Public Works / Finance Committee

Regular Meeting
~Agenda~

Laurie M. Hopkins
City Clerk

www.ci.moscow.id.us

208.883.7015

Monday, April 14, 2025	**4:00 PM**	**Council Chambers** **206 E. Third St.**

The Moscow Mayor, City Council and Staff welcome you to today's meeting. We appreciate and encourage public participation. For regular agenda items, an opportunity for public comment is sometimes provided after the staff report. However, the formality of procedures varies with the purpose and subject of the agenda item and limitations may be placed on the time allowed for comments. If you plan to address the Committee, you will find a list of "Tips for Addressing the Council" in the door pocket outside the City Council Chambers. Please note that 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. **Approval of Public Works/Finance Committee March 10, 2025 Minutes (ACTION ITEM) - Laurie M. Hopkins**

2. **Disbursement Report March 2025 (ACTION ITEM) - Sarah Decker**
   Presentation of the Accounts Payable Report for the month ending March 2025.
   ACTION: Accept the Disbursements Report for the month of March 2025.

3. **Second Quarter Financial Report January 1, 2025 to March 31, 2025 for FY2025 (ACTION ITEM) - Sarah Decker**
   Presentation of the financial report for the Second Quarter of Fiscal Year 2025 (January 1, 2025 to March 31,2025).
   PROPOSED ACTIONS: Recommend approval of the FY2025 Second Quarter Financial Report, or provide staff further direction.

4. **Artwalk Season Finale Alcohol Use Request in Entertainment District (ACTION ITEM) - Amanda Argona**
   The City of Moscow Arts Department is hosting the Artwalk Season Finale on Thursday, June 26th, from 4:00 pm to 8:00 pm on Main Street between 3rd and 6th Streets. This annual event concludes the 2024-2025 Artwalk Season in an artistic and festive manner. As a City-hosted event, the Arts Department has facilitated the registration of Main Street vendors and demonstrators, as well as business and non-profit host locations. No more than 5 (five) licensed vendors will be authorized for beer/wine sales, and a variety of activities will take place including live music, Kidwalk, food sales, art demonstrations, and more. The event has been reviewed and approved as of February 25, 2025. Following standard operating procedures for events with alcohol that are within the Entertainment District boundaries, Artwalk is requesting a temporary suspension of the open container law by resolution. Per Moscow City Code, Section 10-1-12; a draft resolution has been prepared 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 Artwalk Season Finale for the duration of the event; or provide staff further direction.

5. **Moscow Renaissance Fair Alcohol Use Request in East City Park (ACTION ITEM) - Amanda Argona**

   Moscow Renaissance Fair LLC is hosting the annual Moscow Renaissance Fair on Saturday, May 3 and Sunday, May 4 in East City Park. The applicant anticipates 1 (one) licensed vendor offering beer and wine in the beer garden, which is estimated to be 40'x20' in size. Following standard operating procedures for events with alcohol within a City Park, Moscow Renaissance Fair LLC is requesting the allowance of attendees to possess and consume alcoholic beverages within the beer garden from 12:00-8:00 pm on Saturday and 12:00-5:00 pm on Sunday. Per Moscow City Code, Section 5-13-4, a draft resolution has been prepared by the Community Events Division and reviewed by the Legal Department for the Council's consideration to permit this typically prohibited activity.

   PROPOSED ACTIONS: Recommend approval of the resolution allowing for the possession and consumption of alcoholic beverages in the designated beer garden in East City Park for Moscow Renaissance Fair for the listed dates and times during the event; or provide staff with further direction.

6. **Miicor purchase agreement for Barracuda XDR computer, network, and email security services (ACTION ITEM) - Chris Caylor**

   Staff is requesting authorization for the purchase of enhanced endpoint, server, network, and email security software, and a 24-hour per-day monitoring solution. This specific expense was not anticipated in the FY2025 Budget, but staff have identified savings within the IS Fund, including non-renewal of other software applications and equipment replacements to fund this purchase. The 3-year agreement for this solution is $35,873.32 per year for a total commitment of $107,619.94, subject to annual Council appropriation each year.

   PROPOSED ACTIONS: Approve the agreement with Miicor Inc. for the purchase of Barracuda XDR licensing and security services; or provide staff further direction.

7. **Consideration of Janitorial Bid Results (ACTION ITEM) - David Schott**

   The City published an invitation to bid for custodial services for certain City buildings on February 15, 2025 and February 22, 2025. Bid opening for custodial services took place on March 5, 2025, at which time five (5) bids were received. GG Gutters, Inc. dba Creative Cleaning Connections was the low bidder for Module #1, Module #6, and Module #7 in the amount of $203,513.49 for the three (3) year proposed agreement from October 1, 2025 through September 30, 2028. EVCAR, Inc. dba Service Master Building Maintenance was the low bidder for Module #2, Module #3, Module #4, and Module #5 in the amount of $329,568.00 for the three (3) year proposed agreement from October 1, 2025 through September 30, 2028.

   PROPOSED ACTIONS: Recommend approval of the low bid from GG Gutters, Inc. dba Creative Cleaning Connections for Module #1, Module #6, and Module #7 in the amount of $203,513.49 and recommend approval for the low bid from EVCAR, Inc. dba Service Master Building Maintenance for Module #2, Module #3, Module #4, and Module #5 in the amount of $329,568.00; or provide staff further direction.

8. **Lot Line Adjustment for 210 and 214 N Grant Street (ACTION ITEM) - Mike Ray**

   The applicants, Donna Hime and Mark Townsend, are requesting a lot line adjustment between two properties located at 210 and 214 N Grant Street. The proposed lot line adjustment would increase the lot addressed as 210 N Grant St from 8,410 sf to 8,624 sf and decrease the lot addressed 214 N Grant St from 8,555 sf to 8,339 sf. The applicants are requesting the lot line adjustment to accommodate the construction of a carport/garage. Both properties contain single-family dwellings and are located within the Moderate Density, Single Family Residential (R-2) Zoning District which requires a minimum lot area of 7,000 sf and a minimum lot width of 60 feet. The proposed

lot line adjustment meets all zoning code requirements including building setbacks.

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

9. **Woodbury Lots 1, 2, 3, and 4, Block 5, Lot Line Adjustment (ACTION ITEM) – Mike Ray**

   The Woodbury 1st Addition is a subdivision and Planned Unit Development (PUD) that received final approval from the City Council on October 17, 2022. The development includes 79 lots ranging from 3,823 to 16,321 square feet in size and is the first phase of a master-planned subdivision that has a new urbanist design. Slonaker Drive has been extended into the subdivision and the infrastructure for the first phase of the subdivision has been constructed which includes Woodbury Drive and Picotee Circle. There are currently approximately 15 single-family homes that are under various stages of construction. On April 1, 2025, the applicant submitted a Minor PUD amendment to consolidate four lots into three lots to accommodate larger house plans of lots identified as "Estate" lots. On April 9, 2025, staff administratively approved the proposed Minor PUD amendment and the applicant has subsequently requested a lot line adjustment in order to complete the process. The existing lots are Lots 1, 2, 3, and 4 of Block 5, which are currently 16,322 sf, 11,655 sf, 11,294 sf, and 10,917 sf in size. The proposed lot line adjustment would consolidate the four lots into three lots of 22,215 sf, 17,857 sf, and 10,115 sf in size. The proposed lot line adjustment is consistent with what has been approved through the Minor PUD amendment process.

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

10. **Request for Waiver of Thatuna Right of Way Improvements (ACTION ITEM) - Bob Buvel**

    Alison Tompkins is the potential buyer of Parcel RPM00000080106 (933 N Mountain View Rd) in the City of Moscow and has plans to construct a single family home on the parcel. The north boundary of the parcel abuts the 60' wide right-of-way of Thatuna Avenue, which is currently unimproved land. On March 10, 2025 the City received a letter from Alison Tompkins requesting a waiver of the requirement to improve Thatuna Avenue Right-of-Way, citing significant cost and a lack of intent to construct the remaining portion of the undeveloped right-of-way. The applicant has estimated the Thatuna frontage improvement construction cost would be approximately $107,000. Frontage improvements would still be required on Mt. View and the applicant has not requested a waiver from those requirements. Approval of the waiver would not prevent the future extension of Thatuna adjacent to the subject property, where adequate right-of-way exists. This could be required in association with further development, or as part of a City-initiated project.

    PROPOSED ACTIONS: Consider the request for waiver of public improvements to Thatuna Avenue and recommend approval of the waiver request; recommend denial of the waiver request; or provide staff further direction.

ADJOURN

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

Public Works / Finance Committee

Regular Meeting
~Minutes~

Laurie M. Hopkins
City Clerk

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208.883.7015

Monday, March 10, 2025 **4:00 PM** **Council Chambers 206 E. Third St.**

The meeting was called to order at 4:00 p.m.
PRESENT: Bryce Blankenship, Drew Davis, Julia Parker
OTHERS: Mayor Art Bettge
STAFF: Cody Riddle, Mia Bautista, Laurie M. Hopkins, Sarah Decker, Luke Hajda, Scott Bontrager, Bob Buvel

REGULAR AGENDA

1. **Approval of Public Works/Finance Committee February 10, 2025 Minutes (ACTION ITEM) - Laurie M. Hopkins**

The minutes were approved as presented.

2. **Request for Waiver for On-Premises Consumption Within 300 Feet of a School or Church per Idaho Code (ACTION ITEM) - Laurie M. Hopkins**

   The owners of Village Center Cinemas Eastside are in the process of obtaining an alcohol license. Idaho Code § 23-913, 23-1011B, and 23-1307A, prohibits any business from selling liquor, beer and/or wine for on-premise consumption within three hundred feet (300') of any church, school or any other place or worship, unless the City Council approves waiver of the requirement. The Village Center is within 300 feet of a church, specifically Real Life. The state license has been issued. The county license has been applied for and is pending approval. Alcohol will be allowed in one auditorium which will be 21 and over only. Patrons will be required to present valid identification for age verification. Those who are 21 years of age or older will receive a wristband, which must be worn to purchase and consume alcohol. A letter of request for waiver has been submitted and is included in the meeting packet. Village Center also received letters of support from The Jubilee School and Real Life.

   PROPOSED ACTIONS: Consider applicant's request for City Council to waive the prohibition from selling alcohol for on-premises consumption within three hundred feet (300') of any church, school or any other place or worship and recommend approval contingent on issuance of the county license; or provide staff further direction.

Hopkins introduced the item as written above. The auditorium must be 21 and over as it does not have a restaurant certification. The Committee recommended approval and that it be placed on the Council consent agenda.

3. **Disbursement Report February 2025 (ACTION ITEM) - Sarah Decker**

   Presentation of the Accounts Payable Report for the month ending February, 2025.

   ACTION: Approve and authorize the use of digital signatures to sign the Disbursements Report for the month of February 2025.

Decker pointed out the large expenditures which included payroll, purchase of a loader, Ford Explorer for the Fire Department, quarterly payment to Whitcom and payment to DEQ. The Committee approved and authorized the use of digital signatures to sign the Disbursements Report for the month of February 2025.

4. **Fourth Quarter Financial Report July 1, 2024 to September 30, 2024 for FY2024 (ACTION ITEM) - Sarah Decker**

   Presentation of the financial report for the fourth quarter of Fiscal Year 2024 (July 1, 2024 to September 30, 2024).

   PROPOSED ACTIONS: Approve the FY2024 Fourth Quarter Report, or provide staff with further direction.

Decker introduced the item. Most accounts should be close to 100% spent. There are a few transfers that are over 100% and have to do with transfers to capital during the open budget process. Information Systems has a substantial transfer to capital due to multiple years accumulation for the radio project. Sanitation had accumulation for the post-closure landfill project that has been moved to capital projects for managing the project. Fleet capital outlay had the second half of the fire engine due to delays. The report shows revenues at 66.8% and expenses at 59.2% but this is not a true depiction as the city budgets beginning and end fund balance. There is $51M in capital revenue and $46M in capital expense which is all assigned for future projects. Taking the capital monies out, actual revenue for the year is 113% and expense is 95.54%. The Committee recommended approval and that it be placed on the Council consent agenda.

5. **White Ave Pavement Preservation Project - Bid Results & Contract Award (ACTION ITEM) - Luke Hajda**

   The White Avenue Pavement Restoration Project extends from the intersection of SH8/Troy Road to Mountain View Road along White Ave. This project includes the removal and replacement of an approximately two-inch thick section of asphalt for the entirety of White Avenue within the project boundaries, as well as the installation of a ten-foot shared-use path to continue the existing path near the south Fairgrounds entrance east to Mountain View Road. The City published an advertisement for bids on February 8, 2025, and the Engineer's Estimate for construction was $568,207.50. Bids were opened on February 25, 2025, at which three (3) bids were received. The bids ranged from $458,764.00 to $755,890.00. Of those bids, the lowest responsive bid received was submitted by Motley-Motley, Inc. of Pullman, WA with a bid of $458,764.00. A bid tabulation is included in the packet.

   PROPOSED ACTIONS: Recommend acceptance of the bid from Motley-Motley, Inc., award the contract in the amount of $458,764.00 and authorize staff approval of construction change orders in an amount not to exceed 10% of the contract amount, or provide staff with further direction.

Bontrager introduced Luke Hajda, a new civil engineer for the Engineering Division. Hajda explained the project as written above, adding the project also includes business approaches, curb and spill gutter. Bontrager said the shared-use path is a continuation of the overall pathway system in Moscow. Eventually the next projects, with the help of a grant next summer, will include the south portion and continue sidewalks on both sides of Mountain View and make the full connection. Because of the shared use path, there will be no bike lanes. There are multiple forms of notifications for the public regarding street closure including neighborhood flyers, social media, and the City website. The project should begin in June or July and finish by the end of August, prior to the fair. The Committee recommended approval and that it be placed on the Council consent agenda.

6. **Slurry Seal Project 2025 - Bid Results & Contract Award (ACTION ITEM) - Bob Buvel**

   This project's scope includes the application of approximately 132,000 square yards of slurry seal street surface treatment. The City advertised for bids on February 8, 2025 and February 15, 2025, and the

project was budgeted for $250,000. The engineer's estimate for construction was $265,196.00. Bids were opened on February 25, 2025, at which four (4) bids were received. The bids ranged from $318,235.20 to $393,816.06. Of those bids, the lowest responsive bid received was submitted by Blackline Inc. of Vancouver, WA with a bid of $318,235.20. A bid tabulation is included in the packet.

PROPOSED ACTIONS: Recommend acceptance of the bid from Blackline Inc., award the contract in the amount of $318,235.20, and authorize staff approval of construction change orders in an amount not to exceed 10% of the contract amount, or provide staff with further direction.

Buvel introduced the item as written above. A slurry seal is a mixture of asphalt and sand spread on the road. The sand is for traction and binding and is very effective for UV protection which keeps it from cracking. Roads are indexed by condition. The slurry seal isn't used on roads that are past a certain index grade. While this bid brought in higher bids, there are savings on the White Ave bid which will be used for this project. Slurry seal is a specialized treatment so brings in bidders outside the area. This project should coincide with the summer break. The Committee recommended approval and that it be placed on the Council consent agenda.

7. Electrical Franchise Agreement Temporary Extension Memorandum of Agreement (ACTION ITEM) - Bill Belknap

The City of Moscow originally entered into a non-exclusive electrical franchise agreement dated September 8, 1998, with the Washington Water Power Company pursuant to Ordinance 98-31. Avista Utilities purchased Washington Water Power Company on January 1, 1999, and became the successor to the agreement and was assigned all rights, privileges, responsibilities and the franchise under the agreement. The original franchise agreement contained an initial ten-year term with an automatic renewal of fifteen years from the expiration of the initial term. The agreement has now expired and the City and Avista wish to continue operating under the original agreement until a new franchise agreement can be executed by both parties. Staff has prepared a Memorandum of Agreement to continue to operate under the prior agreement for 12 months or until a new agreement is executed by both parties.

PROPOSED ACTIONS: Recommend approval of the Memorandum of Agreement with Avista Utilities; or provide staff further direction.

Bautista introduced the item as written above. The City and Avista have been operating under the original since it expired and there are existing license agreements in relation to light poles. The Committee recommended approval and that it be placed on the Council consent agenda.

ADJOURN

It was mutually agreed upon to adjourn at 4:44 p.m.

COMMITTEE / CITY COUNCIL STAFF REPORT

DATE: Monday, April 14, 2025

AGENDA ITEM TITLE

Disbursement Report March 2025 (ACTION ITEM) - Sarah Decker

RESPONSIBLE STAFF

Sarah Decker, Director of Finance & Employee Services

ADDITIONAL PRESENTER(S)

DESCRIPTION

Accounts Payable Report for the month ending March 31st, 2025. A summary of the major expenditures has been approximated by category and represents 96% of the total expenditure of $2,645,602.22.

Payroll	$1,282,672.00
Professional Services	$86,390.00
Sanitation	$383,094.00
Capital Outlay	$33,153.00
Capital Outlay - Improvement	$166,181.00
Supplies	$90,495.00
Utilities	$93,902.00
Contractual Payments	$352,223.00
ACH Wells Fargo	$43,203.00
Total	**$2,531,313.00**

REVIEWED BY

PROPOSED ACTIONS

ACTION: Accept the Disbursements Report for the month of March 2025.

STAFF RECOMMENDATION

Accept the Disbursements Report for the month of March 2025.

OTHER RESOURCES

FISCAL IMPACT

PERSONNEL IMPACT

ATTACHMENTS

1. Cash & Investments Balances - March 2025
2. March Revenue Report 2025
3. Disbursement Report - March 2025
4. Major Expenditures Report March 2025

City of Moscow
Cash and Investments
Balances as of 3/31/2025

Fund		Year to Date Balance
General Fund	$	6,154,239.35
Street Fund	$	2,158,345.96
Recreation & Culture	$	1,695,688.79
MSDCP	$	146,573.29
1912 Fund	$	41,668.90
Transit Center	$	54,277.85
Water Fund	$	3,397,155.33
Sewer Fund	$	4,334,792.52
Stormwater Fund	$	481,646.94
Sanitation Fund	$	2,396,461.42
Fleet Fund	$	6,236,639.36
Information Systems	$	3,072,958.75
Water Capital	$	7,985,349.23
Sewer Capital	$	24,320,455.65
Stormwater Capital	$	261,056.92
Capital Projects	$	18,191,487.12
Sanitation Capital	$	10,801,416.39
LID Construction	$	220.21
Hamilton	$	795,066.61
Bond & Interest	$	1,078,042.63
LID Funds	$	17,805.63
Payroll Service	$	1,144,293.92
Total Cash & Investments	**$**	**94,765,642.77**

RECEIPTS REPORT FOR MARCH 2025

Fund #	FUND NAME	Taxes	Franchise Fees	Licenses & Permits	Intergovernmental	Charges for Services	Fines & Penalties	Investment Income	Refunds & Reimbursements	Contributions & Donations	Other	Grand Total
101	GENERAL	55,349.81	159,526.67	59,384.45	0.00	146,552.30	19,592.95	290,485.57	13,452.81	0.00	5,338.00	749,682.56
105	STREETS	7,103.94	0.00	0.00	0.00	0.00	0.00	0.00	1,712.76	0.00	0.00	8,816.70
120	RECREATION AND CULTURE	0.00	0.00	150.00	0.00	29,428.07	0.00	0.00	0.00	0.00	0.00	29,578.07
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	553,933.28	0.00	1,245.35	346.29	0.00	0.00	555,524.92
230	SEWER	0.00	0.00	0.00	0.00	661,265.73	0.00	1,572.47	138.12	0.00	0.00	662,976.32
235	STORMWATER	0.00	0.00	0.00	0.00	49,106.06	0.00	0.00	11.87	0.00	0.00	49,117.93
240	SANITATION	0.00	0.00	0.00	0.00	482,466.97	0.00	0.00	0.00	0.00	0.00	482,466.97
290	FLEET	0.00	0.00	0.00	-33,500.00	78,933.83	0.00	0.00	15,977.24	0.00	0.00	61,411.07
295	INFORMATION SYSTEMS	0.00	0.00	0.00	0.00	139,456.59	0.00	0.00	0.00	0.00	0.00	139,456.59
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	10,800.00	0.00	0.00	0.00	25,266.25	0.00	0.00	0.00	36,066.25
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	2,573.95	0.00	0.00	0.00	2,573.95
590	BOND & INTEREST	7,537.61	0.00	0.00	0.00	0.00	0.00	2,039.14	0.00	0.00	0.00	9,576.75
595	LID FUNDS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	TOTAL	**69,991.36**	**159,526.67**	**70,334.45**	**-24,431.25**	**2,142,913.42**	**19,592.95**	**323,182.73**	**31,639.09**	**0.00**	**5,338.00**	**2,798,087.42**

DISBURSEMENTS REPORT FOR MARCH 2025

	FUND NAME	ACCOUNTS PAYABLE	ACCOUNTS PAYABLE	ACCOUNTS PAYABLE	ACCOUNTS PAYABLE	WELLSFARGO CC ACH	ACCOUNTS PAYABLE ACH	VOID CHECKS	PAYROLL	PAYROLL	GRAND TOTALS
DATE		3/5/2025	3/12/2025	3/19/2025	3/26/2025	3/14/2025 3/27/2025	3/12/2025	3/26/2025	3/7/2025	3/21/2025	
BATCH #		AP 3.5.2025	AP 3.12.2025	AP 3.19.2025	AP 3.26.2025	AP 3.7.2025 AP 3.21.2025	AP 3.12.2025	AP 3.26.2025	PR 131-132	PR 133-134	
CHECK #'s		111993-112053	112054-112136	112137-112182	112183-112252	March's CC ACH's	March's ACH's	112031	21646-21647	21648-21649	
Fund #											
101	GENERAL	111,922.54	29,044.83	7,441.82	15,747.61	14,682.34			371,880.07	375,749.54	**926,468.75**
105	STREETS	15,159.61	22,730.85	21.11	11,715.28	462.98			33,047.56	31,877.90	**115,015.29**
120	RECREATION AND CULTURE	31,361.67	20,165.06	1,067.51	6,292.60	11,511.66			62,316.19	64,186.39	**196,901.08**
121	MSD COMM. PLAY FIELDS	120.96	20.00	794.95	815.04	103.96			2,290.72	2,658.55	**6,804.18**
123	1912 CENTER	11,885.86		10,750.00							**22,635.86**
128	TRANSIT CENTER	2,062.11	309.86	6.49	(70.54)	13.93					**2,321.85**
220	WATER	61,014.77	36,825.80	33,358.93	3,853.54	1,350.47			51,278.37	52,373.91	**240,055.79**
230	SEWER	86,022.52	61,984.77	5,902.13	13,662.51	7,130.95	21,488.37		53,604.01	53,292.44	**303,087.70**
235	STORMWATER	1,988.82	2,471.28	92.31	1,587.25	2,470.88			21,690.99	18,696.09	**48,997.62**
240	SANITATION	3,109.85	103,078.30		28.43	142.86	259,171.82		8,625.33	8,791.16	**382,947.75**
290	FLEET	5,022.34	33,142.40	3,277.21	1,144.15	234.21			14,109.98	14,139.30	**71,069.59**
295	INFORMATION SYSTEMS	57,902.80	25,000.00		13,306.32	5,099.18		(20,000.00)	20,673.96	21,389.07	**123,371.33**
320	WATER CAPITAL PROJECTS		20,151.22	1,943.65							**22,094.87**
330	SEWER CAPITAL PROJECTS	11,287.54	36,165.97	30,068.75							**77,522.26**
335	STORMWATER CAPITAL PROJECTS		6,905.05	204.60							**7,109.65**
340	SANITATION CAPITAL PROJ										**0.00**
350	CAPITAL PROJECTS	400.24	97,546.55		1,251.86						**99,198.65**
355	LID CONSTRUCTION										**0.00**
380	HAMILTON - PARKS & REC										**0.00**
590	BONDS & INTEREST										**0.00**
941	PAYROLL CLEARING FUND										**0.00**
	TOTAL	**399,261.63**	**495,541.94**	**94,929.46**	**69,334.05**	**43,203.42**	**280,660.19**	**(20,000.00)**	**639,517.18**	**643,154.35**	**2,645,602.22**

Major Expenditures for March 2025

Professional Service

Evcar, Inc.	$	4,630.17
Monthly Janitorial Cleaning - March 2025		
Viva Cleaning Company	$	4,263.16
WRF and PWS - March 2025		
Ziply Fiber	$	6,667.81
Ziply Fiber - PRI phone lines & long distance - acct# 208-189-0188-040802		
Bowman Consulting Group, LTD.	$	5,780.00
Storm water sewer rate study professional services redered to 2.28.2025		
ChargePoint, Inc.	$	5,240.00
3-Year Software support for EV Charging stations		
Cherle Patricia Poulson	$	3,204.47
Winter 2025 Tone & Stretch January 17-February 21. Jan, Feb, & March Spotify		
Fast Signs	$	3,677.16
Agreement with Fast Signs for City of Moscow Vinyl Wraps 2025 - DEPOSIT		
Fast Signs	$	3,677.15
Agreement with Fast Signs for City of Moscow Vinyl Wraps 2025 - FINAL PAYMENT		
Apex Roofing, LLC	$	5,075.00
Well #9 roof repair down payment for supplies		
Apex Roofing, LLC	$	5,775.00
Well #8 roof repair down payment for supplies		
Phillip R. Stradley	$	14,074.78
Installation of conduit on tanks for antennas owned by the City		
Snap-On, Inc.	$	2,762.09
Software updates for shop diagnostic tools		
EquipmentShare.com	$	4,117.02
Equipment rental		
GG Gutters, Inc.	$	6,446.28
Janitorial Services - April 2025		
SWS Equipment	$	11,000.00
Sweeper Rental		
	$	**86,390.09**

Capital Outlay

Ardurra Group, Inc.	$	11,064.02
Palouse Mall Lift Station - Professional Services for Jan 2025		
Ardurra Group, Inc.	$	22,089.40
Palouse Mall Lift Station - Professional Services for Feb 2025		
	$	**33,153.42**

Sanitation

Finley Buttes Landfill	$	102,434.00
Garbage - February 2025		
Latah Sanitation (ACH Payment)	$	280,660.19
Monthly LSI Billing for February 2025		
	$	**383,094.19**

Supplies

Consolidated Supply Co.	$	6,124.79
Valve box replacements		
Lakeside Industries	$	6,155.96
Cold mix (30.29 tons @ $203.23/ea)		
Ovivo USA, LLC	$	2,846.38
Gear Motor for Clarifier 301		
Oxarc, Inc.	$	10,680.73
Chlorine, so2		
Coleman Oil, Co.	$	21,867.20
Fuel (Diesel - 3,303 gals @ 2.85/ea) (Unleaded - 4,800 gals @ $2.59/ea)		
Filtraton Technology, Inc.	$	7,120.00
Salt for MIOX units		
Huber Technology, Inc.	$	11,066.72
Gear box and motor for screen #2		
John S. Pocock, LLC	$	2,750.25
Salt delivered for Parks (36.67 tons @ $75.00/ea)		
Oxarc, Inc.	$	9,931.12
Chorine and So2		
Frontier Precision, Inc.	$	4,597.27
GPS unit for mapping meters, valves & hydrants		
Oxarc, Inc.	$	7,354.15
Chlorine, so2		
	$	**90,494.57**

ACH Wells Fargo

Commercial Card Expense - February 28th	$	4,512.65
Commercial Card Expense - March 7th	$	19,389.54
Commercial Card Expense -March 14th	$	10,158.22
Commercial Card Expense - March 21st	$	9,143.01
	$	**43,203.42**

Utilities

Avista Utilities	$	93,901.66
February 2025		
	$	**93,901.66**

Payroll

	$	**1,282,671.53**

Contractual Payments

Heart of the Arts - March 2025	$	10,750.00
Heart of the Arts - April 2025	$	10,750.00
Humane Society of the Palouse	$	4,846.16
Moscow Volunteer Fire Dept	$	1,750.00
Infosend, Inc.	$	3,824.54
Moscow Chamber of Commerce, Inc.	$	5,300.00
Dell Marketing, L.P.	$	15,034.97
Gallagher Benefit Services	$	3,333.33
Hexordia LLC	$	9,169.64
ICRMP	$	253,766.00
ICRMP - Deductible	$	25,000.00
Miicor, Inc.	$	8,698.00
	$	**352,222.64**

Capital Outlay- Improvements

Germer Constructions, Inc.	$	29,092.00
Concrete work for Indian Hills Rest. Installation & Sidewalk Program 2025		
HMH Engineering	$	29,933.12
Progress Report #4 North Mtn View Pedestrian Improvements Proejct		
LaRiviere, Inc.	$	58,482.23
Pay App 6 for the 'A' Street Reconstruction Project 2024 - Retainage		
Motley-Motley, Inc.	$	2,554.55
Pay App 2 for the Carol Brink Pathway Replacement Project - Retainage		
Motley-Motley, Inc.	$	5,106.15
Pay App 3 for N.Jackson St. Parking Lot Reconstruction Project - Retainage		
Motley-Motley, Inc.	$	30,885.15
Almon Asbury Alley Project - Pay App 5 - Retainage		
J-U-B Engineers, Inc.	$	4,091.90
Moscow / Deakin Avenue Project Feb 2025		
J-U-B Engineers, Inc.	$	6,035.70
WRF Facility Improvements - IPS Replacement - TO#25 February 2025		
	$	**166,180.80**

Major Expenditures $ 2,531,312.32 96% of the total expenditures of $2,645,602.22

Large Expenditures

ICRMP	$	253,766.00
ICRMP Insurance Premium FY2025		
Germer Constructions, Inc.	$	29,092.00
Concrete work for Indian Hills Rest. Installation & Sidewalk Program 2025		
HMH Engineering	$	29,933.12
Progress Report #4 North Mtn View Pedestrian Improvements Proejct		
ICRMP - Deductible	$	25,000.00
Insurance deductible; cyber liability DOL 10/16/24 claim#C-24-02122-21624		
LaRiviere, Inc.	$	58,482.23
Pay App 6 for the 'A' Street Reconstruction Project 2024 - Retainage		
Motley-Motley, Inc.	$	30,885.15
Almon Asbury Alley Project - Pay App 5 - Retainage		
Total:	**$**	**427,158.50**

COMMITTEE / CITY COUNCIL STAFF REPORT

DATE: Monday, April 14, 2025

AGENDA ITEM TITLE

Second Quarter Financial Report January 1, 2025 to March 31, 2025 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 Second Quarter of Fiscal Year 2025 (January 1, 2025 to March 31, 2025).

REVIEWED BY

PROPOSED ACTIONS

PROPOSED ACTIONS: Recommend approval of the FY2025 Second Quarter Financial Report, or provide staff further direction.

STAFF RECOMMENDATION

Recommend approval the Second Quarter Report for Fiscal Year 2025 (January 1, 2025 to March 31, 2025).

