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FINANCE & RECORDS

Memo

To: Gregg Mandsager, City Administrator
From: Jodi Royal-Goodwin, Housing Administrator
Nancy A. Lueck, Finance Director
Date: May 7, 2019
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 seven former Clark House and Sunset Park tenants that owe money to the City. These amount total \$6,852.84, which includes unpaid rents, unpaid utilities, 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. 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 16, 2019 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:

Tenant	Amount	Due For	Month/Year Vacated
Clark House:			
Reese, Melissa	\$ 45.00	Move out charges	1/31/18
Yerington, Barbara	\$ 373.83	Rent, Late Fees, move out charges	4/30/18
Schafer, Theresa	\$ 14.41	Partial June rent, cleaning charges	6/10/18
Longor, Mitchell	\$ 602.35	Rent, Late Fees, move out charges	7/31/18
Total-Clark House	<u>\$1,035.59</u>		
Sunset Park:			
Miller, Kara	\$2,557.79	Move out charges, special cleaning services	2/28/18
Wessell, Dallas	\$1,587.45	Rent, late fees, MPW and move out charges	5/1/18
Doak, Randy	\$1,672.01	Rent, late fees, MPW and move out charges	7/31/18
Total-Sunset Park	<u>\$5,817.25</u>		
Total	<u>\$6,852.84</u>		

PASSED, APPROVED AND ADOPTED THIS 16th DAY OF MAY, 2019.

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

Diana Broderson, Mayor

Attest:

Nancy Lueck, Acting City Clerk