

MANATEE COUNTY GOVERNMENT AGENDA MEMORANDUM

SUBJECT	Bad Debt Write-Off	TYPE AGENDA ITEM	Consent
DATE REQUESTED	November 16, 2010	DATE SUBMITTED/REVISED	November 2, 2010
BRIEFINGS? Who?	N/A	CONSEQUENCES IF DEFERRED	Unable to balance write off activity monthly
DEPARTMENT/DIVISION	Utilities Department Business Operations Division	AUTHORIZED BY TITLE	Daniel T. Gray, Director Utilities Department <i>D. Gray</i>
CONTACT PERSON TELEPHONE/EXTENSION	Maxine Humphrey <i>MH</i> Barbara A. Redmond <i>BR</i> Utilities Department (ext. 4966 or 4964) <i>11/2/10</i>	PRESENTER/TITLE TELEPHONE/EXTENSION	Renee J. Nordbye, <i>RJN</i> Business Operations Manager, Utilities Department (ext. 5480) <i>11/2/10</i>
ADMINISTRATIVE APPROVAL		<i>[Signature]</i>	

ACTION DESIRED
INDICATE WHETHER 1) REPORT; 2) DISCUSSION; 3) FORM OF MOTION; OR 4) OTHER ACTION REQUIRED

Authorization to write off bad debts of \$51,275.10 Water/Sewer Fund 401 and \$18,157.79 to Solid Waste Fund 480 for October 2010.

ENABLING/REGULATING AUTHORITY
Federal/State law(s), administrative ruling(s), Manatee County Comp Plan/Land Development Code, ordinances, resolutions, policy

Laws of Florida Special Act 63-1598, Section 7, requires write offs to be approved by the Board.

BACKGROUND/DISCUSSION

Florida Law requires that all Bad Debt Write offs are approved by the Board of County Commissioners. This is a routine process which staff presents to the Board in order to clear debts which staff has determined are uncollectible. SEE PAGE 2

COUNTY ATTORNEY REVIEW

Check appropriate box	
<input type="checkbox"/>	REVIEWED Written Comments: <input type="checkbox"/> Attached <input type="checkbox"/> Available from Attorney (Attorney's initials: _____)
<input checked="" type="checkbox"/>	NOT REVIEWED (No apparent legal issues.)
<input type="checkbox"/>	NOT REVIEWED (Utilizes exact form or procedure previously approved by CAO.)
<input type="checkbox"/>	OTHER

APPROVED BY OFFICE SECTION
 NOV 16 2010
 BOARD OF COUNTY COMMISSIONERS
 MANATEE COUNTY, FLORIDA

ATTACHMENTS: (List in order as attached)		INSTRUCTIONS TO BOARD RECORDS:	
1. Monthly Bad Debt Write Off List for November 2010		Send copy to Maxine Humphrey, Collections Supervisor, Utilities Department, Utilities Business Operations <i>MH 11/19/10</i>	
COST:	\$69,432.89	SOURCE (ACCT # & NAME):	401-0000000115xxx Accts Rec 480-0000000115xxx Accts Rec
COMMENTS:	None	AMT./FREQ. OF RECURRING COSTS: (ATTACH FISCAL IMPACT STATEMENT)	N/A

BACKGROUND/DISCUSSION (Continued):

- The Utilities Customer Service staff consistently follows procedures to minimize unpaid bills. We continue to look for ways to assist customers with bill payment issues without increasing the County's bad debt amount.
- This is second monthly write off agenda package for Board approval this fiscal year 2011. The monthly write off amount is a result of the current manual process to move uncollected amounts through the collection process and into write off status in the current billing system. The current manual write off process is in preparation of the automated monthly bad debt functionality for the new billing system.
- 248 accounts totaling **\$69,432.89** are uncollectible. The write off amount for the Water/Sewer Fund is **\$51,275.10** and the amount for the Solid Waste Fund is **\$18,157.79**
- Staff has made every effort to collect this amount. The amount includes inactive bankruptcy, foreclosure, and estate of accounts. Uncollected accounts in excess of \$25.00 were forwarded to the collection agency under contract with Manatee County. The accounts have been at the collection agency for at least six months and now meet the write off requirements for this department. The action by the Board does not dismiss the debtor's obligation to pay Manatee County at anytime.