OTHER RESOURCES

FISCAL IMPACT

PERSONNEL IMPACT

ATTACHMENTS

1. Quarterly Financials - March 2025 - Council Report
2. Quarterly Financials - March 2025 - Summary

City of Moscow

QUARTERLY FINANCIAL REPORT

Budget For Fiscal Year Ending 9/30/2025

SUMMARY FINANCIAL REPORT BY FUND - BUDGET AND ACTUAL

	Fund	Original Budget	Final Budget	31-Mar-2025	March-25 YTD	Percent of Year 50% Budget to Actual To Date
101	General Fund Revenues	20,126,428	20,126,428	8,095,090	8,095,090	40.22%
	Salaries & Benefits	11,163,266	11,163,266	4,498,280	4,498,280	40.30%
	Operations	4,345,019	4,345,019	2,098,595	2,098,595	48.30%
	Capital Outlay	32,000	32,000	26,475	26,475	82.73%
	Transfers	4,586,143	4,586,143	2,451,447	2,451,447	53.45%
	Total General Fund Expenditures	20,126,428	20,126,428	9,074,797	9,074,797	45.09%
105	Street Department Revenues	3,530,055	3,530,055	996,825	996,825	28.24%
	Salaries & Benefits	951,668	951,668	397,220	397,220	41.74%
	Operations	1,387,144	1,387,144	483,907	483,907	34.89%
	Capital Outlay	0	0	0	0	0.00%
	Transfers	1,191,243	1,191,243	566,778	566,778	47.58%
	Total Street Fund Expenditures	3,530,055	3,530,055	1,447,904	1,447,904	41.02%
120	Recreation & Culture Revenues	3,729,412	3,729,412	1,516,220	1,516,220	40.66%
	Salaries & Benefits	2,270,264	2,270,264	725,033	725,033	31.94%
	Operations	1,458,548	1,458,548	487,891	487,891	33.45%
	Capital Outlay	0	0	0	0	0.00%
	Debt Service	0	0	0	0	0.00%
	Transfers	600	600	600	600	100.00%
	Total Parks & Rec Expenditures	3,729,412	3,729,412	1,213,524	1,213,524	32.54%
121	MSD Community Playfields Revenues	292,352	292,352	112,847	112,847	38.60%
	Salaries & Benefits	72,904	72,904	25,414	25,414	34.86%
	Operations	136,989	136,989	15,487	15,487	11.31%
	Transfers	82,459	82,459	45,240	45,240	54.86%
	Total MSD Community Playfields	292,352	292,352	86,141	86,141	29.46%
123	1912 Center Revenues	149,540	149,540	56,770	56,770	37.96%
	Operations	138,500	138,500	77,522	77,522	55.97%
	Capital Outlay	11,040	11,040	0	0	0.00%
	Total 1912 Center Expenditures	149,540	149,540	77,522	77,522	51.84%
128	Transit Center Revenues	104,265	104,265	33,508	33,508	32.14%
	Operations	34,265	34,265	11,956	11,956	34.89%
	Transfers	70,000	70,000	35,000	35,000	50.00%
	Total Transit Center Fund	104,265	104,265	46,956	46,956	45.04%
220	Water Fund Revenues	9,282,000	9,282,000	3,669,670	3,669,670	39.54%
	Salaries & Benefits	1,603,985	1,603,985	630,928	630,928	39.34%
	Operations	2,597,732	2,597,732	847,453	847,453	32.62%
	Capital Outlay	512,000	512,000	45,111	45,111	8.81%
	Debt Service	268,222	268,222	261,547	261,547	97.51%
	Transfers	4,300,061	4,300,061	1,766,286	1,766,286	41.08%
	Total Water Fund Expenditures	9,282,000	9,282,000	3,551,326	3,551,326	38.26%
230	Sewer Fund Revenues	10,179,453	10,179,453	4,906,436	4,906,436	48.20%
	Salaries & Benefits	1,589,230	1,589,230	635,333	635,333	39.98%
	Operations	2,487,990	2,487,990	1,177,075	1,177,075	47.31%
	Capital Outlay	160,000	160,000	6,950	6,950	4.34%
	Debt Service	402,696	402,696	2,932	2,932	0.73%
	Transfers	5,539,537	5,539,537	2,150,173	2,150,173	38.82%
	Total Sewer Fund Expenditures	10,179,453	10,179,453	3,972,463	3,972,463	39.02%

City of Moscow

QUARTERLY FINANCIAL REPORT

Budget For Fiscal Year Ending 9/30/2025

SUMMARY FINANCIAL REPORT BY FUND - BUDGET AND ACTUAL

	Fund	Original Budget	Final Budget	31-Mar-2025	March-25 YTD	Percent of Year 50% Budget to Actual To Date
235	**Stormwater Fund Revenues**	1,320,721	1,320,721	651,182	651,182	49.31%
	Salaries & Benefits	556,637	556,637	225,947	225,947	40.59%
	Operations	352,701	352,701	90,832	90,832	25.75%
	Capital Outlay	27,500	27,500	2,056	2,056	7.48%
	Debt Service	0	0	0	0	0.00%
	Transfers	383,883	383,883	79,775	79,775	20.78%
	Total Stormwater Fund Expenditures	1,320,721	1,320,721	398,610	398,610	30.18%
240	**Sanitation Fund Revenues**	6,820,823	6,820,823	3,386,450	3,386,450	49.65%
	Salaries & Benefits	252,444	252,444	101,171	101,171	40.08%
	Operations	6,311,546	6,311,546	2,535,154	2,535,154	40.17%
	Capital Outlay	0	0	0	0	0.00%
	Transfers	256,833	256,833	35,325	35,325	13.75%
	Total Sanitation Fund	6,820,823	6,820,823	2,671,650	2,671,650	39.17%
290	**Fleet Management Revenues**	8,046,883	8,046,883	2,336,826	2,336,826	29.04%
	Salaries & Benefits	380,321	380,321	169,549	169,549	44.58%
	Operations	3,684,645	3,684,645	236,685	236,685	6.42%
	Capital Outlay	3,810,000	3,810,000	2,442,093	2,442,093	64.10%
	Debt Service	0	0	0	0	0.00%
	Transfers	171,917	171,917	0	0	0.00%
	Total Fleet Management Expenditures	8,046,883	8,046,883	2,848,327	2,848,327	35.40%
295	**Information Systems**	3,528,879	3,528,879	916,003	916,003	25.96%
	Salaries & Benefits	591,832	591,832	246,476	246,476	41.65%
	Operations	1,434,010	1,434,010	462,969	462,969	32.28%
	Capital Outlay	1,377,178	1,377,178	873,991	873,991	63.46%
	Transfers	125,859	125,859	5,000	5,000	3.97%
	Total Information Systems Expenditures	3,528,879	3,528,879	1,588,436	1,588,436	45.01%
	Revenue for Miscellaneous Funds					
320	Water Construction Fund	9,515,629	9,515,629	1,605,503	1,605,503	16.87%
330	Sewer Construction Fund	25,683,902	25,683,902	2,427,876	2,427,876	9.45%
335	Stormwater Capital Fund	316,329	316,329	83,405	83,405	26.37%
340	Sanitation Construciton Fund	10,385,938	10,385,938	214,007	214,007	2.06%
350	Capital Projects Fund	19,003,634	19,003,634	1,423,606	1,423,606	7.49%
355	LID Construction Fund	0	0	2	2	0.00%
380	Hamilton P & R	32,000	32,000	14,612	14,612	45.66%
590	Bond & Interest Debt Service Fund	1,061,172	1,061,172	609,698	609,698	57.46%
595	LID Bonded Debt Service Fund	35,611	35,611	0	0	0.00%
	Total Miscellaneous Fund Revenue	66,034,215	66,034,215	6,378,709	6,378,709	9.66%
	Expenses for Miscellaneous Funds					
320	Water Construction Fund	9,515,629	9,515,629	67,785	67,785	0.71%
330	Sewer Construction Fund	25,683,902	25,683,902	128,933	128,933	0.50%
335	Stormwater Capital Fund	316,329	316,329	7,942	7,942	2.51%
340	Sanitation Construciton Fund	10,385,938	10,385,938	17,703	17,703	0.17%
350	Capital Projects Fund	19,003,634	19,003,634	515,192	515,192	2.71%
355	LID Construction Fund	0	0	0	0	0.00%
380	Hamilton P & R	32,000	32,000	16,000	16,000	50.00%
590	Bond & Interest Debt Service Fund	1,061,172	1,061,172	69,882	69,882	6.59%
595	LID Bonded Debt Service Fund	35,611	35,611	17,805	17,805	50.00%
	Total Miscellaneous Fund Expenses	66,034,215	66,034,215	841,244	841,244	1.27%
	Total City Revenue (1)	133,145,026	133,145,026	33,056,535	33,056,535	24.83%
	Total City Expenses	133,145,026	133,145,026	27,818,900	27,818,900	20.89%

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

(1) Budgeted revenues included Beginning Fund Balance and Budgeted expenses include Ending Fund Balance; Actuals do not include Fund Balance

City of Moscow
QUARTERLY FINANCIAL REPORT
Budget For Fiscal Year Ending 9/30/2025

SUMMARY FINANCIAL REPORT BY FUND - BUDGET AND ACTUAL

	Original Budget	Final Budget	March-25 YTD	Percent of Year 50% Budget to Actual To Date
General Fund				
Revenues	20,126,428	20,126,428	8,095,090	40.22%
Salaries & Benefits	11,163,266	11,163,266	4,498,280	40.30%
Operations	4,345,019	4,345,019	2,098,595	48.30%
Capital Outlay	32,000	32,000	26,475	82.73%
Transfers	4,586,143	4,586,143	2,451,447	53.45%
Total General Fund Expenditures	20,126,428	20,126,428	9,074,797	45.09%
Bond & Interest Debt Service Revenue	1,096,783	1,096,783	609,698	55.59%
Bond & Interest Debt Service Expenditures	1,096,783	1,096,783	87,688	7.99%
Other Governmental Funds				
Revenues	7,805,624	7,805,624	2,716,170	34.80%
Salaries & Benefits	3,294,836	3,294,836	1,147,667	34.83%
Operations	3,155,446	3,155,446	1,076,763	34.12%
Capital Outlay	11,040	11,040	0	0.00%
Transfers	1,344,302	1,344,302	647,618	48.18%
Debt Service	0	0	0	0.00%
Total Other Governmental Expenditures	7,805,624	7,805,624	2,872,048	36.79%
All Capital Projects Funds				
Revenues	64,937,432	64,937,432	5,769,011	8.88%
Capital Outlay	64,937,432	64,937,432	753,556	1.16%
Total Capital Projects Expenditures	64,937,432	64,937,432	753,556	1.16%
Enterprise Funds				
Revenues	27,602,997	27,602,997	12,613,737	45.70%
Salaries & Benefits	4,002,296	4,002,296	1,593,380	39.81%
Operations	11,749,969	11,749,969	4,650,513	39.58%
Capital Outlay	699,500	699,500	54,117	7.74%
Debt Service	670,918	670,918	264,479	39.42%
Transfers	10,480,314	10,480,314	4,031,558	38.47%
Total Enterprise Fund Expenditures	27,602,997	27,602,997	10,594,048	38.38%
Internal Service Funds				
Revenues	11,575,762	11,575,762	3,252,829	28.10%
Salaries & Benefits	972,153	972,153	416,025	42.79%
Operations	5,118,655	5,118,655	699,654	13.67%
Capital Outlay	5,187,178	5,187,178	3,316,084	63.93%
Debt Service	0	0	0	0.00%
Transfers	297,776	297,776	5,000	1.68%
Total Fleet & IS Expenditures	11,575,762	11,575,762	4,436,764	38.33%
Total City Revenue (1)	133,145,026	133,145,026	33,056,535	24.83%
Total City Expenses	133,145,026	133,145,026	27,818,900	20.89%

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

(1) Budgeted revenues included Beginning Fund Balance and Budgeted expenses include Ending Fund Balance; Actuals do not include Fund Balance

COMMITTEE / CITY COUNCIL STAFF REPORT

DATE: Monday, April 14, 2025

AGENDA ITEM TITLE

Artwalk Season Finale Alcohol Use Request in Entertainment District (ACTION ITEM) - Amanda Argona

RESPONSIBLE STAFF

Amanda Argona, Community Events Manager

ADDITIONAL PRESENTER(S)

Megan Cherry, Arts Program Manager

DESCRIPTION

The City of Moscow Arts Department is hosting the Artwalk Season Finale on Thursday, June 26th, from 4:00 pm to 8:00 pm on Main Street between 3rd and 6th Streets. This annual event concludes the 2024-2025 Artwalk Season in an artistic and festive manner. As a City-hosted event, the Arts Department has facilitated the registration of Main Street vendors and demonstrators, as well as business and non-profit host locations. No more than 5 (five) licensed vendors will be authorized for beer/wine sales, and a variety of activities will take place including live music, Kidwalk, food sales, art demonstrations, and more. The event has been reviewed and approved as of February 25, 2025. Following standard operating procedures for events with alcohol that are within the Entertainment District boundaries, Artwalk is requesting a temporary suspension of the open container law by resolution. Per Moscow City Code, Section 10-1-12; a draft resolution has been prepared 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 Artwalk Season Finale 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 Artwalk Season Finale for the duration of the event.

OTHER RESOURCES

FISCAL IMPACT

PERSONNEL IMPACT

ATTACHMENTS

1. Resolution 2025-Entertainment District Beer and Wine_June Artwalk_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, City of Moscow, Idaho (hereinafter "the Event Sponsor") desires to have its sponsored event, Artwalk (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 foster the region's cultural ecosystem by promoting the visual, literary, performance, and culinary arts offerings with Moscow businesses and non-profits; 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 ARTWALK, JUNE 26, 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/or 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 26th day of June, 2025, from 4 p.m. to 8 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.
2. 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 five (5) 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. Each licensed vendor 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 each vendor's sales or dispensing counter where they shall issue one (1) wristband per individual twenty-one (21) years of age or older.
6. 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 Event Sponsor shall have sole discretion on who will provide security at the Permitted Event and shall be responsible for all payment and costs associated with such security services.

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 Community Events Division shall provide to the City Clerk one (1) copy of a site map which shall be drawn to show the locations, dimensions of, and relative distances between the following within The Entertainment District: (a) the beer and wine sales areas; 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 – Community Development or their 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 areas designated by the Event Sponsor and as shown on the site map required by this Resolution.
3. The Event Sponsor shall provide Artwalk branded wristbands and cups to licensed vendors for issuance to attendees denoting that such attendees' identification has been checked to confirm that they are of legal drinking age, in lieu of providing an identification checking station.
4. No person shall be allowed to purchase beer and/or wine other than within the areas 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.
5. All beer and wine shall be dispensed in and consumed from the Artwalk branded cup. Such container shall be a readily identifiable container not more than sixteen ounces (16 oz.) in size which shall not bear a logo for a non-alcoholic beverage.
6. 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.
7. No person under twenty-one (21) years of age shall be allowed to wear the designated wristband at any time during the Permitted Event.
8. A sign shall be prominently posted at or near the areas designated for beer and wine sales and dispensing stating that service to persons under twenty-one (21) years of age is prohibited.
9. Beer and wine shall be sold only within the designated areas in The Entertainment District only between the hours of 4 p.m. and 8 p.m. local time on the 26th day of June, 2025, during the Permitted Event.
10. Beer and wine shall be consumed only within The Entertainment District between the hours of 4 p.m. and 8 p.m. local time on the 26th day of June, 2025, during the Permitted Event.
11. 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 not be required to pay a fee for the Permitted Events 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.

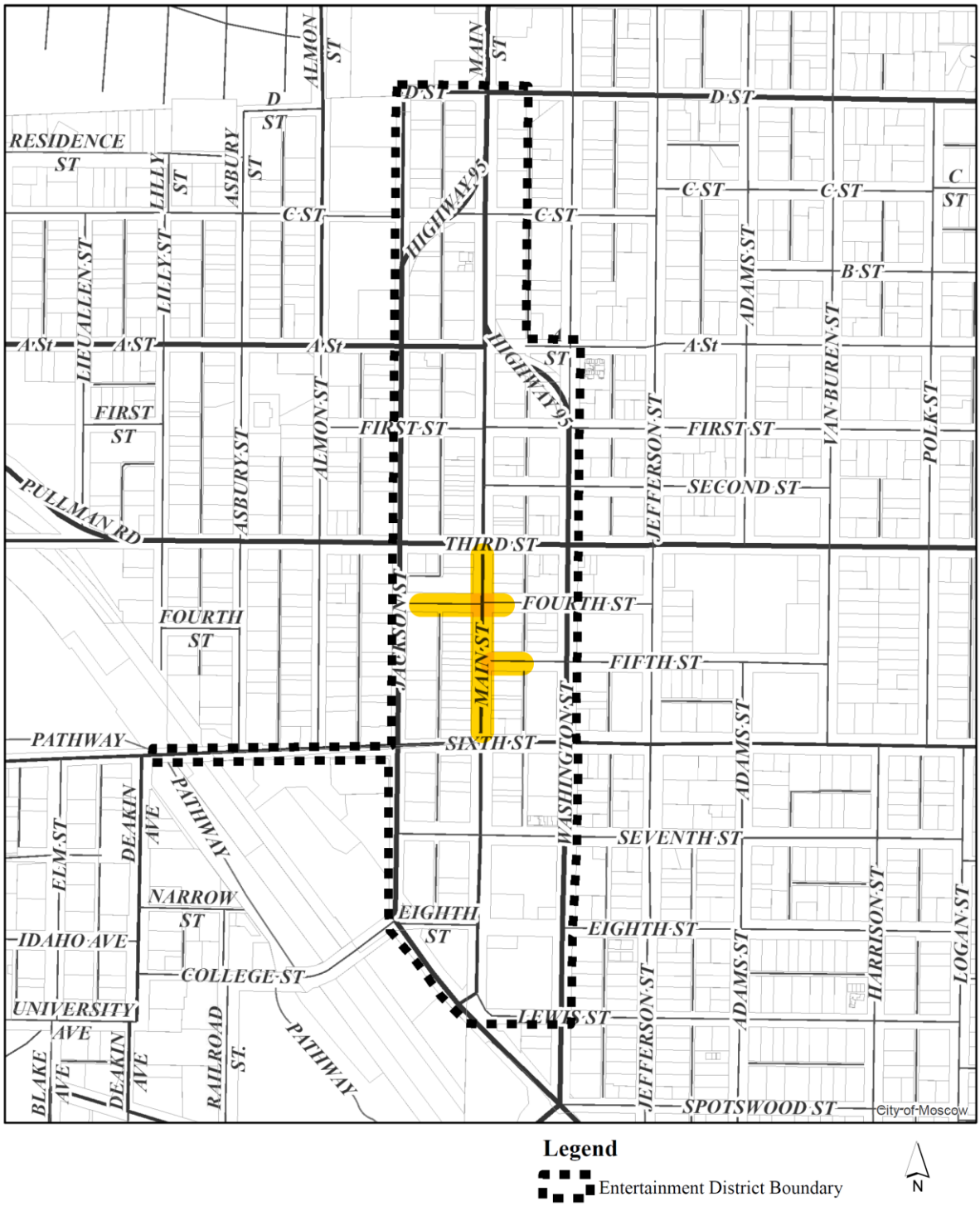
_____
Arthur D. Bettge, Mayor

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

DRAFT

Attachment "A"



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 or 221 East 2nd 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 Title10, 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/Public Works and Finance Committee and City Council. Administrative/Public Works and Finance Committee meets on the 2nd and 4th Monday of each month and City Council meets on the 1st and 3rd Monday of each month pending no holiday delays or rescheduling of meetings. Please note this form and the information provided by you on this form is a public record pursuant to the Idaho Public Records Act under Title 74, Chapter 1 of the Idaho Code.

1. Name of Event: Artwalk Season Finale
2. Event Date(s): June 26, 2025
3. Event Location: Friendship Square, Main Street from 3rd to 6th, 5th Street from Main 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.)

6th & Main, 5th & Alley, 3rd & Main

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 the day of the event

6. Street Closure set-up/Load-in time: Vendor load-in begins at 2 p.m. Event(s) Start time: 4 p.m.
7. Event(s) End time: 8 p.m. Street Closure take-down/Load-out time: 8 - 9:30 p.m.
8. Is this a recurring Event (i.e. every 1st 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 6, 2025 Page 1 of 8

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 request Parks staff support for trash receptacles in the event footprint.

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/Public Works and Finance 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.

There will be amplified music at Friendship Square.

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 Audience Members: 3000-5000

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.).

Public Restrooms, picnic tables, City-owned event equipment.

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.

Officers needed per Entertainment District resolution, pending Council approval.

20. Organization Sponsoring Event: City of Moscow Arts Department
21. Organization Address: 206 E Third St
22. Organization Officers/Authorized Representatives: Megan Cherry
23. Individual Responsible for Event Organization: Megan Cherry
24. Individual's Address: 206 E Third Street, Moscow, ID 83843
25. Individual's Day, Message, or Cell Phone Number: 208-883-7036
26. Individual's E-mail: mcherry@ci.moscow.id.us
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: Megan Cherry Digitally signed by Megan Cherry Date: 2025.02.05 15:41:01 -08'00' **DATE:** _____

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.

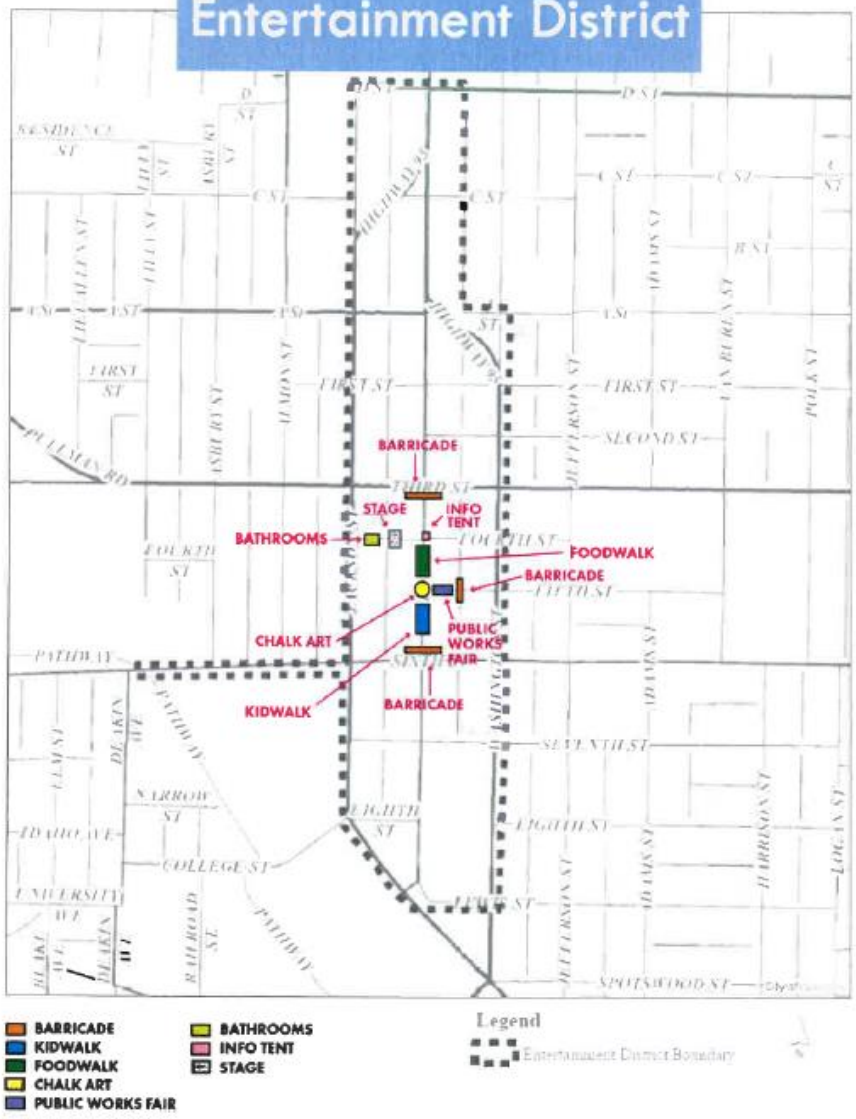
FOR OFFICE USE ONLY

☐ Community Event without alcohol	☑ Community Event with alcohol	☐ Street Parade Event
☐ Sidewalk/Pathway Event (fun runs, trail runs, walk-a-thons)	☐ Public Assembly – no fee (march, picket, rally, demonstration, etc.)	☐ Residential Neighborhood Block Party Event
Date App Rec'd: 02/05/2025	Fees Due: $0 N/A	Fees Paid: N/A

City of Moscow Community Events Division
EVENT APPLICATION

City of Moscow Community Events Division
EVENT APPLICATION

Entertainment District



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): June 26, 2025 Begin time: 4 p.m. End time: 8 p.m.

Event Location: Friendship Square and in the on-street event footprint between 5th & 6th on Main.

Amplified Music (DJ, party, etc.) ○ No ◉ Yes

Alcoholic Beverages Available ○ No ◉ Yes - Purchaser: See Entertainment District Resolution
(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: TBD

Describe the event: ~~The Artwalk Season Finale includes at Friendship Square.~~

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

Name of requesting person/Group/Organization: City of Moscow Arts Department

Person responsible for Group or Organization: Megan Cherry

Requesting Person's Address: 206 E Third St.

Phone Number: 208-883-7036 Email Address: mcherry@ci.moscow.id.us
Daytime phone number is required *Permits will be returned by email unless otherwise requested*

Responsible person available **AT AND DURING** this event: Megan Cherry

Cell- or contact-phone during event. 208-883-7036

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. Please note that this form and the information you provide on this form is a public record pursuant to the Idaho Public Records Act under Title 74, Chapter 1 of the Idaho Code. 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: 3/25/2025

◉ APPROVED ○ DENIED

Date permit valid: June 26, 2025 Hours permit valid: 4-8 pm

Noise level (dba) shall not exceed 85dba at ◉ source at ○ property line

Other Conditions: _____

_____
Police Chief or Designee (208) 883-7054

Community Events Division Event Application Review

Artwalk Season Finale 06/26/2025 4 pm-8 pm

Event Name **Date(s)/Time(s)**

DEPARTMENT/DIVISION DESIGNEE **EVENT(S) APPROVED/DENIED**

Moscow Police Department — Approve ◉ Deny ○

Officer presence required? Yes ○ No ◉ N/A ○ **Officers available?** Yes ◉ No ○ N/A ○

Dan Ellinwood
Dan Ellinwood (Feb 19, 2025 15:06 PST)

Moscow Volunteer Fire Department — Approve ◉ Deny ○

David R. Schott
David R. Schott (Feb 20, 2025 09:55 PST)

Parks and Recreation Department — Approve ◉ Deny ○

Kyle Rainer
Kyle Rainer (Feb 19, 2025 14:38 PST)

Community Development-Engineering Division — Approve ◉ Deny ○

Public Works-Environmental Services Division — Approve ◉ Deny ○

Steve Schulte
Steve Schulte (Feb 25, 2025 11:25 PST)

Public Works-Streets Department — Approve ◉ Deny ○

Street closure required? Yes ◉ No ○ N/A ○ **ITD permit required?** Yes* ○ No ◉ N/A ○

*Application will remain pending until ITD grants applicant a permit

Time of street closure? 2 pm - 9 pm (Start / End) **Fees?** N/A (Daytime ◉ / Nighttime ○)

Laura Perrigo (Feb 25, 2025 15:54 PST)

City Clerk/Deputy City Clerk

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 2nd and 4th Mondays of each month pending no holiday delays).
5. Applicant must be present at City Council meeting (meetings are held on the 1st and 3rd of each month pending no holiday delays).
6. Upon approval, applicant pays any remaining fees.

Event Name: Artwalk Season Finale **Event Date(s):** June 26, 2025

Event Location: Friendship Square and Main Street from 3rd to 6th, including the half block of 5th St.

Event Start time: 4 p.m. **Event End time:** 8 p.m.

Individual responsible per Event Application/Parks Reservation: Megan Cherry

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.

Megan Cherry Digitally signed by Megan Cherry Date: 2025.02.05 15:19:47 -08'00'

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

Date Received: 2/5/25 Date non-refundable fee paid: N/A

COMMITTEE / CITY COUNCIL STAFF REPORT

DATE: Monday, April 14, 2025

AGENDA ITEM TITLE

Moscow Renaissance Fair Alcohol Use Request in East City Park (ACTION ITEM) - Amanda Argona

RESPONSIBLE STAFF

Amanda Argona, Community Events Manager

ADDITIONAL PRESENTER(S)

David Schott, Parks and Facilities Manager

DESCRIPTION

Moscow Renaissance Fair LLC is hosting the annual Moscow Renaissance Fair on Saturday, May 3 and Sunday, May 4 in East City Park. The applicant anticipates 1 (one) licensed vendor offering beer and wine in the beer garden, which is estimated to be 40'x20' in size. Following standard operating procedures for events with alcohol within a City Park, Moscow Renaissance Fair LLC is requesting the allowance of attendees to possess and consume alcoholic beverages within the beer garden from 12:00-8:00 pm on Saturday and 12:00-5:00 pm on Sunday. Per Moscow City Code, Section 5-13-4, a draft resolution has been prepared by the Community Events Division and reviewed by the Legal Department for the Council's consideration to permit this typically prohibited activity.

REVIEWED BY

PROPOSED ACTIONS

PROPOSED ACTIONS: Recommend approval of the resolution allowing for the possession and consumption of alcoholic beverages in the designated beer garden in East City Park for Moscow Renaissance Fair for the listed dates and times during the event; or provide staff with further direction.

STAFF RECOMMENDATION

Recommend approval of the resolution allowing for the possession and consumption of alcoholic beverages in the designated beer garden in East City Park for Moscow Renaissance Fair for the listed dates and times during the event.

OTHER RESOURCES

FISCAL IMPACT

PERSONNEL IMPACT

ATTACHMENTS

1. Resolution 2025 -_Beer-Wine_City Parks_Ren Fair_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 IN EAST CITY PARK UNDER SPECIFIC REGULATIONS AND UNDER CERTAIN LIMITED CONDITIONS PURSUANT TO MOSCOW CITY CODE 5-13-4.B; PROVIDING THIS RESOLUTION TO BE EFFECTIVE UPON ITS PASSAGE AND APPROVAL.

WHEREAS, Moscow City Code Title 5, Chapter 13, Section 13-4.B. and Title 9, Chapter 6, Section 6-35 prohibit the possession of alcoholic beverages while present in a public park in the City of Moscow, Idaho (hereinafter "City") except in accordance with specific regulations adopted by the Council by Resolution; and

WHEREAS, East City Park in Moscow is a City park as defined in Moscow City Code Title 5, Chapter 13, Section 13-3.C. (hereinafter "the Park"); and

WHEREAS, Moscow Renaissance Fair, Inc. (hereinafter "the Event Sponsor") desires to have its sponsored event, Moscow Renaissance Fair (hereinafter "the Permitted Event"), in East City Park (see Attachment "A"); and

WHEREAS, the Permitted Event is an event or series of events sponsored by Event Sponsor, intended to promote a community celebration of spring; and

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

WHEREAS, Council wishes to prevent 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 FROM MAY 4, 2025, THROUGH MAY 5, 2025:

Intent:

This Resolution is intended to allow the sale and consumption of beer 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/or 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 4th day of May, 2025, from 12:00 p.m. to 8:00 p.m. and the 5th day of May, 2025, from 12:00 p.m. to 5:00 p.m., respectively.

Liability, Insurance and Safety:

1. No less than ten (10) days prior to the Permitted Event at which the licensed vendor will sell beer, the Event Sponsor shall deliver to the Community Events Division one (1) copy of written proof that the licensed vendor has current, paid up, off-premise liquor liability insurance or special event insurance in an amount not less than One Million Dollars ($1,000,000) combined single limits.
2. 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. City shall be named as an additional insured on the insurance policy of the licensed vendor.
3. No less than ten (10) days prior to the Permitted Event, the Event Sponsor shall deliver to the City Clerk the signed original of the Agreement, attached as Attachment "B", with City to defend, hold harmless and indemnify City of Moscow, Idaho, its agents, servants, employees, officers and contractors from any and all claims, causes of action or damages which may arise from the Event Sponsor use of the Park premises.
4. The Moscow Police Chief or their 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 their designee to terminate all or part of the Permitted Event.

Vendor:

1. There shall be only one (1) licensed vendor of beer at the Permitted Event;

2. Event Sponsor is required to ensure that all beer shall be sold only by a licensed vendor.
3. The 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 City shall play no role in determining which vendor shall be selected to sell alcoholic beverages in the Park during the Permitted Event; described herein.
5. The vendor shall provide at least two (2) persons to check proper identification for those who shall be sold beer during the Permitted Event. These persons shall be clearly identified and shall be stationed no less than ten feet (10') from the vendor's sales or dispensing counter.
6. 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 is being served during the Permitted Event. The Chief of Police shall make the determination of whether law enforcement officers are required or the use of a private security firm shall be utilized 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 and the Event Sponsor shall be responsible for all payment and costs associated with all security services.
7. The Event Sponsor and City both specifically understand and acknowledge that the Event Sponsor shall be solely responsible for any and all liability resulting from action or inaction, negligence, and/or gross negligence by security provided by the Event Sponsor for the Permitted Event.

