



Agenda Item #: _____

Staff Report

City of Manhattan Beach

TO: Members of the Finance Subcommittee

THROUGH: Bruce Moe, Finance Director

FROM: Steve S. Charelian, Revenue Services Manager

DATE: December 17, 2015

SUBJECT: Bad Debt Write-Offs to Collections from Q1 (July 1, 2015 through Sept 30, 2015).

RECOMMENDATION:

Staff recommends that the Finance Subcommittee ratify the attached summary report of write-offs within the authority of the Finance Director (not to exceed \$2,500).

FISCAL IMPLICATION:

Financial Credit Network (FCN), the City's collection agency, is paid a commission on the money collected. The commission percentage ranges from 25% on regular collections to 35% for collections requiring legal action. The agency provides an initial 15-day grace period. During that period any money collected by the agency will be remitted back to the City without charge.

BACKGROUND:

City Council approved a policy delegating write-off authority to the Finance Director for uncollectable accounts receivable up to \$2,500. Write-offs of \$2,500 to \$7,500 require the approval of the Finance Subcommittee. Any write off of uncollectible accounts receivables greater than \$7,500 requires City Council approval. Additionally, City Council approved a contract with Financial Credit Network for services related to uncollectible debt.

DISCUSSION:

The City reviewed and processed to collections all outstanding bad debts from July 1, 2015 through Sept 30, 2015. These write-offs were sent to FCN on October 26, 2015.

- Ambulance Billing: \$92,405.06 (July 1, 2015 through Sept 30, 2015)
- Miscellaneous A/R \$20,332.58 (July 1, 2015 through Sept 30, 2015)
- Utility Billing: \$ 11,033.53 (July 1, 2015 through Sept 30, 2015)
- Parking Citations: \$ 49,183.00 (July 1, 2015 through Sept 30, 2015)

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The write-off process is that once the appropriate authority has approved the debt for write-off, the collection agency will be contacted and provided the pertinent information to begin the collection process. Depending upon the collection time and effort, the collection agency will share between 0% and 35% of the amount collected.

By way of reporting, the Finance Subcommittee receives periodical reports for ratification of all write-offs.

Attachments:


1. Summary of write-offs (not to exceed \$2,500 per line item) from July 1, 2015 through Sept 30, 2015



Memorandum

City of Manhattan Beach

TO: Bruce A. Moe, Finance Director

FROM: Steve S. Charelian, Revenue Services Manager 

DATE: October 26, 2015

SUBJECT: Write-Offs for Ambulance Billing, Utility Billings, Miscellaneous Accounts Receivables and Parking Citations – Q1 (July 1, 2015 – Sept 30, 2015)

In order to maximize revenues from delinquent account holders, the services of an outside collection agency is required. The City contracts with Financial Credit Network (FCN). The City Council approved write-off limits are:

<u>Authority</u>	<u>Write Off Limits</u>
Finance Director	\$0 - \$2,500
Finance Subcommittee	\$2,501 - \$7,500
City Council	\$7,501+

The attached individual write-off amounts are all less than \$2,500 (the maximum allowable write-off limit set by policy for the Finance Director). The collection process commences after numerous attempts by City Staff to make the collections in-house. The grand totals for Ambulance Transports, Utility (water and refuse) Billing, Miscellaneous A/R billing and Parking Citations (via Turbo Data) are:

Write-Off Period July 1, 2015 to September 30, 2015:

	<u>Dollar Amount</u>	<u>Number of Accounts</u>
Ambulance Billing:	\$ 92,405.06	74
Miscellaneous Accounts Receivable	\$ 20,332.58	35
Utility Billing (water & refuse)	\$ 11,033.53	41
Parking Citations:	\$ 49,183.00	598

Attachments (detailed write off reports):

1. Ambulance Billing
2. Miscellaneous Accounts Receivable
3. Utility Billing (water & refuse)
4. Turbo Data Collections Report

