

Administrative Committee



Regular Meeting ~Agenda~

Laurie M. Hopkins
City Clerk

www.ci.moscow.id.us

208.883.7015

**Monday
February 8, 2021**

4:30 PM

**Council Chambers
206 E. Third St.**

The Moscow Mayor, City Council and Staff welcome you to tonight's meeting. Due to the rise in COVID-19 cases in the area, the meeting is open to the public, but is subject to social distancing protocols and masks will be required of attendees. If you do not have a mask, a disposable mask will be provided. The number of attendees at any one time is limited to no more than 14 due to social distancing requirements in Stage 3 of the Idaho Rebounds Plan and the City of Moscow Public Health Emergency Order. We appreciate and encourage public participation. For regular agenda items, an opportunity for public comment is sometimes provided after the staff report. However, the formality of procedures varies with the purpose and subject of the agenda item; therefore, the Mayor may exercise discretion in deciding when to allow public comment during the course of the proceedings and limitations may be placed on the time allowed for comments. During the modified Stage 2 of the Idaho Rebounds Plan, public comment and reports are suspended. Citizens wishing to comment on business on the agenda are encouraged to communicate with the Mayor and City Council by phone or email (council@ci.moscow.id.us) in order to respect social distancing protocol. Please note that Moscow City Council meetings are televised, videotaped and/or recorded. Meetings are streamed on the City website, YouTube, Facebook and Spectrum Cable 1301. Thank you for your interest in City government.

REGULAR AGENDA

1. Approval of January 11, 2021 Administrative Committee Minutes (ACTION ITEM) - Taylor Riedner

Minutes presented for approval.

PROPOSED ACTIONS: Approve minutes as presented; approve minutes with amendments; or take such other action deemed appropriate.

2. Latah County/MAMBA Proposal for Mountain Bike Path Development in Virgil Phillips Farm Park (ACTION ITEM) - Dwight Curtis

Latah County Parks and Recreation and the Moscow Area Mountain Bike Association (MAMBA) are requesting approval to construct a mountain bike pathway through a section of Phillips Farm Park (please see attached map of path location). This project would be at no cost to the City. The new path will provide an easily accessible, non-motorized, multiuse trail suitable for beginner mountain bikers to gain skill and confidence riding while learning about trail etiquette and responsible trail use, among other valuable benefits. The proposal was reviewed by the Parks and Recreation Commission at their January 28, 2021 Commission meeting and recommended City Council approval of the MAMBA/County proposal. Parks and Recreation staff have also reviewed the proposal and recommend City Council approval.

PROPOSED ACTIONS: Recommend approval for Latah County to construct a mountain bike path as per their submitted plan, in Virgil Phillips Farm Park, or provide staff further direction.

2. Landlord Tenant Utility Billing (ACTION ITEM) – Sarah Banks / Gary J. Riedner

Moscow City Code 5-4-4 states that “All water charges shall be the ultimate responsibility of the property owner, provided that a non-property owner or tenant may pay said water charges.” MCC 5-4-10 states that all water charges shall be the responsibility of the owner of the property which receives the water. The City is authorized to receive payment from either the property owner or tenant or agent of the property owner. Although these code sections place responsibility for payment on the property owner, a 1989 Idaho Supreme Court case, City of Grangeville v. Haskin, requires that the ordinance is not sufficient authority to place that responsibility on the property owner, but that it requires a contractual arrangement in order to enforce the ordinance.

The annual cost to the City for uncollectable utility bills from mostly non-owner occupied (leased and rental properties) is an average of \$10,250. The cost of staff time spent dealing with issues relating to landlord and tenant utility billing, delinquent accounts, utility shut-off, and collection efforts is approximately \$31,000 per year. This loss is spread across all utility customers, including both owner-occupied and non-owner-occupied properties.

The City is in the process of replacing its financial software, which will provide easier and more efficient ways to provide utility billing services. The new program requires that utility customers who pay online, or use auto-pay from their bank accounts, will have to re-establish their utility accounts. At this time staff is requesting the Council to review the current utility billing process and consider requiring customers to execute an agreement which would resolve the current landlord and tenant issues.

