

## Public Works / Finance Committee



### Regular Meeting ~Agenda~

Laurie M. Hopkins  
City Clerk

[www.ci.moscow.id.us](http://www.ci.moscow.id.us)

208.883.7015

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**Monday, January 13, 2025**

**4:00 PM**

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

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

### REGULAR AGENDA

- 1. Selection of Committee Chair and Vice Chair (ACTION ITEM)**
- 2. Approval of Public Works/Finance Committee December 9, 2024 Minutes (ACTION ITEM) - Laurie M. Hopkins**
- 3. Disbursement Report December 2024 (ACTION ITEM) - Sarah Decker**  
Presentation of the Accounts Payable Report for the month ending December 2024.  
**ACTION:** Accept the Disbursements Report for the month of December 2024.
- 4. First Quarter Financial Report October 1, 2024 to December 31, 2024 for FY2025 (ACTION ITEM) - Sarah Decker**  
Presentation of the financial report for the first quarter of Fiscal Year 2025 (October 1, 2024 to December 31, 2024).  
**PROPOSED ACTIONS:** Approve the FY2025 First Quarter Financial Report, or provide staff with further direction.
- 5. Moscow Winterfest Alcohol Use Request in Entertainment District (ACTION ITEM) - Amanda Argona**  
The Moscow Chamber of Commerce + Visitor Center is hosting its annual Moscow Winterfest on Saturday, February 1, from 12 pm to 4 pm on Main Street between 3rd and 6th Streets. The applicant anticipates nine licensed beer and/or wine vendors and ten non-alcoholic and/or food vendors, along with a variety of outdoor games and activities for all ages. Warming fires may be provided at the event at the determination of the Moscow Volunteer Fire Department. The event has been reviewed and approved as of December 12, 2024. Following standard operating procedures for events with alcohol that are within the Entertainment District boundaries, Moscow Winterfest is requesting a temporary suspension of the open container law by resolution. Per Moscow City Code, Title 10, Chapter 1, Section 1-12; a draft resolution has been prepared for Public Works / Finance Committee for Council's consideration.  
**PROPOSED ACTIONS:** Recommend approval of the resolution allowing for the temporary

suspension of the open container law within the event footprint of the Entertainment District for Moscow Winterfest for the duration of the event; or provide staff further direction.

**6. Idaho Commission on the Arts Grant Application: Public Programs in the Arts (ACTION ITEM) - Megan Cherry**

The Arts Department seeks approval to apply for an annual grant administered by the Idaho Commission on the Arts (ICA). The Public Programs in the Arts (PPA) grant program is intended to provide general operating support for arts organizations in Idaho. These funds will represent off-setting revenue in the production of Artwalk. If the application is successful, funds are typically available at the end of the City of Moscow's FY25, and would be deferred for use in FY26.

**PROPOSED ACTIONS:** Recommend approval of the Public Programs in the Arts (PPA) grant application for the current cycle, or provide staff further direction.

**7. Resolution Authorizing City Attorney to Submit a claim on behalf of the City of Moscow for the Payment Card Interchange Fee Settlement (ACTION ITEM) - Mia Bautista**

A class action suit was filed against Visa and Mastercard and their issuing banks alleging that they violated the law by wrongfully inflating Interchange Fees. A \$5.5 billion Settlement was reached. The City is one of the merchants with Visa and/or Mastercard Interchange Fees paid from January 1, 2004, to January 25, 2019, and is eligible to submit a claim in this Settlement. If the City does not submit a claim for a Settlement Payment, it will not be entitled to receive funds under the terms of the Settlement.

**PROPOSED ACTIONS:** Recommend approval of the Resolution or provide staff further direction.

**ADJOURN**

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

# COMMITTEE / CITY COUNCIL STAFF REPORT

DATE: Monday, January 13, 2025



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## AGENDA ITEM TITLE

Selection of Committee Chair and Vice Chair (ACTION ITEM)

## RESPONSIBLE STAFF

## ADDITIONAL PRESENTER(S)

## DESCRIPTION

## REVIEWED BY

## PROPOSED ACTIONS

## STAFF RECOMMENDATION

## OTHER RESOURCES

## FISCAL IMPACT

## PERSONNEL IMPACT

## ATTACHMENTS

None

## Public Works / Finance Committee



### Regular Meeting ~Minutes~

Laurie M. Hopkins  
City Clerk

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208.883.7015

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**Monday, December 9, 2024**

**4:00 PM**

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

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

PRESENT: Bryce Blankenship, Sandra Kelly, Hailey Lewis

OTHERS: Mayor Art Bettge, Council Member Drew Davis, Council Member Julia Parker

STAFF: Bill Belknap, Cody Riddle, Mia Bautista, Laurie M. Hopkins, Sarah Banks, Evan Timar, Scott Bontrager

### REGULAR AGENDA

**1. Approval of Public Works/Finance Committee September 9, 2024 Minutes (ACTION ITEM)  
- Laurie M. Hopkins**

The minutes were approved as presented.

**2. Disbursement Report November 2024 (ACTION ITEM) - Sarah Decker**

Presentation of the Accounts Payable Report for the month ending November 2024.

**ACTION:** Approve and authorize the use of digital signatures to sign the Disbursements Report for the month of November 2024.

Decker introduced the item and described the major expenses including payroll, radio system project, annual workers compensation, DEQ loan, and A Street reconstruction project. Belknap said since 2014 when the Water Comprehensive Plan was developed, there were production deficiencies and couldn't take the highest producing well off-line and meet demands. Some booster stations were not sized adequately to provide fire flow. DEQ administers the revolving loan fund. Department of Environmental Quality administers a revolving loan fund which is a low interest loan program for water and sewer utility improvements. This is an opportunity for entities to incur debt for one time large expenses without having to increase rates. The Committee approved the disbursements and authorized the use of digital signatures to sign the Disbursements Report for the month of November 2024.

**3. City Limits Ordinance (ACTION ITEM) - Scott Bontrager**

Idaho Code Section 63-215 states that taxing districts that alter their boundaries must prepare and file the legal description and map of the new district boundary within 30 days of the amendment or no later than the tenth day of January of the year following the alteration. The City recently amended the City boundary through the annexations of Pine View subdivision (Juscen) property on May 6, 2024, Wildrose Court Addition subdivision property on May 6, 2024, and South Moscow Business Park (SOMO) property on October 7, 2024. Staff has prepared a new City Limits ordinance which includes the updated legal description and boundary map for the Council's approval and transmission to the State Tax Commission and Latah County Recorder and Assessor offices. This matter has been scheduled for consideration by the Council at the upcoming December 16, 2024 meeting.

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

Bontrager introduced the item as written above and provided a map of new boundary. Having no questions, the Committee recommended approval of the Ordinance and that it be placed on the Council regular agenda.

**4. Task Order No. 1 City of Moscow Palouse Mall Lift Station Rehabilitation Project (ACTION ITEM)- Evan Timar**

The Palouse Mall Lift Station was originally constructed in 1976 and pumps on average 68 million gallons of wastewater per year into the Water Reclamation Facility. Task Order No.1, pursuant to the Master Agreement for Professional Services between City of Moscow and Ardurra Group, consists of design phase services for the rehabilitation of the Palouse Mall Lift Station. The station requires updates and improvements due to its age and increased operational volumes. Proposed enhancements include the rehabilitation of the existing wet well, the installation of a new valve vault, the replacement of the wet well cover and hatch, the replacement of the dry-well pumps with submersible pumps, the installation of new guide rails, new electrical and control systems, the addition of a flow meter, and the replacement of the existing force main that runs across State Highway 8 to the Headworks building. The Palouse Mall Lift Station is relied upon to maintain a seamless and consistent operation by moving a large area of Moscow's wastewater to the Reclamation Facility.

**PROPOSED ACTIONS:** Recommend acceptance of the Agreement in the amount of \$215,114.00, or provide staff with further direction.

Timar introduced the item as written above. The station is towards the southwest corner of their lot, near the old Sangria. It pumps nearly 400 feet across the highway, hydraulic grade of approximately 32 feet. It serves an area of about 300 acres. The station is approximately 800 square foot and consists of a wet well and a dry well. The station pumps sewage up approximately 36ft in elevation and a distance of 354ft. The station was originally constructed in 1976 and has had electrical upgrades in 1997 and wet well modification in 2009 for more capacity. Most lift stations are transitioning to pumps at the bottom of the well which allows pulling the pump up on a guide rail system to be able to service them from above. Similar lift stations around town are Eddington, Orchard, South and Logos.

Bontrager explained the base design covers only those items that must be replaced and everything else is broke out by alternatives. The alternatives will be determined at 30% design. The overall budget for design is \$315,000 but could be as low as \$138,000 depending on what is needed. The Palouse Mall station has backup power for any outages as it is connected to the reclamation facility. If the system fails, there is a fair amount of buffer time. There is emergency bypass pumping and if those fail the City has pumping trucks. Flows from future developments on Warbonnet will go to this station and is planned in the Comprehensive Plan to assure capacity demands. Some of the potential modifications of rehab the existing well is to ensure the appropriate pumps are in place. This agreement is only design services and is typical of the 10-15% of the estimated construction cost. When ready for construction, it will most likely be summer of 2026 or 2027. The Committee recommended approval and that it be placed on the Council consent agenda.

**ADJOURN**

The meeting closed at 4:22 p.m.

# COMMITTEE / CITY COUNCIL STAFF REPORT

DATE: Monday, January 13, 2025



## AGENDA ITEM TITLE

Disbursement Report December 2024 (ACTION ITEM) - Sarah Decker

## RESPONSIBLE STAFF

Sarah Decker, Director of Finance & Employee Services

## ADDITIONAL PRESENTER(S)

## DESCRIPTION

Accounts Payable Report for the month ending December 31, 2024. A summary of the major expenditures has been approximated by category and represents 97% of the total expenditure of \$3,304,648.00.

|                             |                       |
|-----------------------------|-----------------------|
| Payroll                     | \$1,240,977.00        |
| Professional Services       | \$115,168.00          |
| Sanitation                  | \$365,135.00          |
| Capital Outlay              | \$700,803.00          |
| Capital Outlay-Vehicles     | \$456,077.00          |
| Capital Outlay-Improvements | \$55,580.00           |
| Supplies                    | \$47,001.00           |
| Minor Equipment             | \$30,180.00           |
| Utilities                   | \$94,801.00           |
| Contractual Payments        | \$61,276.00           |
| ACH Wells Fargo             | \$37698.00            |
| <b>Total</b>                | <b>\$3,204,696.00</b> |

## REVIEWED BY

## PROPOSED ACTIONS

**ACTION:** Accept the Disbursements Report for the month of December 2024.

## STAFF RECOMMENDATION

Accept the Disbursements Report for the month of December 2024.

## OTHER RESOURCES

## FISCAL IMPACT

## PERSONNEL IMPACT

## **ATTACHMENTS**

1. December Revenue Report 2024
2. Cash & Investments Balances - December 2024
3. Disbursement Report - December 2024
4. Major Expenditures Report December 2024

