

TOWN OF PALM BEACH

Information for Town Council Meeting on: November 13, 2018

To: Mayor and Town Council

Via: Kirk Blouin, Town Manager

From: Jane Le Clainche, Director of Finance

Re: Status Report of Delinquent Accounts and Request for Authorization to Write-off Uncollectible Accounts

Date: October 31, 2018

STAFF RECOMMENDATION

Staff recommends that the Town Council authorize staff to write off the balances identified in the report and summarized below:

Type of Charge	Write off Amount	FY2018 Revenue Collected	% of Write off vs. Total Revenue
EMS Charges	\$165,682	\$430,929	38.4%
Code Enforcement Fees	\$1,600	\$310,845	.005%
Parking Tickets (FY2015)			
Tickets	\$82,350	\$544,557	15.1%
Penalties	<u>\$81,468</u>	<u>\$143,089</u>	56.9%
Total	\$337,222	\$1,429,420	23.6%

GENERAL INFORMATION

Status of Delinquent Accounts - Year End Update

Attached is the September 30, 2018, Status of Delinquent Accounts report for your review. This report includes outstanding code enforcement liens, false alarm fees and fire prevention fees. The total amount of delinquent accounts on this report equals \$2,243,043.71. Most of the balance is made up of code enforcement liens. The numerous small amounts under code enforcement liens represent code enforcement administrative fees.

Overall, aside from the code enforcement liens, the alarm, special detail and fire prevention accounts are mostly current and collection letters have been sent to the parties involved. This delinquent account report is prepared monthly and distributed to the Planning, Zoning and Building, Public Works, Fire-Rescue and the Police Departments to monitor for collection opportunities.

EMS Collections

Fire-Rescue is requesting the authority to write off \$165,682 in uncollectible EMS fees. During FY13, the Town contracted with EMS Management and Consultants, Inc. (EMSMC) to bill and collect EMS fees. In 2015, we contracted with Security Collection Agency to collect the delinquent EMS and other outstanding accounts. EMSMC sends the uncollectible accounts to SCA on a monthly basis.

The total amount due on EMS accounts is shown below.

Total amount due on EMS accounts as of September 30, 2018: \$132,456

Total amount of delinquent accounts as of September 30, 2018: \$52,368

The collection rate for the FY2017 dates of service is currently 75.6%, the collection rate for the FY2018 dates of service is currently 75.2%

Total revenue from EMS fees for FY2018: \$430.929

Code Enforcement

Code Enforcement write-offs total \$1,600 for 18 cases. The attached memorandum from Benjamin Alma, Code Enforcement Manager, provides individual explanations per case.

Parking Tickets

The Town uses a collection agency, Enforcement Technology (ET) to collect on delinquent and out-of-state parking tickets. During FY17, their efforts to collect on delinquent tickets have produced \$17,580 in additional parking ticket revenue. ET has been paid \$7,032 for their efforts during the year.

Revenues from parking tickets and associated penalties for FY18 were \$103,524 higher than FY17.

Last year, Town Council authorized staff to write off unpaid tickets issued during fiscal year 2014. We are requesting that the Town Council authorize staff to write off outstanding parking tickets and penalties issued prior to September 30, 2015, totaling \$163,818. This total consists of original tickets issued in the amount of \$82,350 and \$81,468 in penalties. These tickets have been sent to the collection agency and all efforts have been made to collect these tickets. The collection agency will continue to pursue these outstanding tickets.

The chart below compares FY2017 vs. FY2018 write off and receivable balances.

Comparison of FY2017 vs. FY2018 Receivable Report

Write off Amounts

Type of Charge	FY2017	FY2018
EMS Charges	\$169,495	\$165,682
Code Enforcement	\$0	\$1,600
Recreation Camp Fees	\$832	\$0
Parking Tickets	\$166,895	\$163,818

Balance of Delinquent Accounts

Type of Charge	FY2017	FY2018
Code Enforcement Liens	\$2,679,578	\$2,232,075
Fire Prevention Fees	\$1,308	\$1,709
False Alarm Accounts	\$3,861	\$73
EMS Charges	\$158,530	\$132,456
Parking Tickets		
Tickets	\$289,754	\$302,530
Penalties	\$337,778	\$279,375

Revenues from above sources

Type of Charge	FY2017	FY2018
Code Enforcement Liens	\$178,244	\$310,845
EMS Fees	\$414,961	\$430,929
Parking Tickets and Penalties	\$584,122	\$687,646