File #: 16-0271, **Version:** 1

ITEM TITLE:

Council Approval of Write-Offs of Various City Fees to Be Forwarded to Collections Agency

SUBMITTED BY: Brian Carlson, Finance Director

FISCAL NOTES:

Expenditure Required: Click here to enter text.
Unencumbered Balance: Click here to enter text.
Funding Source: Click here to enter text.

RECOMMENDATION:

Authorize write-off of identified delinquent fees exceeding $500, and forwarding of same to collections agency, pursuant to City Code, 2.20.010 and 2.20.020.

SUMMARY STATEMENT:

The attached lists show various delinquencies for payment of fees. These lists exclude property taxes, which will be separately presented to Council at a future meeting. The Finance Director is authorized by City Code to write off delinquent accounts less than $500. Council authorization is required for write-offs exceeding $500.

City Code Excerpts:

2.20.010 The City Finance Director shall:

1. Diligently collect all money due the city and shall maintain records as necessary to pursue the collection of delinquent accounts and shall act under such laws or ordinances as now or hereafter exist delegating collection authority to the city's fiscal agent. The city finance director shall pursue the object of this subsection with impartiality and dispatch.

2.20.020 The Finance Director shall:

1. Have authority to write off, compromise, or correct, from time to time, such unpaid and outstanding accounts receivable, taxes, and delinquent checks, as may be in dispute, uncollectible, or uneconomical to pursue. When a single write-off, compromise, or correction involves an amount in excess of five hundred dollars, it shall require the approval of the city council. A single write-off larger than five hundred dollars shall not be arbitrarily divided to avoid council approval thereof. A listing of all accounts written off will be provided to the council along with the regular financial reports provided

by administration.