AMB TRANSPORT SERVICE

No.	Account Number	Lastname	City	State	Balance
1	17288452	Doherty	DEERFIELD	IL	\$ 243.27
2	17382371	Gilbert	MANHATTAN BEACH	CA	\$ 346.75
3	17382539	Moody	LAWNDALE	CA	\$ 100.00
4	17868604	Bailey	HAWTHORNE	CA	\$ 1,797.25
5	18198616	Seaward	PENSACOLA	FL	\$ 1,901.00
6	18262879	Lingsch	RENO	NV	\$ 1,180.00
7	18496081	Curtis	MANHATTAN BEACH	CA	\$ 400.00
8	18846956	Valdez	EL SEGUNDO	CA	\$ 36.75
9	18846977	Benedik	GARDENA	CA	\$ 200.00
10	19327419	McIntyre	CAMARILLO	CA	\$ 219.25
11	19434501	Maury	PLAYA DEL REY	CA	\$ 1,797.25
12	19840603	Oliva-Rendler	MANHATTAN BEACH	CA	\$ 368.80
13	20286914	Ambriz	UNKNOWN		\$ 1,852.25
14	20287124	MacKey	HERMOSA BEACH	CA	\$ 642.51
15	20287222	Sokolow	MANHATTAN BEACH	CA	\$ 200.00
16	20362872	Gonzalea	EL SEGUNDO	CA	\$ 253.75
17	20422467	Cox	KAYCEE	WY	\$ 1,380.75
18	20422774	Benet	WASHINGTON	DC	\$ 1,193.75
19	20608025	Lamano	HERMOSA BEACH	CA	\$ 100.00
20	20722330	Stafford	MANHATTAN BEACH	CA	\$ 1,759.50
21	20732979	Mclsacc	MANHATTAN BEACH	CA	\$ 100.00
22	20732989	Bhagat	MANHATTAN BEACH	CA	\$ 1,759.50
23	20878375	Samuel	UNKNOWN		\$ 1,749.25
24	20941615	Lopez	LOS ANGELES	CA	\$ 1,844.25
25	20941772	Morris	MANHATTAN BEACH	CA	\$ 1,432.00
26	21121538	Brown	MANHATTAN BEACH	CA	\$ 1,759.50
27	21121561	Bacca	MANHATTAN BEACH	CA	\$ 438.00
28	21121573	Rodriguez	WHITTIER	CA	\$ 1,726.25
29	21121787	Montes	UNKNOWN		\$ 1,884.00
30	21121845	Quinn	MANHATTAN BEACH	CA	\$ 1,852.50
31	21121908	Tronberg	REDONDO BEACH	CA	\$ 1,409.75
32	21121934	Barneson	SANTA MONICA	CA	\$ 101.15
33	21121983	Lee	MANHATTAN BEACH	CA	\$ 1,759.50
34	21122048	Rowley	LAWNDALE	CA	\$ 1,890.50
35	21122056	Haines	MANHATTAN BEACH	CA	\$ 843.49
36	21122065	White	MANHATTAN BEACH	CA	\$ 1,909.50
37	21122072	Freeman	MANHATTAN BEACH	CA	\$ 1,797.50
38	21122082	Adamson	EL SEGUNDO	CA	\$ 250.00
39	21122101	Ellis	HERMOSA BEACH	CA	\$ 1,443.92
40	21122213	Fisher	UNKNOWN		\$ 1,852.50
41	21122231	Ehrmann	MANHATTAN BEACH	CA	\$ 200.00

