

Public Works / Finance Committee



Regular Meeting ~Agenda~

Laurie M. Hopkins
City Clerk

www.ci.moscow.id.us

208.883.7015

Monday, August 10, 2020

3:00 PM

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

REGULAR AGENDA

1. Approval of July 27, 2020 Public Works/Finance Minutes (ACTION ITEM) - Laurie M. Hopkins

Minutes presented for approval.

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

2. Disbursement Report July 2020 (ACTION ITEM) - Sarah Banks

Staff will present the Accounts Payable Report for the month ending July 2020.

ACTION: Sign the Disbursements Report for the month of July 2020.

3. CARES Act Idaho Commission on the Arts Grant Application (ACTION ITEM) - Megan Cherry

The Idaho Commission on the Arts (ICA) is facilitating the disbursement of CARES Act Round 1: Relief for Organizations funds to all current recipients of its Entry Track and Public Programs in the Arts grants. The Arts Department is a participant in both grant programs, and has been assigned funding in the amount of \$4826 to support operations in FY2021. This opportunity requires the completion of a simple application followed by final reporting at the end of the fiscal year. If Council approves this application, the funding will support the presentation of a third exhibition at the Third Street Gallery during the year.

PROPOSED ACTIONS: Direct staff to complete ICA CARES Act Round 1: Relief for Organizations grant application, or provide staff further direction.

4. MPD Body-Worn Camera Proposal (ACTION ITEM) - Gary J. Riedner

The Moscow Police Department has been employing a Community Policing model which emphasizes education over enforcement and acts as a basis for professional, ethical and respectful law enforcement. This Community Policing philosophy has been employed for many years and as a result the MPD continues to support high standards of fairness, integrity, compassion and transparency.

The use of individual body-worn cameras by law enforcement has increased over the past several years, and as the attached memo from Chief James Fry indicates, use of body-worn cameras has been identified in MPD's strategic planning process. Further, body-worn cameras have several advantages, including providing additional evidence, enhancing transparency of contacts between officers and community members, and increasing accountability of all parties

to a law enforcement contact.

The attached memo discusses the various factors to be considered when making the decision to deploy body-worn cameras, in addition to the funding of a body-worn camera initiative.

PROPOSED ACTIONS: Recommend approval of proposal to purchase and deploy body-worn cameras by officers of the Moscow Police Department, including funding proposal, all as included in the attached memo from the City Supervisor, 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.

Public Works / Finance Committee



Regular Meeting ~Minutes~

www.ci.moscow.id.us

Laurie M. Hopkins
City Clerk

208.883.7015

Monday, July 27, 2020

3:00 PM

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

REGULAR AGENDA

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

PRESENT: Sandra Kelly, Brandy Sullivan, Gina Taruscio

OTHERS: Mayor Bill Lambert, Council Member Art Bettge, Airport Manager Tony Bean

STAFF: Gary J. Riedner, Mia Bautista, James Fry, Aimee Hennrich, Mike Ray, Laurie M. Hopkins

**1. Approval of the March 9, 2020 Administrative Committee Minutes (ACTION ITEM) -
Laurie M. Hopkins**

Minutes presented for approval.

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

The Committee approved the minutes as presented.

**2. Lot Line Adjustment at 204 First Street and 108 N Washington Street (ACTION ITEM) -
Aimee Hennrich**

The applicants, Donald Barker and Derek Trenholm, are requesting a lot line adjustment between two lots addressed as 204 First Street and 108 N Washington Street. The applicants are proposing to shift the common lot line which separates the two properties 1.3 feet to the north following a survey that was conducted that concluded that the garage on 204 First Street was overhanging the property line by 1.3 feet. The existing lot at 204 First Street would be increased by 81.25 square feet, resulting in a total lot size of 4,081.25 square feet and the lot at 108 N Washington Street would be reduced by 81.25 square feet, resulting in a total lot size of 3,418.75 square feet. There is currently a law office and a detached garage on 204 First Street and a single-family home and a detached garage on 108 N Washington Street. The subject properties are located within the Multiple Family Residential Zoning District (R-4), which requires a minimum lot size of 5,000 square feet and lot width of 50 feet. Both lots are currently legally non-conforming and will remain as such, however, the garage will no longer be encroaching upon the common property line.

