

**CITY OF WHITE SALMON, WASHINGTON
RESOLUTION NO. 2013-05-370**

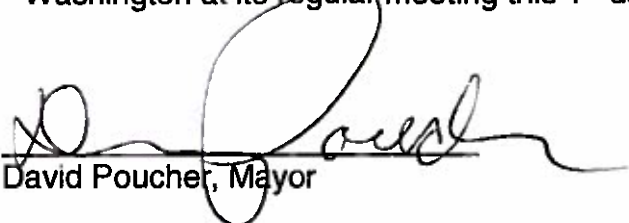
**A RESOLUTION OF THE CITY OF WHITE SALMON, WASHINGTON
REGARDING THE MATTER OF ESTABLISHING A POLICY FOR DELINQUENT
ACCOUNTS.**

WHEREAS, the city has recently approved contracting for collection services to offer an additional avenue for the city to collect monies owed on accounts; and

WHEREAS, guidance is needed to determine which path to collection is to be followed and under which circumstances accounts will be sent to collections.

NOW THEREFORE BE IT RESOLVED, the City Council for the City of White Salmon hereby adopts the following policies as described in Exhibit "A", attached hereto and incorporated by reference, for the benefit of employees, managers and customers of the City of White Salmon.

APPROVED AND PASSED by the City Council of the City of White Salmon, Washington at its regular meeting this 1st day of May 2013.




David Pouchet, Mayor

ATTEST:



Leana Johnson, Clerk/Treasurer

APPROVED AS TO FORM:



Kenneth B. Woodrich, City Attorney

POLICY

See Also: WSMC 13.16.075

Approved by: Res 2013-05-370

POL- Delinquent Accounts

This policy applies whenever an account is past-due for amounts owed. It can be for any Utility account, permit fee, connection fee, fee for service or other instance where money is owed to the City of White Salmon.

1. Past Due Utility Accounts Over 15 Days-Unless Subject to Item 2 Below

The city will shut water off for any account that is over 15 days past due. The customer will need to bring the account current before having their water turned back on. This includes any past-due amount, newly billed amount, and all fees for turning the water off and on.

2. Past Due Utility Accounts Over 15 Days-Special Conditions

Under certain circumstances, the account will be initially assessed by city staff and recommended to the city council to determine if it should be sent to collections, and if the fee for the collection should be added to the amount owed, or waived. Those circumstances may include, but are not limited to:

- Customer on a fixed income and receiving all applicable city discounts.
- Incurred severe financial burden due to a water leak.
- Incurred severe financial burden due to a medical emergency/condition.
- Water cannot be shut-off due to the health conditions of the persons living on the premises, or due to the age of the occupants.

3. Past Due Utility Accounts Over 4 Months

Any amounts that are over 4 months past due will become a lien on the property. The lien will comply with RCW 35.21.290 and RCW 35.21.300 and include any future charges such as the fee for turning the water on, as well as the costs of recording the lien and recording the release of lien.

4. Past Due Connection Fees and Permits

The final building inspection will be withheld and the connections will not be completed or approved by the city until all amounts that are past due for connection fees or permit fees are paid in full. If there was an error made, and the connection was completed or the final inspection signed off on before the past-due amount was paid in full, then the city may refer the account to the City Council to determine if it should be sent to collections. If it is to be sent to

collections, council will also determine whether the fee for the service will be added on to the amount owed, or waived and absorbed by the city.

4. Past Due Nuisance Abatement Costs

After all costs have been invoiced for nuisance abatement costs, and after 45 days have passed without payment, the city may lien the property. The lien amount will include all invoice costs, a reasonable annual interest charge, as well as the cost to record the lien and release the lien.