

November 29, 2022

To the Honorable
The Common Council
City of Milwaukee

Subject: Cancellation of Invoice Balances due to Port of Milwaukee

Dear Council Members:

The attached resolution authorizes The City of Milwaukee Comptroller to cancel the balance of an invoice billed to U.S. Oil for monthly rent;

Invoice #	Date	Customer Name	Invoice Amount	Interest	Amount Paid	Amount to cancel
4280009483	12/19/2016	US Oil	30,000.00	0	-21,000.00	9,000.00

U.S. Oil is tenant at Port Milwaukee with lease terms that require periodic rent escalation. An invoice was issued reflecting an escalated rate that was later recalculated, reducing the amount owed by \$9,000. U.S. Oil submitted payment for the reduced amount that was applied to the incorrect invoice. The invoice was never corrected or reissued. Approval of this resolution would allow the remaining balance on the invoice to be cancelled from accounts receivable.

Respectfully,

Jackie Q. Carter
Port Finance & Administration Officer

Encl.