

April 2, 2018

## **CITY COUNCIL AGENDA MEMORANDUM**

### **SUBJECT**

Resolution authorizing the write-off of 26 uncollectible accounts totaling \$45,963.17, as described in Attachment 1.

### **FISCAL IMPACT**

This Resolution authorizes the write-off of 26 uncollectible accounts totaling \$45,963.17 from various City departments. Each City department that is responsible for the billing and collection of moneys owed to the City has established written procedures on how to deal with the collection of monies owed. These procedures have all been followed and have been exhausted; therefore, these accounts are now deemed ready for write-off. Sufficient funds exist in the respective departments' budgets to cover these write-offs.

### **STAFF CONTACTS**

Toni Call, Finance Director, 452-7843

James Alcantar, Assistant Finance Director, 452-6846

Diane McPherson, Accounting and Treasury Manager, 452-4060

*Finance Department*

### **POLICY CONSIDERATION**

City Financial policies: The City Council must approve the write-off of accounts that are deemed to be uncollectible and exceed \$1,000 per customer.

### **BACKGROUND**

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

Bellevue City Code section 3.37.100, adopted via Ordinance No. 5838, dated November 3, 2008, describes the authority given by the City Council to the Finance Director to write-off delinquent accounts receivable that are over one year old and do not exceed \$1,000 per account. Accounts over \$1,000 that are deemed to be uncollectible must be approved by the City Council. An account may not be written off unless all cost-effective means of collection have been exhausted.

Finance Department Policy/Procedure No. 4 has been updated to provide guidance and consistency in how different City departments should actively manage their delinquent accounts, the requirement to send past due accounts to a collection agency as described in this policy, and the process for requesting accounts receivable write-offs. Certain departments must comply with specific RCW or 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 Accounting and Treasury Manager to ensure appropriateness and compliance with the Finance department policy prior to submission to Council or the Finance Director for write-off.

Detailed account information in relation to these write-offs is provided in Attachment A.

The Finance Director is recommending 26 accounts for write-off ranging from \$1,015.00 to \$3,586.50, and totaling \$45,963.17. Collection of each of these accounts was initially attempted by City staff, and then referred to a collection agency when the receivable amount exceeds \$50, until all cost effective efforts of collection were exhausted. There are several accounts that are requested to be written off because they are beyond the statute of limitations and have been returned by the collection agency.

**EFFECTIVE DATE**

If approved, this Resolution becomes effective immediately upon Council adoption.

**OPTIONS**

1. Adopt the Resolution authorizing the write-off of 26 uncollectible accounts totaling \$45,963.17, as described in Attachment 1.
2. Do not adopt the Resolution and provide alternative direction to staff.

**RECOMMENDATION**

Option 1

**MOTION**

Move to adopt Resolution No. 9393 authorizing the write-off of 26 uncollectible accounts totaling \$45,963.17, as described in Attachment 1.

**ATTACHMENTS**

A. Write-off of accounts receivable for 2018  
Proposed Resolution No. 9393

**AVAILABLE IN COUNCIL DOCUMENT LIBRARY**

N/A