

Public Works / Finance Committee



Regular Meeting ~Agenda~

Laurie M. Hopkins
City Clerk

www.ci.moscow.id.us

208.883.7015

Monday, January 13, 2020

3:00 PM

Council Chambers
206 E. Third St.

REGULAR AGENDA

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

Nominate incoming Public Works / Finance Committee Chair and Vice Chair.

ACTION: Approve Committee Chair and Vice Chair.

2. Approval of the December 9, 2019 Public Works / Finance Committee Minutes (ACTION ITEM) - Caylee Birge

Minutes presented for approval.

PROPOSED ACTIONS: Approve minutes, amend minutes, or provide staff further direction

3. Disbursement Report December 2019 (ACTION ITEM) - Sarah Banks

Staff will present the Accounts Payable Report for the month ending December 2019.

ACTION: Sign the Disbursements Report for the month of December, 2019.

4. First Quarter Financial Report October 1, 2019 to December 31, 2019 for FY2020 (ACTION ITEM) - Sarah Banks

Staff will present the financial report for the first quarter of Fiscal Year 2020 (October 1, 2019 to December 31, 2019).

PROPOSED ACTIONS: Approve the FY2020 First Quarter Report, or provide staff further direction.

5. Lot Line Adjustment for 1614 Christopher Lane (ACTION ITEM) – Aimee Hennrich

The applicants, Brad and Debbie Capawana, are requesting a lot line adjustment between two properties located at 1614 Christopher Lane and legally described as Lot 12 and 13, Block A, of Christopher's Crossing Subdivision. The proposed lot line adjustment would reduce Lot 13 from 1.95 acres to 1.78 acres and expand Lot 12 from 1.25 acres to 1.42 acres. The applicant is requesting the lot line adjustment due to already developed landscaping on Lot 12 and future plans to sell Lot 13. Lot 12 currently has an existing single-family dwelling upon it and Lot 13 is currently vacant. The subject properties are both located within the Suburban Residential (SR) Zoning District. Within the SR Zoning District, lots require a minimum lot size of 1 acre and a minimum lot width of 100 feet. The proposed lot line adjustment meets both of these standards and the existing home will meet all setback requirements.

PROPOSED ACTIONS: Recommend approval of the lot line adjustment request with no conditions; or recommend approval of the lot line adjustment request with conditions; or recommend denial of the lot line adjustment request; or provide staff further direction.

6. Sewer Conveyance Vacuum Truck Purchase (ACTION ITEM) - Tyler Palmer

Fleet is requesting an early replacement of Unit #148 (Sewer Conveyance Vacuum Truck) in FY2020 due to reliability concerns with the current 2011 International chassis. With this unit being broke down for over 30% of the year already, it is clear that Sewer Conveyance cannot successfully continue to rely on this vehicle in the critical maintenance of the City's water reclamation system. This unit will continue to have excessive issues as it is a known problem year for Navistar MaxxForce engines due to the design of the emissions system. Fleet has accumulated funds in the amount of \$364,154 for scheduled replacement of this unit. Because of the reliability issues, it is requested to move the replacement up to FY2020. The cost of replacement, taking into account the trade of the old unit, is \$379,659. Accumulation for other Sewer Fund fleet replacements will be utilized for the remaining \$15,505. If approved by City Council, the appropriation will be brought forward in the FY2020 open budget process.

PROPOSED ACTIONS: Recommend approval of replacement of Unit #148 in the FY2020 budget year, and direct staff to bring the adjustment forward in the FY2020 open budget process, or provide staff further direction.

7. Police Department Traffic Enforcement Mobilization Grants (ACTION ITEM) - Alisa Anderson / James Fry / Eric Warner

The Idaho Transportation Department (ITD), through the Office of Highway Safety (OHS) administers the Traffic Enforcement Mobilizations program. The goal of the program is to eliminate death and serious injuries resulting from motor vehicle crashes and to implement programs designed to address driver behavior. The program provides funding at the state and community level for highway safety problems to address Idaho's own unique circumstances and highway safety needs. Traffic enforcement has been proven to be an effective countermeasure to reduce unsafe driving behaviors. The Traffic Enforcement Mobilization program establishes project requirements and a funding process to support the enforcement efforts as part of the Idaho's Strategic Highway Safety Plan (SHSP). The program funds dedicated overtime enforcement hours and/or traffic enforcement equipment. OHS also offers Mini Grants to support data-driven Idaho Safety Traffic Goals as established in the annual Highway Safety Plan for traffic training support, traffic equipment and enforcement. These Mini Grants allow agencies to be reimbursed for training and special emphasis patrols. Moscow Police Department (MPD) has successfully participated in mobilizations offered through the OHS program for several years. Attached is the 2019-2020 Idaho Transportation Department, Office of Highway Safety, Traffic Enforcement Grant Project Agreement (TEGPA), the Certifications and Assurances, and the Subrecipient Risk Assessment required for participation in the program.

PROPOSED ACTIONS: Recommend ratification of the FY2020 Traffic Enforcement Grant Project Agreement (TEGPA), the Certifications and Assurances, and the Subrecipient Risk Assessment required for participation in the program for mobilizations during specified Highway Safety Performance Plan focus area events, campaigns, and/or Mini-Grant requests up to an accumulative amount per program fiscal year of \$50,000 with administrative approval, or provide staff further direction.

8. Fire Department – FM Global Fire Prevention Grant Approval (ACTION ITEM) – Alisa Anderson / Brian Nickerson

FM Global is a worldwide philanthropic organization promoting fire prevention and awards grant funds to public organizations which support their mission. Funding requests are accepted

to help organizations working to combat fire for a wide array of fire prevention, preparedness and control efforts. Program funding scopes include Pre-Incident Planning; Fire Prevention Education and Training; and Arson Prevention and Fire Investigation. A grant application was submitted to FM Global in June of 2019. This was the first time the Fire Department had requested funds from this organization, therefore anticipated approval was considered unlikely as the organization normally funds much larger departments. A grant request was submitted for \$2,500 to purchase equipment to include two sets of a DeWalt Cordless Tool Combo Kits and two Pelican Remote Area Lighting Systems under the Arson Prevention/Fire Investigation category. On December 18, 2019, staff received an award letter for \$1,720. A copy of the program information, grant request and award are attached to this report.

PROPOSED ACTIONS: Recommend acceptance of the FM Global Fire Prevention Grant Award for \$1,720 to purchase fire investigation equipment, or provide staff further direction.

9. Local Highway Safety Improvement Program Grant Application - A Street and Baker Street Intersection - Safety Improvement Project (ACTION ITEM) - Alisa Anderson / Bill Belknap

The intersection of A and Baker streets has been determined by Engineering staff to as an eligible project for federal Highway Safety Improvement Program (HSIP) grant funding, administered through the Local Highway Safety Improvement Program (LHSIP), a program administered through the Local Highway Technical Assistance Council (LHTAC), per the attached memo from Alisa Anderson, Grants Manager. Total project costs have been estimated not to exceed \$800,000. Staff recommendation is to request \$741,280 in LHSIP funding, along with the required 7.34% local match of \$58,720. If approved by LHTAC, the project would be scheduled for design in 2022 and construction in 2023.

PROPOSED ACTIONS: Recommend approval to submit a grant request for the LHSIP FY22 Application for safety improvements to the intersection of A and Baker streets with an estimated total project costs not to exceed \$800,000; requesting \$741,280 in LHSIP funding with the required 7.34% local match of \$58,720, or 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.

COMMITTEE STAFF REPORT

DATE: Monday, January 13, 2020



RESPONSIBLE STAFF

ADDITIONAL PRESENTER(S)

OTHER RESOURCES

AGENDA ITEM TITLE

Selection of Committee Chair and Vice Chair (ACTION ITEM)

DESCRIPTION

STAFF RECOMMENDATION

PROPOSED ACTIONS

ACTION: Approve Committee Chair and Vice Chair.

FISCAL IMPACT

PERSONNEL IMPACT

ATTACHMENTS

None

COMMITTEE STAFF REPORT

DATE: Monday, January 13, 2020



RESPONSIBLE STAFF

ADDITIONAL PRESENTER(S)

OTHER RESOURCES

AGENDA ITEM TITLE

Approval of the December 9, 2019 Public Works / Finance Committee Minutes (ACTION ITEM) - Caylee Birge

DESCRIPTION

STAFF RECOMMENDATION

PROPOSED ACTIONS

PROPOSED ACTIONS: Approve minutes, amend minutes, or provide staff further direction

FISCAL IMPACT

PERSONNEL IMPACT

ATTACHMENTS

1. minPWF20191209 edited

Public Works / Finance Committee



Regular Meeting ~Minutes~

Laurie M. Hopkins
City Clerk

www.ci.moscow.id.us

208.883.7015

Monday, December 9, 2019

3:00 PM

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

The meeting was called to order at 3:00 p.m.

PRESENT: Art Bettge, Jim Boland, Brandy Sullivan
OTHERS: Mayor Bill Lambert
ABSENT: Anne Zabala
STAFF: Jen Pfiffner, Mia Bautista, Tyler Palmer, Bill Belknap, Sarah Banks, David Schott,
Scott Bontrager, Nate Suhr, Tim Davis, Caylee Birge

REGULAR AGENDA

1. Approval of the November 12, 2019 Public Works / Finance Committee Minutes (ACTION ITEM) - Caylee Birge

Minutes presented for approval.

PROPOSED ACTIONS: Approve minutes, amend minutes, or provide staff further direction.
The minutes were approved as presented.

2. Disbursement Report November 2019 (ACTION ITEM) - Sarah Banks

Staff will present the Accounts Payable Report for the month ending November 2019.

ACTION: Sign the Disbursements Report for the month of November, 2019.

Banks introduced the item and identified two significant expenditures: the police facility professional design services and a Whitcom contract quarterly payment. The Committee signed the report.

3. Consideration of Janitorial Services Bid Results (ACTION ITEM) - David Schott

The City published an invitation to bid on November 2, 2019 and November 9, 2019 for custodial services for certain City buildings. In addition to the published invitation to bid, eight (8) custodial services were sent the invitation to bid. Bid opening for custodial services took place on November 20, 2019, at which time three (3) bids were received. ABM Industry Groups, LLC was the low bidder for Module #1, Module #4, Module #5, and Module #6 in the amount of \$196,704.24 for the two (2) year, eight (8) month Agreement from February 1, 2020 through September 30, 2022. EVCAR, Inc. dba Service Master Building Maintenance was the low bidder for Module #2 and Module #3 in the amount of \$193,668.16 for the two (2) year, eight (8) month Agreement from February 1, 2020 through September 30, 2022.

PROPOSED ACTIONS: Accept the low bid from ABM Industry Groups, LLC in the amount of \$196,704.24 for Module #1, Module #4, Module #5, and Module #6 and accept the low bid

from EVCAR, Inc. dba Service Master Building Maintenance in the amount of \$193,668.16 for Module #2 and Module #3, or provide staff further direction.

Schott introduced the item as written above. The City of Moscow grouped City buildings into six modules and allowed bidders to bid on any number of modules to accommodate more bidders. Janitorial rates are up about 3.83% from the last contract. Staff has looked into providing in-house janitorial services; however, at this point, it's less expensive to pay a contractor because of benefits for employees. The Committee recommended approval and that it be placed on the Council consent agenda.

4. Professional Services Agreement for Design on 6th St and 3rd St Phase I & II Federal-Aid Project (ACTION ITEM) - Scott Bontrager / Nate Suhr

The Local Highway Safety Improvement Program (LHSIP) administered by the Local Highway Technical Assistance Council (LHTAC) for the Idaho Transportation Department (ITD) has provided federal funding to reduce Fatal and Serious Injury crashes on local roadway systems. LHSIP funds can be used for a variety of safety related projects that reduce the amount of crashes in a single area or system-wide projects that are based on improving safety in the proposed project area. The Third Street Safety Improvement projects include the installation of LED luminaires to increase night-time visibility, replacement of sidewalk, curb, and gutter while eliminating unused existing driveways. This project is located on Third Street (Hwy. 8) from Lieuallen Street to Jackson Street. In 2016 the City was awarded funding through the LHSIP for the Sixth Street Pedestrian Safety Improvement project with total project costs of \$166,000. The project was previously designed and advertised, with bids opened by ITD in April, 2019. The two responsive bids received were more than 75% over budget, so LHTAC and the City agreed to combine the Sixth Street project with the Third Street Safety Improvement projects to decrease costs by streamlining construction and project delivery activities in one larger project. In 2017 and 2018 the City was also awarded federal funds for the Third Street Safety Improvement Projects Phase I & II. The total cost of the Third Street Safety projects is estimated at \$727,000 with a maximum federal participation of \$673,638. The local match requirement is 7.34% (\$53,362) of which \$4,000 was previously paid with the State/Local Agreement for Design and Construction that was executed in July, 2019. A request for qualifications was issued by the Local Highway Technical Assistance Council for design services on September 9, 2019, and three qualified engineering firms responded. Precision Engineering, LLC of Eagle, Idaho has been selected to perform the design work on these projects. The LHTAC and City staff have negotiated an agreement with Precision Engineering for this work in the amount of \$88,082.00. The amount equates to 15% of the estimated construction amount for the combined projects, which both the LHTAC and City Staff deem reasonable for design services on a federal-aid project. Design is expected to be completed by October of 2020, and the project should be advertised for construction immediately following LHTAC's and ITD's approval. Construction is expected to occur during the summer of 2021. The design services agreement has been reviewed and approved by the City Attorney.

PROPOSED ACTIONS: Recommend approval of the agreement, or provide staff further direction.

Bontrager and Suhr introduced the item as written above. The Urban Renewal Agency is contributing funds for the luminaires. The Committee recommended approval and that it be placed on the Council regular agenda.

REPORTS

Plastic Film Recycling Report - Tim Davis

Davis introduced the report. Davis felt there was a need to develop and implement a plastic film collection and has been working with Moscow Recycling on how to best do that. The largest challenge is finding storage space for loose plastic to make a full bale. Moscow Recycling has made its small baler available, but it is labor-intensive and inefficient. Since this is a new pilot program will be reported back to the committee after a couple of months. Interim storage will be done by transferring plastics from public containers to a larger rolling cage. Moscow recycling can transfer the plastics from LSI to Safeway for final transport to TREX. The first collection date will be January 4, 2020. Staff had a regional meeting with sanitation managers to look at broader programs that the City can work with other cities for volume.

