Public Works / Finance Committee

	Regular Meeting **~Agenda~**	Laurie M. Hopkins City Clerk
	www.ci.moscow.id.us	208.883.7015

Monday **March 13, 2023**	**4:00 PM**	**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. **Approval of Public Works/Finance Committee February 27, 2023 Minutes (ACTION ITEM) - Taylor Riedner**

2. **Disbursement Report February 2023 (ACTION ITEM) - Sarah Banks**

   Presentation of the Accounts Payable Report for the month ending February, 2023.

   ACTION: Approve and authorize the use of digital signatures to sign the Disbursements Report for the month of February 2023.

3. **Fourth Quarter Financial Report July 1, 2022 to September 30, 2022 for FY2022 (ACTION ITEM) - Sarah Banks**

   Presentation of the financial report for the fourth quarter of Fiscal Year 2022 (July 1, 2022 to September 30, 2022).

   ACTION: Approve the FY2022 Fourth Quarter Report, or provide staff with further direction

4. **Resolution for Destruction of City Records (ACTION ITEM) - Laurie M. Hopkins**

   In 2021, the City Council adopted Resolution 2021-27 classifying City records as temporary, semi-permanent, and permanent, each with a retention period. Idaho Code 50-907 allows for the destruction of temporary and semi-permanent records according to the retention schedule and the adoption of a resolution listing the various types of records. City departments have reviewed retention schedules and current records in order to recommend documents for destruction. The proposed Resolution is based upon the review by participating departments and the list has been reviewed by the City Attorney.

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

5. **2023 Streets Surface Treatment Project (ACTION ITEM)- Steve Schulte**

   The State of Idaho allocated a portion of state surplus funds to local transportation agencies with HB772 resulting in a disbursement of $484,850 to the City of Moscow on July 25, 2022, for use on the transportation system. Staff proposes to use these funds for an asphalt rubberized chip seal application on roughly 49,500 square yards of roadway. This process has proven to be a cost-effective method of extending the lifespan of our roadways. The HB772 funds are currently in the capital budget and, with Council approval, will be specifically allocated to this project during the open budget process.

PROPOSED ACTIONS: Recommend approval of the use of HB772 funds for an asphalt rubberized chip seal project, or provide staff with 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~

www.ci.moscow.id.us

Laurie M. Hopkins
City Clerk

208.883.7015

Monday February 27, 2023	**4:00 PM**	**Council Chambers 206 E. Third St.**

The meeting was called to order at 4:00 p.m.
PRESENT: Julia Parker, Sandra Kelly, Drew Davis
OTHERS: Mayor Art Bettge
STAFF: Bill Belknap, Cody Riddle, James Fry, Eric Warner, Bob Buvel, Mia Bautista, Taylor Riedner

REGULAR AGENDA

1. **Approval of Public Works/Finance Committee February 13, 2023 Minutes (ACTION ITEM) - Taylor Riedner**

The minutes were approved as presented.

2. **Phillips Farm Park Request for Funding (ACTION ITEM) - Cody Riddle**

   In April 2000, Latah County began leasing the Virgil Phillips Farm from the City of Moscow to develop recreational programs, improve facilities, and maintain the park. Since then, with the help of the City of Moscow and many other partners, Latah County has successfully managed the park and made significant improvements. In August 2022, Latah County was awarded a grant from the Idaho Department of Parks and Recreation's (IDPR) Recreational Trails Program (RTP) to complete various improvement projects. The total cost of these projects is $65,390 with matching contributions as follows: Latah County 7,680, Friends of Phillips Farm $1,400, and City of Moscow $5,000.

   Because the RTP is federal pass-through funding, IDPR has recently learned from the Federal Highways Administration (FHWA) that a cultural resources survey is required before any project actives can begin. The estimated cost is $6,500. The survey will also serve as a foundational document for all future improvements at the park.

   Latah County is requesting that the City of Moscow considers contributing an additional $3,250, half the cost of the cultural resources survey.

   PROPOSED ACTIONS: Recommend approval of the requested contribution of an additional $3,250, or provide staff with further direction.

Riddle introduced the item as written above. The funding is not currently detailed in the FY2023 budget but could be distributed from the Parks Capital budget. The intent of the study is to learn more about the wildlife habitat, cultural resources, endangered species, suggestions for future developments, and more. Committee recommended staff to review options if the grant does not cover the entire project and splitting the difference with the other parties. The Committee recommended approval and that it be placed on the Council consent agenda.

3. **Library Concrete Pedestrian Entrance Restoration Project - Bid Results & Contract Award (ACTION ITEM) - Bob Buvel**

   The Library Concrete Pedestrian Entrance Restoration project includes the installation of concrete sidewalk, stairs, and handrails in front of the Moscow Public Library along the Jefferson Street entrance. The City solicited for quotes from local contractors on January 25, 2023, and the Engineer's Estimate for construction is $19,425.00. One quote was received back from Germer Construction on February 17th for $20,932.00. A bid tabulation is included in the Committee packet.

PROPOSED ACTIONS: Recommend acceptance of the bid from Germer Construction, Inc., award the contract in the amount of $20,932.00, and authorize staff approval of construction change orders in an amount not to exceed 10% of the contract amount, or provide staff further direction.

Buvel introduced the item by sharing the background of the request made by the public library and shared an image of the proposed project. Main concerns of the current condition include mud tracks into the library due to crossing the landscaping from the streets and ice safety in the winter. The location of this entrance does not allow for ADA access due to the steeper slope and street access. The entrance on 1st Street does provide ADA access however. Due to the low cost of the project, it did not need to go out for full formal bids and instead could be solicited to contractors. The initial solicit of the project was put out during the summer of 2022 and no contractors expressed interest at that time. The budget for this project will be covered by the Buildings General Fund.

Discussion ensued regarding maintenance of the walkway and staircase. Staff will review maintenance details of snow and ice removal and ensure appropriate chemicals are used to reduce the amount of deteriorating over time. The City owns the building and property that the library sits on and the Library District operates it. The Library District does their own fund raising for improvements while the City is responsible for repairs. Historically, the library district has contributed their own funds for maintaining and improving the landscaping.

Committee recommended staff to coordinate a meeting between the City, County, and Library District to form a long-term improvement plan for the building and the maintenance it will require. The Committee recommended approval and that it be placed on the Council consent agenda.