Sales and Consumption:

1. No less than ten (10) days prior to the Permitted Event at which the licensed vendor will sell beer, the Event Sponsor shall deliver to the Community Events Division a finalized site map which shall be drawn to show the locations, dimensions of, and relative distances between the following within the Park: (a) the beer sales, dispensing, and consumption area; (b) the boundaries of said area including, entry and exit points; (c) identification checking area; and (d) food sales and service areas. Said site design and any subsequent alterations shall be approved in writing by Moscow City Parks and Facilities Manager or their designee, and by the Moscow Chief of Police prior to the Permitted Event.
2. All beer sales and consumption shall take place within the area designated by the Event Sponsor and as shown on the site map required by this Resolution.
3. The designated beer sales and service area(s) shall be physically separated from the rest of the Park by a barricade which is no less than forty-four inches (44") tall and which is constructed so no person can pass under, over, or through it except at established entry and exit points located, as shown, on the site map required by this Resolution. All sales, dispensing, service, and consumption shall take place inside the approved barricade.
4. No person shall be allowed to purchase, consume or possess beer other than within the area designated for beer sales and consumption as shown on the map required by this Resolution.
5. There shall be no more than one (1) entrance and one (1) exit to the area designated for beer consumption, as shown on the map required by this Resolution.
6. All beer shall be dispensed from its original container. Such container shall be a readily identified container not more than sixteen ounces (16 oz.) in size which shall not bear a logo for a non-alcoholic beverage.

7. Every occupant within the area designated for beer consumption shall provide identification to law enforcement officers or City employees who request it.
8. No person under twenty-one (21) years of age shall be present in the area designated for beer sales or consumption at any time beer is being served.
9. A sign shall be prominently posted at or near the entrance and exit to the area designated for beer sales and service stating that entrance by persons under twenty-one (21) years of age is prohibited.
10. Beer shall be sold and consumed only within the designated area at the Park only between the hours of 12:00 p.m. and 8:00 p.m. local time on May 3, 2025, and 12:00 p.m. and 5:00 p.m. local time on May 4, 2025, during the Permitted Event.
11. No person shall carry or consume any alcoholic beverage within the Park which is not purchased or dispensed from the licensed vendor at the Permitted Event and consumed within the approved consumption area. Consumption of alcohol within the Park and outside of the approved consumption area shall be considered a violation of the City's open container ordinance.

Fee:

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

Failure To Comply:

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

PASSED on Motion by the Following Vote:

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

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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

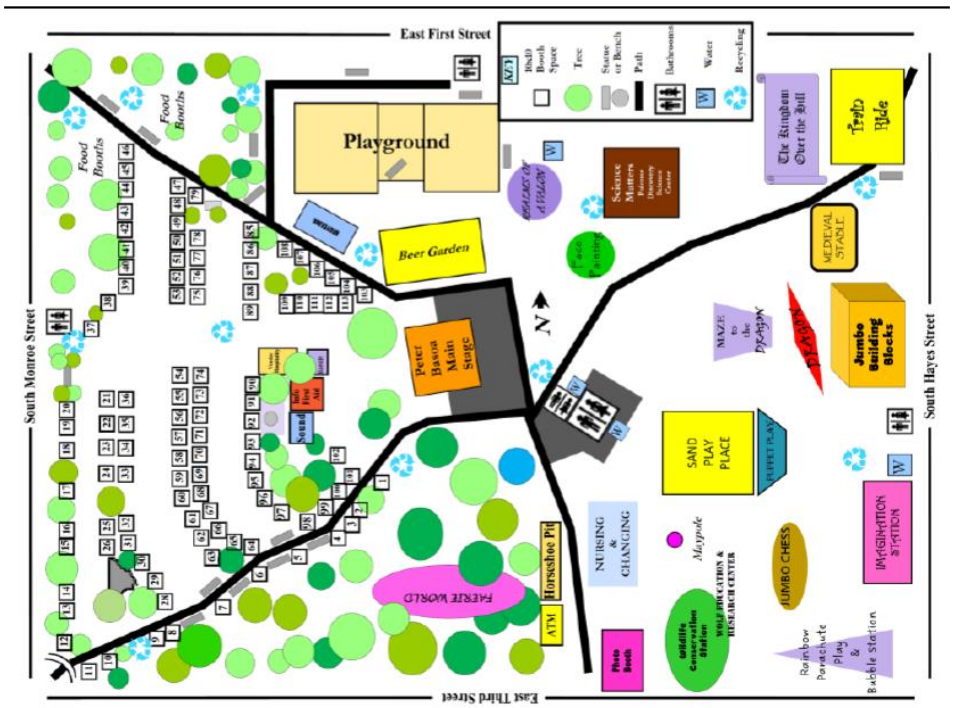
CERTIFICATION and ATTESTATION. I hereby certify that the above is a true copy of a Resolution passed at a regular meeting of the City Council, City of Moscow, held on _____ and attest to the Mayor's signature.

_____
Laurie M. Hopkins, City Clerk

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Attachment "A"





Attachment "B"

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

THIS AGREEMENT TO DEFEND, TO HOLD HARMLESS AND TO INDEMNIFY, between City of Moscow, Idaho (hereinafter "CITY") and Moscow Renaissance Fair, Inc.(hereinafter "SPONSOR"), is made and entered into this ___ day of _____, 2025.

WHEREAS, Resolution No. 2025-_____ of the City of Moscow, Idaho, passed and approved on the ___ day of _____, 2025, provides, in part, for the person(s) and/or group holding the approved event to enter into an agreement with CITY to defend, hold harmless and indemnify CITY, its agents, servants, employees, officers, and contractors from any and all claims, causes of action, or damages which may arise from the SPONSOR's use of CITY Park premises for the approved event; and

WHEREAS, this Agreement meets such requirement;

NOW, THEREFORE, CITY and SPONSOR agree as follows:

AGREEMENT TO DEFEND, HOLD HARMLESS, AND INDEMNIFY;

SPONSOR, through its duly and specifically authorized agents, hereby releases CITY and agrees, contracts and covenants not to bring suit, and agrees to defend, hold harmless, and indemnify CITY, its officers, employees, agents and representatives from any and all legal and equitable claims, causes of actions, 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 Event scheduled to occur May 3, 2025, through May 4, 2025, permitted under the terms of Resolution No. 2025-_____.

SPONSOR expressly agrees that this indemnity provision extends to any and all claims, losses, actions or judgments for damages to property or injury, sickness or death to persons, arising out of, or in connection with, the acts and/or any performances or activities of SPONSOR, SPONSOR's officers, employees, agents, and representatives, or caused by the presence, dispensing, sale, gift, or ingestion of alcohol by SPONSOR or its officers, employees, agents, and representative including, but not limited to, the caterer and/or vendor of alcohol during the Event.

Inspection, review and 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 contained in this Agreement.

SPONSOR agrees that they (i) have read the foregoing Agreement, understand it, and agree with its contents and conditions; (ii) have had an opportunity to speak with legal counsel prior to signing this Agreement; and (iii) 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, LuAnn Scott, acknowledge, declare, and certify under the penalty of perjury pursuant to the law of the State of Idaho, that the foregoing is true and correct and that I have the authority to bind Moscow Renaissance Fair, Inc. to this Agreement. If I am signing this Agreement utilizing an electronic signature, I understand that this electronic signature is valid and binding upon me to the same force and effect as a handwritten signature.

SIGNED this _____ day of _____, 2025.

MOSCOW RENAISSANCE FAIR, INC.

_____
LuAnn Scott

CITY OF MOSCOW, IDAHO

_____
Arthur D. Bettge, Mayor

ATTEST:

_____
Laurie M. Hopkins, City Clerk

COMMITTEE / CITY COUNCIL STAFF REPORT

DATE: Monday, April 14, 2025

AGENDA ITEM TITLE

Miicor purchase agreement for Barracuda XDR computer, network, and email security services (ACTION ITEM) - Chris Caylor

RESPONSIBLE STAFF

Bill Belknap, City Administrator, Chris Caylor, Computer Systems Technician

ADDITIONAL PRESENTER(S)

DESCRIPTION

Staff are requesting authorization for the purchase of enhanced endpoint, server, network, and email security software, and a 24-hour monitoring solution to enhance the City's network security. Based on the recommendation of law enforcement and computer security professionals, Information Systems identified three security software providers to evaluate. Staff have selected Barracuda, which will provide continuous 24-hour monitoring of the City's network and network devices at their SOC (security operations center). While this specific expense was not anticipated in the FY2025 Budget, staff have identified savings within the IS Fund, including non-renewal of other software applications and equipment replacements to fund this purchase. The 3-year agreement for this solution is $35,873.32 per year for a total commitment of $107,619.94, subject to annual Council appropriation each year.

REVIEWED BY

PROPOSED ACTIONS

PROPOSED ACTIONS: Approve the agreement with Miicor Inc. for the purchase of Barracuda XDR licensing and security services; or provide staff further direction.

STAFF RECOMMENDATION

Approve the agreement with Miicor Inc. for the purchase of Barracuda XDR licensing and security services.

OTHER RESOURCES

FISCAL IMPACT

PERSONNEL IMPACT

Information Systems staff will deploy security equipment and software onto all city computer systems and work with the vendor to configure.

ATTACHMENTS

1. Professional Services - Miicor_final with attachment

AGREEMENT FOR PROFESSIONAL SERVICES FOR BARRACUDA XDR LICENSING AND SERVICES BETWEEN CITY OF MOSCOW, IDAHO AND MIICOR, INC.

THIS AGREEMENT FOR BARRACUDA XDR LICENSING AND SERVICES BETWEEN CITY OF MOSCOW, IDAHO AND MIICOR, INC., (hereinafter "Agreement") is made and entered into this _____ day of _____, 2025, by and between City of Moscow, Idaho, a municipal corporation of the State of Idaho, 206 East Third Street, Moscow, Idaho, 83843 (hereinafter "CITY") and Miicor, Inc., a Resale corporation for Barracuda Networks Licensing and services, of the State of Idaho, 3286 South Norfolk Way, Boise, Idaho, 83706-5427 (hereinafter "PROVIDER").

W I T N E S S T H:

WHEREAS, CITY with power to contract for the purchase and services provided for herein, has complied with applicable provisions of law regarding purchasing hardware and software and retaining professional services such as those contemplated herein; and

WHEREAS, CITY has a need for additional cyber security monitoring; and

WHEREAS, PROVIDER is fully licensed and a legally qualified provider authorized to provide to CITY cyber security monitoring as detailed herein; and

WHEREAS, CITY desires to contract with PROVIDER to provide industry standard cyber security monitoring utilizing Barracuda Networks XDR solution;

NOW, THEREFORE, for and in consideration of the mutual covenants and promises, it is agreed that all matters stated above are found to be true and correct and are incorporated herein by this reference and to the following:

SECTION 1: PURCHASE /LICENSE GRANT

CITY shall purchase from PROVIDER the following products and services as described on the quote provided by PROVIDER, included as Attachment "A" and incorporated herein by reference:

A. Three (3) Extended Detection and Response (hereinafter "XDR") network monitors with monitoring services for the term of this Agreement for a total of One Thousand, Nine Hundred Ninety-Nine Dollars and Thirty Cents ($1,999.30) per year totaling Five Thousand, Nine Hundred Ninety-Seven Dollars and Ninety Cents ($5,997.90) for the three (3) year term.

B. PROVIDER grants to CITY three (3) year non-exclusive, non-transferable licenses for software for two hundred thirty (230) Endpoints for One Hundred Eight-One Dollars and Thirty-Four Cents ($181.34) per license with services for a total of Forty-One Thousand, Seven Hundred Eight Dollars and Twenty Cents ($41,708.20).

C. PROVIDER grants to CITY three (3) year non-exclusive, non-transferable licenses for software to monitor fifty-five (55) servers for Eight Hundred Ninety-Seven Dollars and Twelve Cents ($897.12) each with services for a total amount of Forty-Nine Thousand, Three Hundred Forty-One Dollars and Sixty Cents ($49,341.60).

D. PROVIDER grants to CITY three (3) year non-exclusive, non-transferable licenses to monitor two hundred seventeen (217) email mailboxes for Forty-Eight Dollars and Seventy-Two Cents ($48.72) each for a total amount of Ten Thousand, Five Hundred Seventy-Two Dollars and Twenty-Four Cents ($10,572.24).

E. All hardware, software, licenses and services described herein total One Hundred Seven Thousand, Six Hundred Nineteen Dollars and Ninety-Four Cents ($107,619.94), which shall be split into three (3) annual payments of Thirty-Five Thousand, Eight Hundred Seventy-Three Dollars and Thirty-Two Cents to be paid by April 30, 2025, April 30, 2026, and April 30, 2027. CITY is tax exempt; therefore no taxes shall be added to the invoice.

SECTION 2: SHIPMENT AND DELIVERY

A. PROVIDER shall ship the XDR network monitors upon receipt of payment. PROVIDER at its cost will package the XDR network monitors in accordance with good commercial practice, to secure the lowest transportation costs consistent with the requirements of the common carrier and with the applicable specifications. Each shipping container shall be marked as follows:

1. PROVIDER's name and address;
2. CITY's name and address; and
3. The purchase order number.

CITY's count shall be conclusive on shipments not accompanied by a packing list.

B. Title and risk of loss of the XDR network monitors shall not pass to CITY until CITY receives and takes possession of the XDR network monitors at the place of delivery, verified by signed delivery receipt, subject to PROVIDER's warranties for the XDR network monitors. CITY shall have the right to inspect and reject the XDR network monitors at delivery if the specifications are not met. If damage is not readily apparent at the time of delivery, PROVIDER shall permit the XDR network monitors to be returned within a reasonable time at no cost to CITY. In the event of the delivery of nonconforming XDR network monitors, CITY will notify PROVIDER as soon as possible and PROVIDER agrees to replace the nonconforming XDR network monitor(s) with conforming XDR network monitor(s) as soon as possible, at no additional cost to CITY, which are subject to CITY's right to inspect and reject nonconforming XDR network monitor(s) as provided herein.

C. In the event any of the XDR network monitors are rejected due to damage, defectiveness or nonconformance, PROVIDER shall arrange for and pay for the return shipment of the XDR network monitor(s).

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D. The place of delivery shall be:

City of Moscow
Information Systems Manager
206 East Third St.
Moscow, ID 83843

Any change of delivery location shall be communicated to PROVIDER in writing.

SECTION 3: SERVICES

A. PROVIDER shall provide the following solutions to CITY (hereinafter "Services"):

1. XDR Network Security. PROVIDER shall use the three (3) XDR network monitors to monitor and analyze logs provided by the XDR network monitors for security infrastructure attacks. PROVIDER shall correlate suspected threats for analysis using XDR's analytics platform, SOAR, threat intelligence, and Security Operations Center. When threats are validated, PROVIDER shall provide alerts and remediation guidance via a ticket to CITY's designated email contact. This service shall be provided twenty-four (24) hours a day, seven (7) days a week, three hundred sixty-five (365) days a year via Security Operations Centers (hereinafter "SOC") with support and updates to the software as they are released.

2. XDR Endpoint Security Managed. PROVIDER shall utilize, manage and provide to CITY SentinelOne software and licensing, which PROVIDER shall use to detect security threats to up to two hundred and thirty (230) endpoints in CITY's network, such as laptops, desktops, and servers. CITY shall install the agent on its laptops, desktops, and servers. PROVIDER shall notify CITY of any endpoint risks that are detected. PROVIDER shall map all detections to MITRE ATT&CK framework. This service shall be provided twenty-four (24) hours a day, seven (7) days a week, three hundred sixty-five (365) days a year via SOC with support and remediation guidance.

3. XDR Server Security. PROVIDER shall monitor no more than fifty-five (55) of CITY's critical Windows or Linux machines for malicious activity, including password sprays, brute-force attacks, and privilege escalation. If security threats are detected, PROVIDER shall notify CITY and offer remediation guidance through a ticket sent to CITY's designated email contact. PROVIDER shall map all detections to MITRE ATT&CK framework. This service shall be provided twenty-four (24) hours a day, seven (7) days a week, three hundred sixty-five (365) days a year via SOC with support and remediation guidance.

4. XDR Email Security. PROVIDER shall monitor no more than two hundred seventeen (217) of CITY's email mailboxes for security threats, which includes gateway security, account takeover, phishing, and inbox rules. CITY shall install a virtual sensor agent or allow PROVIDER to utilize API capabilities to perform the services

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hereunder. If security threats are detected, PROVIDER shall notify CITY and offer remediation guidance through a ticket sent to CITY's designated email contact. PROVIDER shall map all detections to MITRE ATT&CK framework. This service shall be provided twenty-four (24) hours a day, seven (7) days a week, three hundred sixty-five (365) days a year via SOC with support and remediation guidance.

B. Implementation of Services shall commence with PROVIDER designating an Enablement Manager, the identity and contact information to be provided to CITY after payment is rendered. CITY appoints Information Systems Manager or their designee as its point of contact. CITY and the Enablement Manager shall work together to create a schedule for installation of the necessary software and hardware for the Services and implementation of the Services. PROVIDER shall integrate the Services within CITY's digital environment with CITY consultation. CITY shall install the three (3) physical network monitors. CITY shall work with PROVIDER to tune the Services.

C. CITY shall provide PROVIDER with specific log administration access and provide adequate space, power, and network ports required for the XDR Endpoint Security Managed service. CITY shall forward all security relevant logs with enriched data for PROVIDER to analyze, configure/enable Security Audit logging relevant to the targeted security controls, ensure logs are operational and always forwarding to PROVIDER, and acknowledge Managed XDR alerts.

SECTION 4: TERM

This Agreement shall be effective beginning the date of the last signature for a three (3) year term with the option of one (1) renewal term for three (3) years to commence by the Party desiring a renewal term by providing written notice to the other Party ninety (90) days prior to the Agreement terminating and the receiving Party providing a written response accepting the renewal. If a renewal term is agreed upon the rate for services will need to be negotiated and split into 3 equal payments to be determined and to be invoiced by PROVIDER to CITY.

SECTION 5: TERMINATION

Either Party may terminate this Agreement upon ninety (90) days' written notice to the other Party without cause and without further liability to the other Party, except as designated by this Agreement. There shall be no penalty for CITY terminating this Agreement . If CITY terminates for cause, prior to the expiration of the term, PROVIDER shall reimburse CITY a pro rata amount of the fees upon termination.

SECTION 6: WARRANTIES

A. Goods and Services to be provided hereunder shall be new and the current model and shall be warranted of merchantable quality, free from defects of material, design and workmanship and suitable for and will perform in accordance with the ordinary use for which they are intended.

B. PROVIDER warrants that it will provide the Services only using personnel of required skill, experience, and qualifications in a professional and skillful manner, in accordance with industry standards for similar services.

C. PROVIDER agrees to warrant all goods and Services the same as the manufacturer's warranties listed on its website at https://www.barracuda.com/company/legal/terms-and-conditions/limited-warranty and its subcontractor's website at https://www.sentinelone.com/legal/master-subscription-agreement/. PROVIDER agrees to assist CITY in reaching a resolution in any dispute over warranty terms with the manufacturer. If any warranty terms included on the aforementioned website conflict with this Agreement, the terms in this Agreement shall control.

SECTION 7: NOTICE

Such communications as are required by this Agreement shall be satisfied by mailing first class with proper postage affixed to the envelope or by personal delivery to the Parties at the following addresses:

PROVIDER:

Miicor, Inc.
Richard Miiller
3286 S. Norfolk Way
Boise, ID 83706

CITY:

City of Moscow
Information Systems Manager
PO Box 9203
Moscow, ID 83843

SECTION 8: INSURANCE

PROVIDER shall not commence services under this Agreement until it has provided evidence satisfactory to CITY that it has secured all insurance required under this Section and PROVIDER shall cause CITY to be named as an additional insured on all applicable insurance policies. PROVIDER shall, at its sole cost and expense, secure and maintain in force during the term of this Agreement, the following insurance:

A. Worker's compensation and employer's liability insurance as required by the State of Idaho;

B. Commercial general liability insurance covering claims for injuries to members of the public or damage to property of others arising out of any covered negligent act or omission of PROVIDER or of any of its employees, agents, or Subcontractors, with One Million Dollars ($1,000,000) per occurrence and two million dollars ($2,000,000) in the aggregate; and

C. PROVIDER shall procure and maintain professional liability insurance covering liability for negligent acts, errors or omissions in providing or failing to provide professional services, with a minimum coverage limit of One Million Dollars ($1,000,000). Coverage shall be in force during the term of this Agreement and for a period of at least twelve (12) months thereafter.

SECTION 9: PROTECTED INFORMATION

PROVIDER agrees to ensure that any information obtained during the performance of this Agreement is used and maintained only in a manner permissible by Idaho law. PROVIDER agrees to keep any information provided by CITY or learned through performance of this Agreement confidential and to exercise reasonable and prudent care in protecting the confidentiality of such information. PROVIDER agrees to not disclose confidential information to any person or entity without the express prior written consent of CITY.

SECTION 10: GENERAL TERMS AND CONDITIONS

A. No Substitutions. PROVIDER shall not, at any time, substitute any materials which are a part of the goods ordered, or otherwise deviate in any manner from the specifications contained in the order and pursuant to this Agreement.

B. Indemnity, Hold Harmless, and Limitation of Liability.

1. PROVIDER waives any and all claims and recourse against CITY including rights of contribution for loss or damage to persons or property arising from, or growing out of, or in any way connected with or incident to PROVIDER's performance of this Agreement, except for liability arising out of the sole negligence of CITY or its officers, agents or employees.

2. PROVIDER agrees to indemnify and hold harmless CITY and its officers, agents and employees against all losses and damages of any nature whatsoever, resulting from any injury or damages sustained by any person(s) or property to the extent resulting from any negligent act, error or omission of PROVIDER or its agents, employees, subcontractors or consultants. PROVIDER's obligation to indemnify and hold harmless CITY shall not be limited to the amount of insurance actually secured under this Agreement but shall extend to the full amount on any claims, loss or damage incurred or awarded, including costs, expenses and attorney fees.

3. To the extent allowable under applicable law, PROVIDER shall not be liable for any indirect, special, incidental, or consequential damages arising out of the Services contemplated hereunder.

C. Independent Contractor. CITY retains PROVIDER on an independent contractor basis and neither PROVIDER nor its employees or subcontractors are an employee of CITY and are not entitled to the rights or benefits afforded to CITY's employees. Any subcontractors performing services under this Agreement on behalf of PROVIDER shall also not be employees of CITY and shall at all times be under PROVIDER's exclusive direction and control. PROVIDER shall pay all wages, salaries, and other amounts due to such subcontractors in connection with their performance of services under this Agreement and as required by law. PROVIDER shall be responsible for all reports and obligations respecting PROVIDER, its employees and subcontractors, including, but not limited to,

social security taxes, income tax withholding, unemployment insurance, disability insurance, and workers' compensation insurance.

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

E. Adherence to Law Required. All applicable Federal, State and Local statutes and regulations are hereby made a part of this Agreement and shall be adhered to at all times. Violation of any of these statutes or regulations by PROVIDER shall be deemed material and shall subject PROVIDER to termination of this Agreement for cause. No pleas of misunderstanding or ignorance on the part of PROVIDER will, in any way, serve to modify the provisions of this requirement. PROVIDER and its surety shall indemnify, defend and hold harmless CITY and its employees, agents, engineers and representatives against any claim or liability arising from or based on the violation of any such laws, codes, ordinances, or regulations, whether by PROVIDER, PROVIDER's employees, or its subcontractors.

1. Pursuant to Idaho Code § 67-2359, PROVIDER certifies that it is not currently owned or operated by the government of China and will not for the duration of this Agreement be owned or operated by the government of China. The terms in this section defined in Idaho Code § 67-2359 shall have the meaning defined therein.

2. PROVIDER certifies it is not currently engaged in and will not for the duration of the Agreement engage in, a boycott of goods and services from Israel or territories under its control. Failure to comply with Idaho Code § 67-2346 will result in this Agreement being void as against public policy.

3. Pursuant to Idaho Code Title 18 Chapter 87, PROVIDER certifies that it is not an abortion provider or an affiliate of any abortion providers and does not, and will not for the duration of this Agreement, authorize the use of state facilities or public funds for abortion related activity.

4. Pursuant to Idaho Code § 67-2347A, PROVIDER certifies that it is not engaged in, and will not for the duration of this Agreement engage in, a boycott of any individual or company because the individual or company 1) engages in or supports the exploration, production, utilization, transportation, sale or manufacture of fossil fuel-based energy, timber, minerals, hydroelectric power, nuclear power, or agriculture or

2) engages in or supports the manufacture, distribution, sale, or use of firearms, as defined in Idaho Code § 18-3302 (2)(d).

F. Regulatory Laws. It is the Parties' intent to comply strictly with all applicable laws, including without limitation, HIPAA, state statutes, or regulations (collectively, the "Regulatory Laws"), in connection with this Agreement. In the event there shall be a change in the Regulatory Laws, or in the reasoned interpretation of any of the Regulatory Laws or the adoption of new federal or state legislation, any of which are reasonably likely to materially and adversely affect the manner in which either Party may perform under this Agreement or which shall make this Agreement unlawful, the Parties shall immediately enter into good faith negotiations regarding any new terms pursuant to this Agreement that complies with the law, regulation or policy. In addition, the Parties hereto have negotiated and prepared the terms of this Agreement in good faith with the intent that each and every one of the terms, covenants and conditions herein be binding upon and inure to the benefit of the respective Parties. To the extent this Agreement is in violation of applicable law, then the Parties agree to negotiate in good faith to amend this Agreement, to the extent possible consistent with its purposes, to conform to law.

G. Costs and Attorney Fees. If either Party commences an action against the other Party, either legal, administrative or otherwise, arising out of or in connection with this Agreement, the prevailing Party in such litigation shall be entitled to have and recover from the losing Party reasonable attorney's fees and all other reasonable costs of such action, including expert witness fees and expenses, unless a court order or state law requires a different allocation.

H. Jurisdiction, Venue, and Non-Waiver. It is agreed that this Agreement shall be construed under and governed by the laws of the State of Idaho. In the event of litigation concerning it, it is agreed that proper venue shall be the District Court of the Second Judicial District of the State of Idaho, in and for the County of Latah. Failure of either Party to exercise any of the rights under this Agreement, or breach thereof, shall not be deemed to be a waiver of such right or a waiver of any subsequent breach.

I. Conflict of Interest and Special Warranty. PROVIDER covenants that it presently has no interest and shall not acquire any interest, direct or indirect, in the Services required hereunder, which would conflict in any manner or degree with the work required hereunder. PROVIDER further covenants that, in performing this Agreement, it shall employ no person who has any such interest. PROVIDER warrants that nothing of monetary value has been given, promised or implied as remuneration or inducement to enter into this Agreement. PROVIDER declares that no improper personal, political or social activities have been used or attempted in an effort to influence the outcome of the competition, discussion, or negotiation leading to the award of this Agreement. Any such activity by PROVIDER shall make this Agreement null and void.

J. Modification and Assignability of Agreement. This Agreement and the attachment hereto represent the entire and integrated agreement between CITY and PROVIDER and supersedes all prior negotiations, representations and agreements, either written or oral. This Agreement may be amended only by written instrument signed by the Parties hereto.

PROVIDER may subcontract or assign its rights (including the right to compensation) or duties arising hereunder with the prior written consent and express authorization of CITY. Any such subcontractor or assignee shall be bound by all of the terms and conditions of this Agreement as if named specifically herein.

K. Severability. If any one or more of the provisions or parts of a provision contained in this Agreement shall for any reason be held invalid, illegal or unenforceable in any respect by a court of competent jurisdiction, such invalidity or unenforceability shall not affect any other provision or part of a provision of this Agreement. This Agreement shall instead be reformed and construed as if such invalid, illegal, or unenforceable provision or part of a provision had never been contained and such provisions or part of any provision shall be reformed so that it would be valid, legal and enforceable to the maximum extent permitted by law.

L. Appropriations and Approval. This Agreement is contingent upon CITY receiving the necessary funding to cover the obligations of CITY. In the event that such funding is not received or appropriated, then, and in that event, CITY's obligations under this Agreement shall cease and each Party shall be released from further performance under this Agreement without any liability to the other Party.

M. Conflicting Contract Provisions. If any term of PROVIDER's subcontractors' legal terms found at https://www.barracuda.com/company/legal/terms-and-conditions and https://www.sentinelone.com/legal/ conflict with this Agreement, this Agreement shall govern.

N. Authority to Execute. The persons executing this Agreement on behalf of their respective Parties represent and warrant that they have the authority to do so under law and from their respective Parties.

O. Headings, Captions and Titles. Headings, captions, and titles of sections of this Agreement are for the convenience of reference only, and are not intended to define, limit, or describe the scope or intent of any provision of this Agreement, and shall not affect the construction of any provision of this Agreement.

P. This Agreement may be executed using electronic signatures pursuant to Idaho Code § 28-50-107. If electronic signatures are utilized, the acknowledgement before a notary is not required.

IN WITNESS WHEREOF, PROVIDER and CITY have caused this Agreement to be executed on the date first above written.

I, Richard Miiller, certify under penalty of perjury pursuant to the law of the State of Idaho that the foregoing is true and correct and that I am the authorized agent to bind Miicor, Inc. to this Agreement. If I am signing this document utilizing an electronic signature, I understand that this electronic signature is valid and binding upon me to the same force and effect as a handwritten signature.

DRAFT

PROVIDER:

CITY:

Richard Miiller

Arthur D. Bettge. Mayor

ATTEST:

Laurie M. Hopkins, City Clerk

ACKNOWLEDGMENT

STATE OF _____)
) ss.
County of _____)

On this _____ day of _____, 2025, before me, a Notary Public in and for said State, appeared Richard Miiller, known to me to be the person named above and acknowledged that they executed the foregoing document as the duly authorized representative for Miicor, Inc.

_____
Notary Public for the State of _____
Residing at _____
My commission expires_____

DRAFT

Attachment "A"

Miicor
3286 S. Norfolk Way
Boise, Idaho 83706
www.miicor.com
Boise
208.344.4437
Pocatello/Idaho Falls
208.233.3529

Bill To:	City of Moscow 206 E. Third Street Moscow , Idaho 83843 United States	Ship To:	City of Moscow 206 E. Third Street Moscow , Idaho 83843 United States	Invoice Number : 16892 Date : 2/5/2025

Prepared For	Prepared By	P.O.
Chris Caylor	Tracy Moore	Quote 11946

Qty	Description	Unit Price	Amount	Ship	Tax	Total
1	XDR, EDR, Manage, Sent1, Device, Qty 230 Year 1 of 3	$13,902.73	$13,902.73	$0.00	$0.00	$13,902.73
1	XDR, Network, Monitor, Device, Qty 3 Year 1 of 3	$1,999.30	$1,999.30	$0.00	$0.00	$1,999.30
1	XDR, Server, Monitor, Device, Qty 55 Year 1 of 3	$16,447.20	$16,447.20	$0.00	$0.00	$16,447.20
1	XDR, Email Monitor, Mailbox, Qty 217 Year 1 of 3	$3,524.08	$3,524.08	$0.00	$0.00	$3,524.08
			Invoice Total			$35,873.31

Invoice due date is February 28, 2025
This is a 3 year commitment from the City of Moscow with 3 equal Invoices in January 2025, 2026, 2027 in the amount of $35,873.32 each for a total commitment of $107,619.94

DRAFT

COMMITTEE / CITY COUNCIL STAFF REPORT

DATE: Monday, April 14, 2025

AGENDA ITEM TITLE

Consideration of Janitorial Bid Results (ACTION ITEM) - David Schott

RESPONSIBLE STAFF

David Schott, Parks and Facilities Manager

ADDITIONAL PRESENTER(S)

DESCRIPTION

The City published an invitation to bid for custodial services for certain City buildings on February 15, 2025 and February 22, 2025. Bid opening for custodial services took place on March 5, 2025, at which time five (5) bids were received.

