





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: June 19, 2012

SUBJECT: Consideration of Bad Debt Write-Off's for Referral to Collections from January 1, 2012 through March 31, 2012

RECOMMENDATION:

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

FISCAL IMPLICATION:

Financial Credit Network, 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:

On May 17, 2011 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, processed and sent to collections all outstanding bad debts from January 1, 2012 through March 31, 2012

- Ambulance Billing: \$92,477.87 (January 1, 2012 to March 31, 2012)
- Utility Billing: \$ 8,984.29 (January 1, 2012 to March 31, 2012)
- Miscellaneous A/R \$ 3,775.43 (January 1, 2012 to March 31, 2012)

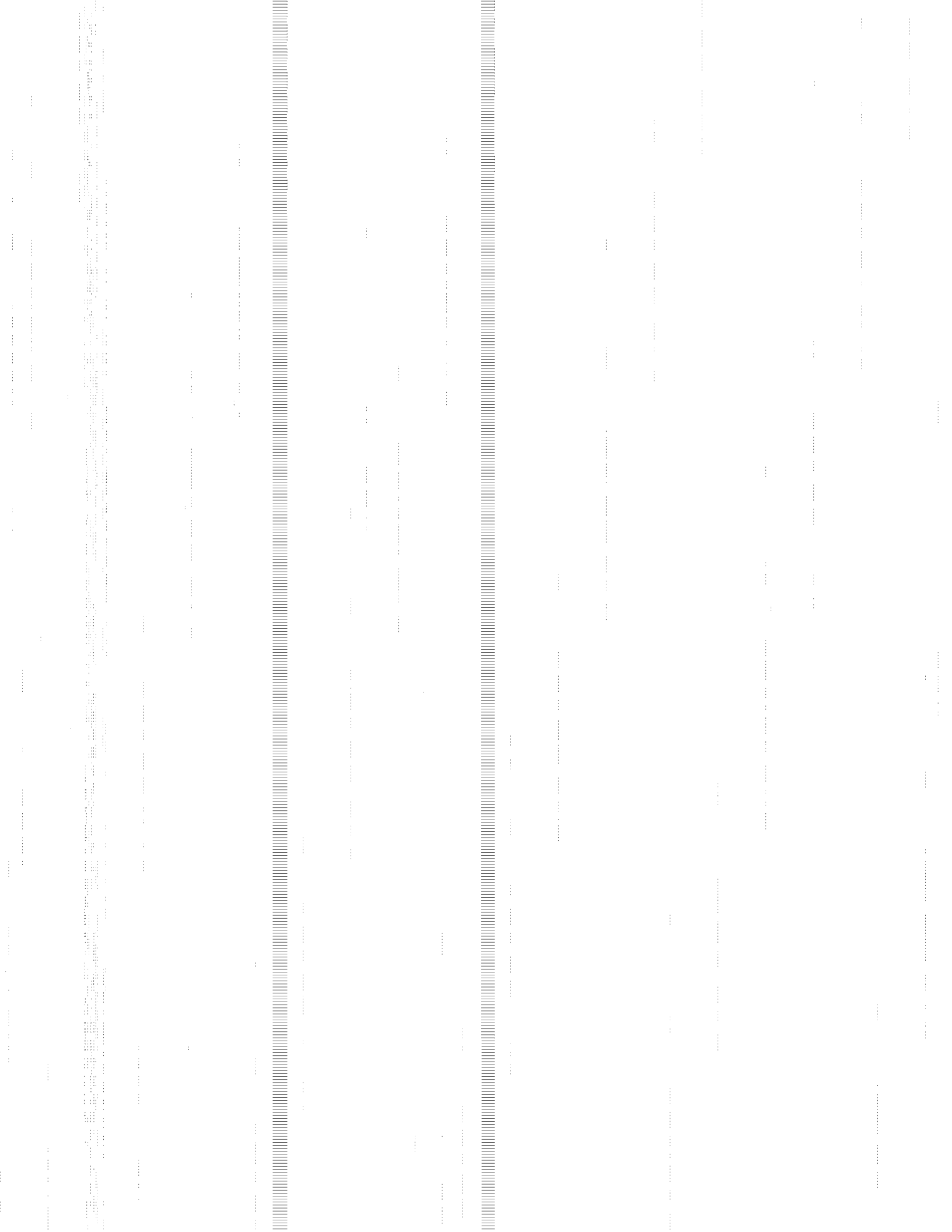


The write-off process is that once the appropriate authority has approved the debt for write-off, the collection agency will be contacted and provided the pertinent information to begin the collection process. Depending upon the collection time and effort, the collection agency will share between 0%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

