



Administrative Committee

Regular Meeting
~Minutes~

Laurie M. Hopkins
City Clerk

www.ci.moscow.id.us

208.883.7015

Monday
January 22, 2018

3:00 PM

Council Chambers
206 E. Third St.

The meeting was called to order at 3:00 PM

PRESENT: Art Bettge Councilmember, Anne Zabala Councilmember, Brandy Sullivan Councilmember

ABSENT: Gina Taruscio Chair

STAFF: Jen Pfiffner, Kathleen Burns, Bill Belknap, Tim Davis, Laurie M. Hopkins

The Committee added the Library Public Art Project report to the agenda.

1. Approval of Administrative Committee January 8, 2018 Minutes – Laurie M. Hopkins

RESULT:	ACCEPTED [UNANIMOUS]
AYES:	Art Bettge, Anne Zabala, Brandy Sullivan
ABSENT:	Gina Taruscio

2. Paradise Creek Floodplain Study Project – Bill Belknap

The Moscow Urban Renewal Agency (MURA) has been working with a developer to potentially redevelop three properties currently addressed as 213 Spotswood, 225 Spotswood and 222 Troy Road, all located within the Legacy Crossing District Urban Renewal District and just east of the South Couplet. Through the course of completing its due diligence work, the developer identified that the subject property is located within the mapped 100 year floodplain and any new structures placed upon the property would be required to be elevated approximately three feet above current property elevation. Further examination appears to indicate that the current floodplain boundary may be the result of outdated Federal Emergency Management Agency (FEMA) map data which includes three bridge crossings that no longer exist and which previously presented an obstruction to flood waters. The MURA has completed an initial assessment and is requesting the City to advance the study to the next phase in partnership with the MURA, which has approved partial funding of the study.

PROPOSED ACTIONS: Recommend approval of contributing \$5,000 from line item #101-120-10-642-40 and \$3,000 from Non-Prioritized Projects, line item 101-010-10-670-16 for Phase II of the floodplain study; or provide staff further direction.

Belknap introduced the item as written above and described the property. There are 29 parcels impacted and located in this current boundary. Fourteen of those parcels are located within the Legacy Crossing district. Belknap compared the floodplain from the University of Idaho's daylighting of Paradise Creek project with the 2013 remapping and also showed a diagram of the channel that is included in the flood insurance study. When the MURA considered funding a study to assess the current floodplain map, it was broken out in three phases. Phase I takes the old model into the new modeling software, removes the bridges no longer in existence and adds the US95 bridge back in the map to see if there would be significant reductions. If Phase I indicates substantial reductions, Phase II would be field surveys. Phase III would include assistance and support in preparation and processing of the letter of map revision application to FEMA.

Minutes Acceptance: Minutes of Jan 22, 2018 3:00 PM (Regular Items)

Alta Science and Engineering completed Phase I which did show large revisions were needed. Alta felt there would be some reductions but to determine the extent of those would require Phase II. Belknap showed initial model results at each station moving upstream and explained the numbers.

From the Agency's perspective and trying to promote redevelopment of properties within the District, they felt Phase II is necessary and appropriate to pursue. Alta provided an estimate for Phase II of \$15,891. MURA funded Phase I and is seeking a partnership with the City to share the cost of Phase II. Staff has identified \$5,000 within the Community Development budget that could be utilized and Riedner provided a memo recommending \$3,000 could be used from Council Non-prioritized. The timeline Belknap estimates would be approximately four weeks for Phase II. Council can then review results and determine whether sponsoring a letter of map revision and if so, FEMA needs four months for review. Cost for Phase III is estimated at \$1500-2000.

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

RESULT:	RECOMMENDED TO COUNCIL REGULAR [UNANIMOUS]
AYES:	Art Bettge, Anne Zabala, Brandy Sullivan
ABSENT:	Gina Taruscio

Reports

Sanitation Strategic Plan Update - Tim Davis

Davis reported last Wednesday a selection committee interviewed Great West Engineering for the RFQ response for the Comprehensive Sanitation Master Plan. Staff is narrowing down the scope of services and negotiating cost in the hopes of having a contract in front of the Council February 5th. Pfiffner said this utility is the only one that doesn't have a comprehensive plan. A 5-6 member stakeholder committee is being pulled together to work through the process. The committee will include members of the Sustainable Environment Commission and other names are being suggested to the Mayor. Great West is based out of Helena MT but the Boise office submitted the proposal of which was the only proposal the City received.

Library Public Art Project Update – Kathleen Burns

Burns reported Melissa Cole was selected for the library public art piece. The contract has been signed, a payment made, and the insurance certificate has been received. Staff has met with Cole to talk about design and materials being used. A contractor is being utilized for fabrication of the sculpture pieces. A workshop will be held March 10th at the library to include the public in forming the mosaic. Additional workshops are March 23 and 24 at the 1912 Center. Installation of the project is scheduled to be completed June 16 in time for the Artwalk opening. A flyer is being drafted to send out on how to sign up for the workshops. Outreach will include college and high school students and each workshop will start with 30 participants.

Pfiffner reminded the Council that next Monday is a fifth Monday so there are no meetings.

Adjourn

The meeting was closed at 3:35 PM

MOSCOW CITY COUNCIL AGENDA**Meeting Date:** 02/12/2018**Title:** Idaho Community Development Block Grant Award Requirements - Fire Truck**Responsible Staff:** Alisa Anderson

Information

DESCRIPTION: On November 17, 2017, City Staff submitted a grant application for purchase of a fire engine to the Idaho Department of Commerce (IDOC) under the Idaho Community Development Block Grant (ICDBG) Public Facilities funding category. On January 27, 2018, the City received a letter stating the IDOC Economic Advisory Council (EAC) approved the advancement of the request to the addendum stage which requires additional information and requirements to be met in order to move forward to the final round for funding approval. A copy of the letter is attached to this report.

The letter from IDOC requested the City provide an updated bid for the purchase of the fire engine, a recently adopted Fair Housing Resolution, and a Limited English Proficiency (LEP) Four Factor Analysis. Staff has obtained a new bid from the purchasing consortium for the fire engine, prepared a new Fair Housing Resolution for approval, and completed the LEP Four Factor Analysis for the City.

Staff completed the LEP Four Factor Analysis based on historical information and also current information provided by the U.S. Census Bureau regarding LEP populations in the City of Moscow. Latah County currently has a 1.7 LEP population. The City has a 2% LEP population for Language Spoken at Home - Other than English, "Speaks English less than "very well" as shown and highlighted on Page 4 of the 2012-2016 American Community Survey for the Social Characteristics for the City of Moscow. The Household Limited English Speaking Status report states 85 people or 1% of the Asian and Pacific Island languages are "Limited English Speaking" households. As stated in the Four Factor Analysis guidelines, a City with less than 5% LEP population is not required to prepare and implement a Language Assistance Plan. The documentation supporting this information is attached to this report.

STAFF RECOMMENDATION: Recommend approval of an updated Fair Housing Resolution to replace Resolution 2001-16 and approval of the Limited English Proficiency Four Factor Analysis and determination that a Language Assistance Plan is not required to be developed at this time based on current statistical information.

PROPOSED ACTIONS: Recommend approval of an updated Fair Housing Resolution to replace Resolution 2001-16 and approval of the Limited English Proficiency Four Factor Analysis and determination that a Language Assistance Plan is not required to be developed at this time based on current statistical information or provide staff further direction.

Necessary Resources/Impacts

N/A

Attachments

1. ICDBG App Fire Enging Addendum Letter & Checklist
2. Fire Engine Price Quote HGACBuy 2.1.18
3. City of Moscow Res 2018-__ Fair Housing
4. City of Moscow LEP Four Factor Analysis 2018
5. LEP Support Statistics



C.L. "Butch" Otter, Governor
 Bobbi-Jo Meuleman, Director

January 26, 2018

The Honorable Bill Lambert
 Mayor, City of Moscow
 206 E. Third Street
 P.O. Box 9203
 Moscow, ID 83843

Re: Idaho Community Development Block Grant (ICDBG) Application – New Pumper Fire Engine Project

Dear Mayor Lambert:

The Economic Advisory Council (EAC) has approved the advancement of your application to the addendum stage which requires that you submit a written and electronic addendum to your application by March 2, 2018. Note: Electronic Addendums need to be sent to ICDBG.Community@commerce.idaho.gov.

Submittal instructions are identified in the ICDBG Application Handbook, Chapter 4, page 1 and the enclosed sheet, "Addendum Checklist." Ensure you provide the updated information and documentation as per the Addendum Checklist.

In addition to the information described in the enclosed Addendum Checklist, you will need to answer the following items in your addendum:

- Proposal price dated March 30, 2017 varies between \$507,573 with discounts and \$545,731 without. Cost of truck in CDBG budget is \$570,000. Clarify cost estimates.

Invitation to submit an addendum does not guarantee that your application will receive ICDBG funding. Please contact Tony Tenne, Community Development Specialist, at (208) 780-5147, with any addendum preparation questions.

Sincerely,

Dennis J. Porter
 Manager, Community Development

Enclosure

cc: Robin Woods, EAC
 Alisa Anderson, City of Moscow

Addendum Checklist

Information and Documentation that is required
to be submitted with the Addendum

✓ if completed.

- ☐ Answer the questions and/or provide documentation to the items addressed on the cover letter.
- ☐ Identify in writing any changes to the project's scope of work from the original application.
- ☐ Updated: All pages must be submitted regardless if the information has changed or not.
 - ☐ Application Information Page.
 - ☐ Budget Page.
 - ☐ EAC Briefing Page.
 - ☐ Design Professional Cost Estimate. Cost Estimate should be within four weeks of the addendum due date.
 - ☐ Project Schedule Page. Re-examine the project schedule to ensure all actions, permits, winter shutdown, acquisition and reviews have been determined and scheduled.
- ☐ Provide written evidence of the community's ability to secure local and other match funds committed to the project. Evidence must be a commitment letter or executed loan / grant agreement from the agency providing the matching funds.
Note: Match amount should be the same as reported on the budget page.
- ☐ If the project involves a building provide documentation of ownership and title to the subject building.
- ☐ Provide pro forma or underwriting assessment by the lending or independent agency on how:
 - ☐ Rates were determined for a sewer and water system project. Clearly state whether or not the new rates have already been adopted. If they have not been adopted, include a timeline for implementing them. Show the difference in the rate with ICDBG funding and without ICDBG funding. – OR –
 - ☐ Loan amounts were determined for a fire station or infrastructure to housing projects.
- ☐ Provide documentation that a Fair Housing Resolution has been adopted before the addendum deadline of March 2, 2018.
- ☐ Has the city or county completed a Limited English Proficiency (LEP) Four Factor Analysis? If yes, and it was determined that a Language Access Plan be developed, submit a copy of the plan.
- ☐ Submit city or county's most current audited financial statements. Can be sent either electronically or hard copy. Both formats not required.



February 1, 2018

City of Moscow, Idaho
One (1) Saber Pumper AS694
Build Location: Bradenton, Florida

Proposal Price	573,885.00
Less chassis progress payment discount	(8,233.00)
The chassis progress payment in the amount of \$274,426.00 will be due three (3) months prior to the ready for pick up from the factory date.	
Less payment upon completion @ factory discount	(5,200.00)
* Deduct for 100% pre-payment with contract	(16,717.00)
If this option is elected, the discount is in addition to the chassis progress payment discount and the payment upon completion at the factory discount.	
Subtotal including all pre-pay discounts	<u>543,735.00</u>
Less customer drive-out discount	(5,850.00)
If this option is elected payment in full and proof of insurance must be provided prior to leaving the factory and the customer is responsible for compliance with all state, local and federal DOT requirements including the driver possessing a valid CDL license.	
Less performance bond	(1,545.00)
Proposal price including discounts	<u>536,340.00</u>

Terms:

Based on Pierce's current delivery schedule the unit would be ready for delivery from factory within 12 to 15 months after contract execution. Delivery is subject to change pending Pierce's delivery schedule at time of order.

The above quote is subject to change.

An invoice will be provided 30 days prior to the chassis payment due date if elected.

The purchasing documents will be between Hughes Fire Equipment and the customer.

If payment discount options are not elected standard payment terms will apply: Final payment will be due 30 days after the unit leaves the factory for delivery. If payment is not made at that time a late fee will be applicable.

An invoice will be provided upon order processing for the 100% prepayment if elected.

The proposal price is based on the unit being purchased through HGAC. This pricing is only valid for an HGAC purchase on contract FS12-17.

Transportation of the unit to be driven from the factory is included in the pricing. However, if we are unable to obtain necessary permits, due to the weight of the unit, and the unit must be transported on a flat bed, additional transportation charges will be the responsibility of the purchaser. We will provide pricing at that time if necessary.

Two (2) factory inspection trips for three (3) fire department customer representatives is included in the above pricing. The inspection trips will be scheduled at times mutually agreed upon between the manufacture's representative and the customer. Airfare, lodging and meals while at the factory are included. If the Department elects to forgo an inspection trip \$1,850.00 per traveler (per trip) will be deducted from the final invoice.