# RECEIPTS REPORT FOR DECEMBER 2024

|               | FUND NAME                   | Taxes            | Franchise Fees    | Licenses & Permits | Intergovernmental | Charges for Services | Fines & Penalties | Investment Income | Refunds & Reimbursements | Contributions & Donations | Other           | Grand Total         |
|---------------|-----------------------------|------------------|-------------------|--------------------|-------------------|----------------------|-------------------|-------------------|--------------------------|---------------------------|-----------------|---------------------|
|               |                             |                  |                   |                    |                   |                      |                   |                   |                          |                           |                 |                     |
| <b>Fund #</b> |                             |                  |                   |                    |                   |                      |                   |                   |                          |                           |                 |                     |
| 101           | GENERAL                     | 60,860.04        | 141,109.41        | 86,335.39          | 0.00              | 146,682.12           | 16,274.72         | 283,672.74        | 29,738.63                | 2,200.00                  | 5,197.34        | 772,070.39          |
| 105           | STREETS                     | 7,628.86         | 0.00              | 0.00               | 0.00              | 0.00                 | 0.00              | 0.00              | 0.00                     | 0.00                      | 0.00            | 7,628.86            |
| 120           | RECREATION AND CULTURE      | 0.00             | 0.00              | 25.00              | 0.00              | 8,350.12             | 0.00              | 0.00              | 407.09                   | 1,000.00                  | 0.10            | 9,782.31            |
| 121           | MSD COMMUNITY PLAY FIELDS   | 0.00             | 0.00              | 0.00               | 9,068.75          | 0.00                 | 0.00              | 0.00              | 0.00                     | 0.00                      | 0.00            | 9,068.75            |
| 123           | 1912 CENTER                 | 0.00             | 0.00              | 0.00               | 0.00              | 0.00                 | 0.00              | 0.00              | 0.00                     | 0.00                      | 0.00            | 0.00                |
| 128           | TRANSIT CENTER              | 0.00             | 0.00              | 0.00               | 0.00              | 1,770.59             | 0.00              | 0.00              | 0.00                     | 0.00                      | 0.00            | 1,770.59            |
| 220           | WATER                       | 0.00             | 0.00              | 0.00               | 0.00              | 556,813.78           | 0.00              | 1,429.97          | 0.00                     | 0.00                      | 0.00            | 558,243.75          |
| 230           | SEWER                       | 0.00             | 0.00              | 0.00               | 0.00              | 661,638.97           | 0.00              | 1,805.59          | 124.08                   | 0.00                      | 0.00            | 663,568.64          |
| 235           | STORMWATER                  | 0.00             | 0.00              | 0.00               | 0.00              | 48,993.49            | 0.00              | 0.00              | 0.00                     | 0.00                      | 0.00            | 48,993.49           |
| 240           | SANITATION                  | 0.00             | 0.00              | 0.00               | 0.00              | 500,760.87           | 0.00              | 0.00              | 0.00                     | 0.00                      | 0.00            | 500,760.87          |
| 290           | FLEET                       | 0.00             | 0.00              | 0.00               | 0.00              | 76,729.00            | 0.00              | 0.00              | 0.00                     | 0.00                      | 0.00            | 76,729.00           |
| 295           | INFORMATION SYSTEMS         | 0.00             | 0.00              | 0.00               | 0.00              | 139,456.59           | 0.00              | 0.00              | 85.00                    | 0.00                      | 0.00            | 139,541.59          |
| 320           | WATER CAPITAL PROJECTS      | 0.00             | 0.00              | 0.00               | 0.00              | 0.00                 | 0.00              | 0.00              | 0.00                     | 0.00                      | 0.00            | 0.00                |
| 330           | SEWER CAPITAL PROJECTS      | 0.00             | 0.00              | 0.00               | 0.00              | 0.00                 | 0.00              | 0.00              | 0.00                     | 0.00                      | 0.00            | 0.00                |
| 335           | STORMWATER CAPITAL FUND     | 0.00             | 0.00              | 0.00               | 0.00              | 0.00                 | 0.00              | 0.00              | 0.00                     | 0.00                      | 0.00            | 0.00                |
| 340           | SANITATION CAPITAL PROJECTS | 0.00             | 0.00              | 0.00               | 0.00              | 0.00                 | 0.00              | 0.00              | 0.00                     | 0.00                      | 0.00            | 0.00                |
| 350           | CAPITAL PROJECTS            | 0.00             | 0.00              | 0.00               | 0.00              | 0.00                 | 0.00              | 29,110.18         | 0.00                     | 0.00                      | 0.00            | 29,110.18           |
| 355           | LID CONSTRUCTION            | 0.00             | 0.00              | 0.00               | 0.00              | 0.00                 | 0.00              | 0.00              | 0.00                     | 0.00                      | 0.00            | 0.00                |
| 380           | HAMILTON P&R                | 0.00             | 0.00              | 0.00               | 0.00              | 0.00                 | 0.00              | 2,987.09          | 0.00                     | 0.00                      | 0.00            | 2,987.09            |
| 590           | BOND & INTEREST             | 8,288.00         | 0.00              | 0.00               | 0.00              | 0.00                 | 0.00              | 302.89            | 0.00                     | 0.00                      | 0.00            | 8,590.89            |
| 595           | LID FUNDS                   | 0.00             | 0.00              | 0.00               | 0.00              | 0.00                 | 0.00              | 0.00              | 0.00                     | 0.00                      | 0.00            | 0.00                |
|               | <b>TOTAL</b>                | <b>76,776.90</b> | <b>141,109.41</b> | <b>86,360.39</b>   | <b>9,068.75</b>   | <b>2,141,195.53</b>  | <b>16,274.72</b>  | <b>319,308.46</b> | <b>30,354.80</b>         | <b>3,200.00</b>           | <b>5,197.44</b> | <b>2,828,846.40</b> |

| City of Moscow<br>Cash and Investments<br>Balances as of 12/31/2024 |                         |                      |
|---------------------------------------------------------------------|-------------------------|----------------------|
|                                                                     |                         |                      |
| Fund                                                                | Year to Date<br>Balance |                      |
| General Fund                                                        | \$                      | 3,508,172.92         |
| Street Fund                                                         | \$                      | 1,655,327.49         |
| Recreation & Culture                                                | \$                      | 1,542,435.42         |
| MSDCP                                                               | \$                      | 132,268.88           |
| 1912 Fund                                                           | \$                      | 57,419.75            |
| Transit Center                                                      | \$                      | 73,641.92            |
| Water Fund                                                          | \$                      | 3,513,011.49         |
| Sewer Fund                                                          | \$                      | 4,195,169.99         |
| Stormwater Fund                                                     | \$                      | 408,692.81           |
| Sanitation Fund                                                     | \$                      | 2,219,737.71         |
| Fleet Fund                                                          | \$                      | 6,271,102.25         |
| Information Systems                                                 | \$                      | 2,895,164.76         |
| Water Capital                                                       | \$                      | 7,190,683.60         |
| Sewer Capital                                                       | \$                      | 23,159,481.00        |
| Stormwater Capital                                                  | \$                      | 226,028.90           |
| Capital Projects                                                    | \$                      | 17,736,173.49        |
| Sanitation Capital                                                  | \$                      | 10,674,192.92        |
| LID Construction                                                    | \$                      | 219.24               |
| Hamilton                                                            | \$                      | 794,621.20           |
| Bond & Interest                                                     | \$                      | 570,532.35           |
| LID Funds                                                           | \$                      | 26,708.37            |
| Payroll Service                                                     | \$                      | 1,170,262.58         |
| <b>Total Cash &amp; Investments</b>                                 | <b>\$</b>               | <b>88,021,049.04</b> |

| DISBURSEMENTS REPORT FOR DECEMBER 2024 |                                    |                  |                  |                  |                  |                                            |                      |             |            |             |              |
|----------------------------------------|------------------------------------|------------------|------------------|------------------|------------------|--------------------------------------------|----------------------|-------------|------------|-------------|--------------|
| DATE                                   | FUND NAME                          | ACCOUNTS PAYABLE | ACCOUNTS PAYABLE | ACCOUNTS PAYABLE | ACCOUNTS PAYABLE | WELLSFARGO CC ACH                          | ACCOUNTS PAYABLE ACH | VOID CHECKS | PAYROLL    | PAYROLL     | GRAND TOTALS |
|                                        |                                    | 12/4/2024        | 12/11/2024       | 12/18/2024       | 12/26/2024       | 12/20/2024                                 | 12/11/2024           |             | 12/13/2024 | 12/27/2024  |              |
|                                        |                                    | AP 12.4.2024     | AP 12.11.2024    | AP 12.18.2024    | AP 12.26.2024    | 1/2/2025<br>AP 12.13.2024<br>AP 12.27.2024 | AP 12.11.2024        |             | PR 124     | PR 125-126  |              |
| CHECK #'s                              |                                    | 111172-111222    | 111223-111308    | 111309-111358    | 111359-111395    | December CC ACH's                          | December ACH's       |             | 21634      | 21635-21636 |              |
| Fund #                                 |                                    |                  |                  |                  |                  |                                            |                      |             |            |             | 0.00         |
| 101                                    | ACH for Wells Fargo to be Imported |                  |                  |                  |                  |                                            |                      |             |            |             | 876,120.41   |
| 105                                    | GENERAL                            | 13,131.09        | 66,750.16        | 32,557.84        | 6,546.06         | 16,927.36                                  |                      |             | 378,069.15 | 362,138.75  | 104,733.72   |
| 120                                    | STREETS                            | 805.17           | 26,853.01        | 936.75           | 16,674.19        | 72.66                                      |                      |             | 28,875.68  | 30,516.26   | 150,589.68   |
| 121                                    | RECREATION AND CULTURE             | 6,290.08         | 19,655.14        | 9,172.80         | 418.90           | 5,332.59                                   |                      |             | 54,080.79  | 55,639.38   | 5,128.49     |
| 122                                    | MSD COMM. PLAY FIELDS              |                  | 99.95            |                  | 1,142.27         |                                            |                      |             | 1,913.27   | 1,973.00    | 10,750.00    |
| 123                                    | 1912 CENTER                        | 10,750.00        |                  |                  |                  |                                            |                      |             |            |             | 1,453.31     |
| 128                                    | TRANSIT CENTER                     | 1,216.93         | 157.12           | 79.26            |                  |                                            |                      |             |            |             | 181,316.27   |
| 220                                    | WATER                              | 21,766.04        | 52,251.12        | 6,636.20         | 288.20           | 1,137.06                                   |                      |             | 48,778.82  | 50,458.83   | 196,819.01   |
| 230                                    | SEWER                              | 10,587.49        | 37,388.38        | 10,747.28        | 6,230.40         | 2,465.92                                   | 21,488.37            |             | 51,502.65  | 56,408.52   | 80,168.79    |
| 235                                    | STORMWATER                         | 313.31           | 39,932.84        | 2,522.29         | 238.00           | 1,387.72                                   |                      |             | 17,802.36  | 17,972.27   | 360,340.51   |
| 240                                    | SANITATION                         | 120,921.68       |                  | 15.13            | 150.00           |                                            | 222,833.40           |             | 8,126.16   | 8,294.14    | 513,219.73   |
| 290                                    | FLEET                              | 9,187.18         | 70,862.66        | 11,613.60        | 394,352.56       | 80.33                                      |                      |             | 13,431.58  | 13,691.82   | 792,640.88   |
| 295                                    | INFORMATION SYSTEMS                | 50.00            | 22,962.04        | 714,577.95       | 3,452.55         | 10,294.65                                  |                      |             | 20,344.88  | 20,958.81   | 10,362.67    |
| 320                                    | WATER CAPITAL PROJECTS             |                  | 8,750.00         | 1,612.67         |                  |                                            |                      |             |            |             | 3,274.77     |
| 330                                    | SEWER CAPITAL PROJECTS             |                  |                  | 2,869.77         | 405.00           |                                            |                      |             |            |             | 169.76       |
| 335                                    | SANITATION CAPITAL PROJ            |                  |                  | 169.76           |                  |                                            |                      |             |            |             | 14,000.00    |
| 340                                    | SANITATION CAPITAL PROJ            |                  |                  |                  | 14,000.00        |                                            |                      |             |            |             | 3,560.00     |
| 350                                    | CAPITAL PROJECTS                   |                  | 3,360.00         | 200.00           |                  |                                            |                      |             |            |             | 0.00         |
| 355                                    | LID CONSTRUCTION                   |                  |                  |                  |                  |                                            |                      |             |            |             | 0.00         |
| 380                                    | HAMILTON - PARKS & REC             |                  |                  |                  |                  |                                            |                      |             |            |             | 0.00         |
| 590                                    | BONDS & INTEREST                   |                  |                  |                  |                  |                                            |                      |             |            |             | 0.00         |
|                                        | TOTAL                              | 195,018.97       | 349,022.42       | 793,711.30       | 443,898.13       | 37,698.29                                  | 244,321.77           | 0.00        | 622,925.34 | 618,051.78  | 3,304,648.00 |