4. Moscow Police Department - OHS Highway Safety Grant FFY 2024 (ACTION ITEM) - James Fry / Eric Warner

The Moscow Police Department (MPD) is requesting to participate in the national grant program called Selective Traffic Enforcement Program (STEP) sponsored by the Idaho Transportation Department (ITD), Office of Highway Safety (OHS) for a third year. The program addresses specific behaviors related to traffic safety priority areas and safety deficiencies within local law enforcement jurisdictions and is focused on combatting traffic crashes resulting in fatal and serious injuries. The MPD is requesting to submit a grant funding request due on February 28, 2023 for $129,000 with an in-kind match of $32,250.

PROPOSED ACTIONS: Recommend approval for the Moscow Police Department to apply for the Idaho Transportation Department, OHS Highway Safety STEP Grant FFY 2024 for $129,000, or provide staff further direction.

Warner introduced the item and reflected on previous years applications and proposed use of funds. The City has participated in this grant program for the last two years and each year applied for $100,000. The increased request this year is due to the recent salary survey and increased wages. The MPD will also be requesting funds to replace some equipment such as breathalyzers. Currently there are 3 breathalyzer units which have been in service for 7 years and a typical life cycle is 3 years. Needing no further discussion, the Committee recommended approval and that it be placed on the Council consent agenda.

ADJOURN

The meeting adjourned at 4:20 p.m.

COMMITTEE STAFF REPORT

DATE: Monday, March 13, 2023

RESPONSIBLE STAFF
Sarah Banks, Finance Director

ADDITIONAL PRESENTER(S) OTHER RESOURCES

AGENDA ITEM TITLE
Disbursement Report February 2023 (ACTION ITEM) - Sarah Banks

DESCRIPTION
Accounts Payable Report for the month ending February 28, 2023. A summary of the major expenditures has been approximated by category and represents 96% of the total expenditure of $3,258,449.72.

Payroll	$1,187,580.00
Professional Services	$66,325.00
Sanitation	$450,335.00
Capital Outlay	$538,744.00
Capital Outlay - Vehicles	$55,507.00
Capital Outlay - Improvement	$471,018.00
Supplies	$101,305.00
Utilities	$87,637.00
Contractual Payments	$134,467.00
ACH Wells Fargo	$34,821.00
ACH's	$3,300.00
Total	**$3,131,039.00**

STAFF RECOMMENDATION
Approve the disbursement report and use of digital signatures to sign the Disbursements Report for the month of February 2023.

PROPOSED ACTIONS
ACTION: Approve and authorize the use of digital signatures to sign the Disbursements Report for the month of February 2023.

FISCAL IMPACT

PERSONNEL IMPACT

ATTACHMENTS
1. February Revenue Report 2023
2. Disbursement Report February 2023
3. Cash & Investments Balances 2023
4. Major Expenditures Report February 2023

RECEIPTS REPORT FOR FEBRUARY 2023

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	146,425.77	136,167.98	39,890.89	0.00	139,460.74	19,406.36	151,058.33	19,640.45	40.00	4,519.37	656,609.89
105	STREETS	18,786.01	0.00	0.00	0.00	24,630.74	0.00	0.00	1,687.04	0.00	0.00	45,103.79
120	RECREATION AND CULTURE	0.00	0.00	25.00	0.00	8,778.15	0.00	0.00	453.41	1,000.00	0.00	10,256.56
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	503,967.10	0.00	1,014.21	769.85	0.00	0.00	505,751.16
230	SEWER	0.00	0.00	0.00	0.00	601,720.06	0.00	5,215.55	264.11	0.00	0.00	607,199.72
235	STORMWATER	0.00	0.00	0.00	0.00	48,370.92	0.00	0.00	0.00	0.00	0.00	48,370.92
240	SANITATION	0.00	0.00	0.00	0.00	505,427.11	0.00	0.00	0.00	0.00	0.00	505,427.11
290	FLEET	0.00	0.00	0.00	0.00	81,442.30	0.00	0.00	7,859.60	0.00	0.00	89,301.90
295	INFORMATION SYSTEMS	0.00	0.00	0.00	0.00	139,503.00	0.00	0.00	20.01	0.00	0.00	139,523.01
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	20,684.08	350.09	0.00	0.00	21,034.17
355	LID CONSTRUCTION	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
380	HAMILTON P&R	0.00	0.00	0.00	0.00	0.00	0.00	2,294.81	0.00	0.00	0.00	2,294.81
590	BOND & INTEREST	22,159.27	0.00	0.00	0.00	0.00	0.00	432.02	0.00	0.00	0.00	22,591.29
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	**187,371.05**	**136,167.98**	**39,915.89**	**6,245.30**	**2,054,882.36**	**19,406.36**	**180,699.00**	**31,044.56**	**1,040.00**	**4,519.37**	**2,661,291.87**

DISBURSEMENTS REPORT FOR FEBRUARY 2023

	FUND NAME	ACCOUNTS PAYABLE	ACCOUNTS PAYABLE	ACCOUNTS PAYABLE	ACCOUNTS PAYABLE	ACCOUNTS PAYABLE	ACCOUNTS PAYABLE	WELLSFARGO CC ACH	ACCOUNTS PAYABLE ACH	VOID CHECKS	PAYROLL	PAYROLL	GRAND TOTALS
DATE		2/2/2023	2/9/2023	2/15/2023	2/16/2022	2/22/2023	2/23/2023	2/13/2023 2/27/2023	2/2/2023 2/16/2023	2/15/2023	2/10/2023	2/24/2023	
BATCH #		AP 2.3.2023	AP 2.10.2023	AP 2.15.2023	AP 2.17.2023	AP 2.22.2023	AP 2.24.2023	AP 2.10.2023 AP 2.27.2023	AP 2.3.2023 AP 2.17.2023	AP 2.15.2023	ID62 ID63	ID64 ID65	
CHECK #'s		104368 - 104442	104443-104518	104519	104520-104606	104607-104608	104609-104658	Febrary's CC ACH's	February's ACH's	104466	21564-21565	21566	
Fund #													
101	GENERAL	71,822.31	42,055.03	279.00	25,519.38		22,775.07	13,469.04		(279.00)	328,418.31	360,124.21	864,183.35
105	STREETS	16,446.41	24,024.25		1,411.82		879.46	3,054.38			31,390.86	31,549.35	108,756.53
120	RECREATION AND CULTURE	7,661.44	14,715.72		15,881.30	418.03	8,146.84	5,643.25			63,049.32	61,456.24	176,972.14
121	MSD COMM. PLAY FIELDS		2.52		3,754.73						1,542.95	1,899.41	7,199.61
123	1912 CENTER	10,750.00											10,750.00
128	TRANSIT CENTER		1,226.14		272.18								1,498.32
220	WATER	5,985.46	34,933.62		59,091.93		6,296.97	1,069.58			47,743.81	50,048.49	205,169.86
230	SEWER	25,857.83	29,783.15		16,364.35		1,635.14	2,954.01	19,083.27		50,232.51	49,521.71	195,431.97
235	STORMWATER	90.81	3,074.60		1,425.15		165.27	838.30			13,526.19	13,932.02	33,052.34
240	SANITATION	179.71	117,050.73		97,160.50				218,106.12		7,653.67	7,849.72	448,000.45
290	FLEET	72,369.49	13,877.76		6,914.36		2,235.84	707.72	3,300.00		12,775.03	12,959.32	125,139.52
295	INFORMATION SYSTEMS	43,237.40			10,690.28		9,414.27	7,085.07			20,553.13	21,353.93	112,334.08
320	WATER CAPITAL PROJECTS	206,864.40	431,932.70		17,970.96								656,768.06
330	SEWER CAPITAL PROJECTS	1,449.17											1,449.17
335	STORMWATER CAPITAL PROJECTS												0.00
340	SANITATION CAPITAL PROJ												0.00
350	CAPITAL PROJECTS	122,049.53	116,155.22		65,769.07		6,970.50		800.00				311,744.32
355	LID CONSTRUCTION												0.00
380	HAMILTON - PARKS & REC												0.00
590	BONDS & INTEREST												0.00
	TOTAL	**584,763.96**	**828,831.44**	**279.00**	**322,226.01**	**418.03**	**58,519.36**	**34,821.35**	**241,289.39**	**(279.00)**	**576,885.78**	**610,694.40**	3,258,449.72