The City of Moscow grouped all City Buildings into seven (7) modules for the purposes of bidding. Bidders were allowed to bid on one (1) module, multiple modules, or all the modules. The City would then enter into a professional services agreement with the successful bidder for each module. The proposed agreement will commence on October 1, 2025, and extend to September 30, 2028.

A breakdown of the modules is as follows:
Module #1: Moscow Police Station
Module #2: City Hall and Paul Mann Building
Module #3: Hamilton Indoor Recreation Center and Eggan Youth Center.
Module #4: Fire Station #1, Fire Station #3, Existing City Shop, Remodeled City Shop, New Parks and Fleet Shop
Module #5: Water Reclamation and Reuse Facility, Magyar Building, and Water Operations Building
Module #6: Intermodal Transit Center and Haddock Building
Module #7: Parks Restrooms

GG Gutters, Inc. dba Creative Cleaning Connections was the low bidder for Module #1, Module #6, and Module #7 in the amount of $203,513.49 for the three (3) year proposed agreement from October 1, 2025 through September 30, 2028.

EVCAR, Inc. dba Service Master Building Maintenance was the low bidder for Module #2, Module #3, Module #4, and Module #5 in the amount of $329,568.00 for the three (3) year proposed agreement from October 1, 2025 through September 30, 2028.

REVIEWED BY

PROPOSED ACTIONS

PROPOSED ACTIONS: Recommend approval of the low bid from GG Gutters, Inc. dba Creative Cleaning Connections for Module #1, Module #6, and Module #7 in the amount of $203,513.49 and

recommend approval for the low bid from EVCAR, Inc. dba Service Master Building Maintenance for Module #2, Module #3, Module #4, and Module #5 in the amount of $329,568.00; or provide staff further direction.

STAFF RECOMMENDATION

Recommend approval of the low bid from GG Gutters, Inc. dba Creative Cleaning Connections for Module #1, Module #6, and Module #7 in the amount of $203,513.49 and recommend approval for the low bid from EVCAR, Inc. dba Service Master Building Maintenance for Module #2, Module #3, Module #4, and Module #5 in the amount of $329,568.00.

OTHER RESOURCES

FISCAL IMPACT

The expenses for janitorial services are expensed from various budgets throughout the City under Janitorial Services & Supplies.

PERSONNEL IMPACT

ATTACHMENTS

1. FY26-FY28 Janitorial Bid Tally
2. 03.05.25 GG Gutters Bid Package
3. 03.05.25 EVCAR Bid Package
4. Janitorial Contract - City of Moscow_Creative Cleaning Connections_final
5. Janitorial Contract - City of Moscow_Service Master_final

March 5, 2025 Bid Results - Custodial Services for Certain Buildings

Bid Tally — Contractor:	GG Gutters		Service Master		ABM		AMF Enterprises		Viva Cleaning	
Module #1: Moscow Police Station*	**Monthly**	**Annual**	**Monthly**	**Annual**	**Monthly**	**Annual**	**Monthly**	**Annual**	**Monthly**	**Annual**
October 1, 2025 - September 30, 2026 (Police Station*)	$ 2,597.17	$ 31,166.04	$ -	$ -	$ 2,821.77	$ 33,861.24	$ 2,800.00	$ 33,600.00	$ 2,800.00	$ 33,600.00
October 1, 2026 - September 30, 2027 (Police Station*)	$ 2,623.14	$ 31,477.68	$ -	$ -	$ 2,906.42	$ 34,877.08	$ 2,800.00	$ 33,600.00	$ 3,000.00	$ 36,000.00
October 1, 2027 - September 30, 2028 (Police Station*)	$ 2,649.11	$ 31,789.32	$ -	$ -	$ 2,993.62	$ 35,923.39	$ 2,800.00	$ 33,600.00	$ 3,300.00	$ 39,600.00
MODULE #1 TOTAL ANNUAL:		**$ 94,433.04**		**$ -**		**$ 104,661.71**		**$ 100,800.00**		**$ 109,200.00**
Module #2: City Hall* - Paul Mann Building	**Monthly**	**Annual**	**Monthly**	**Annual**	**Monthly**	**Annual**	**Monthly**	**Annual**	**Monthly**	**Annual**
October 1, 2025 - September 30, 2026 (City Hall*)	$ 1,724.92	$ 20,699.04	$ 970.00	$ 11,640.00	$ 2,123.42	$ 25,481.04	$ 1,760.00	$ 21,120.00	$ 3,200.00	$ 38,400.00
October 1, 2026 - September 30, 2027 (City Hall*)	$ 1,742.17	$ 20,906.04	$ 970.00	$ 11,640.00	$ 2,187.12	$ 26,245.47	$ 1,760.00	$ 21,120.00	$ 3,500.00	$ 42,000.00
October 1, 2027 - September 30, 2028 (City Hall*)	$ 1,759.59	$ 21,115.08	$ 970.00	$ 11,640.00	$ 2,252.74	$ 27,032.84	$ 1,760.00	$ 21,120.00	$ 3,700.00	$ 44,400.00
October 1, 2025 - September 30, 2026 (Paul Mann)	$ 723.50	$ 8,682.00	$ 416.00	$ 4,992.00	$ 657.16	$ 7,885.92	$ 1,760.00	$ 21,120.00	$ 1,000.00	$ 12,000.00
October 1, 2026 - September 30, 2027 (Paul Mann)	$ 730.74	$ 8,768.88	$ 416.00	$ 4,992.00	$ 676.87	$ 8,122.50	$ 1,760.00	$ 21,120.00	$ 1,300.00	$ 15,600.00
October 1, 2027 - September 30, 2028 (Paul Mann)	$ 738.05	$ 8,856.60	$ 416.00	$ 4,992.00	$ 697.18	$ 8,366.17	$ 1,760.00	$ 21,120.00	$ 1,600.00	$ 19,200.00
MODULE #2 TOTAL ANNUAL:		**$ 89,027.64**		**$ 49,896.00**		**$ 103,133.94**		**$ 126,720.00**		**$ 171,600.00**
Module #3: Hamilton Indoor Recreation Center (HIRC) - Eggan Youth Center	**Monthly**	**Annual**	**Monthly**	**Annual**	**Monthly**	**Annual**	**Monthly**	**Annual**	**Monthly**	**Annual**
October 1, 2025 - September 30, 2026 (HIRC)	$ 2,580.08	$ 30,960.96	$ 2,400.00	$ 28,800.00	$ 3,870.68	$ 46,448.16	$ -	$ -	$ 3,000.00	$ 36,000.00
October 1, 2026 - September 30, 2027 (HIRC)	$ 2,680.08	$ 32,160.96	$ 2,400.00	$ 28,800.00	$ 3,986.80	$ 47,841.60	$ -	$ -	$ 3,200.00	$ 38,400.00
October 1, 2027 - September 30, 2028 (HIRC)	$ 2,780.08	$ 33,360.96	$ 2,400.00	$ 28,800.00	$ 4,106.40	$ 49,276.80	$ -	$ -	$ 3,400.00	$ 40,800.00
October 1, 2025 - September 30, 2026 (Eggan Youth Center)	$ 1,302.33	$ 15,627.96	$ 976.00	$ 11,712.00	$ 1,453.26	$ 17,439.12	$ -	$ -	$ 1,000.00	$ 12,000.00
October 1, 2026 - September 30, 2027 (Eggan Youth Center)	$ 1,315.35	$ 15,784.20	$ 976.00	$ 11,712.00	$ 1,496.86	$ 17,962.32	$ -	$ -	$ 1,200.00	$ 14,400.00
October 1, 2027 - September 30, 2028 (Eggan Youth Center)	$ 1,328.50	$ 15,942.00	$ 976.00	$ 11,712.00	$ 1,541.76	$ 18,501.12	$ -	$ -	$ 1,400.00	$ 16,800.00
MODULE #3 TOTAL ANNUAL:		**$ 143,837.04**		**$ 121,536.00**		**$ 197,469.12**		**$ -**		**$ 158,400.00**
Module #4: Fire Station #1 - Fire Station #3 - Existing City Shop - Remodeled City Shop - New Parks and Fleet Shop	**Monthly**	**Annual**	**Monthly**	**Annual**	**Monthly**	**Annual**	**Monthly**	**Annual**	**Monthly**	**Annual**
October 1, 2025 - September 30, 2026 (Fire Station #1)	$ 477.78	$ 5,733.36	$ 416.00	$ 4,992.00	$ 576.47	$ 6,917.64	$ -	$ -	$ 1,000.00	$ 12,000.00
October 1, 2026 - September 30, 2027 (Fire Station #1)	$ 482.56	$ 5,790.72	$ 416.00	$ 4,992.00	$ 593.76	$ 7,125.17	$ -	$ -	$ 1,200.00	$ 14,400.00
October 1, 2027 - September 30, 2028 (Fire Station #1)	$ 487.39	$ 5,848.68	$ 416.00	$ 4,992.00	$ 611.58	$ 7,338.92	$ -	$ -	$ 1,450.00	$ 17,400.00
October 1, 2025 - September 30, 2026 (Fire Station #3)	$ 543.00	$ 6,516.00	$ 416.00	$ 4,992.00	$ 825.60	$ 9,907.20	$ -	$ -	$ 1,000.00	$ 12,000.00
October 1, 2026 - September 30, 2027 (Fire Station #3)	$ 548.43	$ 6,581.16	$ 416.00	$ 4,992.00	$ 850.37	$ 10,204.42	$ -	$ -	$ 1,200.00	$ 14,400.00
October 1, 2027 - September 30, 2028 (Fire Station #3)	$ 553.91	$ 6,646.92	$ 416.00	$ 4,992.00	$ 875.88	$ 10,510.55	$ -	$ -	$ 1,450.00	$ 17,400.00
October 1, 2025 - September 30, 2026 (Existing City Shop)(1,053 SF)**	$ 723.50	$ 8,682.00	$ 416.00	$ 4,992.00	$ 681.96	$ 8,183.52	$ -	$ -	$ 600.00	$ 7,200.00
October 1, 2026 - September 30, 2027 (Remodeled City Shop) (2,530 SF)**	$ 1,394.10	$ 16,729.20	$ 624.00	$ 7,488.00	$ 1,069.24	$ 12,830.88	$ -	$ -	$ 700.00	$ 8,400.00
October 1, 2027 - September 30, 2028 (Remodeled City Shop) (2,530 SF)**	$ 1,408.04	$ 16,896.48	$ 624.00	$ 7,488.00	$ 1,101.32	$ 13,215.81	$ -	$ -	$ 800.00	$ 9,600.00
March 1, 2026 - September 30, 2026 (Parks and Fleet Shop: New Construction) (7 Months)***	$ 2,504.15	$ 17,529.05	$ 936.00	$ 6,552.00	$ 1,262.94	$ 8,836.03	$ -	$ -	$ 500.00	$ 3,500.00
October 1, 2026 - September 30, 2027 (Parks and Fleet Shop: New Construction) (12 Months)***	$ 2,529.19	$ 30,350.28	$ 936.00	$ 11,232.00	$ 1,300.16	$ 15,601.90	$ -	$ -	$ 500.00	$ 6,000.00
October 1, 2027 - September 30, 2028 (Parks and Fleet Shop: New Construction) (12 Months)***	$ 2,554.48	$ 30,653.76	$ 936.00	$ 11,232.00	$ 1,339.16	$ 16,069.96	$ -	$ -	$ 800.00	$ 9,600.00
MODULE #4 TOTAL ANNUAL:		**$ 157,957.61**		**$ 78,936.00**		**$ 126,742.00**		**$ -**		**$ 131,900.00**
Module #5: Water Reclamation and Reuse Facility (WRRF) - Magyar Building - Water Operations Building	**Monthly**	**Annual**	**Monthly**	**Annual**	**Monthly**	**Annual**	**Monthly**	**Annual**	**Monthly**	**Annual**
October 1, 2025 - September 30, 2026 (WRRF)	$ 1,759.10	$ 21,109.20	$ 990.00	$ 11,880.00	$ 1,847.54	$ 22,170.48	$ -	$ -	$ 1,350.00	$ 16,200.00
October 1, 2026 - September 30, 2027 (WRRF)	$ 1,776.69	$ 21,320.28	$ 990.00	$ 11,880.00	$ 1,902.96	$ 22,835.59	$ -	$ -	$ 1,450.00	$ 17,400.00
October 1, 2027 - September 30, 2028 (WRRF)	$ 1,794.46	$ 21,533.52	$ 990.00	$ 11,880.00	$ 1,960.06	$ 23,520.66	$ -	$ -	$ 1,650.00	$ 19,800.00
October 1, 2025 - September 30, 2026 (Magyar Building)	$ 1,537.62	$ 18,451.44	$ 520.00	$ 6,240.00	$ 830.82	$ 9,969.84	$ -	$ -	$ 1,250.00	$ 15,000.00
October 1, 2026 - September 30, 2027 (Magyar Building)	$ 1,553.00	$ 18,636.00	$ 520.00	$ 6,240.00	$ 855.74	$ 10,268.94	$ -	$ -	$ 1,350.00	$ 16,200.00
October 1, 2027 - September 30, 2028 (Magyar Building)	$ 1,568.53	$ 18,822.36	$ 520.00	$ 6,240.00	$ 881.42	$ 10,577.00	$ -	$ -	$ 1,450.00	$ 17,400.00
October 1, 2025 - September 30, 2026 (Water Operations Building)	$ 566.74	$ 6,800.88	$ 690.00	$ 8,280.00	$ 814.63	$ 9,775.56	$ -	$ -	$ 600.00	$ 7,200.00
October 1, 2026 - September 30, 2027 (Water Operations Building)	$ 572.10	$ 6,865.20	$ 690.00	$ 8,280.00	$ 839.07	$ 10,068.83	$ -	$ -	$ 700.00	$ 8,400.00
October 1, 2027 - September 30, 2028 (Water Operations Building)	$ 577.82	$ 6,933.84	$ 690.00	$ 8,280.00	$ 864.24	$ 10,370.89	$ -	$ -	$ 800.00	$ 9,600.00
MODULE #5 TOTAL ANNUAL:		**$ 140,472.72**		**$ 79,200.00**		**$ 129,557.79**		**$ -**		**$ 127,200.00**
Module #6: Intermodal Transit Center (ITC) - Haddock Building	**Monthly**	**Annual**	**Monthly**	**Annual**	**Monthly**	**Annual**	**Monthly**	**Annual**	**Monthly**	**Annual**
October 1, 2025 - September 30, 2026 (ITC)	$ 1,012.09	$ 12,145.08	$ 1,470.00	$ 17,640.00	$ 1,630.30	$ 19,563.60	$ -	$ -	$ 2,100.00	$ 25,200.00
October 1, 2026 - September 30, 2027 (ITC)	$ 1,022.21	$ 12,266.52	$ 1,470.00	$ 17,640.00	$ 1,679.21	$ 20,150.52	$ -	$ -	$ 2,200.00	$ 26,400.00
October 1, 2027 - September 30, 2028 (ITC)	$ 1,032.43	$ 12,389.16	$ 1,470.00	$ 17,640.00	$ 1,729.59	$ 20,755.08	$ -	$ -	$ 2,300.00	$ 27,600.00
October 1, 2025 - September 30, 2026 (Haddock Building)	$ 1,111.50	$ 13,386.00	$ 910.00	$ 10,920.00	$ 1,076.37	$ 12,916.44	$ -	$ -	$ 2,100.00	$ 25,200.00
October 1, 2026 - September 30, 2027 (Haddock Building)	$ 1,122.62	$ 13,471.44	$ 910.00	$ 10,920.00	$ 1,108.66	$ 13,303.92	$ -	$ -	$ 2,200.00	$ 26,400.00
October 1, 2027 - September 30, 2028 (Haddock Building)	$ 1,133.85	$ 13,606.20	$ 910.00	$ 10,920.00	$ 1,141.92	$ 13,703.04	$ -	$ -	$ 2,300.00	$ 27,600.00
MODULE #6 TOTAL ANNUAL:		**$ 77,264.40**		**$ 85,680.00**		**$ 100,392.60**		**$ -**		**$ 158,400.00**
Module #7: Parks Restrooms - Friendship Square - Jim Lyle Rotary Park - East City Park - Kiwanis Park - Lena Whitmore Park - Ghormley Park - Mountain View Park - Indian Hills Park	**Monthly**	**Annual**	**Monthly**	**Annual**	**Monthly**	**Annual**	**Monthly**	**Annual**	**Monthly**	**Annual**
October 1, 2025 - September 30, 2026 (7 months. October. April through September)	$ 1,500.00	$ 10,500.00	$ 3,432.00	$ 24,024.00	$ 4,528.70	$ 31,700.90	$ -	$ -	$ 3,000.00	$ 21,000.00
October 1, 2026 - September 30, 2027 (7 months. October. April through September)	$ 1,515.00	$ 10,605.00	$ 3,432.00	$ 24,024.00	$ 4,664.56	$ 32,651.93	$ -	$ -	$ 3,200.00	$ 22,400.00
October 1, 2027 - September 30, 2028 (7 months. October. April through September)	$ 1,530.15	$ 10,711.05	$ 3,432.00	$ 24,024.00	$ 4,804.50	$ 33,631.48	$ -	$ -	$ 3,400.00	$ 23,800.00
MODULE #6 TOTAL ANNUAL:		**$ 31,816.05**		**$ 72,072.00**		**$ 97,984.31**		**$ -**		**$ 67,200.00**
Addendum No. 1 (Y/N)	Y		Y		Y		N		Y	

David R. Schott — *David R. Schott* — March 6, 2025

Name of Recorder — **Signature** — Date

* Note: The Police Department Building and City Hall will require a background check and participate in Criminal Justice Information Services (CJIS)

**Note: The existing shop will be remodeled with anticipated completion September 30, 2026. Janitorial service is anticipated to begin on the remodeled City Shop on October 1, 2026.

***Note: A new Parks and Fleet Shop will be constructed and anticipated to be completed March 1, 2026.

General Note: Timeframes for the remodeled City Shop and New Parks and Fleet Shop are estimates. Janitorial services will transfer to remodeled shop and new Parks and Fleet Shop when complete.

SUBMITTED BY:

GG GUTTERS, INC. DBA CREATIVE CLEANING CONNECTIONS

Firm Name

1943 CRESTVIEW DRIVE, MOSCOW, ID 83843 | (208)310-0974

Firm Address | Phone

Michelle Foutch | 03/05/2025

Authorized Representative's Signature | Date

GGGUTTERSINC@GMAIL.COM

Email contact address

LIST FIVE (5) PROFESSIONAL CLEANING REFERENCES OF SIMILAR SIZED CLIENTS WITHIN PAST FIVE (5) YEARS:

	Name	Address	Telephone
1.	PALOUSE PROPERTIES, KARL JOHNSON	115 S. WASHINGTON ST. SUITE 2, MOSCOW, ID 83843	(208)882-6280
2.	MY RENTAL CO., HEIDI WASHINGTON	1125 NW NYE ST. SUITE B, PULLMAN, WA 99163	(509)338-4653
3.	BLUEBIRD WEST, JAMES SHEAROUSE	317 W 6TH ST., MOSCOW, ID 83843	(208)301-7129
4.	MCCOY APARTMENTS, GREGG MCCOY	522 N JEFFERSON ST. APT. 3, MOSCOW, ID 83843	(509)330-1425
5.	MOSCOW POLICE DEPARTMENT, KAREN POTTER	155 SOUTHVIEW AVE., MOSCOW, ID 83843	(208)882-2677

BID SCHEDULE

Module #1: Moscow Police Station*

	Monthly	Annual
October 1, 2025 - September 30, 2026 (Police Station*)	$ 2,597.17	$ 31,166.04
October 1, 2026 - September 30, 2027 (Police Station*)	$ 2,623.14	$ 31,477.68
October 1, 2027 - September 30, 2028 (Police Station*)	$ 2,649.11	$ 31,789.32
MODULE #1 TOTAL ANNUAL:		$ 94,433.04

Module #2: City Hall* - Paul Mann Building

	Monthly	Annual
October 1, 2025 - September 30, 2026 (City Hall*)	$ 1,724.92	$ 20,699.04
October 1, 2026 - September 30, 2027 (City Hall*)	$ 1,742.17	$ 20,906.04
October 1, 2027 - September 30, 2028 (City Hall*)	$ 1,759.59	$ 21,115.08
October 1, 2025 - September 30, 2026 (Paul Mann)	$ 723.50	$ 8,682.00
October 1, 2026 - September 30, 2027 (Paul Mann)	$ 730.74	$ 8,768.88
October 1, 2027 - September 30, 2028 (Paul Mann)	$ 738.05	$ 8,856.60
MODULE #2 TOTAL ANNUAL:		$ 89,027.64

Module #3: Hamilton Indoor Recreation Center (HIRC) - Eggan Youth Center

	Monthly	Annual
October 1, 2025 - September 30, 2026 (HIRC)	$ 2,580.08	$ 30,960.96
October 1, 2026 - September 30, 2027 (HIRC)	$ 2,680.08	$ 32,160.96
October 1, 2027 - September 30, 2028 (HIRC)	$ 2,780.08	$ 33,360.96
October 1, 2025 - September 30, 2026 (Eggan Youth Center)	$ 1,302.33	$ 15,627.96
October 1, 2026 - September 30, 2027 (Eggan Youth Center)	$ 1,315.35	$ 15,784.20
October 1, 2027 - September 30, 2028 (Eggan Youth Center)	$ 1,328.50	$ 15,942.00
MODULE #3 TOTAL ANNUAL:		$ 143,387.04

Module #4: Fire Station #1 - Fire Station #3 - Existing City Shop - Remodeled City Shop - New Parks and Fleet Shop

	Monthly	Annual
October 1, 2025 - September 30, 2026 (Fire Station #1)	$ 477.78	$ 5,733.36
October 1, 2026 - September 30, 2027 (Fire Station #1)	$ 482.56	$ 5,790.72
October 1, 2027 - September 30, 2028 (Fire Station #1)	$ 487.39	$ 5,848.68
October 1, 2025 - September 30, 2026 (Fire Station #3)	$ 543.00	$ 6,516.00
October 1, 2026 - September 30, 2027 (Fire Station #3)	$ 548.43	$ 6,581.16
October 1, 2027 - September 30, 2028 (Fire Station #3)	$ 553.91	$ 6,646.92
October 1, 2025 - September 30, 2026 (Existing City Shop)(1,053 SF)**	$ 723.50	$ 8,682.00
October 1, 2026 - September 30, 2027 (Remodeled City Shop) (2,530 SF)**	$ 1,394.10	$ 16,729.20
October 1, 2027 - September 30, 2028 (Remodeled City Shop) (2,530 SF)**	$ 1,408.04	$ 16,896.48
March 1, 2026 - September 30, 2026 (Parks and Fleet Shop: New Construction) (7 Months)***	$ 2,504.15	$ 17,529.05
October 1, 2026 - September 30, 2027 (Parks and Fleet Shop: New Construction) (12 Months)***	$ 2,529.19	$ 30,350.28
October 1, 2027 - September 30, 2028 (Parks and Fleet Shop: New Construction) (12 Months)***	$ 2,554.48	$ 30,653.76
MODULE #4 TOTAL ANNUAL:		$ 157,957.61

Module #5: Water Reclamation and Reuse Facility (WRRF) - Magyar Building - Water Operations Building

	Monthly	Annual
October 1, 2025 - September 30, 2026 (WRRF)	$ 1,759.10	$ 21,109.20
October 1, 2026 - September 30, 2027 (WRRF)	$ 1,776.69	$ 21,320.28
October 1, 2027 - September 30, 2028 (WRRF)	$ 1,794.46	$ 21,533.52
October 1, 2025 - September 30, 2026 (Magyar Building)	$ 1,537.62	$ 18,451.44
October 1, 2026 - September 30, 2027 (Magyar Building)	$ 1,553.00	$ 18,636.00
October 1, 2027 - September 30, 2028 (Magyar Building)	$ 1,568.53	$ 18,822.36
October 1, 2025 - September 30, 2026 (Water Operations Building)	$ 566.74	$ 6,800.88
October 1, 2026 - September 30, 2027 (Water Operations Building)	$ 572.10	$ 6,865.20
October 1, 2027 - September 30, 2028 (Water Operations Building)	$ 577.82	$ 6,933.84
MODULE #5 TOTAL ANNUAL:		$ 140,472.72

Module #6: Intermodal Transit Center (ITC) - Haddock Building

	Monthly	Annual
October 1, 2025 - September 30, 2026 (ITC)	$ 1,012.09	$ 12,145.08
October 1, 2026 - September 30, 2027 (ITC)	$ 1,022.21	$ 12,266.52
October 1, 2027 - September 30, 2028 (ITC)	$ 1,032.43	$ 12,389.16
October 1, 2025 - September 30, 2026 (Haddock Building)	$ 1,111.50	$ 13,386.00
October 1, 2026 - September 30, 2027 (Haddock Building)	$ 1,122.62	$ 13,471.44
October 1, 2027 - September 30, 2028 (Haddock Building)	$ 1,133.85	$ 13,606.20
MODULE #6 TOTAL ANNUAL:		$ 77,264.40

Module #7: Parks Restrooms - Friendship Sqaure - Jim Lyle Rotary Park - East City Park - Kiwanis Park - Lena Whitmore Park - Ghormley Park - Mountain View Park - Indian Hills Park

	Monthly	Annual
October 1, 2025 - September 30, 2026	$	$
October 1, 2026 - September 30, 2027	$	$
October 1, 2027 - September 30, 2028	$	$
MODULE #6 TOTAL ANNUAL:		$

* Note: The Police Department Building and City Hall will require a background check and participate in Criminal Justice Information Services (CJIS)

**Note: The existing shop will be remodeled with anticipated completion September 30, 2026. Janitorial service is anticipated to begin on the remodeled City Shop on October 1, 2026.

***Note: A new Parks and Fleet Shop will be constructed and anticipated to be completed March 1, 2026.

General Note: Timeframes for the remodeled City Shop and New Parks and Fleet Shop are estimates. Janitorial services will transfer to remodeled shop and new Parks and Fleet Shop when complete.

Please provide a written plan for supervising the Services to be provided, a sample daily checklist, and a written plan for regular quality evaluations with your bid.

March 3, 2025

ADDENDUM NO. 1

City of Moscow Project: Custodial Services for Certain City Buildings

The following changes, additions, clarifications, and/or deletions are hereby made a part of the City of Moscow's Invitation for Bids for Custodial Services for Certain City Buildings as fully and completely as if the same were entirely set forth in the Specifications and Contract Documents. This addendum, as set forth herein, shall become an integral part of any contract entered into by and between the Owner and the Contractor.

Module #7: Parks Restrooms

SAMPLE AGREEMENT SECTION 1: SCOPE OF WORK.A.16.

16. 6 days per week (Monday-Saturday) in the Parks Restrooms located at:

ADD:

16. 6 days per week (Monday-Saturday) *April 1 through October 31 each calendar year* in the Parks Restrooms located at:

Module #7 Parks Restrooms

Invitation to Bid: Bid Schedule

Module #7: Parks Restrooms - Friendship Sqaure - Jim Lyle Rotary Park - East City Park - Kiwanis Park - Lena Whitmore Park - Ghormley Park - Mountain View Park - Indian Hills Park	Monthly	Annual
October 1, 2025 - September 30, 2026	$_____	$_____
October 1, 2026 - September 30, 2027	$_____	$_____
October 1, 2027 - September 30, 2028	$_____	$_____
MODULE #6 TOTAL ANNUAL:		$_____

Change to:

Module #7: Parks Restrooms - Friendship Sqaure - Jim Lyle Rotary Park - East City Park - Kiwanis Park - Lena Whitmore Park - Ghormley Park - Mountain View Park - Indian Hills Park	Monthly	Annual
October 1, 2025 - September 30, 2026 *(7 months. October. April through September)*	$ 1,500.00	$ 10,500.00
October 1, 2026 - September 30, 2027 *(7 months. October. April through September)*	$ 1,515.00	$ 10,605.00
October 1, 2027 - September 30, 2028 *(7 months. October. April through September)*	$ 1,530.15	$ 10,711.05
MODULE #6 TOTAL ANNUAL:		$ 31,816.05

Receipt of **ADDENDUM NO. 1** must be acknowledged. This document must be signed and attached to the bid to acknowledge its receipt:

GG GUTTERS, INC DBA CREATIVE CLEANING CONNECTIONS

Firm Name of Bidder

Michelle Foutch

Signature of Bidder

OWNER

Title

03/03/2025

Date

SUBMITTED BY:

EVCAR, Inc dba ServiceMaster Building Maintenance
Firm Name

1449 Main St Lewiston ID 83501
Firm Address

208-798-1685
Phone

Charleen Young
Authorized Representative's Signature

3/4/2025
Date

smbm@moscow.com
Email contact address

LIST FIVE (5) PROFESSIONAL CLEANING REFERENCES OF SIMILAR SIZED CLIENTS WITHIN PAST FIVE (5) YEARS:

	Name	Address	Telephone
1.	TriState Outfitters	1104 Old Pullman Rd Moscow	208-882-4555 Liza
2.	Moscow Public Library	110 S. Jefferson Moscow	208-882-3925 Melissa
3.	Infinity Management	1314 Idaho Lewiston	208-746-5631 Rhonda
4.	PCLI	3330 4th St Lewiston	208-746-2025 Jennifer Skinner
5.	Joe Hall Ford	1617 21st St Lewiston	208-746-2391 Mandy Liedkie or Nick Hall

BID SCHEDULE

		Monthly	Annual
Module #1: Moscow Police Station*			
	October 1, 2025 - September 30, 2026 (Police Station*)	$	$
	October 1, 2026 - September 30, 2027 (Police Station*)	$	$
	October 1, 2027 - September 30, 2028 (Police Station*)	$	$
	MODULE #1 TOTAL ANNUAL:		$
Module #2: City Hall* - Paul Mann Building			
		Monthly	**Annual**
	October 1, 2025 - September 30, 2026 (City Hall*)	$970.00	$11640.00
	October 1, 2026 - September 30, 2027 (City Hall*)	$970.00	$11640.00
	October 1, 2027 - September 30, 2028 (City Hall*)	$970.00	$11640.00
	October 1, 2025 - September 30, 2026 (Paul Mann)	$416.00	$4992.00
	October 1, 2026 - September 30, 2027 (Paul Mann)	$416.00	$4992.00
	October 1, 2027 - September 30, 2028 (Paul Mann)	$416.00	$4992.00
	MODULE #2 TOTAL ANNUAL:		$49896.00
Module #3: Hamilton Indoor Recreation Center (HIRC) - Eggan Youth Center			
		Monthly	**Annual**
	October 1, 2025 - September 30, 2026 (HIRC)	$2400.00	$28800.00
	October 1, 2026 - September 30, 2027 (HIRC)	$2400.00	$28800.00
	October 1, 2027 - September 30, 2028 (HIRC)	$2400.00	$28800.00
	October 1, 2025 - September 30, 2026 (Eggan Youth Center)	$976.00	$11712.00
	October 1, 2026 - September 30, 2027 (Eggan Youth Center)	$976.00	$11712.00
	October 1, 2027 - September 30, 2028 (Eggan Youth Center)	$976.00	$11712.00
	MODULE #3 TOTAL ANNUAL:		$131536.00
Module #4: Fire Station #1 - Fire Station #3 - Existing City Shop - Remodeled City Shop - New Parks and Fleet Shop			
		Monthly	**Annual**
	October 1, 2025 - September 30, 2026 (Fire Station #1)	$416.00	$4992.00
	October 1, 2026 - September 30, 2027 (Fire Station #1)	$416.00	$4992.00
	October 1, 2027 - September 30, 2028 (Fire Station #1)	$416.00	$4992.00
	October 1, 2025 - September 30, 2026 (Fire Station #3)	$416.00	$4992.00
	October 1, 2026 - September 30, 2027 (Fire Station #3)	$416.00	$4992.00
	October 1, 2027 - September 30, 2028 (Fire Station #3)	$416.00	$4992.00
	October 1, 2025 - September 30, 2026 (Existing City Shop)(1,053 SF)**	$416.00	$4992.00
	October 1, 2026 - September 30, 2027 (Remodeled City Shop) (2,530 SF)**	$624.00	$7488.00
	October 1, 2027 - September 30, 2028 (Remodeled City Shop) (2,530 SF)**	$624.00	$7488.00
	March 1, 2026 - September 30, 2026 (Parks and Fleet Shop: New Construction) (7 Months)* **	$936.00	$6552.00
	October 1, 2026 - September 30, 2027 (Parks and Fleet Shop: New Construction) (12 Months)* **	$936.00	$11232.00
	October 1, 2027 - September 30, 2028 (Parks and Fleet Shop: New Construction) (12 Months)***	$936.00	$11232.00
	MODULE #4 TOTAL ANNUAL:		$78936.00
Module #5: Water Reclamation and Reuse Facility (WRRF) - Magyar Building - Water Operations Building			
		Monthly	**Annual**
	October 1, 2025 - September 30, 2026 (WRRF)	$990.00	$11880.00
	October 1, 2026 - September 30, 2027 (WRRF)	$990.00	$11880.00
	October 1, 2027 - September 30, 2028 (WRRF)	$990.00	$11880.00
	October 1, 2025 - September 30, 2026 (Magyar Building)	$520.00	$6240.00
	October 1, 2026 - September 30, 2027 (Magyar Building)	$520.00	$6240.00
	October 1, 2027 - September 30, 2028 (Magyar Building)	$520.00	$6240.00
	October 1, 2025 - September 30, 2026 (Water Operations Building)	$690.00	$8280.00
	October 1, 2026 - September 30, 2027 (Water Operations Building)	$690.00	$8280.00
	October 1, 2027 - September 30, 2028 (Water Operations Building)	$690.00	$8280.00
	MODULE #5 TOTAL ANNUAL:		$79200.00
Module #6: Intermodal Transit Center (ITC) - Haddock Building			
		Monthly	**Annual**
	October 1, 2025 - September 30, 2026 (ITC)	$1470.00	$17640.00
	October 1, 2026 - September 30, 2027 (ITC)	$1470.00	$17640.00
	October 1, 2027 - September 30, 2028 (ITC)	$1470.00	$17640.00
	October 1, 2025 - September 30, 2026 (Haddock Building)	$910.00	$10920.00
	October 1, 2026 - September 30, 2027 (Haddock Building)	$910.00	$10920.00
	October 1, 2027 - September 30, 2028 (Haddock Building)	$910.00	$10920.00
	MODULE #6 TOTAL ANNUAL:		$85680.00
Module #7: Parks Restrooms - Friendship Square - Jim Lyle Rotary Park - East City Park - Kiwanis Park - Lena Whitmore Park - Ghormley Park - Mountain View Park - Indian Hills Park			
		Monthly	**Annual**
	October 1, 2025 - September 30, 2026	$3432.00	$34024.00
	October 1, 2026 - September 30, 2027	$3432.00	$34024.00
	October 1, 2027 - September 30, 2028	$3432.00	$34024.00
	MODULE #6 TOTAL ANNUAL:		$72072.00

* Note: The Police Department Building and City Hall will require a background check and participate in Criminal Justice Information Services (CJIS)

**Note: The existing shop will be remodeled with anticipated completion September 30, 2026. Janitorial service is anticipated to begin on the remodeled City Shop on October 1, 2026.

