



1309 114th Ave SE • Post Office Box 90012 • Bellevue, WA • 98009-9012

Probation Services
EHD

(425) 452-6956
(425) 452-4461

FAX: (425) 452-7883
FAX: (425) 452-4467

Date: February 27, 2023

From: Brad Nonaka; Manager; Probation Division
Laura Yamamoto; Senior Administrative Assistant

To: John Resha, Director
City of Bellevue Finance Department

Subject: Probation Division's Account Receivable Write-offs OVER \$1000.

Attached is a 1-page document entitled "2022 City of Bellevue-Probation – Accounts OVER \$1,000 Deemed Uncollectible as of 12/31/2022 " This listing contains a total of 6 accounts totaling: \$10,540.00.

The document contains five columns:

1. Case number in lieu of Client name
2. Write-off amount
3. Account Type
4. Court close or EHD end date
5. Account Status (referred to collection agency, overdue, closed, unable to locate, etc.)

This list of accounts meets the requirements of Ordinance No. 5838, namely that each account:

1. Does exceed \$1000
2. Is over one year old since closure (*see #3 above)
3. Has exhausted all cost-effective means of collection.

Each account has been through our standard collection process, which includes these steps:

1. Obtain documentation form King County District Court order Probation &/or EHD and imposing fees.
2. Have client sign a Promissory Note, agreeing to pay fees as they become due.
3. Generate monthly billing and send monthly statements of fees owing.
4. When closed, if delinquent, send a warning letter, requesting payment within 30 days.
5. Submit delinquent accounts with good addresses, and some but unsatisfactory response or payment to COB Legal Division, who sends a final Demand letter for payment of balance.
6. Submit accounts that do not respond to correspondences above, or whose correspondences are returned because of bad addresses (and no new address is found), to our collection agency, PMT Solutions LLC.

City of Bellevue



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Please authorize these write-offs by signing and dating this memo in the space provided below.

Thank you.

I authorize the Accounts Receivable Write-offs described above:

John Resha
City of Bellevue, Finance Department –
Director

Date

2022 City of Bellevue-Probation Accounts OVER \$1000 Deemed Uncollectible as of 12/31/2022

Clie Name	Write off Amount	Account Type *	Court Close or EHD End Date	Account status
1 BC0188745	\$1,805.00	†	2/12/2018	Returned by collection agency-PMT Solutions LLC"all cost effective means of collection have been exhausted"
2 BC0188459/BC0193953	\$1,200.00	†	11/16/2020	Returned by collection agency-PMT Solutions LLC"all cost effective means of collection have been exhausted"
3 BC0187195	\$2,560.00	#	8/26/2020	Returned by collection agency-PMT Solutions LLC"all cost effective means of collection have been exhausted"
4 BC0185934	\$2,725.00	†	1/14/2021	Returned by collection agency-PMT Solutions LLC"all cost effective means of collection have been exhausted"
5 BC0186894	\$1,070.00	†	8/20/2020	Returned by collection agency-PMT Solutions LLC"all cost effective means of collection have been exhausted"
6 5Z0012043	\$1,180.00	*	11/13/2020	Returned by collection agency-PMT Solutions LLC"all cost effective means of collection have been exhausted"
	Total	\$10,540.00		
*Compliance fees				
†BOTH: includes Probation and Compliance fees				
×BOTH: includes EHD and Compliance fees				
#All Three				

City of
Bellevue



NOTICE OF PAST DUE PROBATION FEES

Probation Services • PO Box 90012 • Bellevue, Washington • 98009 9012

Case #:

According to our records, you have an outstanding balance of **\$0.00**, which is past due for fees owing to Bellevue Probation. We must receive payment in full within **30 days** from the date of this notice or your account will be turned over to our **Collection Agency**.* To avoid future action, send a check or money order to:

**City of Bellevue Probation
P. O. Box 90012
Bellevue, WA 98009-9012**

Please put the case number listed above on your payment to ensure that it is properly credited to your account. Do not send cash in the mail! Cash payments are accepted at our office @ 1309 – 114th Ave. SE, Ste. 200 or at Service 1st counter at new City Hall @ 450 – 110th Ave. NE (both in Bellevue). For your convenience, *Visa & MasterCard* are also accepted at both locations.

If you are unable to pay the total amount due all at one time, or have questions about your account please call (425) 452-6956. New payment arrangements MIGHT be possible.

Thank you very much.

*Shelby Indelicato
425-452-6057
City of Bellevue
Probation Division*

*PMT Solutions

City of
Bellevue



Office of the City Attorney • 425-452-6829 • Fax 425-452-7256
Post Office Box 90012 • Bellevue, WA • 98009 9012

**Re: Case No.
Delinquent Balance**

Dear:

I have received a request to commence legal proceedings to collect **\$0.00** in delinquent payments on your court-ordered probation fees with the City of Bellevue. I am enclosing a copy of the documentation for your review.

The City demands prompt payment of the delinquent amount. If your check/money order, payable to the City of Bellevue, is not received by the Probation Office within the next thirty (30) days, the City will have no choice but to commence legal proceedings, which may include referral of this matter to a collection agency to collect the amount due.

To avoid legal action, please send your payment immediately to:

**City of Bellevue Probation Department
P.O. Box 90012
Bellevue, WA 98009-9012**

Please be advised that if this matter must be resolved in court, the City will seek prejudgment interest, costs and reasonable attorney's fees. To avoid further expense on your part, you are urged to pay the amount due within thirty (30) days. If you have any questions concerning this matter, contact the **Probation Department at (425) 452-6057.** We anticipate your prompt payment.

Very truly yours,

OFFICE OF THE CITY ATTORNEY
CITY OF BELLEVUE
Kathryn L. Gerla, City Attorney

Kathleen Kline
Assistant City Attorney
Enc.
cc: Probation Dept