AMB TRANSPORT SERVICE

No.	Account Number	Lastname	City	State	Balance
42	21122296	Jeffery	GARDENA	CA	\$ 1,852.50
43	21122793	Cooley	COLUMBIA	MO	\$ 200.00
44	21123352	Saldivar	PANORAMA CITY	CA	\$ 1,844.25
45	21123751	Menendez	MANHATTAN BEACH	CA	\$ 50.00
46	21123770	Duffree	MANHATTAN BEACH	CA	\$ 1,759.50
47	21123899	Jenomey	UNKNOWN		\$ 1,230.75
48	21236508	Lermen	UNKNOWN		\$ 1,882.25
49	21236528	Moile	UNKNOWN		\$ 1,797.50
50	21236575	Kwok	MANHATTAN BEACH	CA	\$ 200.00
51	21236583	Constant	LOS ANGELES	CA	\$ 1,797.50
52	21236655	St Jean	MANHATTAN BEACH	CA	\$ 663.25
53	21236668	Kemper	UNKNOWN		\$ 1,966.25
54	21236703	Chapman	HERMOSA BEACH	CA	\$ 894.17
55	21236936	Rose	SOUTH GATE	CA	\$ 1,110.00
56	21331622	Sonner	RANCHO PALOS VERDES	CA	\$ 1,217.25
57	21331662	Ixta Jr	WILMINGTON	CA	\$ 1,786.75
58	21331674	Garcia	UNKNOWN		\$ 1,759.50
59	21331687	McEwen	MANHATTAN BEACH	CA	\$ 1,353.50
60	21331724	Schubert	UNKNOWN		\$ 1,759.50
61	21331736	Gordon	MANHATTAN BEACH	CA	\$ 1,759.50
62	21331784	Beuder	LANCASTER	CA	\$ 1,882.25
63	21341003	Leader	UNKNOWN		\$ 1,342.75
64	21427648	Ramirez	UNKNOWN		\$ 1,268.75
65	21427655	Fuller	UNKNOWN		\$ 1,797.50
66	21427668	Flowers	HERMOSA BEACH	CA	\$ 1,353.50
67	21427704	Abballa	MANHATTAN BEACH	CA	\$ 1,372.50
68	21427806	Arias	LOS ANGELES	CA	\$ 1,759.50
69	21427809	Newman	MANHATTAN BEACH	CA	\$ 1,956.25
70	21427817	Jorden	UNKNOWN		\$ 1,863.25
71	21427837	Hodson	LOS ANGELES	CA	\$ 1,296.00
72	21567354	Garcia	UNKNOWN		\$ 2,025.75
73	21843005	Pazos	UNKNOWN		\$ 1,783.25
74	21996788	Webb	LOS ANGELES	CA	\$ 1,844.00
					\$ 92,405.06

Date: _____

11/4/15

Revenue Services Manager: _____

[Signature]

