



## ITEM SUMMARY

**MEETING DATE:** February 5, 2024

**FROM:** Teri Lea Beiriger, Finance Director, Finance Department

**SUBJECT:** Miscellaneous Billing Write-off

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### BACKGROUND

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Pursuant to Chapter 5, Fire Prevention and Protection of the City of Greenacres Code of Ordinance, the fire marshal shall inspect all commercial premises on an annual basis and invoice according to the Fire Prevention Fee Schedule. Customer #7306, Mobil Station, located at 5050 Lake Worth Road was repeatedly invoiced according to the Fire Prevention Fee Schedule for annual fire inspections from 2015 through 2018, along with multiple re-inspections during the same timeframe.

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### ANALYSIS

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Customer #7306, Mobil Station, located at 5050 Lake Worth Road is out of business. The City cannot take any other collection efforts against the business owner and requests approval to write-off the outstanding balance of \$309.50.

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### FINANCIAL INFORMATION

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Attached is a copy of the aging report and correspondence with the Business Tax Receipt Coordinator.

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### LEGAL

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The memo has been prepared in accordance with applicable City Code requirements.

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### STAFF RECOMMENDATION

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Approval to write-off the outstanding balance of \$309.50 for the remaining balance on Customer #7306, located at 5050 Lake Worth Rd.