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.

Hennrich introduced the item as written above. Having no questions, the Committee recommended approval and that it be placed on the Council consent agenda.

3. Parking Permit Fee Review (ACTION ITEM) - Gary J. Riedner

The price of current City Parking Permits are \$12 per day, \$30 per quarter, or \$85 per year. There are currently 155 permits authorized for sale. All permits are sold or in the process of sale, and there is a waiting list of 81 applicants. At the City's FY2021 budget workshop, the Council expressed a desire to revisit the cost of Parking permits, and staff was directed to bring the item before the Public Works/Finance Committee on July 27, 2020. Parking has long been perceived as an issue in the downtown area, and the matter has been studied and surveyed on several occasions in the past. Although voluminous, staff has attached several of the background documents which were utilized by the City Council in 2009, when parking permits were consolidated to one class of permit and the price of that permit was reduced from \$375 per year to \$75 per year.

PROPOSED ACTIONS: Provide staff direction.

Riedner introduced the item as written above. The 2008 parking study was quite comprehensive. The Jefferson parking lot was convoluted as it is also used for the 1912 Center CUP. When the consolidation and price reduction occurred, the U of I still had plenty of parking in the Sweet Avenue lot. Another change was allowing overnight parking on a few side streets. Since that time the permit has increased by \$10. There is a waiting list of 80 people. Belknap can explain more history of the parking in downtown at a future committee meeting. Staff can also provide a breakdown of permits by individuals versus businesses.

Taruscio said she is unconvinced this is not a perception issue and would like to hear more historical information from Belknap. To raise a parking permit during this COVID pandemic would be terrible timing. Sullivan pointed out when the price was high there were many available. Now with the price low there is a waiting list. She believes it is a value issue. The Committee would like to have more information from Belknap at the next meeting.

4. Resolution Preauthorizing the Acceptance of an Airport Aid Grant from the U.S. Department of Transportation Federal Aviation Administration Airport Improvement Program (ACTION ITEM) - Gary J. Riedner / Tony Bean

Tony Bean, Executive Director of the Pullman-Moscow Regional Airport (PMRA) has prepared a grant application to the U.S. Department of Transportation Federal Aviation Administration Airport Improvement Program for the purpose of Terminal Design and Construction. The amount of the grant is up to \$21,000,000 with a local match of \$1,855,899.00 from Airport resources. To facilitate the FAA grant, it is appropriate to pre-authorize its acceptance. The attached draft resolution has been prepared for that purpose. The resolution also authorizes the execution of related assurances and certifications. The City Attorney will review the draft ordinance and will have revisions prepared for City Council consideration on August 3.

PROPOSED ACTIONS: Recommend adoption of the attached resolution as amended by the City Attorney) preauthorizing the acceptance of grant offer AIP 3-53-0057-051 from the FAA Airport Improvement Program, or provide staff further direction.

Bean said the request was to maximize the opportunity if there are carry over monies at the end of their fiscal year. He encouraged the sponsors to put in for the money so the federal government

knows we have a project already. The Committee recommended approval and that it be placed on the Council consent agenda.

More discussion of downtown parking ensued. Sullivan feels by not doing the parking study, it allows for changes, such as fees and time limits. Riedner said a survey could be done to see what the desires for the downtown parking is. Fees can be changed at any time by resolution. Kelly wants to know what the businesses feel but also doesn't want to raise the fee. Taruscio and Sullivan don't feel counts are relevant. All businesses and residents should be included in what the desires for downtown parking is.

ADJOURN

The meeting was closed at 3:37 p.m.

COMMITTEE STAFF REPORT

DATE: Monday, August 10, 2020



RESPONSIBLE STAFF

ADDITIONAL PRESENTER(S)

OTHER RESOURCES

AGENDA ITEM TITLE

Disbursement Report July 2020 (ACTION ITEM) - Sarah Banks

DESCRIPTION

Accounts Payable Report for the month ending July 31, 2020. A summary of the major expenditures has been approximated by category and represents 96% of the total expenditure of \$3,467,014.46.