COOPERATIVE PURCHASING PROGRAM
 Houston-Galveston Area Council of Governments
 3555 Timmons, Suite 120, Houston, TX 77027
 Phone: 800-926-0234 Fax: 713-993-4548
www.hgacbuy.org

INVITATION TO SUBMIT COMPETITIVE:

☒ **BIDS**

☐ **PROPOSALS**

INVITATION NO.: **FS12-17**

ISSUE DATE: **July 6, 2017**

CATEGORY: **Fire Service Apparatus (All Types)**

PURPOSE OF THIS INVITATION

The Cooperative Purchasing Program (HGACBuy) of the Houston-Galveston Area Council of Governments is soliciting offerings for the furnishing of products/services as described herein. These products/services may be purchased by any of more than 7,000 member local governments, districts, agencies in 49 states across the nation.

Responses must be submitted in an original and one (1) copy, and shall be subject to the terms, conditions, requirements and specifications detailed in the documents comprising this Invitation. Responses are scheduled to be opened publicly at H-GAC offices on the date indicated. For Bid Invitations, responses will be available for public review until 4:00 p.m. CT that day, and on subsequent days by appointment only. Any Responses submitted later than 1:00 p.m. on the due date will be returned unopened to the bidder/proposer.

PROCUREMENT SCHEDULE & DETAILS

DRAFT SPECIFICATION / INVITATION:	May 4, 2017
PRE-BID/PROPOSAL CONFERENCE:	June 1, 2017 @ 9:00 a.m. CT; Conference Room A
FINAL SPECIFICATION / INVITATION:	July 6, 2017
BID/PROPOSAL RESPONSES DUE:	August 10, 2017 @ 1:00 p.m. CT; H-GAC Clock
PUBLIC RESPONSE OPENING:	August 10, 2017 @ 2:00 p.m. CT; H-GAC Clock
RECOMMENDATIONS TO BOARD:	October 17, 2017
CONTRACT START DATE & TERM:	December 1, 2017 thru November 30, 2019
The documents comprising this Invitation are available via web download at: https://www.hgacbuy.org/bids/	
For assistance regarding this Invitation, please contact:	
Name: Bill Burton Phone: 832-681-2514 E-mail: wburton@h-gac.com	

CONTENTS OF THIS INVITATION

SECTION A - General Terms & Conditions

SECTION B - Product/Service Specific Requirements & Specifications (Final)

SECTION C - **HGACBuy** FORMS (Final)

SECTION D - Pro-Forma (Sample) Contract

This procurement conforms to government requirements for Competitive Procurement.

RESOLUTION NO. 2018 - __

A RESOLUTION OF THE CITY OF MOSCOW, IDAHO, A MUNICIPAL CORPORATION OF THE STATE OF IDAHO, TO ENCOURAGE EQUAL OPPORTUNITY IN HOUSING FOR ALL PERSONS REGARDLESS OF RACE, COLOR, RELIGION, GENDER OR NATIONAL ORIGIN; PROVIDING THIS RESOLUTION TO BE EFFECTIVE UPON ITS PASSAGE, APPROVAL, AND PUBLICATION ACCORDING TO LAW.

WHEREAS, discrimination on the basis of race, color, religion, gender or national origin in the sale, rental, leasing or financing of housing or land to be used for construction of housing or in the provision of brokerage services is prohibited by Title VIII of the 1968 Civil Rights Act (Federal Fair Housing Law); and

WHEREAS, it is the policy of the CITY to encourage equal opportunity in housing for all persons regardless of race, color, religion, gender or national origin. The Fair Housing Amendments Act of 1988 expands coverage to include disabled persons and families with children;

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

1. That within available resources the CITY will assist all persons who feel they have been discriminated against because of race, color, religion, gender, national origin, disability or familial status to seek equity under federal and state laws by referring them to the U.S. Department of Housing and Urban Development, Office of Fair Housing and Equal Opportunity, Compliance Division.
2. That the CITY shall publicize this Resolution and through this publicity shall encourage owners of real estate, developers, and builders to become aware of their respective responsibilities and rights under the Federal Fair Housing Law and amendments and any applicable state or local laws or ordinances.
3. SAID PROGRAM will, at a minimum, include:
 - a. publicizing this Resolution;
 - b. posting applicable fair housing information in prominent public areas;
 - c. providing fair housing information to the public;
 - d. preparing a fair housing assessment; and
 - e. declaring April as "Fair Housing Month".
4. That this Resolution shall become effective as of ____ day of _____, 2018.

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

Bill Lambert, Mayor

ATTEST:

Laurie M. Hopkins, City Clerk

City of Moscow

Limited English Proficiency (LEP) Four Factor Analysis

As a recipient of Idaho Community Development Block Grant (ICDBG) funds, the City of Moscow is required to conduct a Limited English Proficiency (LEP) Four Factor Analysis, and employ a Language Access Plan (LAP) for LEP individuals if it is determined by the assessment of your community. The four factors for consideration when deciding what reasonable steps should be taken to ensure meaningful access for LEP persons are as follows:

1. **Demographics, or the number or proportion of LEP persons served or encountered in the eligible service population;**
2. **Frequency with which LEP individuals come in contact with your services and programs;**
3. **Importance of Contact, or the nature of your programs, activities, or services provided; and**
4. **Resources available to the City and the costs.**

Failure to ensure LEP persons can effectively participate in or benefit from federally funded activities and programs may result in National Origin Discrimination under Title VI of the Civil Rights Act of 1964.

Performing the Four Factor Analysis

Demographics – The act of providing language assistance services should include an assessment of the number or proportion of LEP persons from a particular language group served or encountered in the surrounding community area. The greater the number or proportion of a particular group is served or encountered, the more likely prearranged language services are needed. Generally, identifying any community where the LEP population equals five (5) percent or more in a given language automatically triggers providing language assistance services as a mandatory and normal part of your program operation. In Idaho, the largest LEP population is Hispanic.

There are a variety of sources for demographic information. The Census Bureau is only one potential source. The City of Moscow may determine the linguistic characteristics of an LEP population in a service area by reviewing available data from federal, state, and local government agencies, as well as local school districts (see attached table for county-specific data from the ACS 2007-2011).

1. What percentage of the City of Moscow’s population speaks English “less than very well”? 2% or less (see attached U.S. Census Bureau – American Community Survey 2012-2016, Language Spoken at Home, Page 4 of 5).
2. Does the City of Moscow currently have a language access plan (LAP)? Yes, adopted in 2008, however this new LEP Four Factor Analysis determines one is not needed at this time.

If yes, is the plan specific to just certain funding sources (ex: ITD, HUD etc.) or is it inclusive of municipal wide services? Prior 2008 Plan was specific to FTA and ITD requirements for infrastructure related projects; however, implementation included Emergency Response Services, i.e. Fire, Police, Ambulance.

3. Aside from census data, how does the City of Moscow identify LEP individuals? (Select all that apply.)

- ☐ Assume limited English proficiency if communication seems impaired.
- ☒ Respond to individual requests for language assistance services.
- ☐ Self-identification by the non-English speaker or LEP individual.
- ☐ Ask open-ended questions to determine language proficiency on the telephone or in person.
- ☐ Use of "I Speak" language identification cards or posters.
- ☒ Based on written material submitted to the city/county (e.g., complaints).
- ☒ We have not identified non-English speakers or LEP individuals.
- ☐ Other (please specify)

Frequency of Contact – The more frequent the contact with a particular language group, the more likely that enhanced services in that language are needed. It is also important to consider the frequency of different types of language contacts. For example, frequent contacts with Spanish-speaking people who are LEP may require bilingual staffing. Less frequent contact with other language groups may suggest a different and less intense approach.

For programs where public outreach or public involvement is central to the mission, staff should consider whether appropriate outreach to LEP persons could increase the frequency of contact with those groups, triggering a higher level of language assistance.

- | | | |
|---|-------------------------|--------------------------------|
| 1. Specify the top three most frequently encountered non-English languages by your program and how often these encounters occur (e.g., 2-3 times a year, once a month, once a week, daily, constantly). | <u>Language*</u> | <u>Frequency of Encounters</u> |
| | 1. Spanish | 1. <u>None in last year.</u> |
| | 2. Other Indo-European | 2. <u>None in last year.</u> |
| | 3. Asian/Pacific Island | 3. <u>None in last year.</u> |

*See Attached Household Limited English Speaking Status

2. Does the City of Moscow, or individuals therein, interact or communicate with LEP individuals? No, very rarely.

- ☒ In-Person
- ☐ Telephonically
- ☐ Electronically (e.g., email or website)
- ☐ Via Correspondence
- ☐ Prearranged Translation Services
- ☒ Other (please specify): Emergency Services – Police, Fire, Ambulance Services

Importance of Contact – Once the City of Moscow has assessed what languages to consider by looking at demography and frequency of contact, look at the nature and importance of your programs, activities and services that you provide to that population. As a general rule, the more

important the activity, information, service or program, or the greater the possible consequences of the contact to the LEP individuals, the more likely language services will be needed. If the denial or delay of access to services or information could have serious implications for the LEP individual, procedures should be in place to provide language assistance to LEP persons as part of standard business practices.

1. Does the City of Moscow identify and translate vital documents into the non-English languages of the communities in your service area? Yes, upon request.
2. Which vital written documents has the City of Moscow translated into non-English languages?
 - ☐ Consent forms
 - ☐ Complaint forms
 - ☐ Intake forms
 - ☐ Notices of rights
 - ☐ Notice of denial, loss or decrease in benefits or services
 - ☐ Notice of Utility Payment
 - ☐ Utilities shut-off or disrupted
 - ☐ Applications to participate in programs or activities or to receive benefits or services
 - ☐ Municipal Signage
 - ☐ Notice of Public Hearing
 - ☐ Notice of Council/Planning/Zoning Meetings
 - ☐ Access to Emergency Services, Police/Fire/EMT
 - ☐ Maintenance/Construction Notice
 - ☒ Other (please specify): Any of the above upon request.

Resources – Identify the resources available to ensure that the City of Moscow will be able to provide language assistance to LEP persons participating in the City of Moscow programs or activities. Your own particular demographics, frequency and importance of contacts will dictate the level of language services you should commit to provide. Some language services can be provided at little or no cost, such as using community volunteers or bilingual staff as interpreters. Using a telephone language line is less expensive than hiring an interpreter. You should carefully explore the most cost-effective means of delivering competent and accurate language services before deciding to limit services due to resource concerns.

Smaller municipalities with limited budgets are not expected to have the same resources available as larger municipalities with greater budgets.

1. What types of language assistance services does the City of Moscow provide?
 - ☐ Bilingual staff
 - ☐ In-house interpreters (oral)
 - ☐ In-house translators (documents)
 - ☐ Contracted interpreters
 - ☐ Contracted translators
 - ☐ Telephone interpretation services
 - ☐ Video interpretation services

- ☐ Language bank or dedicated pool of interpreters or translators
☐ Volunteer interpreters or translators
☐ Interpreters or translators borrowed from another agency (school district, State Health and Welfare, university/college etc.)
☒ Other (please specify): Professional On-Demand Phone Interpreting Services – Contractual
2. Does the City of Moscow ask or allow LEP individuals to provide their own interpreters or have family members or friends interpret? Yes
3. Does the City of Moscow provide staff with a list of available interpreters and non-English languages they speak, or information on how to access qualified interpreters? Yes
4. Does the City of Moscow's website have content in non-English languages, or allow for language transition? Yes
5. Who receives staff training on working with LEP individuals? (Select all that apply.)
- ☒ Management or senior staff
☐ New employees
☐ All employees
☐ Volunteers
☒ First responders (Fire, Police, EMT, etc.)
☐ Public works superintendent
☐ Building inspector
☐ Commissioners
☐ Mayor
☐ Others (please specify)
6. How does the City of Moscow inform member of the public about availability of language assistance services? (Select all that apply.)
- ☐ Frontline and outreach multilingual staff
☐ Posters in public areas
☐ "I Speak" language identification cards distributed to frontline staff
☒ Website
☐ Social networking website (e.g., Facebook, Twitter)
☐ Email to individuals or a list service
☒ Other (please specify): Public meeting notices.
7. Does the City of Moscow translated program outreach material to inform LEP individuals about the availability of free language assistance services? No, it has not been requested.
8. Does the City of Moscow regularly advertise on non-English media (television, radio, newspaper, and website)? No
9. Does the main page of the City of Moscow website include non-English information that would be easily accessible to LEP individuals? Yes

10. Do you publish citizen participation documents and public notices with a statement that the LEP language identified is available upon request? Yes

Based on the four factor analysis, the City of Moscow has determined that a LAP **is not required** to be developed at this time. However, the City will make all reasonable attempts to accommodate the language access needs of individuals requesting assistance. The City of Moscow will, at a minimum, provide or ensure the following:

- “I Speak” cards for frontline staff
 - <http://www.lep.gov/ISpeakCards2004.pdf>
- Awareness of, and access to, available translation services
 - <http://www.lep.gov/>
- Staff knowledge of readily available LEP services through Language Line Solutions.

Since the demography of the City of Moscow can change staff will conduct a Limited English Proficiency Four Factor Analysis update on an annual basis.