**Utilities Department
 October 2010 -
 IFAS Accounts Monthly
 Bad Debt Write Off Process**

<i>Water Amount</i>	<i>A/R Number</i>	<i>Date</i>	<i>Comments</i>
\$421.68	AR037052	8/30/2010	Tort Claim
\$8,019.24	AR033292	4/8/2009	Assigned To Collection Agency

\$8,440.92

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CUST CODE	PREM CODE	ST IN	LAST DUE DATE	WATER BALANCE	GARBAGE BALANCE	TOTAL BALANCE
4005	3949		1/5/2010	\$169.83	\$40.32	\$210.15
7672	24172		2/11/2010	\$264.74	\$138.17	\$402.91
7672	24173		2/11/2010	\$185.01	\$93.72	\$278.73
38384	37889		5/7/2010	\$27.97	\$14.47	\$42.44
70481	29312		1/13/2010	\$33.16	\$5.24	\$38.40
96357	57879		8/30/2010	\$91.89	\$37.89	\$129.78
99028	12285		11/3/2009	\$79.72	\$5.53	\$85.25
131898	57305		1/29/2010	\$51.20	\$26.72	\$77.92
144737	40438		9/28/2006	\$51.35	\$16.47	\$67.82
144737	43359		8/27/2009	\$22.83	\$11.92	\$34.75
155738	115058		3/8/2010	\$68.51	\$35.76	\$104.27
164743	26787		1/15/2010	\$55.62	\$22.56	\$78.18
166254	15082		11/20/2008	\$171.11	\$39.15	\$210.26
167381	53010		1/1/2010	\$87.60	\$23.54	\$111.14
171251	24044		3/17/2008	\$172.23	\$45.54	\$217.77
171718	25365		3/10/2010	\$24.49	\$3.45	\$27.94
171718	59297		3/15/2010	\$0.00	\$25.54	\$25.54
171718	110185		2/25/2010	\$29.57	\$16.18	\$45.75
172244	10054		9/7/2010	\$32.63	\$17.03	\$49.66
177586	37268		2/6/2009	\$113.57	\$25.54	\$139.11
178845	51312		1/1/2010	\$314.74	\$0.00	\$314.74
181130	32589		3/15/2010	\$376.88	\$56.45	\$433.33
182944	131512		10/15/2010	\$31.81	\$16.60	\$48.41
185157	117756		9/7/2010	\$140.41	\$0.00	\$140.41
186066	52968		1/6/2010	\$120.91	\$59.68	\$180.59
186789	21965		3/8/2010	\$25.00	\$9.32	\$34.32
188314	55348		2/23/2010	\$67.50	\$15.47	\$82.97
190088	45846		2/18/2010	\$187.35	\$30.34	\$217.69
190178	32947		2/5/2010	\$74.80	\$24.55	\$99.35
190393	14171		3/18/2010	\$38.09	\$11.92	\$50.01
191703	39499		2/3/2010	\$150.80	\$69.04	\$219.84
192369	31772		3/5/2010	\$155.53	\$41.62	\$197.15
193629	31854		1/20/2010	\$280.04	\$59.17	\$339.21
195260	24890		3/10/2010	\$240.27	\$33.10	\$273.37
196212	32689		3/5/2010	\$164.91	\$29.41	\$194.32
196542	21620		2/25/2010	\$23.38	\$11.92	\$35.30
196639	66056		2/22/2010	\$28.69	\$9.77	\$38.46
197067	21100		2/12/2010	\$38.18	\$10.43	\$48.61
197216	27463		1/21/2010	\$42.83	\$11.92	\$54.75
199337	54327		10/6/2010	\$9.31	\$1.70	\$11.01
204287	54572		10/21/2010	\$7.38	\$12.77	\$20.15
Total	41			\$4,251.84	\$1,159.92	\$5,411.76