Payroll	\$1,651,173.00
Professional Services	\$185,883.00
Sanitation	\$297,451.00
Capital Outlay	\$618,107.00
Capital Outlay - Improvements	\$51,542.00
Capital Outlay -Buildings	\$125,441.00
Supplies	\$116,666.00
Utilities	\$67,016.00
Contractual Payments	\$204,509.00
ACH Wells Fargo	\$27,595.00
Total	\$3,345,383.00

STAFF RECOMMENDATION

Sign the Disbursements Report for the month of July 2020.

PROPOSED ACTIONS

ACTION: Sign the Disbursements Report for the month of July 2020.

FISCAL IMPACT

PERSONNEL IMPACT

ATTACHMENTS

1. Disbursement Report July 2020
2. Revenue Report July 2020
3. Cash & Investments July 2020

DISBURSEMENTS REPORT FOR JULY 2020												
DATE	FUND NAME	ACCOUNTS PAYABLE	ACCOUNTS PAYABLE	ACCOUNTS PAYABLE	ACCOUNTS PAYABLE	ACCOUNTS PAYABLE	ACCOUNTS PAYABLE ACH	VOID CHECKS	PAYROLL	PAYROLL	PAYROLL	GRAND TOTALS
BATCH #		7/1/2020	7/9/2020	7/16/2020	7/23/2020	7/30/2020	7/6/2020 7/20/2020 8/3/2020 00003.07.2020 00007.07.2020 00009.07.2020	7/31/2020	7/2/2020	7/17/2020	7/31/2020	
CHECK #'s		00001.07.2020	00002.07.2020	00004.07.2020	00006.07.2020	00008.07.2020		00002.07.2020	00100.07.2020	00200.07.2020	00300.07.2020	
		95177-95227	95228-95276	95277-95356	95357-95415	95416-95485	July CC ACHs and TD ACH	95449	21256-21264	21265-21273	21274	
Fund #												
101	GENERAL	4,569.88	20,345.00	157,683.64	11,081.86	13,242.60	5,576.96		330,510.32	350,887.05	290,294.92	1,184,192.23
105	STREETS	4,817.76	20,600.16	3,119.77	6,817.51	32,803.91	448.85		31,199.32	31,567.31	27,865.12	159,239.71
120	RECREATION AND CULTURE	1,718.62	13,520.62	25,518.86	3,146.38	5,925.33	7,517.23		77,779.61	69,464.25	61,099.38	265,690.28
121	MSD COMM. PLAY FIELDS		153.37	570.69			568.11		3,024.92	2,930.83	2,683.79	9,931.71
123	1912 CENTER		7,916.67									7,916.67
128	TRANSIT CENTER		8.26	119.38								127.64
220	WATER	8,448.95	46,862.05	4,037.83	26,861.75	71,332.31	2,240.68		47,669.79	47,911.09	39,313.42	294,677.87
230	SEWER	29,815.18	19,647.98	42,882.58	2,809.09	13,412.34	1,654.10		45,772.91	45,075.17	37,581.35	238,650.70
240	SANITATION		35.10	279,846.95					5,490.23	5,586.36	4,925.31	295,883.95
290	FLEET	1,100.85	2,207.05	14,026.90	13,805.77	2,091.88	1,217.43		11,800.10	11,927.39	10,401.49	68,578.86
295	INFORMATION SYSTEMS			81,424.71	1,395.00	3,051.14	7,802.79		20,228.72	20,196.71	17,985.88	152,084.95
320	WATER CAPITAL PROJECTS	4,419.58	62,308.00	325,160.37	270.60	3,367.38						395,525.93
330	SEWER CAPITAL PROJECTS	2,943.56	121,048.83	1,495.00	270.59	9,929.87						135,687.85
340	SANITATION CAPITAL PROJ											0.00
350	CAPITAL PROJECTS	119,801.72	79,496.50	2,066.30		56,892.91	3,568.68	(3,000.00)				258,826.11
355	LID CONSTRUCTION											0.00
380	HAMILTON - PARKS & REC											0.00
590	BONDS & INTEREST											0.00
	TOTAL	177,636.10	394,149.59	937,952.98	66,458.55	212,049.67	30,594.83	(3,000.00)	573,475.92	585,546.16	492,150.66	3,467,014.46