________________________ **Julia Parker**

________________________ **Sandra Kelly**

________________________ **Drew Davis**

________________________ **Sarah L. Banks, Finance Director**

City of Moscow
Cash and Investments
Balances as of 2/28/2023

Fund		Year to Date Balance
General Fund	$	11,271,095.24
Street Fund	$	2,225,186.18
Culture & Recreation	$	1,422,766.84
MSDCPF	$	180,433.92
1912 Fund	$	52,209.74
Transit Center	$	51,002.19
Water Fund	$	3,291,053.71
Sewer / WRRF	$	4,140,348.53
Stormwater	$	155,511.61
Sanitation Fund	$	3,572,661.35
Fleet Fund	$	6,161,082.35
Information Systems	$	4,957,434.87
Water Capital	$	5,487,864.87
Sewer Capital	$	17,387,972.20
Stormwater Capital	$	599,666.03
Capital Projects	$	7,848,997.90
Sanitation Capital	$	6,924,109.73
LID construction	$	15,740.64
Hamilton	$	784,326.24
Bond & Interest	$	978,622.62
LID Funds	$	35,611.11
Payroll Service	$	1,128,925.05
Total Cash & Investments	**$**	**78,672,622.92**

Major Expenditures for February 2023

Professional Service

GG Gutters, Inc.	$	3,082.47
PD, HIRC, EYC custodial services. Jan. 16th - Jan. 31, 2023		
Cherle Patricia Poulson	$	3,006.50
Tone & Stretch 12/5-01/23 2022. October, November, December spotify		
Rim Rock Consulting, Inc.	$	2,875.00
Light Pole Easement Survey		
The Grove Hotel	$	3,582.00
City of Moscow AIC CODAC Hotel Reservations (8)		
Viva Cleaning Company	$	3,705.48
WRRF, Water Operations and Magyar Custodial - January		
Youmans Excavation Service, LLC	$	3,360.00
Snow removal (28 loads @ $120.00/ea)		
Chipman & Taylor Chevrolet	$	6,099.47
Replace HVAC controls, LOF, Rotate tires and replaced TCM solenoid #5-03 (Fire)		
Northern States Security & Investigation, Inc.	$	13,276.80
Services for 1122 King Road, January 27 - February 10		
Pullman Softball Officials Association	$	7,177.00
Youth and Adult league basketball officials 2022-2023		
Evcar, Inc.	$	4,549.89
Janitorial services for multiple City locations		
Ameriben HRC	$	2,500.00
Northwest Data Exchange		
Blue Logix, LLC	$	2,773.50
AVEVA Upgrade - Instal of Win 911 Software - Setup of Historian & New SCADA		
CompuNet, Inc.	$	3,776.41
Cisco Smartnet HW + SW Renewal Quote JJW202746		
GG Gutters, Inc.	$	3,082.47
PD, HIRC, EYC Custodial Services. Feb. 1 - Feb. 15, 2023		
Welch-Comer Engineers	$	3,478.12
Down Streetscape Design Project - City portion 50%		
	$	**66,325.11**

Capital Outlay

Curry, Inc.	$	3,221.66
Third St Undergrounding - Remove Ice & snow, Cut Asphalt, Gravel Back		
Western System, Inc.	$	6,976.11
2022 Sidewalk program - RRFB solar engines, Battery Temp ranges, Lightbars, etc.		
Consolidated Supply Co.	$	2,692.67
Top sections of meter boxes for Ridgeview		
M & M Harrison Electric Co.	$	33,578.42
Third St Undergrounding - Purchase of non-BAA poles		
T M L Construction, Inc.	$	416,946.45
Pay App 3 for Booster Station Phase II Rebid		
Consolidated Supply Co.	$	12,861.53
Meter boxes for Logos addition		
Curry, Inc.	$	3,374.40
Third St Undergrounding - Prep vac, Vac Down, Find Conduit, Backfill & Compact		
Curry, Inc.	$	4,753.50
Sidewalk program 2023 - Set Light Pole Bases, Vac, Fill with gravel and compact		
J-U-B Engineers, Inc.	$	17,671.52
Booster Stations Phase II - Task 2 Bid & Construction Management		
Precision Concrete Cutting	$	29,697.50
Second to Sixth Street Concrete Cutting		
Perfection Traffic Control	$	6,970.50
3rd St Traffic Control Nov 14 2022 - Dec 5 2022 Third Street Undergrounding		
	$	**538,744.26**

Sanitation

Finley Buttes Landfill	$	115,985.21
Garbage - January 2023		
Finley Buttes Landfill	$	97,160.50
Garbage - December 2022		
Latah Sanitation (ACH Payment)	$	237,189.39
Monthly LSI Billing for January 2023		
	$	**450,335.10**

