



Public Works / Finance Committee

Regular Meeting

Laurie M. Hopkins

~Agenda~

City Clerk

www.ci.moscow.id.us

208.883.7015

Monday

Council Chambers

4:30 PM

May 14, 2018

206 E. Third St.

Action Items

1. Approval Of Public Works/Finance Committee April 23, 2018 Minutes – Laurie M. Hopki

Documents:

[PWF MINUTES OF 4-23-18.PDF](#)

2. Disbursement Report For April 2018 – Sarah Banks

Staff will present the Accounts Payable Report for the month ending April 2018.

ACTION: Sign the Disbursements Report for the month of April 2018.

Documents:

[DISBURSEMENT REPORT FOR APRIL 2018.PDF](#)

3. Artwalk Beer And/Or Wine Garden Resolution Artwalk Sidewalk Cafe Temporary Expansion Resolution - Jen Pfiffner

Artwalk 2018 is scheduled for June 15, 2018. Since 2016, Council has permitted beer and wine gardens within the City streets and rights-of-way in the Moscow Central Business District for select events by way of Council Resolution. The current proposal will allow appropriate City staff to issue permits for beer and wine gardens during Artwalk June 15th, 2018. An establishment interested in participating in Artwalk by hosting a beer/wine garden would contact the Community Events Manager to coordinate participation in accordance with this resolution and the authorized street closure permit process. Approved participating establishments are required to apply for a catering permit with the City of Moscow in accordance with State Liquor regulations.

Additionally, the City regulates sidewalk cafes in the downtown central business to the area immediately in front of an establishment. In an effort to add to the festive and enticing atmosphere of Artwalk businesses may opt to

expand their currently permitted sidewalk cafe to the abutting neighboring business property lines with the neighboring business' permission. An establishment wishing to temporarily expand its sidewalk cafe for Artwalk, pursuant to Resolution, would be required to file an amended Sidewalk Cafe Licensed Area diagram to the City Clerk with written permission from the neighboring business allowing the extension of the area in front of the neighboring business. Those establishments permitted to serve alcohol, would be required to apply for a catering permit with the City of Moscow in accordance with State Liquor regulations.

PROPOSED ACTIONS: Recommend approval of Resolution related to beer and wine gardens and Resolution related to temporary expansion of sidewalk cafes or provide staff further direction.

Documents:

[ARTWALK BEER GARDEN AND SIDEWALK CAFE TEMP EXPANSION.PDF](#)

4. 736 Vista Street And 822 Getaway Court Lot Line Adjustment - Michael Ray

Richard Burnham is requesting a lot line adjustment between two parcels of land currently addressed as 736 Vista Street and 822 Getaway Court. 736 Vista Street is 9,386 sf in size and 822 Getaway Court is 18,169 sf in size. The applicant is proposing to adjust the common lot line between the two parcels in order to convey a 6,837 sf area from 822 Getaway Court to 736 Vista Street. The subject properties are located in the Moderate Density Single-Family Residential (R-2) Zoning District which has a minimum lot area of 7,000 sf and a minimum lot width of 60 feet. Both parcels will also meet the minimum lot area and width requirements for the R-2 Zone. 736 Vista Street currently has a single family dwelling constructed upon it, which will meet all setback requirements for the proposed lot line adjustment.

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

Documents:

[736 VISTA AND 822 GETAWAY CT LOT LINE ADJ.PDF](#)

5. Internet Crimes Against Children MOU - James Fry

The Idaho Attorney General's Office has selected the Moscow Police Department to enter into a Memorandum of Understanding (MOU) allowing MPD Detective Eric Kjorness to become an agent under the Internet Crimes Against Children task force. This partnership allows the Moscow Police Department to hire an additional cyber crime investigator, as under the MOU, the Attorney General provides reimbursement to the City of all expenses for Det. Kjorness, including salary, as well as training and equipment. The MOU will provide better support and succession planning for the City of Moscow and the Moscow Police Department's commitment to the safety of children.

PROPOSED ACTIONS: Recommend approval of the Memorandum of

Understanding with the Idaho Attorney General's Office; or provide staff further direction.

Documents:

[INTERNET CRIMES AGAINST CHILDREN MOU.PDF](#)

6. FMPP Grant Application - Jen Pfiffner

The Farmers Market Promotion Program is a federally administered USDA grant. The Moscow Farmers Market has identified two projects requiring assistance that match the capacity building requirements of this grant to enhance the development, improvement and expansion of direct producer to consumer market opportunities. As identified in the Moscow Farmers Market Strategic Plan, the issue of Market Layout is Unsafe, Restrictive and Limits Growth Decisions has been listed as a project as well as a desire to identify a clear and distinctive branding message outlining what makes the Moscow Farmers Market unique.

PROPOSED ACTIONS: Recommend ratification of submittal of the grant request for the 2018 Farmers Market Promotion Program (FMPP) to address the Moscow Farmers Market Strategic Planning issue, "Market Layout is Unsafe, Restrictive and Limits Growth Decisions" and operational issue of limited branding knowledge and marketing tools, with total project costs estimated not exceed to \$135,000 with no local match required, or provide staff further direction.

Documents:

[FMPP GRANT APPLICATION.PDF](#)

7. Purchase Agreement For North Welcome Sign Property - Gary J. Riedner

In 1998, the City of Moscow installed welcome signs at the west, east and north entrances to the City. The south entrance sign was delayed pending the completion of modifications to US95 by the Idaho Transportation Department. The funding for the entrance signs included participation from the City, University of Idaho, Associated Students of the University of Idaho, Moscow School District and the Associated Students of Moscow School District.

The north entrance sign was constructed on land granted by a permanent easement granted by Gainford Mix, the owner of the property. Recent surveys have determined that the location of the sign is partially upon the easement, and portions of the sign and attendant landscaping are outside of the easement area, upon property owned by Richard Beebe and Edward Shipley. Mr. Beebe and Mr. Shipley have indicated that they are willing to sell the property to the City. Staff has worked with the property owners and have negotiated a price of \$4,200 for the City to obtain fee title to the property.

PROPOSED ACTIONS: Recommend purchase of property for the north entrance sign, or provide staff further direction.

Documents:

[PURCHASE AGREEMENT FOR N WELDSOME SIGN.PDF](#)

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~

Laurie M. Hopkins
City Clerk

www.ci.moscow.id.us

208.883.7015

Monday
April 23, 2018

4:00 PM

Council Chambers
206 E. Third St.

The meeting was called to order at 4:00 PM

PRESENT: Kathryn Bonzo Chair, Jim Boland Councilmember, Brandy Sullivan Councilmember

OTHERS: Mayor Bill Lambert, Council Member Gina Taruscio

STAFF: Gary J. Riedner, Mia Vowels, Kevin Lilly, Bob Buvel, Scott Bontrager, Tyler Palmer, Dwight Curtis, David Schott, Bill Belknap, Laurie M. Hopkins

1. Approval of Public Works/Finance Committee April 9, 2018 Minutes – Laurie M. Hopkins

RESULT:	ACCEPTED [UNANIMOUS]
AYES:	Kathryn Bonzo, Jim Boland, Brandy Sullivan

2. Morgan's Orchard Park Playground Slab and Pathway - David Schott

Staff is requesting authorization to retain Knox Concrete, LLC for construction of the Morgan's Orchard Park Playground Slab and Pathway Project in the amount of \$18,780 with a ten percent contingency of \$1,878 for a total amount not to exceed \$20,658.

On April 9, 2018, the City issued a solicitation of bids for the Morgan's Orchard Park Playground Slab and Pathway Project to four concrete contractors with three bid proposals received ranging from \$18,780 to \$25,946. The project includes the installation of a concrete pad for the playground, authorized to purchase by Council on February 20, 2018, and a concrete pathway to the playground. The funding source is the Hamilton Fund, and was approved through the FY2018 budget. The budgetary line item for expenses will be Capital Projects 350-165-30-770-76. Per City Council Resolution 2017-07, individual projects will be authorized through the annual budget authorization. The Public Works / Finance Committee considered and recommended approval to retain Knox Concrete for the construction of Morgan's Orchard Park Playground Slab and Pathway on April 23, 2018.

PROPOSED ACTIONS: Recommend Council authorization to retain Knox Concrete, LLC for the construction of Morgan's Orchard Park Playground Slab and Pathway Project in the amount of \$18,780 with a ten percent contingency of \$1,878 for a total amount not to exceed \$20,658 with funding source from the Hamilton Fund, or provide staff further direction.

Scott introduced the item as written above adding staff is anticipating completion on the slab in June and construction of the playground equipment in July. With no questions, the Committee recommended approval and that it be placed on the Council consent agenda.

RESULT:	RECOMMENDED TO COUNCIL CONSENT [UNANIMOUS]
AYES:	Kathryn Bonzo, Jim Boland, Brandy Sullivan

Minutes Acceptance: Minutes of Apr 23, 2018 4:00 PM (Regular Items)

3. White Avenue Water Main Replacement - Bob Buvel

The City published an advertisement for bids on March 30, 2018 for the White Avenue Water Main Replacement - 2018 Project. The base bid for the project includes construction of approximately 1,200 linear feet of 12 inch ductile iron water main, new stormwater infrastructure, and reconstructing the westbound lanes road base along the north side of White Avenue from Blaine Street to State Highway 8. Construction of water main includes new service lines, hydrants, associated fittings, valves, and abandoning/connecting existing water main. Stormwater construction will include installation of six new catch basins and approximately 110 linear feet of 8 inch SDR 35. The Engineer's estimate for the project was \$319,784.63. This was reviewed and recommended for approval by the Public Works/Finance Committee on April 23, 2018.

Bid opening for the project took place on April 17, 2018 at which 2 bids were received. Of the responsive bids received, numbers ranged from \$281,495.50 to \$313,328.00. Germer Construction Inc. was the low bidder on the project and a bid tabulation is attached.

PROPOSED ACTIONS: Recommend acceptance of the low bid from Germer Construction Inc., award the contract in the amount of \$281,495.50, and authorize staff approval for construction change orders in an amount not to exceed 10% of the contract amount, or take other such action deemed appropriate.

Buvel introduced the item as written above and said with a few breaks in the last few years, they want to complete the replacement prior to new street infrastructure. Having no questions, the Committee recommended approval and that it be placed on the Council consent agenda.

