

Moscow City Council



Regular Meeting ~Agenda~

www.ci.moscow.id.us

Laurie M. Hopkins
City Clerk

208.883.7015

Tuesday, September 3, 2019

7:00 PM

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

The Moscow Mayor, City Council and Staff welcome you to tonight's meeting. 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. Citizens wishing to comment on business that is not on the agenda will be provided the opportunity to do so during the public comment item on the agenda. If you plan to address the Council, you will find a list of "Tips for Addressing the Council" in the door pocket outside the City Council Chambers. Please note that Moscow City Council meetings are televised, videotaped and/or recorded. Thank you for your interest in City government.

PLEDGE OF ALLEGIANCE

CONSENT AGENDA

1. All Consent Items (ACTION ITEM)

A. Approval of Moscow City Council August 19, 2019 Minutes - Laurie M. Hopkins

Minutes presented for approval.

ACTION: Approve minutes.

B. Walmart Grant - Shop with a Cop - Alisa Anderson / Ryan Snyder

The Moscow Police Department is seeking approval to submit a request to the Walmart Foundation under their Community Grant Program for \$2,500 to host the 4th annual Shop with a Cop event to assist less fortunate children that live in Latah County to purchase gifts for their families for Christmas. This program will not only make resources available for children to purchase gifts, but will also encourage community collaboration among local businesses, families and law enforcement. Other law enforcement agencies such as the Latah County Sheriff's Office and the Idaho State Patrol will also participate in the event. Because of time limitations, staff has submitted the grant application and is seeking ratification of that action by the City Council. This was reviewed by the Administrative Committee on August 26, 2019 and recommended for approval.

ACTION: Ratify staff's action in submitting a grant request to the Walmart Foundation Community Grant Program for \$2,500 to host the 4th annual Shop with a Cop event in Moscow, Idaho.

C. Idaho's Child Passenger Safety Grant Program - Alisa Anderson / Meagan Vincello

The Moscow Police Department has participated in the Child Passenger Safety Grant Program since 2003 by applying for funding to purchase safety seats for children, and participate in teaching and hosting Child Passenger Safety Technician certification classes. The Moscow Police Department has been the lead agency and fiscal agent for the program since 2011 and has applied and received funding for purchasing child safety seats, training technicians and managing the distribution of child safety seats. The FY2020 funding requested will be submitted to the Idaho Transportation Department, Office of Highway Safety. The request will include funding to purchase child safety seats, training for new or recertification of child safety seat technicians, public events, and educational materials. The Moscow Police Department will contribute in-kind staff time and supplies for training during the award period for a total program cost not to exceed \$26,000. This was reviewed by the Administrative Committee on August 26, 2019, and recommended for approval.

ACTION: Approval of the proposed funding request to apply and accept an award under Idaho's Child Passenger Safety Grant Program not to exceed \$26,000 from the Idaho Transportation Department, Office of Highway Safety.

D. 406 Southview Ave Lot Division - Mike Ray

The applicant, Andy Blum, is requesting a lot division for an existing lot of approximately 10,787 square feet in size located at 406 Southview Avenue. The applicant is requesting the lot division in order to create two lots of approximately 4,797 square feet and 5,990 square feet in size. The intent of the lot division is to accommodate a twinhome that is currently being constructed upon the property. The subject property is located within the Medium Density Residential (R-3) Zoning District which requires a minimum lot size of 3,250 square feet and a minimum lot width of 30 feet for twinhomes. Both proposed lots meet the minimum lot area and width requirements of the R-3 Zone. Property owners within 600 feet of the property have been notified of the proposed division and a sign was posted seven (7) days prior to the public meeting date. This item was reviewed by Public Works/Finance Committee on August 26, 2019 and recommended for approval.

ACTION: Approve the lot division request with no conditions.

REGULAR AGENDA

- 2. Staff Recognition Report - Gary J. Riedner**
- 3. Mayors Appointments (ACTION ITEM)**
- 4. Public Comment and Mayor's Response Period (limit 15 minutes)**
- 5. Citizen Commission Report - Farmers Market Commission Including Market Economic Impact Update - Amanda Argona / Jamie Hill / Steve Peterson**
- 6. Public Hearing: Open Budget for Fiscal Year 2018-2019 (FY2019) (ACTION ITEM) - Gary J. Riedner / Sarah Banks**

The State of Idaho provides a process for cities to amend the original fiscal year budget appropriation ordinance in accordance with Idaho Code section 50-1003. Throughout the year, the City has received additional federal, state and local grant awards, donations within the Recreation and Culture Fund, and the City Council has authorized expenditures, including fleet purchases including a fire engine, e-ticketing equipment, and unanticipated capital projects. Staff is proposing to amend Ordinance 2018-09 in the amount of \$1,660,825 to accommodate the authorized appropriations. This was reviewed by the Public Works/Finance Committee on August 26, 2019.

PROPOSED ACTIONS: After conducting the public hearing and consideration of testimony received, approve the Ordinance under suspension of the rules requiring three complete and separate readings and that it be read by title and published by summary; or consider the Ordinance on first reading and that it be read by title; or reject the Ordinance; or take such other action deemed appropriate.

7. Stormwater Permit and Utility Study Update - Kyle Steele / Mia Bautista

8. Harvest Park Concept Approval (ACTION ITEM) - David Schott

Through a collaborative series of public park design workshops, residents, along with the design expertise of Bernardo-Wills Architects PC, developed a final design plan for the future Harvest Park. The 4.09 acre park property is located on the north side of Southview Avenue near the intersection of Highway 95 and Southview Avenue, across from the Grove Apartments. This unique space is intended to provide educational opportunities and an example to our community of stewardship of a public food forest. Harvest Park will include edible fruit and nut trees, shrubs, perennials and ground covers, an accessible pathway and parking, staging area, restrooms, viewing areas, and an amphitheater / educational area. The Parks and Recreation Commission and Tree Commission both unanimously voted to recommend the conceptual plan for Harvest Park at a special joint meeting held on July 10, 2019. This was reviewed by the Administrative Committee on August 26, 2019 and was recommended for approval.

PROPOSED ACTIONS: Approve the conceptual plan for Harvest Park or take such other action deemed appropriate.

9. L2 Property Tax Certification (ACTION ITEM) - Gary J. Riedner / Sarah Banks

On August 19, 2019, the City Council approved the 2020 L2 tax certification to be filed with Latah County, in the aggregate amount of \$7,270,329. The original interest rate for the May 21, 2019 ten-year General Obligation bond was estimated at 2.21%. This resulted in an approximate cost of \$85 per year per \$100,000 of assessed property value and an annual debt service amount of \$1,100,000. On August 20, 2019, the G.O. bonds were sold with an interest rate of approximately 1.27%. Because of the lower interest rate, the annual debt service for FY2020 will decrease to \$994,288 which lowers the estimated cost to \$73 per \$100,000 of assessed property value. The attached amended L2 reflects the lower G.O bond and interest as well as the decreased aggregate amount. If approved, staff will still be able to meet the time requirements for filing the certification with Latah County. This was reviewed by the Public Works/Finance Committee on August 26, 2019 and recommended for approval.

PROPOSED ACTIONS: Approve the L2 tax certification in the aggregate amount of \$7,164,617, or take other such action deemed appropriate.

REPORTS

City Council

Mayor

Staff

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.

Moscow City Council



Regular Meeting ~Minutes~

www.ci.moscow.id.us

Laurie M. Hopkins
City Clerk

208.883.7015

Monday, August 19, 2019

7:00 PM

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

The meeting was called to order at 7:00 p.m.

PRESENT: Mayor Bill Lambert, Art Bettge, Jim Boland, Kathryn Bonzo, Brandy Sullivan, Gina Taruscio, Anne Zabala

STAFF: Gary J. Riedner, Mia Vowels, Bill Belknap, Sarah Banks, Tyson Berrett, James Fry, Mike Ray, Tyler Palmer, Jesse Flowers, Dwight Curtis, Jen Pfiffner, Julie Fry, Laurie M. Hopkins, and numerous Police Department employees.

PLEDGE OF ALLEGIANCE

Brandy led the Pledge of Allegiance.

CONSENT AGENDA

1. All Consent Items (ACTION ITEM)

A. Approval of Moscow City Council August 5, 2019 Minutes - Laurie M. Hopkins

Minutes presented for approval.

ACTION: Approve minutes.

B. Disbursement Report July 2019 - Sarah Banks

Accounts Payable Report for the month ending July 2019. This was reviewed and signed by the Public Works/Finance Committee on August 12, 2019 and recommended for approval.

ACTION: Approve the Disbursements Report for the month of July, 2019.

C. Beer/Wine Garden for Vandal Town Block Party – Amanda Argona

The City of Moscow in partnership with the University of Idaho and Moscow Chamber of Commerce, is hosting the annual Vandal Town Block Party September 5, 2019 in downtown Moscow. The event will welcome back students while celebrating our important community partnerships. The block party is held on Main Street and features live music, games, and local vendors. The Vandal Town Block Party has included a beer garden in year's past and would like to include that amenity in the 2019 event. Per Moscow City Code, Section 10-1-12; a draft resolution has been prepared for Council's consideration. This was reviewed by the Public Works/Finance Committee on August 12, 2019 and recommended for approval.

ACTION: Approve the resolution allowing the designated beer/wine garden during the 2019 Vandal Town Block Party.

D. Sixth Street Bridge Repair and Grant Funding Request – Alisa Anderson / Bill Belknap

On April 9, 2019, Moscow experienced a flash flood event which damaged infrastructure throughout the City. On April 10, 2019, Mayor Lambert made a local disaster emergency declaration because of the heavy rains that caused severe flooding throughout the City. The declaration provides for implementation of recovery aspects in local disaster emergency plans to authorize the furnishing of aid and assistance. On June 12, 2019, President Trump approved a Major Disaster Declaration for Idaho which included Latah County. This action makes federal funding available to local government entities on a cost-share basis for emergency work and repair or replacement of facilities.

Most of the flood damage occurred on the east side of Moscow, along the Mountain View Road corridor from “F” Street to White Avenue, greatly impacting neighborhoods located along Paradise Creek. The bridge located near the intersection of Mountain View Road and Sixth Street referred to as the “Sixth Street Bridge” was damaged in the April flood event. The Sixth Street fill slope, guardrail, and asphalt edge above the Paradise Creek culverts experienced erosion and displacement, which has reduced the existing travel lane width and created a hazard for the traveling public. To maintain traffic flow and public safety on the bridge, the Street Department is completing temporary repairs including replacing a portion of the existing fill and asphalt, then place jersey barriers along the damaged guardrails until a permanent solution is determined.

