Moscow City Council

Regular Meeting
~Agenda~

Laurie M. Hopkins
City Clerk

www.ci.moscow.id.us

208.883.7015

Monday, March 2, 2020 **7:00 PM** **Council Chambers**
206 E. Third St.

The Moscow Mayor, City Council and Staff welcome you to tonight's meeting. We appreciate and encourage public participation. For regular agenda items, an opportunity for public comment is sometimes provided after the staff report. However, the formality of procedures varies with the purpose and subject of the agenda item; therefore, the Mayor may exercise discretion in deciding when to allow public comment during the course of the proceedings and limitations may be placed on the time allowed for comments. Citizens wishing to comment on business that is not on the agenda will be provided the opportunity to do so during the public comment item on the agenda. For regular agenda items the public will usually have the opportunity for comment on that agenda item after the staff presentation. These agenda items do not include the consent agenda and reports. Please limit any remarks to three (3) minutes or less. If you plan to address the Council, you will find a list of "Tips for Addressing the Council" in the door pocket outside the City Council Chambers. Please note that Moscow City Council meetings are televised, videotaped and/or recorded. Thank you for your interest in City government.

PLEDGE OF ALLEGIANCE

CONSENT AGENDA

1. **All Consent Items (ACTION ITEM)**

   A. Approval of Moscow City Council February 18, 2020 Minutes - Laurie M. Hopkins

   Minutes presented for approval.

   ACTION: Approve minutes as presented.

   B. Lot Line Adjustment for 1122 S Mountain View Road - (Heron's Hideout Park) – Aimee Hennrich

   The City of Moscow is requesting a lot line adjustment to the property adjacent to the City's Heron's Hideout Park and addressed as 1122 S. Mountain View Road. At the December 16, 2019 City Council meeting, the Council voted to approve the purchase of a 1.22-acre portion of the 1.87-acre parcel. The proposed lot line adjustment will increase the size of Heron's Hideout Park by 1.22 acres and result in a remnant parcel of 0.64 acres which currently contains a single-family dwelling. The subject property is within the Low Density, Single Family Residential (R-1) Zone, which requires a minimum lot size of 9,600 square feet and a minimum lot width of 80 feet. The proposed lot line adjustment would meet both of these standards and the existing home will meet all setback requirements. This was reviewed by Public Works/Finance Committee on February 24, 2020 and recommended for approval.

ACTION: Approve lot line adjustment request with no conditions.

C. Electronic Signature Policy – Mia Bautista / Gary J. Riedner

Idaho Code allows the use of electronic signatures and specifically allows cities to utilize electronic signatures as long as due consideration is given to the security of those processes. Currently the City of Moscow has no policy regarding electronic signatures, nor other electronic records used to conduct the official business of the City. The attached policy provides the parameters of the use of these processes in conducting the City's business. This was reviewed by the Public Works/Finance Committee on February 24, 2020 and recommended for approval.

ACTION: Approve the City of Moscow Electronic Signature Policy.

REGULAR AGENDA

2. **Staff Recognition Report - Gary J. Riedner**

3. **Mayors Appointments (ACTION ITEM)**

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

5. **Citizen Commission Report – Planning and Zoning Commission – Mike Ray / Wendy McClure**

6. **2019 Weed Monitoring Report – David Schott**

7. **Moscow Volunteer Fire Department EMS Report – Brian Nickerson / Debby Carscallen**

8. **Downtown Parking Study Request for Qualifications (ACTION ITEM) - Bill Belknap**

   During the preparation of the FY2020 budget, the City Council included $45,000 in funding to hire a consulting firm to conduct an assessment and prepare recommendations related to the utilization, operation and management of the public parking system within the downtown area. Staff has prepared a Request for Qualifications (RFQ) for the Council's review and approval. This item was reviewed by the Public Works Finance Committee on February 24, 2020.

   PROPOSED ACTIONS: Approve publication of the Downtown Parking Study Request for Qualifications; or take such other actions deemed appropriate.

9. **Phase 5 of the Runway Realignment Project and Terminal Design Grant Application Approval (ACTION ITEM) - Gary J. Riedner**

   The Pullman-Moscow Regional Airport has applied for grants from the U.S. Department of Transportation Federal Aviation Administration Airport Improvement Program for the purpose of completing Phase 5 of the Runway Realignment Project and Terminal Design. The amount

of the grants is up to $8,000,000 with a local match of $649,600.00 from multiple sources, which includes a possible ITD Aviation Division state grant. To facilitate the FAA grant, it is appropriate to preauthorize its acceptance. The attached resolution has been prepared for that purpose. The resolution also authorizes the execution of related assurances and certifications. This was reviewed by the Public Works/Finance Committee on February 24, 2020 and recommended for approval.

PROPOSED ACTIONS: Adopt the resolution preauthorizing the acceptance of grant offer AIP 3-53-0051-051 from the FAA Airport Improvement Program, or take such other action deemed appropriate.

10. Investment Policy Resolution (ACTION ITEM) - Gary J. Riedner

On February 18, 2020, the City Council approved the agreement with Moreton Asset Management to act as the City's investment consultants. One of the questions posed to responders in the Request for Qualifications for investment consultants was to review the City's current investment policy (adopted by Resolution 2010-02) and make recommendations for any perceived changes. Virtually all of the responders suggested that the length of time to maturity for investments should be reduced from the current maximum length of fifteen years and that the number of competitive bids from brokers for purchase of investment instruments on the secondary market should be increased from the current minimum requirement of two bids. The attached Resolution makes those changes, decreasing the length of investment to maturity from fifteen (15) years to five (5) years, and increasing the minimum number of bids from brokers from two (2) to three (3). Other minor housekeeping changes include referencing statutory regulations in the Idaho Code by citation, rather than including the actual language in the Resolution. This will assure that the Investment Policy will remain current with current Idaho law now and into the future, without having to amend the Resolution. The attached Resolution replaces Resolution 2010-02.

PROPOSED ACTIONS: Approve the Investment Policy as stated in the attached Resolution and adopt the Resolution, or take such other action deemed appropriate.

REPORTS

City Council

Mayor

Staff

ADJOURN

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

Moscow City Council

Regular Meeting
~Minutes~

Laurie M. Hopkins
City Clerk

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208.883.7015

Tuesday, February 18, 2020 **7:00 PM** **Council Chambers**
206 E. Third St.

The meeting was called to order at 7:00 p.m.
PRESENT: Mayor Bill Lambert, Art Bettge, Sandra Kelly, Maureen Laflin, Brandy Sullivan, Gina Taruscio, Anne Zabala
STAFF: Gary J. Riedner, Bill Belknap, Sarah Banks, Megan Cherry, Laurie M. Hopkins

PLEDGE OF ALLEGIANCE
Council Member Kelly led the Pledge of Allegiance.

CONSENT AGENDA

1. **All Consent Items (ACTION ITEM)**

   A. **Approval of Moscow City Council February 3, 2020 Minutes - Laurie M. Hopkins**

   Minutes presented for approval.

   ACTION: Approve minutes.

   B. **Disbursement Report January 2020 - Sarah Banks**

   The Accounts Payable Report for the month ending January 2020.

   ACTION: Approve the Disbursements Report for the month of January 2020.

   C. **Kenworthy Request for Waiver of Prohibition of Serving Beer and/or Wine for On-Premises Consumption Within 300 Feet of a School or Church per Idaho Code 23-1011B. and 23-1307A. - Gary J. Riedner**

   Christine Gilmore, Executive Director of Kenworthy Performing Arts Centre, is in the process of obtaining a beer and wine license through the State of Idaho. Idaho Code § 23-1011B and 23-1307A, prohibits any business from selling beer and/or wine for on-premises consumption within three hundred feet (300') of any church, school or any other place or worship, unless the City Council approves waiver of the requirement. The Kenworthy Performing Arts Centre is located within 300 feet of a place of worship, Christ Church, Nuart Theater. Attached is the request for waiver from the Kenworthy Performing Arts Centre, a copy of Idaho Code § 23-1011B and 23-1307, a map of the area, as well as support letters from Christ Church and the Pritchard Gallery. This was reviewed by the Administrative Committee on February 10, 2020 and recommended for approval.

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ACTION: Approve waiver of the prohibition from selling beer and/or wine for on-premises consumption within three hundred feet (300') of any church, school or any other place or worship and authorize the Mayor to execute a letter to the Idaho State Police Alcohol Beverage Control.

D. Investment RFP Contract Acceptance - Sarah Banks / Gary J. Riedner

On November 16, 2019 the City published a solicitation for Statements of Qualifications (SOQ's) from investment firms to provide investment management services for the City of Moscow. The attached memo from the City Supervisor provides a background of the City's investment policy, and the process of selecting an investment consultant, including the participation of the City's Investment Advisory Committee in recommending Moreton Asset Management as the City's investment consultant. This was reviewed by the Administrative Committee on February 10, 2020 and recommended for approval.

ACTION: Approve the Agreement for Discretionary Asset Management with Moreton Asset Management.

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

REGULAR AGENDA

2. Staff Recognition Report - Gary J. Riedner

None offered

3. Mayors Appointments (ACTION ITEM)

Mayor Lambert presented the following proposed appointments: Cynthia King to the Historic Preservation Commission and Courtney LaFranchi to the Human Rights Commission .
Bettge moved and Kelly seconded to approve the appointments. Roll Call Vote: Ayes: Unanimous. Nays: None. Abstentions: None. Motion carried.

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

Keith Ishida, 2305 S Main St Moscow, introduced himself and gave a brief background of his professional life. Feels when accountability isn't established, nothing gets done and no one is responsible. He understands there is a standard response time of 9 minutest. He feels the current EMS program doesn't work and there needs to be accountability. The Zakariasen's are serving the community and believes a mutual aid agreement with PACT makes sense.

Kelly Zakariasen, 521 N Main St Moscow, spoke two weeks ago and asked how the Council measures the performance of the EMS provider. She has additional questions: Is there a standard for response? Is there a third party annual audit? Is there an EMS commission or public safety commission.

