

Public Works / Finance Committee



Regular Meeting ~Agenda~

Laurie M. Hopkins
City Clerk

www.ci.moscow.id.us

208.883.7015

**Monday
January 9, 2023**

**4:00 PM
new regular meeting time**

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

The Moscow Mayor, City Council and Staff welcome you to today's meeting. We appreciate and encourage public participation. For regular agenda items, an opportunity for public comment is sometimes provided after the staff report. However, the formality of procedures varies with the purpose and subject of the agenda item and limitations may be placed on the time allowed for comments. If you plan to address the Committee, you will find a list of "Tips for Addressing the Council" in the door pocket outside the City Council Chambers. Please note that Committee meetings are televised, videotaped and/or recorded. Links to view the Committee meeting live can be found on the City website, YouTube, Facebook and Spectrum Cable 1301. Thank you for your interest in City government.

REGULAR AGENDA

- 1. Selection of Committee Chair and Vice Chair (ACTION ITEM)**
- 2. Approval of Public Works/Finance Committee December 12, 2022 Minutes (ACTION ITEM) - Taylor Riedner**
- 3. Disbursement Report December 2022 (ACTION ITEM) - Sarah Banks**
Presentation of the Accounts Payable Report for the month ending December 2022.
ACTION: Approve and authorize the use of digital signatures to sign the Disbursements Report for the month of December 2022.
- 4. First Quarter Financial Report October 1, 2022 to December 31, 2022 for FY2023 (ACTION ITEM) - Sarah Banks**
Presentation of the financial report for the first quarter of Fiscal Year 2023 (October 1, 2022 to December 31, 2022).
PROPOSED ACTIONS: Approve the FY2023 First Quarter Report, or provide staff further direction.
- 5. Lola Clyde Park - Land Water Conservation Fund - Grant Request - (ACTION ITEM) Alisa Anderson / David Schott / Nate Suhr**
City Staff is seeking approval to submit a federal funding request to the Idaho Department of Parks and Recreation (IDPR) for consideration under the Land and Water Conservation Fund for Lola Clyde Park. The project elements will include roadway frontage improvements, parking, and an internal pathway system within the lower area of the park. If approved by IDPR and the Land and Water Conservation Board, the request will then be submitted to the National Park Service for further consideration.
PROPOSED ACTIONS: Recommend approval to submit a grant request for Lola Clyde Park to the Idaho Department of Parks and Recreation under the Land and Water Conservation Fund in an amount not to exceed \$750,000 in federal grant funds, or provide staff further direction.

6. 2023 Whitcom Emergency Dispatch Services Agreement (ACTION ITEM) - James Fry

The City currently contracts with Whitcom for emergency dispatch services. The most recent agreement executed on March 31, 2021, was for two years including the 2021 and 2022 calendar years, and expired on December 31st of last year. On December 19th, 2022, the City received a proposed agreement from Whitcom for the 2023 calendar year.

Historically, the cost for dispatch services for the City of Moscow had been calculated to be 21.25% of the annual Whitcom budget based upon call volumes and other considerations, which totaled \$607,213.25 for the 2021 calendar year and \$712,911.00 for the 2022 calendar year. Over the last year, the Whitcom Finance Committee has been revisiting the cost allocation model and anticipates proposing an updated cost allocation for 2024 and beyond. In the interim, Whitcom is proposing to continue with the prior percentage allocation for the 2023 calendar year which will total \$803,263. At the time of the FY2023 budget development, Whitcom had not finalized its annual budget, and as a result, Staff was required to estimate an anticipated future contract amount of \$791,500 for FY2023. The updated agreement will result in a slight budget overrun of \$11,763 in line item 101-075-642-91 which can be absorbed within the general fund expenses.

PROPOSED ACTIONS: Recommend approval of the proposed emergency dispatch services agreement with Whitcom; or provide staff further direction.

ADJOURN

NOTICE: It is the policy of the City of Moscow that all City-sponsored public meetings and events are accessible to all people. If you need assistance in participating in this meeting or event due to a disability under the ADA, please contact the City's ADA Coordinator by phone at (208) 883-7600, TDD (208) 883-7019, or by email at adacoordinator@ci.moscow.id.us at least 48 hours prior to the scheduled meeting or event to request an accommodation. The City of Moscow is committed to ensuring that all reasonable accommodation requests are fulfilled.

Public Works / Finance Committee



Regular Meeting ~Minutes~

Laurie M. Hopkins
City Clerk

www.ci.moscow.id.us

208.883.7015

**Monday
December 12, 2022**

4:00 PM

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

The meeting was called to order at 4:00 p.m.

PRESENT: Maureen Laflin, Gina Taruscio, Hailey Lewis

OTHERS: Mayor Art Bettge, Councilmember Sandra Kelly

STAFF: Bill Belknap, Tyler Palmer, Renee Tack, David Schott, Alisa Anderson, Taylor Riedner (Virtual)

REGULAR AGENDA

1. Approval of Public Works/Finance Committee November 28, 2022 Minutes (ACTION ITEM) - Taylor Riedner

The minutes were approved as presented.

2. Disbursement Report November 2022 (ACTION ITEM) - Sarah Banks

Presentation of the Accounts Payable Report for the month ending November 2022.

ACTION: Approve and authorize the use of digital signatures to sign the Disbursements Report for the month of November 2022.

Tack introduced the item by highlighting major expenditures including a workers comp payment, 6th St Bridge improvements, refunded security deposits for the Rolling Hills 9th Edition, Mountain View roundabout, South Lift Station Force Main, new vehicle purchase, and meter boxes for Woodbury edition.

Belknap shared some project updates and that inspection services may increase should the construction take longer to complete with project delays.

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

3. Consideration of Custodial Bids for Certain City Buildings (ACTION ITEM) - David Schott

The City published an invitation to bid for custodial services for certain City buildings on October 29, 2022, and November 5, 2022. Bid opening occurred on November 16, 2022, for Module #1 (Police Station), Module #3 (Hamilton Indoor Recreation Center and Eggan Youth Center), and Module #5 (Water Reclamation and Reuse Facility, Magyar Building, and Water Operations Building) for custodial services beginning January 1, 2023, and continuing through September 30, 2025. The City received one bid for Module #1 and Module #3 from GG Gutter, Inc. dba, Creative Cleaning Connections, and one bid for Module #5 from Viva Cleaning Company. Staff will present the results and recommendations for the Council's consideration.

PROPOSED ACTIONS: 1. Recommend rejection of the bids for Module #1 (Police Station) and Module #3 (Hamilton Indoor Recreation Center and Eggan Youth Center) from GG Gutter, Inc. dba, Creative Cleaning Connections; or provide staff further direction. 2. Recommend acceptance of Module #5 (Water Reclamation and Reuse Facility, Magyar Building, and Water Operations Building) for custodial services beginning January 1, 2023 and continuing through September 30, 2025 from Viva Cleaning Company in the amount of \$125,119.08; or take other action deemed appropriate.

Schott introduced the item as written above and reviewed the custodial service and agreement history and compared recently received bids. The bid for each Module increased significantly. Facility staff have been

performing temporary cleaning solutions for the HIRC and Eggan while Moscow Cleaners has been working with the police facility in 2-week cycles.

Belknap and Schott shared potential future alternatives to hire in-house services for cleaning the Police Station, HIRC, and Eggan, and the cost difference it would be for the City. Due to the unique nature and background check requirements for cleaning the Police Facility, it has been requested for a while that they have their own in-house cleaning provider. The suggestion is to have one full time lead employee and two part-time employees.

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

4. Idaho Airport Aid Program - Grant Agreement (ACTION ITEM) - Alisa Anderson

The Pullman-Moscow Regional Airport has applied for a grant from the Idaho Transportation Department - Division of Aeronautics from the Idaho Airport Aid Program for the construction of a new terminal building. The grant request has been awarded for \$7,500 with a required project completion date of June 30, 2027. The attached Resolution authorizes the acceptance of the award in accordance with all Federal, State, and Local regulations and the execution of the Grant Agreement by the Mayor.

PROPOSED ACTIONS: Recommend approval to authorize acceptance of the Idaho Airport Aid grant award of \$7,500 from the Idaho Transportation Department - Division of Aeronautics and approve the corresponding Resolution, or provide staff further direction.

Anderson introduced the item as written above and provided background of the state funding program. The City would receive a check from ITD and in return the City would disperse funds to the City of Pullman. This program provides annual allocations as long as there is an ongoing improvement project.

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

REPORTS

No report needed.

ADJOURN

The meeting adjourned at 4:24pm.

COMMITTEE STAFF REPORT

DATE: Monday, January 9, 2023



RESPONSIBLE STAFF

Sarah Banks, Finance Director

ADDITIONAL PRESENTER(S)

OTHER RESOURCES

AGENDA ITEM TITLE

Disbursement Report December 2022 (ACTION ITEM) - Sarah Banks

DESCRIPTION

Accounts Payable Report for the month ending December 31, 2022. A summary of the major expenditures has been approximated by category and represents 95% of the total expenditure of \$3,711,786.91.

Payroll	\$1,724,565.00
Professional Services	\$239,690.00
Sanitation	\$349,809.00
Capital Outlay	\$415,415.00
Capital Outlay - Vehicles	\$95,251.00
Capital Outlay - Improvement	\$264,441.00
Minor Equipment	\$19,979.00
Supplies	\$84,963.00
Utilities	\$84,055.00
Contractual Payments	\$207,703.00
ACH Wells Fargo	\$52,141.00
Total	\$3,538,012.00

STAFF RECOMMENDATION

Approve the disbursement report and use of digital signatures to sign the Disbursements Report for the month of December 2022.

PROPOSED ACTIONS

ACTION: Approve and authorize the use of digital signatures to sign the Disbursements Report for the month of December 2022.