Staff has been working with the Idaho Department of Emergency Management (IOEM) and Federal Emergency Management Association (FEMA) to document expenses incurred and local resources used during the event to receive state and federal assistance for recovery reimbursement. On April 30, 2019, staff received communication from IOEM stating FEMA does not pay for permanent repair of roads that are classified as Major Collectors/Federal Aid Routes. Per the Idaho Transportation Department classification Sixth Street including the bridge is classified as a Major Collector and as a result FEMA will not assist with repair or replacement. After receiving this communication staff began seeking other funding sources and determined the City is eligible for Idaho Department of Commerce (IDOC), Idaho Community Development Block Grant (ICDBG) Post Disaster Assistance funding to repair and/or replace the Sixth Street Bridge. The maximum grant award under this category is \$100,000. Staff also estimates reimbursements from FEMA and other funding sources of approximately \$69,000 for expenses incurred during the flood as described in the FY20 Capital Project Budget.

Staff is proposing to extend the culverts to a new headwall or slope paving to mitigate erosion potential and to provide adequate separation between the travel lanes and culvert ends and to continue sidewalk across Paradise Creek to provide pedestrian connectivity on both sides of Sixth Street. Staff is in discussion with JUB Engineers Inc. to prepare a Topographic Survey and Base Map and Alternatives Analysis to determine the best method for repair and/or replacement of the existing bridge.

At this time Staff would like to submit an ICDBG Post Disaster Assistance grant application for \$100,000 to the IDOC to begin accumulation of funding for repair of the bridge.

This item was reviewed by the Public Works/Finance Committee on August 12, 2019 and recommended for approval.

ACTION: Authorize staff to submit the grant application to the IDOC under the ICDBG Program for Post Disaster Assistance for \$100,000 to repair or replace the Sixth Street Bridge.

Bonzo moved and Taruscio seconded to approve the consent agenda as presented. Roll Call Vote: Ayes: Unanimous. Nays: None. Abstentions: None. Motion carried.

REGULAR AGENDA

2. Staff Recognition Report - Gary J. Riedner

Riedner stated James Fry was appointed to the Governors opioid task force and attended the first meeting last week. Fry said there are approximately 20 members ranging from police officers, doctors and pharmacists. The task force will be reviewing policies and advising on what can be done to stop the crisis statewide.

Mayor Lambert said he wanted to recognize Gary Riedner for the Pillar of the Community Award from the Idaho Municipal Attorney's Association. Riedner said he became City Attorney in 1995, enjoys the Association and is honored.

3. Mayors Appointments (ACTION ITEM)

Mayor Lambert put forward the appointments of Nancy Tribble to the Moscow Urban Renewal Agency and Kristin Haltinner to the Sustainable Environment Commission. Bettge moved and Zabala seconded approval of both appointments. Roll Call Vote: Ayes: Unanimous. Nays: None. Abstentions: None. Motion carried. Tribble said she wants to be a positive influence and thanked them for the appointment.

4. Public Comment and Mayor's Response Period (limit 15 minutes)

None offered.

5. Public Hearing: Paradise View Addition Preliminary Subdivision Plat (ACTION ITEM) - Mike Ray

Nils Peterson with the Moscow Affordable Housing Trust is proposing to subdivide a 1.49 acre parcel located at 1924 Nursery Street to create seventeen parcels ranging from 1,806 square feet to 5,002 square feet in size, referred to as the Paradise View Addition. The proposal includes twelve twinhome lots, four townhouse lots, and one single family dwelling lot. Also part of the proposed development is a stormwater detention pond parcel located in the southeast corner. The Planning and Zoning Commission conducted a public hearing for the proposed Preliminary Subdivision Plat on June 26, 2019, and recommended approval with no conditions. ~~This item was reviewed by the Public Works/Finance Committee on August 12, 2019.~~

PROPOSED ACTIONS: Conduct the public hearing upon the proposed preliminary plat and upon consideration of any testimony presented, approve the preliminary plat request and adopt the Planning and Zoning Commission reasoned statement of relevant criteria and standards; or approve the preliminary plat request with conditions and direct Staff to prepare a reasoned statement of

relevant criteria and standards; or deny the preliminary plat request and direct Staff to prepare a reasoned statement of relevant criteria and standards; or take other action as deemed appropriate.

Ray introduced the item by describing the neighborhood including the Comprehensive Plan designation, zoning and infrastructure. There is the appropriate fire access in the alley with the hammer head configuration and there will be no parking within the alley area. Townhomes on the west side with access from Nursery Street.

Mayor Lambert opened the public hearing at 7:19 p.m.

Nils Peterson, applicant, spoke on affordable housing and land trusts. He feels the subdivision will not be detrimental to the public health, safety or general welfare of the public because smaller houses lower the carbon footprint and the alley design eliminates conflict between driveways on streets. He also feels there are many positives to this plat including creating more workforce-priced housing options, homeownership to recruit and retain a workforce, and enhancing the public street façade.

Mayor Lambert closed the hearing at 7:38 p.m.

Bettge moved and Boland seconded to approve the preliminary plat and adopt the Planning and Zoning Commission Relevant Criteria and Standards. Zabala recused herself from the vote. Roll Call Vote: Ayes: Unanimous. Nays: None. Abstentions: None. Motion carried.

6. City of Moscow's FY2020 Annual Budget and Foregone (ACTION ITEM) - Gary J. Riedner

At the City Council meeting on August 5, 2019, Staff presented the proposed City of Moscow FY2020 balanced budget in the amount of \$101,447,045, which had previously been considered by the City Council at their workshops held July 8 and 15, 2019. Increases in property taxes from FY2019 include the following: 3% allowable annual increase (\$172,695), foregone taxing authority (\$200,000), new construction (\$131,276), and amortization of the voter-approved general obligation bond (\$1,100,000). City Council held the public hearing on August 5, 2019 and after the public hearing was closed, the Council voted to consider the Annual Appropriations Ordinance on first reading and that the matter be scheduled for further consideration at the City Council meeting to be held on August 19, 2019. Included for City Council consideration is the FY2020 Annual Appropriation Ordinance, a Resolution to use forgone levying authority and the L2 property tax certification in the aggregate amount of \$7,270,329.

PROPOSED ACTIONS: A. Approve the ordinance under suspension of the rules requiring two additional complete and separate readings and that it be read by title and published by summary; or consider the Ordinance on second reading and that it be read by title; or reject the Ordinance; or take other such other action deemed appropriate; and B. Approve the Resolution authorizing levy of \$200,000 of foregone tax authority, or reject the Resolution; and C. Authorize the Mayor's execution of the L2 property tax certification in the aggregate amount of \$7,270,329; or take other such action deemed appropriate.

Riedner briefly discussed the budget process and described the FY2020 proposed property tax adjustments. The 3% increase equals \$4.50 per 1,000 assessed valuation. Also proposed in the budget is a foregone amount of \$200,000. The general obligation bond will levy \$0.80 per 1,000 assessed valuation.

Mayor Lambert asked for public comment.

Victoria Seever, Moscow, supports creating a system that enhances productivity and generates a fair wage. The passing of the bond should not belittle or diminish police salaries. Putting off half the salaries until next year cannot be guaranteed as other issues could come up. She feels the City should support education for the officers.

Joel Cohen, Moscow, said he is in favor of using the foregone for police salaries. His taxes are going up tremendously but

Win Green, Moscow, said he is in favor of the proposed raise in pay as it is way overdue. Council takes their fiduciary job seriously and he thanked them for it.

Hannah Struble, Moscow, is in favor of the proposed increase in tax for officer pay. There are a number of police officer families do not live in the city limits. With increase pay comes an personal interest for the community as a whole. There have been minimal numbers for each shift. Because of that there is more reactive police work, rather than proactive.

Boland said the council look very hard to find a way not to raise taxes. Even with 3%, the City can't keep up with inflation and services. For a \$250,000, taxes would raise \$27.00 annually. With the bond rating interest coming in lower, he thinks the budget should be approved as presented. Brandy said it was important to exhaust all possible options. The latest update from the assessors with the valuation and how it will impact the levy is even lower. She likes the idea of retaining the foregone for something emergent but is more inclined to pass the budget as proposed. Bonzo feels it is important for public servants to be paid their worth and is something the City has to do. Zabala is happy the Council dug in and reviewed the budget thoroughly. With talk of a recession, she is hesitant to pull from the foregone amount. Bettge feels \$27.00 a year for recruitment of police is money well spent. Employee salaries is the biggest expense in a budget. If retraining can be avoided, the foregone is money well spent. Taruscio agrees the Council did a very good job of reviewing the budget. Past councils have done a great job of responsible use of tax dollars.

Taruscio moved and Bettge seconded to approve the ordinance under suspension of the rules requiring two additional complete and separate readings and that it be read by title and published by summary.

Sullivan pointed out the decrease on the bond rate is coming in lower than tax payers were expecting. Roll Call Vote: Ayes: Five (5). Nays: (Zabala). Abstentions: None. Motion carried.

Mayor Lambert read Ordinance 2019-09:

AN ORDINANCE ENTITLED "ANNUAL APPROPRIATION ORDINANCE" APPROPRIATING ONE HUNDRED ONE MILLION FOUR HUNDRED FORTY-SEVEN THOUSAND FORTY-FIVE DOLLARS (\$101,447,045) FOR THE PURPOSE OF DEFRAYING ALL NECESSARY EXPENSES AND LIABILITIES OF THE CITY OF MOSCOW, LATAH COUNTY, STATE OF IDAHO, FOR THE 2020 FISCAL YEAR BEGINNING THE FIRST DAY OF OCTOBER, 2019, AND ENDING THE THIRTIETH DAY OF SEPTEMBER, 2020, AND ALLOTING RESOURCES BY FUND FOR SAID APPROPRIATION FOR THE OBJECTS AND PURPOSES SET FORTH IN THIS ORDINANCE; LEVYING AD VALOREM TAXES IN THE AMOUNT OF SEVEN MILLION THREE HUNDRED SIXTY THOUSAND FOUR HUNDRED SEVENTY DOLLARS (\$7,360,470) FOR THE 2020 FISCAL YEAR; PROVIDING THAT THE PROVISIONS OF THIS ORDINANCE

BE DEEMED SEVERABLE; PROVIDING FOR THIS ORDINANCE TO BE IN FULL FORCE AND EFFECT FROM AND AFTER ITS PASSAGE, APPROVAL AND PUBLICATION ACCORDING TO LAW.