\_\_\_\_\_  
Gina Taruscio

\_\_\_\_\_  
Hailey Lewis

\_\_\_\_\_  
Bryce Blankenship

\_\_\_\_\_  
Sarah L. Decker, Director of Finance & Employee Services

| <b>Sanitation</b>                                                       |    |                     | <b>Utilities</b>                                                        |               |                        |
|-------------------------------------------------------------------------|----|---------------------|-------------------------------------------------------------------------|---------------|------------------------|
| Finley Buttes Landfill                                                  | \$ | 120,813.20          | Avista Utilities                                                        | \$            | 84,623.08              |
| Garbage - November 2024                                                 |    |                     | November 2024                                                           |               |                        |
| Latah Sanitation (ACH Payment)                                          | \$ | 244,321.77          | Avista Utilities                                                        | \$            | 10,178.08              |
| Monthly LSI Billing for November 2024                                   |    |                     | Avista Pole Rental                                                      |               |                        |
|                                                                         | \$ | <b>365,134.97</b>   |                                                                         | \$            | <b>94,801.16</b>       |
| <b>Supplies</b>                                                         |    |                     | <b>Payroll</b>                                                          |               | <b>\$ 1,240,977.12</b> |
| Coleman Oil Co.                                                         | \$ | 3,487.23            |                                                                         |               |                        |
| Bulk oil (JD Hygard, Delo 5/30 and Delo 15/40)                          |    |                     |                                                                         |               |                        |
| Phillip R. Stradley                                                     | \$ | 4,676.82            | <b>Contractual Payments</b>                                             |               |                        |
| Office Sensors                                                          |    |                     | Heart of the Arts, Inc.                                                 | \$            | 10,750.00              |
| Freedom Mobile Tire Moscow                                              | \$ | 4,811.60            | Infosend, Inc.                                                          | \$            | 3,866.76               |
| Tire change out for #1-07 (WRF) (4 @ \$120.90/ea)                       |    |                     | HRA Veba Trust                                                          | \$            | 5,423.51               |
| Gropp, LLC                                                              | \$ | 4,621.00            | ESO Solutions, Inc.                                                     | \$            | 32,151.05              |
| YC Electrical Panel Replacement                                         |    |                     | Ethos Intelligence LLC                                                  | \$            | 2,860.00               |
| Itron, Inc.                                                             | \$ | 7,368.96            | WinCan, LLC                                                             | \$            | 6,225.00               |
| Handheld Meter Reading, Itron                                           |    |                     |                                                                         |               |                        |
| Metroquip, Inc.                                                         | \$ | 3,588.70            |                                                                         | \$            | <b>61,276.32</b>       |
| Sewer Cleaning Components                                               |    |                     |                                                                         |               |                        |
| Phillip R. Stradley                                                     | \$ | 3,120.32            | <b>ACH Wells Fargo</b>                                                  |               |                        |
| Filter Turbidimeters                                                    |    |                     | Commercial Card Expense- December 6th                                   | \$            | 10,965.90              |
| Phillip R. Stradley                                                     | \$ | 3,310.69            | Commercial Card Expense- December 13th                                  | \$            | 9,226.52               |
| Sample Heat in the Dewatering Building                                  |    |                     | Commercial Card Expense- December 20th                                  | \$            | 6,353.19               |
| W.M Smith and Associates, Inc.                                          | \$ | 7,225.20            | Commercial Card Expense- December 27th                                  | \$            | 11,152.68              |
| SP PH Tablets                                                           |    |                     |                                                                         |               |                        |
| RC Worst & Company, Inc.                                                | \$ | 4,790.30            |                                                                         | \$            | <b>37,698.29</b>       |
| Utility Pump Rebuild                                                    |    |                     |                                                                         |               |                        |
|                                                                         | \$ | <b>47,000.82</b>    | <b>Minor Equipment</b>                                                  |               |                        |
| <b>Capital Outlay</b>                                                   |    |                     | Dell Marketing, L.P.                                                    | \$            | 30,180.00              |
| Consolidated Supply Co.                                                 | \$ | 13,157.47           | FY2025 Laptops - Dell Quote 3000183905044.1                             |               |                        |
| Indian Hills Apts. Boxes                                                |    |                     |                                                                         | \$            | <b>30,180.00</b>       |
| Canon Solutions America, Inc.                                           | \$ | 6,757.58            |                                                                         |               |                        |
| COPIER-IRADVXC3930I + ATTACHMENT                                        |    |                     |                                                                         |               |                        |
| Motorola Solutions, Inc.                                                | \$ | 673,571.17          | <b>Capital Outlay- Vehicles</b>                                         |               |                        |
| Radios for Fire dept - Portable and mobile                              |    |                     | Mike White Ford of Coeur D' Alene                                       | \$            | 58,835.00              |
| Motorola Solutions, Inc.                                                | \$ | 4,123.20            | New Training Van #4-92 (PD) Vin #1FBAX9Y84RKB69801                      |               |                        |
| 30 extra radio batteries                                                |    |                     | Hells Canyon Upfitting & Sales                                          | \$            | 3,668.10               |
| Motorola Solutions, Inc.                                                | \$ | 3,193.71            | Whelen siren, speaker, brakets and adapteor for new #5-01 (Fire)        |               |                        |
| Remaining balance - Radios - Police apx4000 handheld and apx6500 mobile |    |                     | SWS Equipment                                                           | \$            | 393,573.60             |
|                                                                         | \$ | <b>700,803.13</b>   | New Schwarze sweeper #2-23 with trade-in of old (Vin#3BPPhm7X9FF590596) |               |                        |
|                                                                         |    |                     |                                                                         | \$            | <b>456,076.70</b>      |
| <b>Major Expenditures</b>                                               | \$ | <b>3,204,696.55</b> | <b>of the total expenditures of</b>                                     |               | <b>\$3,304,648.00</b>  |
| Motorola Solutions, Inc.                                                | \$ | 673,571.17          | Dell Marketing, L.P.                                                    | \$            | 30,180.00              |
| Radios for Fire dept - Portable and mobile                              |    |                     | FY2025 Laptops - Dell Quote 3000183905044.1                             |               |                        |
| ESO Solutions, Inc.                                                     | \$ | 32,151.05           | Mike White Ford of Coeur D' Alene                                       | \$            | 58,835.00              |
| Sub. for new records management system ESO-155034                       |    |                     | New Training Van #4-92 (PD) Vin #1FBAX9Y84RKB69801                      |               |                        |
| SWS Equipment                                                           | \$ | 393,573.60          |                                                                         |               |                        |
| New Schwarze sweeper #2-23 with trade-in of old (Vin#3BPPhm7X9FF590596) |    |                     |                                                                         |               |                        |
|                                                                         |    |                     |                                                                         | <b>Total:</b> | <b>\$ 1,253,785.82</b> |

# COMMITTEE / CITY COUNCIL STAFF REPORT

DATE: Monday, January 13, 2025



## AGENDA ITEM TITLE

First Quarter Financial Report October 1, 2024 to December 31, 2024 for FY2025 (ACTION ITEM) - Sarah Decker

## RESPONSIBLE STAFF

Sarah Decker, Director of Finance & Employee Services

## ADDITIONAL PRESENTER(S)

## DESCRIPTION

Presentation of the financial report for the first quarter of Fiscal Year 2025 (October 1, 2024 to December 31, 2024).

## REVIEWED BY

## PROPOSED ACTIONS

**PROPOSED ACTIONS:** Approve the FY2025 First Quarter Financial Report, or provide staff with further direction.

## STAFF RECOMMENDATION

## OTHER RESOURCES

## FISCAL IMPACT

## PERSONNEL IMPACT

## ATTACHMENTS

1. Quarterly Financials - December 2024 - Council Report
2. Quarterly Financials - December 2024 - Summary

**City of Moscow**  
**QUARTERLY FINANCIAL REPORT**  
**Budget For Fiscal Year Ending 9/30/2025**  
**SUMMARY FINANCIAL REPORT BY FUND - BUDGET AND ACTUAL**

|     |                                   |                 |              |                 | Percent of Year 25%      |
|-----|-----------------------------------|-----------------|--------------|-----------------|--------------------------|
|     |                                   | Original Budget | Final Budget | December-24     | Budget to Actual To Date |
|     | Fund                              |                 |              | 31-Dec-2024 YTD |                          |
| 101 | General Fund Revenues             | 20,126,428      | 20,126,428   | 2,533,081       | 12.59%                   |
|     | Salaries & Benefits               | 11,163,266      | 11,163,266   | 2,262,221       | 20.26%                   |
|     | Operations                        | 4,345,019       | 4,345,019    | 1,036,710       | 23.86%                   |
|     | Capital Outlay                    | 32,000          | 32,000       | 26,475          | 82.73%                   |
|     | Transfers                         | 4,586,143       | 4,586,143    | 1,384,098       | 30.18%                   |
|     | Total General Fund Expenditures   | 20,126,428      | 20,126,428   | 4,709,504       | 23.40%                   |
| 105 | Street Department Revenues        | 3,530,055       | 3,530,055    | 174,398         | 4.94%                    |
|     | Salaries & Benefits               | 951,668         | 951,668      | 198,678         | 20.88%                   |
|     | Operations                        | 1,387,144       | 1,387,144    | 248,636         | 17.92%                   |
|     | Capital Outlay                    | 0               | 0            | 0               | 0.00%                    |
|     | Transfers                         | 1,191,243       | 1,191,243    | 457,388         | 38.40%                   |
|     | Total Street Fund Expenditures    | 3,530,055       | 3,530,055    | 904,702         | 25.63%                   |
| 120 | Recreation & Culture Revenues     | 3,729,412       | 3,729,412    | 779,551         | 20.90%                   |
|     | Salaries & Benefits               | 2,270,264       | 2,270,264    | 361,107         | 15.91%                   |
|     | Operations                        | 1,458,548       | 1,458,548    | 252,044         | 17.28%                   |
|     | Capital Outlay                    | 0               | 0            | 0               | 0.00%                    |
|     | Debt Service                      | 0               | 0            | 0               | 0.00%                    |
|     | Transfers                         | 600             | 600          | 600             | 100.00%                  |
|     | Total Parks & Rec Expenditures    | 3,729,412       | 3,729,412    | 613,751         | 16.46%                   |
| 121 | MSD Community Playfields Revenues | 292,352         | 292,352      | 56,893          | 19.46%                   |
|     | Salaries & Benefits               | 72,904          | 72,904       | 12,469          | 17.10%                   |
|     | Operations                        | 136,989         | 136,989      | 5,391           | 3.94%                    |
|     | Transfers                         | 82,459          | 82,459       | 26,631          | 32.30%                   |
|     | Total MSD Community Playfields    | 292,352         | 292,352      | 44,491          | 15.22%                   |
| 123 | 1912 Center Revenues              | 149,540         | 149,540      | 28,385          | 18.98%                   |
|     | Operations                        | 138,500         | 138,500      | 33,386          | 24.11%                   |
|     | Capital Outlay                    | 11,040          | 11,040       | 0               | 0.00%                    |
|     | Total 1912 Center Expenditures    | 149,540         | 149,540      | 33,386          | 22.33%                   |
| 128 | Transit Center Revenues           | 104,265         | 104,265      | 28,196          | 27.04%                   |
|     | Operations                        | 34,265          | 34,265       | 6,621           | 19.32%                   |
|     | Transfers                         | 70,000          | 70,000       | 17,500          | 25.00%                   |
|     | Total Transit Center Fund         | 104,265         | 104,265      | 24,121          | 23.13%                   |
| 220 | Water Fund Revenues               | 9,282,000       | 9,282,000    | 1,939,790       | 20.90%                   |
|     | Salaries & Benefits               | 1,603,985       | 1,603,985    | 317,361         | 19.79%                   |
|     | Operations                        | 2,597,732       | 2,597,732    | 472,102         | 18.17%                   |
|     | Capital Outlay                    | 512,000         | 512,000      | 39,470          | 7.71%                    |
|     | Debt Service                      | 268,222         | 268,222      | 134,111         | 50.00%                   |
|     | Transfers                         | 4,300,061       | 4,300,061    | 1,286,140       | 29.91%                   |
|     | Total Water Fund Expenditures     | 9,282,000       | 9,282,000    | 2,249,184       | 24.23%                   |
| 230 | Sewer Fund Revenues               | 10,179,453      | 10,179,453   | 2,527,146       | 24.83%                   |
|     | Salaries & Benefits               | 1,589,230       | 1,589,230    | 318,372         | 20.03%                   |
|     | Operations                        | 2,487,990       | 2,487,990    | 617,252         | 24.81%                   |
|     | Capital Outlay                    | 160,000         | 160,000      | 0               | 0.00%                    |
|     | Debt Service                      | 402,696         | 402,696      | 2,932           | 0.73%                    |
|     | Transfers                         | 5,539,537       | 5,539,537    | 1,471,884       | 26.57%                   |
|     | Total Sewer Fund Expenditures     | 10,179,453      | 10,179,453   | 2,410,441       | 23.68%                   |

