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FINANCE & RECORDS**Memo**

To: Gregg Mandsager, City Administrator

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

Date: May 8, 2014

Re: Resolution to Write Off Debts of Former Housing Tenants

5/8/14

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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 three former Clark House and Sunset Park tenants which owe money to the City. These amount total \$1,318.86 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 15, 2014 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 collection 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:			
Myra Reimers	\$ 328.13	rent, late fees, move out charges	10/1/13
Patricia Hora	\$ 578.75	rent, late fees, move out charges	11/1/13 (deceased)
Total-Clark House	\$ 906.88		
Sunset Park:			
Casey Burns	\$ 411.98	move out charges (cleaning and maintenance)	8/1/12
Total-Sunset Park	\$ 411.98		
Total	\$ 1,318.86		

PASSED, APPROVED AND ADOPTED THIS 15th DAY OF MAY, 2014.

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

DeWayne Hopkins, Mayor

Attest:

Gregg Mandsager, City Clerk