RESULT:	RECOMMENDED TO COUNCIL CONSENT [UNANIMOUS]
AYES:	Kathryn Bonzo, Jim Boland, Brandy Sullivan

4. 2018 Pavement Management Program: Slurry Seal Award - Scott Bontrager

The Pavement Management Program for FY2018 includes the utilization of a \$477,450 grant through the Local Highway Technical Assistance Council's (LHTAC's) Local Strategic Initiative Program to apply a Slurry Seal road preservation treatment on multiple roadways throughout the City. A Slurry Seal is the application of a thin mixture of water, asphalt emulsion, aggregate (very small crushed rock), and additives to an existing asphalt surface. Slurry Seals are primarily applied on residential and collector streets with low to moderate distress to help preserve and protect the surface and underlying pavement structure. The City published an advertisement for bids on March 31, 2018 for the 2018 Slurry Seal road treatment project. The base bid for the project includes 265,300 square yards of Type II Slurry Seal. The Engineer's estimate for the project was \$477,540.

Bids were opened on Tuesday, April 17, 2018. Four responsive bids were received, ranging from \$443,051 to \$583,660. Of those, the low bid was submitted by Intermountain Slurry Seal of Salt Lake City in the amount of \$443,051. A bid tabulation is attached. This item was presented to the Public Works/Finance Committee on April 23, 2018 which recommended approval.

PROPOSED ACTION: Recommend acceptance of the low bid from Intermountain Slurry Seal, award the contract in the amount of \$443,051, and authorize staff approval for construction change orders in an amount not to exceed 10% of the contract amount, or provide staff further direction.

Bontrager introduced the item as written above. The City has utilized this treatment since 2011 and applied about every two years as it is cost effective. Palmer said staff shifted the focus to surface treatment as a preventative measure to keep the good roads good and prolong the street life. For every one dollar spent on slurry seal, it saves seven dollars down the road for repair. As the low bid is below the approved grant, the remaining funds can go towards contingency or engineering work. The

Committee recommended approval and that it be placed on the Council consent agenda.

RESULT:	RECOMMENDED TO COUNCIL CONSENT [UNANIMOUS]
AYES:	Kathryn Bonzo, Jim Boland, Brandy Sullivan

5. Paradise Path Underpass & Multimodal Extension Bid Results and Contract Award - Scott Bontrager

The intersection of State Highway 8 and White/Styner Avenues has long been problematic for bicyclists and pedestrians needing to cross the highway. Federal funding to design and construct a bike/pedestrian underpass at this location, and to extend the Paradise Path to Blaine Street and the south entrance of the Latah County Fairgrounds was applied for in the Spring of 2016. The City was notified in February of 2017 that the request had been approved for construction in FY 2018. With the assistance of the Local Highway Technical Assistance Council (LHTAC), who administers the State of Idaho Transportation Alternatives Program, City Staff enlisted a local engineering firm, Alta-SE, to design the project.

On March 31, 2018, the City published an advertisement for bids to construct the project. The base bid includes 1,295 linear feet of 10' wide asphalt path, 190 linear feet of concrete path underpass, 980 linear feet of curb and gutter, 295 linear feet of concrete block retaining wall, 72 linear feet of 6' wide concrete sidewalk, and 4 new pedestrian ramps. Due to potential budget constraints, the bid proposal was structured such that the section of 10' wide asphalt path, pedestrian ramps, and curb and gutter from Blaine Street to the Fairgrounds is included as an additive alternate that may be awarded at the discretion of the City. As a federally funded project, it is subject to prevailing wages and other mandatory federal compliance requirements. The Engineer's estimate is \$344,702.27 Base Bid (Hwy 8/Troy Rd to Blaine St.) and \$31,834.40 Add Alternative No. 1 Bid (Blaine St. to Fairgrounds). This item was presented to the Public Works/Finance Committee on April 23, 2018 which recommended full Council review.

Bids were opened on Tuesday, April 17, 2018. Two responsive bids were received, with Base Bids ranging from \$392,847 to \$418,719.75 and Add Alternative No. 1 Bids ranging from \$28,873.50 to \$38,908.40. Of those, the low bid was submitted by Crea Construction of Lewiston in the amount of \$421,720.50 for Base Bid and Add Alternative No. 1 Bid. Bid tabulations are attached.

PROPOSED ACTIONS: Recommend acceptance of the low bid from Crea Construction, award the contract in the amount of \$421,720.50 for Base Bid and Add Alternative No. 1 Bid, and authorize staff approval for construction change orders in an amount not to exceed 10% of the contract amount, or provide staff further direction.

Bontrager introduced the item as written above. Staff discussed with LHTAC and the funding has panned out such that both the base bid and alternate can be done. Boland preferred the regular agenda because he has had citizens ask about this project. The Committee agreed and recommended approval.

6. Third Street- Polk to Hayes Phase II Bid Results and Contract Award - Scott Bontrager

The Third Street - Hayes Street to Polk Street Phase II project is the continuation of the Public Works Department's efforts to address pavement failure issues along the Third Street corridor while upgrading those public utilities that are approaching the end of their service life, and bringing the pedestrian routes up to current ADA Standards. The reconstruction of this segment of Third Street was originally included as an "Add Alternate" in the 2016 Third Street - Polk to Hayes Project, but was not awarded due to fiscal constraints.

This phase of the project will reconstruct the segment of Third Street from Monroe Street to Polk Street. The work includes full depth street replacement with subsurface drainage improvements, replacement of the existing 8 inch water main with a 24 inch diameter main, and replacement of the

existing storm and sanitary sewers within the roadway. The project will also install traffic calming curb bulbs at four locations and replace seven deficient curb ramps to insure compliance with ADA requirements. The Engineer's estimate is \$782,687.50.

The City published an advertisement for bids for Phase II on March 31, 2018 and bids were opened on Tuesday, April 17, 2018. Three responsive bids were received, ranging from \$658,761 to \$828,727.50. Of those, the low bid was submitted by Crea Construction of Lewiston in the amount of \$658,761. A bid tabulation is attached. This item was presented to the Public Works/Finance Committee on April 23, 2018 which recommended approval.

PROPOSED ACTIONS: Recommend acceptance of the low bid from Crea Construction, award the contract in the amount of \$658,761, and authorize staff approval for construction change orders in an amount not to exceed 10% of the contract amount, or provide staff further direction.

Bontrager introduced the item as written above. Macdonald explained only one bulb out was proposed in the Plan C traffic calming for Third Street and it was on the NW corner of Blaine and Third near Lena Whitmore. When staff applied for grant monies from the Child Pedestrian Safety Improvements in conjunction with the planning, anticipated bulb outs for the side streets. Bulb outs on the side streets will create more visibility for citizens as well as shorting the street crossing, which in turn increases pedestrian safety. The bulb outs within this grant are the NW and SW corners at Polk and Third Streets and the NW and SE corners of Howard and Third Streets.

MacDonald gave an update on the traffic calming on Third Street. Alta Planning and Design, the consultant on the corridor, arrived two weeks ago to lay out concepts, assess a plan and by early May the City should receive a draft report and technical memo. Alta seemed positive about the concepts and even suggested changes while they were in town. The Committee recommended approval and that it be placed on the Council consent agenda.

RESULT:	RECOMMENDED TO COUNCIL CONSENT [UNANIMOUS]
AYES:	Kathryn Bonzo, Jim Boland, Brandy Sullivan

7. Request to Purchase Fire Truck - Gary J. Riedner

One of the City's Major Challenge Areas (MCA) in its Strategic Plan, was to replace its aging and deteriorating fire apparatus. To meet this MCA, City Council directed that a schedule for fire truck replacement should be included within the City's budget process, rather than to depend upon a bond election to generate the funds for fire truck purchases. This direction was implemented in 2016, and a schedule was developed to replace the fire truck fleet. The first purchase was made in FY2017, for a Pierce Saber Pumper. This was the first replacement of three pumpers in the fleet. The truck was ordered in spring 2017 for delivery in the early summer of 2018. It is due to arrive in Moscow in June, 2018.

The FY2018 budget includes \$362,204 accumulation to be allocated toward the purchase of the second pumper engine scheduled to be ordered in FY2018 for delivery in 2019. In addition to the funding accumulation, the City applied for an Idaho Community Development Block Grant (ICDBG) in the amount of \$289,000, for which the City received notice of award this week. This brings the total available funding for purchase of the second pumper to \$651,204.

The City Fleet Department ordered the 2017 pumper engine through a purchasing consortium which provides the greatest discounts for the fire truck purchase. The Fleet Department has received notice from Hughes Fire Equipment (the dealer for Pierce), that recent tariff's imposed upon imports has had the effect of increasing the cost of certain components (mainly aluminum), which will consequently

increase the cost of the pumper by \$15,638. This increase can be avoided if the purchase order is made prior to May 1, 2018, when the tariff takes effect.

Fire Chief Brian Nickerson has been working with the Moscow Volunteer Fire Department (MVFD) Board of Directors and MVFD Company 7 (the Company which will receive the next pumper), and has obtained their approval of the specifications for the next pumper engine which will be identical to the pumper ordered in 2017. This approval allows for the new pumper to be ordered immediately, if desired.

Fleet Supervisor Rick Benjamin has been in contact with Hughes Fire Equipment and it is possible to order the new pumper prior to May 1, 2018, to avoid the price increase resulting from the tariff. The quoted purchase price is \$545,472. With the successful CDBG award, the purchase of the pumper could be made in advance of the 2019 schedule in order to avoid the tariff-related increase of \$15,638.

Since the next City Council meeting is not scheduled to occur until May 7, 2018 (subsequent to the May 1 order deadline), staff will be presenting this agenda item to both the Public Works/Finance Committee and the Administrative Committee in order to gain consensus to proceed with ordering the pumper engine prior to the May 7, 2018 City Council meeting, and staff will bring the agenda item forward to seek ratification of the action at the May 7, 2018 City Council meeting.

PROPOSED ACTIONS: Recommend approval of the purchase of the Pierce Saber Pumper and authorize staff to proceed with that purchase prior to May 1, 2018, and direct staff to bring the ratification of that direction to the May 7, 2018 City Council meeting for approval, or provide staff further direction.