Supplies

Arrow Construction Supply, Inc.	$	3,456.82
Hot air lance w/40' hose for crack filling		
Cues, Inc.	$	12,067.16
Fuel injected generator, fuel pump and parts for #1-14 (Collections)		
Hach Company	$	7,886.55
Solitax Sensor for suspended solids		
Interstate Products, Inc.	$	11,831.00
Emergency Storage Bladder		
John S. Pocock, LLC	$	6,183.00
Transport salt (82.44 tons @ $75.00/ea)		
Uniform2Gear, Inc.	$	4,344.48
Ballistic vests and equipment for SWAT team		
Ferguson Enterprises, Inc.	$	4,114.29
Plant hydrant replacement		
Ironclad Company	$	2,891.00
Gutter brooms for sweepers #2-20 & #2-23 (Streets)		
USA Bluebook	$	3,974.21
Hydrant flushing equipment		
Autozone, Inc.	$	3,756.00
Cross chains for stock		
Clark's Containers	$	4,900.00
Shop - Shipping Containers		
Hach Company	$	2,940.00
Chlorine Analyzer Probe		
J.R. Simplot Company	$	3,728.75
MSD Playfield turf and line chalk		
K C Enterprises	$	5,911.38
HIRC and Eggan staff clothing		
KGS Northwest, LLc	$	2,622.94
Parts for filter reject valve		
National Filter Media	$	4,376.31
Lower and Upper Belt for dewatering building		
Northwest Safety Clean	$	3,005.72
Turnout repair		
Salt Lake Wholesale Sports	$	2,641.35
2 cases of 1 ounce slugs, 5 cases 5.56 mm ammunition		
ProRider, Inc.	$	3,204.00
740 Helmets		
Moscow Glass & Awning, Inc.	$	7,470.00
G-mag auto locks		
	$	**101,304.96**

Capital Outlay-Vehicles

Chipman & Taylor Chevrolet	$	26,799.00
New Chevy Equinox #1-25 (Water)		
L.N Curtis & Sons	$	4,673.24
Gear for new vehicle #5-20 (Fire)		
Mac's Cycle	$	24,035.00
New motorcycle for PD #4-23		
	$	**55,507.24**

Utilities

Avista Utilities	$	87,636.88
January 2023		
	$	**87,636.88**

Payroll

Payroll	**$**	**1,187,580.18**

Contractual Payments

Heart of the Arts	$	10,750.00
Humane Society of the Palouse	$	4,568.00
Miicor, Inc.	$	7,700.40
Infosend, Inc.	$	3,704.05
City of Pullman - 2023 Airport Operating & Maintenance	$	32,013.00
City of Pullman - 2023 Airport Fire Flow Terminal Bonds	$	15,750.00
Magnet Forensics USA, Inc.	$	6,820.00
BS&A Software	$	35,487.00
Alta Science and Engineering, Inc.	$	7,924.10
Lexipol, LLC	$	3,000.00
Moscow Chamber of Commerce - Quarter 2 MCOC contribution	$	5,000.00
Moscow Volunteer Fire Department	$	1,750.00
	$	**134,466.55**

ACH Wells Fargo

Commercial Card Expense- February 3rd	$	14,566.28
Commercial Card Expense- February 10th	$	5,528.49
Commercial Card Expense- February 17th	$	3,985.94
Commercial Card Expense- February 21st	$	10,740.64
	$	**34,821.35**

Capital Outlay- Improvements

Gropp, LLC	$	4,886.00
Library - Furnace replacement		
Razz Contruction, Inc.	$	99,295.05
6th Street Bridge Over Paradise Creek - Street Improvments		
T M L Construction, Inc.	$	206,864.40
Well house #6 Replacement		
Razz Contruction, Inc.	$	74,043.23
6th Street Bridge Over Paradise Creek - Street Improvments		
T M L Construction, Inc.	$	14,986.25
Well house #6 Replacement Pay App 4		
Western Construction of Lewiston, Inc.	$	7,965.75
Mtn. View Roundabout Landscaping Feb 2023		
Consolidated Supply Co.	$	35,033.71
Hydrant replacements/ upgrades		
J-U-B Engineers, Inc.	$	27,943.67
6th Street Bridge - Task 1 & 3		
	$	**471,018.06**

ACH's

LCA Architects, P.A.	$	3,300.00
City Maintenance Shop Amend 1		
	$	**3,300.00**

Major Expenditures $ 3,131,039.69 96% of the total expenditures of $3,258,449.72

Large Expenditures

M & M Harrison Electric Co.	$	33,578.42
Third St Undergrounding - Purchase of non-BAA poles		
T M L Construction, Inc.	$	416,946.45
Pay App 3 for Booster Station Phase II Rebid		
Precision Concrete Cutting	$	29,697.50
Second to Sixth Street Concrete Cutting		
Razz Contruction, Inc.	$	74,043.23
6th Street Bridge Over Paradise Creek - Street Improvments		
Chipman & Taylor Chevrolet	$	26,799.00
New Chevy Equinox #1-25 (Water)		
Mac's Cycle	$	24,035.00
New motorcycle for PD #4-23		
City of Pullman -	$	32,013.00
2023 Airport Operating & Maintenance		
Consolidated Supply Co.	$	35,033.71
Hydrant replacements/ upgrades		
BS&A Software	$	35,487.00
Financial yearly renewal		
Razz Contruction, Inc.	$	99,295.05
6th Street Bridge Over Paradise Creek - Street Improvments		
T M L Construction, Inc.	$	206,864.40
Well house #6 Replacement		
J-U-B Engineers, Inc.	$	27,943.67
6th Street Bridge - Task 1 & 3		
	Total:	**$1,041,736.43**

COMMITTEE STAFF REPORT

DATE: Monday, March 13, 2023

RESPONSIBLE STAFF

Sarah Banks, Finance Director

ADDITIONAL PRESENTER(S) OTHER RESOURCES

AGENDA ITEM TITLE

Fourth Quarter Financial Report July 1, 2022 to September 30, 2022 for FY2022 (ACTION ITEM) - Sarah Banks

DESCRIPTION

Presentation of the financial report for the fourth quarter of Fiscal Year 2022 (July 1, 2022 to September 30, 2022).

STAFF RECOMMENDATION

Approve the fourth quarter report for Fiscal Year 2022 (July 1, 2022 to September 30, 2022).