Bonzo moved to approve the resolution authorizing levy of \$200,000 of foregone tax authority. Taruscio seconded. Roll Call Vote: Ayes: Five (5). Nays: (Zabala). Abstentions: None. Motion carried.

Bonzo moved to approve the L-2. Bettge seconded. Roll Call Vote: Ayes: Five (5). Nays: (Zabala). Abstentions: None. Motion carried.

REPORTS

City Council

Planning and Zoning Commission - Sullivan reported the Commission is discussing minimum lot size for accessory dwelling units and conditional use permits.

Moscow Tree Commission - Taruscio said they approved goals for next year.

Fair and Affordable Housing Commission - Bonzo said the Commission is planning the housing fair, a training event and bike week.

Historic Preservation Commission - Boland reported they are working on a historic marker for Highway 95 and the Orchid awards.

1912 Center Development - Boland said they are working on plans for the second floor which should be updated in September;

Moscow Arts Commission - Bettge reported the Commission is developing their citizen survey questions; third street gallery new exhibit.

Moscow Urban Renewal Agency - Bettge said the Agency passed their budget; project updates were discussed.

Palouse Knowledge Corridor - Bettge said the group is working on new bylaws and documents to refocus to university technology in development; bootcamp will take hiatus.

Palouse Basin Aquifer Committee - Zabala said they discussed possible funding source with IDWR, want to switch from research to action oriented; move forward with LEAP; RFP for project manager;

Moscow Transportation Commission - Zabala said the Commission discussed the two way bike lane options;

Mayor

Mayor Lambert said the Mayors Youth Advisory Council met and they are recruiting for the new year; he hosted the annual golf tournament; and spoke on other events.

Staff

Riedner reminded the Council of miscellaneous meetings.

ADJOURN

The meeting adjourned at 8:26 p.m.

Bill Lambert, Mayor

ATTEST:

Laurie M. Hopkins, City Clerk

CITY COUNCIL STAFF REPORT

DATE: Tuesday, September 3, 2019



RESPONSIBLE STAFF

Alisa Anderson, Grants Manager, James Fry,
Police Chief

REVIEWED BY

This was reviewed by the Administrative Committee on
August 26, 2019, and recommended for approval.

ADDITIONAL PRESENTER(S)

OTHER RESOURCES

N/A

AGENDA ITEM TITLE

Walmart Grant - Shop with a Cop - Alisa Anderson / Ryan Snyder

DESCRIPTION

The Moscow Police Department is seeking approval to submit a request to the Walmart Foundation under their Community Grant Program for \$2,500 to host the 4th annual Shop with a Cop event to assist less fortunate children that live in Latah County to purchase gifts for their families for Christmas. This program will not only make resources available for children to purchase gifts, but will also encourage community collaboration among local businesses, families and law enforcement. If awarded the grant request, the event is scheduled to be held at the Moscow Walmart in early December 2019. The goal of the program is to have productive, personal interactions between law enforcement and local youth and to alleviate misconceptions and encourage positive change. The Shop with a Cop program will help reduce disconnect between children and law enforcement and facilitate an opportunity to have a positive impact on children who have not had a chance to meet and get to know a law enforcement officer. The Moscow Police Department will continue to collaborate with the elementary schools located in Latah County to organize a list of children and families to be selected for the event. Each child selected will be served a donated breakfast, paired with a law enforcement officer, and given a gift card to Walmart to purchase gifts for their family members as well as themselves. After gift selections are made, the children will be escorted to a designated area where Walmart employees will assist them in wrapping their gifts. Other law enforcement agencies such as the Latah County Sheriff's Office and the Idaho State Patrol will also participate in the event. Because of time limitations, staff has submitted the grant application and is seeking ratification of that action by the City Council. This was reviewed by the Administrative Committee on August 26, 2019, and recommended for approval.

STAFF RECOMMENDATION

Ratify staff's action in submitting a grant request to the Walmart Foundation Community Grant Program for \$2,500 to host the 4th annual Shop with a Cop event in Moscow, Idaho.

PROPOSED ACTIONS

ACTION: Ratify staff's action in submitting a grant request to the Walmart Foundation Community Grant Program for \$2,500 to host the 4th annual Shop with a Cop event in Moscow, Idaho.

FISCAL IMPACT

N/A

PERSONNEL IMPACT

N/A

ATTACHMENTS

1. 2019 Walmart LCG

Walmart - Local Community Grants

Our local community grants are awarded through an open application process and provide funding directly from Walmart and Sam's Club facilities to local organizations in the U.S. Don't know how to determine your local facility? Don't worry, the application will assist you.

Guidelines

- Local Community grants range from a minimum of **\$250** to a maximum of **\$5,000**.
- Eligible nonprofit organizations must operate on the local level (or be an affiliate/chapter of a larger organization that operates locally) and directly benefit the service area of the facility from which they are requesting funding.
- The 2019 grant cycle begins **Feb. 15, 2019** and the application deadline is **Dec. 31, 2019**.
- Applications may be submitted at any time during this funding cycle. Please note that applications will only remain active in our system for 90 days, and at the end of this period they will be automatically rejected.
- Organizations may only submit a total number of 25 applications and/or receive up to 25 grants within the 2019 grant cycle.

Eligibility Checklist

Organizations applying must meet one of following criteria:

- An organization holding a current tax-exempt status under Section 501(c)(3), or (19) of the Internal Revenue Code, listed on the IRS Master File and conducting activities within the United States (excluding nationally sponsored organizations, such as American Cancer Society, American Diabetes Association, American Heart Association, Children's Miracle Network and United Way)
- A recognized government entity: state, county or city agency, including law enforcement or fire departments, that are requesting funds exclusively for public purposes
- A K-12 public or nonprofit private school, charter school, community/junior college, state/private college or university; or a church or other faith-based organization with a proposed project that benefits the community at large, such as food pantries, soup kitchens and clothing closets.

Selection Process

- Management at the facility to which you are applying will review the application and make initial funding recommendations on all submitted requests.
- Each facility manager may set the frequency and process in which application determinations are made.
- The facility manager and the grant administrator reserve the right to adjust the amount awarded to each organization without prior notice.
- Organizations will be notified of any decision via e-mail. All funding decisions are final.
- If an organization is approved, grant checks will be mailed directly to the recipient's address listed in the Cybergrant's profile for the organization. Please allow two to four weeks for delivery.
- In the event of being awarded a grant, organizations should contact the local facility from which funds were awarded in order to schedule a formal recognition event.

All grant applications are made subject to review of the organization's reputation and activities and its agreement to comply with applicable terms and conditions. Submission of an application does not guarantee funding.

[SUBMIT A LOCAL COMMUNITY GRANT APPLICATION](#)

CITY COUNCIL STAFF REPORT

DATE: Tuesday, September 3, 2019



RESPONSIBLE STAFF

Alisa Anderson, Grants Manager, James Fry,
Police Chief

REVIEWED BY

This was reviewed by the Administrative Committee on
August 26, 2019, and recommended for approval.

ADDITIONAL PRESENTER(S)

OTHER RESOURCES

N/A

AGENDA ITEM TITLE

Idaho's Child Passenger Safety Grant Program - Alisa Anderson / Meagan Vincello

DESCRIPTION

The Moscow Police Department has participated in the Child Passenger Safety Grant Program since 2003 by applying for funding to purchase safety seats for children, and participate in teaching and hosting Child Passenger Safety Technician certification classes. The Moscow Police Department has been the lead agency and fiscal agent for the program since 2011 and has applied and received funding for purchasing child safety seats, training technicians and managing the distribution of child safety seats. The FY2020 funding requested will be submitted to the Idaho Transportation Department, Office of Highway Safety. The request will include funding to purchase child safety seats, training for new or recertification of child safety seat technicians, public events, and educational materials. The Moscow Police Department will contribute in-kind staff time and supplies for training during the award period for a total program cost not to exceed \$26,000. This was reviewed by the Administrative Committee on August 26, 2019, and recommended for approval.

STAFF RECOMMENDATION

Approve the proposed funding request to apply and accept an award under the Idaho's Child Passenger Safety Grant Program not to exceed \$26,000 from the Idaho Transportation Department, Office of Highway Safety.

PROPOSED ACTIONS

ACTION: Approval of the proposed funding request to apply and accept an award under Idaho's Child Passenger Safety Grant Program not to exceed \$26,000 from the Idaho Transportation Department, Office of Highway Safety.

FISCAL IMPACT

In-kind contribution from Moscow Police Department.

PERSONNEL IMPACT

N/A

ATTACHMENTS

1. FFY 2020 CPS Grant CCSR Attachment



FEDERAL FISCAL YEAR 2020 “FFY 2020”

IDAHO’S CHILD PASSENGER SAFETY

GRANT POLICIES AND PROCEDURES

Monies are made available by the Idaho Transportation Department Office of Highway Safety “OHS” through Sherry Jenkins, Occupant Protection Program Manager. All grant requests will be reviewed by Sherry Jenkins and Carma McKinnon, Statewide Coordinator of Idaho’s Child Passenger Safety Program.

All CPST training courses, partially or fully reimbursed with grant funds, will be coordinated through the Statewide Coordinator of Idaho’s Child Passenger Safety Program, Carma McKinnon.

A list of Acronyms is provided; see page 11.

1. FUNDING ELIGIBILITY

Grant requests should be from a school, government agency or non-profit [501(c)(3)] organization within Idaho that provides child passenger safety efforts intended to reduce the number of deaths and serious injuries to children resulting from traffic crashes on Idaho roads. They must be able to demonstrate their commitment to child passenger safety and ensure efficient and effective management of funds.

→ **Consistently providing reports to the ITD Office of Highway Safety and CPS Statewide coordinator is required.**

2. PROPOSALS ACCEPTANCE

Grant requests may be received by an organization anytime during each federal fiscal year of October 1 through September 30. This grant process is ongoing and will remain open as long as funds are available.