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 REPORT

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 BAD DEBT WRITE OFFS FOR BOARD A PROVAL

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CUST CODE	PREM CODE	ST IN	LAST DUE DATE	WATER BALANCE	GARBAGE BALANCE	TOTAL BALANCE
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7450	8132		1/1/2010	95.87	31.50	\$127.37
15942	16007		8/6/2009	281.85	69.38	\$351.23
67570	130849		3/15/2010	98.06	175.37	\$273.43
99913	32058		1/7/2010	37.52	19.58	\$57.10
103319	103320		7/7/2010	0.00	82.16	\$82.16
110143	66429		1/1/2010	120.07	17.51	\$137.58
113803	55318		9/15/2010	522.76	229.86	\$752.62
118755	65936		7/29/2010	29.86	12.56	\$42.42
121761	32835		4/5/2010	28.79	14.90	\$43.69
129291	33704		10/22/2010	6.66	11.92	\$18.58
133779	23986		2/17/2010	76.16	6.49	\$82.65
135833	54333		1/6/2010	252.04	131.53	\$383.57
155173	35035		1/7/2010	83.60	18.30	\$101.90
155666	32972		7/13/2010	649.81	185.80	\$835.61
155732	3789		3/10/2010	1,426.31	0.00	\$1,426.31
155732	3958		1/19/2010	423.87	0.00	\$423.87
155732	3980		1/19/2010	39.39	0.00	\$39.39
160284	127078		2/24/2010	0.00	184.96	\$184.96
161737	30458		1/6/2010	86.08	43.84	\$129.92
162182	119985		2/22/2010	225.76	38.35	\$264.11
165178	126503		2/15/2010	24.47	12.77	\$37.24
168859	55369		10/7/2009	275.43	63.85	\$339.28
170738	131296		3/15/2010	121.09	51.90	\$172.99
170738	131300		3/15/2010	137.34	51.14	\$188.48
177898	29282		2/22/2010	45.20	4.54	\$49.74
179252	13096		8/6/2010	3,351.05	332.17	\$3,683.22
183666	36458		9/22/2009	41.15	9.66	\$50.81
184618	8901		3/10/2010	104.13	29.39	\$133.52
185296	29101		2/2/2010	374.08	46.23	\$420.31
187147	18511		2/4/2010	57.88	14.00	\$71.88
187487	29525		3/8/2010	1,049.94	207.30	\$1,257.24
189860	24109		1/4/2010	353.02	38.39	\$391.41
190084	53073		2/23/2010	586.87	119.53	\$706.40
190108	55983		3/8/2010	290.32	28.27	\$318.59
190414	7307		2/4/2010	127.28	42.02	\$169.30
190478	49997		7/1/2009	180.46	0.00	\$180.46
191573	57228		2/11/2010	777.80	722.42	\$1,500.22
191700	32289		2/23/2010	80.65	23.93	\$104.58
193433	55032		1/6/2010	132.97	46.53	\$179.50
194401	7274		2/12/2010	414.66	55.01	\$469.67
194632	55047		1/14/2010	82.60	3,173.06	\$3,255.66
Total	41			\$13,092.85	\$6,346.12	\$19,438.97