PROPOSED ACTIONS

PROPOSED ACTIONS: Approve the FY2022 Fourth Quarter Report, or provide staff with further direction

FISCAL IMPACT

PERSONNEL IMPACT

ATTACHMENTS

1. FY22 4th Qtr Financials - Council
2. FY22 4th Qtr Financials - Summary

City of Moscow

QUARTERLY FINANCIAL REPORT

Budget For Fiscal Year Ending 9/30/2022

SUMMARY FINANCIAL REPORT BY FUND - BUDGET AND ACTUAL

Fund	Original Budget	Final Budget	September-22 YTD	Percent of Year 100% Budget to Actual To Date
General Fund Revenues	18,625,348	19,242,242	19,224,734	99.91%
Salaries & Benefits	9,969,486	9,969,486	9,087,467	91.15%
Operations	4,183,651	4,800,545	4,175,365	86.98%
Capital Outlay	20,705	20,705	28,970	139.92%
Transfers	4,451,506	4,451,506	5,266,659	118.31%
Total General Fund Expenditures	18,625,348	19,242,242	18,558,461	96.45%
Street Department Revenues	3,453,593	4,797,793	4,010,470	83.59%
Salaries & Benefits	936,062	936,062	691,856	73.91%
Operations	1,299,881	2,644,081	901,107	34.08%
Capital Outlay	0	0	0	0.00%
Transfers	1,217,650	1,217,650	2,213,840	181.81%
Total Street Fund Expenditures	3,453,593	4,797,793	3,806,802	79.34%
Recreation & Culture Revenues	3,483,123	3,489,623	3,450,849	98.89%
Salaries & Benefits	2,077,936	2,077,936	1,824,228	87.79%
Operations	1,362,212	1,368,712	1,209,939	88.40%
Capital Outlay	29,300	29,300	25,280	86.28%
Debt Service	0	0	0	0.00%
Transfers	13,675	13,675	113,675	831.26%
Total Parks & Rec Expenditures	3,483,123	3,489,623	3,173,122	90.93%
MSD Community Playfields Revenues	157,331	157,331	136,560	86.80%
Salaries & Benefits	75,414	75,414	70,863	93.97%
Operations	77,906	77,906	44,602	57.25%
Transfers	4,011	4,011	4,011	100.00%
Total MSD Community Playfields	157,331	157,331	119,476	75.94%
1912 Center Revenues	156,700	156,700	137,549	87.78%
Operations	140,100	140,100	131,659	93.98%
Capital Outlay	16,600	16,600	21,180	0.00%
Total 1912 Center Expenditures	156,700	156,700	152,839	97.54%
Transit Center Revenues	30,946	30,946	33,993	109.85%
Operations	30,946	30,946	24,288	78.49%
Total Transit Center Fund	30,946	30,946	24,288	78.49%
Water Fund Revenues	7,198,234	7,198,234	6,575,356	91.35%
Salaries & Benefits	1,400,363	1,400,363	1,193,209	85.21%
Operations	2,230,890	2,230,890	1,465,331	65.68%
Capital Outlay	202,000	202,000	249,296	123.41%
Debt Service	268,222	268,222	266,655	99.42%
Transfers	3,096,759	3,096,759	3,096,759	100.00%
Total Water Fund Expenditures	7,198,234	7,198,234	6,271,250	87.12%
Sewer Fund Revenues	8,887,421	8,887,421	8,670,137	97.56%
Salaries & Benefits	1,331,675	1,331,675	1,227,260	92.16%
Operations	2,235,350	2,235,350	1,842,673	82.43%

Capital Outlay	168,000	168,000	82,621	49.18%
Debt Service	1,105,738	1,105,738	1,093,862	98.93%
Transfers	4,046,658	4,046,658	4,596,658	113.59%
Total Sewer Fund Expenditures	8,887,421	8,887,421	8,843,074	99.50%
Stormwater Fund Revenues	1,251,924	1,251,924	1,163,511	92.94%
Salaries & Benefits	444,500	444,500	284,293	63.96%
Operations	300,948	300,948	145,551	48.36%
Capital Outlay	25,000	25,000	20,197	80.79%
Debt Service	0	0	0	0.00%
Transfers	481,476	481,476	481,476	100.00%
Total Sewer Fund Expenditures	1,251,924	1,251,924	931,517	74.41%
Sanitation Fund Revenues	6,434,992	6,434,992	6,496,685	100.96%
Salaries & Benefits	192,284	192,284	199,615	103.81%
Operations	4,794,678	4,794,678	4,620,699	96.37%
Capital Outlay	0	0	0	0.00%
Transfers	1,448,030	1,448,030	1,448,030	100.00%
Total Sanitation Fund	6,434,992	6,434,992	6,268,344	97.41%
Fleet Management Revenues	4,283,466	4,283,466	2,454,192	57.29%
Salaries & Benefits	315,514	315,514	306,686	97.20%
Operations	2,878,452	2,878,452	532,381	18.50%
Capital Outlay	1,086,000	1,086,000	799,098	73.58%
Debt Service	3,500	3,500	1,260	36.00%
Transfers	0	0	0	0.00%
Total Fleet Management Expenditures	4,283,466	4,283,466	1,639,425	38.27%
Information Systems	3,936,689	3,936,689	1,811,401	46.01%
Salaries & Benefits	562,192	562,192	430,350	76.55%
Operations	1,707,230	1,707,230	681,590	39.92%
Capital Outlay	1,663,267	1,663,267	181,181	10.89%
Transfers	4,000	4,000	4,000	100.00%
Total Information Systems Expenditures	3,936,689	3,936,689	1,297,121	32.95%
Revenue for Miscellaneous Funds				
Water Construction Fund	11,703,861	11,703,861	1,011,914	8.65%
Sewer Construction Fund	16,339,858	16,339,858	2,438,194	14.92%
Stormwater Capital Fund	74,400	74,400	74,400	100.00%
Sanitation Construciton Fund	7,237,293	7,237,293	233,571	3.23%
Capital Projects Fund	7,733,551	8,955,557	7,423,326	82.89%
LID Construction Fund	28,840	28,840	238	0.83%
Hamilton P & R	318,443	1,318,443	10,098	0.77%
Bond & Interest Debt Service Fund	1,048,000	1,048,000	1,073,572	102.44%
LID Bonded Debt Service Fund	31,343	31,343	0	0.00%
Total Miscellaneous Fund Revenue	44,515,589	46,737,595	12,265,313	26.24%
Expenses for Miscellaneous Funds				
Water Construction Fund	11,703,861	11,703,861	1,531,003	13.08%
Sewer Construction Fund	16,339,858	16,339,858	1,021,267	6.25%
Stormwater Capital Fund	74,400	74,400	26,198	35.21%
Sanitation Construction Fund	7,237,293	7,237,293	126,000	1.74%
Capital Projects Fund	7,733,551	8,955,557	4,860,181	54.27%
LID Construction Fund	28,840	28,840	0	0.00%
Hamilton P & R	318,443	1,318,443	1,318,443	100.00%
Bond & Interest Debt Service Fund	1,048,000	1,048,000	1,045,107	99.72%
LID Bonded Debt Service Fund	31,343	31,343	0	0.00%
Total Miscellaneous Fund Expenses	44,515,589	46,737,595	9,928,199	21.24%
Total City Revenue (1)	102,415,356	106,604,956	66,430,751	62.31%
Total City Expenses	102,415,356	106,604,956	61,013,920	57.23%

