

Nampa BID #2 Accounts Remediation and Collections Policy (adopted FY 16-17)

In order to efficiently and effectively administrate the collection of BID assessments, the BID Treasurer, with input from the BID Coordinator and City staff representative recommend that a Uniform Collections Policy be adopted and enforced beginning with Q1 of the BID 16-17 fiscal year (beginning April 1, 2016). The recommendations are as follows:

Past-Due Accounts Remediation Plan:

- Any balance from a businesses determined to be closed and no longer in operations at any other locations are to be written off
- Balances from businesses previously located in the BID boundary, but are found to still be in operation elsewhere, will be sent the third party collections for any time they were operating within the BID boundary.
- Balances from current BID businesses who are more than 4 quarters past due will be sent to third party collections
- Balances from current BID businesses from 2012 or before will be forgiven if the member has shown a consistent payment record for 2013-current
- Any balance that can be proven to be paid via cancelled check, bank statement or other reasonable proof-of-payment will be adjusted immediately

Uniform Collections Policy:

- BID fees are assessed annually, per Nampa City ordinance (most current ordinance 1946 & 2647). The BID accepts payment for BID assessments annually or quarterly based on the preference of the business owner.
- BID payments will be applied to the invoice they are returned with. In the event no invoice is present, payment shall be applied to the oldest balance due.
- Any balance that can be proven to be paid via cancelled check, bank statement or other reasonable proof-of-payment will be adjusted immediately
- All accounts more than 2 quarters past due will be sent to third party collections.
- Accounts in danger of being sent to collections will receive a Warning Notice (1 quarter past due) and a Final Notice (2 quarters Past Due) with their regular quarterly billing. Businesses who have opted for Annual billing will receive a Warning Notice (3 months past due) and a Final Notice (6 months past due).
- All contacts with a delinquent business owner regarding accounts in collections shall be handled through the BID's collection agency. Neither the Coordinator nor any BID officer or director shall discuss the collection of the amount directly with a business owner after it has been turned over to the BID's collection's agents or their attorneys unless one of the collection agency's attorneys are present or have consented to the contact.