



---

**FINANCE & RECORDS**

**Memo**

To: Gregg Mandsager, City Administrator

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

Date: May 19, 2011

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 eight former Clark House and Sunset Park tenants which owe money to the City. These amount total \$7,017.99 which includes unpaid rents, damages, maintenance charges, and amounts charged for unreported income. It should be noted that this amount reflects two years of unpaid amounts as no write-off resolution was done last fiscal year. 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 19, 2011 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	DU FOR	MONTH/YEAR VACATED
<b>CLARK HOUSE:</b>			
TIMOTHY DWYER	\$ 222.00	PARTIAL RENT	TERM 2/1/11 (DECEASED)
STEVEN DYRE	\$ 46.56	PARTIAL RENT	TERM 6/1/10 (DECEASED)
MICHAEL MULNIX	\$ 1,227.50	RENT	TERM 2/1/10
<b>TOTAL - CLARK HOUSE</b>	<b>\$ 1,496.06</b>		
<b>SUNSET PARK:</b>			
VANESA LANDEROS	\$ 2,006.37	DAMAGES	TERM 2/1/10
JESSICA STROUGHMATT	\$ 511.69	PART RENT\$211.69/MAINT CHG\$300	TERM 9/1/09
JUDY FRANK	\$ 261.54	DAMAGES	TERM 7/1/09
JESSICA REGENITTER	\$ 2,375.58	PART RENT\$406/MAINT CHG\$306.82 & UNREPORT INCOME\$1662.76	TERM 12/1/09
CATHY JOHNSON	\$ 366.75	MAINT CHG	TERM 6/1/09
<b>TOTAL - SUNSET PARK</b>	<b>\$ 5,521.93</b>		
<b>TOTAL</b>	<b>\$ 7,017.99</b>		

**PASSED, APPROVED AND ADOPTED THIS 19th DAY OF May, 2011.**

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

**Richard W. O'Brien, Mayor**

**Attest:**

**Gregg Mandsager, City Clerk**