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

Bill Lambert, Mayor

ATTEST:

Signature: _____
Laurie M. Hopkins, City Clerk

Date

City of Moscow

Limited English Proficiency (LEP) Four Factor Analysis

Supporting Documentation

U.S. Census Bureau Statistics

American Community Survey Information

For

Latah County

And

City of Moscow

Idaho

February 2018

Alisa J. Anderson, Grants Manager

Geographic Area	Total	Population 5 years and over - other than English at home		Percent who speak a language other than English at home
		Percent of Total	Speak English less than "very well"	Percent
Idaho	1,429,948	10.2		4.
COUNTY				
Ada County	359,794	8.9		3.
Adams County	3,821	1.4		0.
Bannock County	74,883	6.3		1.
Bear Lake County	5,614	3.2		0.
Benewah County	8,717	3.4		0.
Bingham County	40,753	16.0		6.
Blaine County	19,913	18.7		10.
Boise County	6,789	3.6		1.
Bonner County	38,728	3.3		0.
Bonneville County	92,586	9.9		3.
Boundary County	10,193	4.7		0.
Butte County	2,668	4.0		2.
Camas County	1,164	11.7		4.
Canyon County	169,363	18.4		7.
Caribou County	6,327	4.2		2.
Cassia County	20,390	18.2		9.
Clark County	741	40.8		28.
Clearwater County	8,421	4.8		1.
Custer County	4,084	2.3		1.
Elmore County	24,266	13.6		5.
Franklin County	11,456	6.4		3.
Fremont County	11,978	12.2		6.
Gem County	15,730	8.0		3.
Gooding County	14,049	14.8		9.
Idaho County	15,264	2.8		0.
Jefferson County	22,625	9.1		3.
Jerome County	19,706	19.7		10.
Kootenai County	128,376	3.6		0.
Latah County	34,959	6.1		1.
Lemhi County	7,475	1.9		0.
Lewis County	3,579	4.1		1.
Lincoln County	4,677	20.5		9.
Madison County	33,541	9.9		2.
Minidoka County	18,118	25.0		10.
Nez Perce County	36,868	4.6		1.
Oneida County	3,884	3.6		0.
Owyhee County	10,583	21.5		11.
Payette County	20,854	9.8		4.
Power County	7,010	24.7		12.
Shoshone County	12,232	2.0		0.
Teton County	8,872	15.5		8.
Twin Falls County	69,935	13.2		5.
Valley County	9,345	3.3		1.
Washington County	9,617	15.5		7.

U.S. CENSUS BUREAU STATISTICS – American Community Survey 2007-2011 5 Year Estimate, Idaho County LEP Populations

<http://factfinder2.census.gov>



DP02

SELECTED SOCIAL CHARACTERISTICS IN THE UNITED STATES

2012-2016 American Community Survey 5-Year Estimates

Supporting documentation on code lists, subject definitions, data accuracy, and statistical testing can be found on the American Community Survey website in the Data and Documentation section.

Sample size and data quality measures (including coverage rates, allocation rates, and response rates) can be found on the American Community Survey website in the Methodology section.

Tell us what you think. Provide feedback to help make American Community Survey data more useful for you.

Although the American Community Survey (ACS) produces population, demographic and housing unit estimates, it is the Census Bureau's Population Estimates Program that produces and disseminates the official estimates of the population for the nation, states, counties, cities and towns and estimates of housing units for states and counties.

Subject	Moscow city, Idaho			
	Estimate	Margin of Error	Percent	Percent Margin of Error
HOUSEHOLDS BY TYPE				
Total households	9,606	+/-304	9,606	(X)
Family households (families)	4,457	+/-272	46.4%	+/-2.8
With own children of the householder under 18 years	1,939	+/-203	20.2%	+/-2.3
Married-couple family	3,713	+/-294	38.7%	+/-2.9
With own children of the householder under 18 years	1,528	+/-181	15.9%	+/-2.0
Male householder, no wife present, family	134	+/-81	1.4%	+/-0.8
With own children of the householder under 18 years	43	+/-36	0.4%	+/-0.4
Female householder, no husband present, family	610	+/-167	6.4%	+/-1.8
With own children of the householder under 18 years	368	+/-134	3.8%	+/-1.4
Nonfamily households	5,149	+/-346	53.6%	+/-2.8
Householder living alone	2,983	+/-359	31.1%	+/-3.4
65 years and over	643	+/-163	6.7%	+/-1.7
Households with one or more people under 18 years	1,995	+/-199	20.8%	+/-2.3
Households with one or more people 65 years and over	1,570	+/-183	16.3%	+/-1.8
Average household size	2.24	+/-0.06	(X)	(X)
Average family size	2.96	+/-0.11	(X)	(X)
RELATIONSHIP				
Population in households	21,549	+/-304	21,549	(X)
Householder	9,606	+/-304	44.6%	+/-1.3
Spouse	3,768	+/-304	17.5%	+/-1.4
Child	4,475	+/-312	20.8%	+/-1.5
Other relatives	489	+/-300	2.3%	+/-1.4
Nonrelatives	3,211	+/-422	14.9%	+/-2.0
Unmarried partner	685	+/-190	3.2%	+/-0.9

Subject	Moscow city, Idaho			
	Estimate	Margin of Error	Percent	Percent Margin of Error
MARITAL STATUS				
Males 15 years and over	10,897	+/-217	10,897	(X)
Never married	6,237	+/-370	57.2%	+/-3.0
Now married, except separated	3,961	+/-313	36.3%	+/-3.0
Separated	38	+/-35	0.3%	+/-0.3
Widowed	207	+/-107	1.9%	+/-1.0
Divorced	454	+/-173	4.2%	+/-1.6
Females 15 years and over	10,586	+/-245	10,586	(X)
Never married	5,251	+/-332	49.6%	+/-2.5
Now married, except separated	3,862	+/-269	36.5%	+/-2.8
Separated	24	+/-35	0.2%	+/-0.3
Widowed	545	+/-138	5.1%	+/-1.3
Divorced	904	+/-189	8.5%	+/-1.7
FERTILITY				
Number of women 15 to 50 years old who had a birth in the past 12 months	227	+/-95	227	(X)
Unmarried women (widowed, divorced, and never married)	30	+/-30	13.2%	+/-12.1
Per 1,000 unmarried women	6	+/-6	(X)	(X)
Per 1,000 women 15 to 50 years old	29	+/-12	(X)	(X)
Per 1,000 women 15 to 19 years old	10	+/-13	(X)	(X)
Per 1,000 women 20 to 34 years old	26	+/-16	(X)	(X)
Per 1,000 women 35 to 50 years old	59	+/-43	(X)	(X)
GRANDPARENTS				
Number of grandparents living with own grandchildren under 18 years	79	+/-72	79	(X)
Grandparents responsible for grandchildren	0	+/-21	0.0%	+/-30.6
Years responsible for grandchildren				
Less than 1 year	0	+/-21	0.0%	+/-30.6
1 or 2 years	0	+/-21	0.0%	+/-30.6
3 or 4 years	0	+/-21	0.0%	+/-30.6
5 or more years	0	+/-21	0.0%	+/-30.6
Number of grandparents responsible for own grandchildren under 18 years	0	+/-21	0	(X)
Who are female	0	+/-21	-	**
Who are married	0	+/-21	-	**
SCHOOL ENROLLMENT				
Population 3 years and over enrolled in school	11,856	+/-553	11,856	(X)
Nursery school, preschool	322	+/-126	2.7%	+/-1.1
Kindergarten	83	+/-56	0.7%	+/-0.5
Elementary school (grades 1-8)	1,765	+/-225	14.9%	+/-1.8
High school (grades 9-12)	637	+/-166	5.4%	+/-1.4
College or graduate school	9,049	+/-522	76.3%	+/-1.9
EDUCATIONAL ATTAINMENT				
Population 25 years and over	11,870	+/-298	11,870	(X)
Less than 9th grade	65	+/-58	0.5%	+/-0.5
9th to 12th grade, no diploma	129	+/-100	1.1%	+/-0.8
High school graduate (includes equivalency)	1,498	+/-290	12.6%	+/-2.4
Some college, no degree	2,225	+/-347	18.7%	+/-2.9
Associate's degree	990	+/-223	8.3%	+/-1.9
Bachelor's degree	4,033	+/-409	34.0%	+/-3.4
Graduate or professional degree	2,930	+/-327	24.7%	+/-2.6
Percent high school graduate or higher	(X)	(X)	98.4%	+/-1.0
Percent bachelor's degree or higher	(X)	(X)	58.7%	+/-3.5

Subject	Moscow city, Idaho			
	Estimate	Margin of Error	Percent	Percent Margin of Error
VETERAN STATUS				
Civilian population 18 years and over	20,885	+/-237	20,885	(X)
Civilian veterans	1,145	+/-206	5.5%	+/-1.0
DISABILITY STATUS OF THE CIVILIAN NONINSTITUTIONALIZED POPULATION				
Total Civilian Noninstitutionalized Population	24,696	+/-92	24,696	(X)
With a disability	2,376	+/-386	9.6%	+/-1.6
Under 18 years	3,957	+/-224	3,957	(X)
With a disability	154	+/-97	3.9%	+/-2.5
18 to 64 years	18,666	+/-245	18,666	(X)
With a disability	1,512	+/-322	8.1%	+/-1.7
65 years and over	2,073	+/-200	2,073	(X)
With a disability	710	+/-167	34.2%	+/-6.7
RESIDENCE 1 YEAR AGO				
Population 1 year and over	24,704	+/-91	24,704	(X)
Same house	15,780	+/-687	63.9%	+/-2.7
Different house in the U.S.	8,489	+/-679	34.4%	+/-2.8
Same county	3,733	+/-630	15.1%	+/-2.5
Different county	4,756	+/-673	19.3%	+/-2.7
Same state	2,208	+/-361	8.9%	+/-1.5
Different state	2,548	+/-568	10.3%	+/-2.3
Abroad	435	+/-225	1.8%	+/-0.9
PLACE OF BIRTH				
Total population	24,855	+/-49	24,855	(X)
Native	23,094	+/-290	92.9%	+/-1.1
Born in United States	22,853	+/-314	91.9%	+/-1.2
State of residence	9,302	+/-740	37.4%	+/-3.0
Different state	13,551	+/-736	54.5%	+/-3.0
Born in Puerto Rico, U.S. Island areas, or born abroad to American parent(s)	241	+/-120	1.0%	+/-0.5
Foreign born	1,761	+/-284	7.1%	+/-1.1
U.S. CITIZENSHIP STATUS				
Foreign-born population	1,761	+/-284	1,761	(X)
Naturalized U.S. citizen	399	+/-148	22.7%	+/-8.1
Not a U.S. citizen	1,362	+/-276	77.3%	+/-8.1
YEAR OF ENTRY				
Population born outside the United States	2,002	+/-309	2,002	(X)
Native	241	+/-120	241	(X)
Entered 2010 or later	67	+/-107	27.8%	+/-37.2
Entered before 2010	174	+/-88	72.2%	+/-37.2
Foreign born	1,761	+/-284	1,761	(X)
Entered 2010 or later	869	+/-243	49.3%	+/-11.2
Entered before 2010	892	+/-244	50.7%	+/-11.2
WORLD REGION OF BIRTH OF FOREIGN BORN				
Foreign-born population, excluding population born at sea	1,761	+/-284	1,761	(X)
Europe	222	+/-116	12.6%	+/-6.0
Asia	884	+/-183	50.2%	+/-9.6

Subject	Moscow city, Idaho			
	Estimate	Margin of Error	Percent	Percent Margin of Error
Africa	161	+/-98	9.1%	+/-5.4
Oceania	23	+/-27	1.3%	+/-1.5
Latin America	341	+/-169	19.4%	+/-8.7
Northern America	130	+/-88	7.4%	+/-4.8
LANGUAGE SPOKEN AT HOME				
Population 5 years and over	23,551	+/-182	23,551	(X)
English only	21,525	+/-446	91.4%	+/-1.7
Language other than English	2,026	+/-394	8.6%	+/-1.7
Speak English less than "very well"	477	+/-171	2.0%	+/-0.7
Spanish	674	+/-215	2.9%	+/-0.9
Speak English less than "very well"	70	+/-61	0.3%	+/-0.3
Other Indo-European languages	481	+/-255	2.0%	+/-1.1
Speak English less than "very well"	74	+/-52	0.3%	+/-0.2
Asian and Pacific Islander languages	654	+/-179	2.8%	+/-0.8
Speak English less than "very well"	304	+/-163	1.3%	+/-0.7
Other languages	217	+/-115	0.9%	+/-0.5
Speak English less than "very well"	29	+/-30	0.1%	+/-0.1
ANCESTRY				
Total population	24,855	+/-49	24,855	(X)
American	1,338	+/-488	5.4%	+/-2.0
Arab	189	+/-135	0.8%	+/-0.5
Czech	72	+/-49	0.3%	+/-0.2
Danish	395	+/-176	1.6%	+/-0.7
Dutch	718	+/-221	2.9%	+/-0.9
English	4,045	+/-692	16.3%	+/-2.8
French (except Basque)	717	+/-178	2.9%	+/-0.7
French Canadian	252	+/-146	1.0%	+/-0.6
German	6,428	+/-770	25.9%	+/-3.1
Greek	22	+/-24	0.1%	+/-0.1
Hungarian	142	+/-105	0.6%	+/-0.4
Irish	2,990	+/-452	12.0%	+/-1.8
Italian	1,155	+/-246	4.6%	+/-1.0
Lithuanian	14	+/-20	0.1%	+/-0.1
Norwegian	1,687	+/-449	6.8%	+/-1.8
Polish	384	+/-178	1.5%	+/-0.7
Portuguese	44	+/-66	0.2%	+/-0.3
Russian	291	+/-269	1.2%	+/-1.1
Scotch-Irish	342	+/-130	1.4%	+/-0.5
Scottish	928	+/-279	3.7%	+/-1.1
Slovak	14	+/-21	0.1%	+/-0.1
Subsaharan African	286	+/-112	1.2%	+/-0.4
Swedish	893	+/-236	3.6%	+/-0.9
Swiss	73	+/-56	0.3%	+/-0.2
Ukrainian	40	+/-43	0.2%	+/-0.2
Welsh	332	+/-153	1.3%	+/-0.6
West Indian (excluding Hispanic origin groups)	32	+/-31	0.1%	+/-0.1
COMPUTERS AND INTERNET USE				
Total households	(X)	(X)	(X)	(X)
With a computer	(X)	(X)	(X)	(X)
With a broadband Internet subscription	(X)	(X)	(X)	(X)

Data are based on a sample and are subject to sampling variability. The degree of uncertainty for an estimate arising from sampling variability is represented through the use of a margin of error. The value shown here is the 90 percent margin of error. The margin of error can be interpreted roughly as providing a 90 percent probability that the interval defined by the estimate minus the margin of error and the estimate plus the margin of error (the lower and upper confidence bounds) contains the true value. In addition to sampling variability, the ACS estimates are subject to nonsampling error (for a discussion of nonsampling variability, see Accuracy of the Data).