PROPOSED ACTIONS: Review current utility billing process and recommended changes, and provide staff further direction.

ADJOURN

NOTICE: Moscow City Council and committee meetings are televised, videotaped and/or recorded. Individuals attending the meeting who require special assistance to accommodate physical, hearing, or other impairments, please contact the City Clerk, at (208) 883-7015 or TDD 883-7019, as soon as possible so that arrangements may be made.

Administrative Committee



Regular Meeting ~Minutes~

Laurie M. Hopkins
City Clerk

www.ci.moscow.id.us

208.883.7015

Monday, January 11, 2021

4:00 PM

**Council Chambers
206 E. Third St.**

The meeting was called to order at 4:00 p.m.

PRESENT: Brandy Sullivan (Virtual), Gina Taruscio (Virtual), Sandra Kelly

OTHERS: Mayor Bill Lambert, Council Member Anne Zabala (Virtual), Council Member Maureen Laflin (Virtual), Council Member Art Bettge

STAFF: Gary Riedner, Mia Bautista, Jen Pfiffner (Virtual), Amanda Argona (Virtual), Tyler Palmer (Virtual), Bill Belknap (Virtual), Laurie Hopkins (Virtual), Taylor Riedner (Virtual)

REGULAR AGENDA

1. Selection of Committee Chair and Vice Chair (ACTION ITEM)

Nominate incoming Administrative Committee Chair and Vice Chair.

ACTION: Approve Committee Chair and Vice Chair.

Sullivan was selected as Chair and Taruscio was selected as Vice Chair.

2. Approval of December 14, 2020 Administrative Committee Minutes (ACTION ITEM) - Taylor Riedner

Minutes presented for approval.

PROPOSED ACTIONS: Approve minutes as presented; approve minutes with amendments; or take such other action deemed appropriate.

The minutes were approved as presented.

3. Moscow Farmers Market Design Toolkit RFQ

The City of Moscow continues to support a consistent and unified brand, as outlined in the Strategic Plan issue developed in 2015. Significant work was completed with the adoption of the branding issue and was moved to operational status in 2018. Branding efforts have included enhancements made to existing platforms, including the social media team's growth, expansion of social media use, development of City Department and Commission logos, and most recent, development of the Arts Program Graphics.

The Moscow Farmers Market is another highly visible City program that would benefit from developing a comprehensive and consistent visual or graphic identity for the Market in keeping with the City's ongoing branding efforts. A sub-committee of Moscow Farmers Market Commission members and City staff has developed a Request for Qualifications. This RFQ seeks to engage a professional in developing a Moscow Farmers Market Design Toolkit to develop a

visually pleasing and consistent identity for the Market and the greater community that is complimentary to the City of Moscow. The Toolkit will include a style guide to illustrate and support Market programs and events such as entertainment, youth activities and volunteer programs, food access, education, demonstration activities, and Farmers Market Commission education and outreach.

The Moscow Farmers Market Commission has reviewed and approved the draft RFQ for presentation to City Council. The branding project was budgeted for \$9,000 in the FY2021 City budget.

PROPOSED ACTIONS: Received the Moscow Farmers Market Design Toolkit RFQ, or provide staff further direction.

Argona introduced the item as written above and included that this would be an opportunity to update larger items such as the highway banner. Examples of miscellaneous graphics and designs that are currently being used was shared. Needing no further discussion, the Committee recommended approval and that it be placed on the Council consent agenda.