FISCAL IMPACT

PERSONNEL IMPACT

ATTACHMENTS

1. December Revenue Report 2022
2. Disbursement Report December 2022
3. Cash & Investments December 2022
4. Major Expenditures Report December 2022

RECEIPTS REPORT FOR DECEMBER 2022

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	460,683.39	112,034.50	21,681.26	0.00	151,130.52	8,534.12	134,781.34	99,145.82	3,179.16	7,340.14	998,510.25
105	STREETS	57,500.71	0.00	0.00	0.00	24,687.21	0.00	0.00	0.00	0.00	0.00	82,187.92
120	RECREATION AND CULTURE	0.00	0.00	225.00	0.00	9,936.33	0.00	0.00	558.11	186.00	0.00	10,905.44
121	MSD COMMUNITY PLAY FIELDS	0.00	0.00	0.00	6,245.30	0.00	0.00	0.00	0.00	0.00	0.00	6,245.30
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	1,582.24	0.00	0.00	0.00	0.00	0.00	1,582.24
220	WATER	0.00	0.00	0.00	0.00	480,347.69	0.00	754.25	0.00	0.00	0.00	481,101.94
230	SEWER	0.00	0.00	0.00	0.00	590,214.84	0.00	3,878.68	220.10	0.00	0.00	594,313.62
235	STORMWATER	0.00	0.00	0.00	0.00	48,344.26	0.00	0.00	86.10	0.00	0.00	48,430.36
240	SANITATION	0.00	0.00	0.00	0.00	503,114.22	0.00	0.00	-109.94	0.00	0.00	503,004.28
290	FLEET	0.00	0.00	0.00	0.00	81,987.30	0.00	0.00	0.00	0.00	0.00	81,987.30
295	INFORMATION SYSTEMS	0.00	0.00	0.00	0.00	139,503.00	0.00	0.00	0.00	0.00	0.00	139,503.00
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
335	STORMWATER CAPITAL FUND	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	0.00	0.00	0.00	15,382.28	0.00	0.00	0.00	15,382.28
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	1,717.28	0.00	0.00	0.00	1,717.28
590	BOND & INTEREST	69,717.28	0.00	0.00	0.00	0.00	0.00	104.35	0.00	0.00	0.00	69,821.63
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	587,901.38	112,034.50	21,906.26	6,245.30	2,030,847.61	8,534.12	156,618.18	99,900.19	3,365.16	7,340.14	3,034,692.84

DISBURSEMENTS REPORT FOR DECEMBER 2022													
DATE	FUND NAME	ACCOUNTS PAYABLE	ACCOUNTS PAYABLE	ACCOUNTS PAYABLE	ACCOUNTS PAYABLE	ACCOUNTS PAYABLE	WELLSFARGO CC ACH	ACCOUNTS PAYABLE ACH	VOID CHECKS	PAYROLL	PAYROLL	PAYROLL	GRAND TOTALS
		12/1/2022	12/8/2022	12/15/2022	12/22/2022	12/29/2022	12/5/2022	12/15/2022	12/2/2022	12/16/2022	12/30/2022		
		AP 12.2.2022	AP 12.9.2022	AP 12.16.2022	AP 12.23.2022	AP 12.30.2022	12/19/2022	AP 12.16.2022	ID57	ID58	ID59		
							12/31/2022						
BATCH #							AP 12.2.2022						
							AP 12.16.2022						
							AP 12.31.2022						
CHECK #'s		103738 - 103815	103816-103915	103916-103989	103990-104031	104032-104072	December CC ACH's	December ACH's		21553-21554	21555-21556	21557-21558	
Fund #													
101	GENERAL	23,932.24	52,327.18	54,042.73	14,671.64	95,625.88	28,925.66			373,228.68	361,817.52	311,261.97	1,315,833.50
105	STREETS	116.48	22,738.12	1,110.92	1,764.44	51,195.78	212.72			29,424.15	35,539.75	31,121.54	173,223.90
120	RECREATION AND CULTURE	9,769.45	13,927.11	5,379.36	8,279.06	917.19	6,852.15			55,632.38	61,032.66	48,401.46	210,190.82
121	MSD COMM. PLAY FIELDS	23.40		18.69	13.58							1,447.17	1,502.84
123	1912 CENTER	10,750.00	10,750.00										21,500.00
128	TRANSIT CENTER	1,458.30	1,458.27	157.91	1,045.80								4,120.28
220	WATER	63,667.91	43,115.08	33,564.07	3,296.31	76,501.00	1,739.52			40,747.27	43,650.42	37,723.73	344,005.31
230	SEWER	10,701.48	48,947.62	11,055.12	4,042.42	33,683.88	4,640.01	19,083.27		49,311.98	50,451.32	42,345.32	274,262.42
235	STORMWATER	6,379.01	1,804.83	266.44	295.24	3,252.35	413.23			12,582.15	13,514.58	11,950.29	50,458.12
240	SANITATION	399.24	112,554.90	629.48	4.91	500.00	115.58	218,660.37		7,278.89	7,475.05	6,399.03	354,017.45
290	FLEET	25,710.20	34,162.34	11,159.70	96,604.55	3,184.33	1,151.70			11,840.63	13,491.46	11,059.95	208,364.86
295	INFORMATION SYSTEMS	28,032.36	48,634.42	15,433.48		5,482.76	8,090.10			19,042.69	19,914.00	16,878.81	161,508.62
320	WATER CAPITAL PROJECTS				351,882.15								351,882.15
330	SEWER CAPITAL PROJECTS												0.00
335	SANITATION CAPITAL PROJ												0.00
340	SANITATION CAPITAL PROJ												0.00
350	CAPITAL PROJECTS		118,919.51	54,644.06	65,243.67	2,109.40							240,916.64
355	LID CONSTRUCTION												0.00
380	HAMILTON - PARKS & REC												0.00
590	BONDS & INTEREST												0.00
	TOTAL	180,940.07	509,339.38	187,461.96	547,143.77	272,452.57	52,140.67	237,743.64	0.00	599,088.82	606,886.76	518,589.27	3,711,786.91

_____ Maureen Laffin

_____ Gina Taruscio

_____ Hailey Lewis

_____ Sarah L. Banks, Finance Director

City of Moscow
Cash and Investments
Balances as of 12/31/2022

Fund		Year to Date Balance
General Fund	\$	8,358,310.15
Street Fund	\$	1,822,789.25
Culture & Recreation	\$	1,312,766.91
MSDCPF	\$	181,158.27
1912 Fund	\$	47,139.74
Transit Center	\$	51,060.01
Water Fund	\$	3,133,384.78
Sewer / WRRF	\$	3,633,396.50
Stormwater	\$	95,714.58
Sanitation Fund	\$	3,566,418.07
Fleet Fund	\$	6,295,633.92
Information Systems	\$	4,866,810.26
Water Capital	\$	6,249,898.83
Sewer Capital	\$	17,009,798.12
Stormwater Capital	\$	479,215.72
Capital Projects	\$	7,853,070.50
Sanitation Capital	\$	6,894,078.66
LID construction	\$	20,151.77
Hamilton	\$	785,424.93
Bond & Interest	\$	497,984.06
LID Funds	\$	35,611.11
Payroll Service	\$	1,128,925.05
Total Cash & Investments	\$	74,318,741.19