Daycare Regulation Update

Hopkins presented an overview of the childcare meeting held December 4. Staff was contacted by some individuals regarding daycare becoming more expensive and less available. Some of the perceived issues were with regulations, including child to adult ratios, certain crimes (mainly juvenile alcohol offenses) which disqualify potential workers for a period of five years, and land use regulations. City staff scheduled an evening meeting inviting providers and parents, as well as representatives of the North Central Health and Idaho Child Care Resources & Referral service. The consensus of the stakeholder group was that the disqualifying crimes involving juvenile alcohol use (minor in consumption, minor in possession & open container) should be removed from the list. City staff, including Chief Fry agreed, and staff will likely be putting something together for City Council consideration. Staff also discussed land use and building code regulations, mostly zoning, building code and fire code regulations. everyone seemed satisfied that those regulations couldn't be changed so were appropriate. There was no consensus on the discussion of child to adult ratios. Staff will assist in facilitating a smaller stakeholder group who can discussion and determine if any other changes can gain consensus and be proposed for council consideration.

ADJOURN

The meeting was closed at 3:31 p.m.

COMMITTEE STAFF REPORT

DATE: Monday, January 13, 2020



RESPONSIBLE STAFF

Sarah Banks, Finance Director

ADDITIONAL PRESENTER(S)

OTHER RESOURCES

AGENDA ITEM TITLE

Disbursement Report December 2019 (ACTION ITEM) - Sarah Banks

DESCRIPTION

Accounts Payable Report for the month ending December 31, 2019. A summary of the major expenditures has been approximated by category and represents 95% of the total expenditure of \$1,874,079.86.

Payroll	\$1,080,537.00
Professional Services	\$114,950.00
Sanitation	\$301,971.00
Capital Outlay	\$14,360.00
Capital Outlay - Improvements	\$12,970.00
Supplies	\$109,721.00
Utilities	\$73,996.00
Contractual Payments	\$41,343.00
ACH Wells Fargo	\$37626.00
Total	\$1,787,474.00

STAFF RECOMMENDATION

Sign the Disbursements Report for the month of December, 2019.

PROPOSED ACTIONS

ACTION: Sign the Disbursements Report for the month of December, 2019.

FISCAL IMPACT

PERSONNEL IMPACT

ATTACHMENTS

1. December 2019 Cash & Investments
2. December 2019 Disbursement Report
3. December 2019 revenue report

City of Moscow
Cash and Investments
Balances as of 12/31/2019

Fund		Year to Date Balance
General Fund	\$	4,972,552.57
Street Fund	\$	1,536,567.87
Culture & Recreation	\$	1,346,655.86
MSDCPF	\$	141,869.37
1912 Fund	\$	42,496.29
Transit Center	\$	66,899.39
Water Fund	\$	2,926,096.63
Sewer/WWTP	\$	7,814,032.14
Sanitation Fund	\$	2,773,369.75
Fleet Fund	\$	3,589,610.50
Information Systems	\$	2,154,920.67
Water Capital	\$	7,698,942.67
Sewer Capital	\$	7,196,216.00
Capital Projects	\$	11,274,994.48
Sanitation Capital	\$	5,799,850.92
LID construction	\$	119,173.69
Hamilton	\$	2,314,921.81
Bond & Interest	\$	121,768.09
LID Funds	\$	19,178.10
Payroll Service	\$	519,863.32
Total Cash & Investments	\$	62,429,980.12

DISBURSEMENTS REPORT FOR DECEMBER 2019														
	FUND NAME	ACCOUNTS PAYABLE	ACCOUNTS PAYABLE	ACCOUNTS PAYABLE	ACCOUNTS PAYABLE	ACCOUNTS PAYABLE	ACCOUNTS PAYABLE	ACCOUNTS PAYABLE	ACCOUNTS PAYABLE	ACCOUNTS PAYABLE	VOID CHECKS	PAYROLL	PAYROLL	GRAND TOTALS
DATE		12/4/2019	12/10/2019	12/12/2019	12/19/2019	12/20/2019	12/20/2019	12/26/2019	12/13/2019	12/30/2019	12/6/2019	12/20/2019		
BATCH #		00001.12.2019	00005.12.2019	00003.12.2019	00006.12.2019	00008.12.2019	00009.12.2019	00007.12.2019	12/24/2019 00005.11.2019 00010.12.2019	00002.12.2019 00003.12.2019	00100.12.2019	00200.12.2019		
CHECK #'s		93360-93392	93393	93394-93485	93486-93539	93540	93541	93542-93578	December CC ACH	93433, 93413, 93415 93491, 93522, 93499	21118-21127	21129-21138		
Fund #	ACH for Wells Fargo to be Imported													
101	GENERAL	11,751.38		26,344.51	12,148.42				15,575.13	18,294.03	(1,827.04)	332,742.56	330,214.55	745,243.54
105	STREETS	1,967.85		1,532.92	30,469.43				2,020.64	510.70		26,033.04	26,258.00	88,792.58
120	RECREATION AND CULTURE	3,538.45		13,682.91	5,598.84	6,143.00			4,671.59	5,027.21		54,858.38	54,687.94	148,208.32
121	MSD COMM. PLAY FIELDS	153.37		224.22					32.17	414.75		1,726.26	1,679.14	4,229.91
123	1912 CENTER			7,916.67										7,916.67
128	TRANSIT CENTER			1,329.47	114.85				750.00	145.73				2,340.05
220	WATER	158.42	16,342.50	44,305.63	25,485.94				27,794.02	2,361.06	(5,895.50)	47,735.17	49,068.13	207,355.37
230	SEWER	3,707.23		42,344.03	88,438.55				9,313.95	3,365.83	(5,960.51)	44,536.73	44,859.76	230,605.57
240	SANITATION			284,349.18	1,067.00					175.00		5,300.58	5,396.72	296,288.48
290	FLEET	7,495.46		26,621.37	4,487.78				1,069.17	431.54		11,433.68	11,560.97	63,099.97
295	INFORMATION SYSTEMS			7,603.18	6,446.59					6,900.41	(6,416.76)	16,212.20	16,232.98	46,978.60
320	WATER CAPITAL PROJECTS								5,396.50					5,396.50
330	SEWER CAPITAL PROJECTS								2,516.73					2,516.73
340	SANITATION CAPITAL PROJ													0.00
350	CAPITAL PROJECTS	9,360.00		4,902.50			5,000.00	5,845.07						25,107.57
355	LID CONSTRUCTION													0.00
380	HAMILTON - PARKS & REC													0.00
590	BONDS & INTEREST													0.00
	TOTAL	38,132.16	16,342.50	461,156.59	174,257.40	6,143.00	5,000.00	74,984.97	37,626.26	(20,099.81)	540,578.60	539,958.19		1,874,079.86

WIRE Transfers:

_____ Art Bettge

_____ Gina Taruscio

_____ Sandra Kelly

_____ Sarah L. Banks, Finance Director

RECEIPTS REPORT FOR December 2019

		Taxes	Franchise Fees	Licenses & Permits	Intergovernmental	Charges for Services	Fines & Penalties	Investment Income	Refunds & Reimbursements	Contributions & Donations	Other	Grand Total
Fund #	FUND NAME											
101	GENERAL	524,782.51	120,345.82	45,890.65	0.00	135,920.75	9,806.11	8,340.10	29,995.23	1,018.68	4,395.67	880,495.52
105	STREETS	70,203.49	0.00	0.00	929.55	466.51	0.00	2,585.34	0.00	0.00	0.00	74,184.89
120	RECREATION AND CULTURE	0.00	0.00	25.00	0.00	13,334.48	0.00	0.00	-1,755.92	0.00	0.00	11,603.56
121	MSD COMMUNITY PLAY FIELDS	0.00	0.00	0.00	5,405.12	0.00	0.00	0.00	0.00	0.00	0.00	5,405.12
123	1912 CENTER	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
128	TRANSIT CENTER	0.00	0.00	0.00	0.00	18,444.98	0.00	0.00	0.00	0.00	0.00	18,444.98
220	WATER	0.00	0.00	0.00	0.00	23,042.62	0.00	4,923.28	213.25	0.00	0.00	28,179.15
230	SEWER	0.00	0.00	0.00	0.00	27,081.90	0.00	17,132.72	168.48	0.00	0.00	44,383.10
240	SANITATION	0.00	0.00	0.00	0.00	28,280.49	0.00	4,666.31	2,000.00	0.00	0.00	34,946.80
290	FLEET	0.00	0.00	0.00	0.00	102,251.64	0.00	6,039.67	281.10	0.00	0.00	108,572.41
295	INFORMATION SYSTEMS	0.00	0.00	0.00	0.00	117,298.00	0.00	3,625.74	0.00	0.00	0.00	120,923.74
320	WATER CAPITAL PROJECTS	0.00	0.00	0.00	0.00	0.00	0.00	12,953.79	0.00	0.00	0.00	12,953.79
330	SEWER CAPITAL PROJECTS	0.00	0.00	0.00	0.00	0.00	0.00	12,107.93	0.00	0.00	0.00	12,107.93
340	SANITATION CAPITAL PROJECTS	0.00	0.00	0.00	0.00	0.00	0.00	9,758.49	0.00	0.00	0.00	9,758.49
350	CAPITAL PROJECTS	0.00	0.00	0.00	6,512.56	0.00	0.00	18,970.64	0.00	0.00	1,017.96	26,501.16
355	LID CONSTRUCTION	0.00	0.00	0.00	0.00	0.00	0.00	200.51	0.00	0.00	0.00	200.51
380	HAMILTON P&R	0.00	0.00	0.00	0.00	0.00	0.00	3,924.95	0.00	0.00	0.00	3,924.95
590	BOND & INTEREST	84,563.56	0.00	0.00	0.00	0.00	0.00	0.22	0.00	0.00	0.00	84,563.78
595	LID FUNDS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	TOTAL	679,549.56	120,345.82	45,915.65	12,847.23	466,121.37	9,806.11	105,229.69	30,902.14	1,018.68	5,413.63	1,477,149.88

COMMITTEE STAFF REPORT

DATE: Monday, January 13, 2020



RESPONSIBLE STAFF

Sarah Banks, Finance Director

ADDITIONAL PRESENTER(S)

OTHER RESOURCES

AGENDA ITEM TITLE

First Quarter Financial Report October 1, 2019 to December 31, 2019 for FY2020 (ACTION ITEM) - Sarah Banks

DESCRIPTION

Staff will present the financial report for the first quarter of Fiscal Year 2020 (October 1, 2019 to December 31, 2019).

STAFF RECOMMENDATION

Approve the FY2020 First Quarter Report.

PROPOSED ACTIONS

PROPOSED ACTIONS: Approve the FY2020 First Quarter Report, or provide staff further direction.

FISCAL IMPACT

PERSONNEL IMPACT

ATTACHMENTS

1. 1st Qtr 2020 Financial Report

City of Moscow
QUARTERLY FINANCIAL REPORT
Budget For Fiscal Year Ending September 30, 2020
SUMMARY FINANCIAL REPORT BY FUND - BUDGET AND ACTUAL

					Percent of Year 25%
		Original	Final		Budget to
		Budget	Budget	31-Dec-2019	Actual
				YTD	To Date
Fund					
101	General Fund Revenues	16,851,897	16,851,897	2,514,835	14.92%
	Salaries & Benefits	9,369,885	9,369,885	1,777,507	18.97%
	Operations	4,268,629	4,268,629	767,507	17.98%
	Capital Outlay	6,000	6,000	0	0.00%
	Transfers	3,207,383	3,207,383	1,161,656	36.22%
	Total General Fund Expenditures	16,851,897	16,851,897	3,706,670	22.00%
105	Street Department Revenues	3,332,714	3,332,714	261,666	7.85%
	Salaries & Benefits	951,091	951,091	137,698	14.48%
	Operations	1,302,878	1,302,878	226,965	17.42%
	Capital Outlay	0	0	0	0.00%
	Transfers	1,078,745	1,078,745	290,975	26.97%
	Total Street Fund Expenditures	3,332,714	3,332,714	655,638	19.67%
120	Recreation & Culture Revenues	3,397,237	3,397,237	640,785	18.86%
	Salaries & Benefits	2,036,417	2,036,417	276,079	13.56%
	Operations	1,308,820	1,308,820	197,948	15.12%
	Capital Outlay	40,000	40,000	0	0.00%
	Debt Service	0	0	0	0.00%
	Transfers	12,000	12,000	12,000	100.00%
	Total Parks & Rec Expenditures	3,397,237	3,397,237	486,027	14.31%
121	MSD Community Playfields Revenues	148,734	148,734	32,297	21.71%
	Salaries & Benefits	66,922	66,922	12,132	18.13%
	Operations	77,801	77,801	5,107	6.56%
	Transfers	4,011	4,011	4,011	100.00%
	Total MSD Community Playfields	148,734	148,734	21,250	14.29%
123	1912 Center Revenues	110,100	110,100	27,525	25.00%
	Operations	106,100	106,100	24,916	23.48%
	Capital Outlay	4,000	4,000	0	0.00%
	Total 1912 Center Expenditures	110,100	110,100	24,916	22.63%
128	Transit Center Revenues	36,508	36,508	23,476	64.30%
	Operations	36,508	36,508	6,278	17.20%
	Total Transit Center Fund	36,508	36,508	6,278	17.20%
220	Water Fund Revenues	6,770,380	6,770,380	995,978	14.71%
	Salaries & Benefits	1,417,290	1,417,290	270,399	19.08%
	Operations	2,306,065	2,306,065	326,932	14.18%
	Capital Outlay	210,000	210,000	12,119	5.77%
	Transfers	2,837,025	2,837,025	826,272	29.12%
	Total Water Fund Expenditures	6,770,380	6,770,380	1,435,722	21.21%
230	Sewer Fund Revenues	9,699,474	9,699,474	1,569,945	16.19%
	Salaries & Benefits	1,380,365	1,380,365	243,346	17.63%
	Operations	2,273,028	2,273,028	331,303	14.58%
	Capital Outlay	230,000	230,000	94,812	41.22%
	Debt Service	1,106,582	1,106,582	633,921	57.29%
	Transfers	4,709,499	4,709,499	1,408,317	29.90%
	Total Sewer Fund Expenditures	9,699,474	9,699,474	2,711,698	27.96%
240	Sanitation Fund Revenues	6,205,773	6,205,773	1,086,623	17.51%
	Salaries & Benefits	138,823	138,823	28,333	20.41%
	Operations	4,430,970	4,430,970	779,049	17.58%
	Capital Outlay	0	0	0	0.00%
	Transfers	1,635,980	1,635,980	397,028	24.27%
	Total Sanitation Fund	6,205,773	6,205,773	1,204,410	19.41%
290	Fleet Management Revenues	3,562,993	3,562,993	776,179	21.78%
	Salaries & Benefits	329,978	329,978	62,207	18.85%
	Operations	2,729,715	2,729,715	95,721	3.51%
	Capital Outlay	469,800	469,800	19,827	4.22%
	Debt Service	8,500	8,500	0	0.00%
	Transfers	25,000	25,000	25,000	100.00%
	Total Fleet Management Expenditures	3,562,993	3,562,993	202,755	5.69%