Riedner introduced the item as written above. The federal government is adjusting tariffs for imports causing a spike in aluminum. Riedner explained the replacement schedule of fire trucks which included the next truck to be ordered in 2019. If ordered prior to May 1, 2018, the City can avoid the cost of the tariff as well as, if paid for up front, the City can save approximately \$18,000 for an estimated total savings of \$33,000. Staff has determined with the amount of funding from accumulation and the CDBG grant award, there is capacity to order the truck prior to May 1, 2018. There is a required environmental review record being worked on now. Everything should be done by the end of this week in order to order by April 30. Staff is looking for approval to enter into an agreement with Hughes now with ratification at the May 7, 2018 City Council meeting. Two engines are outside their life expectancy so this truck would be used immediately upon delivery in 2019. A third truck is close to its life expectancy. The ladder truck is not due for replacement until 2026 and the University of Idaho has committed to paying half of the cost. The Committee recommended approval and that it be placed on the Council consent agenda.

8. Authorization to Proceed with Purchase of Magyar Building - Gary J. Riedner

The City of Moscow Water & Sewer Departments have occupied the office building located at 201 North Main Street in Moscow (owned by Magyar Investments, Inc.) since 2008. The City leased the building for an initial term of 6 years, and that lease has been renewed on year-to-year extensions since 2013. The annual rate for the current lease is \$54,000 per year.

When the City originally leased the building, the location was optimal, as it provided office space in close proximity to the City's Water Operations building and filter plant located at the intersection of "A" and Jackson streets. Magyar investments has offered the building for City purchase for the amount of \$422,214.00. Assuming no increase in the current lease rate, and a projected rate of return on investment of 3%, the City will amortize the purchase price of the building in approximately ten years. Based upon the City's occupancy of the building for the past 10 years, and the favorable

structural assessment, it should serve the City's current needs for a Water and Sewer office building for many years to come.

Staff is recommending the purchase of the building for the amount of \$422,214.00. The recommended source of funding for the purchase will come from the Water Capital Projects and Sewer Capital Projects line items from accumulations for Public Works Facilities.

PROPOSED ACTIONS: Recommend purchase of the Water & Sewer office building from Magyar Investments, Inc. for the price of \$422,214.00 or provide staff further direction.

Riedner introduced the item as written above reiterating the location of the building is convenient as it is next to the filter plant building. The purchase takes into account probable repair and maintenance of the building that will need to be done such as roof, HVAC and some cosmetic repair. If Council approves, staff will draft an agreement. The Committee recommended approval and that it be placed on the Council regular agenda.

RESULT:	RECOMMENDED TO COUNCIL REGULAR [UNANIMOUS]
AYES:	Kathryn Bonzo, Jim Boland, Brandy Sullivan

Adjourn

The meeting was closed at 4:40 PM

MOSCOW CITY COUNCIL AGENDA**Meeting Date:** 05/14/2018**Title:** Disbursement Report for April 2018**Responsible Staff:** Gary J. Riedner

Information

DESCRIPTION: Presentation of the Accounts Payable Report for the month ending April 30, 2018. A summary of the major expenditures has been approximated by category and represents 95% of the total expenditure of \$2,002,481.56.

Payroll	\$995,680.00
Professional Services	72,950.00
Sanitation	282,019.00
Capital Outlay	145,747.00
Supplies	44,924.00
Retainage Payments	32,948.00
Vehicles	57,169.00
Utilities	74,869.00
Equipment	70,511.00
Improvements	49,273.00
ACH Wells Fargo	18,993.00
Contractual Payments	48,985.00
Total	\$1,894,068.00

STAFF RECOMMENDATION: Approve report.

ACTION: Sign the Disbursements Report for the month of April 2018.

Necessary Resources/Impacts

\$2,002,481.56

Attachments

Cash & Investments Balances April 2018
 Disbursements Report FY18
 Revenue 2018

City of Moscow Cash and Investments Balances as of 4/30/2018		
Fund	Year to Date Balance	
General Fund	\$	5,115,397.06
Street Fund	\$	1,602,230.68
Culture & Recreation	\$	1,399,933.07
MSDCPF	\$	158,720.24
1912 Fund	\$	78,296.05
Art Fund	\$	-
Transit Center	\$	109,719.55
Water Fund	\$	2,499,084.42
Sewer/WWTP	\$	4,188,000.12
Sanitation Fund	\$	2,193,206.45
Fleet Fund	\$	3,077,142.34
Information Systems	\$	1,838,339.20
Water Capital	\$	6,682,733.05
Sewer Capital	\$	7,009,341.95
Capital Projects	\$	5,517,618.26
Sanitation Capital	\$	4,624,624.16
LID construction	\$	179,232.42
Hamilton	\$	2,567,221.64
Bond & Interest	\$	177,841.23
LID Funds	\$	32,825.84
Payroll Service	\$	541,044.29
Total Cash & Investments	\$	49,592,552.02

DISBURSEMENTS REPORT FOR APRIL 2018										
DATE	FUND NAME	ACCOUNTS PAYABLE	ACCOUNTS PAYABLE	ACCOUNTS PAYABLE	ACCOUNTS PAYABLE	ACCOUNTS PAYABLE	ACCOUNTS PAYABLE	ACCOUNTS PAYABLE	ACCOUNTS PAYABLE	GRAND TOTALS
		4/6/2018	4/12/2018	4/19/2018	4/20/2018	4/23/2018	4/26/2018	4/16/2018	4/13/2018	4/27/2018
		00001.04.2018	00003.04.2018	00007.04.2018	00005.04.2018	00009.04.2018	00010.08.2018	00006.04.2018	00100.04.2018	00200.04.2018
BATCH #								00010.04.2018		
CHECK #'s		86977-87064	87065-87144	87145	87146-87192	87193	87194-87249	March's CC ACHS	20689-20696	20697-20705
Fund #										
101	GENERAL	24,008.09	78,626.15	793.50	6,106.60	1,225.00	29,766.61	8,782.28	288,029.95	304,462.89
105	STREETS	27,349.48	43,470.21		1,706.33		3.10	10.12	21,793.97	22,631.17
120	RECREATION AND CULTURE	12,536.12	10,405.24		960.68		8,782.83	2,799.15	49,227.65	51,175.20
121	MSD COMM. PLAY FIELDS	18.47	141.42		500.00		1,400.00		2,509.35	2,370.06
123	1912 CENTER		7,916.67							
128	TRANSIT CENTER		1,126.66		105.00					
220	WATER	12,674.91	30,384.07		4,880.06		3,189.73	1,566.72	46,751.10	47,489.35
230	SEWER	56,225.44	50,211.03		6,360.52		12,307.78	183.17	47,402.83	46,640.07
240	SANITATION	79,563.93	185,638.43				359.20		3,751.26	3,837.19
290	FLEET	72,982.41	6,247.97		2,861.67		18,846.89	518.46	11,992.30	12,201.77
295	INFORMATION SYSTEMS	196.61	3,381.25		1,659.05		25,500.00	5,133.63	16,552.10	16,861.61
320	WATER CAPITAL PROJECTS		14,324.60				12,909.57			
330	SEWER CAPITAL PROJECTS		19,626.72				16,870.00			
340	SANITATION CAPITAL PROJ									
350	CAPITAL PROJECTS	26,718.50	10,813.06				56,126.65			
355	LID CONSTRUCTION									
380	HAMILTON - PARKS & REC									
590	BONDS & INTEREST									
	TOTAL	312,273.96	462,313.48	793.50	25,139.91	1,225.00	186,062.36	18,993.53	488,010.51	507,669.31
										2,002,481.56

WIRE Transfers:

_____ Kathryn Bonzo, Chair

_____ Brandy Sullivan

_____ Jim Boland

_____ Gary J. Riedner, Acting Finance Director

Attachment: Disbursements Report FY18 (1714 : Disbursement Report for April 2018)

RECEIPTS REPORT FOR APRIL 2018

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	22,035.89	122,396.07	58,704.00	358,575.77	126,546.31	7,486.09	24,479.86	445.33	0.00	4,156.42	724,825.74
105	STREETS	2,941.51	0.00	0.00	307,478.85	26,153.82	0.00	0.00	208.00	0.00	0.00	336,782.18
120	RECREATION AND CULTURE	0.00	0.00	25.00	0.00	59,467.83	0.00	0.00	0.00	11.50	0.00	59,504.33
121	MSD COMMUNITY PLAY FIELDS	0.00	0.00	0.00	6,631.55	0.00	0.00	0.00	0.00	0.00	0.00	6,631.55
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	1,379.54	0.00	0.00	0.00	0.00	0.00	1,379.54
220	WATER	0.00	0.00	0.00	0.00	424,424.41	0.00	34,843.14	0.00	0.00	0.00	459,267.55
230	SEWER	0.00	0.00	0.00	0.00	830,153.16	0.00	0.00	922.45	0.00	0.00	831,075.61
240	SANITATION	0.00	0.00	0.00	0.00	375,844.83	0.00	0.00	2,000.00	0.00	0.00	377,844.83
290	FLEET	0.00	0.00	0.00	0.00	73,403.32	0.00	0.00	0.00	0.00	0.00	73,403.32
295	INFORMATION SYSTEMS	0.00	0.00	0.00	0.00	97,568.34	0.00	0.00	5.10	0.00	0.00	97,573.44
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	773,730.75	0.00	0.00	0.00	0.00	0.00	0.00	773,730.75
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	3,631.05	0.00	0.00	0.00	3,631.05
590	BOND & INTEREST	701.34	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	701.34
595	LID FUNDS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	547.70	547.70
	TOTAL	25,678.74	122,396.07	58,729.00	1,446,416.92	2,014,941.56	7,486.09	62,954.05	3,580.88	11.50	4,704.12	3,746,898.93

Attachment: Revenue 2018 (1714 : Disbursement Report for April 2018)

MOSCOW CITY COUNCIL AGENDA**Meeting Date:** 05/14/2018**Title:** Artwalk Beer And/Or Wine Garden Resolution Artwalk Sidewalk Cafe Temporary Expansion Resolution**Responsible Staff:** Jen Pfiffner

Information

DESCRIPTION: Artwalk 2018 is scheduled for June 15, 2018. Since 2016, Council has permitted beer and wine gardens within the City streets and rights-of-way in the Moscow Central Business District for select events by way of Council Resolution. The current proposal will allow appropriate City staff to issue permits for beer and wine gardens during Artwalk June 15th, 2018. An establishment interested in participating in Artwalk by hosting a beer/wine garden would contact the Community Events Manager to coordinate participation in accordance with this resolution and the authorized street closure permit process. Approved participating establishments are required to apply for a catering permit with the City of Moscow in accordance with State Liquor regulations.