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

City of Moscow
QUARTERLY FINANCIAL REPORT
Budget For Fiscal Year Ending 9/30/2022
SUMMARY FINANCIAL REPORT BY FUND - BUDGET AND ACTUAL

	Original Budget	Final Budget	September-22 YTD	Percent of Year 100% Budget to Actual To Date
General Fund				
Revenues	18,625,348	19,242,242	19,224,734	99.91%
Salaries & Benefits	9,969,486	9,969,486	9,087,467	91.15%
Operations	4,183,651	4,800,545	4,175,365	86.98%
Capital Outlay	20,705	20,705	28,970	0.00%
Transfers	4,451,506	4,451,506	5,266,659	118.31%
Total General Fund Expenditures	18,625,348	19,242,242	18,558,461	96.45%
Bond & Interest Debt Service Revenue	1,079,343	1,079,343	1,073,572	99.47%
Bond & Interest Debt Service Expenditures	1,079,343	1,079,343	1,045,107	96.83%
Other Governmental Funds				
Revenues	7,281,693	8,632,393	7,769,421	90.00%
Salaries & Benefits	3,089,412	3,089,412	2,586,947	83.74%
Operations	2,911,045	4,261,745	2,311,596	54.24%
Capital Outlay	45,900	45,900	46,460	0.00%
Transfers	1,235,336	1,235,336	2,331,526	188.74%
Debt Service	0	0	0	0.00%
Total Other Governmental Expenditures	7,281,693	8,632,393	7,276,529	84.29%
All Capital Projects Funds				
Revenues	43,436,246	45,658,252	11,191,740	24.51%
Capital Outlay	43,436,246	45,658,252	8,883,092	19.46%
Total Capital Projects Expenditures	43,436,246	45,658,252	8,883,092	19.46%
Enterprise Funds				
Revenues	23,772,571	23,772,571	22,905,690	96.35%
Salaries & Benefits	3,368,822	3,368,822	2,904,377	86.21%
Operations	9,561,866	9,561,866	8,074,253	84.44%
Capital Outlay	395,000	395,000	352,114	89.14%
Debt Service	1,373,960	1,373,960	1,360,518	99.02%
Transfers	9,072,923	9,072,923	9,622,923	106.06%
Total Enterprise Fund Expenditures	23,772,571	23,772,571	22,314,185	93.87%
Internal Service Funds				
Revenues	8,220,155	8,220,155	4,265,593	51.89%
Salaries & Benefits	877,706	877,706	737,036	83.97%
Operations	4,585,682	4,585,682	1,213,972	26.47%
Capital Outlay	2,749,267	2,749,267	980,279	35.66%
Debt Service	3,500	3,500	1,260	36.00%
Transfers	4,000	4,000	4,000	100.00%
Total Fleet & IS Expenditures	8,220,155	8,220,155	2,936,547	35.72%
Total City Revenue (1)	102,415,356	106,604,956	66,430,751	62.31%
Total City Expenses	102,415,356	106,604,956	61,013,920	57.23%

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, March 13, 2023

RESPONSIBLE STAFF

Laurie Hopkins, City Clerk

ADDITIONAL PRESENTER(S) **OTHER RESOURCES**

AGENDA ITEM TITLE

Resolution for Destruction of City Records (ACTION ITEM) - Laurie M. Hopkins

DESCRIPTION

In 2021, the City Council adopted Resolution 2021-27 classifying City records as temporary, semi-permanent, and permanent, each with a retention period. Idaho Code 50-907 allows for the destruction of temporary and semi-permanent records according to the retention schedule and the adoption of a resolution listing the various types of records. City departments have reviewed retention schedules and current records in order to recommend documents for destruction. The proposed Resolution is based upon the review by participating departments and the list has been reviewed by the City Attorney.

STAFF RECOMMENDATION

Recommend approval of the resolution.

PROPOSED ACTIONS

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

FISCAL IMPACT

PERSONNEL IMPACT

ATTACHMENTS

1. Resolution 2021-27 Classification and Retention of Public Records
2. Draft Resolution 2023-___ Public Record Destruction per Retention Schedule_final

RESOLUTION NO. 2021 – 27

A RESOLUTION OF THE CITY OF MOSCOW, IDAHO, A MUNICIPAL CORPORATION OF THE STATE OF IDAHO, PROVIDING FOR THE CLASSIFICATION AND RETENTION OF CERTAIN PUBLIC RECORDS PURSUANT TO IDAHO CODE; PROVIDING THIS RESOLUTION TO BE EFFECTIVE UPON ITS PASSAGE AND APPROVAL.

WHEREAS, Idaho Code § 50-907 allows for the classification, retention, preservation and destruction of certain municipal records as “permanent”, “semipermanent” and “temporary”; and

WHEREAS, Idaho Code requires the City Council adopt by Resolution a records retention schedule listing the various types of City records and the retention period for each type of record; and

WHEREAS, the City Council did adopt Resolution No. 2008-12 on August 4, 2008 providing for the classification and retention of certain public records pursuant to Idaho Code; and

WHEREAS, the City desires to provide an updated resolution providing for the classification and retention of certain public records pursuant to Idaho Code;

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

I. Permanent Records
   A. The following records are classified as permanent records:
      1. Adopted meeting minutes of the city council and city boards and commissions;
      2. Ordinances and resolutions;
      3. Building plans and specifications for commercial projects and government buildings;
      4. Fiscal year-end financial reports;
      5. Records affecting the title to real property or liens thereon, including recorded documents;
      6. Poll books, excluding optional duplicate poll books used to record that the elector has voted, tally books, sample ballots, campaign finance reports, declarations of candidacy, declarations of intent, notices of election, and records of voting results by precinct;
      7. Affirmative Action records;
      8. Affidavits of Publications;
      9. LID’s (Local Improvement District);
      10. Oaths of Offices;
      11. Final reports of city-wide surveys;
      12. Land use and floodplain development records; and
      13. Water Reclamation and Reuse treatment records.
   B. Retention Schedule
      1. Permanent records shall be retained by the City in perpetuity or may be transferred to the Idaho State Historical Society’s permanent records repository upon Resolution of the City Council authorizing such transfer.