4. Amending Moscow City Code Title 1 Chapter 11 Emergency Powers - Gary J. Riedner

On March 20, 2020, in response to the COVID-19 pandemic, the City Council approved Ordinance 2020-03, which created a new Moscow City Code Title 1, Chapter 11 Emergency Powers, vesting the Mayor with temporary powers in times of emergency for a period of seven days (similar to the powers authorized by Idaho Code section 46-1011, and stating that the City Council may choose to extend the time of the Emergency Powers beyond seven days by Resolution. Subsequently, Mayor Lambert issued Public Health Emergency Order 20-01 and 20-02, which were extended to May 5, 2020 by City Council Resolutions 2020-06 and 2020-07 respectively. On April 30, 2020, at 11:59 pm, by Resolution 2020-09, City Council terminated the previous Public Health Emergency Orders, in favor of Idaho Governor Brad Little's implementation of his Idaho Rebounds plan and Stay Healthy Order, which was implemented on May 1, 2020. Thereafter, on July 1, 2020, in response to continuing effects of the COVID-19 pandemic, Mayor Lambert issued Amended Public Health Emergency Order 20-03 (APHEO 20-03), requiring social/physical distancing when in public settings and face coverings in situations when social/physical distancing cannot be maintained. City Council extended APHEO 20-03 to June 9, 2021, by successive City Council Resolutions. The last Resolution (2020-27), included metrics to be considered by City Council in the determination of early termination of APHEO 20-03. An Amendment to Moscow City Code Title 1, Chapter 11 Emergency Powers has been drafted by staff for Council consideration to address issues identified since Moscow City Code 1-11 has been enacted. Some of these issues include specific language regarding those emergency powers, which activities are regulated when a public health emergency is declared, and potential penalties for violation.

PROPOSED ACTIONS: Recommend approval of Amendments to Moscow City Code Title 1, Chapter 11 Emergency Powers, or provide staff further direction.

Riedner introduced the item as written above and recalls the dismissal of citations that were issued for violation of the APHEO in September. Amending Moscow City Code 1-11 will clear up questions and reduce future confusion and conflicts such as this.

City Attorney Bautista stated that law enforcement officers are facing many challenges and nationwide events are affecting them locally. The APHEO dictates that every person within Moscow city limits needs to maintain a 6-foot physical distancing from one another unless they fit within a specific list of exceptions. On September 23, the officers acted in a lawful manner based on a lawfully issued APHEO which the Mayor had authority to issue and Council the authority to extend. Citations are based on probable cause and prosecutors look for proof beyond reasonable doubt by researching the law and search for any potential argument. Comparing how the APHEO was written to the Moscow City Code 1-11, there was a list of activities excluded from the scope. When the orders were drafted, it was intended to include everyone and not exclude any specific activity. The City could have moved forward with the charges, however, it made sense to dismiss the charges and to resolve the confusion instead.

Moscow City Code 1-11 is the framework to help people know how to respond to all types of emergencies. Therefore, by removing “Health” from the PHEO, it will cover all emergencies that may impact the health, welfare and safety of the citizens. Without Moscow City Code 1-11, the Mayor still has the authority to issue any laws or regulations to address concerns for Moscow’s citizens. Idaho Code states that local authority or the executive of the city is to judge what the danger is and, therefore, it is not necessary to verify what classifies an emergency within the order.

Regarding penalties, currently Moscow City Code 1-11 states that violations of an emergency order are a misdemeanor. Idaho Code allows cities to have penalties from a fine to a misdemeanor including incarceration. By changing this to a civil fine, it would add more flexibility to the order. Riedner added that the ordinance does not expand the Mayor’s authority under the Idaho code and that the Mayor’s orders are still only good for 7 days until Council reviews it to either terminate or extend the order. This is another practice of checks and balances to ensure efficiency within the City.

Other changes to Moscow City Code 1-11 include changing the term gender-neutral to either all people or a non-binary term, removing other various terms that would allow the order to be more flexible, and removing the exclusions section to allow Council to list exclusions deemed appropriate within the orders. Time frames for each order will still be used since it is important for people to be noticed how long something is in effect for and to provide better clarity.

The Committee forwarded the item to the Council regular agenda.

ADJOURN

The meeting closed at 4:35 p.m.