***Note: A new Parks and Fleet Shop will be constructed and anticipated to be completed March 1, 2026.

General Note: Timeframes for the remodeled City Shop and New Parks and Fleet Shop are estimates. Janitorial services will transfer to remodeled shop and new Parks and Fleet Shop when complete.

Please provide a written plan for supervising the Services to be provided, a sample daily checklist, and a written plan for regular quality evaluations with your bid.

March 3, 2025

ADDENDUM NO. 1

City of Moscow Project: Custodial Services for Certain City Buildings

The following changes, additions, clarifications, and/or deletions are hereby made a part of the City of Moscow's Invitation for Bids for Custodial Services for Certain City Buildings as fully and completely as if the same were entirely set forth in the Specifications and Contract Documents. This addendum, as set forth herein, shall become an integral part of any contract entered into by and between the Owner and the Contractor.

Module #7: Parks Restrooms

SAMPLE AGREEMENT SECTION 1: SCOPE OF WORK.A.16.

16. 6 days per week (Monday-Saturday) in the Parks Restrooms located at:

ADD:

16. 6 days per week (Monday-Saturday) *April 1 through October 31 each calendar year* in the Parks Restrooms located at:

Module #7 Parks Restrooms

Invitation to Bid: Bid Schedule

Module #7: Parks Restrooms - Friendship Sqaure - Jim Lyle Rotary Park - East City Park - Kiwanis Park - Lena Whitmore Park - Ghormley Park - Mountain View Park - Indian Hills Park			
		Monthly	Annual
	October 1, 2025 - September 30, 2026	$_____	$_____
	October 1, 2026 - September 30, 2027	$_____	$_____
	October 1, 2027 - September 30, 2028	$_____	$_____
	MODULE #6 TOTAL ANNUAL:		$_____

Change to:

Module #7: Parks Restrooms - Friendship Sqaure - Jim Lyle Rotary Park - East City Park - Kiwanis Park - Lena Whitmore Park - Ghormley Park - Mountain View Park - Indian Hills Park			
		Monthly	Annual
	October 1, 2025 - September 30, 2026 *(7 months. October. April through September)*	$_____	$_____
	October 1, 2026 - September 30, 2027 *(7 months. October. April through September)*	$_____	$_____
	October 1, 2027 - September 30, 2028 *(7 months. October. April through September)*	$_____	$_____
	MODULE #6 TOTAL ANNUAL:		$_____

Receipt of **ADDENDUM NO. 1** must be acknowledged. This document must be signed and attached to the bid to acknowledge its receipt:

_____

EVCAR, Inc dba ServiceMaster Building Maintenance

Charleen Young

Firm Name of Bidder

Charleen Young

Signature of Bidder

President

Title

3/3/2025

Date

PROFESSIONAL SERVICES AGREEMENT
BETWEEN CITY OF MOSCOW, IDAHO AND
GG GUTERS, INC.

THIS PROFESSIONAL SERVICES AGREEMENT BETWEEN CITY OF MOSCOW, IDAHO AND GG GUTERS, INC. (hereinafter "Agreement") is made this ____ day of _____, 2025, by and between the City of Moscow, Idaho, a municipal corporation of the State of Idaho, 206 East Third Street, Moscow, Idaho, 83843 (hereinafter "CITY"), and GG Gutters, Inc. dba Creative Cleaning Connections, a general business corporation of the State of Idaho, 2290 White Avenue, #103, Moscow, Idaho, 83843 (hereinafter "JANITOR"):

W I T N E S S E T H :

WHEREAS, CITY is in need of janitorial services for Module 1: Moscow Police Department; and Module 6: Intermodal Transit Center and Haddock Building; and Module 7: Parks Restrooms in Moscow, Idaho, and has requested JANITOR to undertake the duties of the necessary janitorial services upon the terms and conditions hereinafter expressed:

NOW, THEREFORE, IT IS HEREBY AGREED AS FOLLOWS:

SECTION 1: SCOPE OF WORK

JANITOR shall perform the duties outlined in the Cleaning Quality Requirements and Supplemental Duties and Instructions, attached as Attachment "A" and incorporated herein by reference, and the following duties according to commonly accepted industry standards and practices.

A. Daily Service shall be performed in conformance with the following schedule:
   1. 5 days per week (Monday-Friday) in the Moscow Police Station
   2. 3 days per week (Sunday, Tuesday, Thursday) in the Haddock Building
   3. 5 days per week (Monday-Friday) in the Intermodal Transit Center
   4. 6 days per week (Monday-Saturday) April 1 through October 31 each calendar year in the Parks Restrooms located at:
      a. Friendship Square Downtown Restroom, 4th and Main Street
      b. Jim Lyle Rotary Park, 1100 East F Street
      c. East City Park, 900 East Third Street
      d. Kiwanis Park, 2027 East E Street
      e. Lena Whitmore Park, 125 South Cleveland
      f. Ghormley Park, 504 Home Street
      g. Mountain View Park, 1450 North Mountain View Road

h. Indian Hills Park, 1020 Indian Hills Drive

B. JANITOR shall perform the following Daily Services:

1. Empty all waste and recycling baskets and dispose of contents as appropriate.
2. Empty, sanitize, and re-line interior of sanitary containers.
3. Sweep, dust mop, and/or vacuum all floor surfaces including elevators, staircases, and landings.
4. Wet-mop all hard surface flooring, excluding staircases and landings.
5. Clean and sanitize sinks, toilets, urinals and other restroom fixtures.
6. Clean mirrors.
7. Clean and refill all restroom dispensers.
8. Clean and sanitize drinking fountains.
9. Keep janitor's closets clean and orderly.
10. Wipe clean all sinks, counters and tables in conference rooms and kitchens.
11. Parks Restrooms:
    a. Clean and sanitize all sinks, toilets, urinals, and other restroom fixtures including waste baskets and door bottoms.
    b. Wipe and sanitize all baby changing stations.
    c. Wipe and sanitize all side walls located behind or adjacent to all urinals and toilets.
    d. Mirrors cleaned with glass cleaner.
    e. Floors swept and mopped.
    f. All door contact areas are to be wiped and sanitized.
    g. Spot-check and clean walls as necessary.
    h. Clean and refill all restroom dispensers with CITY provided supplies.
    i. Empty trash and feminine hygiene dispensers.
    j. Check for broken stall door handles, sink faucets, and flushers and report to CITY Parks Department, if found.
    k. Clean and sanitize drinking fountains.

C. JANITOR shall perform the following Weekly Service:

1. Auto scrub Police Station five (5) days per week: Monday through Friday. Use CITY-supplied auto scrubber.

DRAFT

2. Wet mop all staircases and landings.
3. Clean entrance doors and entrance glass, interior and exterior (weather permitting) and any inside glass partitions, panels, or inside-of-the-building windows.
4. Clean interior panels, walls and threshold of elevator cab.
5. Dust chairs, tables and other office surfaces.
6. Dust counters, file cabinets, all ledges and other surfaces within reach.
7. Remove scuff marks as necessary.
8. Clean interior glass up to ten feet (10') – low glass.
9. Clean cleared desk tops, counter tops, file cabinets, wastebaskets, drawer faces.
10. Wash and clean restroom walls, doors, and kitchen walls near sinks, trash cans and ranges.
11. Clean stains or spots on carpets. No other carpet or upholstery cleaning is required under this Agreement.
12. Buff all tile, wood and terrazzo floors to maintain a high shine.
13. Specified office machines shall be cleaned and dusted as indicated by building personnel.

D. JANITOR shall perform the following Semi-Annual Services two (2) times per year:

1. Clean all interior glass over ten feet (10') – high glass (April and October).
2. Clean or vacuum all Venetian blinds, curtains, and/or draperies (April and October).
3. Disassemble and clean insects and dust from ceiling light fixtures (April and October).
4. Dust all high areas over six feet (6') in height (April and October).
5. Vacuum dust from all heat and air vents (April and October).
6. Clean light fixture exteriors (April and October).
7. Vacuum all upholstered furniture (April and October).
8. Wash and clean all walls as directed by the Parks and Facilities Manager or Facilities Supervisor.

E. ADDITIONAL JANITOR DUTIES.

1. Secure facilities upon completion of work.

DRAFT

2. Ensure all work is completed between 6:00 p.m. and 7:00 a.m., except Sundays, in all facilities except the Police Station. JANITOR shall work around meetings in said facilities taking place after 6:00 p.m. Work at the Police Station shall be completed during regular business hours unless otherwise approved.

3. Attend a monthly meeting with CITY staff for the purpose of evaluating the previous month's work.

4. Report material and supply needs on a weekly basis (preferably Thursday's) to the Facilities Supervisor, with the intent of having enough supplies on hand at all facilities for the work week.

5. Complete daily cleaning of parks' restrooms no later than 4:00 p.m. local time each day. Friendship Square Downtown Restroom shall be cleaned prior to 9:00 a.m. on Saturdays.

SECTION 2: TERM

The term of this Agreement shall be effective from October 1, 2025, through September 30, 2028, subject to the termination provisions and the non-appropriation terms herein.

SECTION 3: COMPENSATION

A. An amount not to exceed Sixty-Seven Thousand, One Hundred Ninety-Seven Dollars and Twelve Cents ($67,197.12) per period, which includes the dates from October 1, 2025, through September 30, 2026; and

B. An amount not to exceed Sixty-Seven Thousand, Eight Hundred Twenty Dollars and Sixty-Four Cents ($67,820.64) per period, which includes the dates from October 1, 2026, through September 30, 2027; and

C. An amount not to exceed Sixty-Eight Thousand, Four Hundred Ninety-Five Dollars and Seventy-Three Cents ($68,495.73) per period, which includes the dates from October 1, 2027, through September 30, 2028.

JANITOR is to be paid monthly upon receipt of a signed affidavit and detailed work summary for the prior month's service. Each monthly invoice shall include a calendar of planned activities for the next quarter of the year (three [3] months forward from date of invoice). A prorated deduction shall be made from monthly payments for any and all scheduled days during a month in which a facility is not cleaned.

SECTION 4: TERMINATION

This Agreement may be terminated without cause at any time by CITY giving JANITOR thirty (30) calendar days' notice in writing of its intention to terminate the same. JANITOR shall be paid for work completed up to the notice of termination and shall not be entitled to payment for any

work performed after receipt of notice of termination, absent an express written agreement from CITY. This Agreement may be terminated by JANITOR upon thirty (30) days' written notice to CITY, should CITY fail to substantially perform in accordance with its terms through no fault of JANITOR.

SECTION 5: INSURANCE

JANITOR warrants that it shall obtain and will maintain at its expense for the duration of this Agreement, worker's compensation and employer's liability insurance as required by the State of Idaho. JANITOR shall maintain comprehensive general liability insurance covering claims for injuries to members of the public and/or damages to property of others arising out of any covered negligent act or omission of JANITOR or any of its employees and agents with a minimum coverage limit of One Million Dollars ($1,000,000) per claim and Two Million Dollars ($2,000,000) aggregate. The amounts of such insurance shall not be deemed as a limitation of the indemnity and hold harmless covenant contained herein, and in the event CITY becomes liable for an amount in excess of such insurance coverage, JANITOR shall indemnify and hold harmless CITY for the whole thereof.

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

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

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

SECTION 6: BONDING

JANITOR shall obtain, at JANITOR's sole expense, a fidelity bond in the amount of Five Thousand Dollars ($5,000) per employee. Such bond must be furnished to CITY within five (5) days of commencing work under this Agreement. Such bond shall apply to all work performed pursuant to this Agreement, whether actually performed by JANITOR or JANITOR's employees.

In lieu of such bonding, JANITOR may substitute an insurance policy that provides coverage at least as extensive as the bond herein required, provided, however, that such substitute coverage continues uninterrupted during the full term of this Agreement and is approved by CITY prior to substitution by JANITOR. JANITOR shall inform CITY of any change in substitute coverage within thirty (30) days prior to such change.

SECTION 7: GENERAL TERMS AND CONDITIONS

A. INDEMNIFICATION. JANITOR waives any and all claims and recourse against CITY, including the right of contribution for loss and damage to persons or property arising from, growing out of, or in any way connected with or incident to JANITOR's performance of this Agreement, except for liability arising out of the sole negligence of CITY or its officers, agents, or employees. Further, JANITOR shall indemnify, hold harmless, and defend CITY against any and all claims, demands, damages, costs, expenses, or liability arising out of JANITOR's performance of this Agreement, except for liability arising out of the sole negligence of CITY or its officers, agents, or employees.

If CITY is determined to be solely negligent by a final decision in a court of law and such sole negligence by CITY directly results in judgment(s), costs, and/or expenses to JANITOR, then CITY shall reimburse JANITOR for the portion of such judgment(s), costs and/or expenses attributed to CITY as a result of such determination of CITY's sole negligence.

B. SUBCONTRACTING, SUCCESSORS, AND ASSIGNS. The duties and work described above and herein shall be accomplished by JANITOR and shall not be subcontracted, assigned or transferred by JANITOR to other parties. This Agreement shall be binding upon and shall inure to the benefit of the successors in interest, executors, administrators and assigns of each Party to this Agreement.

C. NON-APPROPRIATION CONTINGENCY. This Agreement is contingent upon CITY receiving the necessary funding to cover the financial obligations of CITY. In the event that such funding is not received or appropriated, then, and in that event, CITY's obligations under this Agreement shall cease and each Party shall be released from further performance under this Agreement without any liability to the other Party and JANITOR shall be entitled to receive just and equitable compensation for any work satisfactorily completed hereunder.

D. INDEPENDENT CONTRACTOR. The Parties warrant by their signatures that no employer/employee relationship is established between CITY and JANITOR by the terms of this Agreement. JANITOR is an independent contractor and not an employee of CITY and as such neither it nor its employees, if any, are employees of CITY for purposes of tax, retirement system, or social security (FICA) withholding.

E. FAILURE TO PERFORM. If JANITOR fails to perform and fulfill any of the duties pursuant to this Agreement, CITY may immediately terminate this Agreement with no notice required, and may deduct any money owed to JANITOR to cover the cost of hiring another contractor to remedy JANITOR's failure to perform.

F. SPECIAL WARRANTY. JANITOR warrants that nothing of monetary value has been given, promised or implied as remuneration or inducement to enter into this Agreement. JANITOR declares that no improper personal, political or social activities have been used or attempted in an effort to influence the outcome of the competition, discussion, or negotiation leading to the award of this Agreement. Any such activity by JANITOR shall

make this Agreement null and void. JANITOR further warrants that all materials and goods supplied under this Agreement shall be of good merchantable quality and that all services will be performed in a good skillful manner in conformance with industry standards. JANITOR acknowledges that it will be liable for any breach of this warranty.

G. JURISDICTION, VENUE, AND NON-WAIVER. It is agreed that this Agreement shall be construed under and governed by the laws of the State of Idaho. In the event of litigation concerning it, it is agreed that proper venue shall be the District Court of the Second Judicial District of the State of Idaho, in and for the County of Latah. Failure of CITY to not exercise any of its rights under this Agreement, or breach thereof, shall not be deemed to be a waiver of such right or a waiver of any subsequent breach.

H. COSTS AND ATTORNEY FEES. If either Party commences an action against the other Party, either legal, administrative or otherwise, arising out of or in connection with this Agreement, the prevailing Party shall be entitled to have and recover from the losing Party reasonable attorney's fees and all other reasonable costs of such action, including expert witness fees and expenses, whether the same are incurred with or without suit.

I. ENTIRE AGREEMENT AND MODIFICATION. This Agreement and its attachment contain the entire agreement between CITY and JANITOR, and no statements, promises, or inducements made by either Party, or agents of either Party are valid or binding unless contained herein. This Agreement may not be enlarged, modified or altered except upon written agreement signed by the Parties hereto.

J. SEVERABILITY. If any part of this Agreement is held invalid or unenforceable by a court of competent jurisdiction, the remaining portions of the Agreement will, nevertheless, remain in full force and effect so long as the remainder of this Agreement is reasonably capable of completion.

K. CONFLICT OF INTEREST. JANITOR covenants that it presently has no interest and will not acquire any interest, direct or indirect, in the duties which would conflict in any manner or degree with the performance of its services hereunder. JANITOR further covenants that, in performing this Agreement, it will employ no person who has any such interest. Should any conflict of interest arise during the performance of this Agreement, JANITOR shall immediately disclose such conflict to CITY.

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

available to employees and other applicants for employment, notices setting forth the provisions of this non-discrimination Section.

M. LICENSE AND ADHERENCE TO LAW REQUIRED. JANITOR represents to possess the skill and experience necessary and all licenses required to perform the duties under this Agreement. JANITOR further agrees to comply with all applicable Federal, State, and local statutes and regulations in performance of the duties hereunder, and such laws are hereby made a part of this Agreement and shall be adhered to at all times. Violation of any of these statutes or regulations by JANITOR shall be deemed material and shall subject JANITOR to termination of this Agreement for cause. No pleas of misunderstanding or ignorance on the part of JANITOR will in any way serve to modify the provisions of this requirement. JANITOR and its surety shall defend, hold harmless, and indemnify CITY and its employees, agents, and representatives, against any claim or liability arising from or based on the violation of any such laws, codes, ordinances, or regulations, whether by JANITOR or JANITOR's officers, agents, or employees.

Ownership or Operation by China. Pursuant to Idaho Code § 67-2359, JANITOR certifies that it is not currently owned or operated by the government of China and will not for the duration of this Agreement be owned or operated by the government of China. The terms in this Section defined in Idaho Code section 67-2359 shall have the meaning defined therein.

Public Funds for Abortion Act. Pursuant to Idaho Code Title 18 Chapter 87, JANITOR certifies that it is not an abortion provider or an affiliate of any abortion providers and does not, and will not for the duration of this Agreement, authorize the use of state facilities or public funds for abortion related activity.

N. NOTICE. Such communications as are required by this Agreement shall be satisfied by mailing or personal delivery to the Parties as the following addresses:

JANITOR:	CITY:
GG Gutters, Inc. dba Creative Cleaning Connections 2290 White Avenue, #103 Moscow, ID 83843	City of Moscow Parks and Facilities Manager PO Box 9203 Moscow, ID 83843

O. DRUG/TOBACCO FREE FACILITIES. All CITY facilities are drug and tobacco free facilities. Any drug and/or tobacco use (smoked or smokeless) is prohibited at all times on all areas of CITY facilities.

P. AUTHORITY TO EXECUTE. The persons executing this Agreement on behalf of their respective Parties represent and warrant that they have the authority to do so under law and from their respective Parties. This Agreement may also be executed by the use of electronic signatures pursuant to Idaho Code § 28-50-107. If electronic signatures are utilized, the acknowledgement before a notary is not required.

IN WITNESS WHEREOF, the Parties hereto have caused this Agreement to be executed as the date indicated above.

JANITOR:

_____
Michelle Foutch

CITY OF MOSCOW:

_____
Arthur D. Bettge, Mayor

ATTEST:

_____
Laurie M. Hopkins, City Clerk

Approved As To Form:

_____
Mia Bautista, City Attorney

ACKNOWLEDGMENT

STATE OF _____)
) ss:
County of _____)

On this ___ day of _____, 2025, before me, a Notary Public in and for said State, appeared Michelle Foutch, known to me to be the person named above and acknowledged that they executed the foregoing Professional Services Agreement as the duly authorized representative of GG Gutters, Inc. dba Creative Cleaning Connections.

_____
Notary Public for the State of _____
Residing at_____
My commission expires _____

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ATTACHMENT "A"

CLEANING QUALITY AND REQUIREMENTS
AND SUPPLEMENTAL DUTIES AND INSTRUCTIONS

Services performed under this Agreement shall be subject to inspection and approval by CITY. These requirements are an outline of general expectations of cleanliness, but are not meant to replace or supersede the latest industry standards or materials and equipment manufacturer's recommendations.

CITY will be the sole judge of the efficiency and acceptability of each of JANITOR'S employees' performances while on site. CITY reserves the right to require JANITOR to remove any employees from further duty at CITY facilities, without cause and without the right to recover damages by such employee or by JANITOR from CITY. JANITOR shall promptly remove and replace an employee when requested to do so by CITY.

Each of JANITOR'S employees shall be equipped with the necessary equipment to carry out the proper performance of the cleaning as specified. This equipment shall be available and in possession of JANITOR's employees at all times while carrying out their duties.

This Attachment outlines the minimum acceptable quality standards:

A. Floor Maintenance.

1. General. For all operations where furniture and equipment must be moved, no chairs, wastepaper baskets, or other similar items shall be stacked on desks, tables, or window sills. This is necessary to avoid damage and to avoid disturbing work on the desks. Upon completion of work, all furniture and equipment must be returned to its original position.

   Baseboards, walls, stair risers, furniture, and equipment shall in no way be splashed, disfigured, or damaged during these operations.

   Proper precautions shall be taken to advise facility occupants of wet and/or slippery floor conditions. This applies during inclement weather, as well as during cleaning operations. All tools and equipment shall be maintained in clean condition at all times and neatly stored each night in the assigned storage areas.

2. Sweeping and Damp-Mopping. After sweeping and damp mopping operations, all floors shall be clean and free of dirt streaks; no dirt shall be left in corners, behind radiators, under furniture, behind doors, or on stair landings and treads. No dirt shall be left where sweepings were picked up. There shall be no dirt, trash, or foreign matter under desks, tables, or chairs when task is completed.

3. Wet Mopping. The floors shall be properly prepared and thoroughly swept to remove visible dirt and debris; this includes removal of wads of gum, tar, and similar substances

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from the floor surface. On completion of the mopping and scrubbing, the floors shall be clean and free of dirt, water streaks, mop marks, string, etc. Floors shall be properly rinsed and dry mopped to represent an overall appearance of cleanliness. All surfaces shall be dry, and corners and cracks clean after wet mopping or scrubbing.

4. Finishing and Buffing. Proper preparation of a floor, before refinishing, is considered the most important procedure in floor maintenance. Therefore, special attention shall be given to the following requirements: apply proper finish removers, stripping agents and synthetic detergents to the floor. Scrub with a floor-scrubbing machine or agitate with a mop to remove all dead finish, soap film, dirt, and stains. Pick up dirty solution with mop, squeegee, or wet-vacuum, and thoroughly rinse with clean water and dry. Finish shall be applied in a thin, even coat. The number of coats applied will depend on the type and condition of the floor.

5. Damp Mopping and Buffing. At the stated frequencies, floors shall be damp-mopped and buffed between regular finishing operations. The floor shall be prepared by sweeping to remove all visible dirt and debris; damp-mop with a clean mop that has been dampened in clean-cold rinse water. The floor area shall then be machine buffed to a polished appearance.

6. Rug Vacuuming. The rug or carpet area is to be vacuumed to remove all dirt, dust, and litter. The rug is to be vacuumed to remove all obvious surface dirt from traffic areas and from under furniture. Obvious surface dirt referred to is any visible foreign matter found on the floor, rug, or carpet surface.

7. Miscellaneous.
   a. Rugs and Entrance Mats. After each thorough vacuuming, all rugs shall be clean, free from dust balls, dirt, leaves, ice melt product, and other debris.

   b. Toilets. Special attention shall be given to floors around urinals and commodes for elimination of odors and stains and to provide a uniformly clean appearance throughout.

B. Dusting.

Normal or low dusting includes all levels up to six feet (6') in height. All high dusting will be over six feet (6') in height up to ceiling level. Dust shall not be moved from spot to spot, but removed directly from the areas in which it lies by the most effective means such as appropriately treated dusting cloths, specialized vacuum tools, etc. When performing high dusting, dust shall not be allowed to fall from high areas onto furniture and equipment below. Dusting devices which merely displace or redistribute the matter, such as feather dusters, will not be used unless treated to attract and hold matter. The following conditions shall exist after the completion of each dusting task:

1. There shall be no dust streaks on surfaces.

2. Corners, crevices, moldings, and legs shall be free of all dust.

3. There shall be no oils, spots, or smudges on dusted surfaces caused by dusting tools.

4. Cobwebs will be removed.

5. Any articles moved to accomplish the task shall be returned to their original position.

C. Damp-Wiping.

This task consists of using a clean damp cloth or sponge to remove all dirt, spots, streaks and smudges from walls, glass and other specified surfaces and then drying to provide a polished appearance. The wetting solution shall contain an appropriate cleaning agent. When damp-wiping in toilet areas, a multipurpose (disinfectant-deodorizing) cleaner shall be used.

D. Bright Metal Polishing.

Bright metal polishing may be performed by damp wiping and drying with a suitable cloth if a polished appearance can be attained. However, if a polished appearance cannot be produced, an appropriate metal polish shall be used.

E. Facility Policing.

This job includes performance of the following tasks at the stated frequencies: picking up and removing from inside the building all paper, trash, empty bottles, wads of gum, spots of tar, and other foreign substances or other discarded materials; mopping up wet areas caused by spillage, accidents, or inclement weather.

F. Glass Cleaning.

1. Cleaning of glass shall be cleaning the inside glass surfaces within reach and the surrounding boundary of the applicable area. After each washing operation, all glass shall be clean and free of dirt, grime, streaks, excessive moisture and shall not be cloudy. Window sashes, sills, woodwork surrounding interior glass and other such surroundings shall be thoroughly wiped free of drippings, watermarks, dust, and dirt.

2. Any items moved to accomplish glass cleaning are to be returned to their original positions upon completion of tasks.

G. Porcelain Ware and Chrome/Stainless-Steel Cleaning.

1. Porcelain and Chrome/Stainless Steel fixtures (drinking fountains, wash basins, urinals, toilets, etc.) shall be clean and bright. There shall be no dust, spots, stains, rust, green mold, encrustation or excess moisture.

2. Walls and floors adjacent to fixtures shall be free of spots, drippings, and water marks.

3. Drinking fountains shall be kept free of trash, ink, coffee grounds, etc., and nozzles free from encrustation.

H. Spot Cleaning.
Following this cleaning operation, smudges, marks, liquids, stains, or spots shall have been removed from the designated areas, carpets, mats, or fixtures, without causing discoloration. Spot cleaning is required only in immediately affected areas where a stain occurs.

I. Disinfecting/Sanitizing.

Applications of a germicidal solution to surface kill or neutralize 99.9% of the material containing or supporting the growth of bacterial/viral organisms shall be used in all areas requiring disinfecting. Surfaces should remain "wet" for a minimum of ten minutes or per manufacturer's recommendations.

J. Dispenser Cleaning and Servicing.

Dispenser cleaning/servicing requires damp-wiping dispensers with a disinfectant, checking/filling of all paper towel, toilet tissue, seat covers, soap, and/or any other dispensers which may be identified by CITY. Dispensers to be left in a disinfected, dusted, clean uniform appearance, shining where applicable.

K. Blinds.

Blinds shall be cleaned by vacuum or professional dusting device, treated to attract matter. Blinds shall be free of dust and provide an overall clean appearance.

L. Trash and Recycling Receptacles.

Clean and disinfect receptacles as needed, by wiping and/or washing exterior/interior of receptacle and/or flap with a germicidal cleaner and the replacement of the appropriate sized plastic liner.

M. Restroom and Shower Stall Cleaning.

Procedures include removal of trash, graffiti markings, cleaning of floors, fixtures, urinals, toilets, receptacles, faucets, handles, dispensers, walls, partitions, stalls, and doors with a germicidal cleaner. All glass, chrome, and stainless-steel surfaces shall be cleaned and buffed to a shine. Plastic surfaces shall be clean and dust free.

N. Carpet Cleaning.

Carpet cleaning shall be limited to spot cleaning. Carpet cleaning is not included within this contract.

O. SDS Books.

JANITOR shall maintain current, up-to-date, Safety Data Sheet books/folders at each facility

SUPPLEMENTAL DUTIES AND INSTRUCTIONS

A. General.

1. Quality cleaning will be required, including full performance of all specified daily services on the first official working day of the Agreement period.

2. JANITOR shall supply CITY with a current list of employees assigned to clean CITY facilities. The list shall be updated promptly as employee turnover occurs.

3. JANITOR shall prohibit its employees from disturbing papers on desks, opening desk drawers or cabinets, or using telephone or office equipment provided for official CITY use.

4. JANITOR shall require its employees to comply with the instruction pertaining to conduct and building regulations issued by CITY.

5. JANITOR shall either notify each employee when first hired of the locally applicable wage rates JANITOR is required by law to pay or shall post said wage rates on its employee bulletin board.