Finance Director: _____

UTILITY BILLING ACCOUNTS

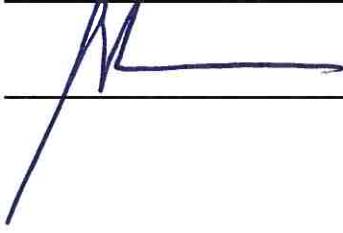
No.	Account Number	Lastname	City	State	Balance
1	11-0107000-04	NOE	ANAHEIM	CA	\$ 312.51
2	11-0120501-09	LAPOINTE	MANHATTAN BEACH	CA	\$ 367.46
3	18-0370001-20	SUGAWARA	MANHATTAN BEACH	CA	\$ 117.05
4	18-0470000-14	HALSALL	MANHATTAN BEACH	CA	\$ 105.09
5	22-0557031-10	BURGER	PLANO	TX	\$ 76.27
6	26-1069456-21	CASEY	NEWPORT BEACH	CA	\$ 105.96
7	28-0128111-04	IZADPANAH	MANHATTAN BEACH	CA	\$ 185.12
8	28-0257500-02	FERRIS	LOS ANGELES	CA	\$ 390.51
9	29-0281115-07	FRADIN	MANHATTAN BEACH	CA	\$ 134.09
10	29-0321300-05	UMLAUFF	MANHATTAN BEACH	CA	\$ 170.96
11	30-0434014-14	TITTIE	MANHATTAN BEACH	CA	\$ 91.72
12	37-0472022-10	COLE	CORONA DEL MAR	CA	\$ 206.51
13	45-0049010-02	KIMPTON	MALIBU	CA	\$ 221.41
14	45-0091112-13	SIRVIO	LA QUINTA	CA	\$ 279.97
15	47-0550022-15	STONE-PHILLIPS	CHICAGO	IL	\$ 144.43
16	49-0225021-07	MAINWARING	EL SEGUNDO	CA	\$ 104.53
17	51-0534010-00	BROWN	LAKE ELSINORE	CA	\$ 114.55
18	51-0574012-06	SMITH	MANHATTAN BEACH	CA	\$ 34.14
19	54-0898049-13	ADAMS	MANHATTAN BEACH	CA	\$ 284.00
20	54-0985043-05	BALDO	REDONDO BEACH	CA	\$ 52.13
21	54-0987000-06	DALEY	MANHATTAN BEACH	CA	\$ 247.01
22	62-0157010-09	WALKER	MANHATTAN BEACH	CA	\$ 104.87
23	62-0166030-04	VEAL	MANHATTAN BEACH	CA	\$ 269.62
24	62-0195010-03	DESANTO	HERMOSA BEACH	CA	\$ 226.37
25	64-0546010-03	MILLER	CAMBY	OR	\$ 124.18
26	66-0820010-09	BOOMSTRA	MANHATTAN BEACH	CA	\$ 103.55
27	67-0887013-13	HB CONSTRUCTION	HERMOSA BEACH	CA	\$ 209.88
28	72-0857010-12	GOLDENBERG	MANHATTAN BEACH	CA	\$ 821.19
29	73-1086011-06	ROSENTHAL	SAN PEDRO	CA	\$ 434.86
30	76-0393010-11	SNYDER	MANHATTAN BEACH	CA	\$ 834.34
31	77-0711011-06	CHAPMAN	APPLE VALLEY	CA	\$ 553.51
32	84-1835000-07	SONG	MANHATTAN BEACH	CA	\$ 64.46
33	85-1968020-15	BROWN	HERMOSA BEACH	CA	\$ 62.57
34	86-2143030-03	NGUYEN	TORRANCE	CA	\$ 1,666.09
35	87-0068010-04	DIETHELM	BRENTWOOD	TN	\$ 477.56

UTILITY BILLING ACCOUNTS

No.	Account Number	Lastname	City	State	Balance
36	88-0264012-09	FULKERSON	TORRANCE	CA	\$ 455.00
37	89-0448010-07	APEL	REDONDO BEACH	CA	\$ 127.23
38	91-0241018-02	FREEMAN	TORRANCE	CA	\$ 396.54
39	92-0374013-05	CAMELLO	MENIFEE	CA	\$ 62.38
40	95-0071022-06	PENBERG	CARLSBAD	CA	\$ 222.82
41	97-0067022-01	TYRRELL	MANHATTAN BEACH	CA	\$ 71.09
					11,033.53

Date: 11/2/15

Revenue Services Manager: 

Finance Director: 