295	Information Systems	1,746,953	1,746,953	620,910	620,910	35.54%
	Salaries & Benefits	546,549	546,549	88,403	88,403	16.17%
	Operations	960,904	960,904	214,987	214,987	22.37%
	Capital Outlay	235,500	235,500	0	0	0.00%
	Transfers	4,000	4,000	4,000	4,000	100.00%
	Total Information Systems Expenditures	1,746,953	1,746,953	307,391	307,391	17.60%
	Revenue for Miscellaneous Funds					
320	Water Construction Fund	7,293,632	7,293,632	292,743	292,743	4.01%
330	Sewer Construction Fund	10,018,376	10,018,376	759,757	759,757	7.58%
340	Sanitation Construcion Fund	5,935,060	5,935,060	157,323	157,323	2.65%
350	Capital Projects Fund	15,292,981	15,292,981	9,058,568	9,058,568	59.23%
355	LID Construction Fund	166,748	166,748	465	465	0.28%
380	Hamilton P & R	93,903	93,903	8,268	8,268	8.80%
590	Bond & Interest Debt Service Fund	10,752,964	10,752,964	87,242	87,242	0.81%
595	LID Bonded Debt Service Fund	30,618	30,618	0	0	0.00%
	Total Miscellaneous Fund Revenue	49,584,282	49,584,282	10,364,366	10,364,366	20.90%
	Expenses for Miscellaneous Funds					
320	Water Construction Fund	7,293,632	7,293,632	113,950	113,950	1.56%
330	Sewer Construction Fund	10,018,376	10,018,376	45,559	45,559	0.45%
340	Sanitation Construcion Fund	5,935,060	5,935,060	0	0	0.00%
350	Capital Projects Fund	15,292,981	15,292,981	911,821	911,821	5.96%
355	LID Construction Fund	166,748	166,748	31,256	31,256	18.74%
380	Hamilton P & R	93,903	93,903	68,409	68,409	72.85%
590	Bond & Interest Debt Service Fund	10,752,964	10,752,964	8,785,000	8,785,000	81.70%
595	LID Bonded Debt Service Fund	30,618	30,618	0	0	0.00%
	Total Miscellaneous Fund Expenses	49,584,282	49,584,282	9,955,996	9,955,996	20.08%
	Total City Revenue (1)	101,447,045	101,447,045	18,914,584	18,914,584	18.64%
	Total City Expenses	101,447,045	101,447,045	20,718,752	20,718,752	20.42%

Note: Citizens are invited to inspect the detailed supporting records of the above financial statements.

(1) Revenues do not include beginning fund balance as a resource available in this report

COMMITTEE STAFF REPORT

DATE: Monday, January 13, 2020



RESPONSIBLE STAFF

Aimee Hennrich

ADDITIONAL PRESENTER(S)

OTHER RESOURCES

AGENDA ITEM TITLE

Lot Line Adjustment for 1614 Christopher Lane (ACTION ITEM) – Aimee Hennrich

DESCRIPTION

The applicants, Brad and Debbie Capawana, are requesting a lot line adjustment between two properties located at 1614 Christopher Lane and legally described as Lot 12 and 13, Block A, of Christopher's Crossing Subdivision. The proposed lot line adjustment would reduce Lot 13 from 1.95 acres to 1.78 acres and expand Lot 12 from 1.25 acres to 1.42 acres. The applicant is requesting the lot line adjustment due to already developed landscaping on Lot 12 and future plans to sell Lot 13. Lot 12 currently has an existing single-family dwelling upon it and Lot 13 is currently vacant. The subject properties are both located within the Suburban Residential (SR) Zoning District. Within the SR Zoning District, lots require a minimum lot size of 1 acre and a minimum lot width of 100 feet. The proposed lot line adjustment meets both of these standards and the existing home will meet all setback requirements.

STAFF RECOMMENDATION

Staff recommends approval of the proposed lot line adjustment with no conditions.

PROPOSED ACTIONS

PROPOSED ACTIONS: Recommend approval of the lot line adjustment request with no conditions; or recommend approval of the lot line adjustment request with conditions; or recommend denial of the lot line adjustment request; or provide staff further direction.

FISCAL IMPACT

No fiscal impact.

PERSONNEL IMPACT

ATTACHMENTS

1. LLA 1614 Christopher Lane Packet

December 30, 2019

Brad and Debbie Capawana
1614 Christopher Lane
Moscow, ID 83843

To the Mayor and City Council of Moscow:

Please approve the attached lot line adjustment attached to this request as soon as possible.

Thank you,

A handwritten signature in black ink, appearing to be 'Debbie Capawana', with a long horizontal flourish extending to the right.

Debbie Capawana



Rim Rock Consulting, Inc.

PROFESSIONAL LAND SURVEYORS
GIS & MAPPING SERVICES

JOHN L. DUNN, PLS / ID, WA / CFEDS
DUANE E. PRIEST, PLS / ID
MICHAEL E. DAHLIN, PLS / ID, WA

PROPERTY DESCRIPTION FOR DEBBIE CAPAWANA PARCEL 1

A parcel of land located in Block A, Christopher's Crossing Subdivision to the City of Moscow, Section 5, Township 39 North, Range 5 West of the Boise Meridian, Latah County, Idaho, described as follows:

Lot 12, Block A of Christopher's Crossing Subdivision to the City of Moscow.

TOGETHER WITH a parcel of land located in Lot 13, Block A of Christopher's Crossing Subdivision described as follows:

Beginning at the northeast corner of Lot 12 of said subdivision:

Thence along the north line of Christopher's Crossing Subdivision, S 89°41'56" E,
97.62 feet;
Thence leaving said north line, S 34°13'20" W, 175.39 feet to a corner common to
Lots 12, 13 and 6;
Thence along the east line of Lot 12, N 00°24'12" E, 145.53 feet to the POINT OF
BEGINNING.

Containing 1.42 acres, more or less.

This description was prepared by Michael E. Dahlin on November 21, 2019.



129 West 3rd Street, #102 • Moscow, ID 83843
(208) 863-5339 phone • (208) 863-4309 fax
mrocks@rimrockconsulting.net





Rim Rock Consulting, Inc.

PROFESSIONAL LAND SURVEYORS
GIS & MAPPING SERVICES

JOHN L. DUNN, PLS / ID, WA / CFEDS
DUANE E. PRIEST, PLS / ID
MICHAEL E. DAHLIN, PLS / ID, WA

PROPERTY DESCRIPTION FOR DEBBIE CAPAWANA PARCEL 2

A parcel of land located in Block A, Christopher's Crossing Subdivision to the City of Moscow, Section 5, Township 39 North, Range 5 West of the Boise Meridian, Latah County, Idaho, described as follows:

Lot 13, Block A of Christopher's Crossing Subdivision to the City of Moscow.

EXCEPTING therefrom a parcel of land located in Lot 13, Block A of Christopher's Crossing Subdivision described as follows:

Beginning at the northeast corner of Lot 12 of said subdivision;

Thence along the north line of Christopher's Crossing Subdivision, S 89°41'58" E,
97.62 feet;
Thence leaving said north line, S 34°13'20" W, 175.39 feet to a corner common to
Lots 12, 13 and 6;
Thence along the east line of Lot 12, N 00°24'12" E, 145.53 feet to the POINT OF
BEGINNING.

Containing 1.78 acres, more or less.

This description was prepared by Michael E. Dahlin on November 21, 2019.



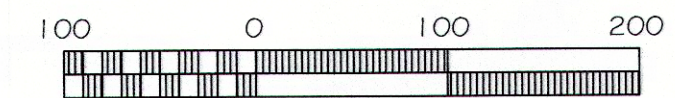
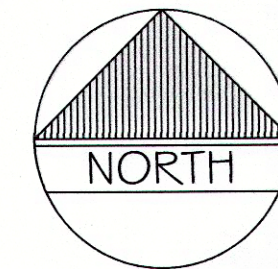
129 West 5th Street, #102 • Moscow, ID 83843
(208) 883-5339 phone • (208) 883-4309 fax
rimrock@rimrockconsulting.net



T 39 N, R 5 W, S 5

RECORD OF SURVEY

A boundary line adjustment between Lot 12 & Lot 13, Block A, Christopher's Crossing Subdivision, City of Moscow, T39N, R5W, Boise Meridian Latah County, Idaho



ORIGINAL SCALE : 1" = 100 FEET
CADD FILE : Capawana, Debbie ROS.dwg

LEGEND

- Set 5/8" X 30" long rebar w/ aluminum cap LS 17534
- Found Property Corner as Described
- Calculated Position - Nothing Found or Set
- ✱ Found Sectional Subdivision Corner
- (M) Measured
- (R) Record Per Recorded Plat

- Subject Property Boundary Line
- Section Line
- Section Subdivision Line
- Street Centerline
- Street Right of Way Line

BASIS OF BEARINGS

The Basis of Bearings for this survey is the Idaho Coordinate System, West Zone, NAD 83, as shown between the found center quarter and the found center-east sixteenth corner, said bearing being, S 89°41'44" E.

SURVEY REFERENCES

1. Warranty Deed Inst. No. 455741
2. Christopher's Crossing Subdivision Plat Inst. No. 452053
3. Pheasant Run Addition Plat Inst. No. 410453

SURVEYOR NARRATIVE

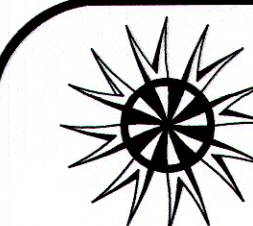
1. The purpose of this survey is to adjust the boundary between Lot 12 and Lot 13, Block A of Christopher's Crossing Subdivision.

SURVEYOR CERTIFICATION

This map correctly represents a survey made by me or under my direction in conformance with the Survey Recording Act. This survey map was prepared at the request of Debbie Capawana, in December, 2019.



Michael E. Dahlin - Idaho Professional Land Surveyor



RIM ROCK CONSULTING, INC.

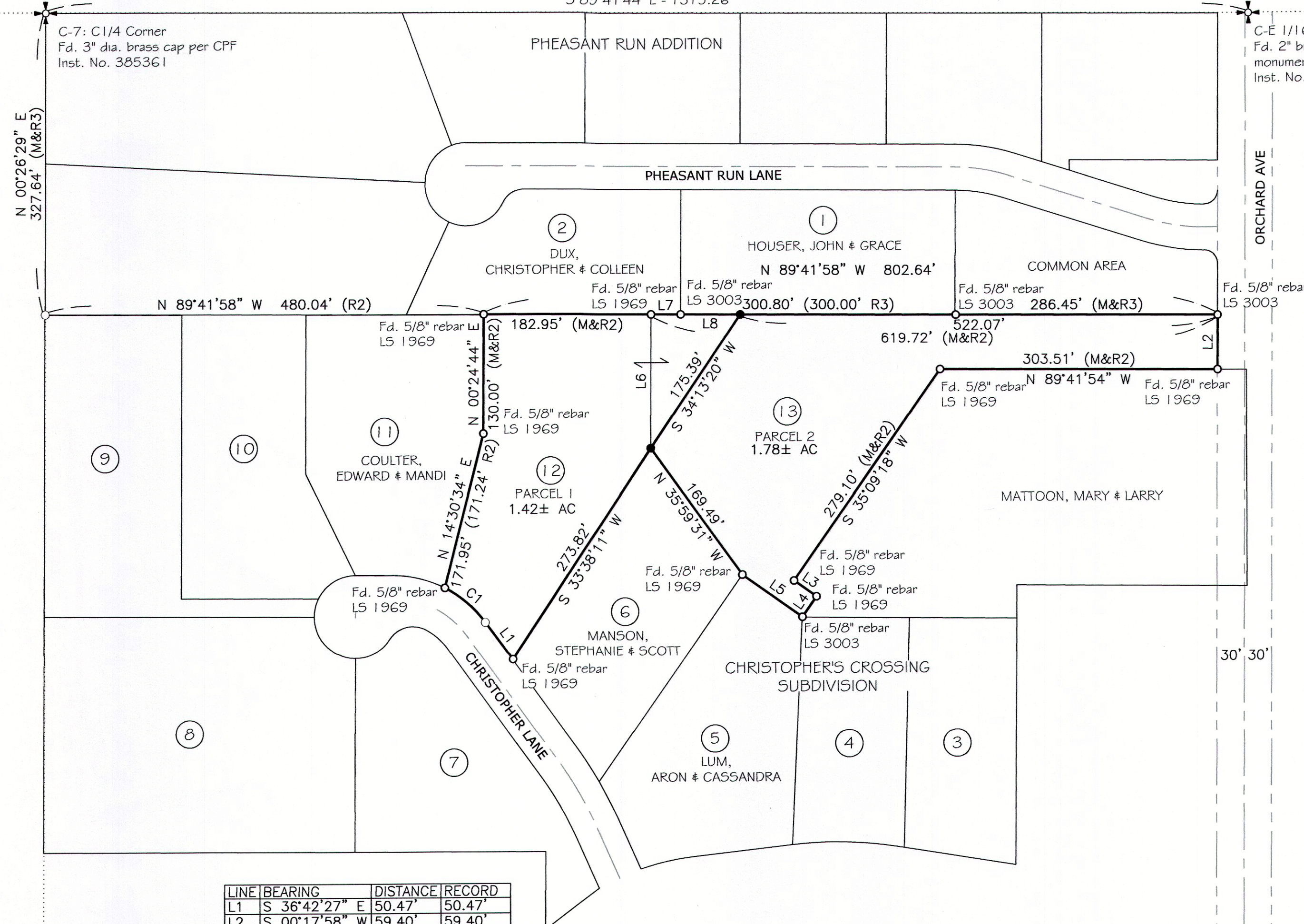
- Land Surveying
- Site Planning
- Mapping