2. Pursuant to I.C. § 50-907(7)(a), permanent records shall not be destroyed, except for paper originals of permanent records retained in a non-paper medium as provided in I.C. § 50-907(6)(e).

II. Semipermanent Records

A. The following records are classified as semipermanent records:

1. Claims, canceled checks, warrants, duplicate warrants, purchase orders, vouchers, duplicate receipts, utility and other financial records;
2. Building applications for commercial projects and government buildings;
3. License applications and issued licenses;
4. Departmental reports;
5. Bonds and coupons;
6. Executed contracts;
7. City Council and commission agenda and packets;
8. Policies and procedures;
9. Recruitment and employee personnel records;
10. Grant records;
11. Fire inspection, investigation and incident records;
12. Police investigation and incident records (Infraction/City Code/Misdemeanor-related require 5-year retention; Felony related may require 10 years up to permanent retention depending on the nature of the alleged crime);
13. Chemical/pesticide application records;
14. Playground inspections; and
15. Public Works and Services regulatory documents.

B. Retention Schedule

1. Semipermanent records shall be kept for not less than five (5) years after the date of issuance, expiration, separation or completion of the matter contained within such semipermanent record. Per federal regulations and/or at the discretion of the City Clerk, some semipermanent records may be kept for longer periods of time.
2. Semipermanent records may only be destroyed by Resolution of the City Council and upon the advice of the City Attorney. Such disposition shall be under the direction and supervision of the City Clerk. The Resolution ordering destruction of semipermanent records shall list in detail such semipermanent records to be destroyed.
3. Prior to destruction of semipermanent records, the City Clerk shall provide written notice, including a detailed list of the semipermanent records proposed for destruction, to the Idaho State Historical Society thirty (30) days prior to the destruction of any records.

III. Temporary Records

A. The following records are classified as temporary records:

1. Building applications, plans, and specifications for noncommercial and non-government projects after the structure or project receives final inspection and approval;
2. Cash receipts subject to audit;
3. Election ballots and duplicate poll books;
4. The most current draft of an unexecuted contract until such contract is executed;
5. Records which are normally believed to be the subject of litigation discovery and determined to be so after consultation with the City Attorney;
6. Public record requests;
7. Invitations to Bid and submittals;

8. Public Hearing Notices, Press Releases and City Social Media Posts;
9. Electronic mail and written correspondence;
10. Commission and board applications;
11. Auction and surplus requests and approvals;
12. Individual citizen/commission survey forms;
13. Right-of-way permits; and
14. Parks & Recreation sign-in sheets.

B. Retention Schedule

1. Temporary records shall be retained for not less than two (2) years, but in no event shall financial records be destroyed until completion of the City's financial audit as provided in Idaho Code § 67-450B related to such financial records and in no event shall records related to litigation be destroyed until completion of litigation. At the discretion of the City Clerk, some temporary records may be kept for longer periods of time.

2. Temporary records may only be destroyed by Resolution of the City Council and upon the advice of the City Attorney. Such disposition shall be under the direction and supervision of the City Clerk. The Resolution ordering destruction of temporary records shall list in detail such temporary records to be destroyed.

3. Prior to destruction of temporary records, the City Clerk shall provide written notice, including a detailed list of the temporary records proposed for destruction, to the Idaho State Historical Society thirty (30) days prior to the destruction of any records.

IV. Historical Records

A. Pursuant to I.C. § 50-907(4), historical records shall consist of records which, due to age or cultural significance, are themselves artifacts of historical value. Historical records have enduring value based on the administrative, legal, fiscal, evidential or historical information they contain.

B. Retention Schedule

Historical records shall be retained by the City in perpetuity or may be transferred to the Idaho State Historical Society's permanent records repository pursuant to subsection 8. And 9. of I.C.§ 67-4126, upon Resolution by City Council.

V. Transitory Items

A. The following items are considered transitory:

1. Drafts of all permanent, semipermanent and temporary records;
2. Unapproved minutes;
3. "post-it" notes and all other work product;
4. Duplicates of all permanent, semipermanent and temporary records;
5. Phone call and message slips;
6. Voicemail and desk phone call history;
7. To-do lists;
8. Text messages;
9. Email and all other communications unrelated to City business;
10. Calendars; and
11. All other material which to a reasonable person would not be considered to have historical, legal, fiscal, administrative or other value, do not fit within the classification of permanent, semipermanent or temporary records and are not the subject of litigation discovery.

B. Transitory Items are not required to be retained and may be destroyed at any time the holder of the transitory record deems appropriate.

VI. Method of Retention.

Pursuant to I.C. § 50-907(6), the City may reproduce, retain and manage records in a photographic, digital or other non-paper medium. The medium in which a document is retained shall accurately reproduce the record in paper form during the period for which the document must be retained and shall preclude unauthorized alteration of the document.

SEVERABILITY. Provisions of this Resolution shall be deemed severable and the invalidity of any provision of this Resolution shall not affect the validity of the remaining provisions.

EFFECTIVE DATE. This Resolution shall be effective upon its passage and approval.

PASSED AND APPROVED by the Mayor of the City of Moscow, Idaho, this 20th day of December, 2021.

Bill Lambert

Bill Lambert, Mayor

CERTIFICATION and ATTESTATION. I hereby certify that the above is a true copy of a Resolution passed at a regular meeting of the City Council, City of Moscow, held on December 20, 2021 and attest to the Mayor's signature.

CITY OF MOSCOW INCORPORATED JUL 12 1887 STATE OF IDAHO

Laurie M. Hopkins, City Clerk

RESOLUTION NO. 2023 – ___

A RESOLUTION OF THE CITY OF MOSCOW, IDAHO, A MUNICIPAL CORPORATION OF THE STATE OF IDAHO; PROVIDING FOR THE CLASSIFICATION AND DESTRUCTION OF CERTAIN TEMPORARY AND SEMI-PERMANENT PUBLIC RECORDS PURSUANT TO IDAHO CODE § 50-907 AND MOSCOW RESOLUTION 2021-27; PROVIDING THIS RESOLUTION BE EFFECTIVE UPON ITS PASSAGE AND APPROVAL.

