



*CITY  
OF  
SEABROOK*

AGENDA  
BRIEFING

**Date of Meeting:** 10/4/2016

**Submitter/Requestor:** M Gibbs

**Date Submitted:** 09/21/2016

**Presenter:**

**Description/Subject:** Delinquent utility account write-offs

**Name of Applicant (if applicable) :**

**Legal Description (if applicable):**

**Purpose/Need:** Administrative Issue

**Background/Issue** (What prompted this need?): Annual process where delinquent utility accounts are removed from the City's accounts receivable balance and transferred to the bad debt file and posted to the Texas Revenue Recovery Assn. website for further collection action.

**Impacted Parties** (Expected/Notified):

**Miscellaneous Comments:**

**Recommended Action:** To approve the list of accounts for "write-off" in the amount of \$7,842.05, to be effective 9/30/2016

**Attachments:** List of delinquent accounts

**Fiscal Impact:** Finance Officer Review  Yes  No  
Budgeted  Yes  No  
Budget Amendment Required  Yes  No

Budget Dept/Line Item Number: 902-5465

Future/Ongoing Impact:

**Funding Comments:**

**Where on the agenda should this item be placed? Consent Agenda**

**Suggested Motion:** To approve the list of accounts for "write-off" in the amount of \$7,842.05, to be effective 9/30/2016

(All items are to be reviewed and approved by the city manager, except items submitted by the mayor or any council member or routine consent agenda items such as minutes and second & third readings of ordinances.)

Sent to City Attorney for review on

Approved by City Attorney on

(City Attorney should review all ordinances, resolutions, contracts and executive session items.)

**All requests must be submitted to the City Secretary's Office no later than 12:00 p.m. on the Monday, one week prior to the regular Tuesday Council Meeting. All required attachments are to be submitted with the request. Incomplete items cannot be placed on the agenda.**