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**FINANCE & RECORDS**

## **Memo**

To: Gregg Mandsager, City Administrator

From: Dick Yerington, Housing Administrator  
Nancy A. Lueck, Finance Director

Date: May 13, 2015

Re: Resolution to Write Off Debts of Former Housing Tenants

### **Introduction and Background:**

Every effort is made to collect rental payments and other monies owed to the Muscatine Municipal Housing Agency; however, there are times when people leave owing a debt. As a matter of good accounting, the City of Muscatine is directed to write off debts that are doubtful for collection.

The attached resolution includes a list of eleven former Clark House and Sunset Park tenants which owe money to the City. These amount total \$2,575.57 which includes unpaid rents, damages, and maintenance charges. While these amounts are recommended for write off this fiscal year, records of these amounts will be maintained and these amounts will be required to be paid back by these individual before any future housing assistance would be available to them.

### **Recommendation:**

Please include the attached resolution on the agenda for the May 21, 2015 Council meeting. Please contact either of us if you have any questions or need additional information.

**RESOLUTION \_\_\_\_\_**

**RESOLUTION TO WRITE OFF DEBTS OF CERTAIN  
FORMER PUBLIC HOUSING TENANTS**

**WHEREAS**, some previous residents of the Clark House and Sunset Park incurred a debt to the City of Muscatine, and

**WHEREAS**, there is limited opportunity to collect those debts, and

**WHEREAS**, good accounting procedures direct the City to write off debts doubtful for collection,

**NOW THEREFORE BE IT RESOLVED**, that the City of Muscatine hereby writes off the debts listed below:

<b>Tenant</b>	<b>Amount</b>	<b>Due For</b>	<b>Month/Year Vacated</b>
<b>Clark House:</b>			
Maher, William	\$ 0.97	move out charges	10/1/13
Burns, Patti	\$ 50.26	rent, cable, late fees, move out charges	10/6/13
Walker, Alan	\$ 155.43	rent, move out charges	2/1/14
Newcomb, Stella	\$ 132.15	move out charges	4/21/14
Essex, Randy	\$ 761.13	move out charges	5/4/14
Staschke, Mildred	\$ 269.50	rent	11/10/14 (deceased)
Total-Clark House	\$1,369.44		
<b>Sunset Park:</b>			
Conklin, Kelly	\$ 442.27	rent, late fees, move out charges	9/9/13
Tomasson, Kelly	\$ 290.28	rent, late fees, move out charges	11/14/13
Aguilar, Esperanza	\$ 255.40	move out charges	3/31/14
Brossart, Tonia	\$ 216.97	move out charges	5/1/14
Titus, Ann	\$ 1.21	move out charges	5/31/14
Total-Sunset Park	\$1,206.13		
Total	\$2,575.57		

**PASSED, APPROVED AND ADOPTED THIS 21<sup>th</sup> DAY OF MAY, 2015.**

**BY THE CITY COUNCIL OF THE CITY  
OF MUSCATINE, IOWA**

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**DeWayne Hopkins, Mayor**

**Attest:**

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**Gregg Mandsager, City Clerk**