WHEREAS, the Idaho Code allows for the classification and retention of certain records as "permanent", "semi-permanent" and "temporary"; and

WHEREAS, "semi-permanent" records are those which must be retained for a period of not less than five (5) years after the date of issuance or completion of the matter contained within the record; and

WHEREAS, "temporary" records are those which need to be retained for not less than two (2) years and are so classified by the Council; and

WHEREAS, Idaho Code § 50-907 allows for the City Council to order the destruction of those records which are not considered historical; and

WHEREAS, the records listed herein are only those records which are considered to be "temporary" or "semi-permanent" records pursuant to the Idaho Code and Resolution 2021-27; and

WHEREAS, such temporary or semi-permanent records have been classified as such by the Council hereinbelow; and

WHEREAS, Council has determined that such records have no intrinsic, historical or other value which would preclude their destruction, and upon advice of the City Attorney;

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

Section 1: All matters stated above are found to be true and correct and are incorporated herein by reference as if copied in their entirety and shall be adopted with the following sections of this Resolution.

Section 2: That the following records be classified as temporary and that their destruction is hereby ordered:

Department:	**Date of Records**:
Administration	
Public Record Requests and Responses	Through 2020
Alcohol Catering Permits	Through 2020
General Administrative Working Files	Through 2020
Commission Applications	Through 2020

Arts	
Public Art Applications	Through 2020
Event Applications	Through 2020
Mayors Arts Awards Nominations	Through 2020
Community Events	
Craft and Food Jury Registrations	Through 2020
POP Club Program Registrations	Through 2020
Bell Brigade Registrations	Through 2020
Poster Contest Entries	Through 2020
City Commission Tabling Registrations	Through 2020
Community Development	
Public Record Requests and Responses	Through 2020
Residential Building Plans (for those that received final inspection and approval)	Through 2020
Engineering	
Right of Way Permit Records	Through 2020
Temporary Access/Construction Easement Records	Through 2020
Legal	
Public Record Requests and Responses	Through 2020
Police	
Pawn Records	Through 2020
Public Records Requests and Responses	Through 2020
Cash Receipts	Through 2020
Trespass Notices	Through 2020
Parking Contest Letters	Through 2020
Parking Tickets Paid	Through 2020
Fingerprint Info Cards	Through 2020
Outside Agency Name Checks	Through 2020
Noise Exemption Waivers	Through 2020

Section 3: That the following records be classified as semi-permanent records and that their destruction is hereby ordered:

Department:	**Date of Records**:
Administration	
Inactive Business Licenses (alcohol)	Through 2017
Liability Claim records (including property damage records)	Through 2012
Arts	
Artist & Volunteer Release & Hold Harmless	Through 2017

Community Development	
Bond Certificates	Through 2017
Inactive Daycare Facility Licenses	Through 2017
Community Events	
Release and Hold Harmless Forms	Through 2017
High Five Program Registrations	Through 2017
Performance Vendor Program Registrations	Through 2017
Mutt Strutt Registrations	Through 2017
Farmers Market Volunteer Forms	Through 2017
Engineering	
Engineering Project Technical Records	Through 2010
Survey Field Records	Through 2010
Finance	
Utility Billing Credits, Adjustments, Cash Receipts and Billing Records	Through FY2017
Utility Billing Shut-off Documentation and Water Meter Receipts	Through FY2017
Accounts Payable Documentation and Related Reports	Through FY2017
Budget Preparation Documentation	Through FY2017
Completed Bond Records (excluding ordinance and legal notice)	Through FY2017
Cancelled Checks	Through FY2017
Check Stubs	Through FY2017
Bank Statements	Through FY2017
Investment Statements	Through FY2017
Employee Time Records	Through FY2017
Journal Entries	Through FY2017
Wage and Tax Statements and W-2's	Through FY2017
Payroll Deduction and Month-end Payroll Records	Through FY2017
Completed Collection Records	Through FY2017
Accounts Receivables Invoices and Cash Receipts	Through FY2017
Fire	
Inspection and occupancy records	Through 2012
Legal	
Closed Misdemeanor and Infraction Files	Through 2017
LifeLoc Logs	Through 2017
Parks & Facilities	
Tree Contractor License/Certification Renewal Forms	Through 2017
Police	
Inactive Business Licenses (taxi, vendor, solicitor, sidewalk café, pawn, daycare providers)	Through 2017

Temporary Parking Permits	Through 2017
Privacy Statements	Through 2017
Idaho Chiefs of Police Accreditation	Through 2017
Staff Meeting Notes	Through 2017
Law Incident Files	Through 2017
Misdemeanor Citations	Through 2017
Infraction Citations	Through 2017
Auction Records	Through 2017
Parking Write Off Tickets	Through 2017
Noxious Weed Waivers	Through 2017
Closed Case Files	Through 2017
Citations	Through 2017

Section 4: That this Resolution shall become effective as of the date of its passage.

PASSED on Motion by the Following Vote:

	Aye	Nay	Abstain	Absent
Hailey Lewis	________	________	________	________
Sandra Kelly	________	________	________	________
Gina Taruscio	________	________	________	________
Maureen Laflin	________	________	________	________
Julia Parker	________	________	________	________
Drew Davis	________	________	________	________

ADOPTED by the City Council of the City of Moscow, Idaho and **APPROVED** by the Mayor of the City of Moscow, this ___ day of _______________, 2023.

____

Arthur D. Bettge, Mayor

CERTIFICATION and ATTESTATION. I hereby certify that the above is a true copy of a Resolution passed at a regular meeting of the City Council, City of Moscow, held on ____________________, 2023 and attest to the Mayor's signature.

____

Laurie M. Hopkins, City Clerk

COMMITTEE STAFF REPORT

DATE: Monday, March 13, 2023

RESPONSIBLE STAFF

Steve Schulte

ADDITIONAL PRESENTER(S) OTHER RESOURCES

AGENDA ITEM TITLE

2023 Streets Surface Treatment Project (ACTION ITEM) - Steve Schulte

DESCRIPTION

The State of Idaho allocated a portion of state surplus funds to local transportation agencies with HB772 resulting in a disbursement of $484,850 to the City of Moscow on July 25, 2022, for use on the transportation system. Staff proposes to use these funds for an asphalt rubberized chip seal application on roughly 49,500 square yards of roadway. This process has proven to be a cost-effective method of extending the lifespan of our roadways.

The HB772 funds are currently in the capital budget and, with Council approval, will be specifically allocated to this project during the open budget process.

STAFF RECOMMENDATION

Recommend approval of the use of HB772 funds for an asphalt rubberized chip seal project

PROPOSED ACTIONS

PROPOSED ACTIONS: Recommend approval of the use of HB772 funds for an asphalt rubberized chip seal project, or provide staff with further direction.

FISCAL IMPACT

PERSONNEL IMPACT

ATTACHMENTS

None