3. IMPORTANT DATES

FISCAL GRANT YEAR IS OCTOBER 1, 2019 THROUGH SEPTEMBER 30, 2020	
SEPTEMBER 1, 2019 – OCTOBER 31, 2019	Grant proposals submitted Proposals submitted after 9/30/19 will be considered if all funds haven’t been allocated.
OCTOBER 1, 2019 – NOVEMBER 30, 2019	Notification of grant approval or decline.
JULY 31, 2020	All invoices for goods received or services performed on or prior to June 30th , must be received by Carma McKinnon, CPS Statewide Coordinator.
OCTOBER 31, 2020	All invoices for goods received or services performed between July 1st and September 30TH , must be received by Carma McKinnon, CPS Statewide Coordinator.
YOU MAY SUBMIT PERIODIC INVOICES FOR REIMBURSEMENT AS DELIVERABLES ARE MET. You do not need to wait until all deliverables are complete.	

4. PROPOSED PROJECT FOR YOUR COMMUNITY

The proposed projects must demonstrate a direct link to one or more of the following **goals** as the goals relate to your community:

PROGRAM GOALS:

1. Increase local community's knowledge of the proper use of child restraints by offering car seat safety checks and/or participating in child safety events.
2. Educate parents, caregivers and grandparents regarding the proper selection and installation of child passenger safety restraints.
3. Maintain and support the statewide network of child passenger safety technicians and inspections stations.
4. Use National Child Passenger Safety Week as opportunity to increase visibility of child passenger safety in Idaho.

5. FUNDING REQUEST AMOUNTS ALLOWED

You may submit a grant funding request from **\$500 - \$5,000 (Local Costs)**. OHS reserves the right to award an amount based on the grant request and/or funding availability. Make every attempt to include all anticipated expenses for the coming year. If applicable, see CPST Course and Event Costs for additional funding request.

Child Restraint Purchases:

- **Organizations requesting grant funding must provide an estimated number of restraints distributed during each year of 2017 and 2018. This information must be provided with Anticipated Local Costs in Grant Proposal.**
- Child restraint purchases can be MULTIPLE to accommodate the organization's storage capacity or financial restrictions; final amount of multiple purchases cannot exceed grant award amount.
- Organizations that provide restraints to other inspection sites within their community will receive ample funding awards to purchase restraints to store and give to inspection sites. Again, MULTIPLE purchases can be made however total amount of purchases cannot exceed grant award amount. Inspection sites distributed grant-funded restraints MUST BE LOCATED IN IDAHO.

CPST COURSE AND EVENT COSTS: If you intend to host a CPST training course, contact Carma McKinnon (208) 742 1683 to collaborate course with existing statewide schedule or to verify if similar courses are scheduled in or near your community. See Requirements for Courses for allowable expenses. Costs associated with training courses will be evaluated and awarded separately from Local Costs.

- CPST training opportunities must be offered to Idaho CPSTs and CPST candidates, CPST-Instructors and Instructor Candidates first. Place non-Idaho course attendees and instructors on waiting list.
- Grant-funded training courses must be available to any organization/individual interested in getting certified or recertified. Course is limitable based on number of instructors available (example: one instructor to five attendees based on course curriculum).

6. PROPOSED PROJECT COSTS

Make every attempt to include all anticipated expenses for the coming year. Costs that may be approved must relate to the implementation of strategies which address the program's **goals**. All projects must follow appropriate state and federal funding regulations. Each recipient certifies that the Child Passenger Safety grant will not be used to replace existing state or local funds, defined as supplanting.

7. GRANT PROPOSAL AND AGREEMENT REVISION

Original grant proposal may be revised. Revision request is required PRIOR to sub/grantee initiating or activating any revisions to the OHS approved proposal and agreement. Revision request must be submitted to Sherry Jenkins, ITD Office of Highway Safety, P.O. Box 7129, Boise, ID 83707-1129, or scan/mailed to sherry.jenkins@itd.idaho.gov. The revision will be effective the date it is approved and signed by the OHS Manager.

8. ALLOWABLE AND UNALLOWABLE COSTS

ALLOWED	NOT ALLOWED
- Child Passenger Safety Technician courses listed on "Requirements for Courses" document - SKWW registration fees for Fire/EMS/Law Enforcement personnel - CPST Instructor stipend ➔ Stipend defined as "...a fixed regular sum paid as an allowance." - Equipment and materials needed to conduct car seat inspections - Equipment and materials needed to conduct training - Convertible, combination, and booster car seats - Educational materials* - Car seat manufacturer CD - LATCH Manual(s) - limit the distribution of manuals to active car seat technicians who perform inspections on their own. Teams should have a couple available at inspection sites. - Car and booster seats (must meet FMVSS 213 standard) • distribution must target families with a demonstrated financial need • come with education provided by a certified car seat technician • be on a by-donation basis	- Food/refreshments (water and coffee allowed without prior approval)** - SKWW registration fees for non-Idaho course attendees - Office furniture - Gifts (no gift cards, flowers, etc.) - Entertainment - Construction - Promotional, give-a-ways, or branding items - Clothing - Wages for technician/instructor attending a class, training or car seat event ➔ Wage defined as "...a fixed regular payment, typically paid on a daily or weekly basis, made by an employer to an employee." - Vehicle fuel expenses for an organization's car - Restraints purchased for car seat "loaner" programs - Infant car seats - Required "donations" or fees for car seat checks.

*Educational material examples: Safe Ride News publication and fact sheets, KIDZ DVD curriculum, Simple Steps to Child Passenger Safety DVD

**Contact Carma McKinnon, 208 742 1683, to discuss if food (or meals) is to be considered for training course. If food purchase is allowed for training course, requesting organization must pay for food and submit expense on reimbursement claim.

9. PROJECT REQUIREMENTS

Refer to the FFY 2020 Requirement for Courses to meet criteria to receive funding.

Other curricula may be used when different trainings are provided however it must be provided to and approved by the CPS Statewide Coordinator and the ITD Office of Highway Safety.

Evaluation summary of class and instructors are required on all classes and must be provided to the CPS Statewide Coordinator and the ITD Office of Highway Safety; class and instructor evaluation summaries required if class and/or instructors are partially or fully grant-funded.

Grant-funded child restraints must be provided by and installed by a certified car seat technician; recommend technicians use the Statewide CPS check list form for car seat checks. Grant-funded child restraints must also meet the Federal Motor Vehicle Safety Standard 213 (FMVSS 213). Restraints purchased for “loaner” programs will not be reimbursed. Example: Special Needs restraints. **If a parent or caregiver donates funds when provided a grant-funded child restraint, the donation or “handling fee” total amount must be reported as Program Income* on the 0259 voucher.** “Required donations” or required fees for distribution of grant-funded car seats not allowed.

*As noted under CFR §1200.34, “...program income shall be used to further the objectives of the program area under which it was generated.”

10. GRANT PROPOSAL PROCESS

Read these grant policies and procedures in their entirety before applying. Grant Proposal Example provided. Submit a letter of request which includes the following:

Generate your grant proposal including three sections:

- A) QUALIFICATIONS** = explain your organization’s involvement in child passenger safety (CPS) efforts. Include your work with traffic safety programs and experience managing public funds efficiently and ethically.
- B) DELIVERABLES** = explain expected results from grant and how it will support the program’s **goals** (see page 2 for program goals). Include how you will collect, analyze and evaluate your efforts in addition to estimated dates of courses, classes, etc.
- C) BUDGET** = a detailed list of funding requirements to complete the project.

Submit a signed copy of your proposal in **only one format** (mail, scan/email, or hand deliver – no faxes). Submit to Sherry Jenkins, ITD Office of Highway Safety, P.O. Box 7129, Boise, ID 83707-1129. GRANT PROPOSAL MAY BE SCAN/EMAILED ELECTRONICALLY TO sherry.jenkins@itd.idaho.gov

11. GRANT PROPOSAL APPROVAL OR DECLINE

A proposal approval or disapproval should be received within 30 days of submission. Contact Sherry Jenkins, (208) 334 4460, sherry.jenkins@itd.idaho.gov for status of grant proposal.

12. GRANT PROPOSAL REVIEW PROCESS

Grant proposals will be reviewed, evaluated, and approved by the CPS Statewide Coordinator and the ITD Office of Highway Safety based on Qualifications, Deliverables, and Budget. OHS reserves the right to table any grant request for further consideration or to obtain additional information.

13. SUBMITTING FOR REIMBURSEMENT

- Costs will be REIMBURSED; payments will not be made in advance.
- All costs/expenses will be paid for by the grantee and billed for reimbursement (including travel expenses at **the State of Idaho’s per diem rates and according to the attached APPENDIX D - TRAVEL AND PER DIEM REIMBURSEMENT document, pages 9 and 10**).
- For course expense reimbursements, course agenda and attendee list must be provided with claim documentation.
- Reimbursement paperwork may be submitted upon completion of a deliverable; or at the completion of the grant AND grantee must adhere to deadlines for reimbursements (below).

- If your organization hired an instructor for an event; your organization must pay him/her for all expenses (including travel, lodging, meals at state per diem) THEN submit for reimbursement through this grant process.

➔ CPST-Instructor travel expense reimbursement amount(s) must be reviewed and pre-approved by the Office of Highway Safety.

- The State of Idaho Voucher Form 0259 must be used with supporting documentation (receipts, etc.); identify your organization as “Vendor” or “Claimant”; include Federal Tax ID Number, and signature of authorizing organization official. *THE VOUCHER MAY BE USED FOR REPORTING PROGRAM INCOME.*

Completed claim with supporting documentation may be mailed or scan/emailed. If mailed, mail to CPS Statewide Coordinator for review (instructions on 0259 form). If scan/emailed, submit claim to the CPS Statewide Coordinator and the Office of Highway Safety.

Access to 0259 form: <http://apps.itd.idaho.gov/apps/formfinder2dmz>

- For reimbursement of travel expenses, Grantee must use their organization’s travel expense voucher.

IMPORTANT NOTE REGARDING TRAVEL REIMBURSEMENTS:

The following is derived from the Idaho State Controller’s Office Travel Policy, and is not all inclusive. For additional information, review Idaho’s policy in its entirety at:

<https://www.sco.idaho.gov/web/sbe/sbeweb.nsf/pages/trvlpolicy.htm>

Lodging

Reimbursement for reasonable lodging costs will be approved for in-state or out-of-state travel according to state guidelines. If it is feasible to travel home after the last meeting, no lodging will be allowed for that night. **Note:** *Reimbursement will not be made for travel and lodging expenses when leaving the home station earlier than reasonably necessary to meet an airport’s recommended pre-departure time.*

Timeframes for Partial Day per Diem Allowance

The amount of the Per Diem allowance for official State travel that does not involve an overnight stay, or for the first and last day of a multiple day trip, shall be calculated based on the percentages of the daily Per diem allowance as established by the State Board of Examiners.