The effect of nonsampling error is not represented in these tables.

Ancestry listed in this table refers to the total number of people who responded with a particular ancestry; for example, the estimate given for Russian represents the number of people who listed Russian as either their first or second ancestry. This table lists only the largest ancestry groups; see the Detailed Tables for more categories. Race and Hispanic origin groups are not included in this table because official data for those groups come from the Race and Hispanic origin questions rather than the ancestry question (see Demographic Table).

Data for year of entry of the native population reflect the year of entry into the U.S. by people who were born in Puerto Rico, U.S. Island Areas or born outside the U.S. to a U.S. citizen parent and who subsequently moved to the U.S.

Fertility data are not available for certain geographic areas due to problems with data collection. See Errata Note #92 for details.

Methodological changes to data collection in 2013 may have affected language data for 2013. Users should be aware of these changes when using 2013 data or multi-year data containing data from 2013. For more information, see: Language User Note.

The Census Bureau introduced a new set of disability questions in the 2008 ACS questionnaire. Accordingly, comparisons of disability data from 2008 or later with data from prior years are not recommended. For more information on these questions and their evaluation in the 2006 ACS Content Test, see the Evaluation Report Covering Disability.

While the 2012-2016 American Community Survey (ACS) data generally reflect the February 2013 Office of Management and Budget (OMB) definitions of metropolitan and micropolitan statistical areas; in certain instances the names, codes, and boundaries of the principal cities shown in ACS tables may differ from the OMB definitions due to differences in the effective dates of the geographic entities.

Estimates of urban and rural population, housing units, and characteristics reflect boundaries of urban areas defined based on Census 2010 data. As a result, data for urban and rural areas from the ACS do not necessarily reflect the results of ongoing urbanization.

Source: U.S. Census Bureau, 2012-2016 American Community Survey 5-Year Estimates

Explanation of Symbols:

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2. An '-' entry in the estimate column indicates that either no sample observations or too few sample observations were available to compute an estimate, or a ratio of medians cannot be calculated because one or both of the median estimates falls in the lowest interval or upper interval of an open-ended distribution.
3. An '-' following a median estimate means the median falls in the lowest interval of an open-ended distribution.
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6. An '*****' entry in the margin of error column indicates that the estimate is controlled. A statistical test for sampling variability is not appropriate.
7. An 'N' entry in the estimate and margin of error columns indicates that data for this geographic area cannot be displayed because the number of sample cases is too small.
8. An '(X)' means that the estimate is not applicable or not available.

HOUSEHOLD LANGUAGE BY **HOUSEHOLD LIMITED ENGLISH SPEAKING STATUS**
2011-2015 American Community Survey Selected Population Tables

City of Moscow, Idaho	Total Population	% of Total Population
Total:	9,590	100%
English Only	8,670	90%
Spanish:	261	3%
Limited English Speaking household	-	0%
Not a limited English speaking household	261	3%
Other Indo-European languages:	229	2%
Limited English Speaking household	-	0%
Not a limited English speaking household	229	2%
Asian and Pacific Island languages:	294	3%
Limited English Speaking household	85	1%
Not a limited English speaking household	209	2%
Other languages:	136	1%
Limited English Speaking household	-	0%
Not a limited English speaking household	136	100%



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HOUSEHOLD LANGUAGE BY HOUSEHOLD LIMITED ENGLISH SPEAKING STATUS

Universe: Households

2011-2015 American Community Survey Selected Population Tables

Note: This is a modified view of the original table.

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	Moscow city, Idaho Total population
	Estimate
Total:	9,590
English only	8,670
Spanish:	261
Limited English speaking household	0
Not a limited English speaking household	261
Other Indo-European languages:	229
Limited English speaking household	0
Not a limited English speaking household	229
Asian and Pacific Island languages:	294
Limited English speaking household	85
Not a limited English speaking household	209
Other languages:	136
Limited English speaking household	0
Not a limited English speaking household	136

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A "limited English speaking household" is one in which no member 14 years old and over (1) speaks only English or (2) speaks a non-English language and speaks English "very well." In other words, all members 14 years old and over have at least some difficulty with English. By definition, English-only households cannot belong to this group. Previous Census Bureau data products have referred to these households as "linguistically isolated" and "Households in which no one 14 and over speaks English only or speaks a language other than English at home and speaks English 'very well'." This table is directly comparable to tables from earlier years that used these labels.

The household language assigned to the housing unit is the non-English language spoken by the first person with a non-English language. This assignment scheme ranks household members in the following order: householder, spouse, parent, sibling, child,

grandchild, other relative, stepchild, unmarried partner, housemate or roommate, and other nonrelatives. If no member of the household age 5 and over speaks a language other than English at home then the household language is English only.

Methodological changes to data collection in 2013 may have affected language data for 2013. Users should be aware of these changes when using multi-year data containing data from 2013. For more information, see: Language User Note.

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Estimates of urban and rural population, housing units, and characteristics reflect boundaries of urban areas defined based on Census 2010 data. As a result, data for urban and rural areas from the ACS do not necessarily reflect the results of ongoing urbanization.

Source: U.S. Census Bureau, 2011-2015 American Community Survey 5-Year Estimates

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MOSCOW CITY COUNCIL AGENDA**Meeting Date:** 02/12/2018**Title:** Request Authorization for Beer Garden for 2018 Moscow Renaissance Fair**Responsible Staff:** Dwight Curtis

Information

DESCRIPTION: Moscow Renaissance Fair 2018 is requesting authorization to have a beer garden at their annual event in East City Park. The event is open to the public and is scheduled to take place from May 5 - May 6, 2018. Beer garden hours of operation will be May 5th, from 12:00 p.m. to 8:00 p.m. and May 6th, from 12:00 p.m. to 5:00 p.m. local time.

This will be the event's third year requesting a beer garden and there have been no issues related to the request in the past two years.

The location of the beer garden will be the same as last year. (Location map attached).

A Chief of Police-approved security company will provide security services; vendor still to be determined. No City police officers are required once security company is approved. The Chief of Police has reviewed the request, as well as the safety requirements addressed in the agreement, and had no issue with this request.

STAFF RECOMMENDATION: Consider beer garden request for 2018 Moscow Renaissance Fair and attached Resolution.

PROPOSED ACTIONS: Recommend approval of beer garden request for 2018 Moscow Renaissance Fair per the attached Resolution or provide staff further direction.

Necessary Resources/Impacts

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

Attachments

Beer-WineRendezvousInThePark-Resolution-2018 w att
 RenFair 2018 Beer-Wine Hold Harmless Agreement 1-29-18
 MEMORANDUM-2018-MRFAcoholUsePermit

RESOLUTION NO. 2018 -

A RESOLUTION OF THE CITY OF MOSCOW, A MUNICIPAL CORPORATION OF THE STATE OF IDAHO, TO ALLOW FOR THE TEMPORARY VENDING OF BEER AND/OR WINE IN EAST CITY PARK UNDER SPECIFIC REGULATIONS AND UNDER CERTAIN LIMITED CONDITIONS, PURSUANT TO MOSCOW CITY CODE 5-13-4(B); PROVIDING THIS RESOLUTION TO BE EFFECTIVE UPON ITS PASSAGE AND APPROVAL.

WHEREAS, Moscow City Code 5-13-4(B) prohibits the possession of alcoholic beverages while present in a public park in the City of Moscow, Idaho (hereinafter “City” or “the City”) except in accordance with specific regulations adopted by Council by Resolution; and

WHEREAS, East City Park in Moscow is a City park as defined at Moscow City Code 5-13-3(D) (hereinafter “the Park”); and

WHEREAS, Moscow Renaissance Fair (hereinafter “the Permitted Event(s)”) is an event or series of events sponsored by Moscow Renaissance Fair (hereinafter “the Event Sponsor”), intended to promote family and community fellowship; and

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

WHEREAS, the Event Sponsor has paid the fee associated with the consideration of this Resolution; and

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

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

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

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

WHEREAS, nothing contained within this Resolution is intended to endorse or support any particular belief, philosophy, or political position of the Event Sponsor or of the Permitted Event(s), and/or its affiliates, associations, contributors, supporters, participants, etc.;

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

SPECIFIC REGULATIONS ON THE SALE AND/OR CONSUMPTION OF BEER AND/OR WINE DURING MOSCOW RENAISSANCE FAIR 2018:

Intent:

This Resolution is intended to allow the sale and consumption of beer and wine only (and not liquor), pursuant to these specific regulations and is not intended to amend or expand the Moscow City Code or any other applicable law or regulation beyond the scope of the particulars of this Resolution or beyond the hours of the Permitted Event(s). Other than as specifically provided herein, park, sanitary, health, litter, police, fire, sidewalk café, alcohol vending, and other laws and regulations shall be unaffected by this Resolution. This Resolution shall not establish precedent nor shall it apply to any event other than the Permitted Event(s) held on the 5th day of May 2018, from 12:00 p.m. to 8:00 p.m. and on the 6th day of May, 2018 from 12:00 p.m. to 5:00 p.m. local time.

Liability, Insurance and Safety:

1. No less than ten (10) days prior to the Permitted Event(s) at which the licensed vendor will sell beer and wine, the Event Sponsor shall deliver to the City Clerk one (1) copy of written proof that the licensed vendor has current, paid up, off-premise alcoholic beverage liability insurance or special event insurance in an amount not less than One Million Dollars (\$1,000,000) combined single limits.
2. No less than ten (10) days prior to the first activity of the Permitted Event(s) herein described, the Event Sponsor shall deliver to the City Clerk one (1) copy of written proof that the Permitted Event(s) has obtained current, paid up, general liability insurance or special event insurance in an amount not less than One Million Dollars (\$1,000,000) combined single limits. Such general liability insurance or special event insurance policy shall be primary to any other insurance related to these events and to that of any potential party subject to a claim related to the Permitted Event(s).
3. City shall be named as an additional insured on the insurance policy of the licensed vendor.
4. No less than ten (10) days prior to the Permitted Event(s), the Event Sponsor shall deliver to the City Clerk the signed original of the Agreement, attached as Exhibit "A", with City to defend, hold harmless and indemnify City of Moscow, Idaho, its agents, servants, employees, officers and contractors from any and all claims, causes of action or damages which may arise from the Event Sponsor use of the Park premises.
5. The Moscow Police Chief or designee is hereby empowered to order the immediate cessation of all activities allowed under this Resolution at any time he/she reasonably determines that it is in the best interest of City to do so. There shall be no appeal from a determination by the Moscow Police Chief or his/her designee to terminate all or part of the Permitted Event(s).

Vendor:

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

7. There shall be at least two (2) security officers from a City-approved security firm, clearly identified as such, providing security on duty at all times whenever beer/wine is being served. The Event Sponsor and City both specifically understand and acknowledge that the Event Sponsor shall be solely responsible for any and all liability resulting from action or inaction, negligence, and/or gross negligence by security provided by the Event Sponsor for the Permitted Event(s), including, but not limited to, every police officer required by this Agreement.