WIRE Transfers:

Brandy Sullivan

Gina Taruscio

Sandra Kelly

Sarah L. Banks, Finance Director

RECEIPTS REPORT FOR July 2020

Fund #	FUND NAME	Taxes	Franchise Fees	Licenses & Permits	Intergovernmental	Charges for Services	Fines & Penalties	Investment Income	Refunds & Reimbursements	Contributions & Donations	Other	Grand Total
101	GENERAL	2,297,419.55	104,661.76	41,420.45	655,388.04	135,247.76	11,677.36	14,235.84	168,676.94	0.00	4,370.67	3,433,098.37
105	STREETS	302,121.36	0.00	0.00	253,330.18	24,080.01	0.00	0.00	1,979.00	0.00	0.00	581,510.55
120	RECREATION AND CULTURE	0.00	0.00	0.00	0.00	3,662.29	0.00	0.00	0.00	200.00	2.33	3,864.62
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	1,438.71	0.00	0.00	0.00	0.00	0.00	1,438.71
220	WATER	0.00	0.00	0.00	0.00	530,100.28	0.00	6,172.80	149,995.00	0.00	0.00	686,268.08
230	SEWER	0.00	0.00	0.00	0.00	902,000.64	0.00	2,117.12	379.08	0.00	0.00	904,496.84
240	SANITATION	0.00	0.00	0.00	0.00	395,245.61	0.00	0.00	2,000.00	0.00	0.00	397,245.61
290	FLEET	0.00	0.00	0.00	0.00	84,312.30	0.00	0.00	110.00	0.00	0.00	84,422.30
295	INFORMATION SYSTEMS	0.00	0.00	0.00	0.00	117,298.00	0.00	0.00	0.00	0.00	0.00	117,298.00
320	WATER CAPITAL PROJECTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
330	SEWER CAPITAL PROJECTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
340	SANITATION CAPITAL PROJECTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
350	CAPITAL PROJECTS	0.00	0.00	0.00	11,582.50	0.00	0.00	8,414.05	0.00	0.00	813.29	20,809.84
355	LID CONSTRUCTION	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
380	HAMILTON P&R	0.00	0.00	0.00	0.00	0.00	0.00	2,055.16	0.00	0.00	0.00	2,055.16
590	BOND & INTEREST	370,206.63	0.00	0.00	0.00	0.00	0.00	412.70	0.00	0.00	0.00	370,619.33
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	2,969,747.54	104,661.76	41,420.45	925,705.84	2,193,385.60	11,677.36	33,407.67	323,140.02	200.00	5,186.29	6,608,532.53

City of Moscow
Cash and Investments
Balances as of 7/31/20

Fund		Year to Date Balance
General Fund	\$	8,098,379.89
Street Fund	\$	2,125,782.66
Culture & Recreation	\$	1,328,540.67
MSDCPF	\$	175,617.62
1912 Fund	\$	50,124.50
Transit Center	\$	85,065.06
Water Fund	\$	2,856,635.74
Sewer / WRRF	\$	4,960,346.29
Sanitation Fund	\$	2,895,991.16
Fleet Fund	\$	3,349,297.52
Information Systems	\$	2,269,849.06
Water Capital	\$	7,663,337.46
Sewer Capital	\$	12,193,027.70
Capital Projects	\$	12,557,594.43
Sanitation Capital	\$	6,178,994.48
LID construction	\$	47,173.13
Hamilton	\$	2,317,562.37
Bond & Interest	\$	885,858.16
LID Funds	\$	25,124.55
Payroll Service	\$	519,863.32
Total Cash & Investments	\$	70,584,165.77

COMMITTEE STAFF REPORT

DATE: Monday, August 10, 2020



RESPONSIBLE STAFF

Megan Cherry, Arts Program Manager

ADDITIONAL PRESENTER(S)

OTHER RESOURCES

AGENDA ITEM TITLE

CARES Act Idaho Commission on the Arts Grant Application (ACTION ITEM) - Megan Cherry

DESCRIPTION

The Idaho Commission on the Arts is facilitating the disbursement of CARES Act Round 1: Relief for Organizations funds to all current recipients of its Entry Track and Public Programs in the Arts grants. The Arts Department is a participant in both grant programs, and has been assigned funding in the amount of \$4826 to support operations in FY21. This opportunity requires the completion of a simple application followed by final reporting at the end of the fiscal year. If Council approves this application, the funding will support the presentation of a third exhibition at the Third Street Gallery during the year.