**City of Moscow**  
**QUARTERLY FINANCIAL REPORT**  
**Budget For Fiscal Year Ending 9/30/2025**  
**SUMMARY FINANCIAL REPORT BY FUND - BUDGET AND ACTUAL**

|                                  |                                        |             |             |             | Percent of Year 25% |         |
|----------------------------------|----------------------------------------|-------------|-------------|-------------|---------------------|---------|
|                                  |                                        | Original    | Final       |             | Budget to           |         |
|                                  | Fund                                   | Budget      | Budget      | 31-Dec-2024 | Actual              |         |
|                                  |                                        |             |             | YTD         | To Date             |         |
| 235                              | Stormwater Fund Revenues               | 1,320,721   | 1,320,721   | 339,619     | 339,619             | 25.71%  |
|                                  | Salaries & Benefits                    | 556,637     | 556,637     | 111,864     | 111,864             | 20.10%  |
|                                  | Operations                             | 352,701     | 352,701     | 61,959      | 61,959              | 17.57%  |
|                                  | Capital Outlay                         | 27,500      | 27,500      | 592         | 592                 | 2.15%   |
|                                  | Debt Service                           | 0           | 0           | 0           | 0                   | 0.00%   |
|                                  | Transfers                              | 383,883     | 383,883     | 95,971      | 95,971              | 25.00%  |
|                                  | Total Stormwater Fund Expenditures     | 1,320,721   | 1,320,721   | 270,387     | 270,387             | 20.47%  |
| 240                              | Sanitation Fund Revenues               | 6,820,823   | 6,820,823   | 1,695,529   | 1,695,529           | 24.86%  |
|                                  | Salaries & Benefits                    | 252,444     | 252,444     | 49,705      | 49,705              | 19.69%  |
|                                  | Operations                             | 6,311,546   | 6,311,546   | 1,106,651   | 1,106,651           | 17.53%  |
|                                  | Capital Outlay                         | 0           | 0           | 0           | 0                   | 0.00%   |
|                                  | Transfers                              | 256,833     | 256,833     | 64,208      | 64,208              | 25.00%  |
|                                  | Total Sanitation Fund                  | 6,820,823   | 6,820,823   | 1,220,564   | 1,220,564           | 17.89%  |
| 290                              | Fleet Management Revenues              | 8,046,883   | 8,046,883   | 1,969,523   | 1,969,523           | 24.48%  |
|                                  | Salaries & Benefits                    | 380,321     | 380,321     | 83,432      | 83,432              | 21.94%  |
|                                  | Operations                             | 3,684,645   | 3,684,645   | 101,527     | 101,527             | 2.76%   |
|                                  | Capital Outlay                         | 3,810,000   | 3,810,000   | 2,142,393   | 2,142,393           | 56.23%  |
|                                  | Debt Service                           | 0           | 0           | 0           | 0                   | 0.00%   |
|                                  | Transfers                              | 171,917     | 171,917     | 171,917     | 171,917             | 100.00% |
|                                  | Total Fleet Management Expenditures    | 8,046,883   | 8,046,883   | 2,499,269   | 2,499,269           | 31.06%  |
| 295                              | Information Systems                    | 3,528,879   | 3,528,879   | 458,049     | 458,049             | 12.98%  |
|                                  | Salaries & Benefits                    | 591,832     | 591,832     | 120,160     | 120,160             | 20.30%  |
|                                  | Operations                             | 1,434,010   | 1,434,010   | 291,360     | 291,360             | 20.32%  |
|                                  | Capital Outlay                         | 1,377,178   | 1,377,178   | 860,545     | 860,545             | 62.49%  |
|                                  | Transfers                              | 125,859     | 125,859     | 125,859     | 125,859             | 100.00% |
|                                  | Total Information Systems Expenditures | 3,528,879   | 3,528,879   | 1,397,923   | 1,397,923           | 39.61%  |
| Revenue for Miscellaneous Funds  |                                        |             |             |             |                     |         |
| 320                              | Water Construction Fund                | 9,515,629   | 9,515,629   | 783,477     | 783,477             | 8.23%   |
| 330                              | Sewer Construction Fund                | 25,683,902  | 25,683,902  | 1,164,934   | 1,164,934           | 4.54%   |
| 335                              | Stormwater Capital Fund                | 316,329     | 316,329     | 40,809      | 40,809              | 12.90%  |
| 340                              | Sanitation Construciton Fund           | 10,385,938  | 10,385,938  | 83,081      | 83,081              | 0.80%   |
| 350                              | Capital Projects Fund                  | 19,003,634  | 19,003,634  | 662,246     | 662,246             | 3.48%   |
| 355                              | LID Construction Fund                  | 0           | 0           | 1           | 1                   | 0.00%   |
| 380                              | Hamilton P & R                         | 32,000      | 32,000      | 6,166       | 6,166               | 19.27%  |
| 590                              | Bond & Interest Debt Service Fund      | 1,061,172   | 1,061,172   | 10,064      | 10,064              | 0.95%   |
| 595                              | LID Bonded Debt Service Fund           | 35,611      | 35,611      | 0           | 0                   | 0.00%   |
|                                  | Total Miscellaneous Fund Revenue       | 66,034,215  | 66,034,215  | 2,750,778   | 2,750,778           | 4.17%   |
| Expenses for Miscellaneous Funds |                                        |             |             |             |                     |         |
| 320                              | Water Construction Fund                | 9,515,629   | 9,515,629   | 41,144      | 41,144              | 0.43%   |
| 330                              | Sewer Construction Fund                | 25,683,902  | 25,683,902  | 27,685      | 27,685              | 0.11%   |
| 335                              | Stormwater Capital Fund                | 316,329     | 316,329     | 375         | 375                 | 0.12%   |
| 340                              | Sanitation Construciton Fund           | 10,385,938  | 10,385,938  | 14,000      | 14,000              | 0.13%   |
| 350                              | Capital Projects Fund                  | 19,003,634  | 19,003,634  | 105,001     | 105,001             | 0.55%   |
| 355                              | LID Construction Fund                  | 0           | 0           | 0           | 0                   | 0.00%   |
| 380                              | Hamilton P & R                         | 32,000      | 32,000      | 8,000       | 8,000               | 25.00%  |
| 590                              | Bond & Interest Debt Service Fund      | 1,061,172   | 1,061,172   | 500         | 500                 | 0.05%   |
| 595                              | LID Bonded Debt Service Fund           | 35,611      | 35,611      | 8,903       | 8,903               | 25.00%  |
|                                  | Total Miscellaneous Fund Expenses      | 66,034,215  | 66,034,215  | 205,607     | 205,607             | 0.31%   |
| Total City Revenue (1)           |                                        |             |             |             |                     |         |
|                                  |                                        | 133,145,026 | 133,145,026 | 15,280,939  | 15,280,939          | 11.48%  |
| Total City Expenses              |                                        |             |             |             |                     |         |
|                                  |                                        | 133,145,026 | 133,145,026 | 16,583,330  | 16,583,330          | 12.46%  |

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

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

# City of Moscow

## QUARTERLY FINANCIAL REPORT

Budget For Fiscal Year Ending 9/30/2025

SUMMARY FINANCIAL REPORT BY FUND - BUDGET AND ACTUAL

|                                                      | Original<br>Budget | Final<br>Budget    | December-24<br>YTD | Percent of Year 25%<br>Budget to<br>Actual<br>To Date |
|------------------------------------------------------|--------------------|--------------------|--------------------|-------------------------------------------------------|
| <b>General Fund</b>                                  |                    |                    |                    |                                                       |
| Revenues                                             | 20,126,428         | 20,126,428         | 2,533,081          | 12.59%                                                |
| Salaries & Benefits                                  | 11,163,266         | 11,163,266         | 2,262,221          | 20.26%                                                |
| Operations                                           | 4,345,019          | 4,345,019          | 1,036,710          | 23.86%                                                |
| Capital Outlay                                       | 32,000             | 32,000             | 26,475             | 82.73%                                                |
| Transfers                                            | 4,586,143          | 4,586,143          | 1,384,098          | 30.18%                                                |
| <b>Total General Fund Expenditures</b>               | <b>20,126,428</b>  | <b>20,126,428</b>  | <b>4,709,504</b>   | <b>23.40%</b>                                         |
| <b>Bond &amp; Interest Debt Service Revenue</b>      | <b>1,096,783</b>   | <b>1,096,783</b>   | <b>10,064</b>      | <b>0.92%</b>                                          |
| <b>Bond &amp; Interest Debt Service Expenditures</b> | <b>1,096,783</b>   | <b>1,096,783</b>   | <b>9,403</b>       | <b>0.86%</b>                                          |
| <b>Other Governmental Funds</b>                      |                    |                    |                    |                                                       |
| Revenues                                             | 7,805,624          | 7,805,624          | 1,067,423          | 13.68%                                                |
| Salaries & Benefits                                  | 3,294,836          | 3,294,836          | 572,254            | 17.37%                                                |
| Operations                                           | 3,155,446          | 3,155,446          | 546,077            | 17.31%                                                |
| Capital Outlay                                       | 11,040             | 11,040             | 0                  | 0.00%                                                 |
| Transfers                                            | 1,344,302          | 1,344,302          | 502,119            | 37.35%                                                |
| Debt Service                                         | 0                  | 0                  | 0                  | 0.00%                                                 |
| <b>Total Other Governmental Expenditures</b>         | <b>7,805,624</b>   | <b>7,805,624</b>   | <b>1,620,451</b>   | <b>20.76%</b>                                         |
| <b>All Capital Projects Funds</b>                    |                    |                    |                    |                                                       |
| Revenues                                             | 64,937,432         | 64,937,432         | 2,740,714          | 4.22%                                                 |
| Capital Outlay                                       | 64,937,432         | 64,937,432         | 196,204            | 0.30%                                                 |
| <b>Total Capital Projects Expenditures</b>           | <b>64,937,432</b>  | <b>64,937,432</b>  | <b>196,204</b>     | <b>0.30%</b>                                          |
| <b>Enterprise Funds</b>                              |                    |                    |                    |                                                       |
| Revenues                                             | 27,602,997         | 27,602,997         | 6,502,085          | 23.56%                                                |
| Salaries & Benefits                                  | 4,002,296          | 4,002,296          | 797,303            | 19.92%                                                |
| Operations                                           | 11,749,969         | 11,749,969         | 2,257,965          | 19.22%                                                |
| Capital Outlay                                       | 699,500            | 699,500            | 40,062             | 5.73%                                                 |
| Debt Service                                         | 670,918            | 670,918            | 137,043            | 20.43%                                                |
| Transfers                                            | 10,480,314         | 10,480,314         | 2,918,204          | 27.84%                                                |
| <b>Total Enterprise Fund Expenditures</b>            | <b>27,602,997</b>  | <b>27,602,997</b>  | <b>6,150,576</b>   | <b>22.28%</b>                                         |
| <b>Internal Service Funds</b>                        |                    |                    |                    |                                                       |
| Revenues                                             | 11,575,762         | 11,575,762         | 2,427,572          | 20.97%                                                |
| Salaries & Benefits                                  | 972,153            | 972,153            | 203,592            | 20.94%                                                |
| Operations                                           | 5,118,655          | 5,118,655          | 392,887            | 7.68%                                                 |
| Capital Outlay                                       | 5,187,178          | 5,187,178          | 3,002,937          | 57.89%                                                |
| Debt Service                                         | 0                  | 0                  | 0                  | 0.00%                                                 |
| Transfers                                            | 297,776            | 297,776            | 297,776            | 100.00%                                               |
| <b>Total Fleet &amp; IS Expenditures</b>             | <b>11,575,762</b>  | <b>11,575,762</b>  | <b>3,897,193</b>   | <b>33.67%</b>                                         |
| <b>Total City Revenue (1)</b>                        | <b>133,145,026</b> | <b>133,145,026</b> | <b>15,280,939</b>  | <b>11.48%</b>                                         |
| <b>Total City Expenses</b>                           | <b>133,145,026</b> | <b>133,145,026</b> | <b>16,583,330</b>  | <b>12.46%</b>                                         |

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

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

# COMMITTEE / CITY COUNCIL STAFF REPORT

DATE: Monday, January 13, 2025



## AGENDA ITEM TITLE

Moscow Winterfest Alcohol Use Request in Entertainment District (ACTION ITEM) - Amanda Argona

## RESPONSIBLE STAFF

Amanda Argona, Community Events Manager

## ADDITIONAL PRESENTER(S)

## DESCRIPTION

The Moscow Chamber of Commerce + Visitor Center is hosting its annual Moscow Winterfest on Saturday, February 1, from 12 pm to 4 pm on Main Street between 3rd and 6th Streets. The applicant anticipates nine licensed beer and/or wine vendors and ten non-alcoholic and/or food vendors, along with a variety of outdoor games and activities for all ages. Warming fires may be provided at the event at the determination of the Moscow Volunteer Fire Department. The event has been reviewed and approved as of December 12, 2024. Following standard operating procedures for events with alcohol that are within the Entertainment District boundaries, Moscow Winterfest is requesting a temporary suspension of the open container law by resolution. Per Moscow City Code, Title 10, Chapter 1, Section 1-12; a draft resolution has been prepared for Public Works / Finance Committee for Council's consideration.

## REVIEWED BY

## PROPOSED ACTIONS

**PROPOSED ACTIONS:** Recommend approval of the resolution allowing for the temporary suspension of the open container law within the event footprint of the Entertainment District for Moscow Winterfest for the duration of the event; or provide staff further direction.

## STAFF RECOMMENDATION

Recommend approval of the resolution allowing for the temporary suspension of the open container law within the event footprint of the Entertainment District for Moscow Winterfest for the duration of the event.

## OTHER RESOURCES

## FISCAL IMPACT

## PERSONNEL IMPACT

## ATTACHMENTS

1. Resolution\_20250201\_Moscow Winterfest\_final

## **RESOLUTION NO. 2025-**

A RESOLUTION OF THE CITY OF MOSCOW, A MUNICIPAL CORPORATION OF THE STATE OF IDAHO, TO ALLOW FOR THE TEMPORARY VENDING OF BEER AND WINE AND EXEMPTION TO THE OPEN CONTAINER PROHIBITION IN THE ENTERTAINMENT DISTRICT UNDER SPECIFIC REGULATIONS AND UNDER CERTAIN LIMITED CONDITIONS PURSUANT TO MOSCOW CITY CODE 10-1-12; PROVIDING THIS RESOLUTION TO BE EFFECTIVE UPON ITS PASSAGE AND APPROVAL.