MISCELLANEOUS ACCOUNTS RECEIVABLE

No.	Invoice #	Type	Lastname	City	State	Balance
1	12-04187	SIDEWALK	KAIL	LOS ANGELES	CA	\$ 400.00
2	15-03949	FALSE ALARM	ALVAREZ	MANHATTAN BEACH	CA	\$ 190.00
3	15-03990	FALSE ALARM	AMERICAN APPAREL	INGLEWOOD	CA	\$ 190.00
4	12-04198	SIDEWALK	APEL	MANHATTAN BEACH	CA	\$ 128.00
5	12-04024	SIDEWALK	AZIZ	NEW YORK	NY	\$ 216.00
6	15-03989	FALSE ALARM	BEACH TEETH	REDONDO BEACH	CA	\$ 190.00
7	15-03954	FALSE ALARM	BEUTLER	BALDWIN PARK	CA	\$ 190.00
8	18-02431	EQUIP RENTAL	BLAKEMAN	MANHATTAN BEACH	CA	\$ 104.00
9	MULTIPLE	EQUIP RENTAL	BURNETT	MANHATTAN BEACH	CA	\$ 124.00
10	MULTIPLE	FALSE ALARM	CAVANAGH	MANHATTAN BEACH	CA	\$ 625.00
11	12-04171	SIDEWALK	CIESLAK	MANHATTAN BEACH	CA	\$ 416.00
12	15-03901	COST RECOVERY	CLEMENS	SHERMAN OAKS	CA	\$ 1,714.79
13	12-04205	SIDEWALK	COLBY	MANHATTAN BEACH	CA	\$ 960.00
14	15-03929	FALSE ALARM	DANIELS	MANHATTAN BEACH	CA	\$ 290.00
15	16-02815	FIRE LANE INTRUSION	GOLDSMITH	LOS ANGELES	CA	\$ 215.00
16	12-04038	SIDEWALK	HEDGES	MANHATTAN BEACH	CA	\$ 128.00
17	12-04017	SIDEWALK	HUGHES	MANHATTAN BEACH	CA	\$ 960.00
18	12-04039	SIDEWALK	KINGSTON	MANHATTAN BEACH	CA	\$ 1,104.00
19	12-04195	SIDEWALK	LANE 4 BACKSTROKER	REDONDO BEACH	CA	\$ 544.00
20	12-04083	SIDEWALK	LENNON	MANHATTAN BEACH	CA	\$ 742.00
21	15-03897	FALSE ALARM	LEVEY	MANHATTAN BEACH	CA	\$ 290.00
22	12-04094	SIDEWALK	MARX	MANHATTAN BEACH	CA	\$ 128.00
23	15-03883	FALSE ALARM	MURANE	LANCASTER	CA	\$ 855.00
24	15-03895	FALSE ALARM	NERI	MANHATTAN BEACH	CA	\$ 190.00
25	15-03902	COST RECOVERY	PHILIP	MANHATTAN BEACH	CA	\$ 1,091.71
26	MULTIPLE	FALSE ALARM	PRESSED JUICERY	REDONDO BEACH	CA	\$ 1,995.00
27	15-03958	COST RECOVERY	ROGERS	MANHATTAN BEACH	CA	\$ 665.02
28	15-03963	COST RECOVERY	ROSADO	MANHATTAN BEACH	CA	\$ 1,351.19
29	18-02421	EQUIP RENTAL	SCHWARTZ	PLAYA DEL REY	CA	\$ 54.00
30	15-03919	FALSE ALARM	SICAT	MANHATTAN BEACH	CA	\$ 190.00
31	MULTIPLE	FALSE ALARM	SOUTH BAY GOLD	REDONDO BEACH	CA	\$ 1,305.00
32	15-03903	COST RECOVERY	TUENGEL	MANHATTAN BEACH	CA	\$ 1,187.80
33	16-02800	FIRE LANE INTRUSION	URBAN BEACH CAFE	VAN NUYS	CA	\$ 215.00
34	12-04237	CANDIDATE STATEMENT	VICTOR	REDONDO BEACH	CA	\$ 397.07
35	MULTIPLE	SIDEWALK & FALSE ALARM	VITTA	MANHATTAN BEACH	CA	\$ 987.00
						\$ 20,332.58

Date: 11/4/15

Revenue Services Manager: 

Finance Director: 

PARKING CITATIONS

MONTH ENDING	No. OF CITATIONS	AMOUNT	AVG VALUE
07/31/2015	200	\$ 15,913.00	\$80.00
08/31/2015	183	\$ 15,202.00	\$83.00
09/30/2015	215	\$ 18,068.00	\$84.00

598 \$ 49,183.00

Date: 11/4/15

Revenue Services Manager: 

Finance Director: 