Additionally, the City regulates sidewalk cafes in the downtown central business to the area immediately in front of an establishment. In an effort to add to the festive and enticing atmosphere of Artwalk businesses may opt to expand their currently permitted sidewalk cafe to the abutting neighboring business property lines with the neighboring business' permission. An establishment wishing to temporarily expand its sidewalk cafe for Artwalk, pursuant to Resolution, would be required to file an amended Sidewalk Cafe Licensed Area diagram to the City Clerk with written permission from the neighboring business allowing the extension of the area in front of the neighboring business. Those establishments permitted to serve alcohol, would be required to apply for a catering permit with the City of Moscow in accordance with State Liquor regulations.

STAFF RECOMMENDATION: Recommend approval of Resolution related to beer and wine gardens and Resolution related to temporary expansion of sidewalk cafes.

PROPOSED ACTIONS: Recommend approval of Resolution related to beer and wine gardens and Resolution related to temporary expansion of sidewalk cafes or provide staff further direction.

Necessary Resources/Impacts:

N/A

Attachments

ArtWalk;Beer-Wine(2018)

RESOLUTION NO. 2018 –

A RESOLUTION OF THE CITY OF MOSCOW, A MUNICIPAL CORPORATION OF THE STATE OF IDAHO, TO ALLOW FOR THE TEMPORARY VENDING OF BEER AND/OR WINE IN MOSCOW DOWNTOWN CENTRAL BUSINESS ZONING DISTRICT UNDER SPECIFIC REGULATIONS AND UNDER CERTAIN LIMITED CONDITIONS PURSUANT TO MOSCOW CITY CODE SECTION 10-1-12.

WHEREAS, Moscow City Code Section 10-1-12 prohibits the possession of alcoholic beverages while present in a public place or a place where the public has permitted access, including public streets and/or public rights-of-way in the City of Moscow, Idaho (hereinafter “City”) except in accordance with specific regulations adopted by the Council by Resolution; and

WHEREAS, the City of Moscow and the Moscow Chamber of Commerce are sponsoring Artwalk (hereinafter the “Event”), June 15, 2018 in downtown Moscow; and

WHEREAS, Artwalk is an Event promoting the close connections between the Moscow Chamber of Commerce, the City of Moscow, and local artists; and

WHEREAS, Council wishes to encourage and promote downtown businesses during the Event; and

WHEREAS, Moscow Main Street between 6th and “A” Streets in Moscow is a City street (hereinafter “the Event Location”); and

WHEREAS, Council wishes to allow for the vending and responsible consumption of beer and/or wine under certain conditions, contained herein and during limited hours during the Event; and

WHEREAS, Council wishes to prohibit the sale and/or consumption of liquor during the Event; and

WHEREAS, Council wishes to grant authority to appropriate City staff to approve catering permits for Beer and/or Wine Gardens for the Event; and

WHEREAS, Council believes the regulations contained herein are appropriate; and

WHEREAS, Council believes the specific regulations herein balance the health and safety concerns of citizens with the desire to promote downtown businesses; and

WHEREAS, Council believes that the specific regulations contained herein balance health and safety concerns of citizens, with the desire to promote responsible use of alcoholic beverages; and

WHEREAS, nothing contained in this Resolution is intended to waive other laws and regulations applicable to the sale and consumption of alcohol within City limits; and

WHEREAS, nothing contained within this Resolution is intended to endorse or support any particular belief, philosophy, or political position of any Beer and Wine Garden Sponsor permitted at the Event, and/or its affiliates, associations, contributors, supporters, participants, etc.;

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

SPECIFIC REGULATIONS ON THE SALE AND/OR CONSUMPTION OF BEER AND/OR WINE DURING ARTWALK 2018:

Intent:

This Resolution is intended to allow appropriate City staff to approve catering permits for Beer and/or Wine Gardens in City streets or rights-of-way in Moscow's downtown central business zoning district in appropriate locations approved by City staff for the sale and consumption of beer and wine only (not liquor), pursuant to these specific regulations and is not intended to amend or expand the Moscow City Code or any other applicable law or regulation beyond the scope of the particulars of this Resolution or beyond the hours of the Event. Other than as specifically provided herein, sanitary, health, litter, police, fire, sidewalk café, alcohol vending, and other laws and regulations shall be unaffected by this Resolution. This Resolution shall not establish precedent nor shall it apply to any event other than the Event held on the 15th day of June, 2018 from 4:00 p.m. to 10:00 p.m. Set-up may begin at 3:00 p.m.; tear-down and clean-up may continue until 11:00 p.m.

Liability, Insurance and Safety:

1. No less than five (5) days prior to the Event at which the licensed vendor will sell beer/wine, the Beer and/or Wine Garden Sponsor shall deliver to the City Clerk one (1) copy of written proof that the licensed vendor has current, paid up, off-premise liquor liability insurance or special event insurance in an amount not less than One Million Dollars (\$1,000,000) combined single limits.
2. City shall be named as an additional insured on the insurance policy of the licensed vendor.
3. No less than five (5) days prior to the Event, the Beer and/or Wine Garden Sponsor shall deliver to the City Clerk the signed original of an agreement with City to defend, hold harmless and indemnify City of Moscow, Idaho, its agents, servants, employees, officers and contractors from any and all claims, causes of action or damages which may arise from the Beer and/or Wine Garden Sponsor's use of the Event Location premises.
4. The Moscow Police Chief or designee is hereby empowered to order the immediate cessation of a Beer and/or Wine Garden Sponsor's activities allowed under this Resolution at any time he reasonably determines that it is in the best interest of City to do so. There shall be no appeal from a determination by the Moscow Police Chief or his designee to terminate all or part of any Beer and/or Wine Garden permitted for the Event.

Vendor:

1. There shall be only one (1) licensed vendor of beer and/or wine in the Beer and/or Wine Garden Sponsor's permitted area;
2. All beer/wine shall be sold only by a licensed vendor;
3. Every licensed vendor shall comply with all alcohol related laws and regulations, including, but not limited to, the City requirement of a catering permit;
4. The name, address, telephone number, alcohol license permit number of every licensed vendor, and proof of insurance covering the vendor's activities (as required herein) shall be provided to the City Clerk no less than five (5) days prior to the Event at which such licensed vendor shall sell beer and/or wine;
5. The City shall play no role in determining which vendor shall be selected to sell beer/wine in the Permitted Area during the Event described herein;
6. The vendor shall provide at least two (2) persons to check proper identification for those who shall be sold beer/wine during the Event. These persons shall be clearly identified and shall be stationed within ten feet (10') of the sales and/or dispensing counter between 4:00 p.m. and 10:00 p.m. while alcoholic beverages are being sold and/or consumed;

Sales and Consumption:

1. No less than five (5) days prior to the Event at which the licensed vendor will sell beer/wine, the Beer and/or Wine Garden Sponsor shall deliver to the City Clerk one (1) copy of a site map which shall be drawn to show the locations, dimensions of, and relative distances between the following: (a) the beer/wine garden within the Street; (b) the barricade, sales and/or dispensing area, consumption area, entry and exit points; (c) identification checking station; and, if any, (d) food sales and service areas. Said site design and any subsequent alterations shall be approved in writing by the Moscow City Supervisor or designee, and by the Moscow Chief of Police or designee prior to the Event;
2. All beer/wine sales and consumption shall take place within the area designated by the Beer and/or Wine Garden Sponsor and as shown on the site map required by this Resolution;
3. The designated sales and service area(s) shall be physically separated from the rest of the Event Location by a barricade which is no less than forty four inches (44") tall and which is constructed so no person can pass under, over, or through it except at established entry and exit points located, as shown, on the site map required by this Resolution. All sales, dispensing, service, and consumption shall take place inside the approved barricade area;
4. All food sales and service shall be located outside the approved barricade and have a space of no less than ten feet (10') between the approved barricade and food sales or service area;
5. No person shall be allowed to transport, purchase, consume or possess alcohol in the Permitted Area other than within the area designated for alcohol sales and consumption as shown on the map required by this Resolution;
6. There shall be no more than one (1) entrance and one (1) exit to the area designated for alcohol consumption, as shown on the map required by this Resolution;
7. All beer/wine shall be dispensed in and consumed from its original container or a readily identifiable container not more than sixteen ounces (16 oz.) in size which shall not bear a logo for a non-alcoholic beverage;
8. Every occupant within the area(s) designated for beer/wine consumption shall provide identification to law enforcement officers or City employees who request it;

9. A sign shall be prominently posted at or near all entrances and exits to any area designated for beer/wine sales and/or consumption stating to the effect that no alcohol can be consumed within the Permitted Area unless it is purchased within such Permitted Area and that no person under twenty one (21) years of age may purchase, carry, or consume alcohol within the Permitted Area;
10. Beer/wine shall be sold only within the designated Beer and/or Wine Garden Sponsor's Permitted Area only between the hours of 4:00 p.m. and 10:00 p.m. on the 15th day of June, 2018;
11. Beer/wine shall be consumed only within the designated Beer and/or Wine Garden Sponsor's Permitted Area only between the hours of 4:00 p.m. and 10:00 p.m. on the 15th day of June, 2018, during the Event;
12. No person shall carry or consume an alcoholic beverage within the Beer and/or Wine Garden Sponsor's Permitted Area which is not purchased or dispensed from a licensed vendor at the Event and consumed within the approved consumption area. Consumption of alcohol not purchased within the Beer and/or Wine Garden Sponsor's Permitted Area and outside of the approved consumption area shall be considered a violation of the City's open container ordinance.

Fee

The Beer and/or Wine Garden Sponsor shall submit to the City Clerk, within five (5) days of the Event, the required fee established by Council that is associated with this Resolution.

Failure To Comply:

Failure to comply with this Resolution shall expose any such person to all relevant civil and criminal consequences and may result in denial of subsequent applications for alcohol permits within Moscow for a period of no less than five (5) years.

PASSED AND APPROVED by the Mayor of the City of Moscow, Idaho, this _____ day of _____, 2018.

