/12/2022	\$186.84
111250002	Robert Smith	3/2/2022	6/7/2022	4/12/2022	\$118.53
					\$305.37
Total: Residential and Commercial					\$6,268.63