

Date:	10/22/2012	Reference No.:	Lease	Agenda Item No.:	
Subject:	Write off for Delinquent Utility Bill				
Summary of Request:					
Ordinance 2011-28 states the Town Council must approve any uncollectable write-off of an account over \$200.00. The accounts must be at least two-year old and all collection efforts must have been undertaken. These two accounts meet the requirements in this ordinance and need approval to be removed. One account has a balance of \$255 and is 4 years old. The other account has a balance of \$244 and is 6 years old.					
Financial Summary:					
Budget Funds Available	If Yes, Amount				
<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A					
Budget Fund Information:	Line Item Name		Line Item Number		
Recommend Bid/Contract Amount:					
Estimated Project Costs: (whole numbers)	Architecture/Engineering				
	Construction/Procurement				
	Contingency				
	Miscellaneous Costs				
	TOTAL ESTIMATE				
	Future Expenses (if any)				
	Revenue Generated (if any)				
Department Head Approval:					
		Debbie Bernhardt			
Date:	10/22/2012				

Assistant Town Manager Approval:	Brian Hartsell
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Date:	10/30/2012
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ATM Comments:

I recommend a motion by the Town Council approving write-off of both of these accounts. Various methods to collect the debt have been employed, the amounts are insignificant when compared to the amount effort and cost that would be needed to pursue the debt, and the write off will assist the utility billing department in their overall effort to keep a current database.

Supporting Documentation:

Ordinance 2011-28 and two "Uncollectible Accounts Summary" forms have been provided for more information.

Action Requested:

Motion approving the write-off of the two referenced accounts.

[Redacted section]

Town Manager Approval:	
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Date:	
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TM Comments:

[Redacted section]