STAFF RECOMMENDATION

Direct staff to complete ICA CARES Act Round 1: Relief for Organizations grant application.

PROPOSED ACTIONS

PROPOSED ACTIONS: Direct staff to complete ICA CARES Act Round 1: Relief for Organizations grant application, or provide staff further direction.

FISCAL IMPACT

The available funding in the amount of \$4826 will augment the Third Street Gallery budget for FY21.

PERSONNEL IMPACT

The application and reporting process will not be a significant impact on staff time, and the presentation of an additional exhibition is well within the scope of staff capacity.

ATTACHMENTS

1. 2020_ICA_CARES Act_Program Description

Megan Cherry

From: Idaho Commission on the Arts <michael.faison@arts.idaho.gov>
Sent: Monday, July 27, 2020 9:47 AM
To: Megan Cherry
Subject: ACTION REQUIRED - Cares Act Grants

Follow Up Flag: Follow up
Flag Status: Flagged

CAUTION: This message originated from outside the City of Moscow's network. Exercise caution when clicking links or opening attachments. If in doubt, please contact Information Systems at extension 7004.



Photo: McCall Arts & Humanities Council, 4th grade barn dance at historic Roseberry with Ava Honey & band

In Spring 2020, and in response to the COVID-19 pandemic, Congress appropriated CARES Act funding to the National Endowment for the Arts to issue grants in support of the arts across America. A portion of this funding has been made available to the nation's state arts agencies, including the Idaho Commission on the Arts, to be distributed as special, one-time grants.

As a recipient of a Public Programs in the Arts or Entry Track grant from the Idaho Commission on the Arts, your organization has been approved to receive a CARES Act grant to be distributed by the Commission.

These allocations follow a formula similar to the one used to award your PPA or Entry Track grant. **These grants have already been approved; however, you will need to request the funds, using the Arts Commission's online WebGrants platform (see below for step-by-step instructions.)**

This one-time federal funding is designated to support salaries, fees for artists and other contracted personnel, and facilities costs (e.g., rent, utilities, etc.) It does not require a match. As with all Commission grants, it will require a final report at its conclusion.

[+ Click here for the complete list of grants](#)

The Commission is pleased to be able to provide additional funding during these unusually stressful times. Please do not hesitate to contact us with questions.

Jadee Carson, Grants Manager
jadee.carson@arts.idaho.gov
(208) 334-2119

REQUEST DEADLINE - AUGUST 31, 2020

Please follow the link below to the Webgrants online application portal. Once there, login using your existing Webgrants login credentials. We ask that you submit your request **no later than August 31, 2020.**

TO SUBMIT YOUR REQUEST

Log-in to WebGrants

Opportunities

CARES Act Round 1: Relief for Organizations

Start a New Application

Choose a *Primary Contact*

Give the form (application) a *Title*

Choose an *Authorizing Official*

Choose the *Organization*

SAVE

Go to Application Forms

Request Form

Complete the one narrative question

SAVE

Mark as Complete

Submit

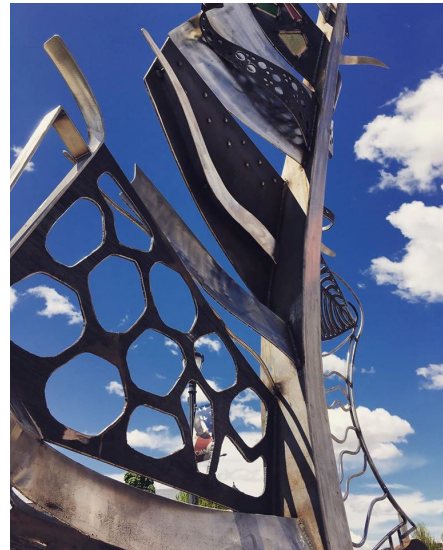


Photo: Indian Creek Musical Art Park

STAY CONNECTED



Idaho Commission on the Arts | P.O. Box 83720, Boise, ID 83720

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CITY COUNCIL STAFF REPORT

DATE: Monday, August 10, 2020



RESPONSIBLE STAFF

Gary Riedner, City Supervisor

REVIEWED BY

ADDITIONAL PRESENTER(S)