Sales and Consumption:

1. No less than ten (10) days prior to the Permitted Event(s) at which the licensed vendor will sell beer/wine, the Event Sponsor shall deliver to the City Clerk three (3) copies of a site map which shall be drawn to show the locations, dimensions of, and relative distances between the following: (a) the beer/wine garden within the Park; (b) the barricade, sales and/or dispensing area, consumption area, entry and exit points; (c) identification checking station; and (d) food sales and service areas. Said site design and any subsequent alterations shall be approved in writing by Moscow City Parks and Recreation Director or his/her designee, and by the Moscow Chief of Police prior to the Permitted Event(s).
2. All beer/wine sales and consumption shall take place within the area designated by the Event Sponsor and as shown on the site map required by this Resolution;
3. The designated sales and service area(s) shall be physically separated from the rest of the Park by a barricade which is no less than forty four inches (44") tall and which is constructed so no person can pass under, over, or through it except at established entry and exit points located, as shown, on the site map required by this Resolution. All sales, dispensing, service, and consumption shall take place inside the approved barricade;
4. All food sales and service shall be located outside the approved barricade and have a space of no less than ten feet (10') between the approved barricade and food sales or service area;
5. No person shall be allowed to purchase, consume or possess alcohol other than within the area designated for beer/wine sales and consumption as shown on the map required by this Resolution;
6. There shall be no more than one (1) entrance and one (1) exit to each area designated for beer/wine consumption, as shown on the map required by this Resolution;
7. All beer/wine shall be dispensed in and consumed from its original container. Such container shall be a readily identifiable container not more than sixteen ounces (16 oz.) in size which shall not bear a logo for a non-alcoholic beverage;
8. Every occupant within the area(s) designated for beer/wine consumption shall provide identification to law enforcement officers or City employees who request it.
9. No person under twenty one (21) years of age shall be present in the area(s) designated for beer/wine sales or consumption at any time beer/wine is being served.
10. A sign shall be prominently posted at or near the entrance and exit to each area designated for beer/wine sales or consumption stating that entrance by persons under twenty one (21) years of age is prohibited.
11. Beer/wine shall be sold only within the designated areas at the Park only between the hours of 12:00 p.m. and 8:00 p.m. local time on the 5th day of May, 2018 and between the hours of 12:00 p.m. and 5:00 p.m. local time on the 6th day of May, 2018.
12. Beer/wine shall be consumed only within the designated area at the Park only between the hours of 12:00 p.m. and 8:00 p.m. local time on the 5th day of May, 2018 and between the hours of 12:00 p.m. and 5:00 p.m. local time on the 6th day of May, 2018, during the Permitted Event(s);
13. No person shall carry or consume an alcoholic beverage within the Park which is not purchased or dispensed from the licensed vendor at the Permitted Event(s) and consumed within the approved consumption area. Consumption of alcohol within the Park and outside of the approved consumption area shall be considered a violation of the City's open container ordinance.

Failure To Comply:

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

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

Bill Lambert, Mayor

ATTEST:

Laurie M. Hopkins, City Clerk

Attachment: Hold Harmless Agreement

Attachment: Beer-WineRendezvousInThePark-Resolution-2018 w att (1649 : Request Authorization for Beer Garden for 2018 Moscow

EXHIBIT “A”

Renn Fair Beer Garden Map 2018



AGREEMENT TO DEFEND, TO HOLD HARMLESS AND TO INDEMNIFY
BETWEEN CITY OF MOSCOW, IDAHO AND
MOSCOW RENAISSANCE FAIR
FOR THE MOSCOW RENAISSANCE FAIR EVENT

THIS AGREEMENT TO DEFEND, TO HOLD HARMLESS AND TO INDEMNIFY, between City of Moscow, Idaho (hereinafter "CITY") and the sponsor of the event, Moscow Renaissance Fair (hereinafter "RENFAIR"), is made and entered into this _____ day of _____, 2018.

WHEREAS, Resolution No. 2018-_____ of the City of Moscow, Idaho passed and approved on the _____ day of _____, 2018 provides, in part, for the person(s) and or group holding the approved event to enter into an agreement with CITY to defend, hold harmless and indemnify CITY, its agents, servants, employees, officers and contractors from any and all claims, causes of action, or damages which may arise from the sponsor's use of CITY park premises for the approved event; and

WHEREAS, this Agreement meets such requirement;

NOW, THEREFORE, CITY and RENFAIR agree as follows:

AGREEMENT TO DEFEND, HOLD HARMLESS, AND INDEMNIFY;

RENFAIR, through its duly and specifically authorized agents, hereby releases CITY and agrees, contracts and covenants not to bring suit and agrees to defend, hold harmless, and indemnify CITY, its officers, employees, agents and representatives from any and all claims, costs, judgments, awards, or liability to any person, including claims by RENFAIR's own agents, officers, employees and representatives to which RENFAIR might otherwise be immune, arising from the Moscow Renaissance Fair event scheduled to occur May 5, 2018 through May 6, 2018, permitted under the terms of Resolution No. 2018-_____, except for claims based upon the sole negligent, intentional acts of CITY.

RENFAIR expressly agrees that this indemnity provision extends to any and all claims for injury, sickness, or death of any person, including officers, employees, agents and representatives arising out of, related to, or caused by the presence, dispensing, sale, gift, or ingestion of alcohol by RENFAIR or its officers, employees, agents and representatives including, but not limited to, the caterer and/or vendor of alcohol during the Moscow Renaissance Fair event.

Inspection, review and/or acceptance by the City of any activity performed by or during Moscow Renaissance Fair or any activity or non-activity by CITY police officers or other officers, employees, agents or representatives of CITY shall not be grounds for avoidance of

any of the covenants of defense, indemnification or hold harmless by RENFAIR in behalf of CITY contained in this Agreement.

SIGNED this ____ day of _____, 2018.

RENFAIR

CITY OF MOSCOW, IDAHO

Willow Falcon, President

Bill Lambert, Mayor

ATTEST:

Laurie M. Hopkins, City Clerk

ACKNOWLEDGMENT

STATE OF IDAHO)
) ss.
COUNTY OF LATAH)

On this ____ day of _____, 2018, before me, a Notary Public in and for said State, appeared Willow Falcon, known to me to be the person named above and acknowledged that she executed the foregoing document as having been specifically authorized and having authority to bind Moscow Renaissance Fair to this Agreement.

Notary Public for the State of Idaho
Residing at _____
My commission expires _____

MEMORANDUM

To: Dwight Curtis, Director
City of Moscow Parks and Recreation Department

From: Dean Pittenger, Beer Garden Coordinator
Willow Falcon, President
Moscow Renaissance Fair
P.O. Box 8848, Moscow, ID 83843
208-874-7144

Re: Request for Alcohol Permit for 2018 Moscow Renaissance Fair

The sole mission of the Moscow Renaissance Fair (MRF) is to produce Moscow's annual celebration of spring. Always held the weekend of the first Sunday in May, the two-day craft and music festival provides a venue for area artists, craftspeople and musicians, and a fundraising opportunity for local non-profit groups, which run all the food booths. There is no charge for admission and many free activities for children. Held outdoors in East City Park, our main motivation is to encourage the community to get outside and throw off winter – dance, have fun with kids and meet up with friends to enjoy great music, exceptional shopping and fantastic food.

Given the moderate success of the first two MRF Beer Gardens in 2016 and 2017, we have decided to sponsor another beer garden at this year's fair and hope to make this a regular feature of the fair. We will work with a new vendor this year (Hunga Dunga of Moscow) and the beer garden will remain in the same location as last year - just north of, and adjacent to, the Peter Basoa Stage in East City Park. A map of the park showing the location of the approximately 50' x 30' area is attached. A portion of this area will be covered by an awning and the entire area will be fenced as per the standard Resolution conditions. The beverages will be vended from a trailer parked along the pavement at the NE corner of the asphalt apron adjacent to the stage.

In keeping with the policy of the Moscow Renaissance Fair that crafters, artisans and food providers create what they sell, we are pleased to work with another local brewer as last year - Moscow's Hunga Dunga Brewing Company. We are working closely with Owner Graham Lilley and Sales Manager Eric Bjerkestrand to ensure a safe, enjoyable weekend for all. Their catering permit request has been filed with Moscow City Clerk, Laurie Hopkins. Both Rants and Raves Brewery and Moscow Renaissance Fair have purchased insurance policies as per the Resolution conditions and will file proof of such with the City Clerk as soon as possible.

The 2018 Moscow Renaissance Fair will take place Saturday, May 5th, and Sunday, May 6th. The fair starts up at 10:00 a.m. both days. Music ends at dusk on Saturday and the fair closes at 5:30 p.m. on Sunday. The beer garden will be open 12:00-8:00 p.m. on Saturday and 12:00-5:00 p.m. on Sunday.

Moscow Renaissance Fair has engaged Bitterroot Security Services to provide security in the beer garden as recommended by Moscow Police Department Chief James Fry. Two Bitterroot Security professionals will be present at all times while alcohol is being served. Hunga Dunga will provide staff to check IDs at the entrance to the beer garden. There will be a single opening in the fence on the south side of the area for both entrance and exit posted with an "Over 21 Only" sign. Only beer and wine will be sold in the beer garden and only by Rants and Raves Brewery staff.

Summary

Event: 45th Annual Moscow Renaissance Fair

Dates/hours of event: Saturday, May 5, 2017, 10:00 a.m. to dusk (beer garden 12:00-8:00 p.m.)
Sunday, May 6, 2017, 10:00 a.m. to 5:30 p.m. (beer garden 12:00-5:00 p.m.)

Event sponsor: Moscow Renaissance Fair

P.O. Box 8848

Moscow, ID 83843

Contacts:

Dean Pittenger, Beer Garden coordinator, 208-874-7144, dpitt@moscow.com

Willow Falcon, MRF President, 208-596-0639, president@moscowrenfair.org

Vendor: Hunga Dunga Brewing Company

333 N. Jackson

Moscow, ID 83843

208-596-4855

Contact: Eric Bjerkestrand

509 496-5051

Proposed changes to standard Resolution:

1. Beer and wine may be dispensed from taps and thus not in original containers.

MOSCOW CITY COUNCIL AGENDA**Meeting Date:** 02/12/2018**Title:** Request Hamilton Funds for Purchase and Installation of Wheelchair Swing in East City Park**Responsible Staff:** Dwight Curtis

Information

DESCRIPTION: In January 2018, City Councilmember Sullivan was initially contacted by Moscow High School student, Lena Werner, with a request to have a wheelchair accessible swing installed in East City Park (email letter attached). Lena is the President of the Moscow High School's Buddy Club and the request is on behalf of the club. Councilmember Sullivan guided her request to Parks and Recreation. The Buddy Club advisor is Cory Voss, Special Education Department Chair at the Moscow School District. Staff met with Ms. Werner and Ms. Voss regarding the request. The Buddy Club estimates they can donate \$3,000 toward the project. As part of the Parks and Recreation Master Plan 2013 accessibility needs, staff had anticipated this purchase sometime in the future; this proposal merely moves it to the present. The proposal of using Hamilton Funds to complete the project is also in line with Moscow City Council Resolution 2017-07, authorizing use of Hamilton funds for playground development. A project cost breakdown worksheet is attached. As the purchase of the wheelchair swing was not authorized in the FY2018 budget, if approved, the funding could be appropriated by City Council in the open budget process in August, 2018. The budgetary line item for expenses will be Capital Projects 350-165-30-770-76.

Staff recommends the purchase of the wheelchair swing known as the "iSwing." It is durable and user friendly. An image of the iSwing is attached. If approved, the iSwing will be located with the other playground equipment in East City Park for inclusivity and will utilize safety surface tiles.

If approved, the project would be completed this summer in-house by parks and recreation staff.

This request was considered by the Parks and Recreation Commission at its January 25, 2018 meeting and recommended to forward to City Council for its consideration and approval.

STAFF RECOMMENDATION: Recommend approval of purchase and installation costs of the wheelchair accessible "iSwing" in East City Park, using an estimated \$3,000 funds donation from the Moscow High School Buddy Club and the remaining funds from the Hamilton Fund for a total of \$34,000.

PROPOSED ACTIONS: Recommend approval of purchase and installation costs of the wheelchair accessible "iSwing" in East City Park, using an estimated \$3,000 funds donation from the Moscow High School Buddy Club and the remaining funds from the Hamilton Fund for a total of \$34,000, or provide staff further direction.

Necessary Resources/Impacts

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

Attachments

Werner email letter - Moscow High School Buddy Club 1-10-18

iSwing images 2-6-18

Quote - IP15 iSwing City of Moscow 2-6-18

Wheelchair Swing Cost - East City Park 2-6-18

Laurie M. Hopkins

From: Lena <lenawerner00@gmail.com>
Sent: Tuesday, January 09, 2018 10:01 PM
To: Parks & Recreation Commission
Subject: Moscow High School Buddy Club

Dear members of the Parks and Recreation Commission,

My name is Lena Werner and I am currently the president of Moscow High School's Buddy Club. This club works on inclusion and focuses on integrating students with disabilities into the school environment. Throughout the year we have put on events ranging from festive holiday parties, to community wide events such as Let Everyone Play Day, a baseball game for people of all ages and abilities. Buddy Club also strives to create a more accepting environment at our school altogether. It has fostered friendships among people of all abilities, and promotes the mindset that people with disabilities should not be separated in society.

Our club has thought about various ways that we could give back to our community and make a lasting impact on the city of Moscow. One of our ideas was to build a wheelchair accessible swing at East City Park. As you are part of the Moscow Parks and Recreation Commission, I was wondering whether you have any thoughts on where we would need to start in order to begin this process.

Moscow's community is exceptionally accepting and inclusionary. We believe that a wheelchair accessible swing will only add to these characteristics, and make it possible for people of all abilities to enjoy East City Park. Thank you for your time and feedback!