129 West 3rd Street #102 Moscow, Idaho 83843 208-883-5339 rimrock@rimrockconsulting.net

SHEET

1
OF
1

BASIS OF BEARINGS
S 89°41'44" E - 1315.26'



LINE	BEARING	DISTANCE	RECORD
L1	S 36°42'27" E	50.47'	50.47'
L2	S 00°17'58" W	59.40'	59.40'
L3	S 54°54'45" E	30.00'	30.00'
L4	S 35°03'25" W	27.13'	27.13'
L5	N 54°51'54" W	80.00'	80.00'
L6	N 00°24'12" E	145.52'	145.52'
L7	N 89°41'58" W	32.44'	
L8	N 89°41'58" W	65.18'	

CURVE	ARC LENGTH	RADIUS	DELTA ANGLE	CHORD BEARING	CHORD LENGTH
C1	58.55'	125.00'	26°50'21"	N 49°27'07" W	58.02'

602688

COUNTY RECORDER CERTIFICATE

STATE OF IDAHO, COUNTY OF LATAH
RECORDED AT THE REQUEST OF Michael E. Dahlin
AT 12:39 PM THIS 3 DAY OF 12, 2019

RECORDER HENRIANNE K. WESTBERG

DEPUTY *Alvin*

DATE	STATE	COUNTY	PROJECT	DRAWN BY
DECEMBER 2019	ID	LATAH	CAPAWANA - BLA	TLW

COMMITTEE STAFF REPORT

DATE: Monday, January 13, 2020



RESPONSIBLE STAFF

Tyler Palmer, Deputy Director - Operations

ADDITIONAL PRESENTER(S)

OTHER RESOURCES

AGENDA ITEM TITLE

Sewer Conveyance Vacuum Truck Purchase (ACTION ITEM) - Tyler Palmer

DESCRIPTION

Fleet is requesting an early replacement of Unit #148 (Sewer Conveyance Vacuum Truck) in FY2020 due to reliability concerns with the current 2011 International chassis. With this unit being broke down for over 30% of the year already, it is clear that Sewer Conveyance cannot successfully continue to rely on this vehicle in the critical maintenance of the City's water reclamation system. This unit will continue to have excessive issues as it is a known problem year for Navistar MaxxForce engines due to the design of the emissions system. Fleet has accumulated funds in the amount of \$364,154 for scheduled replacement of this unit. Because of the reliability issues, it is requested to move the replacement up to FY2020. The cost of replacement, taking into account the trade of the old unit, is \$379,659.

Accumulation for other Sewer Fund fleet replacements will be utilized for the remaining \$15,505. If approved by City Council, the appropriation will be brought forward in the FY2020 open budget process.

STAFF RECOMMENDATION

Recommend approval of replacement of Unit #148 in the FY2020 budget year, and direct staff to bring the adjustment forward in the FY2020 open budget process.

PROPOSED ACTIONS

PROPOSED ACTIONS: Recommend approval of replacement of Unit #148 in the FY2020 budget year, and direct staff to bring the adjustment forward in the FY2020 open budget process, or provide staff further direction.

FISCAL IMPACT

PERSONNEL IMPACT

ATTACHMENTS

1. 1-48 Contract Memo
2. MOSCOW ID DEMO V311HEN_1300 SW 2019 QUOTE
3. MOSCOW ID ENVIRO CLEAN DEMO 311HEN_1300 CUSTOMER PO TO DEALER AUTHORIZATION LETTER



Memo

To: Palmer, Tyler – Deputy City Supervisor – Public Works & Services

From: Riedinger, Karl – Fleet Supervisor

Date: December 26, 2019

Re: 1-48 VACCON

Tyler,

Fleet would like to request to participate in a Sourcwell Contract 122017-AMI/VAC for a brand-new Vac-Con fitted to a Freightliner 114SD chassis. This contract has been through the bid process and has potential to save the 5%(\$24,000) increase that will take effect with 2020 model Vac-Con's builds. It allows the crew that utilizes the current Vac-Con to have the same operator platform as well. The largest changes for the end user being a more powerful non-positive displacement suction unit, a larger debris tank for more day to day productivity, multiple brighter scene lights for safety, a single engine design for less fuel consumption and a more reliable chassis. As of November of 2019, all 3 Fleet mechanics have been to Vac-Con specific training. So, this contract will also allow for our department to be very familiar with the new piece of equipment, to have minimal downtime and better preventative maintenance associated with the up-fitter side. As mentioned before this piece of equipment will be fitted on a 114SD model Freightliner chassis. This is another area that we look to keep Fleet consistency. The City of Moscow already has the engine, transmission, chassis model, drive axles and suspension that is spec'd for this equipment. We have very few breakdowns with this drivetrain configuration, adding another benefit of this purchase for our city.

V/R,

Riedinger, Karl
Fleet Supervisor



12/30/2019

DEMONSTRATOR SINGLE ENGINE COMBINATION JET/VACUUM SEWER CLEANER
SOURCEWELL CONTRACT: 122017-AMI/VAC

QUOTE #: 12172019-MOS

Customer: CITY OF MOSCOW

Shipping: IDAHO

Requirement Specification	
Combination jet/vacuum sewer cleaner with all standard equipment V311HEN/1300 - DEMONSTRATOR UNIT	
Freightliner model 114SD chassis with 370 HP engine, 6 x 4, 66,000 GVWR, Automatic transmission, A/C	
Body mounting on Chassis	
Hydrostatic drive	
10' Aluminum Telescoping boom with joy stick and remote pendant control -8" diameter intake hose and boom, travel tie down post with latch	
Front Articulating hydraulic hose reel to drivers side	
1300 Gallon polyethylene water tank capacity with 10 year warranty	
11 Cubic yard capacity debris tank 3/16" corten steel, (5 year warranty) with full opening rear door (minimum 50 degree debris tank dumping, power up and down	
Automatic vacuum breaker (prevents operation when full and contains debris when moving unit) and overfill protection	
500' of 3/4" Jet rodder hose	
Front tow eyes	
Water pump rated 50 GPM @ 3000 PSI	
6" Knife valve with center post and handle	
A Flat system rear door in lieu of dome style door including hydraulic opener	
Built in body prop	
Rear door drain valve flush out connection	
Rear splash shield	
1/4 turn ball valve water drain	

Requirement Specification	
50' Capacity retractable hand gun hose reel	
Air purge system	
Arctic winter recirculating system for rodder hose, includes plumbing to upper water tanks	
Debris body "Power Flush" system, 8 jets	
Hydro-excavation package	
Pre-Tank water filter (In-line)	
Variable flow valve	
Water pump remote oil drain	
Winter recirculating connection for high pressure circuit	
Winter recirculating connection for low pressure circuit	
Winter recirculating system	
Hose footage counter	
New Aero-boost 3 stage fan	
Remote boom grease zerk assembly	
Remote debris tank grease assembly	
Shell-back boom elbow	
LED Boom mounted flood lights with limb guard	
LED Flood light level wind guide mounted with limb guard	
LED mid-body flood lights with guards	
LED rear mounted flood lights with limb guards	
Two LED strobe with limb guard, rear mounted	
Two mirror mounted LED strobe lights with limb guards	
Front hose reel camera placement	
Low water alarm with light	
Rear camera placement	

Requirement Specification	
Wireless remote control	
Traffic camera with color monitor	
Paper Vac-Con Manual	
3/4" Nozzle rack	
1" x 10' Length leader hose	
Additional pipe rack	
Lazy Susan pipe rack (Holds 5 Pipes)	
Roll out Shelves (2) for storage box behind cab	
Two standard ENZ nozzles, one sanitary (egg) and one Chisel point penetrator	
ICC lighting	
Hose guide (tiger tail) for hose protection, hydrant wrench, 25' of fill hose	
20 gpm @ 600 PSI wash down system with hand gun and 25' of ½" hand gun hose	
Painted steel upper water tank panels in lieu of standard aluminum diamond plate	
Reflective safety striping: White	
Paint Module: To match cab	
Local dealer pre delivery and inspection	
On site customer training	
Delivery to customer	
TOTAL DISCOUNTED CONTRACT PRICE	\$413,659.00
TRADE IN: 2009 INTERNATIONAL WITH 9 YARD VAC-CON	(\$34,000.00)
TOTAL PRICE AFTER TRADE IN	\$379,659.00

Delivery is _____ Days after receipt of order.

SOURCEWELL CONTRACT NO 122017-AMI/VAC

VENDOR/CONTRACT HOLDER: VAC-CON, INC. 969 HALL PARK RD GREEN COVE SPRINGS, FL 32043

CONTACT: M.J. DUBOIS 410-924-1004 EMAIL MJDUBOIS@ducollc.com



CUSTOMER PO TO DEALER AUTHORIZATION LETTER

Date December 30, 2019

To: City of Moscow
Moscow, Idaho

RE: DEALER AUTHORIZATION TO RECEIVE SOURCEWELL MEMBER PO

To Whom It May Concern,

We authorize your local dealer, Enviro-Clean Equipment to receive a Purchase Order from you for the purchase of a Vac-Con model number V311HEN/1300 as quoted to you on quote number 12172019-MOS according to the terms of our Sourcewell Contract Number 122017-AMI/VAC. This letter is for a one time authorized assignment of Contract Number 122017-AMI/VAC, and cannot be duplicated on future orders, or quotations without specific written consent of Vac-Con, Inc. Please provide us a copy of your purchase order for our records.

Should you have any further questions or concerns, please do not hesitate to contact me.

Sincerely,

M.J. DuBois

MJ DuBois
Contract Administrator

COMMITTEE STAFF REPORT

DATE: Monday, January 13, 2020



RESPONSIBLE STAFF

Alisa Anderson, Grants Manager, James Fry, Police Chief

ADDITIONAL PRESENTER(S)

OTHER RESOURCES

AGENDA ITEM TITLE

Police Department Traffic Enforcement Mobilization Grants (ACTION ITEM) - Alisa Anderson / James Fry / Eric Warner

DESCRIPTION

The Idaho Transportation Department (ITD), through the Office of Highway Safety (OHS) administers the Traffic Enforcement Mobilizations program. The goal of the program is to eliminate death and serious injuries resulting from motor vehicle crashes and to implement programs designed to address driver behavior. The program provides funding at the state and community level for highway safety problems to address Idaho's own unique circumstances and highway safety needs. Traffic enforcement has been proven to be an effective countermeasure to reduce unsafe driving behaviors. The Traffic Enforcement Mobilization program establishes project requirements and a funding process to support the enforcement efforts as part of the Idaho's Strategic Highway Safety Plan (SHSP). The program funds dedicated overtime enforcement hours and/or traffic enforcement equipment. OHS also offers Mini Grants to support data-driven Idaho Safety Traffic Goals as established in the annual Highway Safety Plan for traffic training support, traffic equipment and enforcement. These Mini Grants allow agencies to be reimbursed for training and special emphasis patrols. Moscow Police Department (MPD) has successfully participated in mobilizations offered through the OHS program for several years. Attached is the 2019-2020 Idaho Transportation Department, Office of Highway Safety, Traffic Enforcement Grant Project Agreement (TEGPA), the Certifications and Assurances, and the Subrecipient Risk Assessment required for participation in the program.

STAFF RECOMMENDATION

Recommend ratification of the FY2020 Traffic Enforcement Grant Project Agreement (TEGPA), the Certifications and Assurances, and the Subrecipient Risk Assessment required for participation in the program for mobilizations during specified Highway Safety Performance Plan focus area events, campaigns, and/or Mini-Grant requests up to an accumulative amount per program fiscal year of \$50,000 with administrative approval.

PROPOSED ACTIONS

PROPOSED ACTIONS: Recommend ratification of the FY2020 Traffic Enforcement Grant Project Agreement (TEGPA), the Certifications and Assurances, and the Subrecipient Risk Assessment required for participation in the program for mobilizations during specified Highway Safety Performance Plan focus area events, campaigns, and/or Mini-Grant requests up to an accumulative amount per program fiscal year of \$50,000 with administrative approval, or provide staff further direction.

FISCAL IMPACT

No matching funds required. Police submit the number of miles traveled during mobilizations to OHS in-kind match.

PERSONNEL IMPACT

Reimbursement of Overtime for Traffic Enforcement Mobilizations

Department Staffing: Police, Finance, and Grants

ATTACHMENTS

1. Moscow PD FFY20 TEGPA Agree Executed



IDAHO TRANSPORTATION DEPARTMENT
OFFICE OF HIGHWAY SAFETY



**TRAFFIC ENFORCEMENT GRANT PROJECT
AGREEMENT (TEGPA)**

THIS AGREEMENT for FFY 2020 is made and entered into by and between:

City of Moscow Police Department

(Agency name), hereinafter referred to as
"Contractor" and the Idaho Transportation Department Office of Highway Safety, hereinafter
referred to as "OHS" on this 5th day of December 2019.

IT IS THE PURPOSE OF THIS AGREEMENT to provide National Highway Traffic Safety
Administration (NHTSA), funded assistance to the Contractor, for participation in local and
statewide traffic enforcement projects, as specified in the Highway Safety Plan (HSP) focus
areas for the following activities:

- High Visibility Enforcement (HVE) Mobilizations
- Mini-Grants for HVE
- Mini-Grants for Training and Public Awareness
- Mini-Grants for Traffic Enforcement Equipment

THE GOAL OF THE AGREEMENT is to establish project requirements and a funding
process to support the enforcement efforts by the Contractor, to reduce deaths, serious
injuries, and economic loss, as part of the Highway Safety Plan (HSP).

IT IS, THEREFORE, MUTUALLY AGREED THAT:

1. Contractor will conduct Traffic Enforcement Mobilizations and/or Mini-Grants in
accordance with the criteria established by OHS, as established for each Mobilization and/or
traffic enforcement mini-grant.
 - A. Contractor will provide a commissioned police officer (active or paid reserve) with
appropriate equipment (vehicle, radar, etc.) on a **paid overtime basis** to enforce
impaired driving, alcohol beverage control, distracted driving, aggressive driving,
safety restraint, school zone violations, distracted driving, bicycle, pedestrian,
motorcycle laws with emphasis as designated by OHS and/or crash problem
identification.
 - B. *No reimbursed regular on-duty personnel hours or salaried positions are eligible for
reimbursement.*
 - C. Necessary additional dispatch services overtime may be reimbursed, if requested
prior to the mobilization.
2. Contractor and/or partnering enforcement agencies will publicize the enforcement effort
to increase effectiveness by:
 - A. Working with media to increase the awareness of enforcement efforts; and
 - B. Provide pre and post press releases, and/or social media posts, about the results of
the HVE project and mobilization efforts.