Major Expenditures for December 2022

<u>Professional Service</u>		<u>Sanitation</u>		<u>Utilities</u>	
Aspect Consulting, LLC	\$ 5,831.50	Finley Buttes Landfill	\$ 112,065.06	Avista Utilities	\$ 84,055.23
October 2022 phase 3 stormwater user fee study professional services		Garbage		November 2022	
CDW Government, Inc.	\$ 4,522.00	Latah Sanitation (ACH Payment)	\$ 237,743.64		
Netmotion VPN renewal 1 year					\$ 84,055.23
Cherle Patricia Poulson	\$ 3,095.00				
Tone and Stretch fall 2022 session September 19- November 4			\$ 349,808.70	<u>Payroll</u>	\$ 1,724,564.85
Viva Cleaning Company	\$ 3,905.27				
Magyar, WRRF and Water operations Interim Custodial Services		<u>Supplies</u>		<u>Contractual Payments</u>	
Ziply Fiber	\$ 5,169.32	CHS, Inc.	\$ 22,165.83	Heart of the Arts, Inc. - Nov. & Dec.	\$ 21,500.00
PR1 phone lines and long distance 11/19/22 - 12/18/22		Unleaded fuel (6,007 gallons @ \$3.69/ea)		Association of Idaho Cities	\$ 10,174.00
Avista Utilities	\$ 5,441.42	Complete Office, LLC	\$ 5,583.48	Civic Plus, Inc.	\$ 9,643.31
Avista pole rental		Legal Department Office Furniture		Humane Society of the Palouse	\$ 4,568.00
Big Beez, LLC	\$ 19,856.76	Oxarc, Inc.	\$ 4,563.22	Moscow Volunteer Fire Department	\$ 1,750.00
Refund to applicant, not building duplex this year, credited		Chlorine and SO2		Infosend, Inc.	\$ 3,625.44
Big Beez, LLC	\$ 19,856.76	Superior Floors	\$ 3,156.80	Industrial Software Solutions	\$ 19,210.00
Refund to applicant, not building duplex this year, credited		Shop Flooring		Moscow Chamber of Commerce, Inc.	\$ 5,000.00
Blue Logix, LLC	\$ 2,938.50	Coleman Oil Co.	\$ 14,828.25	Shi International Corp	\$ 6,492.80
Win911 activation and setup		Diesel fuel (3998 gals @ \$3.7089/ea)		Health Equity	\$ 60,190.00
Blue Logix, LLC	\$ 5,805.00	Harrington Industrial Plastics, LLC	\$ 2,914.88	HRA Veba Trust	\$ 61,000.00
Win911 Issues and training - Screen and object development		PVC Pipe		Evcar, Inc.	\$ 4,549.89
ESO Solutions, Inc.	\$ 4,393.00	Proforce Marketing, Inc.	\$ 2,793.03		
ER - Fire Package - InspectER App - Level 3 - CAD Integration		Less lethal munitions for SWAT team			\$ 207,703.44
Hatfield & Dawson Consulting Eng, LLC	\$ 17,430.33	Oxarc, Inc.	\$ 5,470.94		
Analysis, Assessment and reporting for repeater and voting sites		Chlorine and SO2			
Phillip R. Stradley	\$ 23,620.68	Hydro Specialties Company, LLC	\$ 23,486.83	<u>ACH Wells Fargo</u>	
Pulled well #6, repair pump and motor		Radio read ERT's to attach to meters		Commercial Card Expense- December 2nd	\$ 7,009.34
Northern States Security & Investigation, Inc.	\$ 6,584.23		\$ 84,963.26	Commercial Card Expense- December 9th	\$ 7,680.31
December 2nd - 9th, 2022 Homicide security for house				Commercial Card Expense- December 16th	\$ 8,354.15
Rachel Doniger	\$ 29,208.00			Commercial Card Expense- December 23rd	\$ 9,244.11
Communication Services				Commercial Card Expense- December 31st	\$ 19,852.76
J-U-B Engineering, Inc.	\$ 6,248.12	<u>Capital Outlay</u>			\$ 52,140.67
Adopt ISPWC - Task order 3, 5, 7, 8, 10		Consolidated Supply Co.	\$ 14,290.07		
Northern States Security & Investigation, Inc.	\$ 6,129.22	Setters for the Woodbury addition			
December 10th - 16th, 2022 Homicide security for house		Consolidated Supply Co.	\$ 8,891.66	<u>Minor Equipment</u>	
Pullman Softball Officials Association	\$ 6,800.00	Meter boxes & lids for Ridgeview addition		Clark Equipment Co.	\$ 12,844.60
Youth Basketball officials and Adult Basketball officials		H.D Fowler Company	\$ 5,471.00	New Flail mower #7-16FM (Parks)	
A.E Blum Enterprises	\$ 38,721.15	12" tapping saddles for Eddington addition		Fred Cole	\$ 3,000.00
Work has been completed except \$5000.00 for the in-lieu security.		H.D Fowler Company	\$ 25,404.72	YC and Damon Burton pickleball courts 2 new signs	
Hach Company	\$ 14,304.85	Meter boxes and lids for Eddington addition		Hach Company	\$ 4,134.40
Turb, flow, clean plus warranty.		Spokane Wilbert Vault Co.	\$ 6,538.90	Ball Valve Safety arm	
Northern States Security & Investigation, Inc.	\$ 9,829.00	vaults for 2" meters on Logos/church addition on Mtn. View			\$ 19,979.00
December 17th- 26th, 2022 Homicide security for house		Curry, Inc.	\$ 4,577.69		
	\$ 239,690.11	Third St Undergrounding - Attempt to find Conduits			
		Consolidated Supply Co.	\$ 3,353.34	<u>Capital Outlay- Vehicles</u>	
		Services for Ridgeview addition		Jess Ford of Pullman	\$ 34,285.28
<u>Capital Outlay- Improvement</u>		Strom Electric, Inc.	\$ 3,065.83	New police unit #4-10 with trade-in (vin#1FM5K8AR5FGB51634)	
Motley-Motley, Inc.	\$ 40,140.35	3rd St Undergrounding - Sign Circuits Archer Photography and Taco Time		Jess Ford of Pullman	\$ 35,809.38
Pay App 1 for N Jackson Street Parking Lot Reconstruction Project		Strom Electric, Inc.	\$ 4,287.39	New police unit #4-13 with trade-in (vin#1FM5K8AR7FGB51635)	
Strom Electric, Inc.	\$ 69,872.50	3rd St Undergrounding - Pull in circuits and repair conduit		Titan Truck Equipment	\$ 25,156.54
Paradise Path - Phase II Lighting		J-U-B Engineering, Inc.	\$ 24,846.75	Plow and Salter for #7-21 (Parks)	
Razz Construction, Inc.	\$ 44,201.05	Booster Station Phase II - Bid and Construction Management			
Pay App. No. 4 - 6th Street Bridge Over Paradise Creek		T M L Construction, Inc.	\$ 314,687.50		
Razz Construction, Inc.	\$ 65,243.67	Pay App 1 for Booster Station Phase II Rebid			
Pay App. No 5 - 6th Street Bridge Over Paradise Creek			\$ 415,414.85		
Welch-Comer Engineers	\$ 10,622.90				\$ 95,251.20
Well House 6 Rebid, Construction Phase Services					
Consolidated Supply Co.	\$ 5,819.78				
Fire hydrant replacement/raising of bury depth					
Consolidated Supply Co.	\$ 3,540.55				
Fire hydrant replacement on Palouse River Drive					
M.L Albright & Sons, Inc.	\$ 25,000.00				
Removal of the old White Ave. booster station					
	\$ 264,440.80				
		Major Expenditures	\$ 3,538,012.11	95%	of the total expenditures of
<u>Large Expenditures</u>					\$3,711,786.91
Rachel Doniger	\$ 29,208.00	Razz Construction, Inc.	\$ 44,201.05	H.D Fowler Company	\$ 25,404.72
Communication Services		Pay App. No. 4 - 6th Street Bridge Over Paradise Creek		Meter boxes and lids for Eddington addition	
A.E Blum Enterprises	\$ 38,721.15	Razz Construction, Inc.	\$ 65,243.67	T M L Construction, Inc.	\$ 314,687.50
Work has been completed except \$5000.00 for the in-lieu security.		Pay App. No 5 - 6th Street Bridge Over Paradise Creek		Pay App 1 for Booster Station Phase II Rebid	
Motley-Motley, Inc.	\$ 40,140.35	M.L Albright & Sons, Inc.	\$ 25,000.00	Health Equity	\$ 60,190.00
Pay App 1 for N Jackson Street Parking Lot Reconstruction Project		Removal of the old White Ave. booster station		Health Equity HAS Yearly Employee Contribution	
Strom Electric, Inc.	\$ 68,872.50	Hydro Specialties Company, LLC	\$ 23,486.83	HRA Veba Trust	\$ 61,000.00
Paradise Path - Phase II Lighting		Radio read ERT's to attach to meters		VEBA Yearly Contribution for 2023	
Jess Ford of Pullman	\$ 34,285.28	Jess Ford of Pullman	\$ 35,809.38	Titan Truck Equipment	\$ 25,156.54
New police unit #4-10 with trade-in (vin#1FM5K8AR5FGB51634)		New police unit #4-13 with trade-in (vin#1FM5K8AR7FGB51635)		Plow and Salter for #7-21 (Parks)	
				Total:	\$ 891,406.97

COMMITTEE STAFF REPORT

DATE: Monday, January 9, 2023



RESPONSIBLE STAFF

Sarah Banks, Finance Director

ADDITIONAL PRESENTER(S)

OTHER RESOURCES

AGENDA ITEM TITLE

First Quarter Financial Report October 1, 2022 to December 31, 2022 for FY2023 (ACTION ITEM) - Sarah Banks

DESCRIPTION

Presentation of the financial report for the first quarter of Fiscal Year 2023 (October 1, 2022 to December 31, 2022).

STAFF RECOMMENDATION

Approve the first quarter report for Fiscal Year 2023 (October 1, 2022 to December 31, 2022)

PROPOSED ACTIONS

ACTION: Approve the FY2023 First Quarter Report, or provide staff with further direction.

FISCAL IMPACT

PERSONNEL IMPACT

ATTACHMENTS

1. 1st Quarter Financials FY23

City of Moscow
QUARTERLY FINANCIAL REPORT
Budget For Fiscal Year Ending 9/30/2023
SUMMARY FINANCIAL REPORT BY FUND - BUDGET AND ACTUAL

				Percent of Year 25%
				Budget to Actual
	Fund	Original Budget	Final Budget	December-22 YTD
				To Date
101	General Fund Revenues	20,275,998	20,275,998	5,933,761
	Salaries & Benefits	10,382,724	10,382,724	2,224,983
	Operations	4,688,383	4,688,383	996,756
	Capital Outlay	23,865	23,865	15,617
	Transfers	5,181,026	5,181,026	1,625,153
	Total General Fund Expenditures	20,275,998	20,275,998	4,862,509
105	Street Department Revenues	4,236,497	4,236,497	391,113
	Salaries & Benefits	939,406	939,406	218,222
	Operations	1,398,391	1,398,391	325,249
	Capital Outlay	0	0	0
	Transfers	1,898,700	1,898,700	626,559
	Total Street Fund Expenditures	4,236,497	4,236,497	1,170,031
120	Recreation & Culture Revenues	3,751,662	3,751,662	789,503
	Salaries & Benefits	2,234,848	2,234,848	371,523
	Operations	1,338,864	1,338,864	205,863
	Capital Outlay	28,250	28,250	0
	Debt Service	0	0	0
	Transfers	149,700	149,700	149,700
	Total Parks & Rec Expenditures	3,751,662	3,751,662	727,086
121	MSD Community Playfields Revenues	304,676	304,676	36,720
	Salaries & Benefits	68,392	68,392	10,374
	Operations	117,469	117,469	5,734
	Transfers	118,815	118,815	35,727
	Total MSD Community Playfields	304,676	304,676	51,834
123	1912 Center Revenues	159,420	159,420	39,855
	Operations	139,500	139,500	33,340
	Capital Outlay	19,920	19,920	0
	Total 1912 Center Expenditures	159,420	159,420	33,340
128	Transit Center Revenues	98,865	98,865	25,333
	Operations	23,865	23,865	5,515
	Transfers	75,000	75,000	75,000
	Total Transit Center Fund	98,865	98,865	80,515
220	Water Fund Revenues	7,814,094	7,814,094	1,686,000
	Salaries & Benefits	1,522,055	1,522,055	275,787
	Operations	2,861,553	2,861,553	400,298
	Capital Outlay	130,000	130,000	129,822
	Debt Service	268,222	268,222	99,004
	Transfers	3,032,264	3,032,264	839,828
	Total Water Fund Expenditures	7,814,094	7,814,094	1,744,739
230	Sewer Fund Revenues	9,048,413	9,048,413	2,237,835
	Salaries & Benefits	1,525,705	1,525,705	310,636
	Operations	2,505,302	2,505,302	335,026
	Capital Outlay	168,000	168,000	53,075
	Debt Service	1,100,981	1,100,981	695,982
	Transfers	3,748,425	3,748,425	974,634
	Total Sewer Fund Expenditures	9,048,413	9,048,413	2,369,352

