Agenda Item #: 35-2

### PALM BEACH COUNTY BOARD OF COUNTY COMMISSIONERS

### AGENDA ITEM SUMMARY

			====:					
Meeting Date: October 21, 2008 Department	[X]	Consent Workshop		Regular Public Hearing				
Submitted For: FIRE RESCUE								
I. EXECUTIVE BRIEF								
Motion and Title:								
Staff recommends a motion to apport receivables to remove these amounts for period:								
October 1, 2003 through January 31, 2	005	\$19,5	00					
Summary:								
The County has agreements for mutual aid with qualified municipalities for the provision of emergency services throughout Palm Beach County. For the period October 1, 2003 to January 31, 2005 there is currently \$19,500 in receivables related to two mutual aid responses that are deemed to be uncollectible. In accordance with Countywide policy (CW-F-048), staff is recommending this amount be written-off the County's financial books. This write-off does not include emergency transport fees which Fire-Rescue seeks Board approval separately on an annual basis, nor does it forgive any debt owed the County.  Countywide (SB)								
Background and Policy Issues:								
The receivables originated with Palm Beach County Fire-Rescue for services provided between October 1, 2003 and January 31, 2005. 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 County's Collection Coordinator in the Office of Finance Management and Budget. The outstanding invoices are now deemed uncollectible and staff, along with the approval of the County's Collections Coordinator, recommends these amounts be written-off the County's financial books.								
Attachments:								
Outstanding Accounts Receivable R     Approval memo signed by Fire Resc     =================================	eport C ue Adr	October 2003 - ministrator and	- Janua Collec	ary 2005 ctions Coordinator				
Recommended By:Deputy Chi	ief	202		<u>〜、スス・つ8</u> Date				
Approved By: Fire-Rescu	e Adm	nee inistrator		9-22-08 Date				
	,	(1/2)						

### II. FISCAL IMPACT ANALYSIS

Α.	Five Year Summa	ry of Fiscal	Impact:			
Capi	al Years tal Expenditures rating Costs	2008	2009	2010	2011	2012 
Prog	rnal Revenues ram Income (Count nd Match (County)	y)	<u>19,500</u>			
NE	T FISCAL IMPACT		<u>19,500</u>			
	ADDITIONAL FTE SITIONS (Cumulativ	/e)				
Is Ite	em Included in Curre	ent Budget	? Ye	s No		
Budg	get Account No.:	Fund <u>1300</u>	Dept <u>440</u> Uni	t <u>4210</u> Object	<u>4240</u> BSA <u>133</u>	<u>31</u>
В.	Recommended So	ources of F	unds/Summ	ary of Fiscal	Impact:	
The accounde	approval of this item unting entries to rem er the PPM, Fire Reso	will authorize nove these a cue will cont	ze the Clerk of amounts from inue to maint	of the Courts the financia ain a databas	to record the larecords. Arecords.	necessary As required oices.
C.	Departmental Fisc	cal Review:	Johan	ub		_
	III. REVIEW COM	MENTS	U			
Α.	OFMB Fiscal and/	or Contrac	t Dev. and C	ontrol Comn	nents:	
В.	Legal Sufficiency		-08 9 25 08	Contract I	Dev. and Con	set 9 b9
	Sham Bu Assistant Count	Mowy y Attorney	-2-08			
C.	Other Department	t Review:				
	Departmen	t Director				

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

# ATTACHHENT

## Palm Beach County Fire-Rescue Outstanding Accounts Receivable Report - (Greater than \$2500.00) as of 7/3/2008

System Record Date	Customer Code/ Invoice Number	Customer Legal Name/ Acctg Line Description	Fund / ]	Dept / Un	it / RSRC	/ SRSRC		Invoiced	<u>Balance</u>
	Vendor/Customer Code: VC00000014	158 Palm Springs Village Of							
10/21/2005	FRAR100604000000001	MUTUAL AID 9/7/04 INC# 04-70930 @ 307 WOODLAND RD	1300	440	4210	4240		2,000.00	2,000.00
10/21/2005	FRAR1102040000000075	MUTUAL AID 10/9/04 INC# 04-81998 @ S Congress Av	1300	440	4210	4240		17,500.00	17,500.00
							Palm Springs V	illage Of	19,500.00



Fire Rescue
Chief Herman W. Brice
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West Palm Beach, FL 33415-3198
(561) 616-7000
www.pbcgov.com

#### Palm Beach County Board of County Commissioners

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Jess R. Santamaria

**County Administrator** 

Robert Weisman

"An Equal Opportunity
Affirmative Action Employer"

Date:

July 8, 2008

To:

Glenn Meeder, Collections Coordinator, OFMB

From:

Herman W. Brice, Fire-Rescue Administrator

Re:

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 \$19,500.00.

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

Disapproved

Herman W. Brice

Fire-Rescue Administrator

Approved
Disapproved

Glenn Meeder, Collections

Coordinator, OFMB

HWB:ML

cc:

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

**&** 

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