COMMITTEE STAFF REPORT

DATE: Monday, February 8, 2021



RESPONSIBLE STAFF

Dwight Curtis, Parks & Recreation Director

ADDITIONAL PRESENTER(S)

Andy Grant (Latah County Parks and Recreation Director, John Wenz (MAMBA President)

OTHER RESOURCES

N/A

AGENDA ITEM TITLE

Latah County/MAMBA Proposal for Mountain Bike Path Development in Virgil Phillips Farm Park (ACTION ITEM) - Dwight Curtis

DESCRIPTION

Latah County Parks and Recreation and the Moscow Area Mountain Bike Association (MAMBA) are requesting approval to construct a mountain bike pathway through a section of Phillips Farm Park (please see attached map of path location).

Virgil Phillips Farm Park is 164 acres in size. It is owned by the City of Moscow and managed by Latah County Parks and Recreation.

The new path will provide an easily accessible, non-motorized, multiuse trail suitable for for beginner mountain bikers to gain skill and confidence riding while learning about trail etiquette and responsible trail use, among other valuable benefits (please see attached MAMBA proposal).

The proposal was reviewed by the Parks and Recreation Commission at their January 28, 2021 Commission meeting and recommended City Council approve of the MAMBA/County proposal. Parks and Recreation staff have also reviewed the proposal and recommend City Council approval.

There is no cost to the City.

STAFF RECOMMENDATION

Recommend approval for Latah County to construct a mountain bike path as per their submitted plan, in Virgil Phillips Farm Park.

PROPOSED ACTIONS

PROPOSED ACTIONS: Recommend approval for Latah County to construct a mountain bike path as per their submitted plan, in Virgil Phillips Farm Park, or provide staff further direction.

FISCAL IMPACT

There is no cost to the City of Moscow

PERSONNEL IMPACT

N/A

ATTACHMENTS

1. Phillips Farm Proposed Path Area 2-1-21
2. Phillips Farm Park Multiuse trail proposal Latah County & MAMBA 2-1-21

Virgil Phillips Farm Park – Mountain Bike Path Proposal



Proposal for a Multiuse Trail at Phillips Farm

Background

MAMBA is a non-profit, volunteer organization with the mission of “Creating, enhancing and preserving a sustainable, publicly-accessible trail system on the Palouse”. Currently, all MAMBA trails are on private lands of Moscow Mountain. Although MAMBA was started by mountain bikers, current members, volunteers and donors include those that hike, run, ski and bike the trails. A consistent request from the community has been development of trails suitable for beginner mountain bikers which are currently lacking.

Proposal Objectives:

The following objectives will be met by the construction and maintenance of a multiuse trail at the Phillips Farm.

- 1) Further the mission of the Friends of Phillips Farm “To enhance opportunities for recreation and education at Virgil Philips Farm County Park” and the intent of Virgil Phillips bequeathing the farm to the City of Moscow “for the benefit and use of the children of Moscow for recreational purposes.”
- 2) Provide an easily accessible, non-motorized, multiuse, trail suitable for beginner mountain bikers to gain skill and confidence riding while learning about trail etiquette and responsible trail use.
 - a. Signs at the trailhead and a few along the trail that provide information about trail etiquette:
 - i. Stay on the trail
 - ii. Bikes yield to foot traffic
 - iii. Downhill traffic yields to uphill traffic (but bikes still yield to foot traffic)
- 3) Educate the community about the principles of sustainable trail building practices.
 - a. MAMBA will organize series of trail building workshops (possibly Fall 2020 and Spring 2021) to complete the trail while providing experiential learning opportunities for the community.
- 4) Build relationships between MAMBA, Friends of Phillips Farm and Latah County Parks and Recreation Dept. personnel.

Proposed trail

The proposed trail would be approximately 1 mile long multiuse trail suitable for beginner mountain biking, situated on the northeast corner of the Farm south of the driveway starting just west of the “upper Gazebo”. Site selection and trail routing was guided by the following considerations:

- Avoid proposed UI research units for ventenata (note map on next page was created before knowledge of this research but can be modified).
- Trail is visible from the “upper gazebo” allowing parents of younger children to observe them as they ride the trail.
- Keep trail away from bluebird boxes on the ridge to the south and the foot trails to the west.
- Maintain a gentle grade both up and downhill.