- 1) 25% for breakfast (leave at 7:00am or earlier/return at 8:00am or later)
- 2) 35% for lunch (leave at 11:00am or earlier/return at 2:00pm or later)
- 3) 55% for dinner (leave at 5:00pm or earlier/return at 7:00pm or later)

14. GRANT PROCESS DOCUMENTS

- Idaho Transportation Department Invoice Voucher 0259; form may be accessed on <http://apps.itd.idaho.gov/apps/formfinder2dmz>
- State W-9/Direct Deposit form
- FFY 2019 Requirements for Courses
- Grant Proposal EXAMPLE

15. REIMBURSEMENT DEADLINES

Yes. All invoices for goods received or services performed on or prior to June 30th, **must be received by CPS Statewide Coordinator and the ITD Office of Highway Safety no later than July 31st.**

Invoices for goods received or services performed between July 1st and September 30th, **must be received by CPS Statewide Coordinator and the ITD Office of Highway Safety no later than October 31st.**

THE 0259 VOUCHER MAY BE USED FOR REPORTING PROGRAM INCOME.

16. OTHER GRANT REQUIREMENTS:

- A. Contractor/sub-grantee agrees to the CERTIFICATIONS AND ASSURANCES, Attachment 1 (pages 12-22), and will comply with the certification and assurances, as applicable.

-> ATTACHMENT 1 MUST BE SIGNED AND SUBMITTED WITH GRANT PROPOSAL.

- B. System for Award Management (SAM) is required when receiving federal awards or federal funds. This may be accessed at <http://www.sam.gov>

- 1) If it has not already done so, Contractor/sub-grantee shall obtain a Data Universal Numbering System (DUNS) number, which may be obtained from Dun and Bradstreet, Inc. (D&B) by telephone (currently 866-705-5711) or the Internet - currently <http://fedgov.dnb.com/webform>
- 2) Contractor/sub-grantee agrees it shall maintain current registrations in the System for Award Management (SAM) at all times during which it has active federal awards.
- 3) If ITD Office of Highway Safety discovers Contractor/sub-grantee, or its principals or affiliates, is disbarred, suspended, or ineligible from federal contracting, grant may be terminated immediately.

- C. MONTHLY reports that contain following minimum information:

- Number *and types* of car seats purchased with grant funds
- Number of car seat checks performed (please do not limit check number to grant-funded car seat distribution checks; include ALL car seat checks in report)
- Number *and types* of grant-funded car seats distributed
- Number of volunteer (and employee) hours dedicated to conducting checks
- Number of We Have A Little Emergency (WHALE) kits* distributed
- Number of Children's Hospital of Philadelphia Child Restraint Basics cards* distributed
- Other educational materials distributed
- Program Income (donations received)
- If applicable, training activity:
 - Promotion/support for training
 - Instruction provided
 - Number of participants

****WHALE kits and CHOP cards are available (English AND Spanish) at no cost, and can be requested from the ITD Office of Highway Safety.***

- D. If a parent or caregiver donates funds when provided a grant-funded child restraint, the donation or "handling fee" total amount must be reported as Program Income on the 0259 voucher.

➔ Include 0259 voucher with monthly report.

➔ ***THE VOUCHER MAY BE USED FOR REPORTING SOLELY PROGRAM INCOME.***

- ➔ **Monthly reports are due by the 15th of the following month.** Example: a report for January must be submitted no later than February 15th. **Consistently providing monthly reports to the ITD Office of Highway Safety and CPS Statewide coordinator is required.**

- E. If CPST course (Certification, CEU, Recertification/Renewal, Instructor Development, Special Needs) and/or Car Seat Sign-Off event is approved, and paid partially or fully with grant funding, class and instructor evaluation summary must be submitted to the CPS Statewide Coordinator within 15 calendar days of the course completion.

- F. A FINAL Report of the utilization of all grant funds to ITD Office of Highway Safety no later than October 31, 2020. Please note that final report must include an inventory of child restraints (location, and restraint make, model, and year manufactured) as of September 30, 2020.

REGION X, Sub-grantee:	
No. of Car Seats Purchased (Total)	_____
Types of Car Seats Purchased	_____
Infant	_____
Convertible	_____
Booster	_____
Special Needs	_____
No. of Car Seat Checks	_____
No. of Car Seats Distributed	_____
Inventory of Car Seats as of 9/30/17 (Total)	_____
Infant	_____
Convertible	_____
Booster	_____
Special Needs	_____
No. of WHALE Kits Distributed	_____
Expired Seats	_____
Number of volunteer hours	_____
Collaborative Partners (list):	_____
Educational/Outreach Materials Distributed?	Yes No
Promotional Items Distributed?	Yes No

➔ FINAL report must also include:

- All activities performed that met goals selected and objectives outlined in sub/grantee grant proposal. Examples: CPS educational activities attended and/or held in local community, educational and/or promotional materials distributed, local educational classes held for parents and caregivers, participation in National CPS week, etc.
- List of inspection sites provided grant-funded child restraints, and quantity provided each inspection site.
- Grant-funded child restraints distributed at car seat events held in Idaho.

17.FINAL REIMBURSEMENT

YOU MAY SUBMIT PERIODIC INVOICES FOR REIMBURSEMENT AS DELIVERABLES ARE MET. You do not need to wait until all deliverables are complete.

Refer to the [Reimbursement Deadlines](#) section.

Your documentation must include the following:

- Signed 0259
- Proof of payment
- Supporting documents (invoice, travel expense voucher, receipts, etc.)
- Class and instructor evaluation summary results (if applicable)

Failure to submit correct and complete reimbursement documents may result in non-payment.

NOTE: If your organization hired an instructor for an event, your organization must pay him/her for all expenses (including travel, lodging, and meals at state per diem) THEN submit for reimbursement through the grant process.

18. OTHER IMPORTANT INFORMATION

MONTHLY REPORTS

In the event an organization chooses not to apply for grant funding but has grant-funded restraint and educational material inventory from a previous grant year, monthly reports must be completed and submitted during current grant period. If an organization does not submit its monthly reports on a timely basis, the lack of reports may affect the organization's subsequent FFY grant award.

CAR SEAT DISTRIBUTION AND DONATION

Grant-funded car seats may not be provided or distributed to non-Idaho inspection sites or CPSTs located outside Idaho. "Required donations" or required fees for distribution of grant-funded car seats not allowed. Donation can be requested however, if parent/caregiver cannot afford the donation, provide them a pre-addressed envelope and request they send a donation on their next pay day.

IDAHO STANDARDIZED CAR SEAT CHECKLIST FORM

If your organization is awarded funds to host a CPST course, the Idaho standardized car seat checklist form must be presented at the course. Presentation must outline purpose of the form and its benefits.

AGREEMENT DISPUTE RESOLUTION

Disputes arising under this agreement shall be resolved by a panel consisting of one representative of the ITD Office of Highway Safety, one representative from your organization and a mutually agreed upon third party. This dispute panel shall thereafter decide the dispute with a majority prevailing.

LIABILITY WAIVER

The Organization receiving Child Passenger Safety (CPS) grant funds understands and agrees that the sole purpose of CPS grant funds is to help reduce the incidence of improper child safety seat installation; that any inspection provided in association with a program receiving CPS grant funds is provided by the Organization as a free educational service and not an evaluation of the quality, safety or condition of the child safety seat, child safety seat provided or any component of any vehicle involved in the inspections. The Organization releases Idaho Transportation Department by and through the State of Idaho, its officers, agents and employees from and against any and all liability, claims, damages, losses, expenses, actions, attorney's fees and suits whatsoever caused by or arising out of Organization's negligent or wrongful performance, acts or omissions under the grant program or Organization's failure to comply with any state or federal statute, law, regulation or rule. Nothing contained herein shall be deemed to constitute a waiver of the State's sovereign immunity, which immunity is hereby expressly reserved.

AGREEMENT TERMINATION

Either party may terminate this agreement upon (30) days of written notice to the other party. In the event of termination of this agreement, the terminating party shall be liable for the performance rendered prior to the effective date of termination. In the event of termination of this agreement, all remaining grant-funded seat and materials inventory must be returned to the ITD Office of Highway Safety.

CITY COUNCIL STAFF REPORT

DATE: Tuesday, September 3, 2019



RESPONSIBLE STAFF

REVIEWED BY

This item was reviewed by Public Works/Finance Committee on August 26, 2019 and recommended for approval.

ADDITIONAL PRESENTER(S)

OTHER RESOURCES

AGENDA ITEM TITLE

406 Southview Ave Lot Division - Mike Ray

DESCRIPTION

The applicant, Andy Blum, is requesting a lot division for an existing lot of approximately 10,787 square feet in size located at 406 Southview Avenue. The applicant is requesting the lot division in order to create two lots of approximately 4,797 square feet and 5,990 square feet in size. The intent of the lot division is to accommodate a twinhome that is currently being constructed upon the property. The subject property is located within the Medium Density Residential (R-3) Zoning District which requires a minimum lot size of 3,250 square feet and a minimum lot width of 30 feet for twinhomes. Both proposed lots meet the minimum lot area and width requirements of the R-3 Zone. Property owners within 600 feet of the property have been notified of the proposed division and a sign was posted seven (7) days prior to the public meeting date. This item was reviewed by Public Works/Finance Committee on August 26, 2019 and recommended for approval.

STAFF RECOMMENDATION

Approve the lot division request with no conditions.

PROPOSED ACTIONS

ACTION: Approve the lot division request with no conditions.

FISCAL IMPACT

PERSONNEL IMPACT

ATTACHMENTS

1. Public Meeting Notice
2. Packet

NOTICE OF PUBLIC MEETING

Proposed Lot Division at 406 Southview Avenue
in the City of Moscow, Idaho (LUP2019-0027)

A public meeting before the Public Works/Finance Committee of the City Council will be conducted during which the following proposal will be considered:

Applicant is requesting a lot division to divide an existing lot of approximately 10,787 sf in size to two lots of approximately 4,797 sf and 5,990 sf. The property is currently addressed 406 Southview Avenue, as shown on the vicinity map below.