5. Citizen Commission Report - Moscow Arts Commission - Megan Cherry / Lauren McCleary

Cherry introduced Lauren McCleary. McCleary presented a list of commission members and described service activities members volunteered at during the last year. Strategic planning was a large part of Commission and included a reorganization of the committees.

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6. Sixth Street Bridge Replacement Project (ACTION ITEM) - Bill Belknap / Gary Riedner

During the recent Paradise Creek Flood event in April of 2019, the Sixth Street culvert structure near Mountain View Road sustained significant erosion damage that undermined the roadway shoulders reducing the roadway width and significantly damaging the guardrail system. After the flood damage, City Streets staff performed temporary repairs to the roadway surface and placed concrete barriers to compensate for the damaged guardrail system while the City assessed the best options to address the roadway and culvert deficiencies. The width of the culvert crossing is inadequate to accommodate pedestrian sidewalks or bicycle facilities, and the culvert structure includes a collection of three separate culverts of varying size. These culverts do not have adequate conveyance ability to prevent flood waters from overtopping the roadway, and they also collect significant debris during flooding events which complicates flood response actions and increases roadway and property damage risk in the surrounding area. Staff is currently seeking Council approval to prepare and submit the post-disaster grant application to the Idaho Department of Commerce in the amount of $150,000 to support the bridge replacement project and to authorize project design. This was reviewed by Public Works/Finance Committee on February 10, 2020 and recommended for approval.

PROPOSED ACTIONS: Approve submission of the post-disaster relief grant application to the Idaho Department of Commerce for the Sixth Street Bridge replacement and authorize Staff to begin project design; or take such other action deemed appropriate.

Belknap provided pictures of the damage to the Sixth Street bridge, including some damage to the road. The flooding event in April 2019 resulted in a federal major disaster declaration to assist with recovery efforts. The City received FEMA and insurance reimbursements however, FEMA provides reimbursement for local streets and roadways and not those designated as Major Collectors/Federal Aid Routes. Sixth Street is a designated as a Major Collector on the State of Idaho functional classification system so was not included in the reimbursement. The State of Idaho CDBG program can provide post disaster financial assistance maximum award $150,000, but must apply within 1 year of the event. A project within the area of the culvert is the Mountain View project from Joseph to Sixth Street but due to funding limitations, the project ends just to the east of the culvert crossing. Staff estimates construction in 2023-2024 depending on available funding and right-of-way acquisition. When that project is complete, the culvert will be a constraint where there are no pedestrian facilities, sidewalks or bike lanes, causing a gap in the roadway system. Staff has reviewed potential options including culvert extension and headwall construction and has concluded that bridge construction is the preferred long-term alternative. Total project cost estimate for design is $150,953 and construction at $1,006,355. Possible funding includes FEMA reimbursements, LID construction funds in FY2020 budget, CDBG Post Disaster Grant and Street Capital accumulations. Currently planned and programmed street projects would continue to be funded. However, the surface treatment program funding would be lowered for two years and then built back up over a five-year period. Belknap provided total expenditures in the line item since 2011. If Moscow is not awarded the $150,000, the surface treatment program funding could be lowered for three years.

Sullivan moved to approve submission of the post-disaster relief grant application to the Idaho Department of Commerce for the Sixth Street Bridge replacement and authorize Staff to begin project design. Seconded by Zabala. Roll Call Vote: Ayes: Unanimous. Nays: None. Abstentions: None. Motion carried.

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7. ERP Contract Acceptance (ACTION ITEM) – Sarah Banks / Gary J. Riedner

On November 18, 2019 City Council approved staff a proposal to fund the purchase of replacement Enterprise Resource Planning (ERP) software, to appropriate that funding in the FY2020 open budget process and authorizing the issuance of a Request for Proposals (RFP) to address the City's current and future needs for an integrated financial software solution. As noted during the FY2020 budget session, since the information regarding the inability of the City's current financial software to allow implementation of the convenience fee was not known in time to include funding in the FY2020 budget proposal, funds were not appropriated in the FY2020 budget for the purchase of new software. The RFP for ERP was issued on November 23, 2019, with a closing date of January 6, 2020. Three (3) responses were received. Staff evaluated the three responses and selected BS&A for a presentation to an evaluation committee. That committee included representatives from Administration, Finance, Human Resources, Information Systems, Community Planning & Design, and Public Works & Services. The presentation took place over the course of two days, January 28-29, 2020. After consideration of the proposal, staff is recommending the selection of BS&A ERP software. The attached memo from the City Supervisor provides the background and recommendation for approval of the selection of BS&A's software license and services agreement and the funding of the purchase. This was reviewed by the Public Works/Finance Committee on February 10, 2020 and recommended for approval.

PROPOSED ACTIONS: Approve the selection of BS&A Enterprise Resource Planning software; the software license and services agreement when negotiations are complete; the funding program as outlined in the attached memo from the City Supervisor; and direct staff to bring the necessary appropriation forward in the City's FY2020 open budget process or take such other action deemed appropriate.

Riedner introduced the item as written above, including a brief history of the current software which is not keeping up with the needs of the City. The software has not kept up with the needs of the City. Seen an uptake of charges for online payments and credit card transactions which total approximately $140,000 per year. Council approved a convenient fee to recoup the credit card fees. The current software said they could not accommodate a convenient fee. This proposed software can. While staff is not ready to proceed with the Community Development module, BS&A is willing to guarantee pricing for the module for a year so that staff can continue to evaluate the CD module. Riedner explained how the software would be funded if approved. BS&A was praised by Hayden and Sandpoint in their conversion and migration of data, as well as training and customer support. The conversion for Moscow is estimated to take 9-12 months and the current software will run parallel until final implementation is ready.

Taruscio moved Kelly seconded approval of the selection of BS&A Enterprise Resource Planning software; the software license and services agreement when negotiations are complete; the funding program as outlined in the memo from the City Supervisor; and direct staff to bring the necessary appropriation forward in the City's FY2020 open budget process Roll Call Vote: Ayes: Unanimous. Nays: None. Abstentions: None. Motion carried.

REPORTS

City Council

SMART Transit – Bettge reported Dan Grey resigned his position but will stay until March 1; a third route is being discussed that would go to the Grove; UI parking services is creating videos of "how to

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ride a bus"; dial a ride has been a third bus during the day; 194,112 riders for 2019.

Planning and Zoning Commission – Kelly reported the Commission is discussing 5G, wanting to take it slow because of zoning and health concerns. SEC is also looking at the health concerns

Moscow Pathways Commission – Kelly said Commission banners for the Farmers Market and other events include a map of paths and how to get to them.

1912 Center Facilities – Kelly said the second floor renovation is under way;

Moscow Tree Commission – Sullivan said there was a presentation from Americorp on gardens; planning for arbor day event; writing a submittal for the utility bill newsletter regarding pruning;

Moscow Transportation Commission – Sullivan said the Commission heard a report on the stop sign warrant analysis for Hayes and Third and it does not recommend a four-way stop. Also heard a parking study update.

Farmers Market Commission – Zabala said the Commission is reviewing bylaws and operations before the Market begins.

Palouse Basin Aquifer Committee – Zabala reported the Committee is forming a stakeholder engagement committee to work with the public about a water alternative.

Moscow Volunteer Fire Department – Laflin said the Department is working on implementation of a new program for scheduling the volunteers.

Council Members reported on other events.

Mayor

Mayor Lambert said he attended the monthly CI/CO/UI/MSD, AIC board meetings; held a MYAC meeting and attended the stormwater workshop. The Legislature is hearing quite a few tax bills. The State of the City presentation is tomorrow

Staff

Riedner said the Mayor, Bettge and himself will be attending the National League of Cities conference in March; a strategic planning and CIP council workshop will be held February 28.

ADJOURN

The meeting adjourned at 8:11 p.m.

_____

Bill Lambert, Mayor

ATTEST:

_____

Laurie M. Hopkins, City Clerk

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CITY COUNCIL STAFF REPORT

DATE: Monday, March 2, 2020

RESPONSIBLE STAFF	REVIEWED BY
Aimee Hennrich	

ADDITIONAL PRESENTER(S)	OTHER RESOURCES

AGENDA ITEM TITLE

Lot Line Adjustment for 1122 S Mountain View Road - (Heron's Hideout Park) – Aimee Hennrich

DESCRIPTION

The City of Moscow is requesting a lot line adjustment to the property adjacent to the City's Heron's Hideout Park and addressed as 1122 S. Mountain View Road. At the December 16, 2019 City Council meeting, the Council voted to approve the purchase of a 1.22-acre portion of the 1.87-acre parcel. The proposed lot line adjustment will increase the size of Heron's Hideout Park by 1.22 acres and result in a remnant parcel of 0.64 acres which currently contains a single-family dwelling. The subject property is within the Low Density, Single Family Residential (R-1) Zone, which requires a minimum lot size of 9,600 square feet and a minimum lot width of 80 feet. The proposed lot line adjustment would meet both of these standards and the existing home will meet all setback requirements. This was reviewed by Public Works/Finance Committee on February 24, 2020 and recommended for approval.

STAFF RECOMMENDATION

Approve lot line adjustment request with no conditions.

PROPOSED ACTIONS

ACTION: Approve lot line adjustment request with no conditions.

FISCAL IMPACT

No fiscal impact.

