AGENDA ITEM SUMMARY										
Meeting Date: April	10, 2007	[X] []	Consent Workshop	[]	Regular Public Hearing					
Submitted For:	FIRE RESCUE	=====								

PALM BEACH COUNTY BOARD OF COUNTY COMMISSIONERS

Agenda Item #: **35 - 3**

I. EXECUTIVE BRIEF

Motion and Title:

Staff recommends motion to approve: The write-off of uncollectible Fire-Rescue receivables to remove these amounts from the County's financial books for the following period:

October 1, 2002 through September 30, 2003 \$22,750

Summary:

In accordance with the Palm Beach County Fire Code, Palm Beach County Fire Rescue assesses fees for excessive false alarms. The County also has agreements for mutual aid with qualified municipalities for the provision of emergency services throughout Palm Beach County. For the period October 1, 2002 to September 30, 2003 there is currently \$22,750 in receivables related to these services that are deemed to be uncollectible and staff recommends that this amount be written-off the County's financial books. The write-off of these accounts does not eliminate the County's authority to continue to pursue collection of these accounts. This recommended write-off does not include emergency transport fees which Fire-Rescue seeks Board approval separately on an annual basis.

Countywide (SB)

Background and Policy Issues:

The receivables originated with Palm Beach County Fire-Rescue for services provided between October 1, 2002 and September 30, 2003. The responsible party received an original invoice and a second notice from the Palm Beach County Finance Department. Fire Rescue has made additional collection efforts by mailing a ninety (90)-day and a one-hundred twenty (120)-day past due notice to the responsible party signed by the County Attorney's office. The outstanding receivables were later forwarded to the collection agency under contract with the County without success. The outstanding invoices are now deemed uncollectible and staff, along with the approval of the County's Collections Coordinator, recommends that these amounts be written-off the County's financial books.

Attachments:

1. Open Invoice Report for Period October 2002 - September 2003 2. Approval memo signed by Fire Rescue Administrator and Collections Coordinator

Recommended By:	Deputy Chief	<u>3: /. 07</u> Date
. •	. A beputy chief	Date
Approved By:	Hermon Drice	3-2-07
-	Fire-Rescue Administrator	Date

II. FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact:

Fiscal Years	2007	2008		2009		2010	2011
Capital Expenditures Operating Costs					-		
			•		-		
External Revenues					_		
Program Income (County))				_	<u></u>	
In-Kind Match (County)					-		
NET FISCAL IMPACT					-	<u></u>	
# ADDITIONAL FTE							
POSITIONS (Cumulative	;)				_		
Is Item Included in Currer	t Budget?		Yes_	No	o		
Budget Account No.:	Fund	Dept	Unit	t	Object		

B. Recommended Sources of Funds/Summary of Fiscal Impact:

The approval of this item will authorize the Clerk of the Courts to record the necessary accounting entries to remove these amounts from the financial records. As required under the PPM, Fire Rescue will continue to maintain a database of these invoices.

C. Departmental Fiscal Review:

III. REVIEW COMMENTS

A. OFMB Fiscal and/or Contract Dev. and Control Comments:

3-16-07 OFMB

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B. Legal Sufficiency:

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C. Other Department Review:

Department Director

THIS SUMMARY IS NOT TO BE USED AS A BASIS FOR PAYMENT.

FRE67 02/23/2 Page 1	/2007		PALM BEACH COUNTY, FLORIDA OUTSTANDING INVOICES - Through FY2003 Through Date 2/22/2007 Total Amount Outstanding by Vendor - Greater than \$2,500									
FUND:	: 1300 Fire/Rescue MSTU	J									· ·	
DEPT: 440 Fire Rescue			UNIT: 4241 Fire Prevention							CLOSED	OUTSTANDING	
UNIT		LN. #	PROVIDER	ί.	RS CD	SRSRC CD	OBSA		LN. AMT.	AMT.	AMT.	
FRBRY				•	,		, <u></u> ,					
	C03FRFA00039	1	FRBRYA03	Bryason Realty Corporation	4224		1150		250.00	0.00	250.00	
	C03FRFA00081	1	FRBRYA03	Bryason Realty Corporation	4224		1150		2,750.00	0.00	2,750.00	
	C03FRFA00148	1	FRBRYA03	Bryason Realty Corporation	4224		1150		1,000.00	0.00	1,000.00	
										1	4,000.00	
FRMDN	C03FRFA00069	1	FRMDNW01	M D N Wharfside Ltd	4224		1150		4 250 00	0.00	1 050 00	
	C03FRFA00147			M D N Wharfside Ltd	4224 4224		1150		1,250.00	0.00	1,250.00	
	C03FRFA00205			M D N Wharfside Ltd	4224 4224		1150		500.00	0.00	500.00	
	C03FRFA00249			M D N Wharfside Ltd	4224		1150		500.00	0.00	500.00	
	C03FRFA00336			M D N Wharfside Ltd	4224 4224				1,000.00	0.00	1,000.00	
	C03FRFA00382	· 1		M D N Wharfside Ltd	4224 4224		1150		2,000.00	0.00	2,000.00	
		2	ELVINDUARA	M D N WINDISIUG LIU	4224		1150		1,000.00	0.00	1,000.00	
FRPAL	M86										6,250.00	
1 1 1 2 2	C03FRAR00459	1	FRPALM86	Palm Springs Public Safety	4240		1331		12,500.00	0.00	12,500.00	
							-					

12,500.00



Fire Rescue Chief Herman W. Brice 50 South Military Trail, Suite 101 West Palm Beach, FL 33415-3198 (561) 616-7000 www.pbcgov.com

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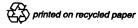
Burt Aaronson

Jess R. Santamaria

County Administrator

Robert Weisman

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Date:February 26, 2007To:Glenn Meeder, Collections Coordinator, OFMBFrom:Herman W. Brice, Fire-Rescue AdministratorRe:Write-off of Uncollectible Accounts Receivables

Per Receivables Collections and Write-offs PPM# CW-F-048, Paragraph III, C., 2.d., Fire-Rescue is preparing a Board item to request approval of the attached invoices for write-off. The total amounts of debt by provider referenced on the attached spreadsheet are *over \$2500.00*. The total amount to be written-off is *\$22,750.00*.

Every available resource and every reasonable effort has been exhausted, in pursuit of collecting the unpaid balances, therefore, these accounts receivables have been determined to be "Uncollectible," and should be written off. Schedule attached.

In compliance with PPM# CW-F-048, Fire-Rescue will maintain an automated database (Excel spreadsheet) which is capable of storing, retrieving and printing in a usable format all pertinent information for each "written-off" invoice by line item.

Upon approval, please return original to me. Your immediate attention is appreciated.

Approved isapproved

Herman W. Brice Fire-Rescue Administrator

Approved Disapproved On al Glenn Meeder, Collections

Coordinator, OFMB

HWB: ml

cc:

John Wilson, Director of Finance & Planning, Fire-Rescue Michelle Liska, Financial Analyst III, Fire-Rescue

ATTACHMENT # ス