- A small bridge would need to be built across a ditch at the southwestern-most section of the trail



Yellow lines represent Farm property lines with adjoining property to the east.

Addressing concerns about bikes using other trails at the park.

The trail would be promoted as a BEGINNER trail, a place where parents can bring their kids learning to ride so they can get some experience riding single track trail while the parents ride with them, sit at the gazebo where they can see them as they ride the trail or enjoy the pond or walk the native plants trail. Of course it would be appropriate for beginner adults too. It is a bit of a drive and even if an intermediate or advanced rider were to make the effort to go there once, there isn't likely enough trail (including existing) to make it worth the return trip. The existing trails would not be very enjoyable for such riders, they are steep in places, narrow, off camber and lack the curvy flow that makes trails fun to ride. Finally, most all in our biking community are respectful of the trails, other users and the wishes of landowners and land managers so would heed signs indicating foot traffic only on the other trails.

COMMITTEE STAFF REPORT

DATE: Monday, February 8, 2021



RESPONSIBLE STAFF

ADDITIONAL PRESENTER(S)

OTHER RESOURCES

AGENDA ITEM TITLE

Landlord Tenant Utility Billing (ACTION ITEM) – Sarah Banks / Gary J. Riedner

DESCRIPTION

Moscow City Code 5-4-4 states that “All water charges shall be the ultimate responsibility of the property owner, provided that a non-property owner or tenant may pay said water charges.” MCC 5-4-10 states that all water charges shall be the responsibility of the owner of the property which receives the water. The City is authorized to receive payment from either the property owner or tenant or agent of the property owner. Although these code sections place responsibility for payment on the property owner, a 1989 Idaho Supreme Court case, City of Grangeville v. Haskin, requires that the ordinance is not sufficient authority to place that responsibility on the property owner, but that it requires a contractual arrangement in order to enforce the ordinance.

The annual cost to the City for uncollectable utility bills from mostly non-owner occupied (leased and rental properties) is an average of \$10,250. The cost of staff time spent dealing with issues relating to landlord and tenant utility billing, delinquent accounts, utility shut-off, and collection efforts is approximately \$31,000 per year. This loss is spread across all utility customers, including both owner-occupied and non-owner-occupied properties.

The City is in the process of replacing its financial software, which will provide easier and more efficient ways to provide utility billing services. The new program requires that utility customers who pay online, or use auto-pay from their bank accounts, will have to re-establish their utility accounts. At this time staff is requesting the Council to review the current utility billing process and consider requiring customers to execute an agreement which would resolve the current landlord and tenant issues.

STAFF RECOMMENDATION

Review current utility billing process and recommended changes, and provide staff further direction.

PROPOSED ACTIONS

PROPOSED ACTIONS: Review current utility billing process and recommended changes, and provide staff further direction.

FISCAL IMPACT

PERSONNEL IMPACT

ATTACHMENTS

1. UtilityBillingRegulations_DRAFT_attachments

RESOLUTION NO. 2021 –

A RESOLUTION OF THE CITY OF MOSCOW, IDAHO, A MUNICIPAL CORPORATION OF THE STATE OF IDAHO, PROVIDING FOR A REVISED UTILITY BILLING PROCESS, TO BE EFFECTIVE UPON ITS PASSAGE, APPROVAL, AND PUBLICATION ACCORDING TO LAW.

WHEREAS, the Mayor and Council have an interest in promoting the health, safety and the general welfare of all citizens of the City of Moscow; and

WHEREAS, Idaho cities are authorized by Idaho Constitution Article XII, Section 2, to enforce, within the city limits all such local police, sanitary and other regulations as are not in conflict with the city's charter or with the general laws of the state; and

WHEREAS, the City has a system for the collection, transmission and disposal of sanitary sewage from domestic, commercial, industrial and such other uses and purposes for which said system may be used (MCC Title 5, Chapter 3, Section 3-1, et seq.); and

WHEREAS, the City is authorized to impose and cause to be collected fees for services provided by the City, which includes fees for water, sewer and sanitation (I.C. 63-1311); and