235	Stormwater Fund Revenues	1,376,719	1,376,719	291,795	21.19%
	Salaries & Benefits	525,731	525,731	84,239	16.02%
	Operations	357,959	357,959	30,379	8.49%
	Capital Outlay	25,000	25,000	0	0.00%
	Debt Service	0	0	0	0.00%
	Transfers	468,029	468,029	180,767	38.62%
	Total Sewer Fund Expenditures	1,376,719	1,376,719	295,385	21.46%
240	Sanitation Fund Revenues	6,537,987	6,537,987	1,667,157	25.50%
	Salaries & Benefits	209,905	209,905	45,703	21.77%
	Operations	5,279,987	5,279,987	863,731	16.36%
	Capital Outlay	0	0	0	0.00%
	Transfers	1,048,095	1,048,095	262,035	25.00%
	Total Sanitation Fund	6,537,987	6,537,987	1,171,469	17.92%
290	Fleet Management Revenues	5,168,274	5,168,274	1,281,522	24.80%
	Salaries & Benefits	351,556	351,556	77,493	22.04%
	Operations	3,635,718	3,635,718	118,776	3.27%
	Capital Outlay	1,181,000	1,181,000	165,426	14.01%
	Debt Service	0	0	0	0.00%
	Transfers	0	0	0	0.00%
	Total Fleet Management Expenditures	5,168,274	5,168,274	361,695	7.00%
295	Information Systems	5,584,613	5,584,613	462,384	8.28%
	Salaries & Benefits	623,469	623,469	115,532	18.53%
	Operations	2,445,910	2,445,910	289,818	11.85%
	Capital Outlay	2,511,234	2,511,234	171,516	6.83%
	Transfers	4,000	4,000	4,000	100.00%
	Total Information Systems Expenditures	5,584,613	5,584,613	580,866	10.40%
Revenue for Miscellaneous Funds					
320	Water Construction Fund	10,610,214	10,610,214	1,312,438	12.37%
330	Sewer Construction Fund	17,691,255	17,691,255	520,990	2.94%
335	Stormwater Capital Fund	598,429	598,429	431,014	72.02%
340	Sanitation Construciton Fund	7,198,083	7,198,083	19,593	0.27%
350	Capital Projects Fund	7,592,559	7,592,559	869,768	11.46%
355	LID Construction Fund	26,975	26,975	66	0.24%
380	Hamilton P & R	32,000	32,000	3,318	10.37%
590	Bond & Interest Debt Service Fund	1,046,920	1,046,920	81,027	7.74%
595	LID Bonded Debt Service Fund	35,611	35,611	0	0.00%
	Total Miscellaneous Fund Revenue	44,832,046	44,832,046	3,238,213	7.22%
Expenses for Miscellaneous Funds					
320	Water Construction Fund	10,610,214	10,610,214	407,013	3.84%
330	Sewer Construction Fund	17,691,255	17,691,255	1,434	0.01%
335	Stormwater Capital Fund	598,429	598,429	0	0.00%
340	Sanitation Construciton Fund	7,198,083	7,198,083	0	0.00%
350	Capital Projects Fund	7,592,559	7,592,559	537,655	7.08%
355	LID Construction Fund	26,975	26,975	6,752	25.03%
380	Hamilton P & R	32,000	32,000	8,006	25.02%
590	Bond & Interest Debt Service Fund	1,046,920	1,046,920	500	0.05%
595	LID Bonded Debt Service Fund	35,611	35,611	0	0.00%
	Total Miscellaneous Fund Expenses	44,832,046	44,832,046	961,361	2.14%
	Total City Revenue (1)	109,189,264	109,189,264	18,081,191	16.56%
	Total City Expenses	109,189,264	109,189,264	14,410,181	13.20%

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

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

COMMITTEE STAFF REPORT

DATE: Monday, January 9, 2023



RESPONSIBLE STAFF

Alisa Anderson, Grants Manager, David Schott, Parks and Facilities Manager, Nate Suhr, Senior Engineering Technician

ADDITIONAL PRESENTER(S)

OTHER RESOURCES

Other private, state, and local grant funding will be sought during the extended approval process for this grant request.

AGENDA ITEM TITLE

Lola Clyde Park - Land Water Conservation Fund - Grant Request - (ACTION ITEM) Alisa Anderson / David Schott / Nate Suhr

DESCRIPTION

City Staff is seeking approval to submit a federal funding request to the Idaho Department of Parks and Recreation (IDPR) for consideration under the Land and Water Conservation Fund for Lola Clyde Park. The project elements will include roadway frontage improvements, parking, and an internal pathway system within the lower portions of the park. If approved by IDPR and the Land and Water Conservation Board, the request will then be submitted to the National Park Service for further consideration. The grant application is due January 27, 2023, and includes a multi-level approval process. If awarded grant funding, the City would be notified in late 2023 but funding would not be available until 2024. It is anticipated if this funding is received the project will be designed and constructed in FY25-26. The match funding requirement is 50%. In addition to in-kind match for design, engineering inspection, and grant administration, the current Capital Improvement Program for FY23-26 includes an anticipated amount of \$450,000. A copy of the Lola Clyde park development conceptual plan, the IDPR grant application requirements, and a preliminary cost estimate outlining the improvements to be funded by the grant, are attached to this report.

STAFF RECOMMENDATION

Recommend approval to submit a grant request for Lola Clyde Park to the Idaho Department of Parks and Recreation under the Land and Water Conservation Fund in an amount not to exceed \$750,000 in federal grant funds, or provide staff further direction.

PROPOSED ACTIONS

PROPOSED ACTIONS: Recommend approval to submit a grant request for Lola Clyde Park to the Idaho Department of Parks and Recreation under the Land and Water Conservation Fund in an amount not to exceed \$750,000 in federal grant funds, or provide staff further direction.

FISCAL IMPACT

The Land and Water Conservation Fund requires a 50% non-federal match. The City Capital Improvement Program (CIP) FY2024 - FY2026 for Parks and Recreation has allocated \$450,000 for Lola Clyde Frontage, Parking, and Park Development projects. Engineering design and construction management services will also be included in the project budget as an in-kind contribution.

PERSONNEL IMPACT

In-Kind Engineering and Design; Grant and Financial Administration

ATTACHMENTS

1. Grant_Program_Guidance_2024 LWCF Only
2. Lola Clyde Park Conceptual Plan
3. Lola Clyde 2023 Grant Estimate Final



Recreational Grant Program Guidance

RV Fund

Waterways Improvement Fund

Off Road Motor Vehicle Fund

Motorbike Fund

Recreational Trail Program

Recreational Road & Bridge Fund

Specialty Plate Funds

Land & Water Conservation Fund

Clean Vessel Account

Boating Infrastructure Grants

State Fiscal Year

2024

1 Introduction

The purpose of this handbook is to provide information, forms and instructions to prospective grant applicants of the Idaho Department of Parks and Recreation (IDPR) Recreational Grant Programs. This information will inform you of the purpose of the grant programs, what is needed to apply and what will be required of you if the project is approved. You are encouraged to thoroughly review this information and contact grants staff with any questions prior to submitting your application.

1.1 Staff

The first step in project preparation is working with the appropriate agency staff. IDPR employs regional staff to cover statewide needs. For all programs **EXCEPT** the Land & Water Conservation Fund, please contact your regional specialist.

North Region Grant Specialist (Districts 1 & 2)

Tiffany Brunson (208) 415-3396

tiffany.brunson@idpr.idaho.gov

South Region Grant Officer (Districts 3 & 4)

Kellie Joyce (208) 514-2432

kellie.joyce@idpr.idaho.gov

East Region Grant Specialist (Districts 5 & 6)