Sincerely,

Lena Werner

Attachment: Werner email letter - Moscow High School Buddy Club 1-10-18 (1651 : Request Hamilton Funds for Purchase and Installation of

Inclusive Play (IP)15 iSwing





Quote Number 00000591
Created Date 06/02/2018

Contact Name David Schott
Company Name City of Moscow Parks and Recreation

Quote Name IP - IP15 iSwing City of Moscow
Account Name City of Moscow Parks and Recreation

Product	Product Code	Sales Price	Quantity	Total Price
iSwing (Supervised Space)	IP15	£6,420.00	1.00	£6,420.00

Total Price £6,420.00 = \$ 8,923.80
Delivery £2,775.00 = \$ 3,857.25
Quotation Total (ex VAT) £9,195.00 = \$ 12,781.05

Terms & Conditions

Please note Terms & Conditions attached

Contact Information

Prepared By Jo Davie

Area Manager Joanna Davie

Phone 0131 214 1180

Wheelchair Swing East City Park					
01.30.18					
	Unit	Quantity	Unit Price	Amount	
Site work					
Erosion control, silt fence	100 LF	1.00	57.50	\$57.50	
Erosion control, waddles	25 FT	5.00	33.95	\$169.75	
Fencing	LS	1.00	3475.00	\$3,475.00	Quote from Ceder Ridge Construction
Subtotal:				\$3,702.25	
Concrete					
Mobilization	LS	1.00	602.00	\$631.00	10% concrete total
Clear and grub path and pad	ACRE	0.015	5000.00	\$75.00	Quote based on Dwight's trail spreadsheet
Excavation	CY	29.00	10.00	\$290.00	Quote based on Dwight's trail spreadsheet
Concrete slab	SY	43.00	61.50	\$2,644.50	Quote based on Indian Hills Park
Concrete path	SY	25.00	76.50	\$1,912.50	Quote based on Indian Hills Park
Concrete border	SY	5.00	76.50	\$382.50	Quote based on Indian Hills Park
Pedestrian control	LS	1.00	500.00	\$500.00	Quote based on Indian Hills Park
Misc. demo and excavation	LS	1.00	500.00	\$500.00	Quote based on Indian Hills Park
Subtotal:				\$6,935.50	
Playgrounds and tile installation					
Swing, Frame	LS	1.00	8923.80	\$8,923.80	Quote from Inclusive Play; Exchange Rate = 1.39
Shipping	LS	1.00	3857.25	\$3,857.25	Quote from Inclusive Play; Exchange Rate = 1.39
2.5" tiles, shipping, adhesive	LS	1.00	3888.00	\$3,888.00	Buell Quote
Signage	ALLOW	1.00	250.00	\$250.00	
Subtotal:				\$16,919.05	
Seeding, irrigation, fill and mulch					
Rehab	ALLOW	1.00	500.00	\$500.00	
Subtotal:				\$500.00	
Project Subtotal:				\$28,056.80	
Contingency 20%:				\$5,611.36	
				\$33,668.16	

MOSCOW CITY COUNCIL AGENDA**Meeting Date:** 02/12/2018**Title:** Authorization to Purchase Playground Equipment for Morgan's Orchard Park**Responsible Staff:** Dwight Curtis

Information

DESCRIPTION: Staff is requesting authorization to purchase tot lot playground equipment and safety tiles from Buell Recreation LLC, slated for Morgan's Orchard Park in the amount of \$36,400. The funding source is the Hamilton Fund, and was approved through the FY18 budget. The budgetary line item for expenses will be Capital Projects 350-165-30-770-76. Per City Council Resolution 2017-07, individual projects will be authorized through the annual budget authorization.

This purchase takes advantage of an equipment sale saving the City 27% off the regular purchase price. The purchase includes the playground equipment, safety tiles, and installation supplies. The project installation will be handled in-house by certified installer parks staff. The City saved an estimated \$14,000 by installing the Indian Hills Park playground this past year. The quote, site plan, and equipment specifications are attached.

STAFF RECOMMENDATION: Recommend Council authorization to purchase playground equipment in the amount of \$36,400 from Buell Recreation LLC, with funding source from the Hamilton Fund.

PROPOSED ACTIONS: Recommend Council authorization to purchase playground equipment in the amount of \$36,400 from Buell Recreation LLC; funding source from the Hamilton Fund or provide staff further direction.

Necessary Resources/Impacts

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

Attachments

Equipment Rendering - Morgan's Orchard Park 2-7-18
 Quote R012218B Morgan's Orchard
 Proposal 907-103866-1_ MorgansOrchard
 Morgan's Orchard Site Plan



Attachment: Equipment Rendering - Morgan's Orchard Park 2-7-18 (1652 :

Buell Recreation LLC

Fax 866-597-0033

Business Office:

7327 SW Barnes Rd. #601

Portland, OR 97225

(503) 922-1650

jeannie@buellrecreation.com

**Quote****ADDRESS**

Moscow City
Accounts Payable
PO Box 9203
Moscow, ID 83843

SHIP TO

Moscow City
Moscow, ID 83843

QUOTE #	DATE	EXPIRATION DATE
R012218B	01/22/2018	02/22/2018

TERMS OR P.O. #**SALES REP**

Rachel

PROJECT

Moran's Orchard

DESCRIPTION	QTY	RATE	AMOU
Play Structure BCI Burke Structure as per proposal #907-103866-2 a Nucleus-Intensity Structure recommended for ages 2-5.	1	20,911.00	20,911
560-2573 KidForce Spinner	1	679.00	679
Discount Special Pricing Discount	1	-6,148.00	-6,148
Freight Shipping -does not include off loading Forklift generally required for offloading	1	1,757.00	1,757
Surface Mount Additional cost for Surface Mount *Please note that we may recommend that one or two posts be in-ground mounted if necessary to keep the structure stable. *Please note the KidForce Spinner cannot be surface mounted.	1	1,000.00	1,000
RB Tiles 360- 2.5" Rubber Tiles to cover approximately 32x44 area with tapered edges. This quote includes adhesive and freight.	1	16,200.00	16,200
Materials Only This quote is for materials only and does not include installation or unloading of product.	1	0.00	0
Buell Billing Please make payment to Buell Recreation and fax to 866-597-0033	1	0.00	0

Attachment: Quote R012218B Morgan's Orchard (1652 : Authorization to Purchase Playground Equipment for Morgan's Orchard Park)

DESCRIPTION	QTY	RATE	AMOUNT
Terms Govt. Govt. Purchase Order with payment due 30 days from product shipment and services due upon completion. Equipment may be invoiced separately from other services and are payable in advance of project/supply or completion. No retainage. A 3% charge will be added to all credit card orders over \$5,000.	1	0.00	0
TAX Taxes are subject to state laws and regulations. Taxes will be applied unless a tax exemption or resale certificate is provided at time of sale.	1	0.00	0

PLACING AN ORDER: Upon ordering please review and return this signed quote with a copy of your purchase order and tax exempt certificate, if applicable. Please mark any changes on the quote such as billing/shipping address, drivers contact and color selection.

TOTAL

\$34,399.1

Accepted By

Accepted Date

Attachment: Quote R012218B Morgan's Orchard (1652 : Authorization to Purchase Playground Equipment for Morgan's Orchard Park)

City of Moscow Morgan's Orchard

Proposal # 907-103866-1
September 20, 2017

Presented by
Buell Recreation



Burke®



September 20, 2017

David Schott
City of Moscow
206 East Third Street
Moscow, ID 83843

Dear David Schott:

Buell Recreation is delighted to provide City of Moscow with this playground equipment proposal.

This design was developed with your specific needs in mind, and we look forward to discussing this project further with you to ensure your complete satisfaction. Buell Recreation is confident that this proposal will satisfy City of Moscow's functional, environmental, and safety requirements -- and most importantly -- bring joy and excitement to the children and families directly benefiting from your new playground.

You have our personal commitment to support this project and your organization in every manner possible, and we look forward to continue developing a long-standing relationship with City of Moscow. We appreciate your consideration and value this opportunity to earn your business.

Sincerely,

Rachel Gora
Buell Recreation
7327 SW Barnes Rd. #601
Portland, OR 97225

Design Summary

Buell Recreation is very pleased to present this Proposal for consideration for the Morgan's Orchard located in Moscow. BCI Burke Company, LLC has been providing recreational playground equipment for over 90 years and has developed the right mix of world-class capabilities to meet the initial and continuing needs of City of Moscow. We believe our proposal will meet or exceed your project's requirements and will deliver the greatest value to you.

The following is a summary of some of the key elements of our Proposal:

- Project Name: Morgan's Orchard
- Project Number: 907-103866-1
- User Capacity: 52
- Age Groups: Ages 2-5 years
- Dimensions: 31' 3" x 42' 6"
- Designer Name: Cara Osborne

Buell Recreation has developed a custom playground configuration based on the requirements as they have been presented for the Morgan's Orchard playground project. Our custom design will provide a safe and affordable playground environment that is aesthetically pleasing, full of fun for all users and uniquely satisfies your specific requirements. In addition, proposal # 907-103866-1 has been designed with a focus on safety, and is fully compliant with ASTM F1487 and CPSC playground safety standards.

We invite you to review this proposal for the Morgan's Orchard playground project and to contact us with any questions that you may have.

Thank you in advance for giving us the opportunity to make this project a success.

INFORMATION
MINIMUM FALL ZONE
SURFACED WITH
RESILIENT MATERIAL
AREA

933 SQ.FT.

PERIMETER

152 FT.

STRUCTURE SIZE

31' 3" x 42' 6"

STRUCTURE IS DESIGNED
FOR CHILDREN AGES:

- ☐ 6-23 MONTH OLDS
☒ 2-5 YEAR OLDS
☐ 5-12 YEAR OLDS
☐ 13 + YEAR OLDS



Registered
to ISO 9001

Registered
to ISO 14001



To verify product certification,
visit www.ipema.org

The play components identified
in this plan are IPEMA
certified. The use and layout of
these components conform to the
requirements of ASTM F1487.
To verify product certification,
visit www.ipema.org

The space requirements shown
here are to ASTM standards.
Requirements for other standards
may be different.

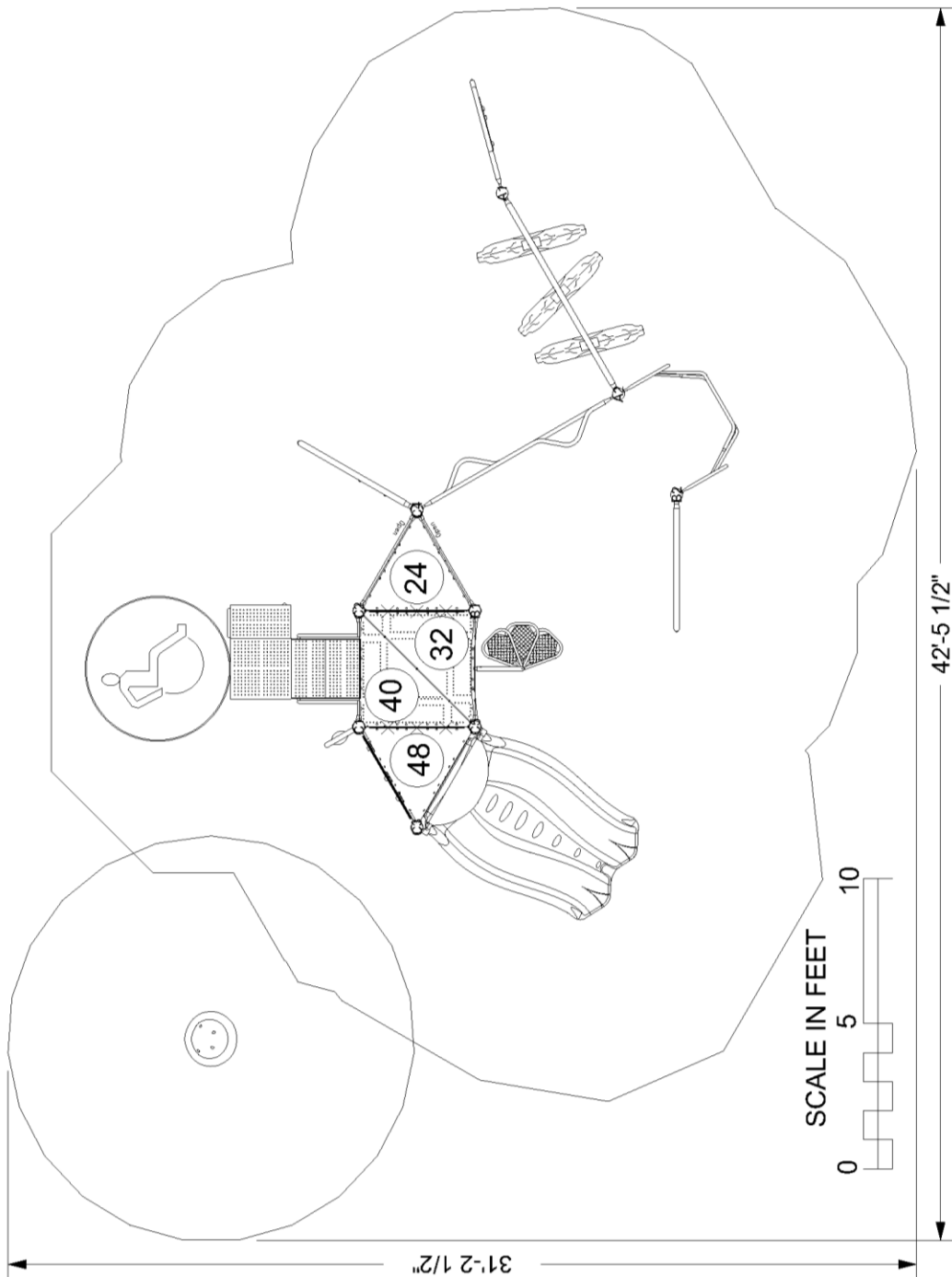
The use and layout of play
components identified in this plan
conform to the CPSC guidelines.
U.S. CPSC recommends the
separation of age groups in
playground layouts.

