



City Hall, 215 Sycamore St.  
Muscatine, IA 52761-3899  
(563) 264-1550  
Fax (563) 264-0750

---

**FINANCE & RECORDS**

## **Memo**

**To:** Greg Jenkins, Interim City Administrator

**From:** Jodi Royal-Goodwin, Housing Administrator  
Nancy A. Lueck, Finance Director

**Date:** May 12, 2020

**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 twenty-one former Clark House and Sunset Park tenants that owe money to the City. These amount total \$15,572.27, which includes unpaid rents, unpaid utilities, damages, and maintenance charges. Our Financial Analyst from the U.S. Department of Housing and Urban Development has recommended we not carry debts owned into the new fiscal year as it affects the Public Housing Assessment Score negatively, so the current list includes amounts owed as recently as the third quarter.

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 individuals before any future housing assistance would be available to them. These accounts will also be turned over to MCOA, the City's collection agency, who will attempt to collect including listing these accounts on the State Income Offset program.

### **Recommendation:**

Please include the attached resolution on the agenda for the May 21, 2020 Council meeting. Please contact either of us if you have any questions or need additional information.

**RESOLUTION 2020-0176**

**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 Muscatine Municipal Housing Agency, 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:

Tenant	Amount	Due For	Month/Year Vacated
<b>Clark House:</b>			
Ives, Judy	\$ 133.00	Rent, Cleaning	9/30/2018
Genung, Jeff	\$ 88.54	Rent, Cleaning	10/31/2018
Cunningham, Debra	\$ 1,343.16	Rent, Damages, Cleaning	11/15/2018
Anderson, Betty Lou	\$ 280.49	Rent	1/31/2019
Harris, Terry	\$ 547.32	Rent, Cleaning	1/31/2019
Mason, Erma	\$ 332.48	Rent, Cleaning	2/18/2019
Osborn, Dee	\$ 10.09	Move Out Charges	2/28/2019
Whitlow, Dennis	\$ 570.38	Rent, Cable, Cleaning	8/31/2019
Agullar Martin	\$ 677.00	Rent	9/30/19
Casteel, Rose	\$ 920.14	Rent, Cable, Cleaning	10/31/19
Smith, Glenda	\$ 871.57	Rent, Cable, Damages, Cleaning	3/31/20
<b>Total-Clark House</b>	<b>\$ 5,774.17</b>		
<b>Sunset Park:</b>			
Sexton, Ericka	\$ 32.70	Move Out Charges	8/31/2018
Smith, Dekotah	\$ 1,522.27	Damages, Cleaning	8/31/2018
Danner, Christina	\$ 1,328.62	Rent, Utilities, Damages, Cleaning	9/30/2018
Smith, Kayla	\$ 1,350.90	Rent, Utilities	1/31/2019
Foster, Charles	\$ 1,450.64	Rent, Utilities, Damages, Cleaning	8/31/2019
Jackson, Elxis	\$ 1,350.05	Rent, Utilities, Damages, Cleaning	8/31/2019
Locoy, Kyle	\$ 463.11	Rent, Utilities, Damages, Cleaning	10/31/19
Thomas, Lindsay	\$ 540.93	Rent, Damages, Cleaning	1/31/20
Zemudio, Evtz	\$ 1,550.96	Rent, Cleaning	2/29/20
Hannah, Andrew	\$ 207.92	Move Out Charges	3/31/20
<b>Total-Sunset Park</b>	<b>\$ 9,798.10</b>		
<b>Total</b>	<b>\$15,572.27</b>		

**PASSED, APPROVED AND ADOPTED THIS 21<sup>th</sup> DAY OF MAY, 2020.**

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

\_\_\_\_\_  
**Diana Broderson, Mayor**

**Attest:**

\_\_\_\_\_  
**Greg Jenkins, City Clerk**