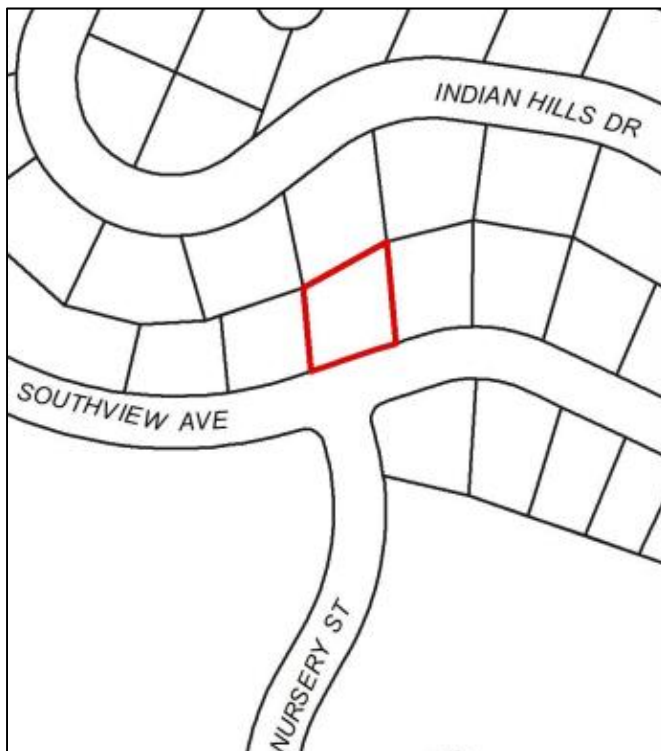
MEETING DATE AND TIME: Monday, August 26, 2019

LOCATION OF MEETING: Council Chambers, Second Floor, Moscow City Hall
206 East Third Street, Moscow, Idaho

MEETING TIME: 3:00 p.m.

Note: Meeting start time is not necessarily indicative of discussion start time for the application advertised in this notice. Multiple hearings and/or agenda items may make it difficult to determine hearing start time, which could occur late in the meeting.

The file containing information on this matter is available for public review (an appointment may be necessary) at the Community Development Department located in the Paul Mann Building, 221 East Second Street, Moscow, Idaho. You may also call 883-7035 to obtain the meeting agenda, further information on the application or the public hearing process, and/or to request a meeting with City Staff.



Laurie Hopkins, Moscow City Clerk

Anne Peterson, Deputy City Clerk

Andy Blum

1233 Wiltshire Drive

Moscow, ID 83843

Phone

Andrewblum208@gmail.com

July 10, 2019

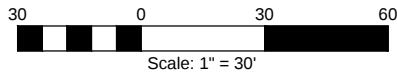
Mayor Lambert and Moscow City Council

My name is Andy Blum and I am part of the third generation of Blum Construction. I am contacting you regarding a lot division. I am currently building a twin home on a lot and would split it so I can offer two units for sale individually. The address is 406 Southview in Indian Hills 7th. Thank you for your time.

Sincerely,

Andy Blum

—————	Centerline
-----	Existing Lot Line
=====	Subdivision Boundary
=====	New Lot Line
-----	Utility Easement
XXXXXX	Field Measurement
(XXXXXX)	Record Measurement
●	Found Property Corner
○	Set 5/8" dia. Rebar w/ yellow cap stamped, "HEDCO, Inc. PE/LS 2102"
▲	Calculated Corner, nothing found or set
⊕	Found Centerline Monument or Lewiston Control Network Monument



The Basis of Bearings for this Survey is the 1983 Idaho State Plane Coordinate System, west zone, and was developed from RTK-GNSS. observations on Boundary Corners shown hereon. Distances shown hereon are in terms of the SPC grid.

I certify this map correctly shows the results of a survey done by me or under my direct supervision, in conformance with the requirements of the Survey Recording Act at the request of Andy Blum in July, 2019.



A boundary survey of lot 3, Block 3 to facilitate the subdivision of said lot..

<u>Type</u>	<u>Instr. No.</u>
Plat	595522

LOT 3A

The westerly portion of Lot 3, BLK 3 of Indian Hills 9th Addition to Moscow as shown on the Final Plat, Instrument No. 595522, Records of Latah County, Idaho more particularly described as follows:

Beginning at the southwesterly corner of said Lot 3, said TRUE POINT OF BEGINNING being on the northerly right-of-way line of Southview Avenue and running:

thence N06°47'38"W 97.14 feet along the westerly line of said Lot 3 to the Northwest Corner of Lot 3A;

thence N60°14'56"E 46.95 feet along the northerly boundary of said Indian Hills 9th Addition to the Northeast Corner of Lot 3A;

thence S06°47'38"E 43.47 feet;

thence S19°38'58"E 60.48 feet to a point on the northerly right-of-way line of Southview Avenue;

thence S70°16'43"W 58.16 feet along said northerly right-of-way line to the TRUE POINT OF BEGINNING.

Said Lot 3A contains 4797 Sq. Ft.

LOT 3B

The easterly portion of Lot 3, BLK 3 of Indian Hills 9th Addition to Moscow as shown on the Final Plat, Instrument No. 595522, Records of Latah County, Idaho more particularly described as follows:

Beginning at the southeasterly corner of said Lot 3, said TRUE POINT OF BEGINNING being on the northerly right-of-way line of Southview Avenue and running:

thence S70°16'43"W 44.98 feet along said northerly right-of-way line;

thence N19°38'58"W 60.48 feet;

thence N06°47'38"W 43.47 feet to a point on the northerly boundary of said Indian Hills
9th Addition;

thence N60°14'56"E 63.05 feet along said northerly boundary to the Northeast Corner of Lot 3B;

thence S06°25'05"E 116.96 feet along the easterly line of said Lot 3 to the TRUE POINT OF BEGINNING.

Said Lot 3B contains 5990 Sq. Ft.

Subject to a 10.00 foot wide Utility Easement along the easterly line of said Lot 3B.

Application Complete 7/26/2019

Description for Lot 3A, BLK 3, Indian Hills 9th Addition

The westerly portion of Lot 3, BLK 3 of Indian Hills 9th Addition to Moscow as shown on the Final Plat, Instrument No. 595522, Records of Latah County, Idaho more particularly described as follows:

Beginning at the southwesterly corner of said Lot 3, said TRUE POINT OF BEGINNING being on the northerly right-of-way line of Southview Avenue and running:

thence N06°47'38"W 97.14 feet along the westerly line of said Lot 3 to the Northwest Corner of Lot 3A;

thence N60°14'56"E 46.95 feet along the northerly boundary of said Indian Hills 9th Addition to the Northeast Corner of Lot 3A;

thence S06°47'38"E 43.47 feet;

thence S19°38'58"E 60.48 feet to a point on the northerly right-of-way line of Southview Avenue;

thence S70°16'43"W 58.16 feet along said northerly right-of-way line to the TRUE POINT OF BEGINNING.

Said Lot 3A contains 4797 Sq. Ft.

Description for Lot 3B, BLK 3, Indian Hills 9th Addition

The easterly portion of Lot 3, BLK 3 of Indian Hills 9th Addition to Moscow as shown on the Final Plat, Instrument No. 595522, Records of Latah County, Idaho more particularly described as follows:

Beginning at the southeasterly corner of said Lot 3, said TRUE POINT OF BEGINNING being on the northerly right-of-way line of Southview Avenue and running:

thence S70°16'43"W 44.98 feet along said northerly right-of-way line;

thence N19°38'58"W 60.48 feet;

thence N06°47'38"W 43.47 feet to a point on the northerly boundary of said Indian Hills 9th Addition;

thence N60°14'56"E 63.05 feet along said northerly boundary to the Northeast Corner of Lot 3B;

thence S06°25'05"E 116.96 feet along the easterly line of said Lot 3 to the TRUE POINT OF BEGINNING.

Said Lot 3B contains 5990 Sq. Ft.

Subject to a 10.00 feet wide Utility Easement along the easterly line of said Lot 3B.

COMMITTEE STAFF REPORT

DATE: Tuesday, September 3, 2019



RESPONSIBLE STAFF

Gary Riedner, City Supervisor, Sarah Banks, Finance Director

ADDITIONAL PRESENTER(S)

OTHER RESOURCES

AGENDA ITEM TITLE

Public Hearing: Open Budget for Fiscal Year 2018-2019 (FY2019) (ACTION ITEM) - Gary J. Riedner / Sarah Banks

DESCRIPTION

The State of Idaho provides a process for cities to amend the original fiscal year budget appropriation ordinance in accordance with Idaho Code section 50-1003. Throughout the year, the City has received additional federal, state and local grant awards, donations within the Recreation and Culture Fund, and the City Council has authorized expenditures, including fleet purchases including a fire engine, e-ticketing equipment, and unanticipated capital projects. Staff is proposing to amend Ordinance 2018-09 in the amount of \$1,660,825 to accommodate the authorized appropriations.

STAFF RECOMMENDATION

Approve the Ordinance under suspension of the rules requiring three complete and separate readings and that it be read by title and published by summary.

PROPOSED ACTIONS

PROPOSED ACTIONS: After conducting the public hearing and consideration of testimony received, approve the Ordinance under suspension of the rules requiring three complete and separate readings and that it be read by title and published by summary; or consider the Ordinance on first reading and that it be read by title; or reject the Ordinance; or take such other action deemed appropriate.

FISCAL IMPACT

PERSONNEL IMPACT

ATTACHMENTS

1. FY2019 Open Budget Memo
2. NOTICE OF PUBLIC HEARING- Open budget2019
3. Open Budget Ordinance FY2019

MEMORANDUM



To: Gary J. Riedner, City Supervisor
From: Sarah L. Banks, Finance Director
C: Mayor & City Council
Date: August 19, 2019
Re: Open Budget FY2019

This year there are nine changes totaling \$1,660,825 recommended for the FY2019 open budget process. These recommended changes are in anticipation of the public hearing scheduled for September 3, 2019.

General Fund:

Though not included in the open budget process, City Council approved the overrun of Legislative Fund Non – Prioritized Projects (101-010-10-670-16) for their agreed upon portion of the McConnell Mansion Roof Project which totaled \$19,750.

Recreation & Culture Fund:

In FY2019, Hamilton - Lowe Aquatics Center received funding to purchase three aqua – wheelchairs. The donations, \$2,200 from Stepping Stones, Inc. and \$2,200 from Gritman Memorial Hospital, were receipted into Recreation & Culture Pool Donations (120-000-00-476-03) and expensed from Aquatics Minor Equipment (120-175-30-690-10).