PERSONNEL IMPACT

ATTACHMENTS

1. City of Moscow - Jabbora Description
2. City of Moscow - Jabbora Description
3. City of Moscow - Jabbora Remainder Description
4. City of Moscow - Jabbora Remainder Description
5. ROS_603983

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

LAND DIVISION DESCRIPTION FOR
CITY OF MOSCOW

A parcel of land within the southwest quarter of the northwest quarter (SW1/4NW1/4) of Section 16, Township 39 North, Range 5 West of the Boise Meridian, being a portion of the North 132 feet of Lot 25 of the Plat of Section 16, Book 2 of Plats, Page 36, Latah County Records, City of Moscow, Latah County, Idaho, described as follows:

COMMENCING at a found rebar at the southwest corner of the North 132 feet of said Lot 25;
Thence along the west line of Lot 25, N00°53'01"E, 20.00 feet to the **POINT OF BEGINNING**;
Thence continuing along said west line, N00°53'01"E, 109.95 feet to the south line of the Petersen Addition to the City of Moscow, Book 5 of Plats, Page 9, Recorder's Instrument No. 231092;
Thence along the south line of the Petersen Addition, S89°41'38"E, 255.01 feet;
Thence leaving said south line, S00°53'01"W, 109.66 feet;
Thence N89°45'37"W, 255.01 feet to the **POINT OF BEGINNING**;

Containing 28,000 Square Feet, (0.643 Acres), more or less.

This description was prepared by Duane E. Priest on February 4, 2020.

129 West 3rd Street, #102 • Moscow, ID 83843
(208) 883-5339 phone • (208) 883-4309 fax
rimrock@rimrockconsulting.net

Rim Rock Consulting, Inc.

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COMMENCING at a found rebar at the southwest corner of the North 132 feet of said Lot 25; Thence along the west line of Lot 25, N00°53'01"E, 20.00 feet to the **POINT OF BEGINNING**;
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Thence along the south line of the Petersen Addition, S89°41'38"E, 255.01 feet;
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Thence N89°45'37"W, 255.01 feet to the **POINT OF BEGINNING**;

Containing 28,000 Square Feet, (0.643 Acres), more or less.

This description was prepared by Duane E. Priest on February 4, 2020.

PROFESSIONAL LAND SURVEYOR
REGISTERED
6449
STATE OF IDAHO
DUANE E. PRIEST

Duane E. Priest

2/5/20

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REMAINDER DESCRIPTION FOR
CITY OF MOSCOW

A parcel of land within the southwest quarter of the northwest quarter (SW1/4NW1/4) of Section 16, Township 39 North, Range 5 West of the Boise Meridian, being a portion of the North 132 feet of Lot 25 of the Plat of Section 16, Book 2 of Plats, Page 36, Latah County Records, City of Moscow, Latah County, Idaho, described as follows:

BEGINNING at a found rebar at the southwest corner of the North 132 feet of said Lot 25; Thence along the west line of Lot 25, N00°53'01"E, 20.00 feet;
Thence leaving said west line, S89°45'37"E, 255.01 feet;
Thence N00°53'01"E, 109.66 feet to the south line of the Petersen Addition to the City of Moscow, Book 5 of Plats, Page 9, Recorder's Instrument No. 231092;
Thence along the south line of the Petersen Addition, S89°41'38"E, 372.63 feet to the west line of a parcel of land conveyed to the City of Moscow, Recorder's Instrument No. 533764;
Thence along the west line of said parcel, S00°39'18"W, 129.22 feet to a found rebar at the southeast corner of the North 132 feet of said Lot 25;
Thence leaving the west line of said parcel and along the south line of the North 132 feet of Lot 25, N89°45'37"W, 628.16 feet to the **POINT OF BEGINNING**;

Containing 53365 Square Feet, (1.225 Acres), more or less.

This description was prepared by Duane E. Priest on February 4, 2020.

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REMAINDER DESCRIPTION FOR CITY OF MOSCOW

A parcel of land within the southwest quarter of the northwest quarter (SW1/4NW1/4) of Section 16, Township 39 North, Range 5 West of the Boise Meridian, being a portion of the North 132 feet of Lot 25 of the Plat of Section 16, Book 2 of Plats, Page 36, Latah County Records, City of Moscow, Latah County, Idaho, described as follows:

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Thence leaving said west line, S89°45'37"E, 255.01 feet;
Thence N00°53'01"E, 109.66 feet to the south line of the Petersen Addition to the City of Moscow, Book 5 of Plats, Page 9, Recorder's Instrument No. 231092;
Thence along the south line of the Petersen Addition, S89°41'38"E, 372.63 feet to the west line of a parcel of land conveyed to the City of Moscow, Recorder's Instrument No. 533764;
Thence along the west line of said parcel, S00°39'18"W, 129.22 feet to a found rebar at the southeast corner of the North 132 feet of said Lot 25;
Thence leaving the west line of said parcel and along the south line of the North 132 feet of Lot 25, N89°45'37"W, 628.16 feet to the **POINT OF BEGINNING**;

Containing 53,365 Square Feet, (1.225 Acres), more or less.

This description was prepared by Duane E. Priest on February 4, 2020.

PROFESSIONAL LAND SURVEYOR
REGISTERED
6449
STATE OF IDAHO
DUANE E. PRIEST

2/5/20

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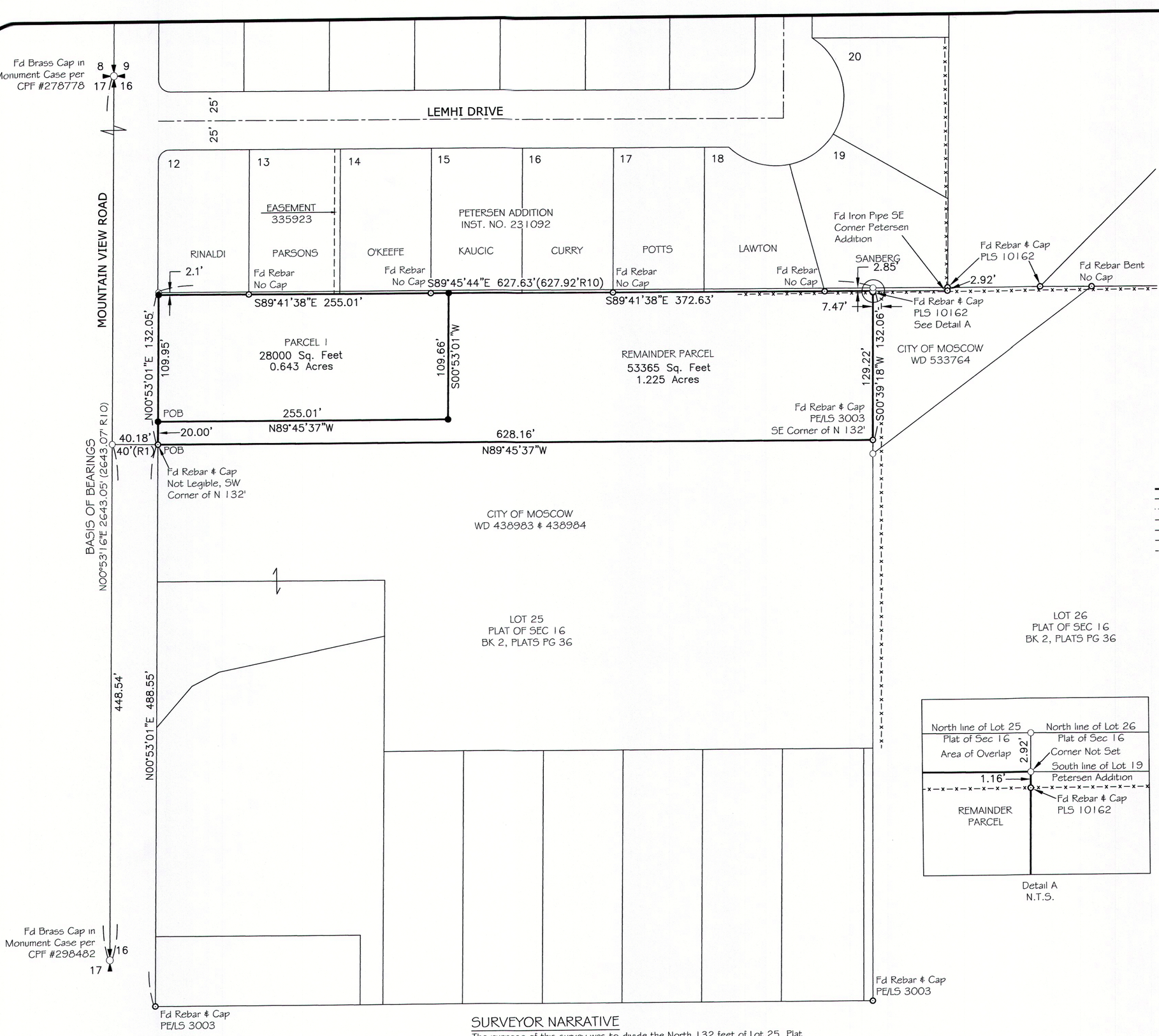
603983

T 39 N, R 5 W, S 16

RECORD OF SURVEY

A Portion of Lot 25 of the Plat of
Section 16, City of Moscow
T39N, R5W, Boise Meridian
Latah County, Idaho



60 0 60 120

ORIGINAL SCALE : 1" = 60 FEET
CADD FILE : JABBORA LD ROS.dwg

LEGEND

- ● Set 5/8" X 30" long rebar w/ aluminum cap LS 6449
- O Found 5/8" dia. Rebar Property Corner as Described
- O Calculated Position - Nothing Found or Set
- Found Section or 1/4 Section Corner
- (R) Record Per References
- Subject Property Boundary Line
- Section Line
- Section Subdivision Line
- City Street Centerline
- City Street Right of Way Line
- Easement Line
- -x-x-x-x-x- Fenceline

Detail A
N.T.S.

BASIS OF BEARINGS

The Basis of Bearings for this survey is the Idaho Coordinate System, West Zone, NAD 83, as shown between the found W1/4 corner and found NW corner of Section 16, being N00°53'16"W.