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CUST CODE	PREM CODE	ST IN	LAST DUE DATE	WATER BALANCE	GARBAGE BALANCE	TOTAL BALANCE
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18150	30743		10/6/2010	\$6.73	\$2.06	\$8.79
22308	18233		3/8/2010	\$36.85	\$17.88	\$54.73
32258	22013		2/10/2010	\$295.77	\$34.68	\$330.45
33714	33141		2/3/2010	\$0.00	\$36.39	\$36.39
35696	66024		3/5/2010	\$110.35	\$25.54	\$135.89
47907	47732		1/1/2010	\$47.22	\$11.07	\$58.29
53356	22280		3/10/2010	\$275.08	\$71.19	\$346.27
54957	58313		2/25/2010	\$264.28	\$73.61	\$337.89
67550	126379		2/2/2010	\$21.45	\$11.07	\$32.52
84200	27726		11/3/2010	\$1.55	\$0.00	\$1.55
113339	41803		8/3/2009	\$0.00	\$233.42	\$233.42
134513	47128		10/26/2010	\$109.44	\$56.07	\$165.51
139840	7250		1/15/2010	\$241.51	\$35.07	\$276.58
140390	105674		10/6/2010	\$289.67	\$134.17	\$423.84
144128	27385		1/20/2010	\$152.24	\$32.79	\$185.03
145702	5403		1/26/2010	\$98.40	\$0.00	\$98.40
146688	32783		11/30/2004	\$43.90	\$17.13	\$61.03
147805	31553		1/14/2010	\$124.60	\$14.05	\$138.65
151645	100020		1/21/2010	\$38.13	\$10.22	\$48.35
152438	25839		2/5/2010	\$181.99	\$90.67	\$272.66
157162	26455		7/15/2010	\$260.36	\$135.87	\$396.23
158393	46056		2/12/2010	\$67.13	\$12.77	\$79.90
158934	52837		4/26/2010	\$656.54	\$244.48	\$901.02
159661	123510		3/26/2009	\$186.09	\$48.95	\$235.04
163932	128024		3/13/2009	\$39.76	\$20.01	\$59.77
164733	109829		2/22/2010	\$142.88	\$31.50	\$174.38
166705	21733		3/10/2010	\$187.17	\$52.04	\$239.21
170018	43604		7/27/2010	\$32.63	\$17.03	\$49.66
174166	22314		1/19/2010	\$53.60	\$20.38	\$73.98
177101	8967		3/15/2010	\$172.01	\$89.77	\$261.78
177718	132062		6/29/2010	\$274.82	\$68.96	\$343.78
180872	32016		1/29/2010	\$92.02	\$25.06	\$117.08
183832	52616		2/18/2010	\$97.29	\$17.93	\$115.22
184180	31852		3/2/2010	\$432.02	\$154.09	\$586.11
187221	43665		4/28/2009	\$138.73	\$28.59	\$167.32
191752	117706		3/10/2010	\$144.21	\$0.00	\$144.21
192228	7518		11/10/2010	\$7.69	\$2.13	\$9.82
193148	58999		1/14/2010	\$0.00	\$213.60	\$213.60
193608	28754		2/19/2010	\$20.17	\$10.10	\$30.27
193789	116185		2/15/2010	\$54.27	\$12.96	\$67.23
195075	53163		2/23/2010	\$95.57	\$36.55	\$132.12
Total	41			\$5,494.12	\$2,149.85	\$7,643.97

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 BAD DEBT WRITE OFFS FOR BOARD A PROVAL