MSDCP Fund:

In FY2019, the City was approached by the Moscow School District to construct a fence along the parking lot at the Moscow School District Community Playfields. The total expense related to the fencing project was \$16,833. The Moscow School District reimbursed the City half the total cost \$8,416, receipted into MSDCP Fund Intergovernmental Revenues (121-000-00-438-14). The remaining \$8,417 revenue came from MSDCP Beginning Fund Balance (121-000-00-900-00). The total \$16,883 was expensed from MSDCP Fund R&M Grounds (121-185-30-658-20).

Fleet Fund:

In FY2018, the City replaced Unit #527 1995 Pierce Lance Fire Truck with a new Pierce Saber Pumper Fire Truck (\$545,472). The City ordered the Pumper Fire Truck in FY2018, but did not receive it until FY2019. The revenue \$545,472 came from Fleet Beginning Fund Balance (290-000-00-900-01). We expensed the Pumper Fire Truck from Fleet Vehicles - Public Safety (290-130-20-770-75).

In FY2019, Fleet replaced Unit #222 a 2019 Ford F550 for Streets, and Unit #122, a Ford F350 for Water. The revenue for both (\$124,500) came from Fleet Beginning Fund Balance (290-000-00-900-01) and was expensed from Fleet Vehicles – Streets (290-130-40-770-75) and Fleet Vehicles – Water (290-130-70-770-75).

Information Systems Fund:

In FY2019, the Police Department was awarded a \$12,000 OHS Highway Safety E-Ticketing Grant for the purchase of E-Ticketing equipment. The grant revenue was receipted into IS Federal Grant – Office of Hwy Safety (295-000-00-431-30) and will be expensed from IS Equipment - Public Safety (295-135-20-770-74).

Capital Projects Fund:

In FY2018, City Council approved the bid for the Itani Park Concrete Slab and Pathway Project in the amount of \$54,865. Due to inclement weather the project was postponed until FY2019. In FY2019, City Council approved the unanticipated expense of \$3,000 to install playground equipment for Itani Park. The revenue for both projects (\$57,865) came from Capital Projects Beginning Fund Balance (350-000-00-900-01) and was expensed from Capital Projects Parks & Rec – Playground Equipment (350-165-30-770-76).

In FY2018, the City received \$46,220 in grant funding for covered bike parking, bike shelters, wayfinding signage and sharrows. Due to ITD pending approval of the Environmental review from FTA, this project was delayed until FY2019. The revenue \$46,220 came from Capital Projects Federal Grant – MTI Grow America (350-000-00-431-40). There was additional match required of \$3,535 which came from Capital Projects Beginning Fund Balance (350-000-00-900-01) for a total revenue amount of \$49,755. This project was expensed from Capital Projects Streets – Multimodal Improvement Projects (350-150-40-770-75).

In FY2019, the City of Moscow passed a General Obligation Bond in the amount of \$9,640,000. Once bond proceeds are received, the City will transfer in \$850,000 to Capital Projects – General Government (350-000-00-498-59) to cover 2019 unanticipated expenses related to the bond. We will expense \$810,000 from Capital Projects General Government – Land (350-310-10-770-71) for the purchase of the designated land for new police facility and \$40,000 from Capital Projects General Government – Buildings (350-310-10-770-72) for police services facility design work.

**NOTICE OF PUBLIC HEARING
PROPOSED AMENDED BUDGET
FOR FISCAL YEAR 2018-2019 (FY2019)
CITY OF MOSCOW, IDAHO**

A PUBLIC HEARING, PURSUANT TO IDAHO CODE SECTION 50-1002, for consideration of amending the budget for the Fiscal Year that begins October 1, 2018 and ends September 30, 2019, will be held in the City Hall Council Chambers, 206 East 3rd Street, Moscow, Idaho, on **Tuesday, September 3, 2019 at 7:00 p.m.** for the purpose of considering and amending the budget and making amended appropriations to funds for the stated fiscal year, at which time any taxpayer may appear and show cause, if any, why such Proposed Appropriations Ordinance Amendment should or should not be adopted. City Hall is accessible to persons with disabilities. Anyone desiring accommodations for disabilities, please call the City Clerk's office, (208) 883-7015, at least 48 hours prior to the public hearing. The proposed Amended Budget for FY2019 is shown below.

	FY2019 ORIGINAL BUDGET	AMENDED BUDGET	FY2019 FINAL BUDGET
General Fund			
General Government	\$ 7,792,305		\$ 7,792,305
Public Safety	\$ 8,164,735		\$ 8,164,735
TOTAL	<u>\$15,957,040</u>	<u>\$ 0</u>	<u>\$15,957,040</u>
 STREET FUND	 <u>\$ 3,568,041</u>	 <u>\$ 0</u>	 <u>\$ 3,568,041</u>
 TRANSIT CENTER FUND	 <u>\$ 66,716</u>	 <u>\$ 0</u>	 <u>\$ 66,716</u>
 Culture & Recreation			
Parks & Recreation Fund	\$ 3,290,264	\$ 4,400	\$ 3,294,664
MSDCP	146,349	16,833	163,182
1912 Center Fund	106,100		106,100
Hamilton Trust Fund	239,792		239,792
Total	<u>\$ 3,782,505</u>	<u>\$ 21,233</u>	<u>\$ 3,803,738</u>
 Water Fund	 <u>\$ 6,633,223</u>	 <u>\$ 0</u>	 <u>\$ 6,633,223</u>
 Sewer Fund	 <u>\$ 8,082,005</u>	 <u>\$ 0</u>	 <u>\$ 8,082,005</u>
 Sanitation Fund	 <u>\$ 6,004,699</u>	 <u>\$ 0</u>	 <u>\$ 6,004,699</u>
 Fleet Management Fund	 <u>\$ 2,210,115</u>	 <u>\$ 669,972</u>	 <u>\$ 2,880,087</u>
 Information Systems Fund	 <u>\$ 1,581,637</u>	 <u>\$ 12,000</u>	 <u>\$ 1,593,637</u>
 Capital Projects Funds			

Water Capital Projects Fund	\$ 6,839,895		\$ 6,839,895
Sewer Capital Projects Fund	8,695,601		8,695,601
Sanitation Capital Projects Fund	5,346,655		5,346,655
Capital Projects Fund	6,854,736	957,620	7,812,356
LID Construction Fund	<u>180,313</u>		<u>180,313</u>
Total Capital Construction Funds	<u>\$27,917,200</u>	<u>\$ 957,620</u>	<u>\$28,874,820</u>
Debt Service Fund			
General Obligation Debt Fund	\$10,010,295		\$10,010,295
Special Assessments Fund	<u>\$29,989</u>		<u>29,989</u>
Total Debt Service Funds	<u>\$10,040,284</u>	<u>\$ 0</u>	<u>\$10,040,284</u>
GRAND TOTAL	<u>\$85,843,465</u>	<u>\$ 1,660,825</u>	<u>\$87,504,290</u>

SARAH L. BANKS
CITY OF MOSCOW FINANCE DIRECTOR

PUBLISH: August 24, 2019 and August 31, 2019

ORDINANCE NO. 2019 – ____

AN ORDINANCE OF THE CITY OF MOSCOW, IDAHO, A MUNICIPAL CORPORATION OF THE STATE OF IDAHO; AMENDING ORDINANCE NO. 2018-09, THE APPROPRIATION ORDINANCE FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2018 AND ENDING SEPTEMBER 30, 2019; TO APPROPRIATE MONIES IN THE SUM OF EIGHTY-SEVEN MILLION FIVE HUNDRED FOUR THOUSAND TWO HUNDRED NINETY DOLLARS (\$87,504,290); PROVIDING FOR THIS ORDINANCE TO BE IN FULL FORCE AND EFFECT FROM AND AFTER ITS PASSAGE, APPROVAL AND PUBLICATION ACCORDING TO LAW.

BE IT ORDAINED BY THE MAYOR AND COUNCIL OF THE CITY OF MOSCOW IDAHO AS FOLLOWS:

SECTION 1: That Ordinance No. 2018-09, the Appropriation Ordinance for the City of Moscow, Idaho, for the fiscal year commencing October 1, 2018 and ending September 30, 2019, be and the same is hereby amended as follows:

	FY2019 ORIGINAL BUDGET	AMENDED BUDGET	FY2019 FINAL BUDGET
General Fund			
General Government	\$ 7,792,305		\$ 7,792,305
Public Safety	\$ 8,164,735		\$ 8,164,735
TOTAL	<u>\$15,957,040</u>	<u>\$ 0</u>	<u>\$15,957,040</u>
 STREET FUND	 <u>\$ 3,568,041</u>	 <u>\$ 0</u>	 <u>\$ 3,568,041</u>
 TRANSIT CENTER FUND	 <u>\$ 66,716</u>	 <u>\$ 0</u>	 <u>\$ 66,716</u>
 Culture & Recreation			
Parks & Recreation Fund	\$ 3,290,264	\$ 4,400	\$ 3,294,664
MSDCP	146,349	16,833	163,182
1912 Center Fund	106,100		106,100
Hamilton Trust Fund	<u>239,792</u>		<u>239,792</u>
Total	<u>\$ 3,782,505</u>	<u>\$ 21,233</u>	<u>\$ 3,803,738</u>
 Water Fund	 <u>\$ 6,633,223</u>	 <u>\$ 0</u>	 <u>\$ 6,633,223</u>
 Sewer Fund	 <u>\$ 8,082,005</u>	 <u>\$ 0</u>	 <u>\$ 8,082,005</u>
 Sanitation Fund	 <u>\$ 6,004,699</u>	 <u>\$ 0</u>	 <u>\$ 6,004,699</u>
 Fleet Management Fund	 <u>\$ 2,210,115</u>	 <u>\$ 669,972</u>	 <u>\$ 2,880,087</u>

Information Systems Fund	<u>\$ 1,581,637</u>	<u>\$ 12,000</u>	<u>\$ 1,593,637</u>
Capital Projects Funds			
Water Capital Projects Fund	\$ 6,839,895		\$ 6,839,895
Sewer Capital Projects Fund	8,695,601		8,695,601
Sanitation Capital Projects Fund	5,346,655		5,346,655
Capital Projects Fund	6,854,736	957,620	7,812,356
LID Construction Fund	<u>180,313</u>		<u>180,313</u>
Total Capital Construction Funds	<u>\$27,917,200</u>	<u>\$ 957,620</u>	<u>\$28,874,820</u>
Debt Service Fund			
General Obligation Debt Fund	\$10,010,295		\$10,010,295
Special Assessments Fund	<u>\$29,989</u>		<u>29,989</u>
Total Debt Service Funds	<u>\$10,040,284</u>	<u>\$ 0</u>	<u>\$10,040,284</u>
GRAND TOTAL	<u>\$85,843,465</u>	<u>\$ 1,660,825</u>	<u>\$87,504,290</u>

SECTION 2: SEVERABILITY. Provisions of this Ordinance shall be deemed severable and the invalidity of any provision of this Ordinance shall not affect the validity of remaining provisions.