SURVEY REFERENCES

1. Plat of Section 16, Bk 2 of Plats, Pg 36
2. Petersen Addition Plat, instrument no. 231092
3. Easement for sewer line, instrument no. 335923
4. Decree Settling Estate, instrument no. 395070
5. Warranty Deed, instrument no. 448485
6. Personal Representatives Deed, instrument no. 571072
7. Warranty Deed, instrument no. 438983
8. Warranty Deed, instrument no. 438984
9. Warranty Deed, instrument no. 533764
10. Record of Survey, Hodge PE/LS3003, inst. no. 431014, 1997
11. Record of Survey, Dunn PLS10162, inst. no. 525826, 2008
12. Record of Survey, Younger PLS12724, inst. no. 552594, 2012

SURVEY NOTES

1. The rebar and cap at the northeast corner of the Remainder parcel is located S00°39'18"W, 1.16' from the computed position of the corner. No corner was set at the computed position.
2. There was also a monument located on the north line of Lot 26, not shown on this map, that is 17.78 feet east of the NE corner of Lot 26 per Record of Survey (ROS), inst. no. 602715. Measured distance along the north line of Lot 26 is 623.11 feet, record per ROS no. 552594 is 623.14 feet.

SURVEYOR CERTIFICATION

This map correctly represents a survey made by me or under my direction in conformance with the Survey Recording Act and at the request of the City of Moscow in February, 2020.

PROFESSIONAL LAND SURVEYOR REGISTERED 6449 STATE OF IDAHO DUANE E. PRIEST

Duane E. Priest - Idaho Professional Land Surveyor

2-12-20

SURVEYOR NARRATIVE

The purpose of this survey was to divide the North 132 feet of Lot 25, Plat of Sec 16, into two parcels. The north line of of Lot 25 was determined by locating monuments along the north line of Lot 26 and extending the line West to the intersection with the east right of way line of Mountain View Road. The east line of Mountain View Road was established from found monuments along the road right of way, which is also the west line of Lot 25. Previous surveys by Larry Hodge PE/LS 3003, inst. no. 431014, and John Dunn PLS 10162, inst. no. 525826, show an encroachment of the Petersen Addition Subdivision into Lot 25. The encroachment shown on this survey varies from 2.92 feet at the southeast corner of the Petersen Addition into Lot 26 of the Plat of Sec 16, to 2.1 feet into Lot 25 of said Plat at the northwest corner of Lot 25.

COUNTY RECORDER CERTIFICATE

STATE OF IDAHO, COUNTY OF LATAH 603983
RECORDED AT THE REQUEST OF _____
AT 3:45 pm THIS 12th DAY OF FEB., 2020
HENRIANNE K. WESTBERG
RECORDER _____ 5.00 rec fee
DEPUTY

DATE	STATE	COUNTY	PROJECT	DRAWN BY
FEBRUARY 2020	ID	LATAH	JABBORA LD	DEP

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

CITY COUNCIL STAFF REPORT

DATE: Monday, March 2, 2020

RESPONSIBLE STAFF	REVIEWED BY
Gary Riedner, City Supervisor	This was reviewed by the Public Works/Finance Committee on February 24, 2020 and recommended for approval.

ADDITIONAL PRESENTER(S)	OTHER RESOURCES
Mia Bautista	

AGENDA ITEM TITLE

Electronic Signature Policy – Mia Bautista / Gary J. Riedner

DESCRIPTION

Idaho Code allows the use of electronic signatures and specifically allows cities to utilize electronic signatures as long as due consideration is given to the security of those processes. Currently the City of Moscow has no policy regarding electronic signatures, nor other electronic records used to conduct the official business of the City. The attached policy provides the parameters of the use of these processes in conducting the City's business. This was reviewed by the Public Works/Finance Committee on February 24, 2020 and recommended for approval.

STAFF RECOMMENDATION

Approve the City of Moscow Electronic Signature Policy.

PROPOSED ACTIONS

ACTION: Approve the City of Moscow Electronic Signature Policy.

FISCAL IMPACT

PERSONNEL IMPACT

ATTACHMENTS

1. Electronic Signature Policy

City of Moscow Electronic Signature Policy

Objective or Purpose and Scope

Idaho Code allows use of electronic signatures and provides the same legal effect and enforceability on documents with an electronic signature as the law does with a record that is in paper form with a written signature. Municipalities are authorized to utilize electronic records and electronic signatures, while giving due consideration to security, I.C. 28-50-118.

This Policy provides guidelines for the use and proper storage of electronic signatures. Furthermore, this Policy applies to all City of Moscow employees, City Council and Mayor, and governs all uses of electronic signatures and electronic records used to conduct the official business of the City. Such business may include, but not be limited to, electronic communications, transactions, contracts, grant applications and other official purposes.

Security Measures and Process

The use of the electronic signature is solely for the person identified by the signature or for those the identified person gives express authorization for use of his/her signature. When the person utilizing the electronic signature is not the person identified by the signature, that authorized user shall keep a log of the use of the authorized electronic signature, which includes the date of the request and a description of the document where the electronic signature was utilized. The person who gave authorization for the use of his/her electronic signature will need to sign the log book confirming the use of the electronic signature was authorized.

Each employee who utilizes an electronic signature must notify his/her supervisor of the existence of such signature and who has access and authorization to use the signature. Each Supervisor, Department Head, Council Member and Mayor must notify the Clerk of the existence of an electronic signature and who has access and authorization to use such signature.

Storage of the electronic signature shall be placed in a secure location where the only people allowed access are the authorized users.

Definitions

A. An "electronic signature" is an electronic sound, symbol, or process, attached to or logically associated with an electronic record and executed or adopted by a person with the intent to sign a record.

B. An "electronic record" is a record created, generated, sent, communicated, received, or stored by electronic means.

C. A "record" is information that is inscribed on a tangible medium or that is stored in an electronic or other medium and is retrievable in perceivable form. Financial and other documents or forms are records.

D. An "electronic transaction" is a transaction conducted or performed, in whole or in part, by electronic means or electronic records.

E. "Electronic" relates to technology having electrical, digital, magnetic, wireless, optical, electromagnetic, or similar capabilities.

F. An approved electronic signature method is one that has been approved by the City Supervisor, in accordance with this policy and all applicable state and federal laws, and which specifies the form of the electronic signature, the systems and Procedures used with the electronic signature, and the significance of the use of the electronic signature.

COMMITTEE STAFF REPORT

DATE: Monday, March 2, 2020

RESPONSIBLE STAFF

Bill Belknap, Deputy City Supervisor, Community Planning and Design

ADDITIONAL PRESENTER(S)

OTHER RESOURCES

AGENDA ITEM TITLE

Downtown Parking Study Request for Qualifications (ACTION ITEM) - Bill Belknap

DESCRIPTION

During the preparation of the FY2020 budget, the City Council included $45,000 in funding to hire a consulting firm to conduct an assessment and prepare recommendations related to the utilization, operation and management of the public parking system within the downtown area. The purpose of the Study is to inventory the full number of public and private parking spaces; evaluate the current demand and utilization during peak utilization periods; project anticipated future demand; and provide recommendations related to parking system management strategies (duration limits, paid parking programs and others); and assess the need for additional public parking facilities, private parking requirements including a potential payment in-lieu. The study must recommend well thought out strategies and actions based to meet the current and projected demand and must include the participation and involvement of a broad spectrum of community stakeholders. Staff has prepared a Request for Qualifications (RFQ) for the Council's review and approval. This item was reviewed by the Public Works Finance Committee on February 24, 2020.

STAFF RECOMMENDATION

Approve publication of the Downtown Parking Study Request for Qualifications; or take such other actions deemed appropriate.

PROPOSED ACTIONS

PROPOSED ACTIONS: Approve publication of the Downtown Parking Study Request for Qualifications; or take such other actions deemed appropriate.

FISCAL IMPACT

None at this time.

PERSONNEL IMPACT

ATTACHMENTS

1. 2020 Downtown Parking Study RFQ W Attachments

REQUEST FOR QUALIFICATIONS FOR

DOWNTOWN PARKING STUDY PROJECT

CITY OF MOSCOW, IDAHO

Project Name:	Downtown Parking Study Project
Contracting Agent:	City of Moscow, Community Planning and Design
Address:	221 East Second Street Moscow ID 83843
Telephone:	(208) 883-7011
Date Due:	5:00 PM Local Time, April 3, 2020
Project Manager:	Bill Belknap, Deputy City Supervisor

REQUEST FOR QUALIFICATIONS FOR THE DOWNTOWN PARKING STUDY PROJECT

A. PROJECT NAME

Downtown Parking Study Project

B. PROJECT DESCRIPTION

The City of Moscow is seeking an experienced consulting firm to conduct an assessment and prepare recommendations related to the utilization, operation and management of the public parking system within the downtown area of Moscow, Idaho ("Study"). The Study area comprises an area of approximately 102 acres which include the downtown core of the City and the surrounding area. The purpose of the Study is to inventory the full number of public and private parking spaces; evaluate the current demand and utilization during peak utilization periods; project anticipated future demand; and provide recommendations related to parking system management strategies (duration limits, paid parking programs and others); and assess the need for additional public parking facilities, private parking requirements including a potential payment in-lieu. The study must recommend well thought out strategies and actions to meet the current and projected demand and must include the participation and involvement of a broad spectrum of community stakeholders.

C. PROPOSED SUMMARY SCOPE OF WORK

to conduct an assessment and prepare recommendations related to the utilization, operation and management of the public parking system within the downtown area of Moscow, Idaho ("Study"). The scope of work for the Downtown Parking Study should include, but may not be limited to, the following components:

Understand & Evaluate Existing Conditions:

1. Review past studies, inventories, recommendations and other relevant historical documents pertaining to the existing Downtown parking system.
2. Inventory existing Downtown parking facilities including public and private surface parking lots, on-street parking, and other facilities within the study area shown in Exhibit A: Study Area.
3. Analyze capacity, availability, and patterns of use of the existing parking facilities (use assessment must be conducted while the University of Idaho is in session).
4. Identify major demand generators for public parking in Downtown.
5. Interview City staff and key stakeholders to identify the unique opportunities and challenges associated with public parking in Downtown.
6. Assess existing community transportation mode distribution and alternative transportation systems and opportunities including public transit, bicycle systems, and pedestrian facilities and their impact upon public parking demand.
7. Assess the availability, distribution and design standard compliance of ADA parking facilities within the study area.
8. Assess the impact of downtown community events (such as the Moscow Farmer's Market, Block Parties and similar activities) and their impact and demand upon the public parking system.
9. Prepare a map of the existing parking facilities detailing current system conditions.