**WHEREAS**, Moscow City Code Title 9, Chapter 6, Section 6-35 and Title 9, Chapter 8, Section 8-17 prohibit any person from selling, serving, giving away, dispensing, consuming or carrying any beer or wine in open containers on or in any public street, highway, alley, lane, sidewalk, public or private parking lot, conveyance, or primary and secondary school facility in the City of Moscow, Idaho (hereinafter “City”) except in accordance with specific regulations adopted by the Council by Resolution; and

**WHEREAS**, The Entertainment District is defined in Moscow City Code Title 10, Chapter 1, Section 1-12 as an exemption to the Open Containers Prohibition (hereinafter “The Entertainment District”) with Council approval; and

**WHEREAS**, Moscow Chamber of Commerce + Visitor Center (hereinafter “the Event Sponsor”) desires to have its sponsored event, Moscow Winterfest (hereinafter “the Permitted Event”), in The Entertainment District (see Attachment “A”); and

**WHEREAS**, the Permitted Event (see Attachment “B”) is an event sponsored by 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 wine under certain conditions, contained herein and during limited hours during the Permitted Event; and

**WHEREAS**, Council wishes to prohibit the sale and consumption of liquor during the Permitted Event; 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 alcoholic beverages; and

**WHEREAS**, nothing contained in this Resolution is intended to waive other laws and regulations applicable to the sale and consumption of alcohol within City limits (including a requirement for a catering permit; a beer and wine permit for benevolent, charitable and public purpose events; or a winery sponsored event permit); 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, 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 that all matters stated above are found to be true and correct and are incorporated herein by reference as if copied in their entirety and shall be adopted with the following:

**SPECIFIC REGULATIONS ON THE SALE AND CONSUMPTION OF BEER AND WINE DURING MOSCOW WINTERFEST 2025:**

**Intent:**

This Resolution is intended to allow the sale and consumption of beer and wine only (not liquor), pursuant to these specific regulations and is not intended to amend or expand the Moscow City Code or any other applicable law or regulation beyond the scope of the particulars of this Resolution or beyond the hours of the Permitted Event. 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 is not a waiver of any State, County, or local requirement of a permit or licensure related to sales and distribution of alcohol including a requirement for a catering permit; a beer and wine permit for benevolent, charitable and public purpose events; or a winery sponsored event permit. This Resolution shall not establish precedent nor shall it apply to any event other than the Permitted Event held on the 1st day of February, 2025, from 12:00 p.m. to 4:00 p.m.

**Liability, Insurance and Safety:**

1. No less than ten (10) days prior to the Permitted Event at which the licensed vendors will sell beer and/or wine, the Event Sponsor shall deliver to the Community Events Division one (1) copy of written proof that the licensed vendors have current, paid up, off-premise liquor liability insurance or special event insurance in an amount not less than One Million Dollars (\$1,000,000) combined single limits. City shall be named as an additional insured on the insurance policy of the licensed vendors.
2. No less than ten (10) days prior to the first activity of the Permitted Event herein described, the Event Sponsor shall deliver to the Community Events Division one (1) copy of written proof that the Permitted Event 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.
3. The Moscow Police Chief or designee is hereby empowered to order the immediate cessation of all activities allowed under this Resolution at any time they reasonably determine 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 designee to terminate all or part of the Permitted Event.

**Vendor:**

1. There shall be no more than nine (9) licensed vendors selling beer and/or wine at the Permitted Event.
2. All beer and wine shall be sold only by a licensed vendor.

3. Every licensed vendor, shall obtain and shall comply with all alcohol related laws and regulations, including, but not limited to, the City requirement of a City catering permit; a State beer and wine permit for benevolent, charitable, or public purpose events; or a winery sponsored event 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 Community Events Division no less than ten (10) days prior to the Permitted Event at which such licensed vendor shall sell beer and/or wine.
5. The City shall play no role in determining which vendors shall be selected to sell alcoholic beverages during the Permitted Event, unless it is a City sponsored event.
6. The Event Sponsor shall provide at least two (2) persons to check proper identification for those who shall be sold beer and/or wine during the Permitted Event. These persons shall be clearly identified and shall be stationed at a central identification checking station where they shall issue one (1) wristband per individual twenty-one (21) years of age or older.
7. The Event Sponsor shall provide at least two (2) law enforcement officers or two (2) guards from a recognized private security firm to provide security for the Permitted Event. Such officers or guards shall be clearly identified as such and shall be on duty at all times beer and/or wine is being served during the Permitted Event. The Chief of Police shall make the determination of whether law enforcement officers are required and in the event the Chief of Police approves the use of a private security firm, the Event Sponsor shall obtain written permission for use of said private security firm by the Chief of Police or designee.
8. 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, and/or negligence, and/or gross negligence by security provided by the Event Sponsor for the Permitted Event.

### **Sales and Consumption:**

1. No less than ten (10) days prior to the Permitted Event at which the licensed vendors will sell beer and/or wine, the Event Sponsor shall deliver to the Community Events Division a finalized site map which shall be drawn to show the location, dimension of, and relative distance between the following within The Entertainment District: (a) the beer and wine sales area; and (b) the boundaries where the beer and wine shall be consumed. Said site design and any subsequent alterations shall be approved in writing by Moscow Deputy City Administrator – Recreation, Culture, and Employee Services or designee, and by the Moscow Chief of Police prior to the Permitted Event.
2. All beer and wine sales and dispensing shall take place within the area designated by the Event Sponsor and as shown on the site map required by this Resolution.
3. All food sales and service shall have a space no less than ten feet (10') between the approved beer and wine sales and dispensing area and the food sales or service area.
4. The Event Sponsor shall include an identification checking station and its general location on Event Site Map.
5. No person shall be allowed to purchase beer and/or wine other than within the area designated for beer and wine sales and dispensing as shown on the map required by this Resolution and only persons with a designated wristband shall be allowed to purchase, possess, and consume beer and/or wine.
6. All beer and wine shall be dispensed in and consumed from the designated Event container.

7. Every occupant within The Entertainment District shall provide identification to law enforcement officers or City employees at any point in time or location when requested to do so.
8. No person under twenty-one (21) years of age shall be allowed to wear the designated wristband at any time during the Permitted Event.
9. A sign shall be prominently posted at or near the area designated for beer and wine sales and dispensing stating that service to persons under twenty-one (21) years of age is prohibited.
10. Beer and wine shall be sold only within the designated area in The Entertainment District only between the hours of 12:00 p.m. and 4:00 p.m. local time on the 1<sup>st</sup> day of February 2025, during the Permitted Event.
11. Beer and wine shall be consumed only within The Entertainment District between the hours of 12:00 p.m. and 4:00 p.m. local time on the 1st day of February 2025, during the Permitted Event.
12. No person shall carry or consume any alcoholic beverage within The Entertainment District which is not purchased or dispensed from the licensed vendors at the Permitted Event. Consumption of alcohol outside of The Entertainment District, in any public street, highway, alley, lane, sidewalk, public or private parking lot, conveyance, or primary and secondary school facility in the City of Moscow, shall be considered a violation of the City's open container ordinance.

**Fee:**

The Event Sponsor shall submit to the Community Events Division, within ten (10) days of the event, any remaining required fees established by Council that is associated with this Resolution.

**Failure To Comply:**

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

**PASSED** on Motion by the Following Vote:

|                   | Aye   | Nay   | Abstain | Absent |
|-------------------|-------|-------|---------|--------|
| Hailey Lewis      | _____ | _____ | _____   | _____  |
| Drew Davis        | _____ | _____ | _____   | _____  |
| Sandra Kelly      | _____ | _____ | _____   | _____  |
| Gina Taruscio     | _____ | _____ | _____   | _____  |
| Julia Parker      | _____ | _____ | _____   | _____  |
| Bryce Blankenship | _____ | _____ | _____   | _____  |

**ADOPTED** by the City Council of the City of Moscow, Idaho and **APPROVED** by the Mayor of the City of Moscow, Idaho this \_\_\_\_ day of \_\_\_\_\_, 2025.

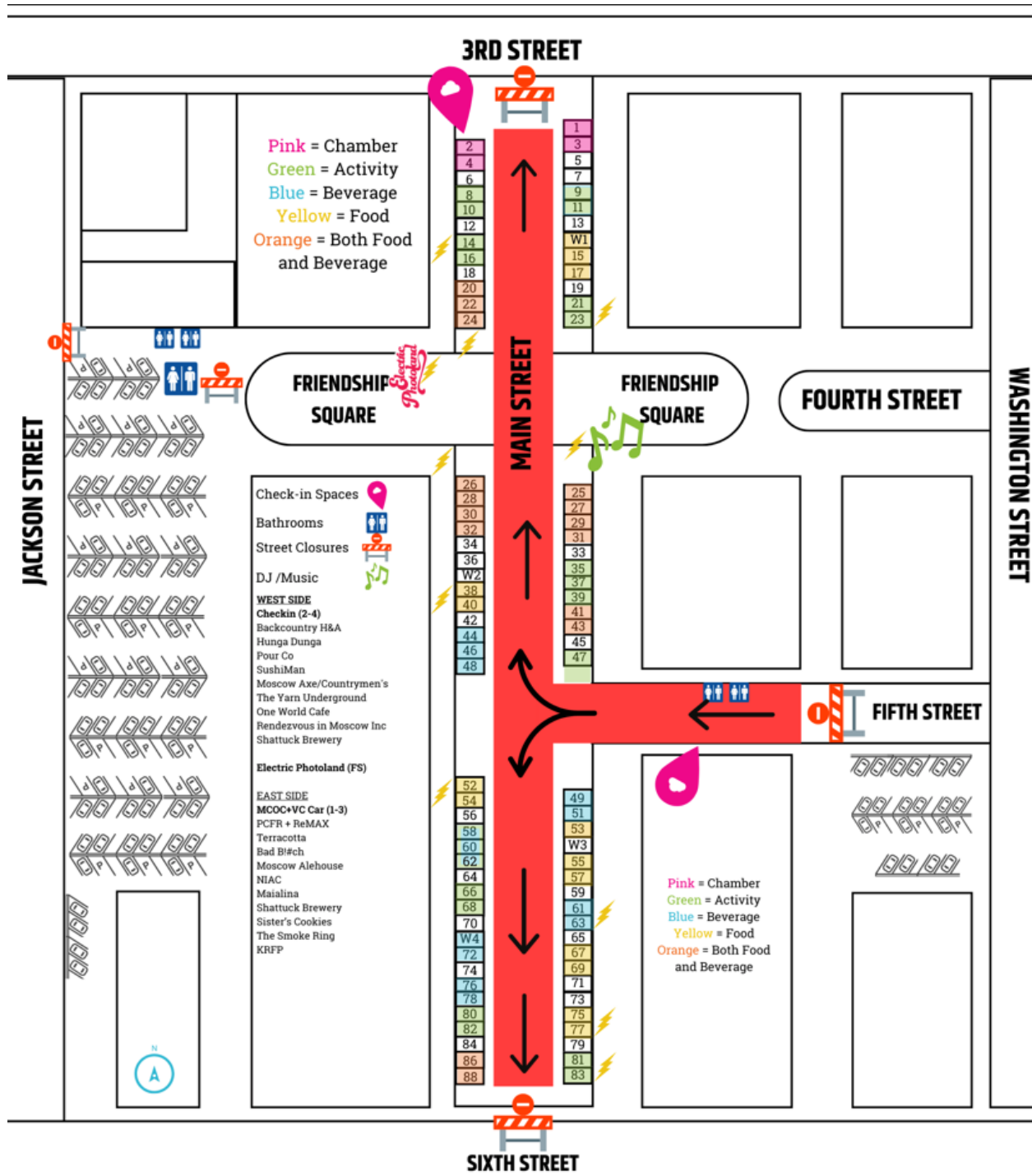
\_\_\_\_\_  
Arthur D. Bettge, Mayor

**CERTIFICATION and ATTESTATION.** I hereby certify that the above is a true copy of a Resolution passed at a regular meeting of the City Council, City of Moscow, held on \_\_\_\_\_, 2025 and attest to the Mayor's signature.

\_\_\_\_\_  
Laurie M. Hopkins, City Clerk

# Attachment "A"

## Map of Moscow Winterfest 2025



## Attachment “B”

### City of Moscow Community Events Division EVENT APPLICATION



*Thank you for your interest in organizing/sponsoring an Event in the City of Moscow!  
Events by local citizens add to the cultural wealth of our town and may range from fun runs to political marches,  
neighborhood block parties to street fairs.*

Submit completed forms electronically or physically to the Community Events office:  
[communityevents@ci.moscow.id.us](mailto:communityevents@ci.moscow.id.us) or 221 East 2<sup>nd</sup> Street, Moscow. All applications must be legible.

The City reserves the right to request additional information reasonably necessary to make a fair determination as to issuance of a permit. Permits are issued on a first-come, first-served basis. According to Moscow City Code Title 10, Chapter 17, Section 17-4, event applications for regular or recurring events must be submitted at least sixty (60) days and not more than one hundred eighty (180) days before the proposed date of the event. Event applications for single, non-recurring events must be submitted at least ten (10) days and not more than one hundred eighty (180) days before the proposed date of the event.