Shelly Smith (208) 701-7077

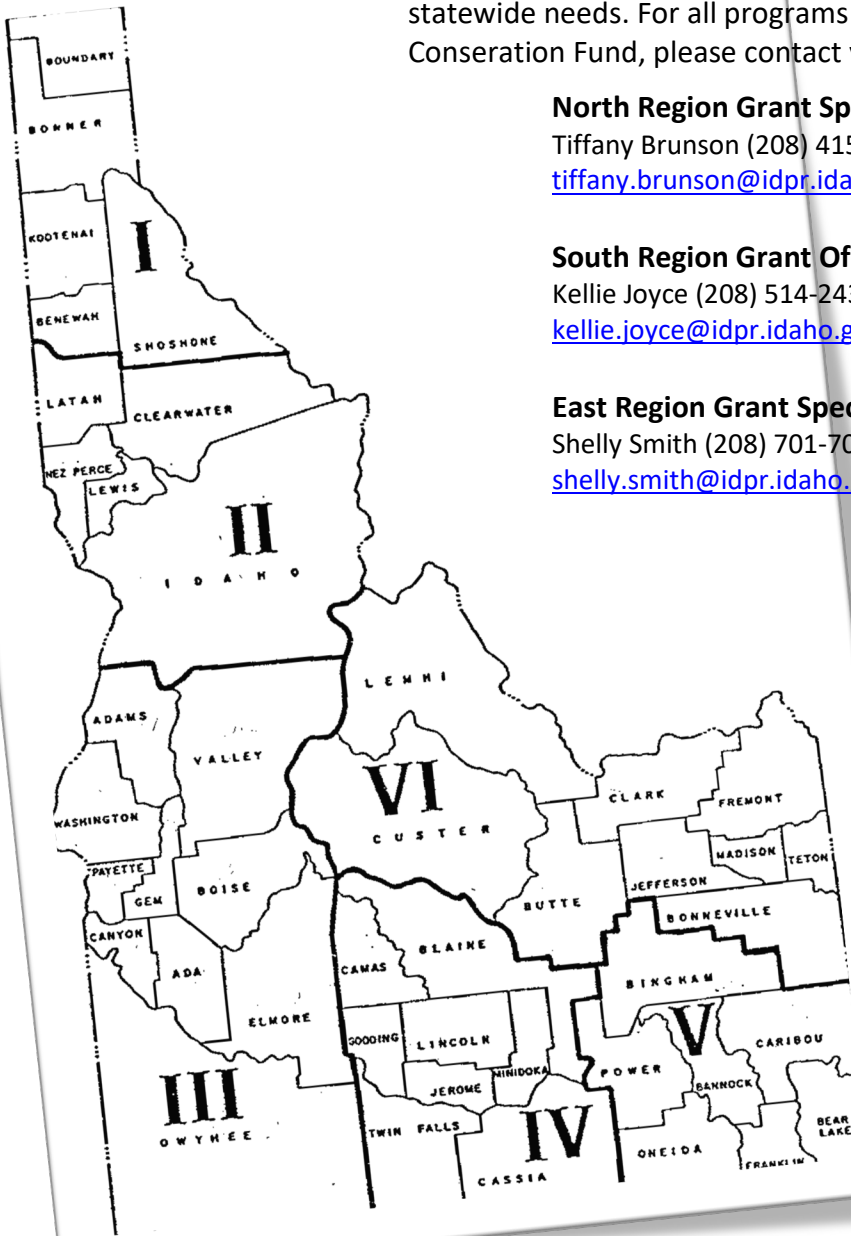
shelly.smith@idpr.idaho.gov

Land & Water Conservation Fund Contact

State & Federal Grant Program Manager

Kathy Muir (208) 514-2431

kathy.muir@idpr.idaho.gov



1.2 Advisory Committees

Each IDPR grant program has an advisory committee, which is a very important component of the grant process. Most committees are comprised of representatives from each of the state's six planning districts (shown on the previous page). The Recreational Trails Program Committee represents user groups on a statewide basis. The Land & Water Conservation Fund Committee includes representatives with experience in community development or public outdoor recreation on a statewide basis.

Contact with advisory committee members to discuss project detail is highly recommended. If you have difficulty reaching a committee member, please contact your regional grant specialist.



Off-Road Motor Vehicle Fund Advisory Committee

Representing Districts 1 & 2

Pat Dingman-**Motorbike/ATV***

208-819-4593 (Coeur d'Alene)

dingmanp626@gmail.com

Shawn Slinkard-**Snowmobiling**

208-449-3688 (Sagle)

Shawn.slinkard@avistacorp.com

David Beauchene-**Non-motorized Use**

208-304-2067 (Sandpoint)

snowjunkie75@gmail.com

Representing Districts 3 & 4

Benjamin Esplin-**Motorbike/ATV***

208-989-6237 (Donnelly)

benesplin29@gmail.com

Rick Dolphus-**Snowmobiling**

208-810-0745 (Boise)

Snowhound101@gmail.com

Jake Howard-**Non-motorized Use**

208-389-1332 (Boise)

jakehoward354@gmail.com

Representing Districts 5 & 6

Scott Sheer-**Motorbike/ATV***

307-699-7344 (Victor)

Scottharleesheer@gmail.com

Z. Wade Kaufman-**Snowmobiling**

307-413-2057 (Driggs)

wade@horizonteton.com

Max Lohmeyer-**Non-motorized Use**

208-756-7613 (Gibbonsville)

max@ridesalmon.com

*** Motorbike Fund projects are rated by the Motorbike/ATV representatives above.**

Recreational Trails Program Advisory Committee

Lindsay Dressler-**Hiking** (Boise)
301-996-1268
lindsaydressler@gmail.com

Donn Dennis-**Motorbike** (Dalton Gardens)
208-772-5032
dddennis@roadrunner.com

Stacey Sorensen-**Bicycling** (Soda Springs)
208-709-1100
sandsunwaves@hotmail.com

Clint Hansen-**ATV** (Rexburg)
208-709-6350
clintlansen@yahoo.com

Chris St. Germaine-Allen-**Cross Country Ski** (Weippe)
208-827-0845
cstgallen@gmail.com

Donald Horak-**Snowmobiling**
(Island Park) 406-671-2999
dhorak52@gmail.com

Stephen Hurley-**Equestrian** (Pocatello)
208-221-4626
steve@hurleystar.com

Paul Loutzenhiser-**4-Wheel Drive** (Athol)
208-661-5265
p.loutz1976@gmail.com

Dave Prouty-**Water Trails** (Boise)
208-720-0833
dave.prouty@gmail.com

Morgan Stage-**Disabilities** (Moscow)
208-870-2957
morgan.stage@gmail.com

⇒ **Mountain Bike Fund projects are rated by the Recreational Trails Program Committee**

Recreational Vehicle Advisory Committee

District I
Gary Dagastine (Post Falls)
208-818-5491
gary@nwrecumbentcycles.com

District II
Lynn Moss (Lewiston)
208-791-5846
slmoss1018@gmail.com

District III
VACANT

District IV
John Howard (Twin Falls)
208-861-3296
john@fallsbrand.com

District V
Glenn Powell (Pocatello)
208-233-7651
K9gp@hotmail.com

District VI
Kristine Staten (Idaho Falls)
208-313-3551
statkis@gmail.com

Waterways Improvement Fund Advisory Committee

District I

Ray Pipella (Sagle)
509-994-5976
ray@wildrosepromotionsllc.com

District II

Greg Dawson (Orofino)
208-827-0896
Gdawson1917@gmail.com

District III

Shay White (Meridian)
208-412-2833
Westernwhitehousetrepair51@gmail.com

District IV

Kevin Horak (Heyburn)
208-650-9248
Khorak313@gmail.com

District V

VACANT

District VI

Kent Bateman (Idaho Falls)
208-715-1582
KSB1@blackfoot.net

⇒ **Cutthroat Plate Fund projects are rated by the Waterways Improvement Fund Committee**

Land & Water Conservation Fund Advisory Committee

Tom Governale - **Communities over 5,000**
(Boise)
208-869-0844
tomgovernaleboise@gmail.com

Dave Ricks - **State/Federal** (Boise)
208-331-3882
rickswolverton@aol.com

Tamra Cikaitoga - **Communities under 5,000**
(Ashton)
208-419-9565
tcikaitonga@co.fremont.id.us

Ted Koch – **State/Federal**
(Garden Valley)
208-912-5233
Ted_koch@yahoo.com

Helen Stroebe - **Elderly** (Boise/Moscow)
208-830-4187
hstroebel73@gmail.com

Steve Frost - **State/Federal** (Fairfield)
208-731-5688
steven.frost@usda.gov

Ken Knoch - **Minority** (Idaho Falls)
208-757-8094
kwknoch@gmail.com

Mike Roach - **Park Board** (Fairfield)
208-688-0701
mdroach@sitestar.net

Sherri Boelter - **Disabled** (Post Falls)
707-295-2197
sherri@dacnw.org

MARK YOUR
CALENDAR!

1.3 Important Dates

Summer 2022 – Contact IDPR for field review.

September 2022 – Announce grant workshops/availability of funds.

October 2022 – Conduct grant workshops throughout the state.

December 2022 – IDPR preliminary review of draft applications.

January 27, 2023 – All applications must be submitted in the electronic system. Applications received after the deadline are automatically ineligible to compete for funding. The electronic system will close at 5 p.m. Mountain Standard Time and you will be unable to submit applications after this deadline.

February 2023 – IDPR staff review applications for eligibility and distribute to respective advisory committee members.

March 2023– Advisory committee evaluates and rates applications.

May 2023 – IDPR Park Board approves grants for award.

June 2023 – Applicants contacted.

After July 15, 2023 – State funding available. (See note below)

Please note the Recreational Trails Program and Land & Water Conservation Fund awards are **not announced until federal partners approve applications**, which is delayed beyond state awards. The earliest projects will be awarded is September/October. Do not start work on a project until you have a signed agreement or costs will not be reimbursed

1.4 Deadline/Timeline

Project applications will be received by the Idaho Department of Parks & Recreation (IDPR) at the Boise office at least once per state fiscal year, typically in January. Applicants are encouraged to submit a draft application in December, giving department staff time to request any needed changes to make the project eligible. Grants must be received in the electronic system by **Friday, January 27, 2023** to be eligible for the grant cycle. **NO HARD COPY APPLICATIONS ARE ACCEPTED.** Applicants are required to submit proposals electronically at:

idaho.smapply.io

Applications received during this grant period will be rated by the advisory committees in March and awarded by the Idaho Park and Recreation Board in May. These funds are typically available after July 15th and applicants have one year to expend the funds.

All applications and supporting documentation (i.e., letters of commitment, public notice) must be received by IDPR in the electronic system by the January 27, 2023 deadline. Applications missing documentation to make the project eligible WILL BE SUBJECT TO DISQUALIFICATION.

Applications

A comprehensive, well-written application provides all the information necessary for IDPR staff and the advisory committees to review. Incomplete applications are subject to disqualification. The narrative is the heart of the application and is your opportunity to communicate the need of the project. While composing the narrative and assembling support materials, pay close attention to the evaluation criteria. The advisory committee evaluates your project only on the criteria.

Applications are due in the system no later than January 27, 2023. The system will close at 5 p.m. Mountain Standard Time and you will not be allowed to submit after this time.

2.8 Land & Water Conservation Fund (LWCF)

2.8.1 Introduction



The congressional intent of the Land and Water Conservation Fund (LWCF) is to acquire, develop, and maintain outstanding property into **perpetuity** for outdoor recreation purposes. It is important that quality recreation facilities are developed for the people in our community and our state for future generations.