WHEREAS, the City shall establish by rule and regulation a system of billing, collection and enforcement of all water charges (MCC Title 5, Chapter 4, Section 4-12); and

WHEREAS, the City is authorized to recommend rules and regulations to enforce the provisions of Chapter 4, Water Regulations (MCC Title 5, Chapter 4, Section 4-25); and

WHEREAS, the City's recently purchased financial management software will aid in better managing customer utility accounts, which includes updating customer accounts and payment preferences, creating reports and assisting with the monthly electronic and paper billing of utility accounts; and

WHEREAS, the City's current practice of utility billing has resulted in challenges in collection of unpaid balances from property owners when a tenant fails to pay their utility bills and the City resources being spent to collect on these unpaid accounts has led to the recommended revised billing process as reflected in the attached exhibits; and

WHEREAS, the proposed changes to the City's utility billing process is to address the deficiencies in the current process for collection of past due accounts and to better utilize the City's resources, ensure services being provided by the City are being paid by the property owner, and to provide a legally defensible method for the City to collect fees owed.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and City Council of the City of Moscow as follows:

The following are the approved regulations for all utility billing, collection and enforcement.

1. City of Moscow Water, Sewer, and Sanitation Billing Policy, attached as Exhibit A.
2. City of Moscow Utility Billing Application, attached as Exhibit B.
3. City of Moscow Utility Billing Directive (Landlord-Tenant Billing Arrangement), attached as Exhibit C.

SEVERABILITY. Provisions of this Resolution and said Agreement shall be deemed severable and the invalidity of any provision of this Resolution shall not affect the validity of the remaining provisions.

EFFECTIVE DATE. This Resolution shall be effective upon its passage and approval.

PASSED AND APPROVED by the Mayor and City Council of the City of Moscow, Idaho, this _____ day of _____, 2021.

Bill Lambert, Mayor

CERTIFICATION. I hereby certify that the above is a true copy of a Resolution passed at a regular meeting of the City Council, City of Moscow, held on _____, _____.

ATTEST:

Laurie M. Hopkins, City Clerk

Attachment A

MOSCOW UTILITY BILLING POLICY

(Water, Sewer, Sanitation)

Billing a non-owner occupant (TENANT) is PERMITTED by this policy, upon completing an application for services and authorization to direct bill a Tenant. The Property Owner (OWNER) is responsible for all utility billings assessed to the property regardless of the party utilizing the service.

Section 1. Sign-up (Initiation) Procedures

1. Initiation of service to a property can be made in person at the Utility Billing Office, 206 E. Third Street (City Hall) or by telephone, 208-883-7043. Initiation of service will soon be available through the City of Moscow's website. Completion of a Utility Billing Application for Water/Sewer/Sanitation Service is required before activation of residential service.
2. City of Moscow Utility Billing Department shall prepare and mail utility bills to the address provided in the Utility Billing Application at the time of initiation of service. Applicants may opt to receive e-bills when that service is available. Failure to receive a bill, regardless of the cause, shall not constitute a waiver by the City of Moscow of amounts owing for utility services or penalties.
3. Each utility bill is prepared and mailed on approximately the first of each month and due by the 20th of that month. If payment has not been made by the next utility billing date, a bill statement (including past due balance) shall be mailed to the address provided in the Utility Billing Application. If payment has not been made by the delinquency date, the 10th of the following month, a late fee of \$15.00 (set by City Council Resolution) shall be added to the delinquent utility bill and all provisions of the utility shut-off policy (defined in current fee resolutions) shall apply.
4. OWNER OR TENANT may not initiate or reinstate service to a property without satisfaction of all outstanding bills for utility services to that property.