SECTION 3: EFFECTIVE: This Ordinance shall be in full force and effect from and after its passage, approval and the publication according to law.

THIS ORDINANCE was passed under suspension of the rules. A roll call vote was duly taken and this Ordinance was duly enacted as an ordinance of the City of Moscow at a regular meeting of the City Council held September 3, 2019.

APPROVED by the Mayor this _____ day of September, 2019.

Bill Lambert, Mayor

ATTEST:

Laurie M. Hopkins, City Clerk

CITY COUNCIL STAFF REPORT

DATE: Tuesday, September 3, 2019



RESPONSIBLE STAFF

David Schott, Assistant Parks and Recreation Director

REVIEWED BY

The Parks and Recreation Commission and Tree Commission both unanimously voted to recommend the conceptual plan for Harvest Park at a special joint meeting held on July 10, 2019. The Administrative Committee considered and recommended approval on August 26, 2019.

ADDITIONAL PRESENTER(S)

OTHER RESOURCES

AGENDA ITEM TITLE

Harvest Park Concept Approval (ACTION ITEM) - David Schott

DESCRIPTION

Through a collaborative series of public park design workshops, residents, along with the design expertise of Bernardo-Wills Architects PC, developed a final design plan for the future Harvest Park. The 4.09 acre park property is located on the north side of Southview Avenue near the intersection of Highway 95 and Southview Avenue, across from the Grove Apartments. Council approved the 4.09 acre property parkland exchange and dedication agreement between Indian Hills Trading Company, LLC, and the City of Moscow on April 4, 2018, leading to a future specialized edible forest park. The vision for Harvest Park is a long-term dynamic landscape. This unique space is intended to provide educational opportunities and an example to our community of stewardship of a public food forest. This unique space will create a sense of place and community pride for the City of Moscow for generations to come. Harvest Park will include edible fruit and nut trees, shrubs, perennials and ground covers, an accessible pathway and parking, staging area, restrooms, viewing areas, and an amphitheater / educational area. Development funding for the park has not been determined as of yet as a design was a necessary starting point. Funding options could include general funds, grants, and/or donations. The City is anticipating strong community support for this project by way of donations and maintenance of Harvest Park. Harvest Park will be developed incrementally as funding allows over many years. With approval of the conceptual plan, it is anticipated that development of phase 1 will begin in 2021. The Parks and Recreation Commission and Tree Commission both unanimously voted to recommend the conceptual plan for Harvest Park at a special joint meeting held on July 10, 2019. The Administrative Committee considered and recommended approval on August 26, 2019.

STAFF RECOMMENDATION

Approve the conceptual plan for Harvest Park.

PROPOSED ACTIONS

PROPOSED ACTIONS: Approve the conceptual plan for Harvest Park or take such other action deemed appropriate.

FISCAL IMPACT

N/A

PERSONNEL IMPACT

ATTACHMENTS

1. 08.20.19 PWF Harvest Park Conceptual Plan



COMMITTEE STAFF REPORT

DATE: Tuesday, September 3, 2019



RESPONSIBLE STAFF

Gary Riedner, City Supervisor, Sarah Banks, Finance Director

ADDITIONAL PRESENTER(S)

OTHER RESOURCES

AGENDA ITEM TITLE

L2 Property Tax Certification (ACTION ITEM) - Gary J. Riedner / Sarah Banks

DESCRIPTION

On August 19, 2019, the City Council approved the 2020 L2 tax certification to be filed with Latah County, in the aggregate amount of \$7,270,329. The original interest rate for the May 21, 2019 ten-year General Obligation bond was estimated at 2.21%. This resulted in an approximate cost of \$85 per year per \$100,000 of assessed property value and an annual debt service amount of \$1,100,000. On August 20, 2019, the G.O. were sold with an interest rate of approximately 1.27%. Because of the lower interest rate, the annual debt service for FY2020 will decrease to \$994,288 which lowers the estimated cost to \$73 per \$100,000 of assessed property value. The attached amended L2 reflects the lower G.O bond and interest as well as the decreased aggregate amount. If approved, staff will still be able to meet the time requirements for filing the certification with Latah County.

STAFF RECOMMENDATION

Approve the L2 tax certification in the aggregate amount of \$7,164,617.

PROPOSED ACTIONS

PROPOSED ACTIONS: Approve the L2 tax certification in the aggregate amount of \$7,164,617, or take other such action deemed appropriate.

FISCAL IMPACT

PERSONNEL IMPACT

ATTACHMENTS

1. FY20 L2 signature page
2. FY20 L2 worksheet
3. FY20 L2 voter approved fund tracker

(the L-2 worksheet and applicable "Voter Approved Fund Tracker" and budget publication must be attached)

City of Moscow

Fund	Total Approved Budget*	Cash Forward Balance	Other revenue <u>NOT</u> shown in Column 5	Property Tax Replacement From Line 16 of L-2 Worksheet	Balance to be levied Col. 2 minus (Cols. 3+4+ 5)
1	2	3	4	5	6
General Fund	16,851,897	86,523	10,504,904	90,141	6,170,329
GO Bond & Interest	994,288				994,288
All Other Funds: Non Tax	83,495,148	27,232,609	56,262,539		-
Column Total:	101,341,333	27,319,132	66,767,443	90,141	7,164,617

I, the undersigned, attest that this district held a public hearing and approved the attached resolution that indicates that up to \$ 200,000 of available forgone increase is authorized to be levied and the specific purpose for which this amount is being budgeted. This amount can not exceed the lesser of the amount shown in the resolution or line 19 of the L-2 worksheet.

I certify that the amounts shown above accurately reflect the budget being certified in accordance with the provisions of I.C. §63-803.

To the best of my knowledge, this district has established and adopted this budget in accordance with all provisions of Idaho Law.

Mayor

4-Sep-19

Signature of District Representative

Title

Date _____

Gary J. Riedner

PO Box 9203, Moscow ID 83843

Please print above: Contact Name and Mailing Address

Email Address:

griedner@ci.moscow.id.us

Phone Number: (208) 883-7006**Fax Number:** (208) 883-7018

* = Do not include revenue allocated to urban renewal agencies.

2019 L-2 Worksheet (must be attached to the L-2 form)

District Name: City of Moscow

Computation of allowable 3% budget increase:

*Enter the amount from the "Highest Non-Exempt P-Tax Budget + P-Tax Replacement" column from the "Maximum Budget and Forgone Amount Worksheet."	(1)	5,756,499
Multiply line 1 by 3%.	(2)	172,695
Enter the total amount you received for Solar Farm Tax from the immediate prior year.	(3)	

New Construction & Annexation allowable budget increases calculation:

Enter the 2018 non-exempt levy rate from the "Maximum Budget and Forgone Worksheet".	(4)	0.004487543		
Enter the 2019 value of district's new construction roll from each applicable county below:				
County Name		Value		
Latah County	(A)	29,253,504		
	(B)			
	(C)			
	(D)			
Total of New Construction Roll Value:		(5)	29,253,504	

New Construction Roll allowable budget increase (multiply line 5 by line 4).	(6)	131,276
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Enter the 2019 value of district's annexation value from the applicable county below:

Enter the 2019 value of annexation from property assessed by the county.	(7)	-		
Annexation allowable budget increase (multiply line 7 by line 4).	(8)			-

Total Non-Exempt Allowable Budget (before P-tax Replacement and P-tax Substitute Funds deductions):

Add lines 1+2+3+6+8	(9)	6,060,470
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Property Tax Replacement:

Enter yearly amount of the agricultural equipment replacement money.	(10)	376		
Enter yearly amount of the personal property replacement money.	(11)	89,765		

Information Reported in indicated columns of the "Recovered/Recaptured Property Tax and Refund List":

Enter the Solar Farm Tax reported in column 1.	(12)			
Enter the recovered Homeowner's Exemption property tax reported in column 2.	(13)			
Enter the total amount reported in columns 3.	(14)			
Enter the total amount reported in columns 4, 5, and 6.	(15)			
Enter the total of lines 10 thru 15: (Col. 5 of L-2 must equal this amount).	(16)			90,141

Forgone Amount Section: Please complete this section even if you don't plan on using or disclaiming your forgone amount.

Enter the total forgone amount reported on the "Maximum Budget and Forgone Amount Worksheet."	(17)	324,296		
Enter any disclaimed forgone amount. This amount can't exceed what is reported on the resolution.	(18)			
Enter the forgone amount included in your budget. This amount can't exceed what is reported on the attached resolution.	(19)			200,000

Maximum Allowable Non-exempt Property Tax, Including Forgone Amount, That Can Be Levied:

Maximum non-exempt property tax budget including forgone amount. Line 9 minus 16 plus 19.	(20)	6,170,329
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* = The reported amount excludes the I.C.§ 63-1305C refund.

Voter Approved Fund Tracker Attach to L-2 Form If Applicable

District Name: City of Moscow

Fund	Date of Election (If current year attach copy of Ballot)	Term of Initiative	Annual Amount Authorized by Voters	1st Calendar Year Levied
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Override Funds Available to All Districts
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2 Yr Override I.C. §63-802				
Permanent Override I.C. §63-802				

District Bond Fund(s) (refer to district code for specifics)

	Bond Election Date	Bond Expiration Date	Prior Year P-Tax \$	Current Year P-Tax Reported on L-2 Col. 6	% Change (+/- 20% Explanation Required)	"Yes" = Explanation Required
GO Bond & Interest	May 21, 2019	August 15, 2029	0	994,288	0%	NEW
Bond (2)						
Bond (3)						
Bond (4)						

Attach to your L-2 form and return to your County Clerk.

Modified 5/7/2015