With the passage of the Federal Land and Water Conservation Fund Act of 1964 (Public Law 88- 578; 78 Stat. 897) funds were made available to the states for the “planning, acquisition and development of needed land and water areas and facilities.” This law requires each state to prepare an acceptable comprehensive outdoor recreation plan before acquisition and development projects are considered. Idaho’s plan is the “Statewide Comprehensive Outdoor Recreation and Tourism Plan” (SCORTP).

There are several steps in applying for LWCF money. The project proposal is used to determine a project’s eligibility. IDPR staff checks proposals against SCORTP priorities for eligibility. In addition, it will allow IDPR the opportunity to provide you technical assistance in submitting an application.

Eligible projects are then presented to the LWCF Advisory Committee. Sponsors are asked to give an oral presentation on their project. The advisory committee rates and ranks the projects in priority order for recommendation to the Idaho Park and Recreation Board.

If your project is recommended for approval by the board, IDPR will request an application. You must be prepared to make a financial investment to properly submit an application. The application requires complete information such as specific site plans with drawings, cost estimates, title information, appraisals, State Historic Preservation Office (SHPO) clearance, and an environmental assessment. Depending on your resources and the type and size of the project, this may require that you employ architects, engineers, surveyors, cultural resource consultants, attorneys, and appraisers. In addition, all costs to qualify a project must be assumed by the applicant. These may include a state appraisal review or engineering review. Some of these costs may be reimbursed if the project is approved. Information on

reimbursement is provided in the program rules (See IDAPA 26 Title 01 Chapter 33).

2.8.2 Eligibility

2.8.2.1 Sponsors

Funds are made available to the following political subdivisions of the State of Idaho through IDPR:

- a. Incorporated Cities
- b. Counties
- c. Recreation Districts
- d. State Agencies
- e. School Districts

2.8.2.2 Partnerships

In situations where two or more agencies jointly apply and/ or manage a facility, only one agency may act as the “managing partner.” This means they assume responsibility for the application and construction, must have control and tenure of the property, must manage the completed project into perpetuity, and must act as liaison to IDPR.

2.8.2.3 Eligible Projects

IDPR grants are available for up to 50% of the cost to acquire and/or develop land, which is to be used for public outdoor recreation uses. Acquisition of less than fee interest, such as easements and development rights, will be considered in the same manner as simple fee acquisition subject to the following conditions:

- (1) The interest cannot be revocable;
- (2) The value can be supported through standard appraisal techniques;
- (3) Recreation can be demonstrated as the primary purpose of the acquisition.

Acquisition of leases is not eligible.

Projects must address outdoor recreation needs as outlined in the current Statewide Comprehensive Outdoor Recreation Plan (SCORP) to be eligible. The SCORP may be viewed at: <http://www.parksandrecreation.idaho.gov/scorp>

LWCF administration is subject to all applicable state and federal statutes, rules, ordinances, and requirements.

Project sponsors and all contractors will be required to comply with all federal and state laws pertaining to equal opportunity employment, civil rights, competitive bidding and contracting procedures, acquisition procedures, etc.

2.8.2.4 Contracts (Project Agreements)

Following acceptance of the federal application, project sponsors will be required to execute a project agreement (contract) with IDPR covering the terms of the LWCF Program provided below. The application information you provide will constitute the specific terms of this agreement. Breach of this agreement during the project may result in the return of the funds involved and the termination of future financial assistance available under this program. After the project is completed, breaking the agreement will result in replacing the facility or correcting the damage at the project sponsor's expense.

It is important that the sponsor clearly understand that this agreement will obligate them to a perpetual commitment to IDPR for this project.

2.8.2.5 Project Time Limitations

The Idaho Department of Parks and Recreation Board has established a policy which limits projects to a period that encompasses two work seasons.

If there is no significant physical development on the project site within one work season after the project is approved, funds for the project can be withdrawn.

2.8.2.6 Disabled Access

All completed facilities must reasonably provide handicapped access and features, which comply with the Americans with Disabilities Act Guidelines. Failure to adequately provide disabled access is the most common factor delaying reimbursement.

Sponsors are expected to give all individuals the opportunity to use public facilities. Plans for handicapped accessibility must be clearly shown on all application materials. If a specific scope element is not going to be accessible, a clear explanation must be made in the application.

2.8.2.7 Park/School Projects

Projects must be clearly designed and located to primarily meet identified needs for general public outdoor recreation. They, secondarily, may provide a school district's outdoor education, physical education and recreation facilities. Facilities to be used for varsity athletics are ineligible.

2.8.2.8 Legal Documents

You will be required to submit and have approved all deeds, title insurance policies, leases, appraisals, etc. **Difficulties in acquiring or documenting property ownership are a primary reason many projects are denied.** Please be specific on these matters.

2.8.2.9 Title Requirements

The LWCF includes a requirement that sponsors own or exercise control over properties to be developed with assistance from the fund. This can be done through outright ownership or through an easement.

Regardless of whether the project is to acquire or develop property, it is necessary to inquire about the current status of the property at the time of the application. This requirement is satisfied by the issuance of an opinion from the Office of the Attorney General. The Attorney General's review is based on the title documents provided in the application. Generally, a current title policy is the preferred document on which to base an opinion concerning ownership and restrictions for outdoor recreation.

If a title policy exists but is not current, clarification may be necessary. This can be accomplished inexpensively by contracting with a title company for a "lot book search." A "lot book search" will reveal the ownership of a parcel and all recorded interests as of the date of search. It provides no title guarantees. It is most useful when there is already a title policy in effect prior to application.

There are other methods of reviewing title for LWCF purposes besides use of a title policy in conjunction with a "lot book search." Opinion letters by the project sponsor's attorney may be issued based on other documentation when appropriate as determined by IDPR.

The cost of a title policy is not reimbursable.

2.8.2.10 Description of Property and Applicability

You will be required to establish project boundaries based on the title information provided in your application. All lands immediately adjacent to this site, which are designated as recreational must be identified as being within the project boundaries. A final determination will be made during a pre-award inspection.

All LWCF requirements will pertain to the total facility and all future developments.

Upon completion of the project and before final reimbursement you will be required to provide an “as built” map, and a written project summary.

Property rights obtained with LWCF assistance must be free of all reservations or encumbrances that would limit the use of the site disproportionate to the public benefit.

2.8.2.11 Title Restrictions

After you have taken title to the property and before you apply for final reimbursement, all property affected by the grant must be dedicated to outdoor recreation use in perpetuity by a recorded “Deed of Right to Use Land for Public Recreation Purposes.”

2.8.2.12 Project Records

The project sponsor must maintain project records for three years after final payment. The material shall be maintained beyond the required three-year period if audit findings have not been resolved. The project sponsor must maintain property records in perpetuity.

2.8.3 Funding

2.8.3.1 Participant’s Matching Share

Project sponsors must provide, as matching share, the balance of a project’s cost (at least 50%). Project sponsors share can be local funds, state funds, force account or donation of privately owned lands.

2.8.3.2 Use of Other Grants As Match

State grants may be used as the sponsor's matching share. However, the grant must be approved prior to being listed as a source of financing the project in the application. The sponsor may obligate city funds to the grant in the application and then change this obligation once a grant is approved during the project. This must be done through a written request to IDPR.

2.8.3.3 Reimbursement

This is a reimbursement program. Sponsors will be required to initially finance 100% of the project.

On projects of less than \$100,000 (\$50,000 matching share) the project sponsor must assume the full cost of the project of which 50% will be reimbursed.

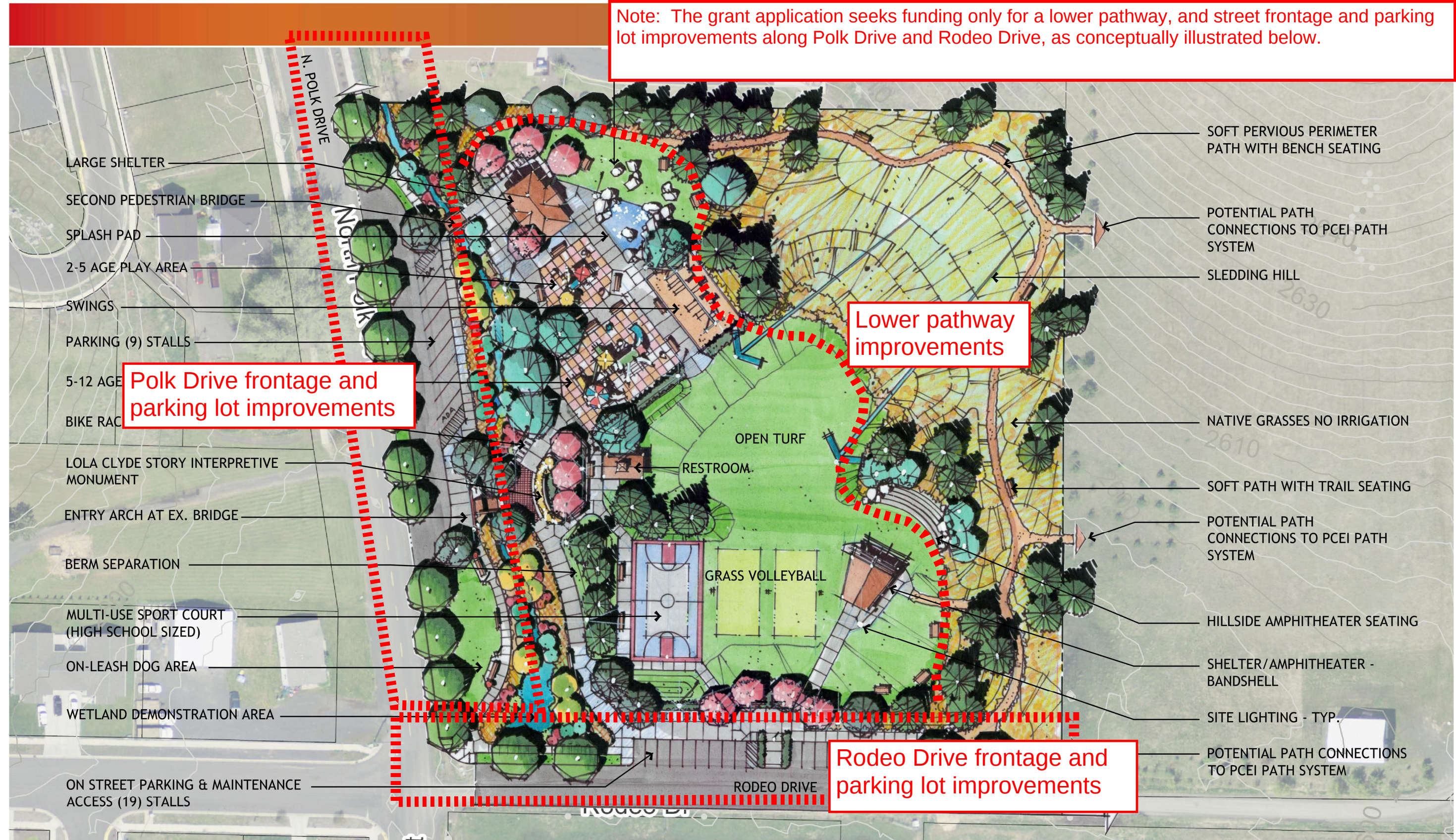
For projects with a total cost of more than \$100,000 (\$50,000 matching share) partial reimbursements may be negotiated prior to the signing of the project agreement. A total of 50% of the eligible cost of each billing will be reimbursed. Partial reimbursement by IDPR shall never exceed the cash expended on the project. Sponsors will not be permitted to use (In-Kind) contributions, or donated real property for partial reimbursement. A 25% hold back will be made on all partial reimbursement which is payable at the completion of the project.