Section 2 Deposits

1. An **OWNER** will be excused from paying a utility service deposit only if they are recorded as the property owner by the records of Latah County Recorder, and such proof is provided at the time of initiation of service.
2. All **TENANT** accounts are required to provide a conditionally refundable deposit of \$100 for residential accounts or \$175 for commercial accounts at the time of initiation of service. The deposit amount may be adjusted by City Council Resolution. Deposits will remain in the **TENANT** account until either the **OWNER** or City closes the account.
3. Any person or entity with a history of non-payment or delinquent payments to the City of Moscow or any department thereof, regardless of when such delinquencies occurred, may be refused service or may be required to pay double the deposit amount, at the sole discretion of the City. In all instances, the delinquency(ies), including applicable penalties, interest and collection costs, must be paid in full before service will be initiated or reinstated.
4. Roll-off container deposits may be required based on amounts set by City Council Resolution and in accordance with policies proposed by the contract waste hauler and adopted by City Council Resolution.
5. At the closing of a utility account, the amount of any remaining deposit shall be applied to any outstanding balance owing on the account, after any outstanding balance has been paid in full, any amount remaining of the deposit shall be refunded.

Section 3. Non-Owner-Occupied Property

1. A **TENANT** may not initiate service until:
 - A. All outstanding bills owed for utility services to the property have been paid in full; and
 - B. The City has received a Utility Billing Directive for Water/Sewer/Sanitation Service signed by the Owner, or the Owner's duly authorized agent, which acknowledges responsibility for all bills for utility services to the property.
2. When a **TENANT** account is closed (either by action of the **OWNER** or City) and any outstanding balance exceeding remaining deposit are owed on the account, a

notice shall be mailed to the **OWNER** informing OWNER of the outstanding balance owed.

3. If the outstanding account balance has not been paid within 30 days of account closure, utility services to the property may be terminated. Services may not be reinstated until the outstanding balance has been satisfied. A shut-off fee of \$30 will be charged for reconnecting water service.
4. If requested, assessments of balances including TENANT and OWNER will be provided to the title company or bank at time of property sale or foreclosure. The City reserves the right to notify the title company of delinquent accounts.

Section 4. Owner Occupied Property

1. **OWNER** may not initiate or reinstate utility service to a property without satisfaction of all outstanding utility bills. A shut-off fee of \$30 will be charged for reconnecting water service.
2. If requested, City will provide notice of all account balances including **TENANT** and **OWNER** accounts to the title company or bank upon sale or foreclosure. The City reserves the right to notify the title company of delinquent accounts.

Section 5. Delinquent Accounts

1. All delinquent accounts will be charged a late fee in the amount of \$15 as established by Council Resolution. All current and delinquent amounts must be paid in full before service to the property will be restored. A shut-off fee of \$30 will be charged for reconnecting water service.
2. Arrangements for late payments can be made with the Utility Billing Department. Failure to meet a deadline of an arrangement will result in service being terminated, and a late fee of \$15 shall be assessed. Three (3) broken arrangements in a twelve (12) month period will prohibit further arrangements on the account for the next twelve (12) months.
3. The City will not accept responsibility for damage to property and equipment for inconvenience or for loss of opportunity resulting from discontinuation of service in compliance with this policy.

Attachment B



Phone: (208) 883-7043

Fax: (208) 883-0737

206 E. Third Street

Moscow, ID 83843

UTILITY BILLING APPLICATION FOR WATER/SEWER/SANITATION SERVICE

PROPERTY OWNER(S) INFORMATION: _____

NAME(S): _____

MAILING ADDRESS: _____

E-MAIL ADDRESS TO RECEIVE E-BILLS: _____

PHONE NUMBERS: _____

PROPERTY OWNER'S UTILITY BILLING ACCOUNT #: _____

SERVICE ADDRESS: _____

REQUESTED START-UP DATE: _____

The undersigned, being the property owner of the above described property and account, does hereby request services for water, sewer and sanitation to be activated and provided to the above described service address.

I/we do hereby acknowledge that I/we have been advised, and I/we agree, that /we will remain legally responsible and liable for unpaid account balances for water, sewer and sanitation services, as provided by Title 5 Moscow City Code, assessed against the service address, regardless of who uses the service. I/we further acknowledge that any and all unpaid balances due for water, sewer, and sanitation services shall constitute a lien on the real property to secure all amounts due. Liens will be released when payment is collected.