OTHER RESOURCES

AGENDA ITEM TITLE

MPD Body-Worn Camera Proposal (ACTION ITEM) - Gary J. Riedner

DESCRIPTION

The Moscow Police Department has been employing a Community Policing model which emphasizes education over enforcement and acts as a basis for professional, ethical and respectful law enforcement. This Community Policing philosophy has been employed for many years and as a result the MPD continues to support high standards of fairness, integrity, compassion and transparency.

The use of individual body-worn cameras by law enforcement has increased over the past several years, and as the attached memo from Chief James Fry indicates, use of body-worn cameras has been identified in MPD's strategic planning process. Further, body-worn cameras have several advantages, including providing additional evidence, enhancing transparency of contacts between officers and community members, and increasing accountability of all parties to a law enforcement contact.

The attached memo discusses the various factors to be considered when making the decision to deploy body-worn cameras, in addition to the funding of a body-worn camera initiative.

STAFF RECOMMENDATION

Recommend approval of proposal to purchase and deploy body-worn cameras by officers of the Moscow Police Department, including funding proposal, all as included in the attached memo from the City Supervisor.

PROPOSED ACTIONS

PROPOSED ACTIONS: Recommend approval of proposal to purchase and deploy body-worn cameras by officers of the Moscow Police Department, including funding proposal, all as included in the attached memo from the City Supervisor, or provide staff further direction.

FISCAL IMPACT

Total estimated upfront cost = \$130,000

Total estimated ongoing annual cost = \$142,000

PERSONNEL IMPACT

ATTACHMENTS

1. memo-MayorCC; Body-Worn Cameras 0820
2. ltr Fry-MayorCC; Body Worn Cameras 0820

MEMORANDUM



To: Mayor & City Council

From: Gary J. Riedner, City Supervisor

c: Chief James Fry, City Attorney Mia Batista, Information Systems Director Jesse Flowers, Finance Director Sarah Banks,

Date: August 6, 2020

Re: Body-Worn Cameras

The Moscow Police Department (MPD) has been employing a Community Policing model which emphasizes education over enforcement and acts as a basis for professional, ethical and respectful law enforcement. This Community Policing philosophy has been employed for many years and as a result the MPD continues to support high standards of fairness, integrity, compassion and transparency.

The use of individual body-worn cameras by law enforcement has increased over the past several years, and as the attached memo from Chief James Fry indicates, use of body-worn cameras has been identified as a potential strategy in MPD's strategic planning process. Further, body-worn cameras have several advantages, including providing additional evidence, enhancing transparency of contacts between officers and community members, and increasing accountability of all parties to a law enforcement contact.

There are various factors to be considered when making the decision to deploy body-worn cameras:

- *Purpose(s) for which deployment is being considered.*
 - If there are perceived issues of accountability of law enforcement during contact with the public, the recording of these contacts can assist in monitoring the conduct of all parties to the contact;
 - Providing another level of transparency of law enforcement operations by recording contacts with members of the community;
 - Providing an opportunity to obtain additional evidence to aid in the evaluation and disposition of law violations.
- *Financial Impacts.*
 - Cost of initial deployment. Purchase of body-worn cameras for patrol officers and other law enforcement as determined by the Chief of police. In this case, estimated at approximately \$2,000 per camera, plus an additional \$16,000 for attendant software and technical services;
 - Cost of additional digital storage. Digital recordings generated by body-worn cameras requires extensive storage, which must be maintained in accordance with public record retention laws and court-mandated evidentiary rules;
 - Cost of additional personnel. As additional digital records are generated, it is anticipated that the records will have to be curated, and will require additional services to meet public records and court requirements. For instance, if body-worn camera recordings identify individuals who are entitled to privacy (such as victims of sexual abuse, minors, etc.), it will be necessary to digitally redact those images from the recordings in accordance with law. Although there

are digital solutions which will simplify these tasks, the recordings will have to be manually reviewed to assure that privacy laws are observed. In the MPD, it is anticipated that thirty (30) body-worn cameras will be deployed, each of which will generate records when the wearer is on shift. It is anticipated that increased records management occasioned by these digital records will require a full-time position, either in the MPD, or City Attorney's office;