3. Contractor will take a zero tolerance for unrestrained passengers and children during all OHS funded mobilizations and mini-grants.

4. Based on the availability of funding and by signing this AGREEMENT, Contractor agrees to support statewide highway safety public awareness campaigns, and will accept the benefits of having the earned and paid media run in their local communities.

5. OHS will reimburse Contractor for paid overtime hours worked and will be reimbursed at the rate of up to 1.5 times the officer's usual hourly rate plus Contractor's contributions to employee benefits, which are FICA/Medicare, Unemployment, Worker's Compensation, and PERSI.

6. Participation in future mobilizations and mini-grants is contingent on at least satisfactory performance during the prior mobilization, as determined by OHS. NHTSA has published a guide that outlines specific strategies and countermeasures relevant to specific focus areas.

7. Contractor must submit the following forms to be completed in accordance with OHS requirements:

A. Performance Reports.

Note: For Seat Belt Enforcement, pre and post seat belt surveys must be completed and submitted along with the performance report.

B. For overtime, provide the completed Overtime Reimbursement Claim Form, signed by an authorized official whose signature can be verified through their individual WebCars logon and password.

C. Payroll Register for period claimed must be available for inspection by OHS staff during annual site visits. Payroll verification can be payroll registers or copies of officer payroll warrants. **Time sheets are not payroll verification.**

D. Contractor will submit reimbursement claims and performance reports within 30 days of completion.

*Reimbursement claims received after **October 15th** may not be eligible for reimbursement.*

E. No documentation, reports, or claims submitted to OHS may contain Contractor, or its employees', agents' or subcontractors', Protected Personally Identifiable Information (Protected PII). See Term 8. B. 2.

8. Assurances and Other Grant Requirements required by NHTSA for all organizations receiving federal grant funds:

A. Certification and Assurances FFY19, Attachment 1. Contractor will comply with certification and assurances, as applicable.

B. Risk Assessment FFY19, Attachment 2. Contractor will provide information as applicable.

C. Contractor's Financial Contact will provide information as applicable on the TEGPA

and Attachments 1 & 2.

D. Other Grant Requirements:

1) DUNS Registration:

- a. If it has not already done so, the Contractor 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>).
- b. The Contractor agrees it shall maintain current registrations in the System for Award Management (SAM) (<http://www.sam.gov>) at all times during which it has active federal awards.
- c. If OHS discovers the Contractor, or its principals or affiliates, is disbarred, suspended, or ineligible from federal contracting, AGREEMENT may be terminated immediately.

2) Personally Identifiable Information (PII). As noted under 2 CFR Chapter I, Chapter II, Part 200:

- a. §200.79 Personally Identifiable Information (PII).
- b. §200.82 Protected Personally Identifiable Information (Protected PII).
- c. §200.303 Internal Controls.

3) Procurement of equipment and materials: All mobilizations, mini-grants, and equipment purchases shall be subject to the requirements governing this AGREEMENT, including those for procurement of materials and leasing of equipment.

4) Code of Conduct: No employee, officer, or agent of the Contractor shall participate in the selection, award, or administration of a contract supported by grant funds if a conflict of interest, real or apparent, would be involved. Such a conflict would arise when any of the following have a financial or other interest in the firm selected for award:

- a. The employee, officer, or agent.
- b. Any member of his or her immediate family.
- c. His or her partner.
- d. An organization which employs, or is about to employ any of the above-listed.

The Contractor's officers, employees, or agents shall neither solicit nor accept gratuities, favors or anything of monetary value from contractors, potential contractors, or parties to sub-agreements.

The Contractor guarantees it has not entered into any form of collusion with anyone, involving any form of payment, dependent upon or resulting from the award of this contract or subcontract(s).

5) Conferences, Inspection of Work, Grant Monitoring: Conferences may be held at the request of either party to this AGREEMENT. A representative of OHS and/or the U.S. Department of Transportation can conduct an onsite visit for the purpose of inspection and/or assessment of work being performed at any time.

6) Travel: Grant related local vicinity travel, travel to other parts of the state, and travel outside the state must conform to state policies and procedures. Allowable reimbursements cannot be greater than those authorized for state employees, and reimbursements will be made to the Contractor for grant project travel. State policy requires economical and

practical modes of travel, as well as moderate dining and lodging.

7) Tax and Compensation Liability: OHS will not incur any liability for worker compensation, FICA, withholding tax, unemployment compensation, or any other payment, which is not a part of the grant agreement.

8) Policy Inclusions: In order to receive highway safety grant funds, OHS requires that the Contractor currently have a Safety Restraint Use policy in effect or implement one prior to completion of the AGREEMENT. If requested by OHS, Contractor will submit their safety restraint policy to OHS prior to execution of the AGREEMENT.

9) Responsibility for Claims and Liability: Contractor shall be required to save and hold harmless OHS, ITD, NHTSA, FHWA, and U.S. Department of Transportation from all claims and/or liability due to the negligent acts of the Contractor or the Contractor's subcontractor(s), agents, or employee(s).

10) Failure to comply with any of the terms of this AGREEMENT may jeopardize Contractor in receiving future funding from OHS.

11) Eligible organizations agree to indemnify, defend and hold harmless ITD, its officers, agents, employees' from and against any and all claims, suits, losses, damages or costs, including reasonable attorney's fees, arising from or by the use of grants.

12) Any dispute, disagreement, or question of fact concerning this AGREEMENT shall be decided by the OHS Highway Safety Manager. The decision shall be in writing and shall be distributed to the parties concerned. If Contractor disagrees with the decision by the OHS Highway Safety Manager, the decision may be appealed to the Director of the Idaho Transportation Department. The appeal must be made in writing within 30 days of the OHS decision, and served by certified mail.

13) This AGREEMENT, including any attachments, constitute the entire agreement between the parties on the subject matter hereof. There are no understandings, agreements, or representations (oral or written), not specified herein regarding this AGREEMENT shall bind either party unless in writing and signed by both parties and all necessary approvals have been obtained.

14) Nothing in this AGREEMENT shall be construed as limiting or expanding the statutory or regulatory responsibilities of any involved agency or individual in performing functions granted to them by law; or as requiring either entity to expend any sum in excess of its respective appropriation. Each provision of this AGREEMENT is subject to the laws and regulations of the State of Idaho and of the United States.

15) Either party may terminate this AGREEMENT upon 30 days 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.

16) This Parent entity for this agency certifies that it conducts an annual audit in accordance to (2. CFR Part 200 Subpart F), which is available for review upon request. In addition, this agency has no financial or compliance issues.

Agency Primary Contact (Required)*(Individual with signing authority for the organization.)*

Name	Eric Warner
Title	Police Officer, Moscow Police Department
WebCars Account Answer: Yes/No	Yes
Telephone	(208) 883-1054 Ext. 2253
Fax	(208) 882-4020
Email Address	ewarner@ci.moscow.id.us
Agency Physical Address	118 East 4th Street, Moscow, ID 83843
Warrant Mailing Address	P O Box 9203, Moscow, ID 83843
DUNS (Data Universal Number System)	958856338
*Benefit Rate Percentage	39.21
Parent Entity Name (if applicable)	City of Moscow, Idaho

*Benefit rate is derived from FICA-SSHI, workers compensation and retirement costs only; cannot be more than 24%.

Agency Grant Manager Contact (Required)*(Individual who will manage day-to-day grant submissions.)*

Name	Alisa J. Anderson
Title	Grants Manager/ADA Coordinator
WebCars Account Answer: Yes/No	Yes
Telephone	(208) 883-7600
Email Address	aanderson@ci.moscow.id.us

Other Agency Contact (Optional)*(Individual who will act as a backup for day-to-day grant submissions.)*

Name	James Fry
Title	Chief of Police
WebCars Account Answer: Yes/No	Yes
Telephone	(208) 883-7064
Email Address	jfry@ci.moscow.id.us

Organizations Financial Details

Parent Entity (City or County) Financial Contact Information (Required)

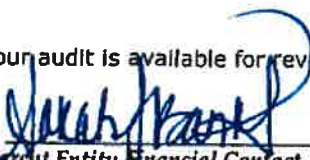
(Must also complete Subrecipient Financial Risk Assessment (Attachment 2) and OMB Circular A-133 Audit information below.)

Name	Sarah Banks
Title	Finance Director
WebCars Account Answer: Yes/No	No
Organization	City of Moscow
Telephone	(208) 883-7016
Email Address	sbanks@ci.moscow.id.us

Audit Requirement Statement (Please select 1, 2 or 3 below and sign below.)

1. We, City of Moscow, expended more than \$750,000 in total federal awards and have completed our Circular A-133 audit for Fiscal Year ended 2018. Our audit report and schedule of federal programs have **no** material findings that affect ITD funding.
2. We _____ expended more than \$750,000 in total federal awards and have completed our Circular A-133 audit for Fiscal Year ended _____. Our audit report and schedule of federal programs **had material findings that affect ITD funding**. Per OMB Circular A-133 **we are including a copy of the required audit report along with our corrective plan**.
3. We are not subject to a Circular A-133 audit because:
 - a. We are a For-Profit organization
 - b. We expend less than \$750,000 in federal awards in 2018.
 - c. Other (please explain) _____

A copy of our audit is available for review for up to three years following its completion.

Signature:  Date December 5, 2019
Signed By Parent Entity Financial Contact Sarah L. Banks, Finance Director



IN WITNESS WHEREOF, PARTIES HAVE EXECUTED THIS AGREEMENT:

Contractor's Agent (Agency Lead)

Bill Lambert

Agency Authorizing Signature:

(Individual with legal authorization to enter into agreement with the Idaho Transportation Department on behalf of the Contractor)

Bill Lambert, Mayor, City of Moscow, Idaho

Title:

Date: December 5, 2019

State's Agent (OHS)

John Tomlinson

By:

**John Tomlinson
Highway Safety Manager**

Date: 12/9/19



Attachment 1
CERTIFICATIONS AND ASSURANCES
For Fiscal Year 2020 Highway Safety Grants
(23 U.S.C. Chapter 4 and Sec. 1906, Pub. L. 109-59, As Amended)

GENERAL REQUIREMENTS

The Governor is the responsible official for the administration of the State highway safety program through a State highway safety agency that has adequate powers and is suitably equipped and organized (as evidenced by appropriate oversight procedures governing such areas as procurement, financial administration, and the use, management, and disposition of equipment) to carry out the program. (23 U.S.C. 402(b)(1)(A))

The Agency will comply with applicable statutes and regulations, including but not limited to:

- 23 U.S.C. Chapter 4—Highway Safety Act of 1966, as amended
- Sec. 1906, Pub. L. 109-59, as amended by Sec. 4011, Pub. L., 114-94
- 23 CFR Part 1300—Uniform Procedures for State Highway Safety Grant Programs
- 2 CFR part 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards
- 2 CFR part 1201 – Department of Transportation, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.

The Agency has submitted appropriate documentation for review to the single point of contact designated by the Governor to review Federal programs, as required by Executive Order 12372 (Intergovernmental Review of Federal Programs).

FEDERAL FUNDING ACCOUNTABILITY AND TRANSPARENCY ACT (FFATA)

The Agency will comply with FFATA guidance, *OMB Guidance on FFATA Subaward and Executive Compensation Reporting*, August 27, 2010, (https://www.fsrs.gov/documents/OMB_Guidance_on_FFATA_Subaward_and_Executive_Compensation_Reporting_08272010.pdf) by reporting to FSRS.gov for each sub-grant awarded:

- Name of the entity receiving the award;
- Amount of the award;
- Information on the award including transaction type, funding agency, the North American Industry Classification System code or Catalog of Federal Domestic Assistance number (where applicable), program source;
- Location of the entity receiving the award and the primary location of performance under the award, including the city, State, congressional district, and country; and an award title descriptive of the purpose of each funding action;
- A unique identifier (DUNS);

- The names and total compensation of the five most highly compensated officers of the entity if:
 - (i) the entity in the preceding fiscal year received—
 - (I) 80 percent or more of its annual gross revenues in Federal awards;
 - (II) \$25,000,000 or more in annual gross revenues from Federal awards; and
 - (ii) the public does not have access to information about the compensation of the senior executives of the entity through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986;
- Other relevant information specified by OMB guidance.

NONDISCRIMINATION

The agency will comply with all Federal statutes and implementing regulations relating to nondiscrimination ("Federal Nondiscrimination Authorities"). These include but are not limited to:

- **Title VI of the Civil Rights Act of 1964** (42 U.S.C. 2000d *et seq.*, 78 stat. 252), (prohibits discrimination on the basis of race, color or national origin) and 49 CFR Part 21;
- **The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970**, (42 U.S.C. 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);
- **Federal-Aid Highway Act of 1973**, (23 U.S.C. 324 *et seq.*), and **Title IX of the Education Amendments of 1972**, as amended (20 U.S.C. 1681-1683 and 1685-1686) (prohibit discrimination on the basis of sex);
- **Section 504 of the Rehabilitation Act of 1973**, (29 U.S.C. 794 *et seq.*), as amended, (prohibits discrimination on the basis of disability) and 49 CFR part 27;
- **The Age Discrimination Act of 1975**, as amended, (42 U.S.C. 6101 *et seq.*), (prohibits discrimination on the basis of age);
- **The Civil Rights Restoration Act of 1987**, (Pub. L. 100-209), (broadens scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of terms "programs or activities" to include all of the programs or activities of the Federal aid recipients, subrecipients and contractors, whether such programs or activities are Federally-funded or not);

- **Titles II and III of the Americans with Disabilities Act (42 U.S.C. 12131-12189)** (prohibits discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing) and 49 CFR parts 37 and 38;
- **Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations** (prevents discrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations); and
- **Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency** (guards against Title VI national origin discrimination/discrimination because of limited English proficiency (LEP) by ensuring that funding recipients take reasonable steps to ensure that LEP persons have meaningful access to programs (70 FR 74087-74100).