Estimate Future Demand for Parking in Downtown:

1. Quantify the impact of likely future development and redevelopment projects and key public initiatives on existing parking supply.
2. Estimate future demand for Downtown parking assuming the future development of existing surface parking lots and key development sites.

Identify Best Practices for Parking Solutions in Downtown:

1. Assist with the identification and development of community specific public parking system performance goals and objectives.
2. Identify parking management strategies and programs designed to achieve the identified parking system performance objectives. Technological innovation and cutting-edge best practices are encouraged.
3. Develop criteria and an evaluation matrix to guide decision making for future public parking investment, including guidance pertaining to factors such as size, type, and location.

Anticipated Study Recommendations:

1. Recommendations regarding parking management strategies and programs to achieve identified parking system performance objectives.
2. Recommendations regarding parking demand management strategies to reduce parking demand and enhance user convenience.
3. Recommendations regarding desired ADA parking supply, distribution and design to improve user access and convenience.
4. Recommendations regarding anticipated future parking demand over the next 15 years and potential need for additional parking supply development.
5. Other recommendations relevant to the study.

Meeting Attendance:

The consultant shall attend, at a minimum, the following meetings:

1. An initial meeting will be held with the Downtown Parking Study Working Group to outline the approach and process that will be used to complete the study. The Working Group will include representatives from the City of Moscow and Downtown stakeholders and representatives.
2. Meet with City Staff and the Working Group, as necessary, during the development of the Study. These periodic meetings may be conducted via conference call, if needed.
3. The consultant will present a first draft of the study to City Staff and the Working Group for review and comment.
4. The consultant will attend to present the Study background, process, and recommendations at two public meetings to be held at appropriate points in the process.
5. The consultant will present final study findings and recommendations at a Moscow City Council Meeting.

D. ESTIMATED PROJECT SCHEDULE

- March 7 – April 3 RFQ Advertisement Period
- April 17 RFQ Interviews
- May 4 City Council Selected Respondent
- June – July Historical Document Review and System Mapping

- August – September 2020 Parking System Assessment
- October 2020 Recommendation Development
- November 2020 Final Report Delivery and Project Completion

E. EVALUATION OF SUBMITTALS

The City Selection Committee will review the statement of qualifications received in response to this request and select the firms to advance to the interview stage. The selected firms will be invited to attend personal interviews and presentations, which will allow the selection committee to become familiar with each firm's qualifications, background, and experience in the preparation of similar plans. Following completion of the interview and evaluation process, the Committee will recommend a firm to the Moscow City Council for selection for the project.

F. CRITERIA FOR SELECTION

Firms must address each of the following criteria. Each firm may be awarded points up to the maximum points allowed, as listed below:

1. **Relevant specialized planning and project design experience of the firm or consultant (Maximum points allowed: 30)**. Respondents should include a list and description of projects of a similar nature with project reference contact information including contact name, address and phone number. Specialized experience with similar sized communities and industrial park projects should be highlighted.
2. **Professional qualifications and relevant experience of proposed project team (Maximum points allowed: 30)**. Respondents should describe the proposed project team's professional qualifications and relevant work experience. Firms should include resumes of the proposed project manager and other personnel and subcontractors that will be assigned to this project.
3. **Understanding and approach to the project (Maximum points allowed: 20)**. Familiarity with community, community needs and a clear understanding of the functional and operational aspects of the project and how these aspects may affect the project.
4. **Ability to complete the project within the specified project schedule (Maximum points allowed: 20)**. Respondents should describe their proposed project approach, schedule and available resources to complete the project on schedule.

SUBTOTAL MAXIMUM ALLOWED FOR PLANNING & DESIGN SERVICES: 100

G. SUBMITTAL REQUIREMENTS

Submittal Documents – Statements of Qualification shall not exceed fifteen (15) pages including photos, biographies, appendices and any other supporting documentation. A single page includes text and/or graphics appearing on a single side of paper. Responses exceeding the maximum number of designated pages may be disqualified from City review. All responders will provide 1 complete (hard copy) submittals and a digital copy on CD or USB flash drive for review. The envelope in which the submittals are delivered must be clearly labeled on the outside with the Respondent's name and the project identification, "Downtown Parking Study Project." Late submittals will not be accepted.

Submittals shall be delivered to the following address at or before 5:00 PM, Local Time, April 3, 2020 to:

City of Moscow
RE: Downtown Parking Study RFQ
Attn: Bill Belknap, Deputy City Supervisor
221 East Second Street
Moscow, ID 83843

2. Submittal Content: Each submittal shall be organized in the following order:
   a. Outside Cover and First Page: Shall contain (i) the title, "Downtown Parking Study Project", (ii) the name of the Respondent, and (iii) the submittal date.
   b. Table of Contents: Include a table of contents.
   c. Transmittal Letter: Include a short transmittal letter. The transmittal letter shall:
      i. Summarize why the Respondent believes itself to be the most qualified;
      ii. Contain the statement that to the best of the Respondent's abilities, all information contained in the RFQ submittal is complete and accurate;
      iii. Contain a statement granting the City and its representatives' authorization to contact any previous client of the Respondent (or a Respondent's Team member or associates) for the purposes of ascertaining an independent evaluation of the Respondent or a Respondent's Team member's or associate's performance; and
      iv. At least one copy of the transmittal letter must have the original signature of an officer of the principal responding firm.
   d. Section I – Description of the Respondent:
      i. Firm Description: Include a complete narrative description of the Respondent's firm (or firms if the Respondent is comprised of a team of firms). Information should include:
         - The Respondent's areas of specialization;
         - Firm history;
         - Honors and awards;
         - Location of home and branch offices;
         - Names of the principal officers of the firm;
         - Identification of the major consultants, if known.
      ii. Organizational Chart: Include a simple organizational chart showing how the Respondent, if selected, would organize its personnel for the project.
      iii. Key Professionals: Identify the key members of your team that would be involved in the project and describe their area of expertise and what role they will perform in the team. Indicate their availability for this project schedule.
      iv. Resumes: Provide resumes of any person identified as a key professional. The resumes should contain the following:
         - Name;
         - Education and background;
         - Employment history;
         - Proposed role in the project;
         - An identification of the other relevant projects in which the person has been involved and a name/phone number of a representative of any project cited that can be contacted for a reference;
         - Other information you believe to be relevant.
   e. Section II – Narrative: Set forth the criteria on which the selection will be made. Your proposal should be organized to clearly address:

i. Relevant specialized planning, and project design experience of the firm or consultant;
ii. Professional qualifications and relevant experience of proposed project team;
iii. Understanding and approach to the project including familiarity with the community and a clear understanding of the functional and operational aspects of the project and how these aspects may affect the project planning, design and future construction;
iv. Ability to complete the project within the specified project schedule

f. Section III – Relevant Experience of Respondent:
   i. Summary of Relevant Projects Completed: List at least three (3) relevant projects. A relevant project is one which best exemplifies the respondent's qualifications for this project. Provide all applicable information as indicated below.
      - Name of project
      - Project location
      - Total project cost
      - Project description
      - Describe the services which the respondent's firm provided
      - Indicate which team members were actually involved in the project and specify their role
      - Provide Project reference contacts including contact name, association to project, address and phone number

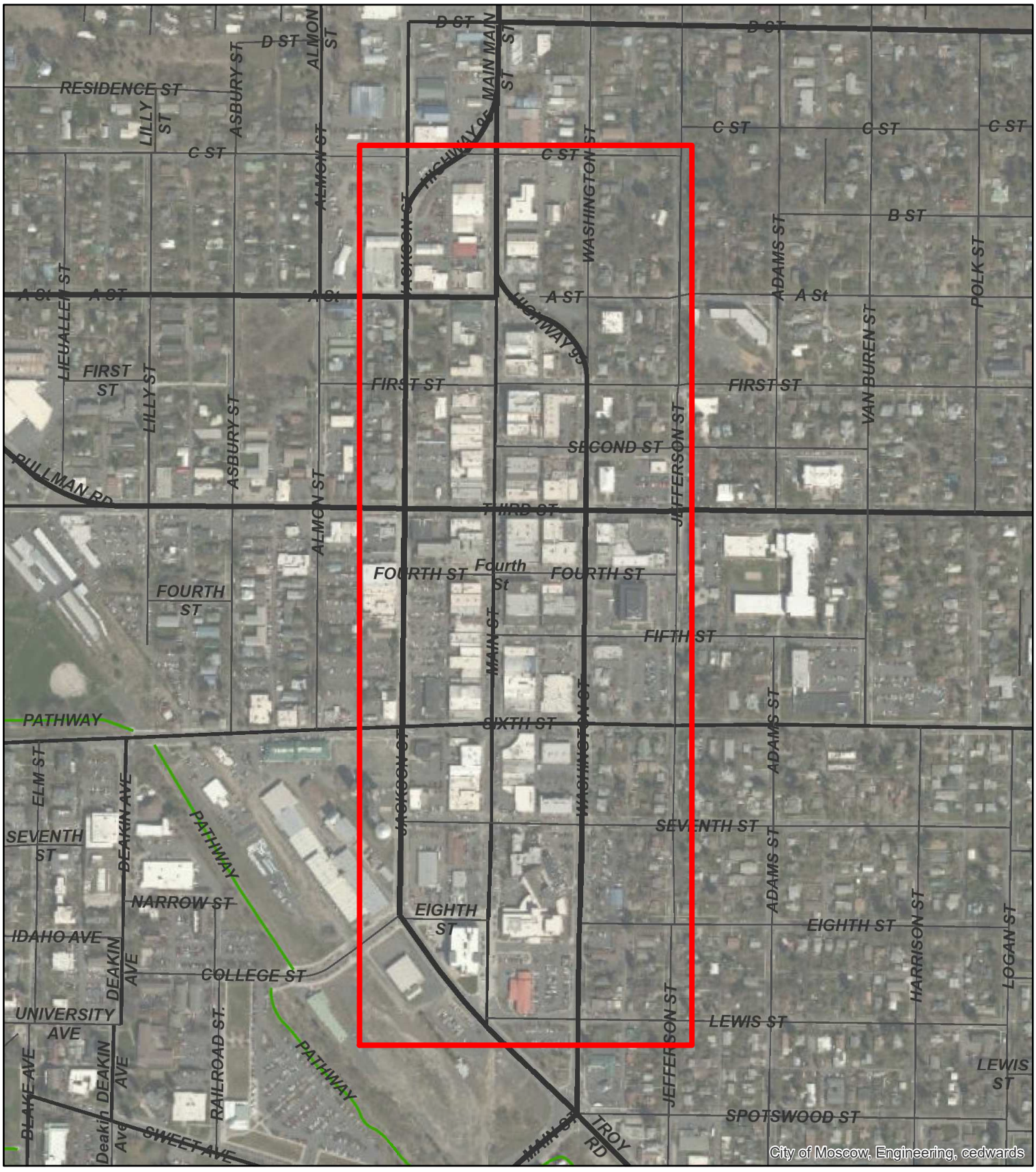
H. ADDITIONAL INSTRUCTIONS, NOTIFICATIONS AND INFORMATION

1. A complete package of this RFQ including any attachments can be obtained from the City of Moscow by contacting Anne Peterson via phone at (208) 883-7035 or via email to apeterson@ci.moscow.id.us