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

Attachments:

Summary of write-offs (not to exceed \$2,500) from January 1, 2012 to March 31, 2012



Last Name First Name Trip Date Incident Balance Street City State

1	AGUILERA	MARIO	7/22/2011	111715	\$ 50.00	4420 2ND AVE APT 4	LOS ANGELES	CA
2	BYRD	SONNY	7/30/2011	111776	\$ 1,843.75	123 NO ADDRESS	EL SEGUNDO	CA
3	CHERRADI	FAICAL	6/24/2011	1101410	\$ 1,109.50	2216 232ND ST	TORRANCE	CA
4	COSTA	LARRY	9/10/2011	112187	\$ 1,681.00	123 NO ADDRESS	SAN FRANCISCO	CA
5	EDRALINI	LORRAINE	5/16/2011	111101	\$ 230.78	308 LOMA VISTA ST APT3	EL SEGUNDO	CA
6	ESTOQUE	VANESSA	6/24/2011	1101417	\$ 1,609.75	123 NO ADDRESS	MANHATTAN BEACH	CA
7	GARCIA	SANTIAGO	6/8/2011	111275	\$ 1,559.75	123 NO ADDRESS	COMPTON	CA
8	GEORGE	KEITH	7/2/2011	111491	\$ 1,246.50	123 NO ADDRESS	TORRANCE	CA
9	GONZALES	NATALIE	7/3/2011	111512	\$ 1,658.25	123 NO ADDRESS (PARENTS)	LOS ANGELES	CA
10	GRAPSAS	CHRISTOPHER	7/25/2011	111741	\$ 1,691.75	123 NO ADDRESS	MANHATTAN BEACH	CA
11	GULDSTRAND	GAY	6/22/2011	1101394	\$ 1,231.50	1236 E PINE AVE	EL SEGUNDO	CA
12	HINOJOS	SALVADORE	7/25/2012	111743	\$ 100.00	1740 MEDOCINO WAY	PERRIS	CA
13	HUMBERTO	FRANQUEZ	6/9/2011	111282	\$ 1,626.75	17976 ROBUSTA DR	RIVERSIDE	CA
14	JENSEN	ERIC	7/19/2011	111683	\$ 1,681.00	123 NO ADDRESS	MANHATTAN BEACH	CA
15	LITTLE	SHANNA	11/17/2010	102729	\$ 1,075.00	7004 BIRDVIEW AVE	MALIBU	CA
16	MARSHI	KENNETHI	12/7/2010	102878	\$ 100.93	52 COLE VLG	SO ABINGTON TWNSP	PA
17	OSHIRO	LINDSAY	7/17/2011	111664	\$ 1,597.25	123 NO ADDRESS	LONG BEACH	CA
18	PELLAR	MIKE	7/22/2011	111710	\$ 1,681.00	123 NO ADDRESS	MANHATTAN BEACH	CA
19	PIGRAM	RENAE	10/6/2010	102405	\$ 1,565.75	19021 KEMP AVE	CARSON	CA
20	RIQUELME	VICTOR	6/26/2011	111442	\$ 226.85	1641 E GRANT RD	TUCSON	AZ
21	SALONSKY	JACK	7/3/2011	111517	\$ 1,681.00	123 NO ADDRESS (PARENTS)	SAINT AUGUSTINE	FL
22	SMITH	SEAN	9/1/2011	112116	\$ 1,671.00	123 NO ADDRESS	BRENTWOOD	CA
23	SORESINA	JANET	7/5/2011	111553	\$ 100.00	1605 HARKNESS ST	MANHATTAN BEACH	CA
24	SORESINA	JANET	7/29/2011	111772	\$ 100.00	1605 HARKNESS ST	MANHATTAN BEACH	CA
25	SPRUNK	JAMES	2/9/2011	110205	\$ 1,184.25	108 N HELBERTA AVE APT 24	REDONDO BEACH	CA
26	STONE	MIRIAM	5/30/2011	111210	\$ 241.00	1424 MAN BCHILDVD APT B	MANHATTAN BEACH	CA
27	TRUJILLO	GIOVANNI	7/1/2011	111612	\$ 1,629.00	3103 POPLAR	LYNWOOD	CA
28	UGALDE	GARMEN	7/4/2011	111524	\$ 1,861.50	123 NO ADDRESS	LOS ANGELES	CA
29	WADE	CATANA	11/16/2010	102714	\$ 1,341.75	12919 SPINNING AVE	GARDENA	CA
30	WARREN	STEVE	7/30/2011	111783	\$ 1,681.00	123 NO ADDRESS	PORTLAND	ME
31	ALANIZ	JOSE	5/25/2011	111171	\$ 1,615.75	8631 RAMSGATE	LOS ANGELES	CA