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CUST CODE	PREM CODE	ST IN	LAST DUE DATE	WATER BALANCE	GARBAGE BALANCE	TOTAL BALANCE
10189	57351		3/5/2010	\$132.95	\$41.29	\$174.24
17845	13341		2/18/2010	\$469.41	\$12.77	\$482.18
27164	27175		5/31/2010	\$430.45	\$96.39	\$526.84
32020	25791		2/4/2010	\$93.96	\$13.94	\$107.90
56917	56593		3/16/2010	\$17.37	\$8.94	\$26.31
85536	70614		2/24/2010	\$225.68	\$44.61	\$270.29
94117	55452		2/3/2010	\$383.14	\$86.30	\$469.44
103771	20863		2/20/2009	\$183.93	\$41.73	\$225.66
104098	13205		1/15/2010	\$289.33	\$133.66	\$422.99
108086	54503		1/20/2010	\$99.99	\$20.20	\$120.19
110419	52981		3/17/2010	\$82.16	\$30.59	\$112.75
112627	22161		2/12/2010	\$54.06	\$22.56	\$76.62
121222	53972		2/24/2010	\$48.12	\$25.11	\$73.23
134484	112403		1/26/2010	\$356.97	\$186.02	\$542.99
136006	123286		1/1/2010	\$79.96	\$22.13	\$102.09
137138	103374		2/2/2010	\$38.36	\$9.79	\$48.15
142304	58568		2/16/2010	\$117.10	\$44.92	\$162.02
142670	10973		8/30/2010	\$26.54	\$12.77	\$39.31
143549	68303		1/14/2010	\$485.16	\$186.40	\$671.56
149803	119556		4/9/2010	\$29.37	\$15.32	\$44.69
155797	33410		3/9/2010	\$205.64	\$56.57	\$262.21
160327	68250		12/7/2009	\$0.00	\$318.73	\$318.73
163209	36647		2/4/2010	\$48.56	\$46.29	\$94.85
164404	56916		2/12/2010	\$294.52	\$65.93	\$360.45
165424	18129		3/12/2010	\$92.68	\$34.90	\$127.58
173030	31992		3/12/2010	\$19.54	\$5.96	\$25.50
175408	21188		2/25/2010	\$20.63	\$4.43	\$25.06
179798	22207		2/9/2010	\$92.83	\$14.84	\$107.67
181251	104597		3/8/2010	\$42.70	\$22.14	\$64.84
185128	27523		7/15/2010	\$237.70	\$71.96	\$309.66
188541	59545		7/1/2009	\$95.23	\$14.28	\$109.51
188726	43627		2/2/2010	\$66.05	\$17.48	\$83.53
188901	125619		1/7/2010	\$35.34	\$15.75	\$51.09
189892	49489		2/24/2010	\$200.31	\$45.26	\$245.57
190417	10981		10/5/2009	\$376.74	\$80.45	\$457.19
191409	32576		2/23/2010	\$96.61	\$14.90	\$111.51
192018	28139		3/11/2010	\$151.82	\$38.75	\$190.57
193218	30198		9/22/2010	\$33.44	\$17.45	\$50.89
194617	55215		2/24/2010	\$286.25	\$52.22	\$338.47
195229	45918		1/1/2010	\$21.45	\$11.07	\$32.52
198837	25365		3/11/2010	\$181.45	\$82.04	\$263.49
Total	41			\$6,243.50	\$2,086.84	\$8,330.34

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CUST CODE	PREM CODE	ST IN	LAST DUE DATE	WATER BALANCE	GARBAGE BALANCE	TOTAL BALANCE
21377	3123	I	10/21/2010	25.53	13.20	38.73
30079	29962	I	11/9/2010	131.51	24.43	155.94
32826	21680	I	5/22/2009	121.82	39.72	161.54
53180	53015	I	9/17/2009	204.90	26.06	230.96
54446	52750	I	1/28/2008	119.26	23.81	143.07
56753	56437	I	11/10/2010	265.37	114.47	379.84
96499	46689	I	4/30/2009	429.10	192.63	621.73
99737	7110	I	2/17/2010	17.13	8.94	26.07
99737	33059	I	10/20/2010	24.47	0.00	24.47
104749	74668	I	3/8/2010	416.05	0.00	416.05
110760	53503	I	3/8/2010	227.11	57.51	284.62
111749	35348	I	10/22/2010	6.90	12.34	19.24
132922	31524	I	1/4/2010	70.88	17.03	87.91
136536	28929	I	1/5/2010	528.45	120.94	649.39
137041	21490	I	8/24/2010	739.33	208.78	948.11
137914	68784	I	3/11/2010	34.45	25.54	59.99
150594	2797	I	8/13/2010	22.24	11.07	33.31
154342	109305	I	1/21/2010	138.00	64.70	202.70
157020	9212	I	1/1/2010	25.51	12.27	37.78
161556	74288	I	2/24/2010	115.13	0.00	115.13
163523	118035	I	2/17/2010	122.35	63.85	186.20
166270	32348	I	2/4/2010	106.28	28.25	134.53
167944	124235	I	10/9/2009	518.13	263.70	781.83
168010	127417	I	8/26/2010	41.60	21.71	63.31
168010	128316	I	2/12/2010	30.18	15.75	45.93
175438	22525	I	6/29/2009	0.00	292.71	292.71
179796	27001	I	2/4/2010	65.57	34.05	99.62
180266	31538	I	11/18/2008	349.90	63.29	413.19
180266	31627	I	12/21/2009	135.85	0.00	135.85
181251	59180	I	3/10/2010	92.98	48.53	141.51
181303	55057	I	2/25/2010	161.95	39.16	201.11
187876	120736	I	2/26/2010	33.31	16.07	49.38
189406	8683	I	1/20/2010	121.61	28.98	150.59
190423	18903	I	3/12/2010	341.97	0.00	341.97
192797	43349	I	1/29/2010	310.30	30.57	340.87
193907	26006	I	2/8/2010	108.83	40.71	149.54
194219	36085	I	3/15/2010	330.95	43.17	374.12
195220	121607	I	1/14/2010	114.01	49.80	163.81
197628	136335	I	2/23/2010	0.00	1,466.33	1,466.33
204528	137359	I	10/22/2010	20.00	0.00	20.00
204629	56030	I	10/13/2010	13.05	6.81	19.86
Total	41			\$6,681.96	\$3,526.88	\$10,208.84

