



City of Pensacola

222 West Main Street
Pensacola, FL 32502

Memorandum

File #: 21-00941

City Council

11/18/2021

LEGISLATIVE ACTION ITEM

SPONSOR: Grover C. Robinson, IV, Mayor

SUBJECT:

WRITE-OFF OF UNCOLLECTIBLE PORT OF PENSACOLA ACCOUNTS RECEIVABLE

RECOMMENDATION:

That City Council approve the write-off of \$10,132.88 in unpaid fees from Permawood, LLC and Atlantic Meridian Contracting retroactive to Sept. 30, 2021.

HEARING REQUIRED: No Hearing Required

SUMMARY:

The City's Financial Planning and Administrative Policy provides that all non-utility accounts receivable more than \$1,000 and in which a lien has not been filed be submitted to City Council for approval before being written off. The following two accounts are unable to be collected:

Permawood, LLC in 2020-21 rented space outdoors at the Port of Pensacola for storing wood pressure treating equipment (unpaid fees of \$9,000.00). Permawood is no longer active as an LLC according to State of Florida Sunbiz database, and all principles of the Company have been non-responsive to multiple certified mail contact attempts.

Atlantic Meridian Contracting moored a tug February-March of 2020 (unpaid fees of \$1,132.88). Multiple attempts to collect this outstanding balance from AMC have been made but they have been non-responsive. This LLC is also inactive.

The total of unpaid fees for both is \$10,132.88.

It is management's opinion that collection is unlikely for both accounts and requests permission to write off the balances.

PRIOR ACTION:

None

FUNDING:

N/A

FINANCIAL IMPACT:

Current past due fees total \$10,132.88 for both companies. The write-off will not impact FY22 revenues to the Port as the amount was recorded as a bad debt expense in FY21 and FY20.

CITY ATTORNEY REVIEW: Yes

10/27/2021

STAFF CONTACT:

Kerrith Fiddler, City Administrator
Amy Miller, Deputy City Administrator - Administration & Enterprises
Clark Merritt, Port Director

ATTACHMENTS:

- 1) Write-off of Uncollectible Port Accounts Receivables Report

PRESENTATION: No