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32	ARGUETA	ROSA	6/17/2011	1101357	\$ 1,748.75	1109 W 95TH ST	LOS ANGELES	CA
33	AYALA	KAELA	6/22/2011	1101393	\$ 1,599.75	123 NO ADDRESS	MANHATTAN BEACH	CA
34	BEALL (ESTATE OF)	SHIRLEY	8/10/2011	111907	\$ 100.00	123 NO ADDRESS	EL SEGUNDO	CA
35	BRETADO	BRENDA	8/12/2011	111933	\$ 334.80	3001 MAGNOLIA AVE	LONG BEACH	CA
36	CHOICE	STEVE	7/18/2011	111672	\$ 1,671.00	322 25TH PL	MANHATTAN BEACH	CA
37	CLOUD	LIZ	9/11/2011	112193	\$ 1,682.00	123 NO ADDRESS	REDONDO BEACH	CA
38	COBOS	VIVIAN	7/4/2012	111521	\$ 100.00	432 W POPLAR ST	COMPTON	CA
39	DAUBURS	NILS	7/30/2011	111779	\$ 1,126.50	3242 CALIFORNIA ST	CHICAGO	IL
40	EARDLEY	KRISTIEN	8/5/2011	111871	\$ 1,681.00	612 HIGHLAND AVE	MANHATTAN BEACH	CA
41	ELLENSHOHN	MARK	8/1/2011	111825	\$ 1,126.50	2358 COLD MOUNTAIN WAY	SAN BERNARDINO	CA
42	ENGERT	AMBERLY	9/4/2011	112143	\$ 1,724.25	235 LAKEVIEW LANE	JACKSON	MO
43	ELZINGA	LAMBERTI	7/22/2011	111716	\$ 1,681.00	DANIEL BOSMASTRJITTE 8	DEWESTEREN, NETH	ERLAND
44	GULEN	GULSERENI	9/23/2011	112290	\$ 1,601.00	214 S IRENA AVE APT A	REDONDO BEACH	CA
45	HAAS	JAMES	8/19/2011	112002	\$ 102.48	661 27TH ST	MANHATTAN BEACH	CA
46	HAAS	JAMES	8/12/2011	111929	\$ 100.54	661 27TH ST	MANHATTAN BEACH	CA
47	HYLTON	JEFF	9/11/2011	112189	\$ 1,435.00	123 NO ADDRESS	SEATTLE	WA
48	KIEBS	BENI	7/23/2011	111727	\$ 1,645.50	1525 AVIATION BLVD	REDONDO BEACH	CA
49	MILLER	JOHN	7/3/2011	111502	\$ 1,246.50	1703 BRADBURY DR	MONTEBELLO	CA
50	MILLER	PETER	7/1/2012	111481	\$ 1,634.75	2828 ALMA AVE	MANHATTAN BEACH	CA
51	MAURY	YKUM	7/27/2011	111751	\$ 1,710.50	1515 ARTESIA BLVD APT 2	MANHATTAN BEACH	CA
52	PEPPEREL (EST. OF)	MARYANN	11/6/2010	102644	\$ 50.00	123 NO ADDRESS	MANHATTAN BEACH	CA
53	QUINN	KRISTIEN	8/9/2011	111895	\$ 50.00	1612 CHESTNUT AVE	MANHATTAN BEACH	CA
54	ROJAS	NICHOLAS	6/15/2011	1101345	\$ 1,609.75	1852 MARINE AVE	MANHATTAN BEACH	CA
55	SANROMAN	BRENDON	7/18/2011	111674	\$ 1,158.75	1652 W 256TH ST APT B	HARBOR CITY	CA
56	SHOCKLEE	RUSSELL	7/25/2011	111747	\$ 1,752.00	146 LYNDON AVE APT 1	HERMOSA BEACH	CA
57	WALTERS	LUIS	7/26/2011	111749	\$ 1,756.00	3113 N POINSETTIA AVE	MANHATTAN BEACH	CA
58	ARGUETA	ROSA	8/31/2011	112112	\$ 1,820.00	1109 W 95TH ST	LOS ANGELES	CA
59	COLIN	RICHARDO	9/18/2011	112250	\$ 1,619.00	2675 ARLINGTON AVE APT 2	LOS ANGELES	CA
60	HAAS	JAMES	9/11/2011	112195	\$ 100.54	661 27TH ST	MANHATTAN BEACH	CA
61	HARLOW	DAVID	9/20/2011	112258	\$ 100.00	762 31ST ST	MANHATTAN BEACH	CA
62	HOSIE	EVAN	3/25/2011	110705	\$ 811.45	1158 MANZANITA LANE	MANHATTAN BEACH	CA