Events with alcohol are to be submitted at least two (2) months prior to the event date to allow for adequate review and presentation to Administrative Committee and City Council. Administrative Committee meets on the 2<sup>nd</sup> and 4<sup>th</sup> Monday of each month and City Council meets on the 1<sup>st</sup> and 3<sup>rd</sup> Monday of each month pending no holiday delays or rescheduling of meetings.

1. Name of Event: Moscow Winterfest
2. Event Date(s): February 1, 2025
3. Event Location: Downtown Moscow - Main St, third thru sixth, down fifth to the alley.
4. Are you requesting a street closure for Event? Yes ☒ No ☐  
If yes, provide street closure location(s). List cross streets, intersections, building addresses, etc. Include these details on your site map (see item 27.)

Street closures on Sixth and Main, third and main, fifth and the alley behind The Storm Cellar.

5. Do you require parking restrictions for the Event? Yes ☒ No ☐  
If yes, list parking restrictions (i.e. no parking on day of event, parking restricted to a particular area, etc.).

No parking on Main St.

6. Street Closure set-up/Load-in time: 9 AM Event(s) Start time: 12 PM
7. Event(s) End time: 4 PM Street Closure take-down/Load-out time: 6 PM
8. Is this a recurring Event (i.e. every 1<sup>st</sup> Thurs. or every Sat. May thru Oct.)? Yes ☐ No ☒
9. Is this an annual Event? Yes ☐ No ☒
10. Are you planning on having refreshments and/or food? Yes ☒ No ☐

EVENT APPLICATION – LAST UPDATED January 1, 2024

Page 1 of 8

City of Moscow Community Events Division  
EVENT APPLICATION



If **yes**, describe your waste and recycling plan. Applicants are responsible for removing all waste from their event footprint and disposing of properly, including emptying permanent trash receptacles in the downtown area. Dumpsters located downtown are for private use.

We will empty and maintain City of Moscow Garbage bins, in addition, we'll provide extra grabage bins. We'll be picking up recycling containers for the enterances/exits for the event.

11. Are you planning on serving alcohol/having alcohol available for purchase at the Event?

Yes ☒ (continue to Q.12)

No ☐ (skip to Q.14)

**All events with alcohol are required to have a Catering Permit.**

**This process is to be handled by your licensed alcohol Vendor.**

Catering Permit applications are to be submitted to the City Clerk/Deputy City Clerk for approval.

12. Is the Event taking place in the public right-of-way (i.e. sidewalks, streets, etc.) within the City of Moscow Entertainment District? The Entertainment District allows for a temporary suspension of the Open Container law by Resolution of the City Council. See page 6 for a map of the Entertainment District.

Yes ☒ (continue to Q.13)

No ☐ (skip to item B.)

13. Are the Event organizers interested in pursuing a temporary suspension of the Open Container law by City Council Resolution?

Yes ☒ (see item A.)

No ☐ (skip to item B.)

**A. Event organizers pursuing a temporary suspension by City Council Resolution of the Open Container law for their Event within the public right-of-way of the Entertainment District boundaries must satisfy the following conditions with their Event listed below, in addition to any requirements detailed in the Moscow City Code, as set forth by City Council Resolution, and/or Catering Permit:**

- ☐ Include an identification checking station and its general location on Event Site Map. Identification checking station shall include a minimum of two (2) persons to check proper identification. These persons shall be clearly identified and be responsible for the issuance of wristbands denoting attendees are of legal drinking age.
- ☐ Submit the Alcohol Use Application and \$100 non-refundable fee upon approval of Event.
- ☐ Be present at City of Moscow Administrative Committee and City Council meetings regarding authorization of alcohol at Event by Resolution.
- ☐ Post signage and waste receptacles at Event entry and exit points. Signage to clearly state "No Alcohol Permitted Beyond this Area". Additional requirements may be mandated by City Council Resolution.

City of Moscow Community Events Division  
EVENT APPLICATION



**B. Event organizers requesting for alcohol use for their Event that takes place in the public right-of-way **NOT** within the Entertainment District boundaries must satisfy the following conditions with their Event, in addition to following any requirements set forth by Resolution and/or Catering Permit. This option is also available to Event organizers who are **NOT** pursuing a temporary suspension by City Council Resolution of the Open Container law:**

- ☐ Include the location and estimated size of the beer garden on Event Site Map. Please note: barricades required for beer gardens are 8' in length.
- ☐ Complete and submit a Barrier Use Contract with this application.
- ☐ Submit the Alcohol Use Application and \$100 non-refundable fee upon approval of Event.
- ☐ Be present at City of Moscow Administrative Committee and City Council meetings regarding authorization of alcohol at Event by Resolution.

Upon approval from Council, remaining Event fees will be due, and applicant's vendor(s) are required to submit a Catering Permit application to the City Clerk/Deputy City Clerk. Any additional required paperwork outlined by the City Council Resolution and/or this process will also be due upon approval.

14. Are you planning on having a band or music? Yes ☒ No ☐

**If yes**, describe below any recording equipment, sound amplification equipment, etc. Submit a completed **Noise Exemption Permit Request** with this Event application.

A DJ will be playing music for the participants in Friendship Square with speakers pointing to the street. They will be positioned out of the emergency lane.

15. Approximate number of persons, animals, and/or vehicles comprising the Event, the type(s) of animals and description of vehicles, and approximate number of participants and spectators in viewing attendance:

Estimated 2,000-4,000 People in attendance  
Up to 10 Food vendors - serving brats, beer, wine, hotdogs  
Up to 10 Alcohol vendors - serving beer, wine, seltzers  
Up to 10 retail or street game vendors - pottery wheels, athletic ski challenge, bad karaoke, photo face board, decorated seating space.

16. Do you plan on having banners, signs, or other attention-getting devices in the Event? Yes ☒ No ☐

17. Do you plan on using any designated public facilities or infrastructure for the Event? Yes ☒ No ☐  
**If yes**, list public facilities or infrastructure (i.e. public restrooms, picnic shelters, stages, etc.).

City of Moscow Community Events Division  
EVENT APPLICATION



|                                                                                               |
|-----------------------------------------------------------------------------------------------|
| We are planning to use the city garbage bins, public restrooms, Friendship square power, etc. |
|                                                                                               |
|                                                                                               |
|                                                                                               |

18. Are you requesting additional City Police services for escort services, traffic, and/or crowd control?  
Yes ☒ No ☐

If yes, contact City of Moscow Police Department at 208-883-7059 to discuss and see attached Fee Schedule.

19. Please use this area to include more detail or attach additional pages for additional information about Event that is pertinent for us to know.

|  |
|--|
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|  |
|  |
|  |
|  |

20. Organization Sponsoring Event: Moscow Chamber of Commerce + Visitor Center
21. Organization Address: 411 S Main St, Moscow, ID 83843
22. Organization Officers/Authorized Representatives: Alys Lease/ Sam Martinet
23. Individual Responsible for Event Organization: Alys Lease
24. Individual's Address: 411 S Main St, Moscow, ID 83843
25. Individual's Day, Message, or Cell Phone Number: (208)301-3881
26. Individual's E-mail: marketing@moscowchamber.com
27. City reserves the right to alter your route if the City determines the proposed route will require significant City services and/or severely limit transit opportunities in high traffic areas. Applicant understands and agrees that the City is reserving that right? If answers no, application may be denied. Yes ☒ No ☐
28. **Submit a Site Map with this application.** Event Applications without a Site Map will not be processed. Details on a Site Map may include but are not limited to locations of desired street closures, walking routes, assembly points, start and finish points, locations of food and beverage vendors, stages, service areas, etc. A blank map of downtown Moscow is available on page 7.
29. **Residential Neighborhood Block Parties:** Provide Proof of Insurance (Requirement may be waived at Discretion of City)
30. **All other Event Types (except Public Assembly):** Provide Proof of Insurance (Required – Certificate of Insurance must include the City of Moscow as an Additional Insured and list \$500,000 as the minimum amount of general liability or \$1,000,000 if alcohol is included.)

City of Moscow Community Events Division  
EVENT APPLICATION



**HOLD HARMLESS AGREEMENT:**

The applicant/group/organization (hereinafter "SPONSOR"), through its duly and specifically authorized agents, hereby releases City of Moscow, Idaho (hereinafter "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 SPONSOR's own agents, officers, employees and representatives, to which SPONSOR might otherwise be immune, arising from the Community Event, Block Party, Public Assembly, Parade or Sidewalk Walking Parade scheduled to occur as indicated on this application (hereinafter "Event"), including any Street Closure permitted under the terms of CITY's Policy on Street Closure. No SPONSOR shall be required to indemnify or hold harmless CITY for claims, actions and demands that arise out of CITY's sole negligence. Inspection, review and/or acceptance by CITY of any activity performed by or during the Event, 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 SPONSOR on behalf of CITY.

SPONSOR acknowledges it will abide by any and all Federal, State, or City of Moscow Public Health Directives and/or Regulations in effect at the time of the Event. SPONSOR agrees to comply with any and all Federal, State, or City of Moscow Public Health Directives and/or Regulations in effect at the time of the Event and ensure that all participants comply with said Directives and/or Regulations in effect at the time of the Event. SPONSOR agrees that if CITY determines she/he/they and/or any participant is not in compliance with said Directives and/or Regulations in effect at the time of the Event, CITY reserves the right to revoke the Event permit.

I, SPONSOR, certify under penalty of perjury pursuant to the law of the State of Idaho, that (1) I have read the foregoing Hold Harmless Agreement, understand it and agree with its contents and conditions; (2) I either have had an opportunity to speak with legal counsel or opted not to seek legal counsel prior to either signing this Agreement or electronically signing this Agreement by selecting the box below; and (3) understand that the terms of this Agreement are contractually and legally binding and that no verbal statement to the contrary, by any person, can void or alter the terms of this Agreement. I, SPONSOR, certify under penalty of perjury pursuant the law of the State of Idaho that the foregoing is true and correct and that I have the authority to bind the group or organization, if applicable, to this Agreement.

NAME: Diplomase

DATE: 12.06.2024

**EVENT SPONSOR ELECTRONIC SIGNATURE:**



By checking this box as an electronic signature, I agree, declare, and certify under penalty of perjury pursuant to the law of the State of Idaho, that the foregoing is true and correct. I agree to all the terms and conditions that apply to the Community Event /Residential Neighborhood Block Party/Public Assembly/Street Parade/Sidewalk/Pathway Event, Permitting Process, and Hold Harmless Agreement. I certify under penalty of perjury pursuant to the law of the State of Idaho that I have authority to bind the group or organization, if applicable, to this Agreement. I am signing this document utilizing an alternative manner of providing an electric signature through agreeing to and checking the above box and understand this electronic signature is valid and binding upon me to the same force and effect as a handwritten signature.

**EVENT SPONSOR NON-ELECTRONIC SIGNATURE:**

\_\_\_\_\_  
(Required only if printing and submitting in person)

*The information on this form is Public Record and may be posted to a public website.  
Moscow City Code Title 10, Chapter 17 is available from the City Clerk at PO Box 9203, Moscow, ID, 83843, or on the City's web page at <https://www.ci.moscow.id.us/393/City-Code>.*

**FOR OFFICE USE ONLY**

|                                                                                      |                                                                                               |                                                                     |
|--------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------|---------------------------------------------------------------------|
| <input type="radio"/> Community Event without alcohol                                | <input checked="" type="radio"/> Community Event with alcohol                                 | <input type="radio"/> Street Parade Event                           |
| <input type="radio"/> Sidewalk/Pathway Event<br>(fun runs, trail runs, walk-a-thons) | <input type="radio"/> Public Assembly – no fee<br>(march, picket, rally, demonstration, etc.) | <input type="radio"/> Residential Neighborhood Block<br>Party Event |
| Date App Rec'd: <u>12/06/2024</u>                                                    | Fees Due: <u>\$299</u>                                                                        | Fees Paid: _____                                                    |

EVENT APPLICATION – LAST UPDATED January 1, 2024

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## NOISE EXEMPTION PERMIT REQUEST

Moscow City Code 10-11-2

(Please allow at least three business days in which to process this request)

Requested Event Date(s): 02.01.2025 Begin time: 12 PM End time: 4 PM

Event Location: Moscow Main Street, 3rd to 6th.