Bill Lambert, Mayor

ATTEST:

Laurie M. Hopkins, City Clerk

Attachment: ArtWalk;Beer-Wine(2018) (1716 : Artwalk 2018 Beer/Wine Garden Resolution)

MOSCOW CITY COUNCIL AGENDA**Meeting Date:** 05/14/2018**Title:** 736 Vista Street and 822 Getaway Court Lot Line Adjustment**Responsible Staff:** Michael Ray

Information

DESCRIPTION: Richard Burnham is requesting a lot line adjustment between two parcels of land currently addressed as 736 Vista Street and 822 Getaway Court. 736 Vista Street is 9,386 sf in size and 822 Getaway Court is 18,169 sf in size. The applicant is proposing to adjust the common lot line between the two parcels in order to convey a 6,837 sf area from 822 Getaway Court to 736 Vista Street. The subject properties are located in the Moderate Density Single-Family Residential (R-2) Zoning District which has a minimum lot area of 7,000 sf and a minimum lot width of 60 feet. Both parcels will also meet the minimum lot area and width requirements for the R-2 Zone. 736 Vista Street currently has a single family dwelling constructed upon it, which will meet all setback requirements for the proposed lot line adjustment.

STAFF RECOMMENDATION: Recommend approval of the lot line adjustment request with no conditions.

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

Necessary Resources/Impacts

N/A

Attachments

Packet

RECEIVED

MAY 04 2018

City of Moscow

May 4, 2018

City of Moscow
Mayor and City Council
Moscow, ID 83843

RE: Boundary Line Adjustment

Dear Mayor and City Council:

Attached is the plat map and legal description of two parcels of land that we are requesting lot line adjustments for: Lot 1 (one) and Lot 3 (three), as surveyed and prepared by Hodge & Associates. Both lots are in the Moser Estate Fifth Addition.

After readjustment, Lot 1 will contain 16,223 Sq Ft (+/-) and Lot 3 will contain 11,361 Sq Ft (+/-).

We appreciate your consideration regarding this request.

Please feel free to contact me should you have any questions.

Kind regards,



Richard E. Burnham
1147 Amy Court
Moscow, ID 83843
208/596-5772

Attachment: Packet (1718 : 736 Vista Street and 822 Getaway Court Lot Line Adjustment)

4/30/2018

Legal Description by Hodge & Associates
For Richard Burnham
Parcel 1

A legal description for a parcel of land located in Lot 3, Block 5 of Vista Addition to the City of Moscow, in Section 16, Township 39 North, Range 5 West, Boise Meridian, Latah County, Idaho and being more particularly described as follows;

Beginning at the southeast corner of Lot 1, Block 5 of Vista Addition to the City of Moscow;

Thence S89°15'19"E, 65.00 feet;

Thence N48°22'58"E, 47.27 feet, to the common line between Vista Addition to the City of Moscow and Moser Estate Fifth Addition to the City of Moscow;

Thence, along said common line, S44°14'33"E, 35.38 feet to the west corner of Lot 2, Block 2, of said Moser Estates Fifth Addition;

Thence, continuing along said common line S44°14'33"E, 35.00 feet to the east corner of said Lot 3, Block 5 of Vista Addition;

Thence departing said common line, S48°22'58"W, 126.77 feet along the southeasterly line of said Lot 3 to the right of way of Getaway Court;

Thence 65.02 feet, along said right of way, on a curve to the left, said curve having a Delta = 82°46'55", Radius = 45.00 feet, Chord = 59.51, and a Chord Bearing = N69°46'18"W to the southwest corner of said Lot 3;

Thence along the west line of said Lot 3, N 0°48'16"E, 83.50 feet to the **Point of Beginning**.

Parcel contains 11,361 Sq. Ft, more or less.



4/30/2018

**Legal Description by Hodge & Associates
For Richard Burnham
Parcel 2**

A legal description for a parcel of land located in Lots 1 and 3, Block 5, of Vista Addition to the City of Moscow, in Section 16, Township 39 North, Range 5 West, Boise Meridian, Latah County, Idaho and being more particularly described as follows;

Beginning at the Southeast corner of Lot 1, Block 5 of Vista Addition to the City of Moscow;

Thence N89°15'19"W, 103.04 feet to the southwest corner of Lot 1, Block 5 of Vista Addition to the City of Moscow and the east right of way of Vista Street;

Thence, along said right of way, N0°51'45"E, 91.55 feet to the northwest corner of said Lot 1;

Thence, departing said right-of-way, S89°08'15"E, 102.70 feet to the northeast corner of said Lot 1, and the southwest corner of Lot 4, Moser Estate Fifth Addition to the City of Moscow;

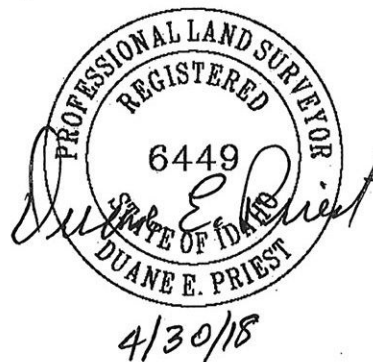
Thence along the north line of Lot 3, Block 5 of Vista Addition, S89°46'15"E, 40.26 feet to the northeast corner of said Lot 3, being also the west corner of Lot 3, Block 2 of Moser Estate Fifth Addition;

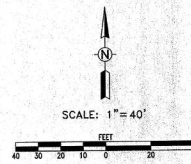
Thence along the common line between Vista Addition and Moser Estate Fifth Addition, S44°14'33"E, 84.62 feet;

Thence departing said line, S48°22'58"W, 47.27 feet;

Thence N89°15'19"W, 65.00 feet to the **Point of Beginning**.

Parcel contains 16,223 Sq. Ft, more or less.





1 of

MOSCOW CITY COUNCIL AGENDA**Meeting Date:** 05/14/2018**Title:** Internet Crimes Against Children MOU**Responsible Staff:** James Fry

Information

DESCRIPTION: The Idaho Attorney General's Office has selected the Moscow Police Department to enter into a Memorandum of Understanding (MOU) allowing MPD Detective Eric Kjorness to become an agent under the Internet Crimes Against Children task force. This partnership allows the Moscow Police Department to hire an additional cyber crime investigator, as under the MOU, the Attorney General provides reimbursement to the City of all expenses for Det. Kjorness, including salary, as well as training and equipment. The MOU will provide better support and succession planning for the City of Moscow and the Moscow Police Department's commitment to the safety of children.

STAFF RECOMMENDATION: Recommend approval of the Memorandum of Understanding with the Idaho Attorney General's Office.

PROPOSED ACTIONS: Recommend approval of the Memorandum of Understanding with the Idaho Attorney General's Office; or provide staff further direction.

Necessary Resources/Impacts

<Type your fiscal/personnel/miscellaneous impacts here or N/A>

Attachments

2017 ICAC MOU final

MEMORANDUM OF UNDERSTANDING

The Office of the Idaho Attorney General (“OAG”) and _____ (“Agency”) hereby agree and understand as follows:

I. RECITALS

1. In its 2013 session, the Idaho Legislature enacted Idaho Code § 67-1410. With an effective date of July 1, 2013, Idaho Code § 67-1410 establishes an Internet Crimes Against Children (“ICAC”) unit within the OAG. Pursuant to this statute:

A. The ICAC unit is authorized to conduct a statewide program for the investigation and prosecution of Internet-based crimes against children.

B. The ICAC unit will be under the exclusive control of the OAG.

C. The OAG may receive assistance for the ICAC unit from, or enter into agreements with any law enforcement agency or prosecutor and may renew, suspend or revoke any such agreements at any time.

D. The OAG may designate commissioned law enforcement officers employed by local law enforcement agencies or by the State of Idaho to serve as ICAC Task Force Agents (“Task Force Agent”). Pursuant to Idaho Code § 67-1410, The ICAC unit will have peace officer authority to investigate internet crimes against children and make arrests throughout Idaho. The ICAC unit will serve solely at the discretion and will of the OAG. Designation of a commissioned law enforcement officer to serve as an ICAC Task Force Agent does not constitute employment by the OAG or otherwise create a property right to which due process applies.

E. The OAG may employ attorneys, investigators and others for the ICAC unit and may adopt rules necessary to implement the duties and responsibilities set forth in Idaho Code § 67-1410.

2. The mission and goals of the ICAC unit are:

A. To investigate, apprehend and prosecute persons committing Internet-based crimes against children.

B. To provide assistance to local agencies in their investigation and prosecution of internet-based crimes against children and other crimes involving sexual abuse of children.

C. To train local law enforcement and prosecutors, with the goal of providing a network of trained investigators, forensic examiners and prosecutors throughout the state.

D. To develop statewide standards for investigations, forensic exams and prosecution of Internet-based crimes against children.

E. To implement crime prevention measures, such as training and community outreach to parents, educators and law enforcement.

F. To coordinate with local, state and federal agencies to maximize resources and efficiency.

G. To maintain records and statistics of the ICAC unit activities, including number of cases referred, investigations, prosecutions and sentences imposed.

3. In furtherance of these goals and the OAG's statutory responsibilities under Idaho Code § 67-1410, the OAG contemplates that:

A. A Deputy Attorney General ("DAG") assigned to the Special Prosecutions Unit ("SPU") of the Criminal Law Division of the OAG's office will have oversight of the ICAC unit. The ICAC DAG will be responsible for oversight, coordination and direction of the ICAC unit. The Chief Investigator of the SPU ("Chief Investigator"), an OAG employee who is not designated as an ICAC Task Force Agent, and who reports directly to the Lead DAG of the SPU, will assist the ICAC DAG with oversight of the ICAC unit. The ICAC DAG will provide direction and prioritization for cases to be investigated by the ICAC unit, will exercise prosecutorial discretion over cases developed by the ICAC unit or refer them to the appropriate local or federal prosecutors, will prosecute cases developed by the ICAC unit or assist local prosecutors and will serve as liaison with local prosecutors, the Idaho Prosecuting Attorneys Association and the U.S. Attorney's Office. The ICAC DAG will provide direction for the ICAC unit in the development of unit policies and procedures and statewide standards for investigation and prosecution of Internet-based crimes against children and will serve as primary spokesperson for the ICAC unit.

