

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)

I am closing out the following files due to accounts being paid in full or considered paid in full per agreement between attorney and debtor with balance being written off our books for accounting purposes. 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)	Charles P. Lemberger PW #833	Paid in Full Per Agreement Atty/Lemberger	Billed \$4,740.00 Paid \$3,500.00 Write-off \$1,240.00
(2)	Anthony C. Maglio PW #757	Paid in Full Per Agreement Atty/Maglio	Billed \$1,262.36 Paid \$1,000.00 Write-off \$ 262.36
(3)	Daniel Prado Jr. PW #1201	Paid in Full	Billed \$3,058.39 Paid \$3,058.39 Balance \$ -0-
(4)	Diane Rossmann PW# 1869	Paid in Full	Billed \$2,482.52 Paid \$2,482.52 Balance \$ -0-

JJW:da
L/Jeff/PWs/memos/West&Schmid-writeoff & PIF-PW-2

cc: Candi Sczerzen
Nicole O'Connor