ANY UNPAID BALANCES ARE THE RESPONSIBILITY OF THE PROPERTY OWNER. SERVICES MAY BE DISCONTINUED FOR NON-PAYMENT AND WILL NOT BE REACTIVATED UNTIL THE UNPAID BALANCE IS PAID IN FULL. LIENS MAY BE PLACED ON THE PROPERTY FOR NON-PAYMENT.

I certify under penalty of perjury pursuant to the law of the State of Idaho, that the foregoing is true and correct and that I am the property owner and/or have the authority to bind Property Owner to the terms of this application.

Signed: _____ Dated: _____

Property Owner/Authorized Agent

Printed Name: _____ Phone #: _____

Address: _____ City, State, and Zip: _____

Attachment C



Phone: (208) 883-7043
Fax: (208) 883-0737
206 E. Third Street
Moscow, ID 83843

UTILITY BILLING DIRECTIVE FOR WATER/SEWER/SANITATION SERVICE

PROPERTY OWNER(S) INFORMATION: _____

NAME(S): _____
MAILING ADDRESS: _____
E-MAIL ADDRESS TO RECEIVE E-BILLS: _____
PHONE NUMBERS: _____

PROPERTY OWNER'S UTILITY BILLING ACCOUNT #: _____

SERVICE ADDRESS: _____

TENANT INFORMATION:

NAME(S): _____
MAILING ADDRESS: _____
E-MAIL ADDRESS TO RECEIVE E-BILLS: _____
PHONE NUMBERS: _____
MOVE IN DATE: _____

The undersigned, being the property owner of the above described property and account, does hereby instruct the City of Moscow (CITY) to send the monthly billing statement for water, sewer and sanitation service to the above referenced address in care of the tenant and relinquishes my/our authority to terminate services to property while occupied by tenant.

I/we understand that billing for services will remain in the above referenced "Property Owner" name and sent in care of the person named herein at my/our request. I/we will notify CITY of vacancy for a final read or I/we will be held responsible for any charges incurred up to notification to CITY. I/we further agree that subsequent tenants shall be authorized to receive billings on the account if such subsequent tenants have made written application for service and paid all applicable fees, including deposit if required.

I/we do hereby acknowledge that I/we have been advised, and I/we agree, that /we will remain responsible for unpaid account balances for water, sewer and sanitation services, as provided by Title 5 Moscow City Code. I/we acknowledge that I/we will not receive monthly statements for this account. If the account becomes delinquent I/we will receive a copy of each delinquency notice that is sent to the tenant. I/we further acknowledge that any and all amounts due for water, sewer, and sanitation services shall constitute a lien on the real property to secure all amounts due. Liens will be released when payment is collected.

THIS REQUEST SHALL REMAIN VALID UNTIL THE PROPERTY OWNER NOTIFIES THE CITY OF MOSCOW AND/OR A NEW DIRECTIVE IS FILLED OUT AND FILED WITH THE CITY AT 206 E. THIRD STREET, MOSCOW, IDAHO 83843.

A NEW TENANT'S NAME WILL NOT BE ADDED UNTIL THE CURRENT ACCOUNT IS PAID IN FULL. ANY UNPAID BALANCES ARE THE RESPONSIBILITY OF THE PROPERTY OWNER

REGARDLESS OF THE "USER". SERVICES MAY BE DISCONTINUED FOR NON-PAYMENT AND WILL NOT BE REACTIVATED UNTIL THE UNPAID BALANCE IS PAID IN FULL.

DO YOU AUTHORIZE THE CITY OF MOSCOW TO MAKE PAYMENT ARRANGEMENTS WITH TENANTS? YES NO

I certify under penalty of perjury pursuant to the law of the State of Idaho, that the foregoing is true and correct and that I am the property owner and/or have the authority to bind Property Owner to this Directive.

Signed: _____ Dated: _____
Property Owner/Property Manager

Printed Name: _____ Phone #: _____

Address: _____ City, State, and Zip: _____