B. An OAG-employed investigator designated as an ICAC Task Force Agent will serve as the ICAC unit's Operational Coordinator. The Operational Coordinator will report to the ICAC DAG and the Chief Investigator of the SPU. The Operational Coordinator will have oversight of all operations related to the ICAC unit, including: Investigations; training; the development of investigative policies and procedures; the administration of federal grants; facilitation of outreach and educational programs, and maintaining appropriate records as directed by the ICAC DAG and Chief Investigator and as required by state or federal laws or regulations as amended from time to time.

C. The OAG may assign one or more designated personnel to oversee individual ICAC unit operations or categories of operations undertaken by the ICAC unit.

D. The OAG intends to employ one or more forensic analysts to assist in the examination and analysis of computer-related evidence for the ICAC unit. These analysts may be assigned additional duties related to the unit. The number of analysts may vary from time to time, depending on unit needs and budgetary factors.

E. The OAG will provide administrative support for the ICAC unit, as budgetary factors allow.

F. The ICAC may be designated to work at the ICAC unit headquarters in Boise, Idaho, or in their own agencies.

G. The OAG may hire additional employees to work in or support the ICAC unit, as unit needs and budgetary factors allow.

4. The Agency desires to participate, and the OAG desires that the Agency participate in the ICAC unit, by assignment of one or more of the Agency's employees, who shall be designated as an ICAC Task Force Agent(s), as evidenced by the signature of its authorized representatives of the OAG and the Agency appended hereto.

Based on the foregoing, it is hereby agreed as follows:

II. AGREEMENT OF UNDERSTANDING

1. Designation of ICAC Task Force Agent(s): The Agency shall assign the Agency's employee(s) identified in Appendix A hereto, and the OAG shall designate the same as an ICAC Task Force Agent(s) to work with the ICAC unit.

2. Time for Performance: The Task Force Agent shall work with the ICAC unit during the times set forth in Appendix A hereto, or until this Memorandum of Understanding ("MOU") is terminated by the OAG or the Agency.

3. Scope of Work: As a designated Task Force Agent, the Task Force Agent may be required to perform various duties, including, but not limited to, the following:

A. Conducting and assisting in all phases of investigation by the ICAC unit, including investigation, undercover operations, monitoring Internet sites, responding to Cyber Tips, preparation and execution of search warrants,

apprehension and arrest of suspects, forensic analysis, assistance to prosecutors, testimony in court and other duties.

B. Assisting federal, state and local law enforcement agencies with investigations and prosecution of Internet-based crimes against children.

C. Assisting in public education and community outreach initiatives, including, but not limited to, interaction with schools, school boards and civic groups; distributing education materials; and providing training to those interested in giving Internet safety presentations.

D. Developing policies and procedures for the ICAC unit and standards for investigation and prosecution of Internet crimes against children statewide.

E. Maintaining records of referrals, cases, prosecutions, convictions, and other matters, as directed by the OAG.

F. Other work that furthers the duties and goals of the ICAC unit as set forth herein.

4. Location and Assignment of Work: For purposes of this MOU, the Task Force Agent shall work at the location designated in Appendix A hereto. Assignments of cases to ICAC personnel shall be at the discretion of the ICAC DAG, in consultation with the Chief Investigator and designated Task Force Agent(s).

5. Financial and Budgetary Support: The OAG shall provide financial and budgetary support for the ICAC unit. No expenditure of ICAC funds may be made without pre-approval by the OAG.

6. Equipment: The Agency, at its sole expense, shall furnish the Task Force Agent designated in Appendix A hereto with the equipment listed in Appendix B hereto. The OAG, at its sole expense, shall furnish the Task Force Agent designated in Appendix A hereto with the equipment listed in Appendix B hereto. Property utilized in the ICAC unit activities shall be maintained in accordance with the policies and procedures of the agency supplying the equipment.

7. Number of Hours Worked – Overtime:

A. The OAG and the Agency contemplate that the Task Force Agent shall work the number of hours per week set forth in Appendix A hereto. Additional hours worked on ICAC matters shall be approved by the ICAC unit Operational Coordinator and Chief Investigator.

B. For purposes of this MOU, hours worked on ICAC matters shall include training necessary to retain peace officer certification and mental and

physical fitness evaluations and requirements of the Task Force Agent's employment with the Agency. Hours worked on ICAC matters shall not include time worked on non-ICAC investigative, administrative or other matters for the Agency, and shall not include specialized training in matters not directly related to the ICAC unit's mission and goals.

C. All payment for overtime worked by the Task Force Agent on ICAC matters shall be paid from the federally-funded ICAC grant, upon pre-approval by the ICAC Governing Board.

8. Time Records: The Task Force Agent shall timely maintain and submit to his/her local law enforcement agency written records of the hours actually worked for the ICAC unit, including a description of the matters worked on and type of work performed. The Agency shall review and approve such records and submit them to the OAG for reimbursement pursuant to paragraph II. 10.

9. Work for the Agency: The Task Force Agent shall work on non-ICAC unit matters for the Agency at the request of the Agency, with advance notice to the OAG. The Agency will not be reimbursed by the OAG for time worked by the Task Force Agent on non-ICAC unit matters.

10. Payment of Salaries and Costs:

A. The OAG shall pay the Agency at the rate stated in Appendix A hereto, to reimburse the Agency for the work of the Task Force Agent on ICAC matters. Such payment shall be made pursuant to the schedule set forth in Appendix A hereto. Reimbursement shall only be for hours actually worked on ICAC-related matters as stated in this MOU.

B. The OAG shall reimburse the Agency for agreed-upon costs or directly pay costs, as identified in Appendix C hereto.

11. Employment Status of the Task Force Agent: In accordance with Idaho Code § 67-1410, the OAG shall have exclusive control of the ICAC unit. However, the Task Force Agent, in performing work pursuant to this MOU for the ICAC unit and for all other purposes, shall remain for all purposes an employee of the Agency and subject to the Agency supervision and shall not be an employee of the OAG. The Task Force Agent will be subject to the laws, regulations, policies and personnel rules applicable to the Agency and will continue to report to the Agency for non-ICAC administrative and other matters not detailed in this MOU. Conduct undertaken outside the scope of the Task Force Agent's duties and assignments under this MOU shall not fall within the oversight of the OAG or the OAG employees identified herein.

12. Federal, State and Local Taxes: The non-OAG Task Force Agent will be paid directly by his/her local law enforcement agency. Accordingly, the AG will not

withhold any federal, state, payroll or other taxes from reimbursement payments made to the local law enforcement agency. All payroll deductions and withholding and/or payment of all taxes shall be the responsibility of the Agency and the Task Force Agent.

13. Fringe Benefits: Because the Task Force Agent is not an employee of the OAG, he/she is not eligible for, nor entitled to, and shall not participate in, the State of Idaho's pension, health or other fringe benefit plans.

14. Worker's Compensation: The OAG will not obtain worker's compensation insurance for a non-OAG Task Force Agent. The Agency agrees to obtain worker's compensation coverage as required by law for the Task Force Agent. The Agency shall furnish a copy of his/her certificate of worker's compensation insurance covering the Task Force Agent to the OAG upon request.

15. Workplace Conduct: If the Task Force Agent is assigned to work in any location under the control of the OAG or the state of Idaho, the Task Force Agent shall abide by all policies of the OAG or the state of Idaho regarding workplace conduct. The OAG shall provide the Task Force Agent a copy of the portion of the OAG's Employee Handbook dealing with workplace conduct upon designation as an ICAC Task Force Agent. For all other purposes, the Task Force Agent shall be subject to the workplace policies of the Agency.

16. Termination: Either party may, in its sole discretion, immediately terminate this MOU in its entirety, or as to any individual designated Task Force Agent, upon written notice to either party. In the event of termination, the Task Force Agent shall promptly discontinue all work, unless directed otherwise. The Task Force Agent and the Agency shall promptly return to the OAG any equipment or property owned by the OAG or furnished pursuant to this MOU, any passes, cards or identification for parking or building access, and all data, reports, estimates, summaries or other information or materials as may have been accumulated by the Task Force Agent or the Agency in performance of the MOU, whether completed or in process.

17. Investigations and Prosecutions: It is anticipated that the ICAC unit will be referred cases for investigation and prosecution and that it will receive requests for assistance to local investigations and prosecution. In order to facilitate the most efficient use of investigative and prosecutorial resources, the OAG and the Agency agree as follows:

A. The ICAC DAG, Chief Investigator and Task Force Agent(s) will consult regarding the prioritization of cases for investigation and requests for assistance; however, the ICAC DAG will retain discretion to set such priorities.

B. The ICAC DAG will prioritize cases for prosecution. A determination will be made on a case-by-case basis whether the prosecution of cases developed

through the ICAC unit investigations will be prosecuted by the ICAC DAG, by county prosecutors, or at the federal level. In making this determination, the ICAC DAG may consult with local and federal prosecutors and the ICAC unit.

18. Use of Force:

A. Less-Than-Lethal Devices: The Agency will ensure that while the Task Force Agent is participating in ICAC unit operations, the Task Force Agent will carry only less-than-lethal devices that the Agency has issued to the Task Force Agent and that the Task Force Agent has been trained in the use thereof in accordance with the Agency's policies and procedures.

B. Firearms and Deadly Force: The Task Force Agent will follow the Agency's policies concerning firearms and use of deadly force.

19. Work Product, Information Sharing and Records:

A. All documents, including, but not limited to, policies, procedures, standards and other documents prepared by or with the assistance of the Task Force Agent for the ICAC unit are owned by and for the exclusive use of the OAG and shall not be disclosed to any person without the prior consent of the OAG.

B. Investigation reports prepared by the Task Force Agent shall be prepared in compliance with the Agency's existing policy, subject to additional numeric or other identification for the ICAC unit use and reference.

C. The ICAC unit shall maintain originals or copies of all investigation reports generated by the ICAC unit in a central ICAC records repository. Where investigations do not generate a prosecution, reports shall be transmitted to the local law enforcement agency having jurisdiction over the subject(s) of the investigation.

D. No information possessed by the ICAC unit regarding potential, ongoing or closed investigations, including information involving potential or actual crime victims, shall be disseminated by any individual, including the Task Force Agent, without the approval of the ICAC DAG and in accordance with applicable state and federal laws and the internal regulations, policies or procedures of the ICAC unit. Any unauthorized release of information shall be immediately reported to the ICAC DAG, Chief Investigator or Operational Coordinator.

E. Public records requests directed to the ICAC unit shall be processed through the OAG's office. Public records requests directed to the Agency shall be processed by the Agency.