6. JANITOR is responsible for damage caused due to negligence in the performance of this Agreement.

7. JANITOR shall provide all equipment and cleaning supplies required.

8. All cleaning must be done in conformance with safety and other local laws and regulations.

9. JANITOR's employees are not allowed to make decisions as to whether or not a particular area or room in a facility needs to be cleaned or not. If the item is included in this Agreement, the JANITOR's employee will be required to perform the cleaning service as detailed.

10. All exterior windows are excluded from this Agreement, except for entry way glass and sidelights.

11. Except for weekly spot and stain cleaning, no other carpet cleaning is contemplated under this Agreement.

12. JANITOR's employees, when in or on CITY property performing cleaning or inspection duties, must have an Employee Identification photo card attached to

themselves via a neck lanyard. Said card to include the employee's name and date of hire, along with the name of JANITOR in a clear and concise manner.

13. All JANITOR's employees, when in or on CITY property performing cleaning or inspection duties, must be wearing a uniform shirt or uniform with JANITOR's name clearly printed or embroidered on the front of the shirt. JANITOR's employees shall be neat and clean in appearance at all times.

14. JANITOR shall provide adequate personnel, trained in proper cleaning and janitorial methods and techniques to properly and satisfactorily maintain CITY facilities on a day-to-day basis during the scheduled times indicated. JANITOR must demonstrate the ability to provide trustworthy, reliable employees and shall make a good faith effort to retain the employees on the same schedule in the same facility for as long as possible. If a change in employees is necessary, CITY shall be notified prior to the change if possible or quickly thereafter. In addition, JANITOR'S employees shall have the ability to:
    a. Read, write, speak and understand the English language; and

    b. Have the necessary public relation skills to deal with CITY employees and customers in a professional, courteous, businesslike manner; and

    c. Pass a criminal background check (Moscow Police Department); and

    d. Participate in Criminal Justice Information Services (CJIS) Security Training (Moscow Police Department); and

    e. Understand written and oral rules and regulations and apply them in a tactful and non-confrontational manner.

15. JANITOR shall provide a Project Manager who shall be responsible for the performance of the Services and remain JANITOR's contact person for the duration of this Agreement. The Project Manager shall establish a routine for communications with the CITY Parks and Facilities Manager or designee to provide a prompt and timely response to any concerns or problems that may arise. Time and frequency of meetings may vary as determined by the CITY Parks and Facilities Manager or designee. The Project Manager shall be readily available to review overall performance, deal with emergency callouts, receive special instructions regarding cleaning items, or discuss other pertinent issues regarding Services or JANITOR's performance.

16. JANITOR shall provide the CITY Parks and Facilities Manager, or designee, with and post in all janitor's closets Safety Data Sheets for all chemicals used or stored in the facilities.

17. JANITOR shall provide adequate field supervision to ensure JANITOR's employees arrive at assigned posts on time, perform their duties as described, and provide backup as needed during required work hours. A daily checklist shall be completed by each of

JANITOR's employees, indicating completion of daily work tasks as detailed herein. Completed checklists shall be legibly signed, dated, and left onsite in a logbook provided by JANITOR.

18. JANITOR shall develop an internal monitoring system to ensure service quality, which shall include regularly scheduled inspections with written results and provide a copy to CITY Parks and Facilities Manager or designee. CITY Parks and Facilities Manager or designee may choose to inspect with JANITOR.

19. Break down any cardboard boxes generated by supplies, materials, equipment, and other consumables and place in the appropriate dumpster.

20. JANITOR shall report to CITY Parks and Facilities Manager or designee immediately upon discovery of any vandalism and/or damage to CITY property.

21. JANITOR shall inform employees that CITY equipment, computers, refrigerators, closets, office supplies, telephones, and copiers are off limits to the JANITOR or the JANITOR's employees.

22. The Police Department shall be cleaned between the hours of 6:00 a.m. and 10:00 a.m. only, Monday through Friday, unless an alternative arrangement has been made with the CITY Parks and Facilities Manager or designee. All other facilities shall be cleaned after normal CITY working hours.

23. Security must be maintained at all facilities; no doors may be propped open or left unsecured. Key access will be provided to various CITY facilities by the CITY Parks and Facilities Manager or designee; JANITOR is responsible for key sets and their return upon conclusion of this Agreement. JANITOR will be provided sign in/out procedures as needed during the course of this Agreement and is responsible to assure CITY procedures are followed.

B. STORAGE SPACE, JANITOR'S CLOSETS AND LOCKER ROOMS.

Space available in the facilities for this purpose will be assigned to JANITOR for the storage of bulk supplies and the equipment to be used in the performance of work under this Agreement. All space shall be kept in a neat, orderly condition.

Janitor's closets, located at various points throughout the facilities, may be used by JANITOR for storing equipment including mops, brooms, dust cloths, and other items. These closets and the stored equipment shall be kept clean and in order.

Failure to keep any of the facilities described above in a clean condition may result in the withdrawal of the privilege of using them.

CITY shall not be responsible in any way for damage to JANITOR's stored supplies, materials or equipment, the supplies, materials or equipment kept throughout the facilities in janitor's closets, or JANITOR's employees' personal belongings brought into CITY facilities.

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BUILDING FLOOR AREAS AND TYPE

Building	Net Square Footage	Type Floor
Police Station		
First floor	2,620	hard surface
First floor	3,763	carpet
Second floor	1,044	hard surface
Second floor	3,942	carpet
Intermodal Transit Center		
Offices/Conference Room	2,985	carpet tile
Restrooms	251	ceramic tile
Lobby/main hallway	1,583	ceramic tile
Break rooms	247	vinyl
Haddock Building		
First Floor		
Offices	2,002	carpet
Hallways	843	LVT/tile
Entry's	173	walk off carpet
Restrooms (2)	288	tile
North stairs and landing	111	hard surface
East stairs and landing	232	carpet
Second Floor		
Offices	3,211	carpet
Restrooms (2)	288	LVT/tile
Parks Restrooms		
Friendship Square Downtown Restroom	232	six fixtures/two hand dryers
Jim Lyle Rotary Park	140	four fixtures/two hand dryers
East City Park	362	twelve fixtures
Kiwanis Park	90	four fixtures
Lena Whitmore Park	96	four fixtures
Ghormley Park	128	four fixtures
Mountain View Park	335	eight fixtures
Indian Hills Park	60	two fixtures

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PROFESSIONAL SERVICES AGREEMENT
BETWEEN CITY OF MOSCOW, IDAHO AND
EVCAR, INC.

THIS PROFESSIONAL SERVICES AGREEMENT BETWEEN CITY OF MOSCOW, IDAHO AND EVACR, INC. (hereinafter "Agreement") is made this _____ day of _____, 2025, by and between the City of Moscow, Idaho, a municipal corporation of the State of Idaho, 206 East Third Street, Moscow, Idaho, 83843 (hereinafter "CITY"), and EVCAR, Inc. dba Service Master Building Maintenance, a general business corporation of the State of Idaho, 1449 Main Street, Lewiston, Idaho, 83501 (hereinafter "JANITOR"):

W I T N E S S E T H :

WHEREAS, CITY is in need of janitorial services for Module 2: City Hall and Paul Mann Building; Module 3: Hamilton Indoor Recreation Center and Eggan Youth Center; Module 4: Fire Station 1, Fire Station 3, Existing City Shop, Remodeled City Shop, and New Parks and Fleet Shop; and Module 5: Water Reclamation and Reuse Facility, Magyar Building, and Water Operation Building in Moscow, Idaho, and has requested JANITOR to undertake the duties of the necessary janitorial services upon the terms and conditions hereinafter expressed:

NOW, THEREFORE, IT IS HEREBY AGREED AS FOLLOWS:

SECTION 1: SCOPE OF WORK

JANITOR shall perform the duties outlined in the Cleaning Quality Requirements and Supplemental Duties and Instructions, attached as Attachment "A" and incorporated herein by reference, and the following duties according to commonly accepted industry standards and practices.

A. Daily Service shall be performed in conformance with the following schedule:

1. 3 days per week (Sunday, Tuesday, Thursday) in the City Hall
2. 3 days per week (Sunday, Tuesday, Thursday) in the Paul Mann Building
3. 7 days per week (Sunday-Saturday) in the Hamilton Indoor Recreation Center
4. 5 days per week (Monday-Friday) in the Eggan Youth Center
5. 2 days per week (Thursday and Sunday) in the Fire Station No. 1
6. 2 days per week (Wednesday and Sunday) in the Fire Station No. 3
7. 5 days per week (Sunday-Thursday) in the two (2) Water Reclamation and Reuse Facility Buildings
8. 3 days per week (Sunday, Tuesday, Thursday) in the Magyar Building
9. 5 days per week (Sunday-Thursday) in the Water Operations Building
10. 3 days per week (Sunday, Tuesday, Thursday) in the Existing City Shop

11. 3 days per week (Sunday, Tuesday, Thursday) in the Existing City Shop (Remodeled: Estimated Completion October 1, 2026; FY27)
12. 3 days per week (Sunday, Tuesday, Thursday) in the Parks and Fleet City Shop (New Construction: Estimated Completion March 1, 2026; FY26)

B. JANITOR shall perform the following Daily Services:

1. Empty all waste and recycling baskets and dispose of contents as appropriate.
2. Empty, sanitize, and re-line interior of sanitary containers.
3. Sweep, dust mop, and/or vacuum all floor surfaces including elevators, staircases, and landings.
4. Wet-mop all hard surface flooring, excluding staircases and landings.
5. Clean and sanitize sinks, toilets, urinals and other restroom fixtures.
6. Clean mirrors.
7. Clean and refill all restroom dispensers.
8. Clean and sanitize drinking fountains.
9. Keep janitor's closets clean and orderly.
10. Wipe clean all sinks, counters and tables in conference rooms and kitchens.

C. JANITOR shall perform the following Weekly Service:

1. Auto scrub Hamilton Indoor Recreation Center and Eggan Youth Center floors three (3) days per week: Sunday, Tuesday and Thursday. Use CITY-supplied auto scrubber.
2. Wet mop all staircases and landings.
3. Clean entrance doors and entrance glass, interior and exterior (weather permitting) and any inside glass partitions, panels, or inside-of-the-building windows.
4. Clean interior panels, walls and threshold of elevator cab.
5. Dust chairs, tables and other office surfaces.
6. Dust counters, file cabinets, all ledges and other surfaces within reach.
7. Remove scuff marks as necessary.
8. Clean interior glass up to ten feet (10') – low glass.
9. Clean cleared desk tops, counter tops, file cabinets, wastebaskets, drawer faces.
10. Dust all woodwork, walls, partitions and storage cubbies in the Hamilton Indoor Recreation Center gym and the Eggan Youth Center.

11. Wash and clean restroom walls, doors, and kitchen walls near sinks, trash cans and ranges.
12. Clean stains or spots on carpets. No other carpet or upholstery cleaning is required under this Agreement.
13. Buff all tile, wood and terrazzo floors to maintain a high shine.
14. Specified office machines shall be cleaned and dusted as indicated by building personnel.

D. JANITOR shall perform the following Semi-Annual Services two (2) times per year:

1. Clean all interior glass over ten feet (10') – high glass (April and October).
2. Clean or vacuum all Venetian blinds, curtains, and/or draperies (April and October).
3. Disassemble and clean insects and dust from ceiling light fixtures (April and October).
4. Dust all high areas over six feet (6') in height (April and October).
5. Vacuum dust from all heat and air vents (April and October).
6. Clean light fixture exteriors (April and October).
7. Vacuum all upholstered furniture (April and October).
8. Wash and clean all walls as directed by the Parks and Facilities Manager or Facilities Supervisor.

E. JANITOR shall perform the following Annual Services one (1) time per year:

Strip, scrub, and wax all VCT floors (Hamilton Indoor Recreation Center, Water Reclamation and Reuse Facility Buildings, Water Operations Building, and Paul Mann Building downstairs restroom).

F. ADDITIONAL JANITOR DUTIES.

1. Secure facilities upon completion of work. The Water Reclamation and Reuse Facility main gate will be kept closed while cleaning crew is on site to prevent unauthorized access. An access code to the Water Reclamation and Reuse Facility is required to enter and will be furnished by CITY to JANITOR.

2. Ensure all work is completed between 6:00 p.m. and 7:00 a.m.. JANITOR shall work around meetings in said facilities taking place after 6:00 p.m.

3. Attend a monthly meeting with CITY staff for the purpose of evaluating the previous month's work.

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4. Report material and supply needs on a weekly basis (preferably Thursday's) to the Facilities Supervisor, with the intent of having enough supplies on hand at all facilities for the work week.

SECTION 2: TERM

The term of this Agreement shall be effective from October 1, 2025, through September 30, 2028, subject to the termination provisions and the non-appropriation terms herein.

SECTION 3: COMPENSATION

A. An amount not to exceed One Hundred Five Thousand, Seventy-Two Dollars and Zero Cents ($105,072.00) per period, which includes the dates from October 1, 2025, through September 30, 2026; and

B. An amount not to exceed One Hundred Twelve Thousand, Two Hundred Forty-Eight Dollars and Zero Cents ($112,248.00) per period, which includes the dates from October 1, 2026, through September 30, 2027; and

C. An amount not to exceed One Hundred Twelve Thousand, Two Hundred Forty-Eight Dollars and Zero Cents ($112,248.00) per period, which includes the dates from October 1, 2027, through September 30, 2028.

JANITOR is to be paid monthly upon receipt of a signed affidavit and detailed work summary for the prior month's service. Each monthly invoice shall include a calendar of planned activities for the next quarter of the year (three [3] months forward from date of invoice). A prorated deduction shall be made from monthly payments for any and all scheduled days during a month in which a facility is not cleaned.

SECTION 4: TERMINATION

This Agreement may be terminated without cause at any time by CITY giving JANITOR thirty (30) calendar days' notice in writing of its intention to terminate the same. JANITOR shall be paid for work completed up to the notice of termination and shall not be entitled to payment for any work performed after receipt of notice of termination, absent an express written agreement from CITY. This Agreement may be terminated by JANITOR upon thirty (30) days' written notice to CITY, should CITY fail to substantially perform in accordance with its terms through no fault of JANITOR.

SECTION 5: INSURANCE

JANITOR warrants that it shall obtain and will maintain at its expense for the duration of this Agreement, worker's compensation and employer's liability insurance as required by the State of Idaho. JANITOR shall maintain comprehensive general liability insurance covering claims for injuries to members of the public and/or damages to property of others arising out of any covered

negligent act or omission of JANITOR or any of its employees and agents with a minimum coverage limit of One Million Dollars ($1,000,000) per claim and Two Million Dollars ($2,000,000) aggregate. The amounts of such insurance shall not be deemed as a limitation of the indemnity and hold harmless covenant contained herein, and in the event CITY becomes liable for an amount in excess of such insurance coverage, JANITOR shall indemnify and hold harmless CITY for the whole thereof.

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

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

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

SECTION 6: BONDING

JANITOR shall obtain, at JANITOR's sole expense, a fidelity bond in the amount of Five Thousand Dollars ($5,000) per employee. Such bond must be furnished to CITY within five (5) days of commencing work under this Agreement. Such bond shall apply to all work performed pursuant to this Agreement, whether actually performed by JANITOR or JANITOR's employees.

In lieu of such bonding, JANITOR may substitute an insurance policy that provides coverage at least as extensive as the bond herein required, provided, however, that such substitute coverage continues uninterrupted during the full term of this Agreement and is approved by CITY prior to substitution by JANITOR. JANITOR shall inform CITY of any change in substitute coverage within thirty (30) days prior to such change.

SECTION 7: GENERAL TERMS AND CONDITIONS

A. INDEMNIFICATION. JANITOR waives any and all claims and recourse against CITY, including the right of contribution for loss and damage to persons or property arising from, growing out of, or in any way connected with or incident to JANITOR's performance of this Agreement, except for liability arising out of the sole negligence of CITY or its officers, agents, or employees. Further, JANITOR shall indemnify, hold harmless, and defend CITY against any and all claims, demands, damages, costs, expenses, or liability arising out of JANITOR's performance of this Agreement, except for liability arising out of the sole negligence of CITY or its officers, agents, or employees.

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If CITY is determined to be solely negligent by a final decision in a court of law and such sole negligence by CITY directly results in judgment(s), costs, and/or expenses to JANITOR, then CITY shall reimburse JANITOR for the portion of such judgment(s), costs and/or expenses attributed to CITY as a result of such determination of CITY's sole negligence.

B. SUBCONTRACTING, SUCCESSORS, AND ASSIGNS. The duties and work described above and herein shall be accomplished by JANITOR and shall not be subcontracted, assigned or transferred by JANITOR to other parties. This Agreement shall be binding upon and shall inure to the benefit of the successors in interest, executors, administrators and assigns of each Party to this Agreement.

C. NON-APPROPRIATION CONTINGENCY. This Agreement is contingent upon CITY receiving the necessary funding to cover the financial obligations of CITY. In the event that such funding is not received or appropriated, then, and in that event, CITY's obligations under this Agreement shall cease and each Party shall be released from further performance under this Agreement without any liability to the other Party and JANITOR shall be entitled to receive just and equitable compensation for any work satisfactorily completed hereunder.

D. INDEPENDENT CONTRACTOR. The Parties warrant by their signatures that no employer/employee relationship is established between CITY and JANITOR by the terms of this Agreement. JANITOR is an independent contractor and not an employee of CITY and as such neither it nor its employees, if any, are employees of CITY for purposes of tax, retirement system, or social security (FICA) withholding.

E. FAILURE TO PERFORM. If JANITOR fails to perform and fulfill any of the duties pursuant to this Agreement, CITY may immediately terminate this Agreement with no notice required, and may deduct any money owed to JANITOR to cover the cost of hiring another contractor to remedy JANITOR's failure to perform.

F. SPECIAL WARRANTY. JANITOR warrants that nothing of monetary value has been given, promised or implied as remuneration or inducement to enter into this Agreement. JANITOR declares that no improper personal, political or social activities have been used or attempted in an effort to influence the outcome of the competition, discussion, or negotiation leading to the award of this Agreement. Any such activity by JANITOR shall make this Agreement null and void. JANITOR further warrants that all materials and goods supplied under this Agreement shall be of good merchantable quality and that all services will be performed in a good skillful manner in conformance with industry standards. JANITOR acknowledges that it will be liable for any breach of this warranty.

G. JURISDICTION, VENUE, AND NON-WAIVER. It is agreed that this Agreement shall be construed under and governed by the laws of the State of Idaho. In the event of litigation concerning it, it is agreed that proper venue shall be the District Court of the Second Judicial District of the State of Idaho, in and for the County of Latah. Failure of CITY to not exercise any of its rights under this Agreement, or breach thereof, shall not be deemed to be a waiver of such right or a waiver of any subsequent breach.

H. COSTS AND ATTORNEY FEES. If either Party commences an action against the other Party, either legal, administrative or otherwise, arising out of or in connection with this Agreement, the prevailing Party shall be entitled to have and recover from the losing Party reasonable attorney's fees and all other reasonable costs of such action, including expert witness fees and expenses, whether the same are incurred with or without suit.

I. ENTIRE AGREEMENT AND MODIFICATION. This Agreement and its attachment contain the entire agreement between CITY and JANITOR, and no statements, promises, or inducements made by either Party, or agents of either Party are valid or binding unless contained herein. This Agreement may not be enlarged, modified or altered except upon written agreement signed by the Parties hereto.

J. SEVERABILITY. If any part of this Agreement is held invalid or unenforceable by a court of competent jurisdiction, the remaining portions of the Agreement will, nevertheless, remain in full force and effect so long as the remainder of this Agreement is reasonably capable of completion.

K. CONFLICT OF INTEREST. JANITOR covenants that it presently has no interest and will not acquire any interest, direct or indirect, in the duties which would conflict in any manner or degree with the performance of its services hereunder. JANITOR further covenants that, in performing this Agreement, it will employ no person who has any such interest. Should any conflict of interest arise during the performance of this Agreement, JANITOR shall immediately disclose such conflict to CITY.

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

M. LICENSE AND ADHERENCE TO LAW REQUIRED. JANITOR represents to possess the skill and experience necessary and all licenses required to perform the duties under this Agreement. JANITOR further agrees to comply with all applicable Federal, State, and local statutes and regulations in performance of the duties hereunder, and such laws are hereby made a part of this Agreement and shall be adhered to at all times. Violation of any of these statutes or regulations by JANITOR shall be deemed material and shall subject JANITOR to termination of this Agreement for cause. No pleas of misunderstanding or ignorance on the part of JANITOR will in any way serve to modify the provisions of this requirement. JANITOR and its surety shall defend, hold harmless, and indemnify CITY and its

employees, agents, and representatives, against any claim or liability arising from or based on the violation of any such laws, codes, ordinances, or regulations, whether by JANITOR or JANITOR's officers, agents, or employees.

Ownership or Operation by China. Pursuant to Idaho Code § 67-2359, JANITOR certifies that it is not currently owned or operated by the government of China and will not for the duration of this Agreement be owned or operated by the government of China. The terms in this Section defined in Idaho Code section 67-2359 shall have the meaning defined therein.

Public Funds for Abortion Act. Pursuant to Idaho Code Title 18 Chapter 87, JANITOR certifies that it is not an abortion provider or an affiliate of any abortion providers and does not, and will not for the duration of this Agreement, authorize the use of state facilities or public funds for abortion related activity.

N. NOTICE. Such communications as are required by this Agreement shall be satisfied by mailing or personal delivery to the Parties as the following addresses:

JANITOR:	CITY:
EVCAR, Inc. dba Service Master Building Maintenance 1449 Main Street Lewiston, ID 83501	City of Moscow Parks and Facilities Manager PO Box 9203 Moscow, ID 83843

O. DRUG/TOBACCO FREE FACILITIES. All CITY facilities are drug and tobacco free facilities. Any drug and/or tobacco use (smoked or smokeless) is prohibited at all times on all areas of CITY facilities.

P. AUTHORITY TO EXECUTE. The persons executing this Agreement on behalf of their respective Parties represent and warrant that they have the authority to do so under law and from their respective Parties. This Agreement may also be executed by the use of electronic signatures pursuant to Idaho Code § 28-50-107. If electronic signatures are utilized, the acknowledgement before a notary is not required.

IN WITNESS WHEREOF, the Parties hereto have caused this Agreement to be executed as the date indicated above.

JANITOR:	CITY OF MOSCOW:
_____	_____
Charleen Young	Arthur D. Bettge, Mayor

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ATTEST:

_____
Laurie M. Hopkins, City Clerk

Approved As To Form:

_____
Mia Bautista, City Attorney

ACKNOWLEDGMENT

STATE OF _____)
) ss:
County of _____)

On this ____ day of _____, 2025, before me, a Notary Public in and for said State, appeared Charleen Young, known to me to be the person named above and acknowledged that they executed the foregoing Professional Services Agreement as the duly authorized representative of EVCAR, Inc. dba Service Master Building Maintenance.

_____
Notary Public for the State of _____
Residing at_____
My commission expires _____

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ATTACHMENT "A"

CLEANING QUALITY AND REQUIREMENTS
AND SUPPLEMENTAL DUTIES AND INSTRUCTIONS

Services performed under this Agreement shall be subject to inspection and approval by CITY. These requirements are an outline of general expectations of cleanliness, but are not meant to replace or supersede the latest industry standards or materials and equipment manufacturer's recommendations.

CITY will be the sole judge of the efficiency and acceptability of each of JANITOR'S employees' performances while on site. CITY reserves the right to require JANITOR to remove any employees from further duty at CITY facilities, without cause and without the right to recover damages by such employee or by JANITOR from CITY. JANITOR shall promptly remove and replace an employee when requested to do so by CITY.

Each of JANITOR'S employees shall be equipped with the necessary equipment to carry out the proper performance of the cleaning as specified. This equipment shall be available and in possession of JANITOR's employees at all times while carrying out their duties.

This Attachment outlines the minimum acceptable quality standards:

A. Floor Maintenance.

1. General. For all operations where furniture and equipment must be moved, no chairs, wastepaper baskets, or other similar items shall be stacked on desks, tables, or window sills. This is necessary to avoid damage and to avoid disturbing work on the desks. Upon completion of work, all furniture and equipment must be returned to its original position.

   Baseboards, walls, stair risers, furniture, and equipment shall in no way be splashed, disfigured, or damaged during these operations.

   Proper precautions shall be taken to advise facility occupants of wet and/or slippery floor conditions. This applies during inclement weather, as well as during cleaning operations. All tools and equipment shall be maintained in clean condition at all times and neatly stored each night in the assigned storage areas.

2. Sweeping and Damp-Mopping. After sweeping and damp mopping operations, all floors shall be clean and free of dirt streaks; no dirt shall be left in corners, behind radiators, under furniture, behind doors, or on stair landings and treads. No dirt shall be left where sweepings were picked up. There shall be no dirt, trash, or foreign matter under desks, tables, or chairs when task is completed.

3. Wet Mopping. The floors shall be properly prepared and thoroughly swept to remove visible dirt and debris; this includes removal of wads of gum, tar, and similar substances

from the floor surface. On completion of the mopping and scrubbing, the floors shall be clean and free of dirt, water streaks, mop marks, string, etc. Floors shall be properly rinsed and dry mopped to represent an overall appearance of cleanliness. All surfaces shall be dry, and corners and cracks clean after wet mopping or scrubbing.

4. Finishing and Buffing. Proper preparation of a floor, before refinishing, is considered the most important procedure in floor maintenance. Therefore, special attention shall be given to the following requirements: apply proper finish removers, stripping agents and synthetic detergents to the floor. Scrub with a floor-scrubbing machine or agitate with a mop to remove all dead finish, soap film, dirt, and stains. Pick up dirty solution with mop, squeegee, or wet-vacuum, and thoroughly rinse with clean water and dry. Finish shall be applied in a thin, even coat. The number of coats applied will depend on the type and condition of the floor.

5. Damp Mopping and Buffing. At the stated frequencies, floors shall be damp-mopped and buffed between regular finishing operations. The floor shall be prepared by sweeping to remove all visible dirt and debris; damp-mop with a clean mop that has been dampened in clean-cold rinse water. The floor area shall then be machine buffed to a polished appearance.

6. Rug Vacuuming. The rug or carpet area is to be vacuumed to remove all dirt, dust, and litter. The rug is to be vacuumed to remove all obvious surface dirt from traffic areas and from under furniture. Obvious surface dirt referred to is any visible foreign matter found on the floor, rug, or carpet surface.

7. Miscellaneous.
   a. Rugs and Entrance Mats. After each thorough vacuuming, all rugs shall be clean, free from dust balls, dirt, leaves, ice melt product, and other debris.

   b. Toilets. Special attention shall be given to floors around urinals and commodes for elimination of odors and stains and to provide a uniformly clean appearance throughout.

B. Dusting.

Normal or low dusting includes all levels up to six feet (6') in height. All high dusting will be over six feet (6') in height up to ceiling level. Dust shall not be moved from spot to spot, but removed directly from the areas in which it lies by the most effective means such as appropriately treated dusting cloths, specialized vacuum tools, etc. When performing high dusting, dust shall not be allowed to fall from high areas onto furniture and equipment below. Dusting devices which merely displace or redistribute the matter, such as feather dusters, will not be used unless treated to attract and hold matter. The following conditions shall exist after the completion of each dusting task:

1. There shall be no dust streaks on surfaces.

2. Corners, crevices, moldings, and legs shall be free of all dust.

3. There shall be no oils, spots, or smudges on dusted surfaces caused by dusting tools.

4. Cobwebs will be removed.

5. Any articles moved to accomplish the task shall be returned to their original position.

C. Damp-Wiping.

This task consists of using a clean damp cloth or sponge to remove all dirt, spots, streaks and smudges from walls, glass and other specified surfaces and then drying to provide a polished appearance. The wetting solution shall contain an appropriate cleaning agent. When damp-wiping in toilet areas, a multipurpose (disinfectant-deodorizing) cleaner shall be used.

D. Bright Metal Polishing.

Bright metal polishing may be performed by damp wiping and drying with a suitable cloth if a polished appearance can be attained. However, if a polished appearance cannot be produced, an appropriate metal polish shall be used.

E. Facility Policing.

This job includes performance of the following tasks at the stated frequencies: picking up and removing from inside the building all paper, trash, empty bottles, wads of gum, spots of tar, and other foreign substances or other discarded materials; mopping up wet areas caused by spillage, accidents, or inclement weather.

F. Glass Cleaning.

1. Cleaning of glass shall be cleaning the inside glass surfaces within reach and the surrounding boundary of the applicable area. After each washing operation, all glass shall be clean and free of dirt, grime, streaks, excessive moisture and shall not be cloudy. Window sashes, sills, woodwork surrounding interior glass and other such surroundings shall be thoroughly wiped free of drippings, watermarks, dust, and dirt.

2. Any items moved to accomplish glass cleaning are to be returned to their original positions upon completion of tasks.

G. Porcelain Ware and Chrome/Stainless-Steel Cleaning.

1. Porcelain and Chrome/Stainless Steel fixtures (drinking fountains, wash basins, urinals, toilets, etc.) shall be clean and bright. There shall be no dust, spots, stains, rust, green mold, encrustation or excess moisture.

2. Walls and floors adjacent to fixtures shall be free of spots, drippings, and water marks.

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3. Drinking fountains shall be kept free of trash, ink, coffee grounds, etc., and nozzles free from encrustation.

H. Spot Cleaning.
Following this cleaning operation, smudges, marks, liquids, stains, or spots shall have been removed from the designated areas, carpets, mats, or fixtures, without causing discoloration. Spot cleaning is required only in immediately affected areas where a stain occurs.

I. Disinfecting/Sanitizing.

Applications of a germicidal solution to surface kill or neutralize 99.9% of the material containing or supporting the growth of bacterial/viral organisms shall be used in all areas requiring disinfecting. Surfaces should remain "wet" for a minimum of ten minutes or per manufacturer's recommendations.

J. Dispenser Cleaning and Servicing.

Dispenser cleaning/servicing requires damp-wiping dispensers with a disinfectant, checking/filling of all paper towel, toilet tissue, seat covers, soap, and/or any other dispensers which may be identified by CITY. Dispensers to be left in a disinfected, dusted, clean uniform appearance, shining where applicable.

K. Blinds.

Blinds shall be cleaned by vacuum or professional dusting device, treated to attract matter. Blinds shall be free of dust and provide an overall clean appearance.

L. Trash and Recycling Receptacles.

Clean and disinfect receptacles as needed, by wiping and/or washing exterior/interior of receptacle and/or flap with a germicidal cleaner and the replacement of the appropriate sized plastic liner.

M. Restroom and Shower Stall Cleaning.

Procedures include removal of trash, graffiti markings, cleaning of floors, fixtures, urinals, toilets, receptacles, faucets, handles, dispensers, walls, partitions, stalls, and doors with a germicidal cleaner. All glass, chrome, and stainless-steel surfaces shall be cleaned and buffed to a shine. Plastic surfaces shall be clean and dust free.

N. Carpet Cleaning.

Carpet cleaning shall be limited to spot cleaning. Carpet cleaning is not included within this contract.

O. SDS Books.

JANITOR shall maintain current, up-to-date, Safety Data Sheet books/folders at each facility

SUPPLEMENTAL DUTIES AND INSTRUCTIONS

A. General.

1. Quality cleaning will be required, including full performance of all specified daily services on the first official working day of the Agreement period.

2. JANITOR shall supply CITY with a current list of employees assigned to clean CITY facilities. The list shall be updated promptly as employee turnover occurs.

3. JANITOR shall prohibit its employees from disturbing papers on desks, opening desk drawers or cabinets, or using telephone or office equipment provided for official CITY use.

4. JANITOR shall require its employees to comply with the instruction pertaining to conduct and building regulations issued by CITY.

5. JANITOR shall either notify each employee when first hired of the locally applicable wage rates JANITOR is required by law to pay or shall post said wage rates on its employee bulletin board.