Last Name First Name Trip Date Incident Balance Street City State

63	MADSEN	JOAN	10/22/2011	112526	\$ 1,828.25	123 NO ADDRESS	MANHATTAN BEACH	CA
64	MILLER	JOHN	10/16/2011	112475	\$ 1,709.50	1703 BRADBURY DR	MONTEBELLO	CA
65	STEELE	DAZELLE	10/14/2011	112461	\$ 1,722.50	PO BOX 12921	MARINA DEL REY	CA
66	WYDER	ROMANA	8/9/2011	111898	\$ 1,246.50	123 NO ADDRESS	BERN, SWITZERLAND	
67	WATERSON	KATHLEEN	10/21/2010	102520	\$ 1,075.00	123 NO ADDRESS	HERMOSA BEACH	CA
68	WATERSON	KATHLEEN	12/9/2010	102900	\$ 1,697.75	123 NO ADDRESS	HERMOSA BEACH	CA
69	WATERSON	KATHLEEN	12/17/2010	102965	\$ 1,075.00	123 NO ADDRESS	HERMOSA BEACH	CA
70	WATERSON	KATHLEEN	1/8/2011	110061	\$ 1,609.75	123 NO ADDRESS	HERMOSA BEACH	CA
71	WATERSON	KATHLEEN	1/13/2011	110100	\$ 1,643.75	123 NO ADDRESS	HERMOSA BEACH	CA
72	WATERSON	KATHLEEN	1/14/2011	110103	\$ 1,143.50	123 NO ADDRESS	HERMOSA BEACH	CA
73	WATERSON	KATHLEEN	5/22/2011	111150	\$ 1,649.00	123 NO ADDRESS	HERMOSA BEACH	CA
74	WATERSON	KATHLEEN	10/10/2011	112433	\$ 1,158.75	123 NO ADDRESS	HERMOSA BEACH	CA
75	WATERSON	KATHLEEN	10/26/2011	112560	\$ 1,706.50	123 NO ADDRESS	HERMOSA BEACH	CA
76	WATERSON	KATHLEEN	11/1/2011	112622	\$ 1,709.50	123 NO ADDRESS	HERMOSA BEACH	CA