2. The City reserves the sole right to (1) evaluate the qualifications submitted; (2) waive irregularities therein; (3) reject any or all Respondents submitting qualifications, should it be deemed in the City's best interest to do so.

3. An RFQ pre-submittal conference will not be held. The City of Moscow welcomes questions regarding this submission on or before the submission deadline to Bill Belknap, Deputy City Supervisor via phone at (208) 883-7011, or via email to bbelknap@ci.moscow.id.us

Exhibit A: Study Area



CITY COUNCIL STAFF REPORT

DATE: Monday, March 2, 2020

RESPONSIBLE STAFF	REVIEWED BY
Gary Riedner, City Supervisor	This was reviewed by the Public Works/Finance Committee on February 24, 2020 and recommended for approval.

ADDITIONAL PRESENTER(S)	OTHER RESOURCES
Tony Bean	

AGENDA ITEM TITLE

Phase 5 of the Runway Realignment Project and Terminal Design Grant Application Approval (ACTION ITEM) - Gary J. Riedner

DESCRIPTION

The Pullman-Moscow Regional Airport has applied for grants from the U.S. Department of Transportation Federal Aviation Administration Airport Improvement Program for the purpose of completing Phase 5 of the Runway Realignment Project and Terminal Design. The amount of the grants is up to $8,000,000 with a local match of $649,600.00 from multiple sources, which includes a possible ITD Aviation Division state grant. To facilitate the FAA grant, it is appropriate to preauthorize its acceptance. The attached resolution has been prepared for that purpose. The resolution also authorizes the execution of related assurances and certifications. This was reviewed by the Public Works/Finance Committee on February 24, 2020 and recommended for approval.

STAFF RECOMMENDATION

Adopt the resolution preauthorizing the acceptance of grant offer AIP 3-53-0051-051 from the FAA Airport Improvement Program.

PROPOSED ACTIONS

PROPOSED ACTIONS: Adopt the resolution preauthorizing the acceptance of grant offer AIP 3-53-0051-051 from the FAA Airport Improvement Program, or take such other action deemed appropriate.

FISCAL IMPACT

PERSONNEL IMPACT

ATTACHMENTS

1. 2020 Airport Improvement grant memo from Tony Bean
2. FAA airport accept grant
3. FAA grant application 03-02-2020

Pullman-Moscow Regional Airport

3200 Airport Complex North • Pullman, WA 99163
(509) 338-3223 • Fax (509) 334-5217

Anthony Bean, A.A.E.
Executive Director

February 27, 2020

MEMORANDUM

TO: Gary Riedner, City Supervisor

FROM: Tony Bean, Executive Director PMRA

SUBJECT: Cost share and matching dollars for 2020 Airport Improvement Program Grants

The purpose of this memorandum is to detail the matching costs for the grant application for 2020 AIP grants from FAA. The airport is requesting a discretionary grant of $6 million for the completion of the Runway Realignment program that requires a match of $530,257. The airport's records show that the match fund is short by $491,000 that will need to be obtained for match in 2021. Discussions with the Airport Board and other financial partners have occurred regarding the shortfall and participation is being requested of those entities. If further participation is not available the Airport will utilize the bridge loan with the City of Pullman to fund the shortfall with repayment from the Passenger Facility Charge collections.

The other request is for the Airport's Entitlement grant of $1 Million matched by $80,000 split by the Sponsors in their annual budgets this year and airport revenues of $8,376. The request also includes an additional amount of $1 Million to be matched by Airport funds if it is available from another sponsor that chooses to donate their entitlement. All Entitlement funds received would be put towards Terminal Design Phase 1 which includes a concept and budget report and initial design.

The total grants and matching $'s are as follows:

$ 6 Million Discretionary Grant	$530,257 Matching Funds
$ 2 Million Entitlement Grant	$176,752 Matching Funds
Total: $ 8 Million in FAA Grants	$707, 009 Matching Funds

I am available to discuss the grants further as necessary to support the Authorization Request for Acceptance of Federal Funds from the Sponsors.

Pullman-Moscow Regional Airport Board
Glenn Johnson, Chair Bill Lambert, Vice-Chair
Dan Ewart • Ron Wachter • Stacy Pearson •Brian Hemingway • Paul Kimmell • Jon Kimberling

RESOLUTION NO. 2020 - ___

A RESOLUTION PREAUTHORIZING THE ACCEPTANCE OF U.S. DEPARTMENT OF TRANSPORTATION FEDERAL AVIATION ADMINISTRATION AIRPORT IMPROVEMENT PROGRAM GRANT MONIES FOR MULTIPLE PULLMAN-MOSCOW REGIONAL AIRPORT PROJECTS SUPPORTING THE RELOCATION OF RUNWAY 6-24 AND TERMINAL DESIGN.

WHEREAS, Pullman-Moscow Regional Airport will be offered U.S. Department of Transportation Federal Aviation Administration Grant monies up to a maximum of $8,000,000 to be used for projects supporting the Relocation of Runway 6-24 and Terminal Design; and

WHEREAS, information about said grant monies and project elements is before the City Council of the City of Moscow and attached hereto and marked as Exhibit "A"; and

WHEREAS, the turnaround time between receipt and return of executed grant authorization documents will be very limited; and

WHEREAS, this Council believes it to be in the best interests of the City of Moscow to preauthorize the acceptance of said grant monies;

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

That the Mayor and Finance Director be and they are hereby preauthorized and directed to accept the U.S. Department of Transportation Federal Aviation Administration Grant monies.

That the Mayor and Finance Director are each hereby preauthorized and directed to take such further action as may be appropriate in order to effect the purpose of this Resolution.

That this Resolution shall become effective as of the 2nd day of March, 2020.

PASSED AND APPROVED by the Mayor and City Council of the City of Moscow, Idaho this ____ day of _____, 2020.

_____
Bill Lambert, Mayor

ATTEST:

_____
Laurie M. Hopkins, City Clerk

Approved as to Form:

_____
Mia Bautista, City Attorney

OMB Number: 4040-0004
Expiration Date: 10/31/2019

Application for Federal Assistance SF-424

* 1. Type of Submission:
- [ ] Preapplication
- [x] Application
- [ ] Changed/Corrected Application

* 2. Type of Application:
- [x] New
- [ ] Continuation
- [ ] Revision

* If Revision, select appropriate letter(s):

* Other (Specify):

* 3. Date Received:

4. Applicant Identifier: PUW

5a. Federal Entity Identifier: AIP 3-53-0051-54/55-2020

5b. Federal Award Identifier:

State Use Only:

6. Date Received by State:

7. State Application Identifier:

8. APPLICANT INFORMATION:

* a. Legal Name: Cities of Pullman, WA and Moscow, ID c/o PMRA

* b. Employer/Taxpayer Identification Number (EIN/TIN): 91-6001269

* c. Organizational DUNS: 0972521670000

d. Address:

* Street1: 3200 Airport Complex N
Street2:
* City: Pullman
County/Parish: Whitman
* State: WA: Washington
Province:
* Country: USA: UNITED STATES
* Zip / Postal Code: 99163

e. Organizational Unit:

Department Name: PMRA Airport Board

Division Name: Administrative

f. Name and contact information of person to be contacted on matters involving this application:

Prefix: Mr.
* First Name: Anthony
Middle Name: Wayne
* Last Name: Bean
Suffix:

Title: Executive Director

Organizational Affiliation:

* Telephone Number: 509-338-3223
Fax Number: 509-334-5217

* Email: tony.bean@pullman-wa.gov

Application for Federal Assistance SF-424

*** 9. Type of Applicant 1: Select Applicant Type:**

C: City or Township Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

* Other (specify):

*** 10. Name of Federal Agency:**

Federal Aviation Administration, Northwest Mountain Region

11. Catalog of Federal Domestic Assistance Number:

20.106

CFDA Title:

Airport Improvement Program

*** 12. Funding Opportunity Number:**

* Title:

13. Competition Identification Number:

Title:

14. Areas Affected by Project (Cities, Counties, States, etc.):

Add Attachment | Delete Attachment | View Attachment

*** 15. Descriptive Title of Applicant's Project:**

Realign Runway 6/24 (Future Designation 5/23) Phase 13 & Terminal Concept Design (Phase 1)

Attach supporting documents as specified in agency instructions.

Add Attachments | Delete Attachments | View Attachments

Application for Federal Assistance SF-424

16. Congressional Districts Of:

* a. Applicant: 5th

* b. Program/Project: 5th

Attach an additional list of Program/Project Congressional Districts if needed.

