



STAFF REPORT

Report To: Board of Supervisors **Meeting Date:** March 4, 2021

Staff Contact: Sheri Russell, Chief Financial Officer (srussell@carson.org)

Agenda Title: For Possible Action: Discussion and possible action regarding an application to remove \$66,175.26 in uncollectible accounts receivable from the records of the Landfill Department, General Fund. (Sheri Russell, srussell@carson.org)

Staff Summary: Landfill staff informed the Finance Department that certain accounts receivable on their records are uncollectible. Under NRS 354.256, the Carson City Auditor (Chief Financial Officer of Carson City) applies to the Board of Supervisors for permission to remove uncollectible accounts receivable from the records of Carson City.

Agenda Action: Formal Action / Motion **Time Requested:** 5 Minutes

Proposed Motion

I move to approve the application.

Board's Strategic Goal

Efficient Government

Previous Action

N/A

Background/Issues & Analysis

Carson City operates the Landfill which serves Carson City and surrounding areas.

Most of the uncollectible amounts are due from companies that are no longer in business, could not be reached or filed for bankruptcy and have had outstanding balances for over a year with no activity. The probability of collection on these accounts is very remote. The attached listing of the accounts that the landfill has deemed uncollectible includes account number, amounts, dates, and the reason indicating why the debt is uncollectible.

The Landfill used all reasonable efforts available to them to collect these funds. The Landfill sends monthly invoices to its customers. If after 30 days the invoice is unpaid, another invoice is sent out along with a late notice. After 45 days, the customer is called to verify if they have received the notices and when they will be paying. At 60 days, staff will send a second notice, and again call. The Customer's Landfill "charge on account" privileges will be revoked until they pay in full for their service. After 90 days, a third letter and phone call will be made. The customer's account will also be terminated and they will not be able to open a new one for a period of one year. At 120 days, a certified final letter will be sent. If no payment is received after that, the account will be deemed uncollectable and will be written off.

The City rarely has write-offs in the Landfill Department. The total write-off requested is for \$66,175.26.

Under NRS 354.256 the County Auditor (Chief Financial Officer) hereby applies for permission to remove the accounts listed on the attached document from the records of the General Fund.

Applicable Statute, Code, Policy, Rule or Regulation

NRS 354.256

Financial Information

Is there a fiscal impact? Yes

If yes, account name/number: General Fund - Landfill Receivables 101-115400 and Landfill Revenue 1013980-444010

Is it currently budgeted? No

Explanation of Fiscal Impact: No write-offs are budgeted for Landfill as it is very rare that we have any. Writing off these receivables will create a \$66,175.26 reduction of revenues in FY21. As of February 18th, 2021 Landfill revenues are \$4,038,126.33 and we are approximately 7.5 months into the fiscal year. If finance projects this balance out over the remainder of the year, revenues should be approximately \$6.4 million. Even with the revenue reduction of \$66,175.26 in write-offs Landfill revenue should meet the current budget of \$5,938,000.

Alternatives

- 1) Reject Application
- 2) Modify Application
- 3) Provide alternative direction

Attachments:

[Landfill write-off 2021.pdf](#)

Board Action Taken:

Motion: _____	1) _____	Aye/Nay
	2) _____	_____

(Vote Recorded By)

Landfill Writeoffs

Account #	Name	Amount	Notes
10176112	Diversified Concrete Cutting	\$ 8,661.52	Company is in Chapter 7 Charges are from 12/13/17-02/23/18
11000686	J.N.J Home Works	\$ 84.93	Both owners have moved out of the area and can not be reached Charges are from 10/06/18-12/07/18.
11000773	Michele's Mowing & Landscaping Services	\$ 147.44	Phone number listed is disconnected. No reply to letters sent. Charged are from 3/8/19-6/22/19
10217965	Commercial Grinding LTD	\$ 111.93	Company is out of business. Charges are from 4/03/19-06/15/19
11000744	Rubbish Runners	\$ 57,169.44	Company is out of business. Charges are from 10/23/18-12/08/18
	Total Write-offs	<u>\$ 66,175.26</u>	