The Agency —

- Will take all measures necessary to ensure that no person in the United States shall, on the grounds of race, color, national origin, disability, sex, age, limited English proficiency, or membership in any other class protected by Federal Nondiscrimination Authorities, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any of its programs or activities, so long as any portion of the program is Federally-assisted;
- Will administer the program in a manner that reasonably ensures that any of its subrecipients, contractors, subcontractors, and consultants receiving Federal financial assistance under this program will comply with all requirements of the Non-Discrimination Authorities identified in this Assurance;
- Agrees to comply (and require its subrecipients, contractors, subcontractors, and consultants to comply) with all applicable provisions of law or regulation governing US DOT's or NHTSA's access to records, accounts, documents, information, facilities, and staff, and to cooperate and comply with any program or compliance reviews, and/or complaint investigations conducted by US DOT or NHTSA under any Federal Nondiscrimination Authority;
- Acknowledges that the United States has a right to seek judicial enforcement with regard to any matter arising under these Non-Discrimination Authorities and this Assurance;
- Agrees to insert in all contracts and funding agreements with other State or private entities the following clause:

"During the performance of this contract/funding agreement, the contractor/funding recipient agrees—

- a. To comply with all Federal nondiscrimination laws and regulations, as may be amended from time to time;
- b. Not to participate directly or indirectly in the discrimination prohibited by any Federal non-discrimination law or regulation, as set forth in appendix B of 49 CFR part 21 and herein;
- c. To permit access to its books, records, accounts, other sources of information; and its facilities as required by the State highway safety offices, US DOT or NHTSA;
- d. That, in event a contractor/funding recipient fails to comply with any nondiscrimination provisions in this contract/funding agreement, the State highway safety agency will have the right to impose such contract/agreement sanctions as it or NHTSA determine are appropriate, including but not limited to withholding payments to the contract/funding recipient under the contract/agreement until the contract/funding recipient complies; and/or cancelling, terminating, or suspending a contract or funding agreement, in whole or in part; and
- e. To insert this clause, including paragraphs (a) through (e), in every subcontract and subagreement and in every solicitation for a subcontract or sub-agreement, that receives Federal funds under this program.

THE DRUG-FREE WORKPLACE ACT OF 1988(41 USC 8103)

The Agency will provide a drug-free workplace by:

- a. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
- b. Establishing a drug-free awareness program to inform employees about:
 1. The dangers of drug abuse in the workplace;
 2. The grantee's policy of maintaining a drug-free workplace;
 3. Any available drug counseling, rehabilitation, and employee assistance programs;
 4. The penalties that may be imposed upon employees for drug violations occurring in the workplace;
 5. Making it a requirement that each employee engaged in the performance of the grant be given a copy of the statement required by paragraph (a);

- c. Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will—
 - 1. Abide by the terms of the statement;
 - 2. Notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction;
- d. Notifying the agency within ten days after receiving notice under subparagraph (c)(2) from an employee or otherwise receiving actual notice of such conviction;
- e. Taking one of the following actions, within 30 days of receiving notice under subparagraph (c)(2), with respect to any employee who is so convicted—
 - 1. Taking appropriate personnel action against such an employee, up to and including termination;
 - 2. Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
- f. Making a good faith effort to continue to maintain a drug-free workplace through implementation of all of the paragraphs above.

POLITICAL ACTIVITY (HATCH ACT)

The Agency will comply with provisions of the Hatch Act (5 U.S.C. 1501-1508) which limits the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

CERTIFICATION REGARDING FEDERAL LOBBYING

Certification for Contracts, Grants, Loans, and Cooperative Agreements

The undersigned certifies, to the best of his or her knowledge and belief, that:

- 1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- 2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of

Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

3. The undersigned shall require that the language of this certification be included in the award documents for all sub-award at all tiers (including subcontracts, subgrants, and contracts under grant, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

RESTRICTION ON STATE LOBBYING

None of the funds under this program will be used for any activity specifically designed to urge or influence a State or local legislator to favor or oppose the adoption of any specific legislative proposal pending before any State or local legislative body. Such activities include both direct and indirect (e.g., "grassroots") lobbying activities, with one exception. This does not preclude a State official whose salary is supported with NHTSA funds from engaging in direct communications with State or local legislative officials, in accordance with customary State practice, even if such communications urge legislative officials to favor or oppose the adoption of a specific pending legislative proposal.

Instructions for Lower Tier Certification

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below and agrees to comply with the requirements of 2 CFR parts 180 and 1200.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal government, the department or agency with which this transaction originated may pursue available remedies, including suspension or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its

certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

4. The terms *covered transaction*, *civil judgement*, *debarment*, *suspension*, *ineligible*, *participant*, *person*, *principal*, and *voluntarily excluded*, as used in this clause, are defined in 2 CFR parts 180 and 1200. You may contact the person to whom this proposal is submitted for assistance in obtaining a copy of those regulations.

5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR Part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.

6. The prospective lower tier participant further agrees by submitting this proposal that it will include the clause titled "Instructions for Lower Tier Participant Certification" including the "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion—Lower Tier Covered Transaction," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions and will require lower tier participants to comply with 2 CFR parts 180 and 1200.

7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under 48 CFR Part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant is responsible for ensuring that its principals are not suspended, debarred, or otherwise ineligible to participate in covered transactions. To verify the eligibility of its principals, as well as the eligibility of any prospective lower tier participants, each participant may, but is not required to, check the System for Award Management Exclusions website (<https://www.sam.gov/>).

8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 CFR Part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal government, the department or agency with which this transaction originated may pursue available remedies, including suspension or debarment.

Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion—Lower Tier Covered Transactions:

1. The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
2. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

BUY AMERICA ACT

Each subrecipient will comply with the Buy America Act requirement (23 U.S.C. 313), when purchasing items using Federal funds. Buy America requires a State, or subrecipient, to purchase with Federal funds only steel, iron and manufactured products produced in the United States, unless the Secretary of Transportation determines that such domestically produced items would be inconsistent with the public interest, that such materials are not reasonably available and of a satisfactory quality, or that inclusion of domestic materials will increase the cost of the overall project contract by more than 25 percent. In order to use Federal funds to purchase foreign produced items, the State must submit a waiver request that provides an adequate basis and justification for approval by the Secretary of Transportation.

PROHIBITION ON USING GRANT FUNDS TO CHECK FOR HELMET USAGE

Each subrecipient will not use 23 U.S.C. Chapter 4 grant funds for programs to check helmet usage or to create checkpoints that specifically target motorcyclists.

POLICY ON SEAT BELT USE

In accordance with Executive Order 13043, Increasing Seat Belt Use in the United States, dated April 16, 1997, the Grantee is encouraged to adopt and enforce on-the-job seat belt use policies and programs for its employees when operating company-owned, rented, or personally-owned vehicles. The National Highway Traffic Safety Administration (NHTSA) is responsible for providing leadership and guidance in support of this Presidential initiative. For information and resources on traffic safety programs and policies for employees, please contact the Network of Employers for Traffic Safety (NETS), a public-private partnership dedicated to improving the traffic safety practices of employers and employees. You can download information on seat belt programs, costs of motor vehicle crashes to employers, and other traffic safety initiatives at www.trafficsafety.org. The NHTSA website (www.nhtsa.gov) also provides information on statistics, campaigns, and program evaluations and references.

POLICY ON BANNING TEXT MESSAGING WHILE DRIVING

FFY 2020 Certifications and Assurances

In accordance with Executive Order 13513, Federal Leadership On Reducing Text Messaging While Driving, and DOT Order 3902.10, Text Messaging While Driving, agencies are encouraged to adopt and enforce workplace safety policies to decrease crashes caused by distracted driving, including policies to ban text messaging while driving company-owned or rented vehicles, Government-owned, leased or rented vehicles, or privately-owned when on official Government business or when performing any work on or behalf of the Government. Agencies are also encouraged to conduct workplace safety initiatives in a manner commensurate with the size of the business, such as establishment of new rules and programs or re-evaluation of existing programs to prohibit text messaging while driving, and education, awareness, and other outreach to employees about the safety risks associated with texting while driving.

SECTION 402 REQUIREMENTS

The political subdivisions of this State are authorized, as part of the State highway safety program, to carry out within their jurisdictions local highway safety programs which have been approved by the Governor and are in accordance with the uniform guidelines promulgated by the Secretary of Transportation. (23 U.S.C. 402(b)(1)(B))

At least 40 percent of all Federal funds apportioned to this State under 23 U.S.C. 402 for this fiscal year will be expended by or for the benefit of the political subdivisions of the State in carrying out local highway safety programs (23 U.S.C. 402(b)(1)(C), 402(h)(2)), or 95 percent by and for the benefit of Indian tribes (23 U.S.C. 402(h)(2)), unless this requirement is waived in writing.

The State's highway safety program provides adequate and reasonable access for the safe and convenient movement of physically handicapped persons, including those in wheelchairs, across curbs constructed or replaced on or after July 1, 1976, at all pedestrian crosswalks. (23 U.S.C. 402(b)(1)(D))

The State will provide for an evidenced-based traffic safety enforcement program to prevent traffic violations, crashes, and crash fatalities and injuries in areas most at risk for such incidents. (23 U.S.C. 402(b)(1)(E))

The State will implement activities in support of national highway safety goals to reduce motor vehicle related fatalities that also reflect the primary data-related crash factors within the State, as identified by the State highway safety planning process, including:

- Participation in the National high-visibility law enforcement mobilizations as identified annually in the NHTSA Communications Calendar, including not less than 3 mobilization campaigns in each year to –
 - Reduce alcohol-impaired or drug-impaired operation of motor vehicles; and
 - Increase use of seat belts by occupants of motor vehicles;

- Sustained enforcement of statutes addressing impaired driving, occupant protection, and driving in excess of posted speed limits;
- An annual Statewide seat belt use survey in accordance with 23 CFR Part 1340 for the measurement of State seat belt use rates;
- Development of Statewide data systems to provide timely and effective data analysis to support allocation of highway safety resources;
- Coordination of Highway Safety Plan, data collection, and information systems with the State strategic highway safety plan, as defined in 23 U.S.C. 148(a). (23 U.S.C. 402(b)(1)(F))

The State will actively encourage all relevant law enforcement agencies in the State to follow the guidelines established for vehicular pursuits issued by the International Association of Chiefs of Police that are currently in effect. (23 U.S.C. 402(j))

The State will not expend Section 402 funds to carry out a program to purchase, operate, or maintain an automated traffic enforcement system. (23 U.S.C. 402(c)(4))

I understand that the information provided in support of the State's application for Federal grant funds and these Certifications and Assurances constitute information upon which the Federal Government will rely on determining qualification for grant funds, and that knowing misstatements may be subject to civil or criminal penalties under 18 U.S.C. 1001. I sign these Certifications and Assurances based on personal knowledge, after appropriate inquiry.

Signature Bill Lambert Date December 5, 2019

Printed Name Bill Lambert, Mayor

Agency City of Moscow, Idaho

Attachment 2

Subrecipient Risk Assessment

Subrecipient Name: <u>Moscow Police Department, City of Moscow, Id</u>		Project:	
Subrecipient DUNS Number: <u>958856338</u>		Award Period: <u>FFY20 10/01/2019 -09/30/2020</u>	
	Topic	Yes No NA	Comments
A. Financial Assessment (Information under Section A must be provided by the Financial Contact for the agency)			
1	Did the subrecipient's Parent Entity (City or County) expend \$750,000 or more in federal awards during the previous fiscal year? If yes, please complete Comments section to indicate whether a single audit through the Federal Audit Clearinghouse (FAC) was conducted in accordance with 2 CFR 200.514. <i>Attach audit summary pages (if applicable)</i>	☒	Amount of Federal Funding Expended \$ <u>1,928,197</u> Year <u>2018</u> Audit submitted to FAC? Yes Year Audit Complete: <u>2019</u>
2	Subrecipient's prior year financial audit did not have material finding(s) that affected ITD funding. (If the answer is "no," subrecipient must indicate when or if the finding(s) was resolved.) <i>Attach a copy of pages showing finding results and corrective plan (if applicable)</i>	☒	Findings: <u>No</u>
3	The agency is registered with the System for Award Management (SAM), Activation Date and Cage Number. https://www.sam.gov/portal/SAM/#1	☒	CAGE # <u>4MX59</u> Active Date <u>6/28/2013</u>
4	The Agency retains documentation records for grant funded activities for up to three (3) Federal Fiscal Years, for monitoring by OHS?	☒	
B. Experience			
1	Does the recipient have experience with the same or similar grants?	☒	
2	Has the subrecipient had at least three years of experience with federal grants?	☒	
3	Did the subrecipient consistently and accurately submit their claims and reports on time?	☒	
C. Organization			
1	Is the subrecipient's accounting system the same as the previous year?	☒	
2	Has the subrecipient's grant management remained unchanged during the previous year?	☒	
3	Has the subrecipient's organization remained unchanged during the previous year? (i.e. Chief, Sheriff, management staff)	☒	
TOTALS			
Rating Scale (Based on the number of No's)			
0 - 2	Subrecipient is considered low risk.	☒ Low Risk	Provide standard monitoring
3 - 6	Subrecipient is considered medium risk.	☐ Medium Risk	Provide additional monitoring including training is warranted.
7 - 10	Subrecipient is considered high risk.	☐ High Risk	Provide close monitoring, training and action if required.
General overview of grantee performance:			
Commendations, problems or concerns:			
Corrective action necessary:			
Signatures (original required)			
The information above is accurate to the best of my knowledge.		Risk Score: <u>2</u>	
Signature: <u>[Signature]</u>		Date: <u>12/9/19</u>	
Office of Highway Safety Reviewer: <u>[Signature]</u>		Print Name: <u>Sarah L. Banks, MSA, Finance Director</u>	

Subrecipients must provide information for areas in blue only

ITD Office of Highway Safety FFY 2020

CITY OF MOSCOW, IDAHO

SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS - MODIFIED ACCRUAL BASIS
Year Ended September 30, 2018

	Federal CFDA Number	Pass- Through Entity Identifying Number	Passed Through to Subrecipients	Total Federal Expenditures
DEPARTMENT OF TRANSPORTATION				
Passed through the State of Idaho - Transportation Department Highway Planning and Construction Total Highway Planning and Construction Cluster	20 205		None	\$ 318,957 <u>318,957</u>
Passed through the State of Idaho - Transportation Department Highway Safety Grant	20 600		None	18,095
State Traffic Safety Information Systems Grant	20 610		None	9,266
National Priority Safety Programs Total Highway Safety Cluster	20 616		None	17,226 <u>44,587</u>
Passed through the State of Idaho - Transportation Department Bus and Bus Facilities Formula Program	20 526		None	<u>97,798</u>
Passed through the State of Idaho - Division of Aeronautics Bus and Bus Facilities Formula Program	20 106		None	<u>12,500</u>
Passed through the State of Idaho - Transportation Department Public Transportation for Nonurbanized Areas	20 509		None	536 <u>536</u>
Total for Department of Transportation				<u>474,378</u>
NATIONAL ENDOWMENT OF THE ARTS				
Passed through the State of Idaho Promotion of the Arts Partnership Agreement Grant Total for National Endowment of the Arts	45 025		None	15,993 <u>15,993</u>
DEPARTMENT OF JUSTICE				
Passed through the State of Idaho - Attorney General Missing Children	16 543		None	1,846
Bulletproof Vest Partnership Total for Department of Justice	16 607			3,438 <u>5,284</u>
ENVIRONMENTAL PROTECTION AGENCY				
Capitalization Grants for Drinking Water State Revolving Funds Total Drinking Water State Revolving Funds Cluster	66 468		None	1,362,835 <u>1,362,835</u>
Total for Environmental Protection Agency				<u>1,362,835</u>
DEPARTMENT OF HOMELAND SECURITY				
Passed through the State of Idaho - Military Division Homeland Security Grant Program Total for Department of Homeland Security	97 036	Fema-4313-DR-ID	None	70,707 <u>70,707</u>
TOTAL EXPENDITURES OF FEDERAL AWARDS				<u>\$ 1,929,197</u>

CITY OF MOSCOW, IDAHO

SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS - MODIFIED ACCRUAL BASIS
Year Ended September 30, 2018

Note 1. Basis of Presentation

BASIS OF PRESENTATION - SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS

The schedule of expenditures of federal awards includes the federal grant awards of the City of Moscow, Idaho, and is presented on the accrual basis of accounting. The information in this schedule is presented in accordance with the requirements of Title 2 *U.S. Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance)*. Therefore, some amounts presented in this schedule may differ from amounts presented in, or used in, the presentation of the basic financial statements.

SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Expenditures reported on the Schedule are reported on the accrual basis of accounting. Such expenditures are recognized following the cost principles contained in the *Uniform Guidance*, wherein certain types of expenditures are not allowable or are limited as to reimbursement.

DE MINIMIS INDIRECT COST RATE

The City of Moscow, Idaho, has elected not to use the 10-percent *de minimis indirect cost* rate allowed under the *Uniform Guidance*.

* Major program

COMMITTEE STAFF REPORT

DATE: Monday, January 13, 2020



RESPONSIBLE STAFF

Alisa Anderson, Grants Manager, Brian Nickerson

ADDITIONAL PRESENTER(S)

OTHER RESOURCES

AGENDA ITEM TITLE

Fire Department – FM Global Fire Prevention Grant Approval (ACTION ITEM) – Alisa Anderson / Brian Nickerson

DESCRIPTION

FM Global is a worldwide philanthropic organization promoting fire prevention and awards grant funds to public organizations which support their mission. Funding requests are accepted to help organizations working to combat fire for a wide array of fire prevention, preparedness and control efforts. Program funding scopes include Pre-Incident Planning; Fire Prevention Education and Training; and Arson Prevention and Fire Investigation. A grant application was submitted to FM Global in June of 2019. This was the first time the Fire Department had requested funds from this organization, therefore anticipated approval was considered unlikely as the organization normally funds much larger departments. A grant request was submitted for \$2,500 to purchase equipment to include two sets of a DeWalt Cordless Tool Combo Kits and two Pelican Remote Area Lighting Systems under the Arson Prevention/Fire Investigation category. On December 18, 2019, staff received an award letter for \$1,720. A copy of the program information, grant request and award are attached to this report.

STAFF RECOMMENDATION

Recommend acceptance of the FM Global Fire Prevention Grant Award for \$1,720 to purchase fire investigation equipment.

PROPOSED ACTIONS

PROPOSED ACTIONS: Recommend acceptance of the FM Global Fire Prevention Grant Award for \$1,720 to purchase fire investigation equipment, or provide staff further direction.

FISCAL IMPACT

The Fire Department will provide \$780 (FY 2020 - Equipment Budget) to match the \$1,780 in grant funds to purchase equipment of \$2,500 as described in the grant request.

PERSONNEL IMPACT

Purchase of Equipment for Fire Department Use
Departments: Fire, Finance and Grants

ATTACHMENTS

1. Fire FM Global Grant Award & Application

December 18, 2019



Ms. Anderson
Moscow Volunteer Fire Department
PO Box 9203
Moscow, Idaho 83843
United States

Dear Ms. Anderson:

Congratulations. Your grant application for an FM Global fire prevention grant stood out among the hundreds we received, and we will be funding \$1720 towards the purchase of two remote area lighting systems. We hope the additional funding will help to strengthen your efforts to ultimately, and more effectively prevent fire—the leading cause of property destruction worldwide.

In the coming weeks, you will be contacted by an FM Global representative to set up a formal presentation. In the meantime, award checks will be mailed in January to your attention at the address above. Please feel free to use the attached news release that we've prepared for you to promote news media interest—be it in advance of or after the formal presentation.

During the past 40 years, FM Global has awarded millions of dollars in funding to fire departments and related agencies worldwide. With a shared philosophy that the majority of property loss is preventable—not inevitable—we can make a difference in preventing the frequency and severity of fire...together.

Once again, congratulations on your recent fire prevention grant awarded by FM Global, one of the world's largest commercial property insurers.

If you have any questions regarding your award, please feel welcome to e-mail me.

Best wishes for continued success in your fire prevention endeavors.

A handwritten signature in black ink, appearing to read "Michael Spaziani".

Michael Spaziani
Assistant Vice President, Manager - Fire Service Programs

CC: Tim Hawthorne - San Francisco Operations
19-314 - Moscow Volunteer Fire Department

FM Global Fire Prevention Grant Application



Organization Name Moscow Volunteer Fire Department

Title Grants Manager

Prefix

First Name Alisa

Last Name Anderson

Phone Number 208-883-7600

Type Business Number

Phone Number 208-596-8242

Type Mobile Number

Email Address aanderson@ci.moscow.id.us

Physical Address:

Street Address 229 Pintail Lane

Address Cont.

City Moscow

Province

State ID

Country United States

Postal Code 83843

☐ Check here if Physical Address is same as Mailing Address

Mailing Address:

Street Address PO Box 9203

Address Cont.

City Moscow

Province

State ID

Country United States

Postal Code 83843

Has your organization ever applied for an FM Global Fire Prevention Grant? NO

Was your organization awarded funding?

Date of your award letter:

Amount Awarded

Date of your denial letter:

Type of Applicant

- ☒ Fire Department/Brigade
- ☐ Police Department
- ☐ Regional Task Force
- ☐ Non-profit Organization
- ☐ Public Agency
- ☐ Educational Institution
- ☐ Other

Type of Jurisdiction Served

- ☒ Town
- ☐ District
- ☐ County
- ☐ Regional
- ☐ State/Province
- ☐ Country
- ☐ Other

Staff Type

- ☐ Full-Time
of Full-Time Staff
- ☐ Part-Time
of Part-Time Staff
- ☐ Volunteer
of Volunteer Staff
- ☐ Other Other
7 # of Other Staff

Community Served

- ☐ Rural
- ☐ Suburban
- ☒ City
- ☐ State
- ☐ National
- ☐ Other



FM Global Fire Prevention Grant Application

FM Global

Response Area Demographics:

What is the approximate physical size of the area you serve? City 6.1 sq. mi./Rural

What percentage of your service area is used for commercial/industrial purposes? 49.27

What percentage of your service area is used for residential purposes? 50.73

What is your service area's population? 25,000

What service(s) does your organization provide?

Fire Protection, Fire Prevention and Emergency Medical Services

Number of Incidents

Please indicate the number of incidents your agency responded to in the last 12 months. If there are no responses for a specific category, enter zero.

48 Structure Fires

8 Vehicle Fires

9 Vegetation Fires

1714 EMS/Rescue Calls

24 Hazardous Material Calls

0 Service Calls

211 Good Intent/False Alarms

465 Other

2479 Total

Will this grant benefit more than one organization? YES

If Yes, please explain how this grant would benefit other organizations:

We assist the Moscow Police Department with investigations. We also perform mutual aid fire investigating to the county of Latah in Idaho and bordering regions in Washington State.



FM Global Fire Prevention Grant Application



Funding Request

What type of funding are you requesting? Arson Prevention/Fire Investigation

Please indicate the exact amount of funding being requested (USD): 2500

Please indicate what items/programs are being requested:

DeWalt Cordless Tool Combo Kit Quantity=2

Each kit contains 4 tools, plus a battery and a bonus tool

These 2 kits will be shared between the Fire Marshal's and the Fire Inspector's vehicles and the office.

Pelican 9430 Remote Area Lighting System Quantity = 2

Lights have extendable masts with 360-degree rotation

One will be housed in the Fire Marshal's vehicle and the other in the Fire Inspector's vehicle.

Is this a new program or an extension of an existing program? Existing

Why does your organization need the requested funding?

The community of Moscow is home to the University of Idaho, with over 10,000 students on the Moscow campus. A large percentage of Moscow's commercial properties are tax-exempt reducing the amount of tax dollars available to support public services. The Moscow Volunteer Fire Department is comprised of 7 full time employees and 100+ volunteers. Due to limited tax revenue and a growing population, Moscow struggles to fund many of the critical needs for public safety departments and relies on grant funding such as this program to assist in purchasing needed equipment.

How will funding enhance your current/future fire prevention, prefire planning or investigation efforts?

Acquisition of two additional tool kits will help us to setup and take-down investigative equipment more quickly. It will also provide more tools to be used in fire prevention and prefire training exercises, making it possible to break up into smaller groups and provide more hands-on training for individuals.

During investigations, the availability of two 360-degree lighting systems will help to provide on-site security and the ability to more thoroughly examine evidence at more than one scene during darkness or when artificial or natural light is insufficient or unavailable. By having this equipment available in two different vehicles, it would expedite the commencement of investigations at multiple locations to make the best use of resources.

All equipment would also be available to support local Police as well as regional Fire personnel for mutual aid operations and investigations.



FM Global Fire Prevention Grant Application



What is the expected impact funding will have within your community, both immediate and long-term?

The additional tools and lighting systems will save on resources, particularly personnel. The Fire Marshal and Fire Inspector would then be able to secure and man two different investigation sites simultaneously. Having adequate tools and equipment to strategically employ proper fire investigative techniques and support multiple locations will increase our efficiency. Without sufficient equipment, personnel at one site may have to remain idle or wait to be deployed until the necessary tools and equipment become available to them.

Our efficiency will be improved immediately and the benefits will continue long into the future.

What other relevant information do you believe will support the need for funding?

The additional tool kits will provide for more efficient resource deployment and maintenance. Currently, most tools and equipment are housed on the fire engines. We have to borrow these items from the fire engines so they (engines and personnel) are required to stay on-site until the tools and equipment can be returned to them. If our Fire Marshal and our Fire Investigator, each had their own set of equipment, the engines could leave the site and not have to wait unnecessarily.

Signature

I declare, certify and verify, as a representative and agent of the organization, the following under penalty of perjury:

- All funds received from a FM Global Fire Prevention Grant will be used solely to benefit the organization's fire prevention activities as a tax-exempt or charitable organization; and*
- In no event shall any of the funds be used for private uses or private organizations; and*
- Should a fire prevention grant be awarded I hereby give permission for FM Global to publicize my award using my organization's name, amount of the award, purpose by which the funding will be used for and presentation photo (if applicable). I understand that such publicity can be gained through, but is not limited to print, television and Internet media outlets; and*
- The information provided above (as well as any related attachments), to the best of my knowledge, is true, correct and complete.*

Full Name	Alisa Anderson
Title	Grants Manager
Organization Name	City of Moscow

I certify that I am authorized to submit this application on behalf of this organization and I have included the appropriate documentation to support my request.

Alisa J. Anderson

From: Brian Nickerson
Sent: Friday, June 28, 2019 3:02 PM
To: Alisa J. Anderson
Subject: RE: FM Global Fire Prevention Grant Program

Follow Up Flag: Flag for follow up
Flag Status: Flagged

Alisa,

Thank you for reaching out. If possible we would like to attempt to receive funds for our fire investigation activities since we have had an increase in the last several years of arson and suspicious fires. We would like to seek about \$2,400 for the following equipment. Let me know what else you need to complete this process. Thank you again

EQUIPMENT TYPE: DeWalt Cordless Tool Combo Kit x2
LOCATION/USE: Drill-Impact driver-Recip saw-Oscillating tool /
shared Fire Marshal and Fire Inspector vehicle and office
COST ESTIMATE: \$600.00

JUSTIFICATION: There is currently limited tools available for investigations. These tools would allow for more efficient removal of evidence with less destruction of property during the process.

EQUIPMENT TYPE: Pelican 9430 Remote Area Lighting System x2
LOCATION/USE: FM – Inspector Vehicle and Fire Marshal / Used for fire scene investigations
COST ESTIMATE: \$1800.00

JUSTIFICATION: The department currently has one of these lights. Often, fire suppression apparatus leave scenes prior to the conclusion of the fire investigation. Having a FM / Fire Inspector vehicle capable to support tool needs on scene is desirable.

Brian R. Nickerson

Fire Chief

City of Moscow

Moscow Volunteer Fire Department

229 Pintail Ln.

Moscow, ID 83843

208-882-2831



From: Alisa J. Anderson
Sent: Friday, June 28, 2019 10:47 AM
To: Brian Nickerson <BNickerson@ci.moscow.id.us>
Subject: FM Global Fire Prevention Grant Program

Brian,

See attached, applications are due July 31, 2019. Is there anything you want to apply for on this round or wait until next round for December 31. If this time I need to prep and submit early as I am out the last two week of July. Let me know, thank you!

Alisa J. Anderson

Grants Manager/ADA Coordinator
City of Moscow
206 East Third Street, PO Box 9203
Moscow, ID 83843
Phone: 208.883.7600
Email: aanderson@ci.moscow.id.us
www.ci.moscow.id.us

From: moscowcopier@ci.moscow.id.us <moscowcopier@ci.moscow.id.us>
Sent: Friday, June 28, 2019 10:44 AM
To: Alisa J. Anderson <aanderson@ci.moscow.id.us>
Subject: Attached Image



FM Global Fire Prevention Grant Program

FM Global

Frequently Asked Questions

Who is eligible?

