

**CITY COUNCIL AGENDA TOPIC**

Resolution authorizing the write-off of eighty uncollectable accounts from Probation totaling \$146,604.34.

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*Finance & Asset Management Department*

**EXECUTIVE SUMMARY**

<b>ACTION</b>	This resolution authorizes the write-off of eighty uncollectable accounts from Probation totaling \$146,604.34.
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**RECOMMENDATION**

Move to adopt Resolution No. 10397

**BACKGROUND/ANALYSIS**

The City uses billing and accounts receivable systems to collect many of the fees and charges currently authorized. Some examples of these charges include probations fees, development review and inspection fees, water service installation charges, fees for swim lessons, fire inspections, IT charges, etc.

FAM Policy/Procedure No. 4, Delinquency Management and Write-offs of Uncollectable Accounts, provides guidance and consistency in how City departments should actively manage their delinquent accounts, the requirement to send past due accounts to a collection agency, and the process for requesting accounts receivable write-offs. Departments must comply with specific Revised Code of Washington (RCW) or Washington Administrative Code (WAC) requirements relating to their line of business or activities. Departmental processes are documented and these, together with all write-off requests, are reviewed by the Treasury Manager to ensure appropriateness and compliance with the Finance & Asset Management (FAM) department policy prior to submission to the FAM Director and/or Council for write-off.

Eighty accounts are recommended for write-offs totaling \$146,604.34. Collection of these accounts was initially attempted by City staff, then referred to a collection agency until all efforts of collection were exhausted, or the statute of limitations was reached, and accounts were returned by the collection agency.

Reviewing and processing accounts receivable write-offs is a routine practice at the City. Detailed account information related to these write-offs is provided in Attachment A.

**POLICY & FISCAL IMPACTS****Policy Impact**

Bellevue City Code section 3.32.100 authorizes the FAM Director to write off delinquent accounts receivable over one year old and do not exceed \$1,000 per account. City Council approval is required

to write off uncollectable accounts over \$1,000. An account may not be written off unless all cost-effective means of collection have been exhausted.

**Fiscal Impact**

This resolution authorizes the write-off of eighty uncollectable accounts from Probation totaling \$146,604.34. Each City department that is responsible for the billing and collection of monies owed to the City has established written procedures on how to deal with the collection of monies owed. These procedures were followed and were exhausted; therefore, these accounts are now deemed ready for write-off.

**OPTIONS**

1. Adopt the Resolution authorizing the write-off of eighty uncollectable accounts from Probation totaling \$146,604.34.
2. Do not adopt the Resolution and provide alternative directions to City staff.

**ATTACHMENTS**

- A. Uncollectable Accounts  
Proposed Resolution No. 10397

**AVAILABLE IN COUNCIL LIBRARY**

N/A