

# MEMORANDUM

**TO:** Rosemary West, Supervisor, Treasurer's Office  
Gary Schmid, Manager of Finance

**FROM:** Jeffrey J. Warchol, Assistant City Attorney

**DATE:** October 27, 2008

**SUBJECT:** Outstanding Public Works (Write-offs and Paid In Full)

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I am closing out the following files due to such factors as the statute of limitations has expired, the party cannot be located, out of business or that the amount is too small to pursue collection. These accounts should be written off our books for accounting purposes. Some accounts have also been paid in full. Please mark your files accordingly and contact me with any questions you may have.

	<u>Name and PW #</u>	<u>Reason</u>	<u>Paid or Write-Off</u>	
(1)	Carlos Barillas PW #1405	<b>Paid in Full</b>	Owed	\$1,714.50
			Paid	\$1,714.50
			Balance	-0-
(2)	Brandon Hallberg PW #1809	<b>Paid in Full</b>	Owed	\$1,789.36
			Paid	\$1,789.36
			Balance	\$ -0-
(3)	Daniel L. Schultz PW #1400066	<b>Paid in Full</b>	Owed	\$1,124.38
			Paid	\$1,124.38
			Balance	\$ -0-
(4)	Jeffrey Killips PW# 1817	<b>Paid in Full</b>	Owed	\$1,166.10
			Paid	\$1,166.10
			Balance	\$ -0-
(5)	Craig Castro PW #1970005	<b>Write-Off Bankruptcy Discharge</b>	Owed	\$1,923.88
			Paid	\$ 192.39
			Write-Off	\$1,731.49
(6)	Michelle Schoenecker PW #1412	<b>Write-Off Deceased</b>	Owed	\$ 912.47
			Paid	\$ -0-
			Write-Off	\$ 912.47

JJW:da

L/Jeff/PWs/memos/West&Schmid-writeoff & PIF-PW

cc: Candi Sczerzen  
Nicole O'Connor