To receive total reimbursement, the project must be completed according to the project agreement and receive an approved final inspection. Sponsors should not plan to use LWCF reimbursement as "seed money."

Specific recreation scope elements will be provided as part of the project agreement. These scope elements are determined from the application information you submit. It is the project sponsor's responsibility to manage total project costs. You will be responsible to complete the project as outlined in the project agreement and for any additional costs over the approved project amount. Limited cost increases may be available but should not be anticipated.

Costs for operation and maintenance are not reimbursable under this program. Preliminary costs to acquire property, including

Note: The grant application seeks funding only for a lower pathway, and street frontage and parking lot improvements along Polk Drive and Rodeo Drive, as conceptually illustrated below.



Lola Clyde Park Grant 2023
Preliminary Cost Estimate
Revised 1/05/2023

Estimated Costs

Path - Lower Loop:	\$	251,850.29
15% Contingency	\$	32,000.00
Total Cost Lower Loop:	\$	283,850.29
Parking Lot:	\$	192,099.74
15% Contingency	\$	24,000.00
Total Cost Parking Lot:	\$	216,099.74
Polk Street Improvements:	\$	305,963.25
15% Contingency	\$	39,000.00
Total Cost Polk Street:	\$	344,963.25
Rodeo Drive Improvements:	\$	309,187.28
15% Contingency	\$	39,000.00
Total Cost Rodeo Drive:	\$	348,187.28
TOTAL COST	\$	1,193,100.55

Estimated In-Kind Match

Engineering Design (In-Kind)	\$	127,500.00
Construction Inspection (In-Kind)	\$	169,900.00
Grant Administration (In-Kind)	\$	50,000.00
Total	\$	347,400.00

Estimated Funding

Grant Funding	\$	750,000.00
City of Moscow Capital Contribution	\$	450,000.00
Total	\$	1,200,000.00

***Note:**

The in-kind numbers are based on a design cost of 15% and a construction inspection cost of 20% of the total construction costs.

COMMITTEE STAFF REPORT

DATE: Monday, January 9, 2023



RESPONSIBLE STAFF

James Fry, Police Chief

ADDITIONAL PRESENTER(S)

OTHER RESOURCES

AGENDA ITEM TITLE

2023 Whitcom Emergency Dispatch Services Agreement (ACTION ITEM) - James Fry

DESCRIPTION

The City currently contracts with Whitcom for emergency dispatch services. The most recent agreement executed on March 31, 2021, was for two years including the 2021 and 2022 calendar years, and expired on December 31st of last year. On December 19th, 2022, the City received a proposed agreement from Whitcom for the 2023 calendar year.

Historically, the cost for dispatch services for the City of Moscow had been calculated to be 21.25% of the annual Whitcom budget based upon call volumes and other considerations which totaled \$607,213.25 for the 2021 calendar year and \$712,911.00 for the 2022 calendar year. Over the last year, the Whitcom Finance Committee has been revisiting the cost allocation model and anticipates proposing an updated cost allocation for 2024 and beyond. In the interim, Whitcom is proposing to continue with the prior percentage allocation for the 2023 calendar year which will total \$803,263. At the time of the FY2023 budget development, Whitcom had not finalized its annual budget, and as a result, Staff was required to estimate an anticipated future contract amount of \$791,500 for FY2023. The updated agreement will result in a slight budget overrun of \$11,763 in line item 101-075-642-91 which can be absorbed within the general fund expenses.

STAFF RECOMMENDATION

Recommend approval of the proposed emergency dispatch services agreement with Whitcom

PROPOSED ACTIONS

PROPOSED ACTIONS: Recommend approval of the proposed emergency dispatch services agreement with Whitcom; or provide staff further direction.

FISCAL IMPACT

PERSONNEL IMPACT

ATTACHMENTS

1. MoscowWhitcomAgreement2023_draft_clean

AGREEMENT FOR E911 SERVICES AND
COMPLETE DISPATCH SERVICES

This Agreement for Enhanced 911 (E911) Services and Complete Dispatch Services (hereinafter referred to as “Agreement”), is made and entered into by and between the City of Moscow, Idaho, a municipal corporation of the State of Idaho, 206 East Third Street, Moscow, Idaho, 83843 (hereinafter referred to as “CITY”), and WHITCOM, an agency established through the cooperation of Washington State political entities consisting of County of Whitman, City of Pullman, Washington, and Washington State University, acting through Enhanced 911 Inter-Local Agreement pursuant to the Inter-Local Cooperation Act, Chapter 39.34 Revised Code of Washington, 2325 Hopkins Court, Pullman, Washington, 99163 (hereinafter referred to as “WHITCOM”).

W I T N E S S E T H:

WHEREAS, in 2004, CITY and WHITCOM entered into an agreement for E911 services and complete dispatch services; and

WHEREAS, in 2006, CITY and WHITCOM entered into an agreement replacing the 2004 Agreement to continue to provide services through December 31, 2009; and

WHEREAS, in 2009, CITY and WHITCOM entered into an agreement replacing the 2006 Agreement to continue to provide services through December 31, 2015; and

WHEREAS, in 2015, CITY and WHITCOM entered into an agreement replacing the 2009 Agreement to continue to provide services through December 31, 2020; and

WHEREAS, in 2020, CITY and WHITCOM entered into an agreement replacing the 2015 Agreement to continue to provide services through December 31, 2022.

WHEREAS, CITY has determined that the best and most efficient use of its current resources is to continue to contract with WHITCOM for WHITCOM’s provision of E911 services and complete dispatch services; and

WHEREAS, WHITCOM has agreed to continue to provide such services to CITY as are stated herein; and

WHEREAS, WHITCOM has agreed to provide a certain minimum level of service for an amount certain throughout the term of this Agreement; and

WHEREAS, CITY and WHITCOM believe that it is in their mutual best interest to establish a working relationship for the term of this Agreement; and

WHEREAS, it is desired of City Council to enter into this Agreement with WHITCOM; and

WHEREAS, it is the desire of WHITCOM entities to enter into this Agreement;

NOW THEREFORE, Parties agree as follows:

SECTION 1. Intent and Term

This Agreement memorializes the Parties' intent (a) that CITY will continue to utilize WHITCOM's E911 services and complete dispatching services through December 31, 2023 in conformance with the terms of this Agreement.

It is specifically the intention of both Parties not to create an interlocal cooperation agreement or a joint powers agreement with this current Agreement at this time.

SECTION 2. Description of Services to be Provided

WHITCOM agrees to provide E911 services and complete public safety dispatching services through the term of this Agreement. Dispatching services provided by WHITCOM shall include the following:

- A. The answering of business and 911 telephone lines for fire, police and emergency medical services requests;
- B. Emergency and routine radio communications with police, fire and EMS emergency providers;
- C. Communications between providers and other resources relating to their function;
- D. After-hour emergency public works requests; and
- E. Limited technical training, trouble shooting, and support to CITY Information System (IS) personnel as it applies to devices accessing WHITCOM applications and services;

For the purpose of performing the above-mentioned functions, WHITCOM shall furnish and supply all necessary personnel, supervision, administration, equipment and supplies to maintain the level of E911 services and complete dispatch services equal to services provided to other WHITCOM parties.

If WHITCOM Information Technology (IT) personnel provide assistance to CITY Information Services (IS), CITY IS must be prepared and ready for upgrades. Any unforeseen or out of the ordinary costs will be negotiated, in good faith.

SECTION 3. Responsibility

WHITCOM shall have full responsibility for the provision of E911 services and complete dispatch services as described hereinabove. In addition, the WHITCOM Executive Board shall be responsible for administration and oversight of dispatch services, hiring an Executive Director, setting standards of performance and training and disciplining employees, as well as any other matters incident to the control of personnel and performance of services under this Agreement. CITY shall have one voting member position on the WHITCOM Executive Board.

SECTION 4. Consideration

It is agreed that CITY's compensation to Whitcom for services (user fees) shall be based upon twenty-one and a quarter percent (21.25%) of the annual WHITCOM E911 budget as adopted by the Whitcom Executive Board. This agreed upon percentage includes credit for all in-kind services provided by each agency in support of Whitcom E911 operations.

During the term of this Agreement, utilizing the above percentage calculation, CITY shall compensate Whitcom for services provided as follows:

For the period of January 1, 2023 through December 31, 2023, CITY shall pay to WHITCOM the total amount of Eight Hundred Three Thousand, Two Hundred Sixty-Three dollars (\$803,263).

