

ORDINANCE NO. 748

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF UNIVERSITY PLACE,
WASHINGTON, CREATING A NEW CHAPTER 4.95 OF THE UNIVERSITY PLACE
MUNICIPAL CODE; RELATING TO DELINQUENT ACCOUNTS**

WHEREAS, the City has no write-off process for uncollectible outstanding debt which results in the City carrying accounts receivable long after it is clear they will never be paid and thus incurring administrative costs to the City with no hope of recovery; and

WHEREAS, delegation of authority and adoption of a process will alleviate issues related to outstanding accounts receivable;

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF UNIVERSITY PLACE,
WASHINGTON, DO ORDAIN AS FOLLOWS:**

Section 1. A new Chapter 4.95 of the University Place Municipal Code is created as set forth in Exhibit A.

Section 2. Severability. If any section, subsection, sentence, clause, phrase, or word of this ordinance should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality thereof shall not affect the validity or constitutionality of any other section, subsection, sentence, clause, phrase or word of this ordinance.

Section 5. Effective Date. This Ordinance shall be in full force and effect five (5) days after publication of the Ordinance Summary.

PASSED BY THE CITY COUNCIL ON APRIL 19, 2021.



Caroline Belleci, Mayor

ATTEST:


Emerita J. Genetia, City Clerk

APPROVED AS TO FORM:


Matthew S. Kaser, City Attorney

Date of Publication: 04/21/21

Effective Date: 04/26/21

Exhibit A

Chapter 4.95 NONPAYMENT – OUTSTANDING ACCOUNTS RECEIVABLE

Sections:

4.95.010 **Payment Plan**
4.95.020 **Write-off**

4.95.010 **Payment Plan**

The City Manager or his/her designee is authorized to enter into payment plans with individuals who cannot meet their financial obligation to the City in one payment. Such arrangements are at the discretion of the City and may factor in interest and the additional cost of monitoring time payments.

4.95.020 **Write-off**

The City shall make reasonable attempts to collect all money owing in compliance with City policy and procedure. If such attempts fail and at least 120 days have passed since the original due date, the receivable will be sent to a collection agency. No less than 24 months after the original due date, if the receivable remains uncollected, the City may write off the debt, provided the amount of the receivable is less than \$1,000.00, and both the City Manager or designee and the Finance Director authorize the write-off. Any decisions regarding write-off are discretionary with the City and may consider any variety of factors, including but not limited to resources of the City for purposes of attempting collection and aggregate impact of receivables at the time.