6. JANITOR is responsible for damage caused due to negligence in the performance of this Agreement.

7. JANITOR shall provide all equipment and cleaning supplies required.

8. All cleaning must be done in conformance with safety and other local laws and regulations.

9. JANITOR's employees are not allowed to make decisions as to whether or not a particular area or room in a facility needs to be cleaned or not. If the item is included in this Agreement, the JANITOR's employee will be required to perform the cleaning service as detailed.

10. All exterior windows are excluded from this Agreement, except for entry way glass and sidelights.

11. Except for weekly spot and stain cleaning, no other carpet cleaning is contemplated under this Agreement.

12. JANITOR's employees, when in or on CITY property performing cleaning or inspection duties, must have an Employee Identification photo card attached to

themselves via a neck lanyard. Said card to include the employee's name and date of hire, along with the name of JANITOR in a clear and concise manner.

13. All JANITOR's employees, when in or on CITY property performing cleaning or inspection duties, must be wearing a uniform shirt or uniform with JANITOR's name clearly printed or embroidered on the front of the shirt. JANITOR's employees shall be neat and clean in appearance at all times.

14. JANITOR shall provide adequate personnel, trained in proper cleaning and janitorial methods and techniques to properly and satisfactorily maintain CITY facilities on a day-to-day basis during the scheduled times indicated. JANITOR must demonstrate the ability to provide trustworthy, reliable employees and shall make a good faith effort to retain the employees on the same schedule in the same facility for as long as possible. If a change in employees is necessary, CITY shall be notified prior to the change if possible or quickly thereafter. In addition, JANITOR'S employees shall have the ability to:
    a. Read, write, speak and understand the English language; and

    b. Have the necessary public relation skills to deal with CITY employees and customers in a professional, courteous, businesslike manner; and

    c. Pass a criminal background check (City Hall); and

    d. Participate in Criminal Justice Information Services (CJIS) Security Training (City Hall); and

    e. Understand written and oral rules and regulations and apply them in a tactful and non-confrontational manner.

15. JANITOR shall provide a Project Manager who shall be responsible for the performance of the Services and remain JANITOR's contact person for the duration of this Agreement. The Project Manager shall establish a routine for communications with the CITY Parks and Facilities Manager or designee to provide a prompt and timely response to any concerns or problems that may arise. Time and frequency of meetings may vary as determined by the CITY Parks and Facilities Manager or designee. The Project Manager shall be readily available to review overall performance, deal with emergency callouts, receive special instructions regarding cleaning items, or discuss other pertinent issues regarding Services or JANITOR's performance.

16. JANITOR shall provide the CITY Parks and Facilities Manager, or designee, with and post in all janitor's closets Safety Data Sheets for all chemicals used or stored in the facilities.

17. JANITOR shall provide adequate field supervision to ensure JANITOR's employees arrive at assigned posts on time, perform their duties as described, and provide backup as needed during required work hours. A daily checklist shall be completed by each of

JANITOR's employees, indicating completion of daily work tasks as detailed herein. Completed checklists shall be legibly signed, dated, and left onsite in a logbook provided by JANITOR.

18. JANITOR shall develop an internal monitoring system to ensure service quality, which shall include regularly scheduled inspections with written results and provide a copy to CITY Parks and Facilities Manager or designee. CITY Parks and Facilities Manager or designee may choose to inspect with JANITOR.

19. Break down any cardboard boxes generated by supplies, materials, equipment, and other consumables and place in the appropriate dumpster.

20. JANITOR shall report to CITY Parks and Facilities Manager or designee immediately upon discovery of any vandalism and/or damage to CITY property.

21. JANITOR shall inform employees that CITY equipment, computers, refrigerators, closets, office supplies, telephones, and copiers are off limits to the JANITOR or the JANITOR's employees.

22. All facilities shall be cleaned after normal CITY working hours. It is normal for City Hall to have meetings in the evenings; JANITOR'S work shall not interfere with said meetings, and work must be scheduled around these activities. Meeting schedules are posted on the CITY website as a means of reference.

23. Security must be maintained at all facilities; no doors may be propped open or left unsecured. Key access will be provided to various CITY facilities by the CITY Parks and Facilities Manager or designee; JANITOR is responsible for key sets and their return upon conclusion of this Agreement. JANITOR will be provided sign in/out procedures as needed during the course of this Agreement and is responsible to assure CITY procedures are followed.

B. STORAGE SPACE, JANITOR'S CLOSETS AND LOCKER ROOMS.

Space available in the facilities for this purpose will be assigned to JANITOR for the storage of bulk supplies and the equipment to be used in the performance of work under this Agreement. All space shall be kept in a neat, orderly condition.

Janitor's closets, located at various points throughout the facilities, may be used by JANITOR for storing equipment including mops, brooms, dust cloths, and other items. These closets and the stored equipment shall be kept clean and in order.

Failure to keep any of the facilities described above in a clean condition may result in the withdrawal of the privilege of using them.

CITY shall not be responsible in any way for damage to JANITOR's stored supplies, materials or equipment, the supplies, materials or equipment kept throughout the facilities in janitor's closets, or JANITOR's employees' personal belongings brought into CITY facilities.

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BUILDING FLOOR AREAS AND TYPE

Building	Net Square Footage	Type Floor
City Hall		
Main Floor		
Finance Director's Office	180	carpet
Finance Office and Hall	1,086	carpet
Copy room	61	carpet
Entry and main lobby	1,085	terrazzo
Men's restroom	55	tile
Women's restroom	100	tile
North corridor	50	tile
North corridor	215	carpet
Elevator vestibule	65	carpet
Art Manager's Office	194	carpet
Conference room	306	carpet
Second Floor		
Council Chambers	1,635	carpet
Lunch room	340	carpet
Mayor's Office	180	carpet
Hall (out of conference room)	70	carpet
Elevator vestibule	65	carpet
Men's restroom	105	ceramic
Women's restroom	225	ceramic
New corridor	190	carpet
Lobby	565	carpet
(Plus two (2) sets of stairs, landings and elevator)		
Third Floor		
City Supervisor's Office	324	carpet
Administration / Reception	360	carpet
Assistant City Supervisor	270	carpet
Grants Manager	135	carpet
Hallways	954	carpet
Farmer's Market	135	carpet
City Attorney	204	carpet
Administration Intern	100	carpet
Legal	513	carpet
City Clerk	142	carpet
Human Resources	120	carpet
Janitor's closet	65	vinyl
Men's restroom	72	vinyl
Women's restroom	104	vinyl
Utility room	24	vinyl
Eggan Youth Center		

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Restrooms (3)	285	LVT tile
Offices	677	carpet
Main room	2,378	LVT tile
TV room	611	carpet
Hallways	774	LVT tile
Kitchen	96	LVT tile
Paul Mann Building		
Restroom	150	LVT tile/vinyl
Offices	484	carpet
Building office / lobby	664	carpet
Engineering	725	carpet
Copy room	84	tile
Break room	228	carpet
Two sets of stairs		vinyl
Fire Station No. 1		
Upstairs restrooms (2)	281	vinyl
Downstairs restroom	67	LVT tile
Offices	500	LVT tile
Lounge	390	LVT tile
Stairs	115	carpet
Fire Station No. 3		
Vestibule	140 / 198	walk-off mat/ceramic tile
Lobby	144	ceramic tile
Hallway	95	LVT tile
Office Area	681	LVT tile
Training Room	589	LVT tile
Restrooms (2)	114	ceramic tile
Hamilton Indoor Recreation Center (HIRC)		
Vestibule	95	carpet
Lobby	1,490	carpet
Offices	456	carpet
Equipment room	527	concrete
Women's locker room	597	concrete
Men's locker room	533	concrete
North hallway	645/259	VCT tile/carpet
Gymnasium	10,923	wood
Multipurpose room	2,638	VCT tile
Small kitchen	49	VCT tile
Restrooms (2)	127	ceramic tile
City Shop (Existing)		
Streets Offices (2)	317	carpet
Streets Break Room	310	epoxy coated cement
Break Room Restroom	34	epoxy coated cement
Shop Restroom	43	ceramic tile

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Parks Office	74	carpet
Facilities Office	135	carpet
Parks Break Room	400	LVT tile

City Shop (Remodeled: Estimated Completion October 1, 2026; FY27)

All Areas	2,530	hard surface: tile and concrete

Parks and Fleet City Shop (New Construction: Estimated Completion March 1, 2026; FY26)

Offices/Reception	1,663	carpet
All Other Areas	2,890	Hard surface: tile and concrete

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Restrooms/locker rooms (2)	390	VCT tile
Offices (5)	1,505	VCT tile
Lab	587	VCT tile
Breakroom	305	VCT tile
Entry	63	VCT tile
Reception/copy/hallways	740	VCT tile
Job Trailer (includes one (1) restroom)	360	LVT/vinyl

Magyar Building

Entry	49	tile
Reception/lobby/hallways	1,350	carpet
Offices (8)	1,272	carpet
Conference room	342	carpet
Stairs	50	carpet
Restrooms	75	tile

Water Operations Building

Offices (3)	367	tile
Breakroom	625	tile
Hallway/copy	164	concrete
Restrooms (4)	148	tile

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COMMITTEE / CITY COUNCIL STAFF REPORT

DATE: Monday, April 14, 2025

AGENDA ITEM TITLE

Lot Line Adjustment for 210 and 214 N Grant Street (ACTION ITEM) - Mike Ray

RESPONSIBLE STAFF

Michael Ray, Assistant CD Director/Planning Manager

ADDITIONAL PRESENTER(S)

DESCRIPTION

The applicants, Donna Hime and Mark Townsend, are requesting a lot line adjustment between two properties located at 210 and 214 N Grant Street. The proposed lot line adjustment would increase the lot addressed as 210 N Grant St from 8,410 sf to 8,624 sf and decrease the lot addressed 214 N Grant St from 8,555 sf to 8,339 sf. The applicants are requesting the lot line adjustment to accommodate the construction of a carport/garage. Both properties contain single-family dwellings and are located within the Moderate Density, Single Family Residential (R-2) Zoning District which requires a minimum lot area of 7,000 sf and a minimum lot width of 60 feet. The proposed lot line adjustment meets all zoning code requirements including building setbacks.

REVIEWED BY

PROPOSED ACTIONS

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

STAFF RECOMMENDATION

Recommend approval of the lot line adjustment.

OTHER RESOURCES

FISCAL IMPACT

PERSONNEL IMPACT

ATTACHMENTS

1. Application Materials

Lot line adjustment of 210 and 214 N Grant street

To: Mayor Bettge and City Council Members

As part of our planning for an "aging in place" renovation of our house at 210 N. Grant St, we would like to add a carport/garage on the North side of that house. Currently there is no structure to shield a vehicle from accumulating snow and ice, making ingress/egress risky at times.

In order to accommodate a vehicle with room to adequately open a vehicle's doors , we are requesting a lot-line adjustment between 210 N. Grant St. and 214 N. Grant St.; we own both properties.

We believe the lot-line adjustment shown on the accompanying drawing submitted will be sufficient to accomplish the goal of adding an adequate carport/garage to 210 N. Grant St.

The typical minimum recommended width for a single car garage bay is 12', we have 8' of buildable space and thus the request for 4' width of the adjustment area.

The proposed adjustment will maintain the required minimum lot area and both lots will retain the same street frontage. Having been a resident at the current location for almost 33 years I feel that the overall "neighborhood character" will be preserved, with no adverse effects.

Thank you for your consideration of our request.

Respectfully,

Donna Hime and Mark Townsend

Donna Hime Mark Townsend

RECEIVED
FEB 28 2025
By: .....

Received 02-28-2025

Legal Descriptions and parcel size

210 N Grant original legal description:

A tract of land in SE 1/4 of section 8, Township 39 North, Range 5 W.B.M., and described as follows: Beginning at a point 60 feet East and 134.42 feet South of the NorthEast corner of lot 2 of Bowlby-Laughlin addition to the city of Moscow, as shown by the recorded plat thereof, and running thence South along the East line of Grant street extended a distance of 58 feet; running thence S 89° 32' E 145 feet; Running thence North a distance of 58 feet, running thence N 89° 32' W 145' to the point of beginning.

Parcel size: 8410 FT^2

210 N Grant proposed legal description:

A tract of land in SE 1/4 of section 8, Township 39 North, Range 5 W.B.M., and described as follows: Beginning at a point 60 feet East and 134.42 feet South of the NorthEast corner of lot 2 of Bowlby-Laughlin addition to the city of Moscow, as shown by the recorded plat thereof, and running thence South along the East line of Grant street extended a distance of 58 feet; running thence S 89° 32' E 145 feet; Running thence North a distance of 58 feet, running thence N 89° 32' W 83', running thence North a distance of 4', running thence N 89° 32' W 54 feet, running thence South 4', running thence N 89° 32' W 8' to the point of beginning.

Parcel size: 8624 FT^2

214 N Grant original legal description:

A tract of land in SE 1/4 of section 8, Township 39 North, Range 5 W.B.M., and described as follows: Beginning at a point 60 feet East and 75.42 feet South of the NorthEast corner of lot 2 of Bowlby-Laughlin addition to the city of Moscow, as shown by the recorded plat thereof, and running thence South along the East line of Grant street extended a distance of 59 feet; running thence S 89° 32' E 145 feet; running thence North a distance of 59 feet, running thence N 89° 32' W 145' to the point of beginning.

Parcel size: 8555 FT^2

214 N Grant proposed legal description:

A tract of land in SE 1/4 of section 8, Township 39 North, Range 5 W.B.M., and described as follows: Beginning at a point 60 feet East and 75.42 feet South of the NorthEast corner of lot 2 of Bowlby-Laughlin addition to the city of Moscow, as shown by the recorded plat thereof, and running thence South along the East line of Grant street extended a distance of 59 feet; running thence S 89° 32' E 8 feet; running thence North a distance of 4 feet, running thence S 89° 32' E 54 feet, running thence South 4 feet, running thence S 89° 32' E 83 feet, running thence North a distance of 59 feet, running thence N 89° 32' W 145' to the point of beginning.

Parcel size: 8339 FT^2

Received 03-19-2025

LUP2025-0006

N

3/32" = 1'

Townser
2/202

145'

5'

24'

214
(Tax # 7505)

34'

24'

65'

Curb line

curb cut

existing driveway

20'

Pvt. sewer easement ℄ # 186146

WWP Pole Easment
on prop. line #184289

59'

Proposed Property line

54'

Adjustment Area

4'

Current Property line

8'

15'

83'

All monuments set
Survey # 431631

N. Grant street

existing driveway

Curb cut

Proposed garage

18'

12'

12'

85'

210
(Tax # 7510)

22'

21'

24'

Curb line

PUT Sewer easement ℄

6'

145'

Pvt. Alley easement
186146

58'

REC
FEB
By: .....

Received 02-28-2025

COMMITTEE / CITY COUNCIL STAFF REPORT

DATE: Monday, April 14, 2025

AGENDA ITEM TITLE

Woodbury Lots 1, 2, 3, and 4, Block 5, Lot Line Adjustment (ACTION ITEM) – Mike Ray

RESPONSIBLE STAFF

Michael Ray, Assistant CD Director/Planning Manager

ADDITIONAL PRESENTER(S)

DESCRIPTION

The Woodbury 1st Addition is a subdivision and Planned Unit Development (PUD) that received final approval from the City Council on October 17, 2022. The development includes 79 lots ranging from 3,823 to 16,321 square feet in size and is the first phase of a master-planned subdivision that has a new urbanist design. Slonaker Drive has been extended into the subdivision and the infrastructure for the first phase of the subdivision has been constructed which includes Woodbury Drive and Picotee Circle. There are currently approximately 15 single-family homes that are under various stages of construction. On April 1, 2025, the applicant submitted a Minor PUD amendment to consolidate four lots into three lots to accommodate larger house plans of lots identified as "Estate" lots. On April 9, 2025, staff administratively approved the proposed Minor PUD amendment and the applicant has subsequently requested a lot line adjustment in order to complete the process. The existing lots are Lots 1, 2, 3, and 4 of Block 5, which are currently 16,322 sf, 11,655 sf, 11,294 sf, and 10,917 sf in size. The proposed lot line adjustment would consolidate the four lots into three lots of 22,215 sf, 17,857 sf, and 10,115 sf in size. The proposed lot line adjustment is consistent with what has been approved through the Minor PUD amendment process.

REVIEWED BY

PROPOSED ACTIONS

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

STAFF RECOMMENDATION

Recommend approval of the lot line adjustment.

OTHER RESOURCES

FISCAL IMPACT

PERSONNEL IMPACT

ATTACHMENTS

1. Lot Line Adjustment Materials
2. Approved Minor PUD Materials

WOODBURY

Mayor Bettge and City Council
206 E. Third Street
Moscow, ID 83843

3.28.25

Re: Woodbury – Lot Line Adjustment

Dear Mayor and City Council members,
We have had several requests for larger homes that exceed the size of our largest lots. In order to accommodate these home buyers, we are requesting a Lot Line Adjustment, taking three lots at our entrance on Slonaker Drive to make two larger lots. At present we are in escrow on both of these homes subject to this redrawing of the lot lines.

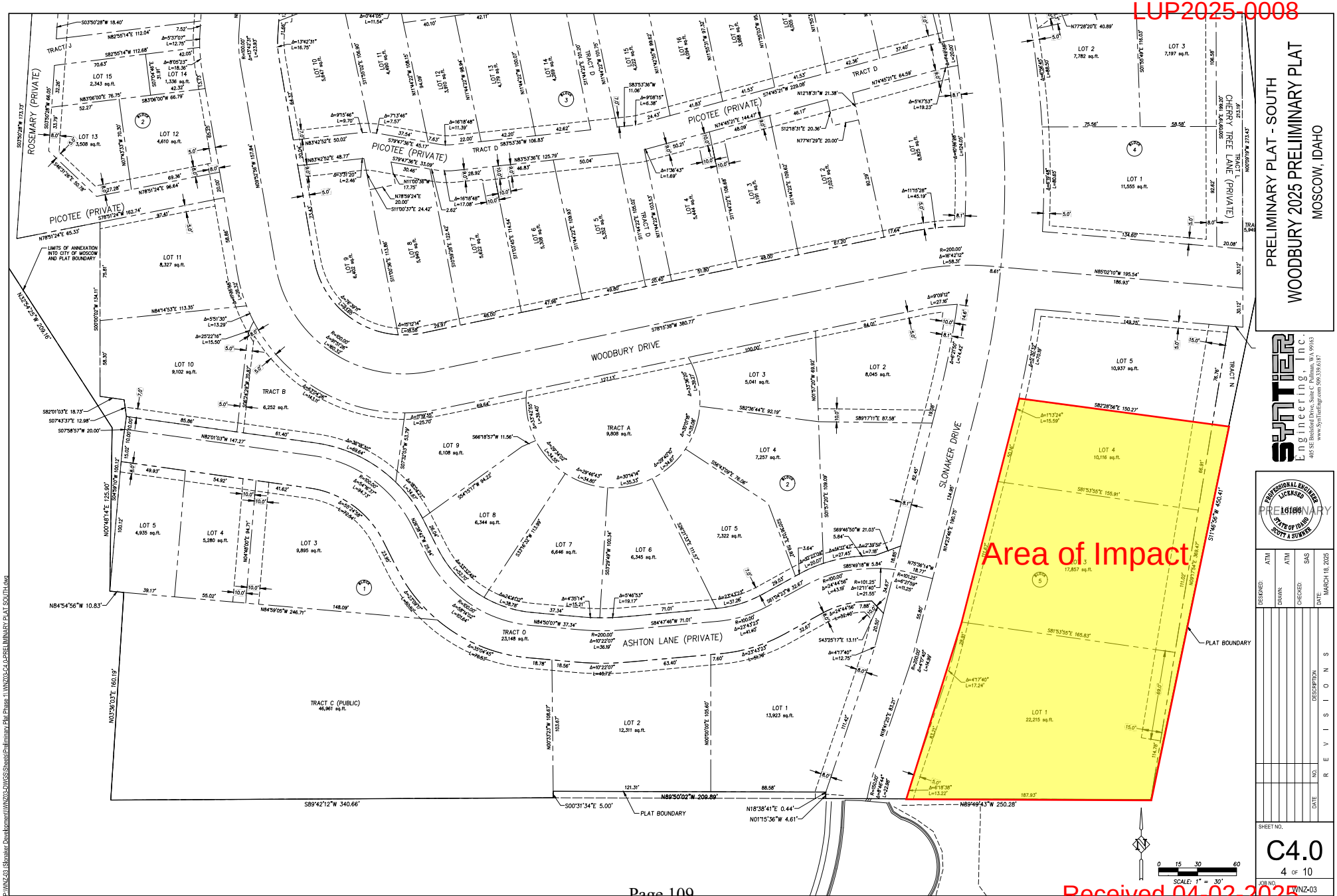
It is our opinion that this is the right place in the Woodbury neighborhood for these larger lots in that they border and share a streetscape with the homes on Slonaker that are likewise on large lots.

We have also had requests for smaller and more affordable homes. To this end we are processing a Major PUD Amendment that will allow us to mix in smaller homes as we develop the Town Center, which is at the heart of the Woodbury neighborhood.
We thank you for your partnership in making Moscow and the Woodbury neighborhood the best that they can be.

Best regards,

Mark Wintz
Woodbury Development, LLC
Managing Member

Received 04-02-2025



Engineering, Inc.
405 SE Breckford Drive, Suite C Pullman, WA 99163
www.SynTierEngr.com (509.339.0187)

PROFESSIONAL ENGINEER LICENSED STATE OF IDAHO SCOTT A SUMNER 16186 PRELIMINARY

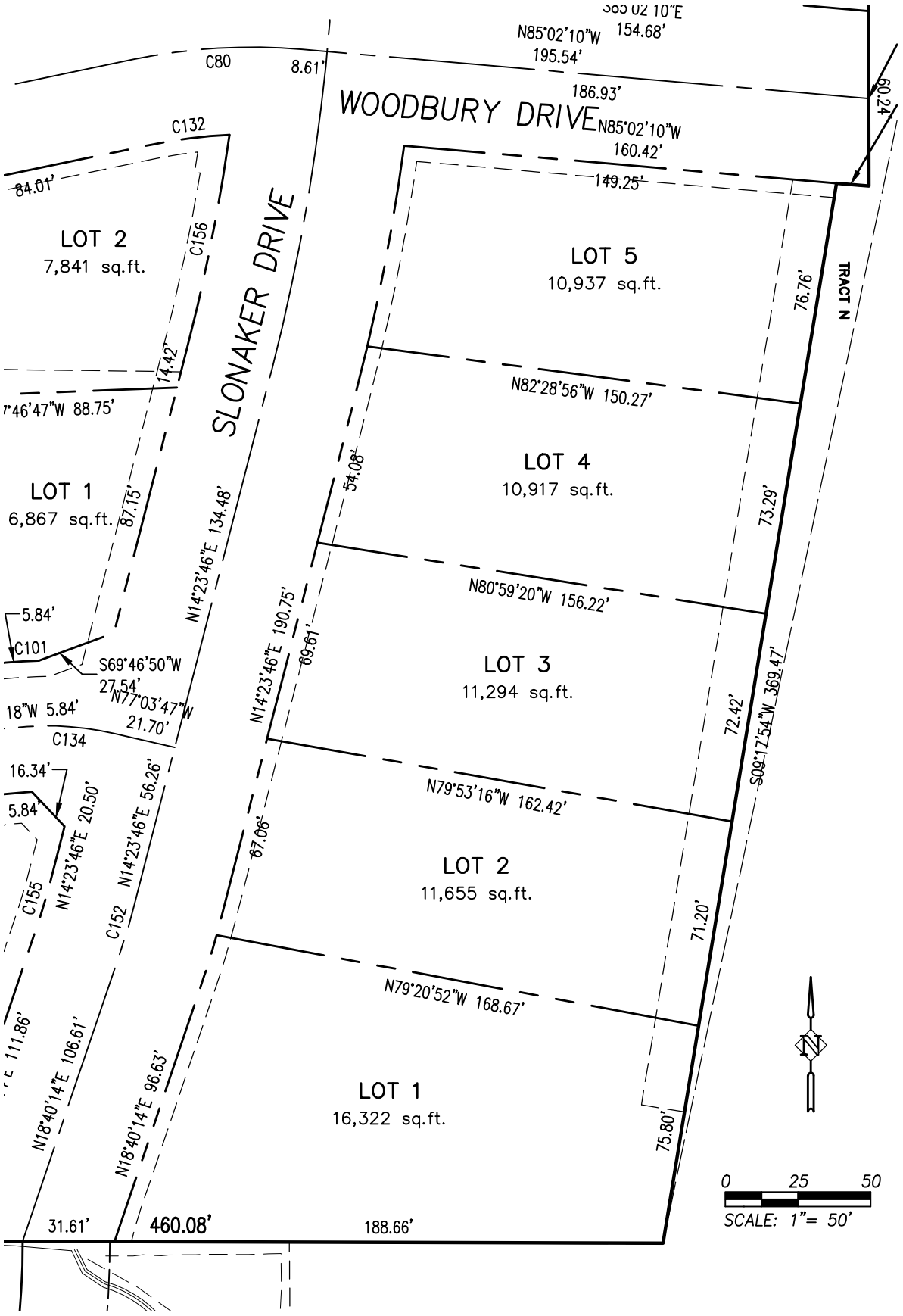
DESIGNED:	ATM
DRAWN:	ATM
CHECKED:	SAS
DATE:	MARCH 18, 2025

NO.	DESCRIPTION	DATE
	REVISIONS	

SHEET NO.
C4.0
4 OF 10
JOB NO. WNZ-03

P:\WNZ-03 \Sloraker Development\WNZ03-DWGS\Sheets\Preliminary Plat Phase 1\ WNZ03-C4.0-PRELIMINARY PLAT SOUTH.dwg

Received 04-02-2025



SHEET NO.			DESIGNED: SAS
			DRAWN: SAS
			CHECKED: SAS
JOB NO. WNZ-03	DATE	NO.	DESCRIPTION
	R E V I S I O N S		DATE: 03/28/2025

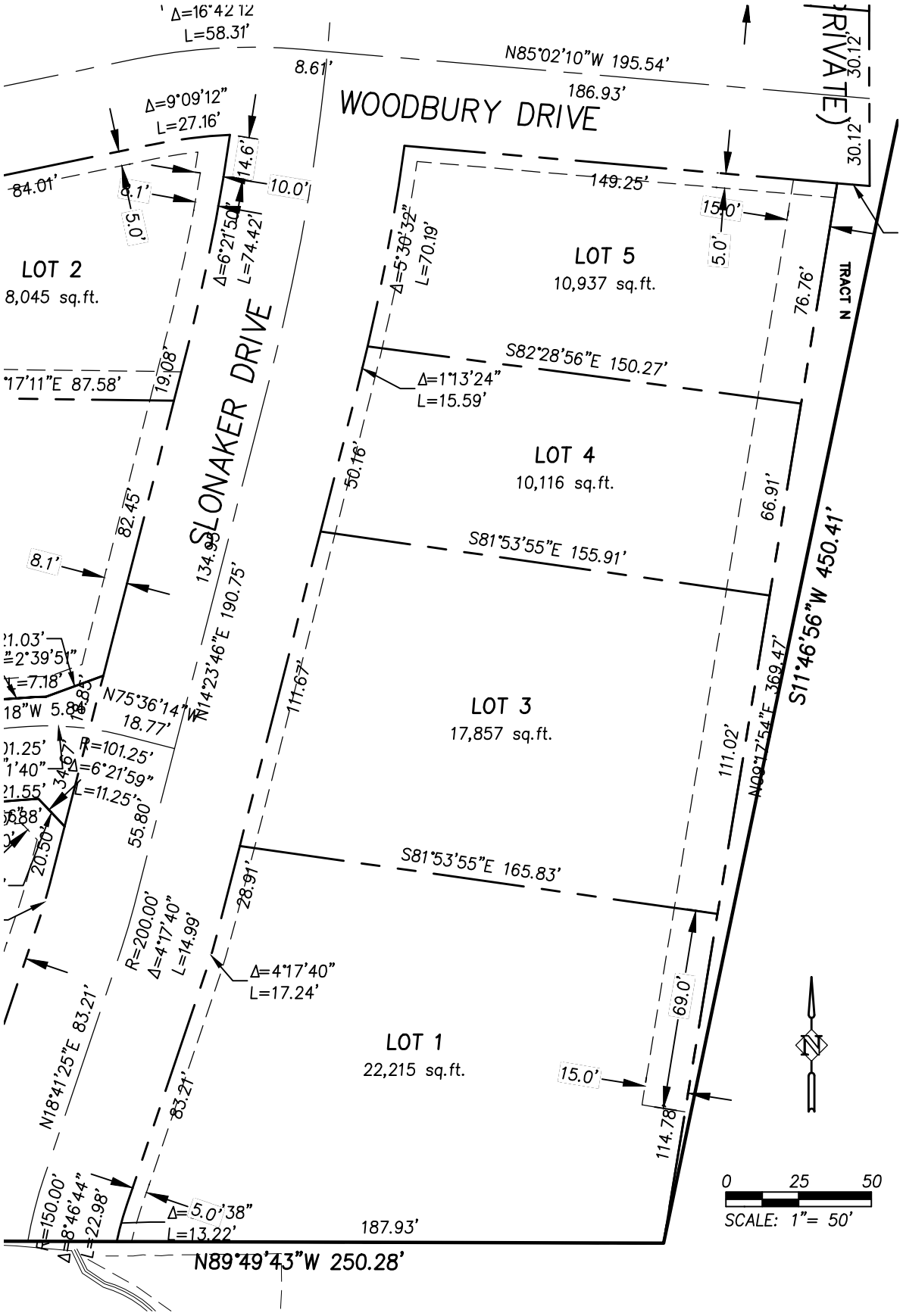
SYNTIER Engineering, Inc.
405 SE Brelsford Drive, Suite C Pullman, WA 99163
www.SynTierEngr.com 509.339.6187

APPROVED PRELIMINARY PLAT

WOODBURY SUBDIVISION

MOSCOW, IDAHO

Received 04-02-2025



SHEET NO.			DESIGNED: SAS
			DRAWN: SAS
			CHECKED: SAS
JOB NO. WNZ-03	DATE	NO.	DESCRIPTION
	R E V I S I O N S		DATE: 03/28/2025

SYNTIER Engineering, Inc.
405 SE Brelsford Drive, Suite C Pullman, WA 99163
www.SynTierEngr.com 509.339.6187

2025 PRELIMINARY PLAT
WOODBURY SUBDIVISION
MOSCOW, IDAHO

Received 04-02-2025

EXISTING DESCRIPTIONS FOR BLOCK 5 OF WOODBURY 1ST ADDITION

EXISTING LOT 1

LOT 1, BLOCK 5, WOODBURY 1ST ADDITION TO THE CITY OF MOSCOW, AS SHOWN BY THE RECORDED PLAT, INSTRUMENT NUMBER 630759, RECORDS OF LATAH COUNTY.

CONTAINING: 16,322 SQUARE FEET OF LAND, MORE OR LESS.

EXISTING LOT 2

LOT 2, BLOCK 5, WOODBURY 1ST ADDITION TO THE CITY OF MOSCOW, AS SHOWN BY THE RECORDED PLAT, INSTRUMENT NUMBER 630759, RECORDS OF LATAH COUNTY.

CONTAINING: 11,655 SQUARE FEET OF LAND, MORE OR LESS.

EXISTING LOT 3

LOT 3, BLOCK 5, WOODBURY 1ST ADDITION TO THE CITY OF MOSCOW, AS SHOWN BY THE RECORDED PLAT, INSTRUMENT NUMBER 630759, RECORDS OF LATAH COUNTY.

CONTAINING: 11,294 SQUARE FEET OF LAND, MORE OR LESS.

EXISTING LOT 4

LOT 4, BLOCK 5, WOODBURY 1ST ADDITION TO THE CITY OF MOSCOW, AS SHOWN BY THE RECORDED PLAT, INSTRUMENT NUMBER 630759, RECORDS OF LATAH COUNTY.

CONTAINING: 10,917 SQUARE FEET OF LAND, MORE OR LESS.