Amplified Music (DJ, party, etc.) ☐ No ☒ Yes

Alcoholic Beverages Available ☐ No ☒ Yes - Purchaser: Multiple Vendors  
(Marking this box does not mean your request will be denied) (If hosted or catered, name of serving organization)

Live Band Performing ☒ No ☐ Yes - Group: \_\_\_\_\_

Describe the event: A downtown 80's Apres Ski Festival to celebrate winter with the community

(use back of this form if more space is needed)

Name of requesting person/Group/Organization: Alys Lease/Moscow Chamber of Commerce + Visito

Person responsible for Group or Organization: Alys lease

Requesting Person's Address: 411 S Main St

Phone Number: (208)301-3881

Email Address: marketing@moscowchamber.com

\*Daytime phone number is required\*

\*Permits will be returned by email unless otherwise requested\*

Responsible person available **AT AND DURING** this event: Alys Lease

Cell- or contact-phone during event. (208) 301-3881

**Your signature is unconditional acceptance of all terms and conditions. This permit may be modified or revoked by City at any time if permit conditions are violated. Read the following carefully:**

The applicant/group/organization hereby agrees to indemnify and hold harmless City of Moscow, Idaho from all claims, actions and demands of any kind whatsoever related to and/or arising out of the activity(ies) specified in this application and does hereby accept all risk and responsibility for any damage(s) stemming from such activity. Every Applicant requesting a noise Exemption Permit shall cooperate with law enforcement by adjusting the noise level in the event of any citizen complaint(s). In the event of non-compliance, law enforcement may revoke this permit. No applicant/group/organization shall be required to indemnify or hold harmless City of Moscow, Idaho for claims, actions and demands that arise out of City's sole negligence.

Requesting Person's Signature:  Date: 12.06.2024



APPROVED



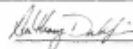
DENIED

Date permit valid: 02/01/2024

Hours permit valid: 12 pm-4 pm

Noise level (dba) shall not exceed 85 dba at ☒ source at ☐ property line

Other Conditions: \_\_\_\_\_



Police Chief or Designee (208) 883-7054



## CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
1/2/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

|                                                                                               |                                                                                                                                                                          |
|-----------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| PRODUCER<br>Troy Insurance Agency, Inc<br>207 S Main Street<br>PO Box 8984<br>Moscow ID 83843 | CONTACT NAME: Amanda Nelson<br>PHONE (A/C, No, Ext): (208) 882-2814 FAX (A/C, No): (208) 743-3542<br>E-MAIL ADDRESS: amtroy@troyins.com                                  |
| INSURED<br>Moscow Chamber of Commerce<br>411 South Main St<br>Moscow ID 83843                 | INSURER(S) AFFORDING COVERAGE<br>INSURER A: United States Liability Insurance Company NAIC # 25895<br>INSURER B:<br>INSURER C:<br>INSURER D:<br>INSURER E:<br>INSURER F: |

## COVERAGES

CERTIFICATE NUMBER: 2025-2026 LIABILITY

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

| INSR LTR | TYPE OF INSURANCE                                                                                                                                                                                                                                                                                               | ADDL INSD                           | SUBR WVD | POLICY NUMBER | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/YYYY) | LIMITS                                                                                                                                                                                                                                               |
|----------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|----------|---------------|-------------------------|-------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| A        | <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY<br><input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR<br>GEN'L AGGREGATE LIMIT APPLIES PER:<br><input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC<br>OTHER: | X                                   |          | NBP1563070    | 1/30/2025               | 1/30/2026               | EACH OCCURRENCE \$ 1,000,000<br>DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000<br>MED EXP (Any one person) \$ 5,000<br>PERSONAL & ADV INJURY \$<br>GENERAL AGGREGATE \$ 2,000,000<br>PRODUCTS - COMP/OP AGG \$<br>Liquor Liability \$ Included |
| A        | AUTOMOBILE LIABILITY<br><input type="checkbox"/> ANY AUTO<br><input type="checkbox"/> ALL OWNED AUTOS<br><input checked="" type="checkbox"/> HIRED AUTOS<br><input type="checkbox"/> SCHEDULED AUTOS<br><input checked="" type="checkbox"/> NON-OWNED AUTOS                                                     |                                     |          | NBP1563070    | 1/30/2025               | 1/30/2026               | COMBINED SINGLE LIMIT (Ea accident) \$ Included in CGL<br>BODILY INJURY (Per person) \$<br>BODILY INJURY (Per accident) \$<br>PROPERTY DAMAGE (Per accident) \$<br>\$                                                                                |
| A        | <input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR<br><input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE<br>DED <input checked="" type="checkbox"/> RETENTION \$                                                                                |                                     |          | CUP1567801    | 1/30/2025               | 1/30/2026               | EACH OCCURRENCE \$ 1,000,000<br>AGGREGATE \$ 1,000,000<br>\$                                                                                                                                                                                         |
|          | WORKERS COMPENSATION AND EMPLOYERS' LIABILITY<br>ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)<br>If yes, describe under DESCRIPTION OF OPERATIONS below                                                                                                                          | Y/N<br><input type="checkbox"/> N/A |          |               |                         |                         | PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/><br>E.L. EACH ACCIDENT \$<br>E.L. DISEASE - EA EMPLOYEE \$<br>E.L. DISEASE - POLICY LIMIT \$                                                                                     |

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CITY OF MOSCOW IS LISTED AS ADDITIONAL INSURED ON THE GENERAL LIABILITY POLICY REFERENCED ABOVE WHERE REQUIRED BY WRITTEN CONTRACT FOR THE FOLLOWING EVENTS:

MOSCOW WINTERFEST, FEBRUARY 2025  
CAMP MOSCOWANNA, JUNE 2025  
MOSCOWBERFEST, AUGUST 2025  
ALL EVENTS TAKING PLACE IN THE CITY OF MOSCOW, IDAHO 83843.

## CERTIFICATE HOLDER

CITY OF MOSCOW  
206 E 3RD ST  
MOSCOW, ID 83843

## CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Amanda Nelson/AMN3LS

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ACORD 25 (2014/01)  
INS025 (2014/01)

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| Community Events Division Event Application Review                                                                                            |  |  |                                                                                                                      |  |  |
|-----------------------------------------------------------------------------------------------------------------------------------------------|--|--|----------------------------------------------------------------------------------------------------------------------|--|--|
| Moscow Winterfest                                                                                                                             |  |  | 02/01/2025 12 pm-4 pm                                                                                                |  |  |
| Event Name                                                                                                                                    |  |  | Date(s)/Time(s)                                                                                                      |  |  |
| <b>DEPARTMENT/DIVISION DESIGNEE</b>                                                                                                           |  |  | <b>EVENT(S) APPROVED/DENIED</b>                                                                                      |  |  |
| <br>Moscow Police Department                                 |  |  | <input checked="" type="radio"/> <input type="radio"/><br>Approve Deny                                               |  |  |
| <b>Officer presence required?</b> <input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> N/A                     |  |  | <b>Officers available?</b> <input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A   |  |  |
| <u>Dan Ellinwood</u><br><a href="#">Dan Ellinwood (Dec 9, 2024 09:23 PST)</a>                                                                 |  |  | <input checked="" type="radio"/> <input type="radio"/><br>Approve Deny                                               |  |  |
| Moscow Volunteer Fire Department                                                                                                              |  |  | <input checked="" type="radio"/> <input type="radio"/><br>Approve Deny                                               |  |  |
| <u>David R. Schott</u><br><a href="#">David R. Schott (Dec 9, 2024 09:09 PST)</a>                                                             |  |  | <input checked="" type="radio"/> <input type="radio"/><br>Approve Deny                                               |  |  |
| Parks and Recreation Department                                                                                                               |  |  | <input checked="" type="radio"/> <input type="radio"/><br>Approve Deny                                               |  |  |
| <u>Kyle Rainer</u><br><a href="#">Kyle Rainer (Dec 10, 2024 07:41 PST)</a>                                                                    |  |  | <input checked="" type="radio"/> <input type="radio"/><br>Approve Deny                                               |  |  |
| Community Development-Engineering Division                                                                                                    |  |  | <input checked="" type="radio"/> <input type="radio"/><br>Approve Deny                                               |  |  |
| <br>Public Works-Environmental Services Division           |  |  | <input checked="" type="radio"/> <input type="radio"/><br>Approve Deny                                               |  |  |
| <u>Steve Schulte</u><br><a href="#">Steve Schulte (Dec 12, 2024 10:00 PST)</a>                                                                |  |  | <input checked="" type="radio"/> <input type="radio"/><br>Approve Deny                                               |  |  |
| Public Works-Streets Department                                                                                                               |  |  | <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/><br>Approve Deny                         |  |  |
| <b>Street closure required?</b> <input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A                       |  |  | <b>ITD permit required?</b> <input type="radio"/> Yes* <input checked="" type="radio"/> No <input type="radio"/> N/A |  |  |
| *Application will remain pending until ITD grants applicant a permit                                                                          |  |  |                                                                                                                      |  |  |
| <b>Time of street closure?</b> 9 am - 6 pm                                                                                                    |  |  | <b>Fees?</b> \$159.00                                                                                                |  |  |
| Start End Daytime Nighttime                                                                                                                   |  |  |                                                                                                                      |  |  |
| <br><a href="#">Laura Perrigo (Dec 12, 2024 09:20 PST)</a> |  |  |                                                                                                                      |  |  |
| City Clerk/Deputy City Clerk                                                                                                                  |  |  |                                                                                                                      |  |  |



**CITY OF MOSCOW**

206 E. THIRD  
MOSCOW, ID 83843  
208-883-7000

PERMIT NUMBER: CE2025-01

EVENT DATE: Saturday, February 01, 2025

EVENT TIME: 12 pm – 4 pm

THIS IS TO CERTIFY THAT

Moscow Winterfest

Moscow Chamber of Commerce + Visitor Center

411 S. Main St.

Moscow, ID 83843

IS HEREBY GRANTED A CITY OF MOSCOW COMMUNITY EVENT PERMIT FOR THE LOCATION NAMED BELOW WITHIN THE CORPORATE LIMITS OF THE CITY OF MOSCOW, IN CONFORMITY WITH THE PROVISIONS OF CHAPTER 17, TITLE 10 OF THE MOSCOW CITY CODE.

PERMIT TYPE: Community Event with Alcohol

PERMIT LOCATION: Main St. 6<sup>th</sup> to 3<sup>rd</sup> St., including 5<sup>th</sup> St. to alley & the first bay of the Jackson St. parking lot

I, \_\_\_\_\_, CERTIFY UNDER PENALTY OF PERJURY PURSUANT TO THE LAWS OF THE STATE OF IDAHO, THAT THE FOREGOING IS TRUE AND CORRECT. I AGREE TO ALL THE TERMS AND CONDITIONS OF MOSCOW CITY CODE TITLE 10, CHAPTER 17 PARADE, PUBLIC ASSEMBLY AND RESOLUTION 2015-05 POLICY AND PROCEDURES FOR RIGHT-OF-WAY PERMITS. DAMAGE TO ANY PUBLIC IMPROVEMENTS ARE THE RESPONSIBILITY OF THE PERMIT HOLDER.

ISSUED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2025

\_\_\_\_\_  
(SIGNATURE OF LICENSEE)

\_\_\_\_\_  
DATE

\_\_\_\_\_  
(SIGNATURE OF STAFF)

\_\_\_\_\_  
DATE

City of Moscow Community Events Division  
ALCOHOL USE APPLICATION



*Required for Events requesting Alcohol Use in the Moscow Downtown Central Business Zoning District or a Moscow Parks Facility.*

*City Council has the right to deny this application, but applicants may still move forward with their approved Event without alcohol.*

**Timeline for requesting Alcohol Use:**

1. At least two months prior to Event, applicant submits Event Application or Parks Reservation for review.
2. Upon approval of Application or Reservation, applicant submits:
  - a. Alcohol Use application
  - b. Pays \$100 non-refundable Alcohol Use fee
  - c. Name(s) of licensed alcohol provider(s)
  - d. Events in a Moscow Park Facility also include:
    - i. Location of the beer/wine garden during the event with size dimensions, entry and exit points, and serving location. Provide as much detail as possible.
3. Staff drafts a Resolution according to the Event and communicates with applicant on security and insurance requirements.
4. Applicant must be present at Administrative Committee meeting (meetings are held on the 2<sup>nd</sup> and 4<sup>th</sup> Mondays of each month pending no holiday delays).
5. Applicant must be present at City Council meeting (meetings are held on the 1<sup>st</sup> and 3<sup>rd</sup> of each month pending no holiday delays).
6. Upon approval, applicant pays any remaining fees.

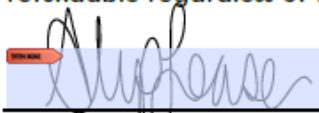
**Event Name:** Moscow Winterfest **Event Date(s):** February 1, 2025

**Event Location:** Moscow Main St, 3rd-6th, 5th to the Alley behind Storm Cellar

**Event Start time:** 12 PM **Event End time:** 4 PM

**Individual responsible per Event Application/Parks Reservation:** Alys Lease

By signing this Alcohol Use application, applicant understands that their Event may not have alcohol unless approved by City Council, and that City Council has the right to deny Alcohol Use applications. Applicant also understands that the \$100 fee is non-refundable regardless of the decision issued by City Council.