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 BAD DEBT WRITE OFFS FOR BOARD APPROVAL

CUST CODE	PREM CODE	ST IN	LAST DUE DATE	WATER BALANCE	GARBAGE BALANCE	TOTAL BALANCE
7740	7641	I	1/1/2010	48.48	17.45	65.93
7800	7697	I	6/11/2010	28.79	14.90	43.69
8811	8770	I	2/5/2010	314.14	154.52	468.66
15932	13707	I	9/10/2010	846.45	427.88	1,274.33
16844	74821	I	3/10/2010	87.95	0.00	87.95
36856	36299	I	11/2/2010	50.78	12.77	63.55
58700	58417	I	11/2/2010	80.05	19.95	100.00
63019	62887	I	12/31/2099	19.97	0.00	19.97
97141	120946	I	5/7/2010	93.67	38.31	131.98
99375	76462	I	10/19/2010	17.53	0.00	17.53
99690	26791	I	2/25/2010	522.74	49.13	571.87
113123	29464	I	1/29/2010	78.21	26.82	105.03
114839	125921	I	1/20/2010	156.30	75.52	231.82
117164	70242	I	1/27/2010	721.20	326.15	1,047.35
128816	69578	I	2/5/2007	88.32	40.76	129.08
139866	47612	I	5/31/2010	40.78	21.28	62.06
140291	122849	I	3/30/2010	720.83	96.58	817.41
140347	26826	I	9/17/2010	35.07	18.30	53.37
143229	32425	I	10/7/2010	692.06	224.89	916.95
144107	119034	I	7/9/2010	40.00	0.00	40.00
160179	126683	I	11/8/2010	5.16	0.00	5.16
160820	19142	I	2/19/2010	325.99	0.00	325.99
164407	35185	I	5/22/2009	43.74	9.36	53.10
169011	127650	I	5/3/2010	0.00	644.64	644.64
170057	31746	I	2/17/2010	28.69	13.62	42.31
171212	8211	I	1/13/2010	167.30	63.66	230.96
180423	115362	I	10/1/2010	5.42	2.66	8.08
184469	27568	I	2/5/2010	81.18	19.16	100.34
186294	32445	I	1/14/2010	209.46	62.67	272.13
188492	134888	I	10/26/2010	4.52	0.00	4.52
189899	18862	I	3/17/2010	19.69	0.00	19.69
190823	126779	I	3/5/2010	102.00	30.37	132.37
192672	32229	I	1/1/2010	141.15	49.67	190.82
193912	16007	I	3/9/2010	124.62	37.19	161.81
194130	21513	I	2/3/2010	196.34	47.02	243.36
194516	76613	I	2/17/2010	147.97	0.00	147.97
194666	71256	I	3/17/2010	140.05	68.83	208.88
195291	126009	I	1/4/2010	46.26	24.26	70.52
195634	31781	I	1/14/2010	152.89	19.58	172.47
195878	55293	I	1/13/2010	53.46	26.39	79.85
200196	126073	I	10/27/2010	390.70	203.89	594.59

Total 41 \$7,069.91 \$2,888.18 \$9,958.09

Total
 Total 246 \$42,834.18 \$18,157.79 \$60,991.97

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