Any organization or agency around the world that supports fire prevention can apply for an FM Global Fire Prevention Grant; however, funds must be used for public purposes. Additional terms and conditions may apply for applicants based in the United States, Canada and other countries.

What can I apply for?

Funding requests will be considered to help support organizations working to combat fire for a wide array of fire prevention, preparedness and control efforts.

The following categories are within the scope of the program.

- Pre-Incident Planning (for example: computer software programs, laptops, tablets)
- Fire Prevention Education/Training (for example: community outreach initiatives, workshops, publications).
- Arson Prevention/Fire Investigation (for example: juvenile fire setter programs, continuing education courses, digital and specialized cameras, accelerant detection equipment)

Please note:

- If applying for fire prevention materials, an educational component must be included with any request for fire hats, pencils, etc. At a minimum 50% of the request should be educational materials.
- If applying for smoke detectors, at a minimum the detectors must be 10yr sealed battery units with photoelectric technology (with or without ionization technology).
- Requested items should be listed/tested products.

What can I not apply for?

Funding requests for salaries, motor-powered vehicles (fire apparatus, automobiles, off-road vehicles), building projects (new or renovations, fire alarm systems, fire protection systems) and equipment or training related to fire suppression, for example, will not be considered. In addition, service contracts on equipment and software, equipment for incidents related to hazardous material, carbon monoxide detectors and CPR equipment/training do not fall within the scope of the fire prevention grant program.

What are the qualities of a successful application?

Applications that clearly demonstrate a need for funding whose use will have a significant impact on preventing fire loss are acceptable. It is also important to provide plenty of detail and documentation in your application to support your request.

How much should I apply for?

Although there is no limit on how much funding you can apply for, this grant program is designed to provide seed money to help support your fire prevention, preparedness and control efforts. A list of past grant recipients can be found below.

Do I need to provide matching funds?

Matching funds are not required, but sometimes only partial funding of a request will be awarded. Applicants may need to contribute additional funds to supplement their award. You may only be able to purchase some of the items or may need to look for a less expensive model of the product you applied for.



FM Global Fire Prevention Grant Program



How are decisions made about my grant?

All grant applications are reviewed by a committee consisting of a diverse group of FM Global property loss prevention experts and members of the public fire service community—to ensure funding is awarded where it will make the most difference.

What is the deadline for submitting my application?

Grant applications are reviewed three times per year. Deadlines for receipt of applications are March 31, July 31 and November 30. Decisions on awards are made approximately 3 - 4 months after the deadline.

When can I reapply for funding?

Previous grant recipients may reapply for funding three years from the date of their initial award letter. For applications that did not result in a grant award, applicants may reapply for funding one year from the date of their notification letter.

Questions/Comments:

If you have any questions or comments, please contact us at firepreventiongrants@fmglobal.com.

Eligibility Requirements

For applicants based in the United States:

Applicants must be a governmental unit of a city, town, county, state, commonwealth, the District of Columbia, possession of the United States, the United States itself or any political subdivision as described in Section 170(b)(1)(A)(v) of the U.S. Internal Revenue Service Code or a 501(c)(3) or (4) tax-exempt organization under the U.S. Internal Revenue Service Code.

For applicants based in Canada:

Applicants must be a governmental unit of a city, town, county, province, territory, Canada itself, or any political subdivision thereof or a registered charity under Section 149(1)(f) of the Income Tax Act of Canada.

For applicants based in any country other than the United States and Canada:

Applicants must demonstrate that their organization operates exclusively as a fire service unit, or a national, state, regional, local, or community organization that supports fire prevention under the laws of the country in which the organization is located.

The laws and customs applicable to the grantee organization must not permit any of its income or assets to be distributed to, or applied for the benefit of, a private person or non-charitable organization other than pursuant to the conduct of the grantee organization's fire prevention activities, or as payment of reasonable compensation for services rendered or as payment representing the fair market value of property which the grantee organization has purchased.

The grantee organization has no shareholders or members who have a proprietary interest in the income or assets of the organization.

The laws and customs applicable to the grantee organization do not permit the organization, other than as an insubstantial part of its activities to engage in activities that are not for religious, charitable, scientific, literary, or educational purposes; or to attempt to influence legislation, by propaganda or otherwise.

COMMITTEE STAFF REPORT

DATE: Monday, January 13, 2020



RESPONSIBLE STAFF

Alisa Anderson, Grants Manager, Bill Belknap, Deputy City Supervisor,
Community Planning and Design

ADDITIONAL PRESENTER(S)

OTHER RESOURCES

AGENDA ITEM TITLE

Local Highway Safety Improvement Program Grant Application - A Street and Baker Street Intersection
- Safety Improvement Project (ACTION ITEM) - Alisa Anderson / Bill Belknap

DESCRIPTION

The intersection of A and Baker streets has been determined by Engineering staff to as an eligible project for federal Highway Safety Improvement Program (HSIP) grant funding, administered through the Local Highway Safety Improvement Program (LHSIP), a program administered through the Local Highway Technical Assistance Council (LHTAC), per the attached memo from Alisa Anderson, Grants Manager. Total project costs have been estimated not to exceed \$800,000. Staff recommendation is to request \$741,280 in LHSIP funding, along with the required 7.34% local match of \$58,720. If approved by LHTAC, the project would be scheduled for design in 2022 and construction in 2023.

STAFF RECOMMENDATION

Recommend approval to submit a grant request for the LHSIP FY22 Application for safety improvements to the intersection of A and Baker streets with an estimated total project costs not to exceed \$800,000; requesting \$741,280 in LHSIP funding with the required 7.34% local match of \$58,720.

PROPOSED ACTIONS

PROPOSED ACTIONS: Recommend approval to submit a grant request for the LHSIP FY22 Application for safety improvements to the intersection of A and Baker streets with an estimated total project costs not to exceed \$800,000; requesting \$741,280 in LHSIP funding with the required 7.34% local match of \$58,720, or provide staff further direction.

FISCAL IMPACT

Cash match of 7.34% of \$58,720 during FY22 and FY23 from Capital Projects Budget.

PERSONNEL IMPACT

To be determined.

ATTACHMENTS

1. LHSIP FY22
2. Memo LHTA ABaker1.10.2020

Local Highway Safety Improvement Program: LHSIP FY22 Application

Idaho Local Highway Jurisdictions

Submittal Deadline: January 16, 2020 4:30 p.m. MST



Local Highway Technical Assistance Council

3330 Grace Street

Boise, Idaho 83703

208-344-0565/ 1-800-259-6841

Fax 208-344-0789

www.lhtac.org



1. APPLICATION INFORMATION

1.1 PROGRAM BACKGROUND

Local Highway Safety Improvement Program (LHSIP)

The Highway Safety Improvement Program (HSIP) is a federally funded program aimed at eliminating Fatal and Serious Injury (Type A) crashes on the roadway system. LHJs receive approximately \$8.5M of the state HSIP funds through the Local Highway Safety Improvement Program (LHSIP), a program administered through LHTAC. Local Highway Jurisdictions (LHJs) with a Fatal and/or Serious Injury (Type A) crash from 2014-2018 are eligible for the program. LHJs with at least one Serious Injury (Type A) or Fatal crash over the last five years are eligible to apply. Qualifying LHJs are identified by LHTAC and notified each fall to begin the application process. This federally funded program requires a local match, not to exceed 7.34%.

1.2 USE OF FUNDS

Successful applicants are awarded funds for a project based on estimated costs. LHTAC will make every effort to cover cost over-runs; however, the applicant is ultimately responsible for costs exceeding the estimate. Changes to the project scope that alter the LHSIP project originally applied for may not be eligible to receive additional funding and the applicant may be responsible for the cost.

LHSIP funds can be used for a variety of safety-related projects that can reduce the number of crashes in the area identified. Your project can be systemic or single site and shall be aimed at improving safety at location/s which experienced a Fatal or Serious Injury (Type A) over the past five years.

Some examples of potential projects include:

New durable pavement markings	Traffic or pedestrian crossing signals	Pedestrian crossing
New or increased signing	Access control	Shoulder widening
Flashing beacon	Guardrail	Retroreflective backplates
Lighting improvements	Road safety audit	Road diets

1.3 ELIGIBILITY

Eligibility is based on qualifying crashes your LHJ has had over the past five-year period. LHJs that have experienced at least one Fatal and/or Serious Injury (Type A) crash in that period are eligible to apply. A list of eligible jurisdictions is posted on our website. Jurisdictions will be notified of their eligibility.

LHTAC Administered Funding Options

Funding Program	Types of Projects	Total Available Max Award	Match	Application Deadline	Grant/Federal	Eligibility Criteria
Local Highway Safety Improvement Program (LHSIP)	Safety Projects—stop signs, stop bars, signals, guardrail, shoulder widening, road die, roundabouts, reflective backplates, signal timing, and road safety audits	Approximately \$8.5M statewide No Project Limit	7.34%	January (annually)	Federal	All Jurisdictions Rural and Urban with Qualifying Crashes— Identified based on the total number of Fatal and Serious Type A Injury crashes per jurisdiction using five years of crash data
Federal-aid Rural	Road construction, reconstruction, rehabilitation, transportation planning, and corridor studies	Approximately \$12M statewide No project limit; construction projects under \$2M are preferred	7.34%	January (applications accepted every other year—2019, 2021... etc.)	Federal	Rural—Must be a Local Highway Jurisdiction, Section 40-113 (3), Idaho Code, with jurisdiction over roadways outside Census Bureau designation of urbanized areas. Road has to be functionally classified with FHWA as Collector or higher.
Federal-aid Urban	Road construction, reconstruction, and rehabilitation	Approximately \$8.5M statewide including MPO's with \$2.5M for small urban areas that LHTAC Administers No Project Limit	7.34%	January (Urban applications and transportation plans are sent by invitation only) No invitation this year	Federal	Urban—Urban areas defined with populations greater than 5,000 excluding MPO areas; road has to be functionally classified with FHWA as Collector or higher.
Federal-aid Urban Transportation Plan	Transportation planning	Approximately \$250K statewide Anticipate 3 plans per year will be funded	7.34%	January (annually)	Federal	Urban—Urban areas defined with populations greater than 5,000 excluding MPO areas
Federal-aid Bridge	Bridge replacement or rehabilitation	Approximately \$9M statewide No project limit but construction projects under \$3M are preferred	7.34%	January (applications accepted every other year—2020, 2022... etc.)	Federal	All Jurisdictions Rural and Urban—Bridge must be 20 ft. long and in poor condition for replacement or fair condition for rehabilitation.
Local Rural Highway Investment Program (LRHIP)	Types of LRHIP Projects - Transportation Plans/Updates - Road Construction/Maintenance - Signs (Warning & Regulatory) - Federal-aid Match	Approximately \$2.7M statewide \$50,000/\$30,000 award limit \$100,000 award limit \$30,000 award limit \$100,000 award limit (\$200,000 Statewide)	0%	November (annually) A one year construction application hiatus applies to jurisdictions that received Construction or Federal-aid Match funds the previous year. *Emergency applications are accepted year round	Grant	Rural—Must be a Local Highway Jurisdiction, Section 40-113 (3), Idaho Code, with jurisdiction over roadways outside Census Bureau designation of urbanized areas. Funds cannot be used to reimburse for wages or equipment usage.
Emergency Reserve*		\$100,000 award limit (\$400,000 Statewide)*				

Visit our webpage at www.lhtac.org/programs for additional information, downloadable applications, and specific deadlines.

MEMORANDUM



To: Gary J. Riedner, City Supervisor; Bill Belknap, Deputy City Supervisor Community Planning & Design
From: Alisa Anderson, Grants Manager
c: Sarah Banks, Finance Director; Tyler Palmer Deputy City Supervisor Public Works & Services; Scott Bontrager, City Engineer
Date: January 10, 2020
Re: Potential LHSIP-funded project for improvement of intersection of A and Baker streets

The Highway Safety Improvement Program (HSIP) is a federally funded program aimed at reducing fatal and serious injury crashes on the roadway systems. Local Highway Jurisdictions (LHJs) receive approximately \$8.5 million of the state HSIP funds through the Local Highway Safety Improvement Program (LHSIP), a program administered through the Local Highway Technical Assistance Council (LHTAC). LHJs, such as the City of Moscow, with a Fatal and/or Serious (Type A) crash from 2014 – 2018 data are eligible for the program. In review and analysis of the city-wide crash and accident data, Engineering staff has identified a project located at the intersection of A Street and Baker Street as an eligible project for LHSIP grant funding. Both streets are approximately 40 feet wide with parking on both sides. The width and the geometry of both streets tend to host higher driver speeds on A Street. The surrounding area is populated with dense multifamily apartment complexes largely occupied by University of Idaho (UI) students. The density of pedestrian traffic combined with the visual obstruction of parked cars and the relatively high-speed traffic on A Street results in a high interaction area creating safety risks for all those that travel the corridor. There is a significant number of disabling injury crashes and pedestrian crashes at or near intersection of A and Baker Streets, which rate within the scoring criteria for LHSIP assistance. To address these safety issues, Engineering staff is proposing the installation of a roundabout and illumination system at the intersection of A and Baker streets which will narrow the travel lanes to slow traffic and create a pedestrian barrier. The installation of the roundabout will include splitter islands that will also serve as pedestrian refuge islands, reducing the travel distance for pedestrians while also decreasing the potential conflicts with vehicular traffic. Additionally, the installation of the lighting system will signal caution and forewarning for drivers thereby reducing the number of rear-end crashes. The project will include the installation of approximately 1,500 linear feet of curb and gutter, 1,200 linear feet of eight-foot (8') sidewalks, four (4) pedestrian refuge islands, 530 square feet of new green strip, and four (4) new luminaires. The restructuring of this intersection will provide a safer pedestrian environment and will help to both slow and alert drivers. The installation of a roundabout will provide a significant crash reduction factor for pedestrians and will eliminate the angle crashes by eliminating left-turn conflicts. The increased illumination will provide more visibility and warning to both vehicles and pedestrians and will result in a significantly safer multiuser environment. The proposed project will require the acquisition of approximately 400 square feet of right-of-way from three different parcels but will not require any relocations and should have minimal impact to surrounding properties. Total project costs have been estimated not to exceed \$800,000; which includes a request for \$741,280 in LHSIP funding with the required 7.34% local match of \$58,720. The project would be scheduled to be designed in 2022 and construction expected in 2023.