 12.06.2024  
**Signature of Individual responsible for Event** **Date**

**Date Received:** 12/06/2024

**Date non-refundable fee paid:**

# COMMITTEE / CITY COUNCIL STAFF REPORT

DATE: Monday, January 13, 2025



## AGENDA ITEM TITLE

Idaho Commission on the Arts Grant Application: Public Programs in the Arts (ACTION ITEM) - Megan Cherry

## RESPONSIBLE STAFF

Megan Cherry, Arts Program Manager

## ADDITIONAL PRESENTER(S)

## DESCRIPTION

The Arts Department seeks approval to apply for an annual grant administered by the Idaho Commission on the Arts (ICA). The Public Programs in the Arts (PPA) grant program is intended to provide general operating support for arts organizations in Idaho. These funds will represent off-setting revenue in the production of Artwalk. If the application is successful, funds are typically available at the end of the City of Moscow's FY25, and would be deferred for use in FY26.

## REVIEWED BY

Arts Manager, Grants Manager, Deputy City Administrator

## PROPOSED ACTIONS

**PROPOSED ACTIONS:** Recommend approval of the Public Programs in the Arts (PPA) grant application for the current cycle, or provide staff further direction.

## STAFF RECOMMENDATION

Recommend approval of the Public Programs in the Arts (PPA) grant application for the current cycle.

## OTHER RESOURCES

## FISCAL IMPACT

This grant typically represents between \$5000 and \$6000 in revenue to offsets costs to produce the Arts Department's regular annual programming.

## PERSONNEL IMPACT

Personnel time will be required to submit the application and the final report at the end of the granting period.

## ATTACHMENTS

1. 2026\_ICA\_PPA\_Grant Program Description
2. 2026\_ICA\_PPA\_Grant Application\_BLANK



New PPA recipients may enter during any year of the cycle once PPA notification has been received from staff. PPA is reviewed on a three-year cycle.

|         | FY 2024           | FY 2025                | FY 2026                |
|---------|-------------------|------------------------|------------------------|
| January | application due   | application due        | application due        |
| April   | full panel review | interim (staff) review | interim (staff) review |
| July    | final report due  | final report due       | final report due       |

(cycle repeats)

## Evaluation Criteria

### Artistic Merit (40 points)

- Organization produces programs of artistic merit appropriate to its mission
- Describes process used to ensure excellence in artistic programs and services

### Community Involvement and Access (40 points)

- Identifies the community served and understands the needs of that community
- Describes how new, nontraditional, and underserved audiences are reached
- Provides evidence of community support for programs, as demonstrated by initiatives, partnerships, or collaborations
- Complies with ADA and Section 504 accessibility requirements

### Management (20 points)

- Provides organizational structure, board and staff responsibilities, and consistent volunteer involvement
- Planning is appropriate for reaching the target audience (marketing, audience development, long range, etc.)
- Evaluation methods indicate programs are effective
- Budget is clear and indicates stability and diverse income sources
- Explains significant changes in budget amounts, deficits, multi-year grants, etc.

## Application

**Application: 10712 - City of Moscow Arts Department**

**Program Area:** Entry Track / PPA

**Opportunities:** 10710 - Public Programs in the Arts - FY 2026

**Application Deadline:** 01/31/2025 11:59 PM

**Instructions**

*Click "Edit" to change your answers, "Save" as you go, and "Mark as Complete" when finished.*

**Eligibility**

*Verify your eligibility to apply.*

**We are a 501(c)(3) nonprofit, or a school, or unit of local, county, tribal, or state government, and have had this tax exempt status for 3 years prior to the application deadline\*** ☐ Yes ☐ No

**We employ paid administrative staff\*** ☐ Yes ☐ No

**Summary**

**Our programs primarily involve:\***

**In 50 words or less, describe what you will do with grant funding.\***

**Budget**

*Enter the most recently completed fiscal year (actual)*

**Annual Operating Revenue**

This is the only information required for the PPA application. When finished, "Save", then "Mark as Complete" and submit the application.

[Return to Top](#)

## Application

**Application:** 10712 - City of Moscow Arts Department

**Program Area:** Entry Track / PPA

**Opportunities:** 10710 - Public Programs in the Arts - FY 2026

**Application Deadline:** 01/31/2025 11:59 PM

### Instructions

Click "Edit" to change your answer, "Save" work in progress and "Mark as Complete" when finished.

The Idaho Commission on the Arts and its grants are supported, in part, by federal funding. **All organizations must obtain a Unique Entity Identifier (UEI) to comply with federal regulations.**

**The UEI is a 12-character alphanumeric code. If you do not have a valid UEI, this application will be rejected.**

1. Create a user account at <https://sam.gov> to request a UEI. You do NOT need to create a full entity registration once a user account has been established.
2. If your organization does business directly with the federal government and you currently have a full entity registration, you have automatically been assigned a UEI. You will need to login to your SAM.gov user account to retrieve your UEI.

### Unique Entity Identifier

**UEI\***

[Return to Top](#)

# COMMITTEE / CITY COUNCIL STAFF REPORT

DATE: Monday, January 13, 2025



## AGENDA ITEM TITLE

Resolution Authorizing City Attorney to Submit a claim on behalf of the City of Moscow for the Payment Card Interchange Fee Settlement (ACTION ITEM) - Mia Bautista

## RESPONSIBLE STAFF

Mia Bautista, City Attorney

## ADDITIONAL PRESENTER(S)

## DESCRIPTION

A class action suit was filed against Visa and Mastercard and their issuing banks alleging that they violated the law by wrongfully inflating Interchange Fees. A \$5.5 billion Settlement was reached. The City is one of the merchants with Visa and/or Mastercard Interchange Fees paid from January 1, 2004, to January 25, 2019, and is eligible to submit a claim in this Settlement. If the City does not submit a claim for a Settlement Payment, it will not be entitled to receive funds under the terms of the Settlement.

## REVIEWED BY

## PROPOSED ACTIONS

**PROPOSED ACTIONS:** Recommend approval of the Resolution or provide staff further direction.

## STAFF RECOMMENDATION

Recommend approval of the Resolution.

## OTHER RESOURCES

## FISCAL IMPACT

## PERSONNEL IMPACT

## ATTACHMENTS

1. 2025 - Resolution Authorizing Submitting a Claim for Payment Card Interchange Fee Settlement\_final with attachment

**RESOLUTION 2025-\_\_**

A RESOLUTION OF THE CITY OF MOSCOW, IDAHO, A MUNICIPAL CORPORATION OF THE STATE OF IDAHO, AUTHORIZING THE CITY ATTORNEY TO SUBMIT A CLAIM, ON BEHALF OF THE CITY OF MOSCOW, WITH THE PAYMENT CARD INTERCHANGE FEE SETTLEMENT; AND PROVIDING THIS RESOLUTION SHALL BE EFFECTIVE UPON ITS PASSAGE AND APPROVAL.

**WHEREAS**, Visa and Mastercard and their issuing banks are alleged to have violated the law because they wrongfully inflated Interchange Fees. A class action lawsuit was filed and a \$5.5 billion Settlement was reached; and

**WHEREAS**, merchants with Visa and/or Mastercard Interchange Fees paid for the period from January 1, 2004, to January 25, 2019, are eligible to submit a claim in this Settlement;

**WHEREAS**, the City is an eligible merchant to participate in the Payment Card Interchange Fee Settlement by submitting a claim, attached as Attachment "A" and incorporated herein by this reference; and

**WHEREAS**, if the City does not submit a claim for a Settlement Payment, the City will not be entitled to receive funds under the terms of the Settlement; and

**WHEREAS**, the City Council believes that submitting a claim with the Payment Card Interchange Fee Settlement would be in the best interest of the City;

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and City Council of the City of Moscow, Idaho that all matters stated above are true and correct and are incorporated herein by reference as if copied in their entirety and shall be adopted with the following:

1. That Mia Bautista, City Attorney, is hereby granted the authority to submit a claim with the Payment Card Interchange Fee Settlement on behalf of the City of Moscow.
2. That Mia Bautista, City Attorney, has authority to execute any other documents related to this matter as they may become required.

**PASSED** on Motion by the Following Vote:

|              | Aye   | Nay   | Abstain | Absent |
|--------------|-------|-------|---------|--------|
| Hailey Lewis | _____ | _____ | _____   | _____  |
| Drew Davis   | _____ | _____ | _____   | _____  |
| Sandra Kelly | _____ | _____ | _____   | _____  |

Gina Taruscio \_\_\_\_\_  
Julia Parker \_\_\_\_\_  
Bryce Blankenship \_\_\_\_\_

**ADOPTED** by the City Council of the City of Moscow, Idaho and **APPROVED** by the Mayor of the City of Moscow, this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

\_\_\_\_\_  
Arthur D. Bettge, Mayor

**CERTIFICATION and ATTESTATION.** I hereby certify that the above is a true copy of the Resolution passed at a regular meeting of the City Council, City of Moscow, Idaho held on \_\_\_\_\_, 2025 and attest to the Mayor's signature.

\_\_\_\_\_  
Laurie M. Hopkins, City Clerk

**Claim your share now.** ▶▶

Payment Card Interchange Fee Settlement  
Class Administrator  
PO Box 2530  
Portland, OR 97208-2530

# Attachment "A"



\*40069246999999990\*

**Submission Deadline:**  
**February 4, 2025**

## • COURT-APPROVED CLAIM FORM •

**If your business accepted Visa and/or Mastercard between 2004 - 2019, you're now eligible to claim your share of a \$5.5 billion Settlement. Claim your share now.** ▶▶



A merchant (business owner) with Visa and/or Mastercard Interchange Fees Paid for the period from January 1, 2004, to January 25, 2019 (the "Class Period") is eligible to file a claim in this settlement. Visa and Mastercard and their issuing banks ("Defendants") are alleged to have violated the law because they wrongfully inflated Interchange Fees. Defendants say they have done nothing wrong. They claim their business practices are legal. After years of appeals, the Settlement is now final, and it is time to file your claim for a Settlement Payment. If you do not file a claim, you will not receive a Settlement Payment. Visit [www.PaymentCardSettlement.com](http://www.PaymentCardSettlement.com) to get detailed information about the Settlement.

Rather than submitting this form, you can go to [www.PaymentCardSettlement.com](http://www.PaymentCardSettlement.com) and provide information about your business in order to ask the Class Administrator to query the Defendants' databases for qualifying Interchange Fees Paid by your business. You will then be notified of Interchange Fees Paid identified by the Class Administrator and then you can file a claim based on those figures or further work with the Class Administrator to validate your claim.

If you prefer to submit this Claim Form, provide the estimated dollar amount of your eligible Visa and/or Mastercard Interchange Fees Paid for the period January 1, 2004, to January 25, 2019 then complete the Claim Form. If the Class Administrator is unable to validate the Interchange Fees Paid you have claimed, you may later be required to submit documents to support your claim. If you do not know your Interchange Fees Paid, check the box "I do not know" and the Class Administrator will contact you about next steps.

As part of the Settlement, your actual recovery will not be the validated Interchange Fees Paid by your business, but rather a percentage of the total based on a variety of factors including the total number of eligible claims submitted.

If you do not want to visit [www.PaymentCardSettlement.com](http://www.PaymentCardSettlement.com) to submit your claim online, you may fill out the information below and mail the completed form postmarked by **February 4, 2025** to Payment Card Interchange Fee Settlement, PO Box 2530, Portland, OR 97208-2530.

Class Period Interchange Fees Paid:

\$

☐

I do not know.

Merchant U.S. Tax Identification Number (TIN):

Merchant Legal Name:

Street Address:

City, ST, Zip Code:

Country (If not United States):

**By signing below, I attest that I have sufficient authority to submit a Claim Form for this Merchant:**

Signature:

Date (MM/DD/YYYY):

Printed Name:

Title:

Email Address:

Phone Number:

Settlement Payments will be made after all claims are received and processed following the Claims Deadline of **February 4, 2025**. Please be patient.

**Are you claiming on behalf of someone else?** For claims that are determined eligible to receive a Settlement Payment, the resulting check generally will be issued payable to the Merchant Legal Name on this form. HOWEVER, if you want any change to the payee name that would be printed on your check (if your business name has changed, or you believe you have authority for any reason to file on behalf of the named Class Member), you must provide additional information to the Class Administrator and/or submit your claim online. Please go to **www.PaymentCardSettlement.com** or call 1-800-625-6440 for assistance.

**Questions?** Assistance with preparing your claim is available at no cost to you from the Class Administrator and Class Counsel. Please email [info@PaymentCardSettlement.com](mailto:info@PaymentCardSettlement.com) or call 1-800-625-6440.

To download a version of this Claim Form in Spanish  Español, Russian  Русский, Korean  한국어, Vietnamese  Tiếng Việt, Japanese  日本語, Chinese  汉语, or Thai  ไทย, please visit **www.PaymentCardSettlement.com**.

**Questions? Visit [www.PaymentCardSettlement.com](http://www.PaymentCardSettlement.com) or call 1-800-625-6440.**