WARNING!

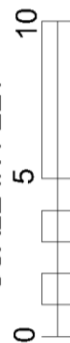
ACCESSIBLE SAFETY SURFACING MATERIAL IS REQUIRED BENEATH
AND AROUND THIS EQUIPMENT.
FOR SLIDE FALL ZONE SURFACING AREA SEE CPSC's Handbook for
Public Playground Safety.

ADA ACCESSIBILITY GUIDELINE (ADAAG CONFORMANCE)

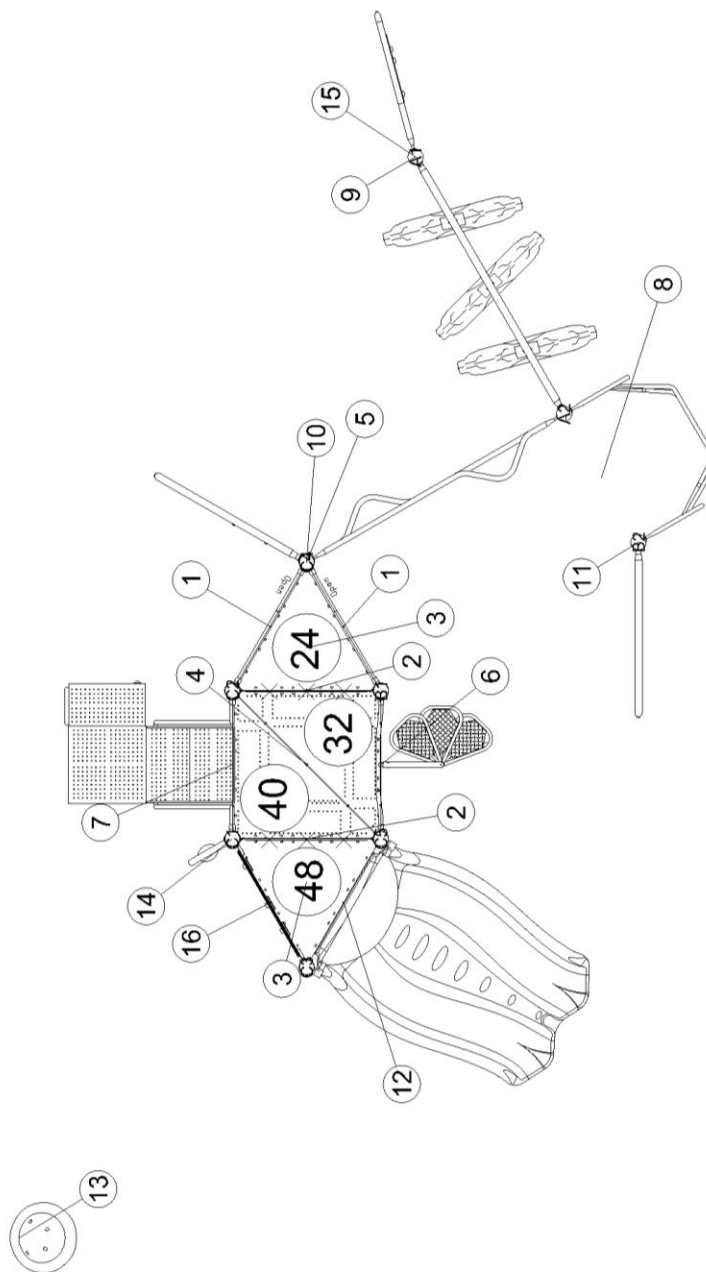
NUMBER OF PLAY EVENTS	11
NUMBER OF ELEVATED PLAY EVENTS:	5
NUMBER OF ELEVATED PLAY EVENTS ACCESSIBLE BY RAMP:	PROVIDED: 0
NUMBER OF ELEVATED PLAY EVENTS ACCESSIBLE BY TRANSFER SYSTEM:	PROVIDED: 5
NUMBER OF ELEVATED PLAY EVENTS ACCESSIBLE BY RAMP OR TRANSFER SYSTEM:	RECD: 3
NUMBER OF GROUND LEVEL PLAY EVENTS:	RECD: 2
NUMBER OF GROUND LEVEL PLAY EVENTS ACCESSIBLE BY RAMP OR TRANSFER SYSTEM:	RECD: 6



SCALE IN FEET



ITEM	COMP.	DESCRIPTION
1	270-0001	OFFSET ENCLOSURE
2	270-0050	8" CLOSURE PLATE
3	270-0129	TRIANGLE PLATFORM
4	270-0136	SPLIT SQUARE PLATFORM
5	370-0031	POWER PIPES CLIMBER 2-5
6	370-0383	FAN CLIMBER 32"
7	370-0719	TRANSFER STATION, HANDRAIL
8	370-0763	ODYSSEY DECK LINK
9	370-0835	TRIGON ARCH, GL
10	370-0841	APEX NET CLIMBER 2-5
11	370-0843	APEX ARCH CLIMBER 2-5
12	470-0755	LUGE SLIDE, 48"-56"
13	560-2573	KIDFORCE SPINNER
14	570-0719	BUBBLE MIRROR ACTIVITY PANEL
15	570-0814	PROPELLER RING PANEL
16	570-1683	PARATROOP PANEL, ABOVE PL



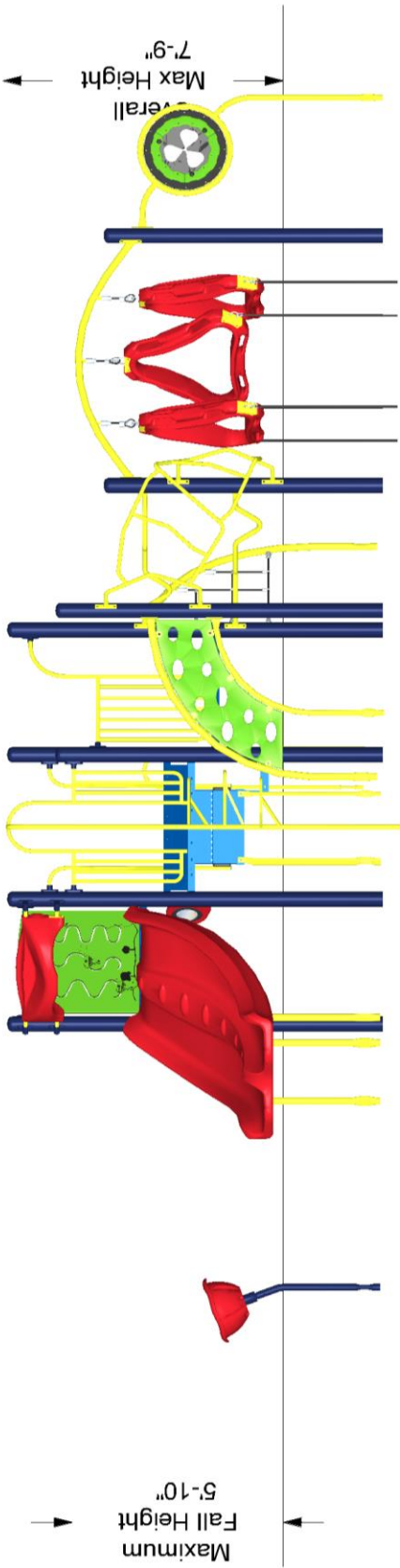
Burke

SERIES: Basics, Intensity, Nucleus
 COMPONENT PLAN
 DRAWN BY: Cara Osborne

Morgan's Orchard
 Orchard Avenue and Highland Drive
 Moscow, ID 83843

September 20, 2017

Buell Recreation
 907-103866-1



The protective surfacing for this design must accommodate the critical fall height.

Burke.

SERIES: Basics, Intensity, Nucleus

ELEVATION PLAN

DRAWN BY: Cara Osborne

Morgan's Orchard

Orchard Avenue and Highland Drive

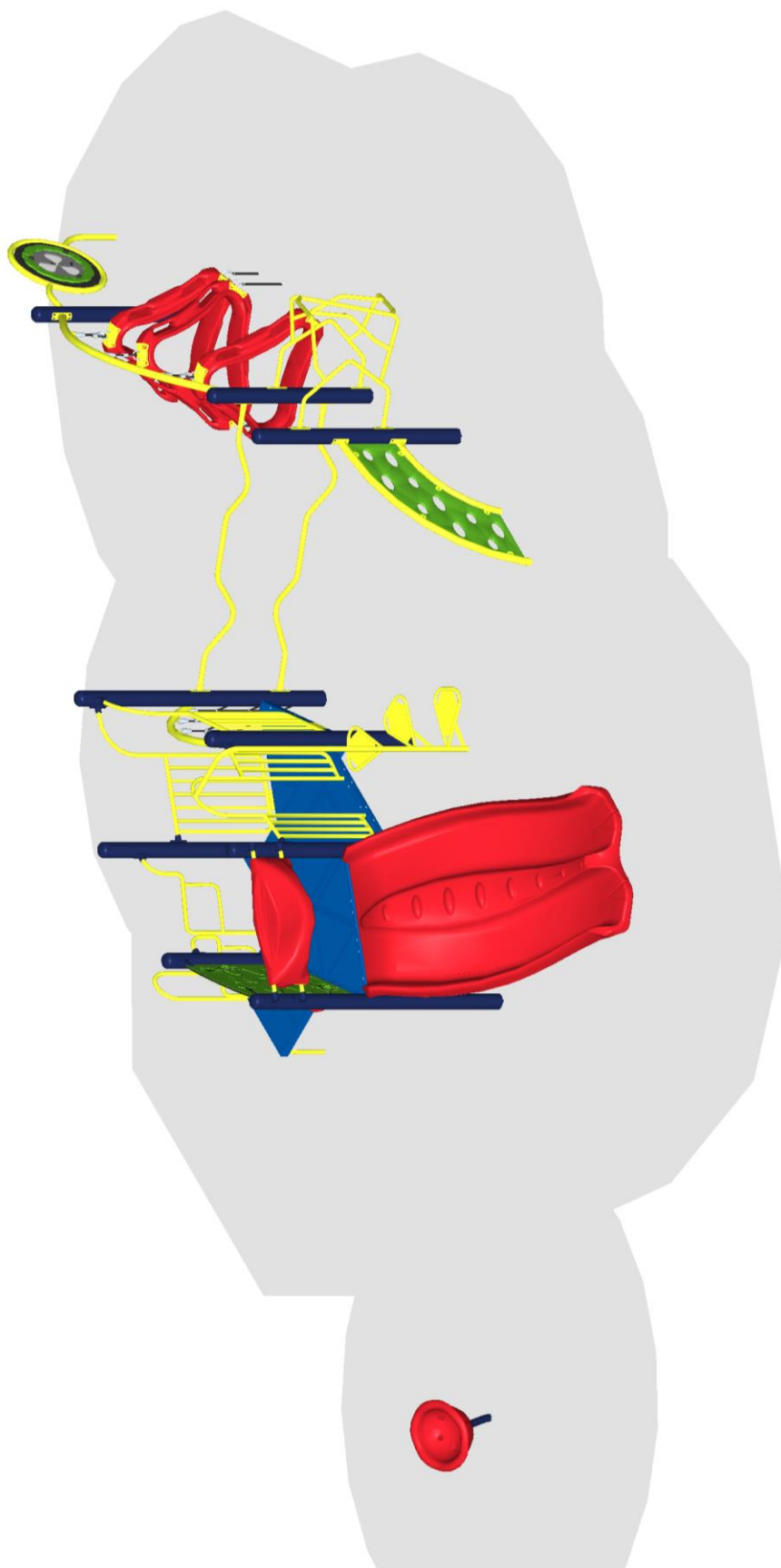
Moscow, ID 83843

September 20, 2017

Buell Recreation

907-103866-1

BCI Burke Company, LLC PO Box 549 Fond du Lac, Wisconsin 54936-0549 Telephone 920-921-9220



Burke

SERIES: Basics, Intensity, Nucleus

ISOMETRIC PLAN

DRAWN BY: Cara Osborne

Morgan's Orchard

Orchard Avenue and Highland Drive

Moscow, ID 83843

September 20, 2017

Buell Recreation

907-103866-1



Proposal # 907-103866-1

September 20, 2017

2017 Pricing

Proposal Prepared for:

David Schott
City of Moscow
206 East Third Street
Moscow, ID 83843
Phone:

Project Location:

Morgan's Orchard
Orchard Avenue and Highland Drive
Moscow, ID 83843

Proposal Prepared by:

Buell Recreation
7327 SW Barnes Rd. #601
Portland, OR 97225
Phone: 503-922-1650
Fax: 866-597-0033
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Component No.	Description	Qty.	User Cap.	Ext. User Cap.	Weight	Ext. Weight
Burke Basics						
560-2573	KIDFORCE SPINNER	1	1	1	43	43
Intensity						
370-0031	POWER PIPES CLIMBER 2-5	1	6	6	33	33
370-0835	TRIGON ARCH, GL	1	9	9	151	151
370-0841	APEX NET CLIMBER 2-5	1	2	2	44	44
370-0843	APEX ARCH CLIMBER 2-5	1	2	2	104	104
570-0814	PROPELLER RING PANEL	1	2	2	66	66
Nucleus						
270-0001	OFFSET ENCLOSURE	2	1	2	30	60
270-0050	8" CLOSURE PLATE	2	0	0	10	20
270-0129	TRIANGLE PLATFORM	2	2	4	48	96
270-0136	SPLIT SQUARE PLATFORM	1	4	4	103	103
370-0383	FAN CLIMBER 32"	1	2	2	85	85
370-0719	TRANSFER STATION, HANDRAIL 40"	1	5	5	199	199
370-0763	ODYSSEY DECK LINK	1	4	4	40	40
470-0755	LUGE SLIDE, 48"-56"	1	4	4	198	198
570-0719	BUBBLE MIRROR ACTIVITY PANEL	1	2	2	7	7
570-1683	PARATROOP PANEL, ABOVE PLATFO...	1	3	3	54	54
600-0104	NPPS SUPERVISION SAFETY KIT	1	0	0	3	3
670-0001	POST ASSEMBLY 5" OD X 91"	2	0	0	49	98
670-0002	POST ASSEMBLY 5" OD X 107"	2	0	0	58	116
670-0099	INSTALLATION KIT, INTENSITY	1	0	0	2	2
670-0103	MAINTENANCE KIT, INTENSITY	1	0	0	0	0
670-0165	POST ASSEMBLY 5" OD X 123"	5	0	0	66	330

Total User Capacity: 52
Total Weight: 1,852 lbs.