CITY shall make such payments in four quarterly installments and shall remit payment to WHITCOM no later than thirty (30) days from receipt of invoice.

User fees, will be established by dividing the total WHITCOM E911 budget by the agreed upon percentage minus all pass-through money credited to each agency. Unanticipated revenue will be credited to WHITCOM entities at the same percentage as their user fees unless the revenue is specifically tied to one of the entities such as a grant. In the event an entity receives a grant, the entire grant amount will be credited to the entity that obtained the grant.

If this Agreement is terminated prior to the expiration of the term of this Agreement pursuant to Section 22, payment shall be pro-rated by written agreement between the Parties.

There shall be no additional compensation for activities, events or occurrences except by written amendment to this Agreement.

SECTION 5. Expenditures of Funds Under this Agreement

WHITCOM agrees to utilize any and all payments made to WHITCOM pursuant to this Agreement only.

SECTION 6. Equipment

CITY and WHITCOM agree that WHITCOM shall operate on CITY's radio frequencies in order to enhance level of services to CITY and in order to provide an increased level of safety for employees of both Parties. WHITCOM agrees to pay for recurring telephone line and database charges. WHITCOM agrees to furnish such items without costs additional to that set out in Attachment A.

CITY agrees to furnish and to pay for installation of equipment necessary to communicate with its police facilities, fire stations, Public Works departments, and citizens requesting assistance; and any costs incurred as a result of expanding WHITCOM's telephone system to accommodate increased CITY call volume. This includes the Spillman State Link and Spillman connectivity consistent with the purposes of this Agreement.

SECTION 7. Insurance

Each Party warrants that it shall obtain, and will maintain at its expense for the duration of this Agreement, statutory worker's compensation coverage, employer's liability and comprehensive general liability insurance coverage for its principals and employees for the services to be performed hereunder. The amounts of such insurance shall not be deemed a limitation of the indemnity and hold free and harmless covenant contained in Section 8 herein.

WHITCOM shall furnish CITY with policies or certificates of insurance to demonstrate WHITCOM has procured such insurance and that CITY has been named as an additional insured therein. Such policies or certificates shall contain the following provision:

"It is agreed that City is added as an additional insured under this Policy and the coverage provided hereunder shall be primary insurance and not contributing with any other insurance available to City under any other third-party liability policy. It is further agreed that the 'other insurance' condition of this policy is amended to conform therewith."

Such policies or certificates of insurance shall contain the covenant of the insurance carrier that thirty (30) days' written notice shall be given to CITY prior to modifications, cancellations, or reduction in coverage of such insurance.

SECTION 8. Limitation of Liability

CITY hereby covenants and agrees to hold and save WHITCOM (including its political entities) and all of its officers, agents, and employees harmless from all claims whatsoever that may arise against WHITCOM (including its political entities), its officers, agents, or employees and, in the case of WSU, its Regents, as a result of the performance of duties performed by CITY under the terms of this Agreement. By so doing, CITY, its officers, agents, and employees shall not be deemed to have assumed any liability for the independent acts of WHITCOM or of any officer, agent, or employee thereof, and WHITCOM hereby covenants and agrees to hold and save CITY, all of its officers, agents, and employees harmless from all claims whatsoever that may arise against CITY, its officers, agents, or employees, by reason of any independent act of WHITCOM, its officers, agents, and employees.

SECTION 9. Information

CITY shall provide WHITCOM with:

- A. an updated map of City with addresses;
- B. a twenty-four (24) hour emergency telephone number list for on-call CITY personnel;
- C. a list of fire hydrant locations;
- D. emergency contact information on essential CITY employees including volunteer fire personnel, and any other pertinent information deemed necessary to effectively perform dispatching duties. Whenever CITY is made aware of additional information or a change in current information, CITY shall reduce this information to writing and deliver it by hand delivery, inter-agency mail, regular mail, or any other reasonable means of delivery to

WHITCOM within a reasonable amount of time after City has been made aware of such change.

Although CITY does not maintain a list of apartment and business emergency contact numbers, or building or development site information, CITY, upon request from WHITCOM, will assist WHITCOM in obtaining such information.

SECTION 10. Use of Idaho Law Enforcement Telecommunications System (ILETS)

CITY shall be responsible for maintaining the ILETS System for use by WHITCOM in providing services contemplated by this Agreement including, but not limited to, any payments, licenses, permissions, protocol and the like.

SECTION 11. Records

Records generated and/or related to services provided by WHITCOM to CITY under this Agreement shall comply with relevant requirements of the Revised Washington Code and the Idaho Code, respectively. WHITCOM and CITY shall retain such records in accordance with applicable law and shall produce such records pursuant to requests for records in accordance with applicable law. WHITCOM and CITY shall make records (except for those protected by privilege or otherwise under applicable law) available to the other upon reasonable notice during business hours.

CITY shall have unlimited, around-the-clock (twenty-four (24) hours) access to its ILETS System records at all times during the term of this Agreement.

SECTION 12. No Waiver of E911 Service Area Jurisdiction

It is specifically the intention of CITY and WHITCOM that CITY retains all rights, privileges, authority, jurisdiction and entitlement to CITY's established E911 service area, as defined in Idaho Code. In addition, nothing in this Agreement shall be construed by either party or by others to in any way alter CITY's 1990 decision in Ordinance No. 90-16 to provide E911 services and dispatch services to citizens of Moscow, Idaho pursuant to Idaho Code Title 31, Chapter 48.

SECTION 13. Non-Appropriation Clause

In recognizing that each Party to this Agreement can only receive budget approval for one (1) fiscal year at a time, non-appropriation will be a legitimate reason for release from this Agreement provided:

- A. Thirty (30) days' written notice is given to the other Party; and
- B. No other funds are appropriated for the same fiscal period that would provide essentially the same or similar service as outlined in this Agreement.

SECTION 14. Compliance with Laws

WHITCOM agrees that it shall conduct its operations pursuant to this Agreement in conformance with all applicable laws, ordinances and regulations of all governmental and regulatory agencies having jurisdiction. WHITCOM shall undertake a continuing program of monitoring to ensure

compliance with all applicable Federal, State, County and municipal laws and regulations as well as directions of the WHITCOM board to ensure safe and efficient operations and to administer funds paid to WHITCOM by CITY in accordance with this Agreement. WHITCOM further agrees to utilize any and all payments made to WHITCOM pursuant to this Agreement only in a manner consistent with Idaho Code Title 31, Chapter 48.

SECTION 15. Non-Discrimination

It is illegal under the U.S. Federal law to discriminate against an employee, either intentionally or through disparate impact, on account of race, color, gender, religion, sex (including pregnancy), national origin, physical or mental disability, age, marital or familial status, sexual orientation, and gender expression or identity. WHITCOM shall not discriminate against any employee or applicant for employment. WHITCOM's action under this Section shall include, but not be limited to, the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation and selection for training, including apprenticeship. WHITCOM agrees to post in conspicuous places, available to employees and other applicants for employment, notices setting forth the provisions of this non-discrimination Section.

SECTION 16. Independent Contractor

The Parties warrant by their signature that no employer-employee relationship is established between WHITCOM and CITY by the terms of this Agreement. It is understood by the Parties hereto that WHITCOM is an independent contractor and as such neither it nor its employees, if any, are employees of CITY for purposes of tax, retirement system, or social security (FICA) withholding.

SECTION 17. Venue and Legal Fees

This Agreement shall be construed as having been made and delivered within the State of Washington, and it shall be mutually understood and agreed by each Party hereto that this Agreement shall be governed by laws of the State of Washington, both as to interpretation and performance. Any action at law, suit in equity, or judicial proceeding for the enforcement of this Agreement or any provisions thereof shall be instituted and maintained only in a court of competent jurisdiction in Whitman County, Washington.

As a further condition of this Agreement, the Parties acknowledge that this Agreement shall be deemed and construed to have been prepared mutually by each Party. The Parties expressly agree that any uncertainty or ambiguity existing therein shall not be construed against either Party.

SECTION 18. Rights Not Assignable

Parties shall not assign any rights or duties under this Agreement to any other person or entity, governmental or otherwise, without the prior written approval of the other Party.

SECTION 19. Severability

In the event any provision of this Agreement or any part thereof shall be determined by any court of competent jurisdiction to be invalid, void or otherwise unenforceable, the remaining provisions, or parts thereof, shall remain in full force and effect, being in no way affected, impaired or invalidated. The remaining provisions shall be construed in a manner most closely approximating the intention of the Parties with respect to the invalid, void, or unenforceable provision or part thereof.

SECTION 20. Complete Agreement

This Agreement constitutes the entire expression of intent and/or agreement of the Parties and supersedes all prior agreements or understandings, written or oral, with respect thereto.

SECTION 21. Amendments

The terms of this Agreement may be amended by mutual agreement of the Parties. The Party seeking an amendment shall submit a written request for amendment to the other Party. The request shall clearly describe the proposed change and why the change is necessary. The responding Party shall schedule a review of the request within thirty (30) days from receipt of the request and shall respond within forty-five (45) days from receipt of the request. The responding Party may approve, deny, or suggest modifications to the amendment. Any amendment shall be in writing, shall refer specifically to this Agreement, and shall be executed by both Parties.

SECTION 22. Notice

Any notice under this Agreement shall be in writing and shall be effective when actually delivered or when deposited in the mail addressed to the Parties as follows:

CITY

City Clerk
City of Moscow
P O Box 9203
Moscow, ID 83843

WHITCOM

WHITCOM Director
WHITCOM 911
2325 Hopkins Court
Pullman, WA 99163

IN WITNESS WHEREOF, the Parties have set their hands and affixed their seals as of the date and year hereinbelow written.

WHITCOM

This _____ day of _____, 2023

Whitcom Board Chair

Whitcom Vice Chair

CITY OF MOSCOW, IDAHO

This _____ day of _____, 2023

Arthur D. Bettge, Mayor

ATTEST:

Laurie M. Hopkins, City Clerk