F. At the direction of the ICAC DAG and/or Chief Investigator, the Task Force Agent shall prepare periodic summaries and/or reports of his/her work with

the ICAC unit and submit them to the Chief Investigator, for the OAG's records and for dissemination to agencies participating in the ICAC unit.

20. Media: The Agency and the OAG agree that all media contact regarding the ICAC unit activities shall be mutually agreed upon and coordinated according to the OAG and the Agency guidelines. Press releases shall be pre-approved by the OAG's Public Information Officer, the Chief of the Criminal Law Division and the ICAC Commander.

21. No Authority to Bind the OAG: The Task Force Agent shall have no authority to enter into contracts or agreements on behalf of the OAG. This MOU does not create a partnership between the OAG and the Agency and/or Task Force Agent and nothing herein shall be interpreted to create an employer-employee, master-servant or principal-agent relationship between the OAG and the Task Force Agent in any respect.

22. Limitations: Nothing in this MOU shall be construed as limiting or expanding the statutory or regulatory authority or responsibilities of the OAG or the Agency, or limiting the OAG or the Agency in the performance of functions granted to them by law, or as requiring the OAG or the Agency to expend any sum in excess of its respective appropriation. All provisions of this MOU are subject to the laws, ordinances, rules and regulations applicable to the OAG and the Agency respectively.

23. Fiscal Necessity and Non-Appropriation: The OAG is a governmental entity, and the OAG and the Agency agree and understand that the OAG's payments herein provided for shall be paid from Idaho state legislative appropriations and that the Legislature is under no legal obligation to make appropriations to fulfill this MOU. This MOU shall in no way or manner be construed so as to bind or obligate the OAG or the state of Idaho beyond the term of any particular appropriation of funds by the Idaho Legislature as may exist from time to time.

24. Liability: The OAG and the Agency shall be responsible and liable only for the acts and omissions of their own officers, agents and employees in connection with performance of their duties under this MOU. All acts and omissions of the Task Force Agent in connection with his/her performance of duties under this MOU shall be the responsibility of the Task Force Agent and/or the Agency. In the event of a liability claim, the OAG and the Agency shall each defend their own interests. Neither the OAG nor the Agency indemnifies one another. Nothing in this MOU shall be construed to confer on any other person or party any rights, remedies, obligations or liabilities under this MOU.

25. Confidentiality: The OAG and the Agency agree and understand that any confidential information pertaining to investigations of Internet-based crimes against children shall be held in strictest confidence and will only be shared with

the ICAC unit participants or other law enforcement agencies where necessary or as otherwise permitted by federal and/or state law.

26. Legal Compliance: In performance of this MOU, the OAG and the Agency agree to comply with all applicable requirements of federal and state statutes, rules and regulations.

27. Non-Assignment: Neither party to this MOU may assign or delegate its rights or duties herein to any third party.

28. Modification or Amendment of MOU: The OAG and the Agency understand that matters not presently contemplated in this MOU will necessarily be involved in the future administration of this MOU. This MOU may be modified in writing by the agreement of the OAG and the Agency at any time. Appendixes hereto may be modified in writing by agreement of the parties at any time to provide for changes in personnel, reimbursement rates and equipment while the MOU remains in effect. No change or modification to this MOU shall be valid unless it is in writing and signed by both the OAG and the Agency.

29. Notices: Any notice given in connection with this MOU shall be in writing and shall be delivered, either by hand to the other party, or by certified mail, postage prepaid, return receipt requested, to the addressee provided below, or by facsimile transmission to the other party at the facsimile number below, or by e-mail to the e-mail address listed below. Notice shall be deemed delivered immediately upon personal service, facsimile transmission or e-mail, or forty-eight (48) hours after depositing notice in the United States mail. Either party may change its address by giving written notice of the change to the other party.

TO: Paul Panther
 Division Chief, Criminal Law Division
 Office of the Attorney General
 700 W. State Street, 4th Floor
 P.O. Box 83720
 Boise, ID 83720-0010
 Facsimile: 208-854-8074
 E-mail: paul.panther@ag.idaho.gov

30. Counterparts: This MOU may be executed in counterparts, each of which shall be deemed an original but all of which together shall constitute one and the same instrument.

31. Effective Date: This MOU shall be in full force and effect from and upon the _____ day of _____, 2013.

SHERMAN F. FUREY III
Chief Deputy
Office of the Attorney General

AUTHORIZED REPRESENTATIVE OF AGENCY

Attachment: 2017 ICAC MOU final (1721 : Internet Crimes Against Children MOU)

APPENDIX A
MEMORANDUM OF UNDERSTANDING
TASK FORCE AGENT(S)

AGENCY: _____

Pursuant to the foregoing Memorandum of Understanding, the Agency hereby assigns to the OAG's ICAC unit and the OAG hereby designates as an ICAC Task Force Agent, the following Employee(s) of the Agency, who shall serve for the time and at the location indicated. The OAG shall reimburse the Agency at the rate indicated for actual hours worked as a Task Force Agent related to ICAC unit activities.

I. Employee #1

Agency Employee Name/Title: _____

Agency Supervisor or Designated Contact/Title: _____

Effective dates of designation as Task Force Agent: from _____ until _____

Location assigned: _____

Hours per week: _____ plus pre-approved overtime

Reimbursement rate: _____/hour; _____/annual

II. Employee #2

Agency Employee Name/Title: _____

Agency Supervisor or Designated Contact/Title: _____

Effective dates of designation as Task Force Agent: from _____ until _____

Location assigned: _____

Hours per week: _____ plus pre-approved overtime

Reimbursement rate: _____/hour; _____/annual

III. Method of Reimbursement:

The OAG shall reimburse the Agency by: _____

APPENDIX B
MEMORANDUM OF UNDERSTANDING
EQUIPMENT

AGENCY: _____

I. EQUIPMENT TO BE FURNISHED BY THE OAG:

Unless otherwise agreed to in writing, equipment furnished by the OAG will remain the OAG's property and shall be returned to the OAG at the conclusion of the Task Force Agent's work for the ICAC unit.

II. EQUIPMENT TO BE FURNISHED BY THE AGENCY:

Attachment: 2017 ICAC MOU final (1721 : Internet Crimes Against Children MOU)

APPENDIX C
MEMORANDUM OF UNDERSTANDING
COSTS

AGENCY: _____

I. COSTS TO BE REIMBURSED TO THE AGENCY:
 (Detail any costs to be reimbursed or indicate "Not Applicable")

Method of Reimbursement:

II. COSTS TO BE PAID DIRECTLY BY THE OAG:
 (Indicate any costs to be paid or indicate "Not Applicable")

MOSCOW CITY COUNCIL AGENDA**Meeting Date:** 05/14/2018**Title:** FMPP Grant Application**Responsible Staff:** Jen Pfiffner

Information

DESCRIPTION: The Farmers Market Promotion Program is a federally administered USDA grant. The Moscow Farmers Market has identified issues requiring assistance that match the capacity building requirements of this grant to enhance the development, improvement and expansion of direct producer to consumer market opportunities. Specifically there are two projects speak directly to the needs of the Market as outlined below:

A layout and expansion analysis of the Market's footprint has been identified as a significant need through strategic planning. The purpose of this analysis and planning is to provide for enhanced direct producer to consumer market opportunities. The goal is two-fold, determine improvements that can be made to the existing Market layout and to analyze and determine feasibility and tipping points for future expansion. Expected outcomes include improvements to the current Market configuration to enhance consumer access and increase vendor sales. Long-term outcomes include potential for expanding the Market footprint to accommodate additional vendor opportunities.

Additionally, there is a need to identify a clear and distinctive branding message outlining what makes the Moscow Farmers Market unique. The purpose of the unique brand identity will provide the basis for marketing campaigns to support the identity and importance of the Market, leveraged by vendors through use of a marketing toolkit. The goal is to increase consumption and access to locally/regionally produced products by attracting new agricultural growers to the Market. Outcomes from innovative brand/marketing tools will attract new agricultural vendors to sell at the Market thereby attracting new/ repeat customers resulting in increased vendor sales and access to local foods to consumers.

STAFF RECOMMENDATION: Recommend ratification of submittal of the grant request for the 2018 Farmers Market Promotion Program (FMPP) to address the Moscow Farmers Market Strategic Planning issue, "Market Layout is Unsafe, Restrictive and Limits Growth Decisions" and operational issue of limited branding knowledge and marketing tools, with total project costs estimated not exceed to \$135,000 with no local match required.

PROPOSED ACTIONS: Recommend ratification of submittal of the grant request for the 2018 Farmers Market Promotion Program (FMPP) to address the Moscow Farmers Market Strategic Planning issue, "Market Layout is Unsafe, Restrictive and Limits Growth Decisions" and operational issue of limited branding knowledge and marketing tools, with total project costs estimated not exceed to \$135,000 with no local match required or provide staff further direction.

Necessary Resources/Impacts

<Type your fiscal/personnel/miscellaneous impacts here or N/A>

Attachments

FMPP Announcement



Farmers Market Promotion Program

Fiscal Year 2018 Request for Applications

Funding Opportunity Number: USDA-AMS-TM-FMPP-G-18-0002

Publication Date: March 7, 2018

Application Due Date: 11:59 PM Eastern Time on May 7, 2018

Attachment: FMPP Announcement (1717 : FMPP Grant Application)

Program Solicitation Information

Funding Opportunity Title: Farmers Market Promotion Program

Funding Opportunity Number: USDA-AMS-TM-FMPP-G-18-0002

Announcement Type: Initial

Catalog of Federal Domestic Assistance (CFDA) Number: [10.168](#)

Dates: Applications must be received before 11:59 pm Eastern Time May 7, 2018 through www.Grants.gov. Applications received after this deadline **will not** be considered for funding.

Executive Summary: The U.S. Department of Agriculture (USDA), Agricultural Marketing Service (AMS), requests applications for the fiscal year (FY) 2018 Farmers Market Promotion Program (FMPP). FMPP's purpose is to increase domestic consumption of and access to locally and regionally produced agricultural products, and to develop new market opportunities for farm and ranch operations serving local markets, by developing, improving, expanding, and providing outreach, training, and technical assistance to, or assisting in the development, improvement, and expansion of domestic farmers markets, roadside stands, community-supported agriculture programs (CSA), agritourism activities, and other direct producer-to-consumer market opportunities. Eligible applicants include agricultural businesses, agricultural cooperatives, CSA networks, CSA associations, economic development corporations, local governments, nonprofit corporations, producer networks, producer associations, public benefit corporations, regional farmers' market authorities, and Tribal governments. AMS will competitively award grants to eligible applicants for projects that meet the purpose of this grant program.