Attachment: Proposal 907-103866-1_ Morgan's Orchard (1652 : Authorization to Purchase Playground Equipment for Morgan's Orchard Park)

BCI BURKE GENERATIONS WARRANTY®

The Longest and Strongest warranty in the industry

BCI Burke Company, LLC ("Burke") warrants that all standard products are warranted to be free from defects in materials and workmanship, under normal use and service, for a period of one (1) year from the date of invoice.

We stand behind our products.

In addition, the following products are warranted, under normal use and service from the date of invoice as follows:

- One Hundred (100) Year Limited Warranty on aluminum and steel upright posts (including Intensity®, Voltage®, Nucleus® and Little Buddies®) against structural failure due to corrosion, deterioration or workmanship.
- One Hundred (100) Year Limited Warranty on KoreKconnect® clamps against structural failure due to corrosion, deterioration or workmanship.
- One Hundred (100) Year Limited Warranty on Hardware (nuts, bolts, washers)
- One Hundred (100) Year Limited Warranty on bolt-through fastening and clamp systems (Voltage®, Intensity®, Nucleus® and Little Buddies®).
- Twenty-Five (25) Year Limited Warranty on spring assemblies and aluminum cast animals.
- Fifteen (15) Year Limited Warranty on main structure platforms and decks, metal roofs, table tops, bench tops, railings, loops and rungs.
- Fifteen (15) Year Limited Warranty on all plastic components including StoneBorders against structural failure due to materials or workmanship.
- Ten (10) Year Limited Warranty on ShadePlay Canopies fabric, threads, and cables against degradation, cracking or material breakdown resulting from ultra-violet exposure, natural deterioration or manufacturing defects. This warranty is limited to the design loads as stated in the specifications.
- Ten (10) Year Limited Warranty on NaturePlay® Boulders and GFRC products against structural failure due to natural deterioration or workmanship. Natural wear, which may occur with any concrete product with age, is excluded from this warranty.
- Ten (10) Year Limited Warranty on Full Color Custom Signage against manufacturing defects that cause delamination or degradation of the sign. Full Color Custom Signs also carry a two (2) year warranty against premature fading of the print and graphics on the signs.
- Five (5) Year Limited Warranty on Intensity® and RopeVenture™ cables against premature wear due to natural deterioration or manufacturing defects. Determination of premature wear will be at the manufacturer's discretion.
- Five (5) Year Limited Warranty on swing seats and hangers; Kid Koaster® Trolleys and other moving parts against structural failure due to materials or workmanship.
- Three (3) Year Limited Warranty on electronic panel speakers, sound chips and circuit boards against electronic failure caused by manufacturing defects.

The warranty stated above is valid only if the equipment is erected in conformity with the layout plan and/or installation instructions furnished by BCI Burke Company, LLC using approved parts; have been maintained and inspected in accordance with BCI Burke Company, LLC instructions. Burke's liability and your exclusive remedy hereunder will be limited to repair or replacement of those parts found in Burke's reasonable judgment to be defective. Any claim made within the above stated warranty periods must be made promptly after discovery of the defect. A part is covered only for the original warranty period of the applicable part. Replacement parts carry the applicable warranty from the date of shipment of the replacement from Burke. After the expiration of the warranty period, you must pay for all parts, transportation and service charges.

Burke reserves the right to accept or reject any claim in whole or in part. Burke will not accept the return of any product without its prior written approval. Burke will assume transportation charges for shipment of the returned product if it is returned in strict compliance with Burke's written instructions.

THE FOREGOING WARRANTIES ARE EXCLUSIVE AND IN LIEU OF ANY OTHER WARRANTY, EXPRESS OR IMPLIED, INCLUDING BUT NOT LIMITED TO ANY IMPLIED WARRANTY OR MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE. IF THE FOREGOING DISCLAIMER OF ADDITIONAL WARRANTIES IS NOT GIVEN FULL FORCE AND EFFECT, ANY RESULTING ADDITIONAL WARRANTY SHALL BE LIMITED IN DURATION TO THE EXPRESS WARRANTIES AND BE OTHERWISE SUBJECT TO AND LIMITED BY THE TERMS OF BURKE'S PRODUCT WARRANTY. SOME STATES DO NOT ALLOW THE EXCLUSION OF CERTAIN IMPLIED WARRANTIES, SO THE ABOVE LIMITATION MAY NOT APPLY TO YOU.

Warranty Exclusions: The above stated warranties do not cover: "cosmetic" defects, such as scratches, dents, marring, or fading; damage due to incorrect installation, vandalism, misuse, accident, wear and tear from normal use, exposure to extreme weather; immersion in salt or chlorine water, unauthorized repair or modification, abnormal use, lack of maintenance, or other cause not within Burke's control; and

Limitation of Remedies: Burke is not liable for consequential or incidental damages, including but not limited to labor costs or lost profits resulting from the use of or inability to use the products or from the products being incorporated in or becoming a component of any other product. If, after a reasonable number of repeated efforts, Burke is unable to repair or replace a defective or nonconforming product, Burke shall have the option to accept return of the product, or part thereof, if such does not substantially impair its value, and return the purchase price as the buyer's entire and exclusive remedy. Without limiting the generality of the foregoing, Burke will not be responsible for labor costs involved in the removal of products or the installation of replacement products. Some states do not allow the exclusion of incidental damages, so the above exclusion may not apply to you.

Contact your local Burke Representative for warranty information regarding Burke Turf® and Burke Tile products.

TERMS OF SALE

Pricing: Prices published in this catalog are in USD, are approximate and do not include shipping & handling, surfacing, installation nor applicable taxes. All prices are subject to change without notice. Contact your Burke representative for current pricing. Payments are to be made in USD.

Weights: Weights are approximate and may vary with actual orders.

Installation: All equipment is shipped unassembled. For a list of factory-certified installers in your area, please contact your Burke representative.

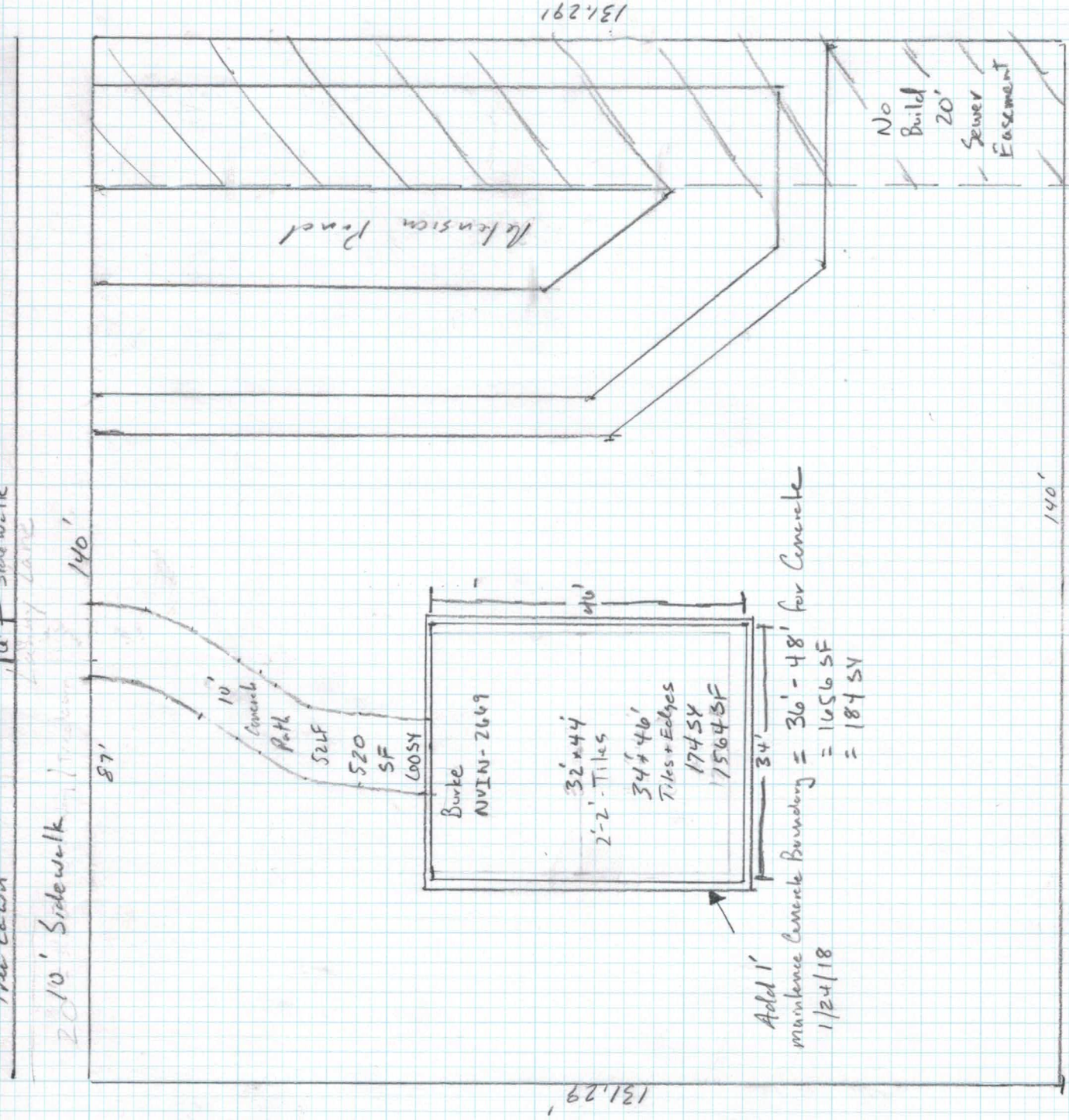
Specifications: Product specifications in this catalog were correct at the time of publication. However, product improvements are ongoing at Burke, and we reserve the right to change or discontinue specifications without notice.

Loss or Damage in Transit: A signed bill of lading is our receipt from a carrier that our shipment to you was complete and in good condition upon arrival. Before you sign, please check the Bill of Lading carefully when the shipment arrives to make sure nothing is missing and there are no damages. Once the shipment leaves our plant, we are no longer responsible for any damage, loss or shortage.

For more information regarding the warranty, call Customer Service at 920-921-9220 or 1-800-356-2070.

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Morgan's
 Orchard
 Park
 Site Plan

MOSCOW CITY COUNCIL AGENDA**Meeting Date:** 02/12/2018**Title:** Salary Survey**Responsible Staff:** Gary J. Riedner

Information

DESCRIPTION: In order to remain competitive in attracting and retaining quality employees, the City has committed to conducting a total compensation study (salary and all benefits) at least every four years. The most recent studies were conducted in 2006 and 2014.

The purpose of performing a classification and compensation plan study is to determine if the City's current compensation plan is both internally equitable and externally competitive. The recommended consultant, Jan Mason Rauk, would benchmark a variety of positions in each pay grade representing all City departments. The labor market surveyed would include regional cities and counties which are competitors with the City of Moscow in a number of recruitments. Being competitive leads to lower turnover, higher morale and lower costs.

The cost of the survey is dependent upon the number of entities surveyed for comparison, the number of benchmarked positions and types of benefits to be surveyed. Staff proposes to utilize Administration Professional Services 101-030-10-520-26 in an amount not to exceed \$15,000.

STAFF RECOMMENDATION: Recommend approval of Jan Mason Rauk to conduct a salary survey.

PROPOSED ACTIONS: Recommend approval of Jan Mason Rauk to conduct a salary survey or provide staff further direction.

Necessary Resources/Impacts

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

Attachments