Add Attachment | Delete Attachment | View Attachment

17. Proposed Project:

* a. Start Date:

* b. End Date:

18. Estimated Funding ($):

* a. Federal	8,000,000.00
* b. Applicant	707,009.00
* c. State	750,000.00
* d. Local	
* e. Other	
* f. Program Income	
* g. TOTAL	9,457,009.00

*** 19. Is Application Subject to Review By State Under Executive Order 12372 Process?**

☐ a. This application was made available to the State under the Executive Order 12372 Process for review on .

☐ b. Program is subject to E.O. 12372 but has not been selected by the State for review.

☒ c. Program is not covered by E.O. 12372.

*** 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)**

☐ Yes ☒ No

If "Yes", provide explanation and attach

Add Attachment | Delete Attachment | View Attachment

21. *By signing this application, I certify (1) to the statements contained in the list of certifications and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)**

☒ ** I AGREE

** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

Authorized Representative:

Prefix:	Mr.
* First Name:	Anthony
Middle Name:	Wayne
* Last Name:	Bean
Suffix:	
* Title:	Executive Director
* Telephone Number:	509-338-3223
Fax Number:	509-334-5217
* Email:	tony.bean@pullman-wa.gov
* Signature of Authorized Representative:	
* Date Signed:	

CITY COUNCIL STAFF REPORT

DATE: Monday, March 2, 2020

RESPONSIBLE STAFF	REVIEWED BY
Gary Riedner, City Supervisor	

ADDITIONAL PRESENTER(S)	OTHER RESOURCES

AGENDA ITEM TITLE

Investment Policy Resolution (ACTION ITEM) - Gary J. Riedner

DESCRIPTION

STAFF RECOMMENDATION

PROPOSED ACTIONS

PROPOSED ACTIONS: Approve the Investment Policy as stated in the attached Resolution and adopt the Resolution, or take such other action deemed appropriate.

FISCAL IMPACT

PERSONNEL IMPACT

ATTACHMENTS

1. Investment Policy_tfk (002)mb (clean)_statutes
2. Investment Policy Resolution references TITLE 50

RESOLUTION NO.
2020 –

A RESOLUTION OF THE CITY OF MOSCOW, IDAHO, A MUNICIPAL CORPORATION OF THE STATE OF IDAHO, PROVIDING FOR ADOPTION OF AN INVESTMENT POLICY; PROVIDING THIS RESOLUTION TO BE EFFECTIVE UPON ITS PASSAGE AND APPROVAL.

WHEREAS, City of Moscow, Idaho invests its accumulated funds in accordance with the law and pursuant to accepted practices; and

WHEREAS, since 2005, City of Moscow Finance Director has consistently utilized a written investment policy in directing City's investments; and

WHEREAS, on January 19, 2010, City Council passed Resolution 2010-02 adopting an investment policy;

WHEREAS, in order to standardize investment practices, staff has requested that the Council formally adopt said updated investment policy by Resolution; and

WHEREAS, the Council wishes to promote an investment policy that allows flexibility and appropriate delegation of responsibility to address the demands of modem financial markets and practices and shifting and changing economic trends, while maintaining sufficient control and transparency of action to ensure that the stewardship of the City's financial resources reflects moderation and forethought; and

WHEREAS, this investment policy will continue to allow the Financial Director/Treasurer to authorize action and/or delegate responsibility to those City employees and to those advisors who exercise judgment in the same or similar manner as is generally accepted in the public investment industry and pursuant to Idaho law, including but not limited to the City Supervisor under the same or similar conditions and standards (for example, when the City Supervisor is a co-signator on a City Corporate Resolution Certification); and

WHEREAS, Council has reviewed the updated policy contained herein and finds it to be sound and reflective of good financial management practices and wishes to adopt such policy as City' s investment policy;

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

City of Moscow Investment Policy

1. Statement of Policy

The purpose of this investment policy is to present the guidelines by which City of Moscow invests funds in order to maximize the efficiency and effectiveness of the City's funds available for investment.

The Finance Director, whose responsibilities include performing the duties of the Treasurer, is responsible to the citizens of Moscow for the investment of available funds. The Finance Director/Treasurer shall prioritize investments based on safety, liquidity, and yield. The primary responsibility of the Finance Director/Treasurer is to maintain the safety of the City's cash and investments entrusted to him/her by the citizens of Moscow. Secondarily, the liquidity of investments is essential in order to maintain a sufficient amount in short term loans that can be converted to cash if necessary to cover cash disbursement requirements. The final priority of investments, after safety and liquidity, is yield. The Finance Director/Treasurer' s actions will be within the constraints that are in conformity with state statutes, local laws, and City Code.

2. Scope

This investment policy applies to all who act as agents for the City by making investment decisions. Those involved would include the Finance Director/Treasurer and those who the Finance Director/Treasurer has delegated responsibility too (hereafter "investment officers"). On occasion and, where possible, in consultation with or at the direction of the Finance Director, the City Supervisor may participate in or transact financial matters on behalf of the City, subject to this Investment Policy and only where he/she exercises judgment in the same or similar manner as is generally accepted in the public investment industry and pursuant to Idaho law.

This investment policy applies to all financial assets of the City of Moscow and applies to the following funds, which are accounted for in the City's comprehensive financial reports:

General Fund;
Special Revenue Fund(s);
Capital Project Fund(s);
Internal Service Fund(s);
Debt Service Fund(s); Proprietary Fund(s); and
Any new fund(s) created by the Council unless specifically exempt

The policy does not apply to those investments that are made in accordance with pre-existing stipulations covered in a separate policy pertaining to endowments, foundations, or certain bond issues, such as:

Contributions to City employee's retirement fund, which are made to the Public Employee Retirement System of Idaho (PERSI), and is independent of City and maintains its own investment policy.

Monies from funds can be pooled in order to facilitate the efficient investment of monies. All monies shall be invested by the Finance Director/Treasurer in accordance with Idaho Code Section 50-1013.

3. General Objectives

Safety: It is the first objective of City to require the Finance Director/Treasurer to make prudent investment decisions in order to maintain the safety of monies entrusted to the City by the citizens of Moscow. Investments are not to be made as speculation, and they are to be made in accordance with Idaho Law which adopts the Prudent Investor Rule (see section 4 of this policy).

Credit Risk: City shall mitigate Credit Risk (i.e., risk of loss due to the failure of the security issuer or backer) through:

Only investing in securities listed in section 7 of this policy;
Only using pre-qualifying Financial Institutions, Depositories, and Broker/Dealers who qualify according to section 5 of this policy; and
Diversification (see section 8 of this policy) of investments in order to minimize the impact of potential losses from any one type of security or one issuer.

Interest Rate Risk: The City will minimize interest rate risk (i.e., risk that the market value of securities will fall due to changes in market interest rates) through:

Structuring the investment portfolio so that securities mature to meet cash requirements for ongoing operations, thereby avoiding the need to sell securities on the open market prior to maturity;
Investing operating funds primarily in shorter-term securities and limiting the average maturity of the portfolio.

Liquidity: The investment portfolio shall remain sufficiently liquid so that when necessary, investments can and will be liquidated in order to cover current operating requirements, which may be reasonably anticipated. No investment, unless specifically matched with projected cash flow requirement or purpose, shall be made in securities that exceed five (5) years or more unless the Finance Director/ Treasurer is specifically granted authority to do so by the Moscow City Council.

Yield: Yield should only be considered after safety and liquidity requirements have been satisfied. In order to maintain the required rate of risk, investments should be made in securities that carry a relatively low rate of risk; however, the goal of the City is to achieve a market rate of return on these investments.

Securities are expected to be held until maturity except:

When a security has declining credit and its sale before maturity will minimize loss of principal; When a security swap would improve the quality, yield, or target duration in the portfolio; When liquidity needs of the portfolio require that the security be sold prematurely

Local Considerations: The City will evaluate, on an individual basis, proposals for investments with the stated purpose of benefitting the Moscow community. If these proposals include a lower than the market rate of return, or City participation in a Community Development Block Grant Program, which makes funds available as low-interest loans for approved home rehabilitation, either of which will require the approval of City Council.

4. Standards of Care

The Standard of Care provided will be that as directed in I.C. 50-1013A, which adopts the Uniform Prudent Investor Act as written in Idaho Code, Title 68, Chapter 5.

Investment officers who follow the Prudent Investor Rule, written procedures, and this investment policy will not be held personally responsible for an individual security's credit risk or market price variations provided that deviations from expectations are reported in a timely manner and the sale of the security is carried out in accordance with the terms of this policy.

Ethics and Conflicts of Interest: All those involved in making investments for the City shall refrain from personal business activities that could impair their investment decisions. Any material interest in a financial institution that the City conducts business with, as well as, any personal investments that may be related to the performance of the City's portfolio shall be disclosed by the Finance Director/Treasurer and investment officers.

Delegation of Authority: The Finance Director/Treasurer is ultimately responsible for the performance of the City's portfolio. He/she has the authority to delegate responsibilities to others. The system of internal controls and standard operating procedures has been developed to help facilitate and regulate the actions of all involved in making investments for the City.

5. Authorized Financial Institutions, Depositories, and Broker/Dealers

The Finance Director/Treasurer shall maintain a list of financial institutions that are authorized to provide investment services and qualified to do business in the State of Idaho. The Finance Director/Treasurer shall keep this current list based on reviews of creditworthiness, financial statements, and dealing history with the City. All securities dealers must qualify under Securities & Exchange Commission Rule 15C3-l. No

investments or deposits will be made with a financial institution except in those that are approved.

6. Internal Controls

City's independent auditor shall audit the controls set forth by the City to control fraud, employee error, misrepresentation of third parties, unanticipated changes in financial markets, and careless actions by City employees. The audit will be a test of internal controls by assuring compliance with policies and procedures and the adequacy of those policies and procedures.

City investment controls include:

Control against collusion;
Separation of transaction authority from accounting and recordkeeping;
Custodial safekeeping;
Avoidance of physical delivery securities;
Clear delegation of authority to subordinate staff members;
Dual authorizations of wire transfers; and
Development of a wire transfer agreement with the lead bank and third-party custodian.

