



# Board of Public Works and Safety

## Agenda Item

### Cover Sheet

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**MEETING DATE:** March 27, 2018

☒ New Item for Discussion

☐ Previously Discussed Item

☐ Miscellaneous

**ITEM #:** 6

**INITIATED BY:** Gerri Henderson

☒ Information Attached

☐ Bring Paperwork from Previous Meeting

☐ Verbal

☐ No Paperwork at Time of Meeting

**MEMORANDUM**

TO: MEMBERS OF THE BOARD OF WORKS

FROM: GERRI HENDERSON, BILLING ADMINISTRATOR

DATE: MARCH 15, 2018

IN RE: REQUESTING BOARD'S APPROVAL FOR  
WRITE-OFF OF UNPAID SEWER/TRASH DEBTS  
FROM 1<sup>ST</sup> QUARTER OF 2017.

Asking the Board's approval for write-off of unpaid debts in the amount of **\$1,862.57**. (Please see attached information regarding explanation of unpaid debts.)

Your consideration with regard to this matter would be greatly appreciated.

## NOBLESVILLE UTILITIES WRITE OFF POLICY

This is to set forth the reasons and circumstances in which Noblesville Utilities may write off an unpaid debt resulting from wastewater services provided to Noblesville City residents.

- A. Any unpaid balance of \$50 or less will be written off on accounts that have been marked as FINAL, and exceed 180 days after final notification to customer.
- B. Any property that was sold which had an outstanding balance and was sold before a lien could be filed on the property.
- C. Any property owner that files for bankruptcy will have their balance written off, as of the bankruptcy file date.
- D. Any outstanding balance on a property which has been sold in a sheriff's sale and the outstanding balance was not collected at the time of the sale.
- E. Any outstanding balance the Utility Director deems should be written off due to extenuating circumstances, such as lack of assets or unavailability of the debtor.
- F. Any unpaid lien balance that is outstanding 10 years after the file date of the lien.

A list of accounts to be considered for write off will be submitted to the Noblesville Board of Works on a quarterly basis.