Approximately \$13.4 million will be available to fund applications under this solicitation. In the FY 2017 application cycle, AMS received 457 applications and was able to fund 52 (11%) of the applications. To be competitive, applications must meet all program requirements and be of high quality.

The minimum FY 2018 FMPP award per grant is \$50,000, and the maximum is \$500,000. An applicant is limited to one FMPP award in a funding year. Funding will be available for use beginning September 30, 2018. Matching funds are not required.

This announcement provides information regarding eligibility criteria for applicants and projects, and the application forms and instructions needed to apply for an award.

Stakeholder Input: AMS seeks your comments about this Request for Applications (RFA). We will consider the comments when we develop the next RFA. Submit written stakeholder comments by the deadline set forth in the DATES portion of this Notice via e-mail to: AMSGrants@ams.usda.gov. (This e-mail address is intended only for receiving comments regarding this RFA and not requesting information or forms.) In your comments, please state that you are commenting on the **Farmers Market Promotion Program RFA**.

Attachment: FMPP Announcement (1717 : FMPP Grant Application)

2018 Highlights and Changes

Below are highlights of changes to the program.

- Clarifying language has been added in sections [4.2 Content and Form of Application Submission](#) and in [4.7 Grants.gov Application Submission and Receipt Procedures and Requirements](#) that explains how to submit an application through Grants.gov Workspace.

Application Checklist

The application checklist below lists the required and conditionally required documents for an application package. AMS expects applicants to read the entire RFA prior to submitting their application to ensure that they understand the program's requirements.

FMPP requires that **all application packages** include the following:

- ☐ Form SF-424 – Application for Federal Assistance (in Grants.gov)
- ☐ Form SF-424B – Assurances for Non-Construction Programs (in Grants.gov)
- ☐ Project Narrative (PDF Attachment)
- ☐ Signed Letters of Commitment from Partner and Collaborator Organizations (PDF or MS Word - Attachment)

When applicable, application packages are required to include the following documents:

- ☐ AD-3030 – Representations Regarding Felony Conviction and Tax Delinquent Status for Corporate Applicants (in Grants.gov)
- ☐ AD-3031 – Assurance Regarding Felony Conviction or Tax Delinquent Status for Corporate Applicants (in Grants.gov)
- ☐ Signed Letter(s) Stating Evidence of Critical Resources and Infrastructure (PDF or MS Word – Attachment)
- ☐ Negotiated Indirect Cost Rate Agreement (PDF Attachment)

Timing to Obtain and Submit Grants.gov Required Elements

Required Action	Timing to Obtain/Submit
AMS Deadline to receive final application and all supporting materials	May 7, 2018 – 11:59 p.m. [Eastern Time]
Obtaining Your Organization's DUNS Number (if you do not already have one)	1-2 business days
Establishing an Active SAM.gov Account (if you do not already have one)	7-10 business days
Obtaining an TIN/EIN (if you do not already have one)	Up to 2 weeks
Creating your Grants.gov profile and registering your Authorized Organizational Representative (AOR) authorization	Up to 2 weeks

MOSCOW CITY COUNCIL AGENDA**Meeting Date:** 05/14/2018**Title:** Purchase Agreement for North Welcome Sign Property**Responsible Staff:** Gary J. Riedner

Information

DESCRIPTION: In 1998, the City of Moscow installed welcome signs at the west, east and north entrances to the City. The south entrance sign was delayed pending the completion of modifications to US95 by the Idaho Transportation Department. The funding for the entrance signs included participation from the City, University of Idaho, Associated Students of the University of Idaho, Moscow School District and the Associated Students of Moscow School District.

The north entrance sign was constructed on land granted by a permanent easement granted by Gainford Mix, the owner of the property. Recent surveys have determined that the location of the sign is partially upon the easement, and portions of the sign and attendant landscaping are outside of the easement area, upon property owned by Richard Beebe and Edward Shipley. Mr. Beebe and Mr. Shipley have indicated that they are willing to sell the property to the City. Staff has worked with the property owners and have negotiated a price of \$4,200 for the City to obtain fee title to the property.

STAFF RECOMMENDATION: Recommend purchase of property for the north entrance sign.

PROPOSED ACTIONS: Recommend purchase of property for the north entrance sign, or provide staff further direction.

Necessary Resources/Impacts

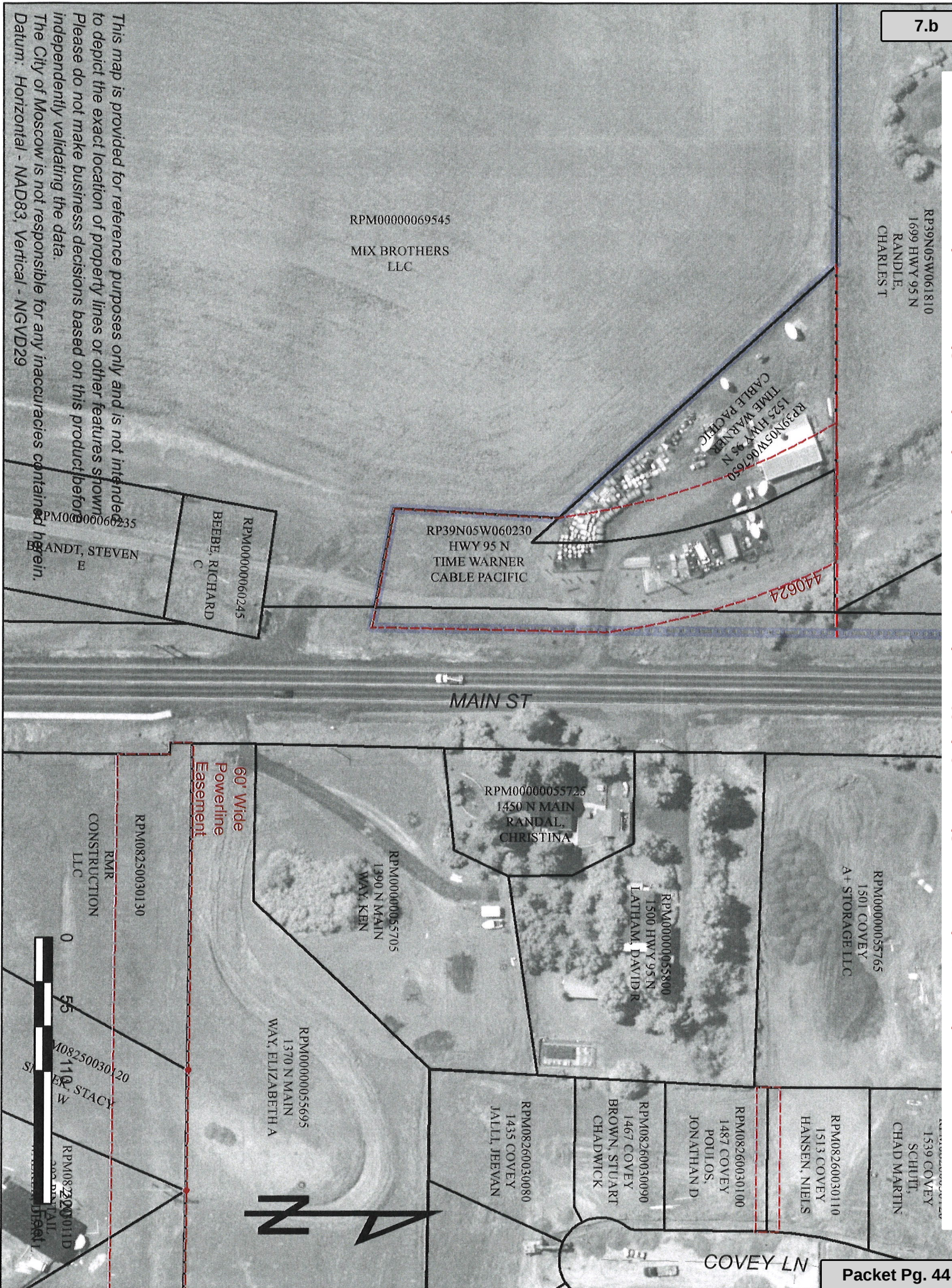
<Type your fiscal/personnel/miscellaneous impacts here or N/A>

Attachments

North Entrance Sign Map 1
 North Entrance Sign Map 2
 North Entrance Sign Map 3



Attachment: North Entrance Sign Map 1 (1720 : Purchase Agreement for North Welcome Sign Property)



This map is provided for reference purposes only and is not intended to depict the exact location of property lines or other features shown. Please do not make business decisions based on this product before independently validating the data. The City of Moscow is not responsible for any inaccuracies contained herein. Datum: Horizontal - NAD83, Vertical - NGVD29

This map is provided for reference purposes only and is not intended to depict the exact location of property lines or other features shown. Please do not make business decisions based on this product before independently verifying the data.

The City of Moscow is not responsible for any inaccuracies contained herein.

Datum: Horizontal - NAD83 Vertical - NGVD29

RPM00000069545

MIX BROTHERS
LLC

RPM00000060235

BRANDT, STEVEN E

RPM00000069040
1189 N MAIN ST
BRANDT, STEVENRPM00000069765
1051 N MAIN ST
BRANDT,
BEUFORD

MAIN ST

RPM00000056320
HWY 95 N
GERMER,
LARRY DRPM00000056330
200 RODEO
J & D HOLDINGS
LLCRPM0765002001B
212 RODEO
GRESS, JAMES M

RODEO DR

0 110 220 440

RODEO DR

RPM00000056330
COMMON

RPM08250050180

CITY OF
MOSCOW

PINTAIL LN

QUAIL RUN DR

MALLARD CT

RPM08250030180

RMR
CONSTRUCTION
LLCRPM08250030120
SMISEK, STACY
WRPM0825003001A
1337 FRANKLIN
MEYER, COLIN R

FRANKLIN RD

RPM00000055695
1370 N MAIN
WAY, ELIZABETH ARPM00000055695
1390 N MAIN
WAY, KEN