

**CITY OF STEVENSON  
RESOLUTION NO. 2021-383**

**A RESOLUTION OF THE CITY OF STEVENSON  
ADOPTING THE PAYMENT PLAN POLICY**

**WHEREAS**, the City of Stevenson suspended collection practices for delinquent utility bills in accordance with Governor Inslee’s Proclamation 20-23 series; and

**WHEREAS**, Proclamation 20-23.16 extended the utility shutoff moratorium through September 30, 2021; and

**WHEREAS**, as of October 11, 2021 there are 60 customers with past due balances for a total of \$50,363.18; and

**WHEREAS**, the City understands many of its citizens have been negatively impacted by the COVID pandemic and may need additional time to bring their accounts current; and

**WHEREAS**, prior to the expiration of the Proclamation, the city reached out to customers with information on obtaining aid for paying utilities, rent and other necessities; and

**WHEREAS**, the implementation of this policy enables the City to provide customers with a flexible payment plan to continue their service and avoid violating the state constitution’s prohibition against lending credit and gifting of public funds by establishing a reasonable rate of interest.

**NOW, THEREFORE**, be it resolved that the City Council of the City of Stevenson, Washington, hereby adopts the following policy as described in Exhibit A, attached hereto and incorporated by reference.

**APPROVED AND PASSED** by the City Council of the City of Stevenson, Washington at its regular meeting this 21<sup>st</sup> day of October 2021.

ATTEST:

\_\_\_\_\_  
Clerk of the City of Stevenson

\_\_\_\_\_  
Mayor of the City of Stevenson

APPROVED AS TO FORM:

\_\_\_\_\_  
Attorney for the City of Stevenson

**City of Stevenson  
Payment Plan Policy**

**Extended Payments Plan**

The City shall take administrative action to allow for extended payment arrangements for residential and commercial customers.

The Payment Plan arrangement grants customers one month of payment deferral (one billing cycle) without any fees imposed on outstanding balances as well as suspending disconnection of utilities. After which, customers need to request a 12-month payment plan to spread the costs of outstanding bills. The cost to administer the payment plan shall be \$3 or 1% of the outstanding bill, whichever is more, per month until the outstanding balance is paid in full.

Example:

January utility bill mailed 1/31 - \$50  
Payment Due 2/10  
February utility bill mailed 2/28 - \$50 past due plus \$50 for February, total \$100 owing  
Payment Due 3/10  
Late Notices Mailed 3/11  
Door Hangers/Shut Off Notices sent on or nearly after 3/22  
Customer enters into payment plan for past due balances over \$10, billed fee

If customer fails to enter into or abide by payment plan, service is terminated for non-payment. Process and fees as outline in SMC 13.11 apply for reconnect.

On a case-by-case basis and on the request by a customer, after reviewing the documented circumstances, payment plan arrangements may be extended in conjunction with a good history of making payments with approval by the City Administrator.

As provided in HB 1069 Section 15, water and sewerage liens shall be extended as follows:

Water: "The period in which the lien may be imposed is the later of: (a) Three months from the expiration of the emergency declaration preventing collection or a lien; or (b) Three months of the ratepayer's failure to abide by the terms of an agreed payment plan, if the payment plan for past due charges would have allowed the ratepayer to repay the past due charges over a period of six months or more."

Sewerage: "A sewage lien may exceed six months' delinquent charges without the necessity of any writing or recording if collection of charges was impacted by the declaration of an emergency by the governor. In such circumstances, a lien may be filed for all charges due during the period covered by the declaration and may be effective for six months after the expiration of the declaration of the emergency."