\$ 92,477.87

Date: 5/11/12



Revenue Services Manager: _____

Finance Director: _____

JANUARY - MARCH 2012
UB COLLECTIONS

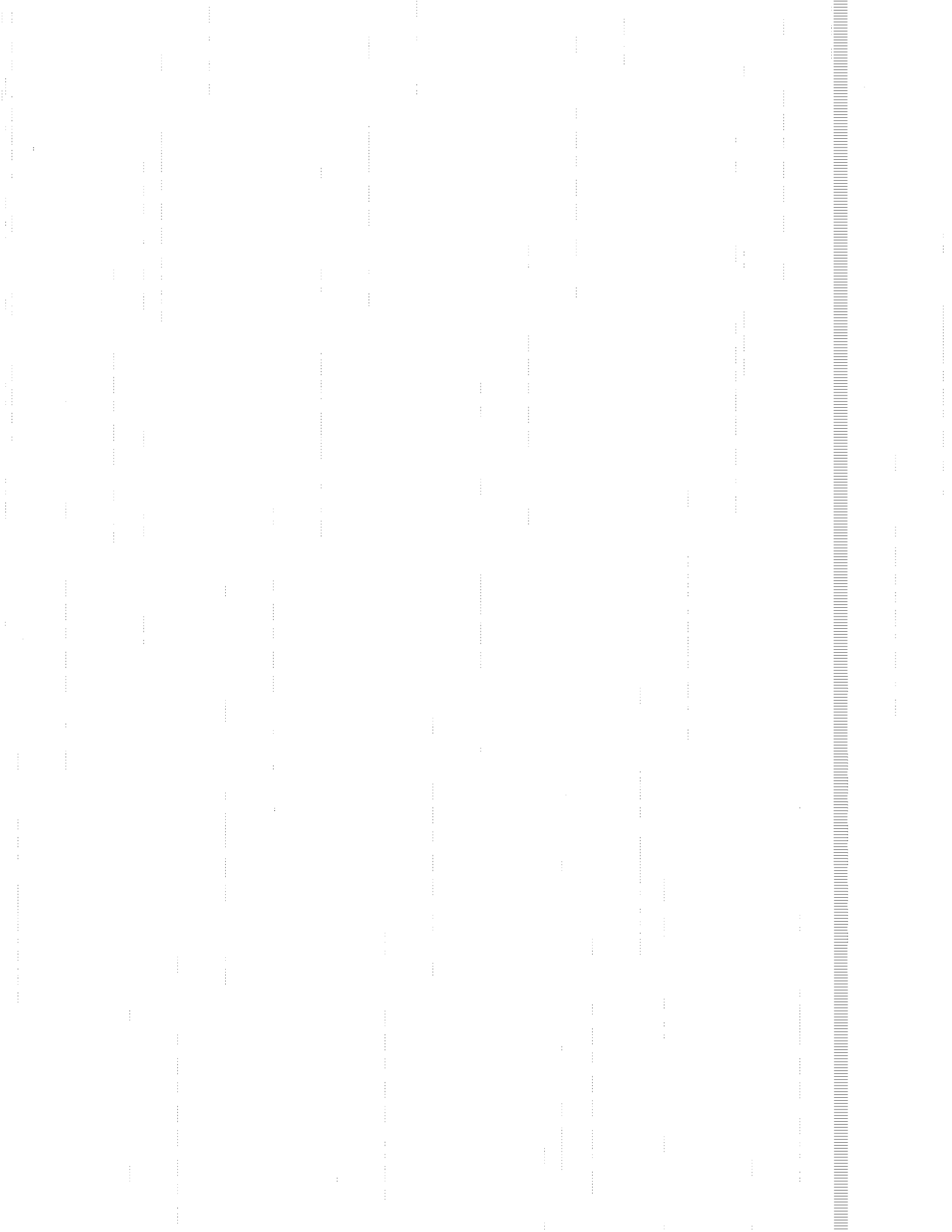
closed	Primary Cust Name	Prime Location Address	Closed Date	Customer balance due
C	SANIGOK, SEMA	53 SAUSALITO CIR W	2/1/2012	178.44
C	MOOR, TAYLOR	204 SEAVIEW ST	3/19/2012	250.14
C	SARGENT, CHRISTOPHER	120 7TH ST	2/24/2012	90.70
C	KALLIS, LUKE	720 HIGHLAND AVE	2/3/2012	180.59
C	DINWIDDIE, DAVID	337 7TH ST	1/6/2012	169.25
C	STEPPER, DANIEL	130 19TH ST	1/31/2012	217.90
C	KARROWICH, SONYA	3101 VISTA DR	3/12/2012	392.75
C	DUCCOULOMBIER, GEORGE	641 17TH ST	2/3/2012	121.25
C	MCDONALD, VALERIE	2600 OAK AVE	2/9/2012	106.02
C	YOUNIE, ROBYN	3002 LAUREL AVE	2/29/2012	22.80
C	WALKER, IAN	720 ROSECRANS AVE	1/3/2012	139.46
C	TAI HUEI LUNG	1220 11TH ST	2/14/2012	38.52
C	SORESINA, JANET	1605 HARKNESS ST	3/15/2012	127.75
C	PERSON, JULIE	1844 MARINE AVE	3/22/2012	81.46
C	OSTROFF, ANNE	1613 N HERRIN AVE	3/23/2012	38.69
C	ENCORE BRIDAL LLC	3215 HIGHLAND AVE	1/31/2012	28.04
C	BELAMAR HOTEL LLC	3501 N SEPULVEDA BLVD	2/29/2012	1601.67
17	JAN - MAR 2012			3775.43