- Ongoing costs. Includes personnel costs, annual licensing fees, digital storage fees, software maintenance and upgrades as necessary, ongoing training, replacement and repair, and anticipated obsolescence of the cameras.

- *Funding.*

Estimated Upfront Costs:

- The anticipated cost of equipping thirty (30) MPD officers is \$60,000 ($\$2,000 \times 30$). An additional two (2) cameras are necessary for use when others are out-of-service due to accidents or malfunctions \$4,000 ($\$2,000 \times 2$). Total camera cost = \$64,000
- Licensing, software, and technical services = \$16,000
- Additional digital storage annual cost = \$50,000

Total estimated upfront cost = \$130,000

Estimated Ongoing Annual Costs:

- Replacement and repair of damaged cameras - 2 @ \$2,000 per camera = \$4,000;
- Three-year obsolescence program due to the demanding conditions required of law enforcement work. One-third of camera inventory to be replaced annually (\$20,000);
- Licensing, software and technical services estimated to be \$8,000 annually;
- Annual digital storage cost - \$50,000;
- Additional personnel to perform records management services - \$60,000

Total estimated ongoing annual cost = \$142,000

Staff has solicited a proposal from Watch Guard, the same vendor which provides the vehicle-mounted cameras currently in use at the MPD. The Watch Guard body-worn camera system is fully integrated and compatible with the vehicle camera system, and employs the same remote download of data to the City's digital storage. Additionally, Watch Guard includes proprietary redaction software to aid in digital records management.

In addition to the hard costs of implementing a body-worn camera system, there will be additional personnel costs incurred in training for the officers, as well as the digital records management technician.

It is anticipated that funds for the initial upfront costs will be taken from Information Systems accumulations for future purchases in FY2020. The cost of a digital records management technician will begin in FY2021. Evaluation of the amount of personnel time necessary to manage these digital records will occur after system deployment. Depending upon the needs of the system, it may be necessary to add additional resources during the 2021 fiscal year, and this determination will drive the personnel request for FY2022 and subsequent years.

Lastly, the City Attorney, in conjunction with the MPD administration, will prioritize the promulgation of procedures to be utilized in the deployment of the body-worn camera system.

MEMORANDUM Chief of Police

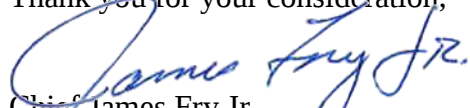


DATE: August 6, 2020
TO: Moscow City Council
FROM: Chief James Fry Jr.
SUBJECT: Body Worn Cameras

The Moscow Police Department has embraced a community policing philosophy for the past 27 years. The police department and the community have come together in collaboration through these years to build transparency and trust. For the past five years the police department has considered body worn cameras as part of our strategic plan. As we continue to strive to provide highly ethical and integrity-based policing, our department understands it is our duty to continue to instill transparency measures into our policing. As I have said numerous times over the last several months, "To whom much is given, much is expected." The police department embraces the philosophy of openness to community concerns and strives to provide continued professionalism while serving our community.

The value gained from the body worn camera includes: (1) additional resources for use in the prosecution of offenses, (2) evaluation of officer performance and (3) use as a training tool during the Field Training Program as well as throughout an officer's career. It is our goal through the implementation of the body-worn-camera program to enhance and increase trust, accountability and transparency with our officers, our community members and those who visit our community. Therefore, I am recommending the adoption of body worn cameras within the Moscow Police Department as a method to simultaneously enhance community trust, provide evidence in prosecution, and benefit officer training.

Thank you for your consideration,


Chief James Fry Jr.