7. Suitable and Authorized Investments

All monies shall be invested only in securities that are allowed by Idaho Code Section 50-1013. Investment Parameters

Diversification: City' s investments shall be diversified by:

Limiting investments to avoid over-concentration in securities from a specific issuer or business sector;
Limiting investment in securities that have higher credit
risks; Investing in securities with varying maturities, and
Continuously investing a portion of the portfolio in readily available funds such as local government investment pools, money market funds, or overnight repurchase agreements to ensure that appropriate liquidity is maintained in order to meet ongoing obligations.

With the exception of U.S. Treasury Securities, U.S. Agencies, and authorized pools, concentrations to any single investment will not exceed 5% of the investable assets of the City.

Maximum Maturities:City shall endeavor to match maturities of investments with liquidity requirements and cash flow needs.

8. Competitive Bids: The investment officer shall seek competitive bids from at least three (3) brokers/financial institutions on purchases of investment instruments purchased on the secondary market.

9. Reporting

   Summarization of the investments will be included in City's Comprehensive Annual Financial Report. There shall also be quarterly reviews that allow for comparison of the portfolio against benchmarks that closely represent the same mix of investments.

10. Policy Considerations

    Exemption: Any investment that is currently held prior to the enactment of this policy shall be exempt from the terms of this policy. Any investment that is made after the date of enactment shall be held to this policy.

11. Approval and Amendments of Investment Policy

    This policy shall be adopted by the Moscow City Council and replaces the investment policy as stated in Resolution 2010-02. It shall be reviewed annually by the Finance Director/Treasurer and City Supervisor, and if changes are desired, they shall need to be approved by City Council.

That this Resolution shall become effective as of the ___ day of _____, 2020.

PASSED AND APPROVED by the Mayor and City Council of the City of Moscow, Idaho this ____ day of _____, 2020.

_____
Bill Lambert, Mayor

ATTEST:

_____
Laurie M. Hopkins, City Clerk

Approved as to Form:

_____
Mia Bautista, City Attorney

TITLE 50
MUNICIPAL CORPORATIONS
CHAPTER 10
FINANCES

50-1013. DEPOSIT AND INVESTMENT OF FUNDS. The treasurer shall be required to keep all money in his hands belonging to the corporation in such place or places of deposit as shall be provided by ordinance; provided, however, that the treasurer may be directed and empowered by resolution, to invest any money in his hands in any of the following:

(a) Revenue bonds issued by the revenue bond act.

(b) City coupon bonds provided for under section 50-1019, Idaho Code.

(c) Local improvement district bonds provided for under chapter 17, title 50, Idaho Code.

(d) Time deposit accounts with public depositories.

(e) Bonds, treasury bills, interest-bearing notes, or other obligations of the United States, or those for which the faith and credit of the United States are pledged for the payment of principal and interest.

(f) General obligation bonds of this state, or those for which the faith and credit of this state are pledged for the payment of principal and interest.

(g) General obligation bonds of any county, city, metropolitan water district, municipal utility district, school district or other taxing district of this state.

(h) Notes, bonds, debentures, or other similar obligations issued by the farm credit system or institutions forming a part thereof under the farm credit act of 1971 (12 U.S.C. sections 2001-2259) and all acts of congress amendatory thereof or supplementary thereto; in bonds or debentures of the federal home loan bank board established under the federal home loan bank act (12 U.S.C. sections 1421-1449); in bonds, debentures and other obligations of the federal national mortgage association established under the national housing act (12 U.S.C. sections 1701-1750g) as amended, and in the bonds of any federal home loan bank established under said act and in other obligations of agencies and instrumentalities of the government of the state of Idaho or of the United States.

(i) Bonds, notes or other similar obligations issued by public corporations of the state of Idaho including, but not limited to, the Idaho state building authority, the Idaho housing authority and the Idaho water resource board, but such investment shall not extend beyond seven (7) days.

(j) Repurchase agreements and reverse repurchase agreements covered by any legal investment for the state of Idaho or as otherwise allowed by this section, provided that reverse repurchase agreements shall only be used for the purpose of liquidity and not for leverage or speculation.

(k) Tax anticipation bonds or notes, income and revenue anticipation bonds or notes and registered warrants of the state of Idaho or of taxing districts of the state of Idaho.

(l) Savings accounts including, but not limited to, accounts on which interest or dividends are paid and upon which negotiable orders of withdrawal may be drawn, and similar transaction accounts.

(m) Time deposit accounts and other savings accounts of state or federal savings and loan associations located within the geographical

boundaries of the state in amounts not to exceed the insurance provided by the federal savings and loan corporation, including, but not limited to, accounts on which interest or dividends are paid and upon which negotiable orders of withdrawal may be drawn, and similar transaction accounts.

(n) Share, savings and deposit accounts of state and federal credit unions located within the geographical boundaries of the state in amounts not to exceed the insurance provided by the national credit union share insurance fund and/or any other authorized share guaranty corporation, including, but not limited to, accounts on which interest or dividends are paid and upon which negotiable orders of withdrawal may be drawn, and similar transaction accounts.

(o) Prime banker's acceptances.

(p) Prime commercial paper.

(q) Money market funds, mutual funds, or any other similar funds whose portfolios consist of any allowed investment as specified in this section.

(r) Bonds, debentures or notes of any corporation organized, controlled and operating within the United States which have, at the time of their purchase, an A rating or higher by a commonly known rating service.

TITLE 50
MUNICIPAL CORPORATIONS
CHAPTER 10
FINANCES

50-1013A. INVESTMENT OF DEPOSITS OF DEFERRED COMPENSATION PLANS. A municipal corporation, in administering a deferred compensation plan, shall be governed by the uniform prudent investor act, chapter 5, title 68, Idaho Code.

TITLE 68
TRUSTS AND FIDUCIARIES
CHAPTER 5
UNIFORM PRUDENT INVESTOR ACT

68-501. PRUDENT INVESTOR RULE. (1) Except as otherwise provided in subsection (2) of this section, a trustee who invests and manages trust assets owes a duty to the beneficiaries of the trust to comply with the prudent investor rule set forth in this act.

(2) The prudent investor rule, a default rule, may be expanded, restricted, eliminated or otherwise altered by the provisions of a trust. A trustee is not liable to a beneficiary to the extent that the trustee acted in reasonable reliance on the provisions of the trust.

68-502. STANDARD OF CARE — PORTFOLIO STRATEGY — RISK AND RETURN OBJECTIVES. (1) A trustee shall invest and manage trust assets as a prudent investor would, by considering the purposes, terms, distribution requirements and other circumstances of the trust. In satisfying this standard, the trustee shall exercise reasonable care, skill and caution.

(2) A trustee's investment and management decisions respecting individual assets must be evaluated not in isolation but in the context of the trust portfolio as a whole and as a part of an overall investment strategy having risk and return objectives reasonably suited to the trust.

(3) Among circumstances that a trustee shall consider in investing and managing trust assets are such of the following as are relevant to the trust or its beneficiaries:

(a) General economic conditions;
(b) The possible effect of inflation or deflation;
(c) The expected tax consequences of investment decisions or strategies;
(d) The role that each investment or course of action plays within the overall trust portfolio, which may include financial assets, interests in closely held enterprises, tangible and intangible personal property, and real property;
(e) The expected total return from income and the appreciation of capital;
(f) Other resources of the beneficiaries;
(g) Needs for liquidity, regularity of income and preservation or appreciation of capital; and
(h) An asset's special relationship or special value, if any, to the purposes of the trust or to one (1) or more of the beneficiaries.

(4) A trustee shall make a reasonable effort to verify facts relevant to the investment and management of trust assets.

(5) A trustee may invest in any kind of property or type of investment consistent with the standards of this act.

(6) A trustee who has special skills or expertise, or is named trustee in reliance upon the trustee's representation that the trustee has special skills or expertise, has a duty to use those special skills or expertise.
History:

68-503. DIVERSIFICATION. A trustee shall diversify the investments of the trust unless the trustee reasonably determines that, because of special circumstances, the purposes of the trust are better served without diversifying.

68-504. DUTIES AT INCEPTION OF TRUSTEESHIP. Within a reasonable time after accepting a trusteeship or receiving trust assets, a trustee shall review the trust assets and make and implement decisions concerning the retention and disposition of assets, in order to bring the trust portfolio into compliance with the purposes, terms, distribution requirements, and other circumstances of the trust, and with the requirements of this act.

68-505. LOYALTY. A trustee shall invest and manage the trust assets solely in the interest of the beneficiaries.

68-506. IMPARTIALITY. If a trust has two (2) or more beneficiaries, the trustee shall act impartially in investing and managing the trust assets, taking into account any differing interests of the beneficiaries.

68-507. INVESTMENT COSTS. In investing and managing trust assets, a trustee may only incur costs that are appropriate and reasonable in relation to the assets, the purposes of the trust, and the skills of the trustee.

68-508. REVIEWING COMPLIANCE. Compliance with the prudent investor rule is determined in light of the facts and circumstances existing at the time of a trustee's decision or action and not by hindsight.

68-509. DELEGATION OF INVESTMENT AND MANAGEMENT FUNCTIONS. (1) A trustee may delegate investment and management functions that a prudent trustee of comparable skills could properly delegate under the circumstances. The trustee shall exercise reasonable care, skill and caution in:
(a) Selecting an agent;
(b) Establishing the scope and terms of the delegation, consistent with the purposes and terms of the trust; and
(c) Periodically reviewing the agent's actions in order to monitor the agent's performance and compliance with the terms of the delegation.
(2) In performing a delegated function, an agent owes a duty to the trust to exercise reasonable care to comply with the terms of the delegation.
(3) A trustee who complies with the requirements of subsection (1) of this section is not liable to the beneficiaries or to the trust for the decisions or actions of the agent to whom the function was delegated.
(4) By accepting the delegation of a trust function from the trustee of a trust that is subject to the law of the state of Idaho, an agent submits to the jurisdiction of the courts of this state.