Date: 5/11/12



Revenue Services Manager: _____

Finance Director: _____



Miscellaneous Accounts Receivable Approval for Write-Off for Financial Credit Network

INV.# INV. DATE AMOUNT Initial Invoice Defining 1st Final Notice 2nd Final Notice Final Letter for Collections TYPE NAME/MAILING ADDR

INV.#	INV. DATE	AMOUNT	Initial Invoice	Defining 1st Final Notice	2nd Final Notice	Final Letter for Collections	TYPE	NAME/MAILING ADDR
1	12-02800	10/8/2011	\$ 1,046.40	✓	✓	✓	Sidewalk Repair	Peter & Denise Matlack 1201 Wendy Way Manhattan Beach, CA 90266
2	15-02051	1/6/2010	\$ 541.00	✓	✓	✓		Shiu Shaiendra Chand 5030 W. 131st Street Hawthorne, CA 90250
3	15-02515	8/31/2011	\$ 1,589.53	✓	P.O. Return, undeliverable as addressed.			Kristen Michelle Eardley 328 N. Prospect Avenue Redondo Beach, CA 90277
4	12-02629	9/29/2011	\$ 523.20	✓	✓	✓	Sidewalk Repair	Edward Horgan 1308 N. Ardmore Avenue Manhattan Beach, CA 90266
5	12-02632	9/29/2011	\$ 360.84	✓	✓	✓	Sidewalk Repair	Douglas Holzinger 1601 Chestnut Avenue Manhattan Beach, CA 90266
6	15-02552	9/30/2011	\$ 822.16	✓	✓	✓	Damage Recovery	Shifon Kawakita 14814 Hawthorne Blvd Lawndale, CA 90260
7	15-02558	9/30/2011	\$ 1,137.84	✓	✓	✓		David Patrick Schafer 16939 Bosque Drive Encino, CA 91436
8	12-02700	10/8/2011	\$ 327.00	✓	✓	✓	Sidewalk Repair	Mary or Oscar Marin 1151 Lynngrove Drive Manhattan Beach, CA 90266
9	12-02729	10/8/2011	\$ 654.00	✓	✓	✓	Sidewalk Repair	Lauri or Russel Allen 1713 Manzanilla Lane Manhattan Beach, CA 90266
10	12-02796	10/8/2011	\$ 540.00	✓	✓	✓	Sidewalk Repair	Sharda or Kirk Fabrizio 3208 Walnut Avenue Manhattan Beach, CA 90266
11	15-02560	10/21/2011	\$ 924.50	✓	✓	✓		Mark L. Waters 1018 Palm Lane Redondo Beach, CA 90278
12	15-02562	11/10/2011	\$ 497.82	✓	✓	✓		Daniel Joseph Rumph 17111 Goldenwest Street #L2 Huntington Beach, CA 92647



Date: 5/12/12 \$ 8,984.29

Revenue Services Manager: _____ Finance Director: _____