EXISTING LOT 5

LOT 5, BLOCK 5, WOODBURY 1ST ADDITION TO THE CITY OF MOSCOW, AS SHOWN BY THE RECORDED PLAT, INSTRUMENT NUMBER 630759, RECORDS OF LATAH COUNTY.

CONTAINING: 10,937 SQUARE FEET OF LAND, MORE OR LESS.



Received 04-07-2025

PROPOSED DESCRIPTIONS FOR BLOCK 5 OF WOODBURY 1ST ADDITION

PROPOSED OWNERSHIP A

LOTS 1 AND 2, BLOCK 5, WOODBURY 1ST ADDITION TO THE CITY OF MOSCOW, AS SHOWN BY THE RECORDED PLAT, INSTRUMENT NUMBER 630759, RECORDS OF LATAH COUNTY.

EXCEPT THAT PORTION OF SAID LOT 2 LYING NORTH OF THE FOLLOWING DESCRIBED LINE:

BEGINNING AT A POINT ON THE WEST LINE OF SAID LOT 2, BEING SOUTH 14°23'46" WEST 38.15 FEET FROM THE NORTHWEST CORNER OF SAID LOT;

THENCE SOUTH 79°20'52" EAST 168.67 FEET TO A POINT ON THE EAST LINE OF SAID LOT 2 AND THE **END** OF SAID LINE. SAID POINT BEING SOUTH 09°17'54" WEST 32.22 FEET FROM THE NORTHEAST CORNER OF SAID LOT 2.

CONTAINING: 22,215 SQUARE FEET OF LAND, MORE OR LESS.

PROPOSED OWNERSHIP B

LOT 3, BLOCK 5, WOODBURY 1ST ADDITION TO THE CITY OF MOSCOW, AS SHOWN BY THE RECORDED PLAT, INSTRUMENT NUMBER 630759, RECORDS OF LATAH COUNTY.

TOGETHER WITH THAT PORTION OF LOT 2, SAID BLOCK 5, LYING NORTH OF THE FOLLOWING DESCRIBED LINE:

BEGINNING AT A POINT ON THE WEST LINE OF SAID LOT 2, BEING SOUTH 14°23'46" WEST 38.15 FEET FROM THE NORTHWEST CORNER OF SAID LOT;

THENCE SOUTH 79°20'52" EAST 168.67 FEET TO A POINT ON THE EAST LINE OF SAID LOT 2 AND THE **END** OF SAID LINE. SAID POINT BEING SOUTH 09°17'54" WEST 32.22 FEET FROM THE NORTHEAST CORNER OF SAID LOT 2.

ALSO TOGETHER WITH THAT PORTION OF LOT 4, SAID BLOCK 5, LYING SOUTH OF THE FOLLOWING DESCRIBED LINE:

BEGINNING AT A POINT ON THE WEST LINE OF SAID LOT 4, BEING NORTH 14°23'46" WEST 3.90 FEET FROM THE SOUTHWEST CORNER OF SAID LOT;

THENCE SOUTH 81°54'51" EAST 155.91 FEET TO A POINT ON THE EAST LINE OF SAID LOT 4 AND THE **END** OF SAID LINE. SAID POINT BEING NORTH 09°17'54" EAST 6.40 FEET FROM THE SOUTHEAST CORNER OF SAID LOT 4.

CONTAINING: 17,857 SQUARE FEET OF LAND, MORE OR LESS.



Received 04-07-2025

PROPOSED OWNERSHIP C

LOT 4, BLOCK 5, WOODBURY 1ST ADDITION TO THE CITY OF MOSCOW, AS SHOWN BY THE RECORDED PLAT, INSTRUMENT NUMBER 630759, RECORDS OF LATAH COUNTY.

EXCEPT THAT PORTION OF SAID LOT 4 LYING SOUTH OF THE FOLLOWING DESCRIBED LINE:

BEGINNING AT A POINT ON THE WEST LINE OF SAID LOT 4, BEING NORTH 14°23'46" WEST 3.90 FEET FROM THE SOUTHWEST CORNER OF SAID LOT;

THENCE SOUTH 81°54'51" EAST 155.91 FEET TO A POINT ON THE EAST LINE OF SAID LOT 4 AND THE **END** OF SAID LINE. SAID POINT BEING NORTH 09°17'54" EAST 6.40 FEET FROM THE SOUTHEAST CORNER OF SAID LOT 4.

CONTAINING: 10,115 SQUARE FEET OF LAND, MORE OR LESS.

EXISTING LOT 5

LOT 5, BLOCK 5, WOODBURY 1ST ADDITION TO THE CITY OF MOSCOW, AS SHOWN BY THE RECORDED PLAT, INSTRUMENT NUMBER 630759, RECORDS OF LATAH COUNTY.

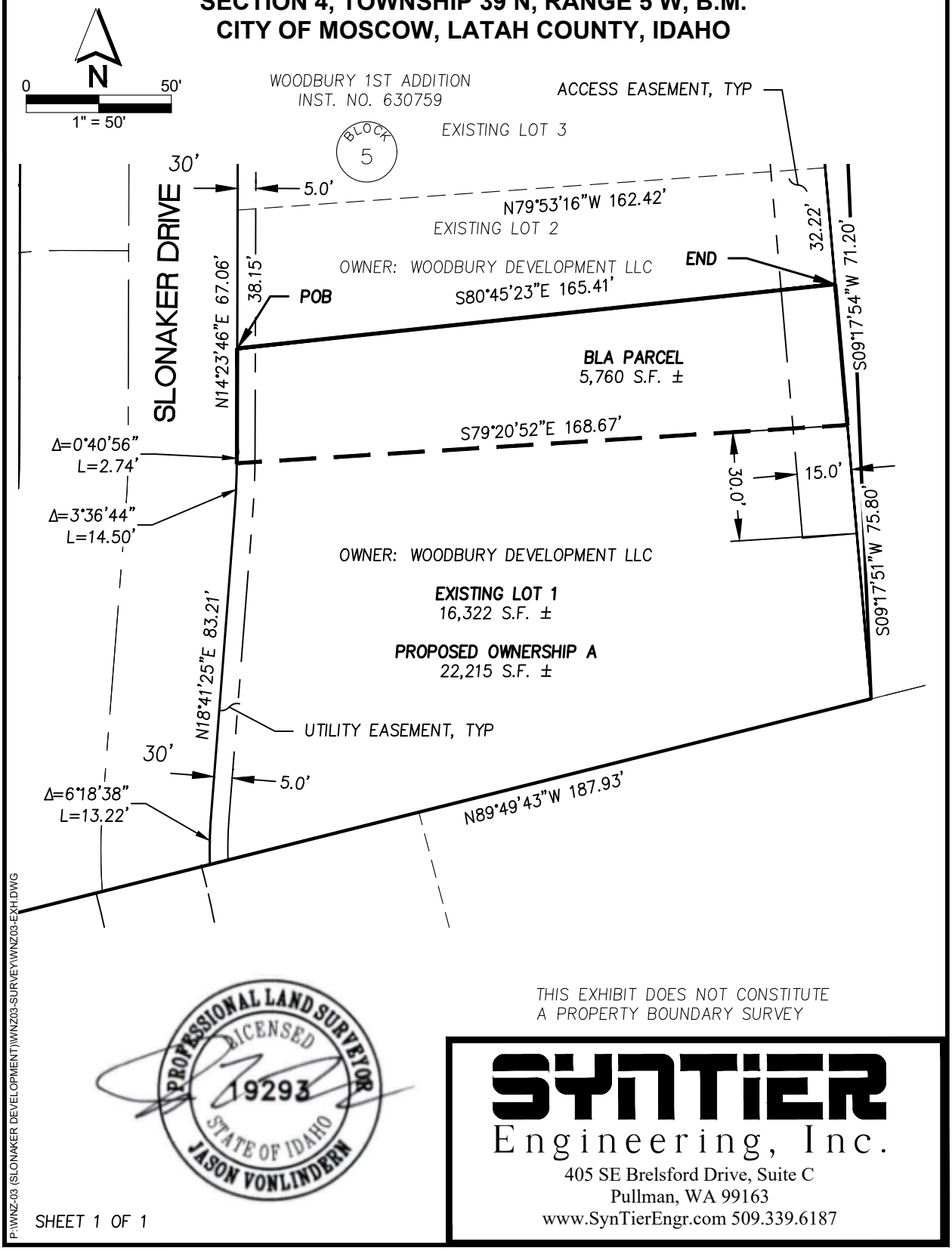
CONTAINING: 10,937 SQUARE FEET OF LAND, MORE OR LESS.



Received 04-07-2025

EXHIBIT OWNERSHIP A

SECTION 4, TOWNSHIP 39 N, RANGE 5 W, B.M.
CITY OF MOSCOW, LATAH COUNTY, IDAHO



PROFESSIONAL LAND SURVEYOR LICENSED 19293 STATE OF IDAHO JASON VONLINDERN

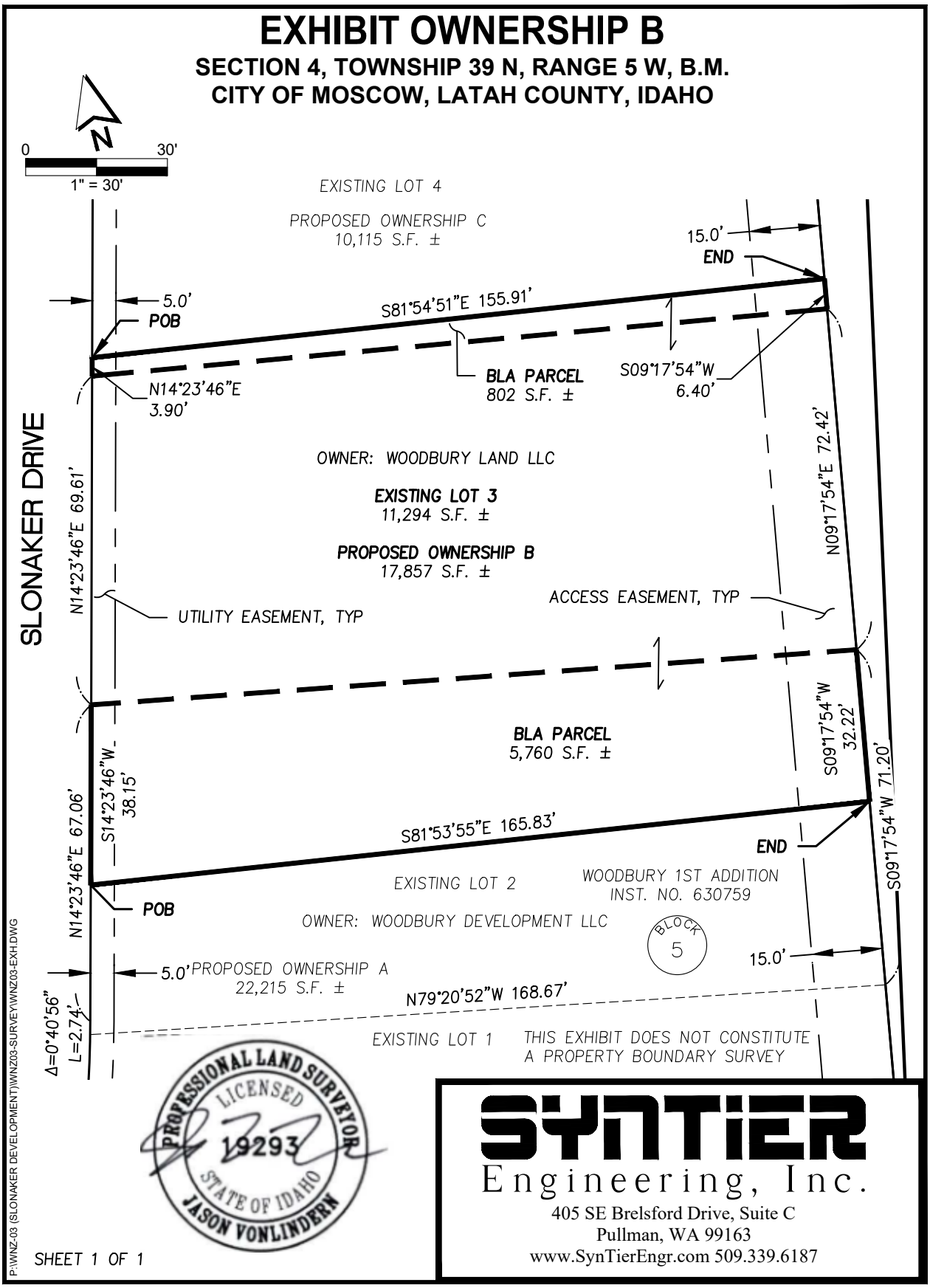
THIS EXHIBIT DOES NOT CONSTITUTE A PROPERTY BOUNDARY SURVEY

SHEET 1 OF 1

P:\WNZ-03 (SLONAKER DEVELOPMENT)\WNZ03-SURVEY\WNZ03-EXH.DWG

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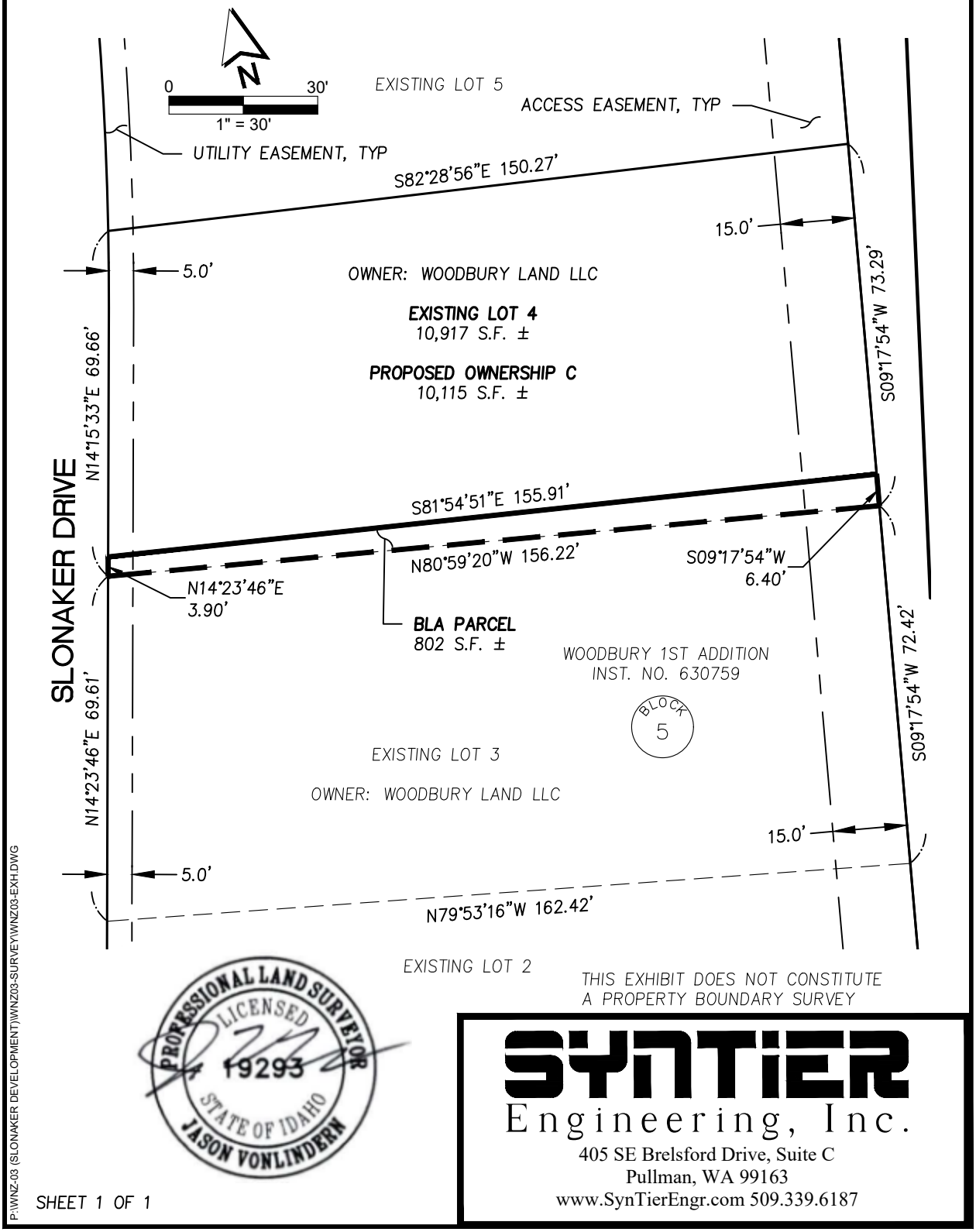
Received 04-07-2025



Received 04-07-2025

EXHIBIT OWNERSHIP C

SECTION 4, TOWNSHIP 39 N, RANGE 5 W, B.M.
CITY OF MOSCOW, LATAH COUNTY, IDAHO



PROFESSIONAL LAND SURVEYOR LICENSED 19293 STATE OF IDAHO JASON VONLINDERN

THIS EXHIBIT DOES NOT CONSTITUTE A PROPERTY BOUNDARY SURVEY

SHEET 1 OF 1

P:\WNZ-03 (SLONAKER DEVELOPMENT)\WNZ03-SURVEY\WNZ03-EXH.DWG

SYNTIER
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405 SE Brelsford Drive, Suite C
Pullman, WA 99163
www.SynTierEngr.com 509.339.6187

Received 04-07-2025

City of Moscow
Community Development

Memo

To: Mark Wintz

From: Mike Ray, AICP - Planning Manager MR

Date: April 8, 2025

Re: Woodbury 1st Addition Lot 1, 2, 3, and 4, Block 5, Minor PUD Amendment

---

The Woodbury 1st Addition is a subdivision and Planned Unit Development (PUD) that received final approval from the City Council on October 17, 2022. The development includes 79 lots ranging from 3,823 to 16,321 square feet in size and is the first phase of a master-planned subdivision that has a new urbanist design. Slonaker Drive has been extended into the subdivision and the infrastructure for the first phase of the subdivision has been constructed which includes Woodbury Drive and Picotee Circle. There are currently approximately 15 single-family homes that are under various stages of construction.

On April 1, 2025, the applicant submitted a Minor PUD amendment to consolidate four lots into three lots to accommodate larger house plans of lots identified as "Estate" lots. Lots 1, 2, 3, and 4 of Block 5 are the lots in question, which are on the east side of Slonaker Drive and directly adjacent to the Blackwood Subdivision to the south. The lots on this block are larger "Estate" lots which are intended to provide a better transition from the larger lots in the Blackwood Subdivision to the more compact lots towards the core of the Woodbury Subdivision. The applicant has submitted a revised lot layout for Lots 1, 2, 3, and 4, which are currently 16,322 sf, 11,655 sf, 11,294 sf, and 10,917 sf in size. Consolidating the four lots into three would result in lot sizes of 22,215 sf, 17,857 sf, and 10,115 sf. The applicant has also submitted a sample building plan for the single-family dwelling which will be constructed on one of the proposed lots.

Upon written request, minor changes to a PUD plan that do not meet the criteria for a Major PUD amendment may be approved administratively by the Zoning Administrator as a Minor PUD amendment. The criteria for a Major PUD amendment are as follows:

1. Increase the proposed enclosed floor area of any approved principal use (residential, commercial, etc.) by more than five percent (5%);
2. Exceed the residential density of the original PUD approval;
3. Alter the ratio of the number of dwelling units of differing housing types (single-family detached, twinhome, townhouse, multi-family, etc.) by more than ten percent (10%);
4. Substantially change the bulk or clustering of buildings, visual impact, theme of the development, location of uses, or the layout of lots, streets, trails, or pathways, except for minor adjustments within areas approved for development or within anticipated rights-of-way;
5. Substantially change the environmental impact of the development;
6. Substantially alter the phasing or timing of the development;

7. Reduce or eliminate the factors used to justify any density bonuses or Code standard waivers granted, substantially alter conditions of approval of the original PUD, or negate any justification of any of the Relevant Criteria and Standards in the Reasoned Statement supporting the original PUD approval.

In staff's review of the criteria for a Major PUD amendment, the proposal does not meet any of the criteria and would therefore qualify as a Minor PUD amendment. The proposed lot consolidation would only result in the elimination of one lot and the proposed lot configuration does not change the intent of this area of the subdivision to transition from the larger lots in the Blackwood Subdivision and will in fact create a smoother transition into the Woodbury Subdivision. The building plans that have been submitted are of similar architectural character and theme of the development, which has been portrayed through the PUD process. Therefore, staff administratively approves the proposed Minor PUD amendment for Lots 1, 2, 3, and 4 of Block 5 of the Woodbury 1st Addition Subdivision.

CITY OF MOSCOW
COMMUNITY
DEVELOPMENT
Ph.: 208-883-7035
504 S. Washington Street
jfleischman@ci.moscow.id.us
mray@ci.moscow.id.us

For City Use Only			
Date Received			
Dept	Fee Type	Fees	Paid
CDV	Preliminary or Major Amendment	$749.00	
CDV	Minor Amendment or Design Review	$316.00	
	Receipt Number		

APPLICATION FOR PRELIMINARY PLANNED UNIT DEVELOPMENT (PUD) OR PUD AMENDMENT

(Please type or print plainly with blue ink.)

APPLICANT:

Name: Mark Wintz Phone: (208) 596-5555

Address: 1004 Dairy Lane Email: mark@wintzcompany.com

OWNER: (if other than applicant)

Name: Woodbury Land, LLC Phone: Same as above.

Address: _____ Email: _____

PROPERTY:

1. Proposed PUD Name: Woodbury
2. Address(es) or Parcel Number(s): _____
3. Legal Description: ~~See attached~~ (Subdivision) 5 (Block) 1 & 3 (Lot)

If described by Metes and Bounds, please attach deed on a separate sheet.

PROJECT DESCRIPTION:

Please describe the new (or revised) use, design and construction for the above property:

See project description on seperate sheet.

The proposed activities and use shall be shown on an attached site plan drawn to a standard engineer's or architect's scale. The site plan shall include all required notations and detail drawings pursuant to Moscow City Code Title 4, Chapter 7, Section 7-4.B. and shall show, label and include dimensions of all property lines, easements, existing and proposed buildings, parking lot(s), driveway(s), fencing and landscaping. A site topography map shall be provided when appropriate.

For Minor Amendments/Design Review only: Skip to Page 3

Received 04-08-2025

CONDITIONS OF APPROVAL:

The Commission or City Council may impose required modifications or conditions as part of the approval pursuant to MCC 4-7-10, *including but not limited to,* (1) minimizing adverse impact on other development; (2) controlling the sequence and timing of development; (3) controlling the duration of development; (4) assuring that development is maintained properly; (5) designating the exact location and nature of development; (6) requiring the provision for on-site or off-site public facilities or services; (7) requiring more restrictive standards than those generally required in an ordinance; and/or (8) requiring mitigation of effects of the proposed PUD upon delivery of services by any political subdivision, including school districts, providing services within the planning jurisdiction.

COMPLIANCE:

1. Should the preliminary PUD be approved, a final PUD review before the original decision-making body is required to determine whether the proposed development conforms to the intent and conditions of the preliminary PUD approval.
2. Approval of a preliminary PUD proposal shall expire automatically eighteen (18) months after the date of approval unless final PUD approval has been obtained prior to such time.
3. Where final proposed PUD plans are subsequently modified from the approved preliminary PUD plans, such plan modifications must be submitted to the Community Development Department to be reviewed for substantial conformance with the approved plans. If plan modifications are not in substantial conformance, the plans may need to go through a minor or major amendment process as detailed in Title 4, Chapter 7, Section 7-13 of the Moscow City Code.
4. In the event of failure to comply with the approved PUD plans or with any of the conditions imposed upon the PUD project, such permit shall be immediately revoked and shall be automatically null and void.

REVOCATIONS:

If building permits pertaining to an approved PUD, consistent with any proposed phasing, are not obtained within eighteen (18) months of the final PUD approval, such final PUD approval shall be immediately revoked and shall be automatically null and void. The applicant may request a one (1) time extension of a final PUD approval not to exceed one (1) year. Such request shall be in writing and shall be approved by the applicable decision-making body prior to expiration of the original PUD approval or such approval shall not be granted.

The following items must be submitted with this application before it will be processed:

1. Application Fees
2. Site Plan, drawn to scale
3. Floor Plans, drawn to scale
4. Elevation Drawings and/or Renderings, drawn to scale

I understand this information is a public record and may be posted to a public website. I declare and certify under penalty of perjury pursuant to the law of the State of Idaho that the foregoing is true and correct and that I have the legal authority to submit this application.

Signature of Applicant — Date 1/20/25

Signature of Property Owner (if different) — Date

Received 04-08-2025

WOODBURY

Mayor Bettge and City Council
206 E. Third Street
Moscow, ID 83843

3.28.25

Re: Woodbury – Lot Line Adjustment

Dear Mayor and City Council members,
We have had several requests for larger homes that exceed the size of our largest lots. In order to accommodate these home buyers, we are requesting a Lot Line Adjustment, taking three lots at our entrance on Slonaker Drive to make two larger lots. At present we are in escrow on both of these homes subject to this redrawing of the lot lines.

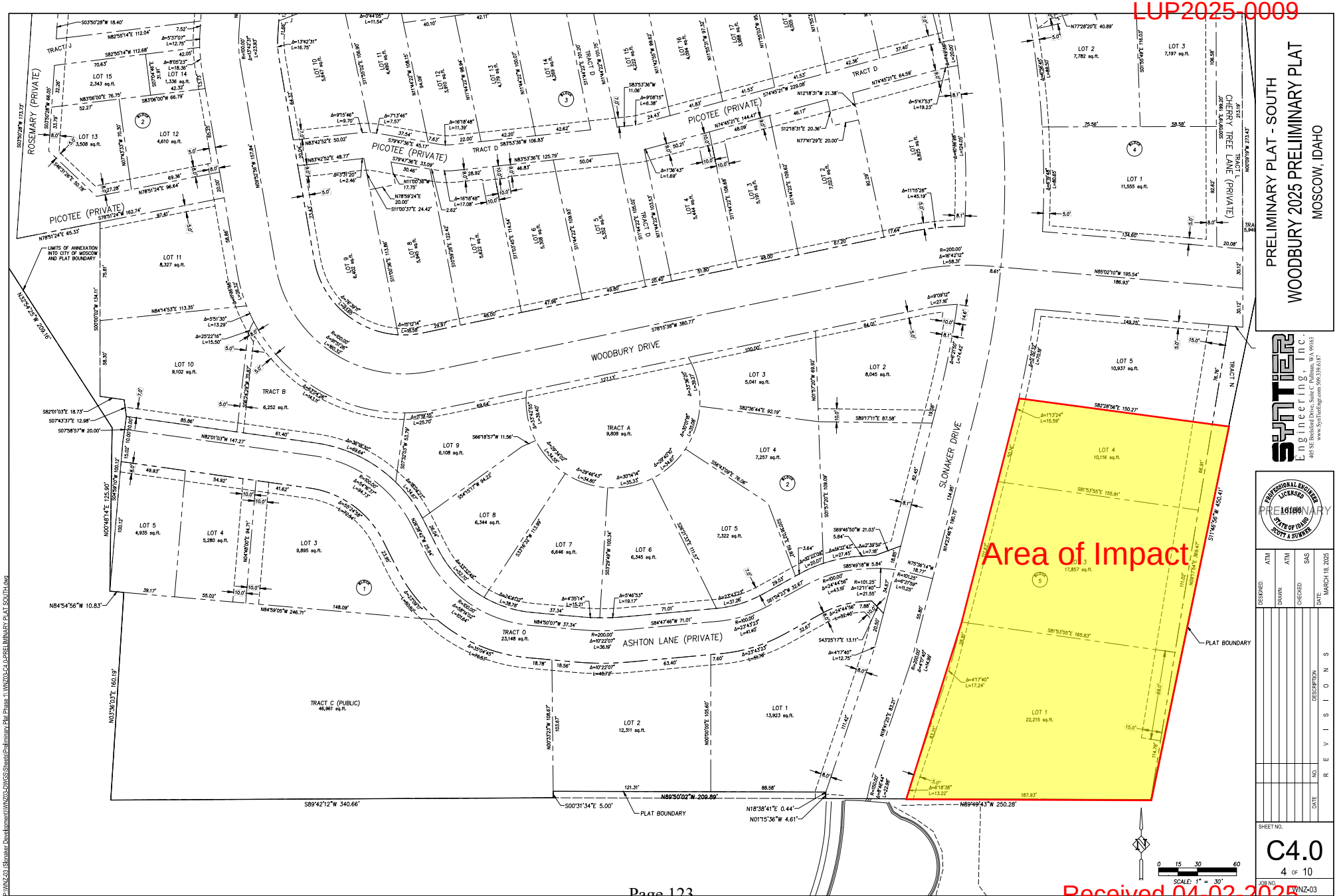
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We thank you for your partnership in making Moscow and the Woodbury neighborhood the best that they can be.

Best regards,

Mark Wintz
Woodbury Development, LLC
Managing Member

Received 04-02-2025



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PROFESSIONAL ENGINEER LICENSED STATE OF IDAHO SCOTT A SUMNER 16186 PRELIMINARY

DESIGNED:	ATM
DRAWN:	ATM
CHECKED:	SAS
DATE:	MARCH 18, 2025

NO.	DESCRIPTION	DATE
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SHEET NO.
C4.0
4 OF 10
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P:\WNZ-03 \Sloraker Development\WNZ03-DWGS\Sheets\Preliminary Plat Phase 1\WNZ03-C4.0-PRELIMINARY PLAT SOUTH.dwg

Received 04-02-2025



SCALE: 1" = 50'

Received 04-02-2025

LUP2025-0009

PRELIMINARY

PLIEGO RESIDENCE

SLOANAKER DRIVE - MOSCOW, I.D.





CITY OF MOSCOW

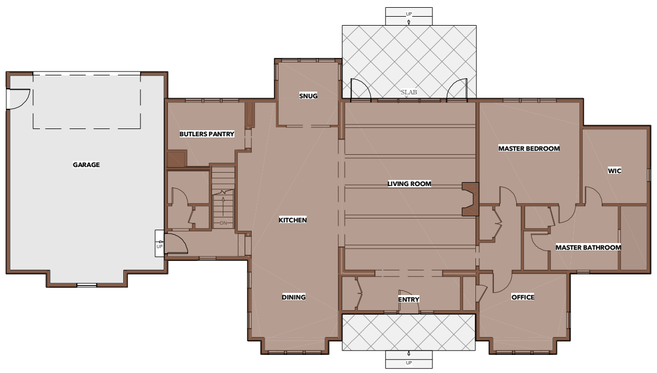
CONSTRUCTION TYPE: RESIDENTIAL
SEISMIC DESIGN CATERGORY: B
ROOF SNOW LOAD: 40 PSF
GROUND SNOW LOAD: 60 PSF
WIND SPEED: 115 MPH/ 3 SEC GUST
FROST DEPTH: 30 INCHES

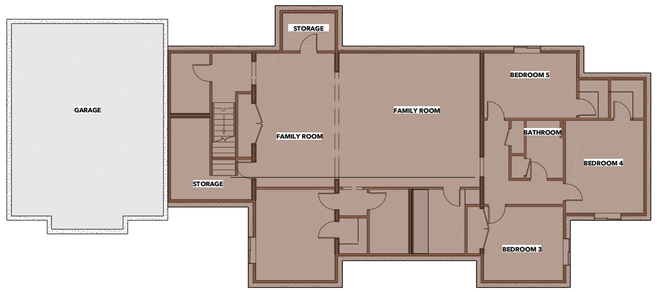
LIVING AREA CALCULATIONS

TOTAL MAIN FLOOR:	2,290 SQFT
TOTAL BASEMENT:	2,268 SQFT
TOTAL	4,585 SQFT

NON-LIVING AREA CALCULATIONS

GARAGE:	734 SQFT
BUILDING FOOTPRINT:	**3,076 SQFT**





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PLIEGO RESIDENCE
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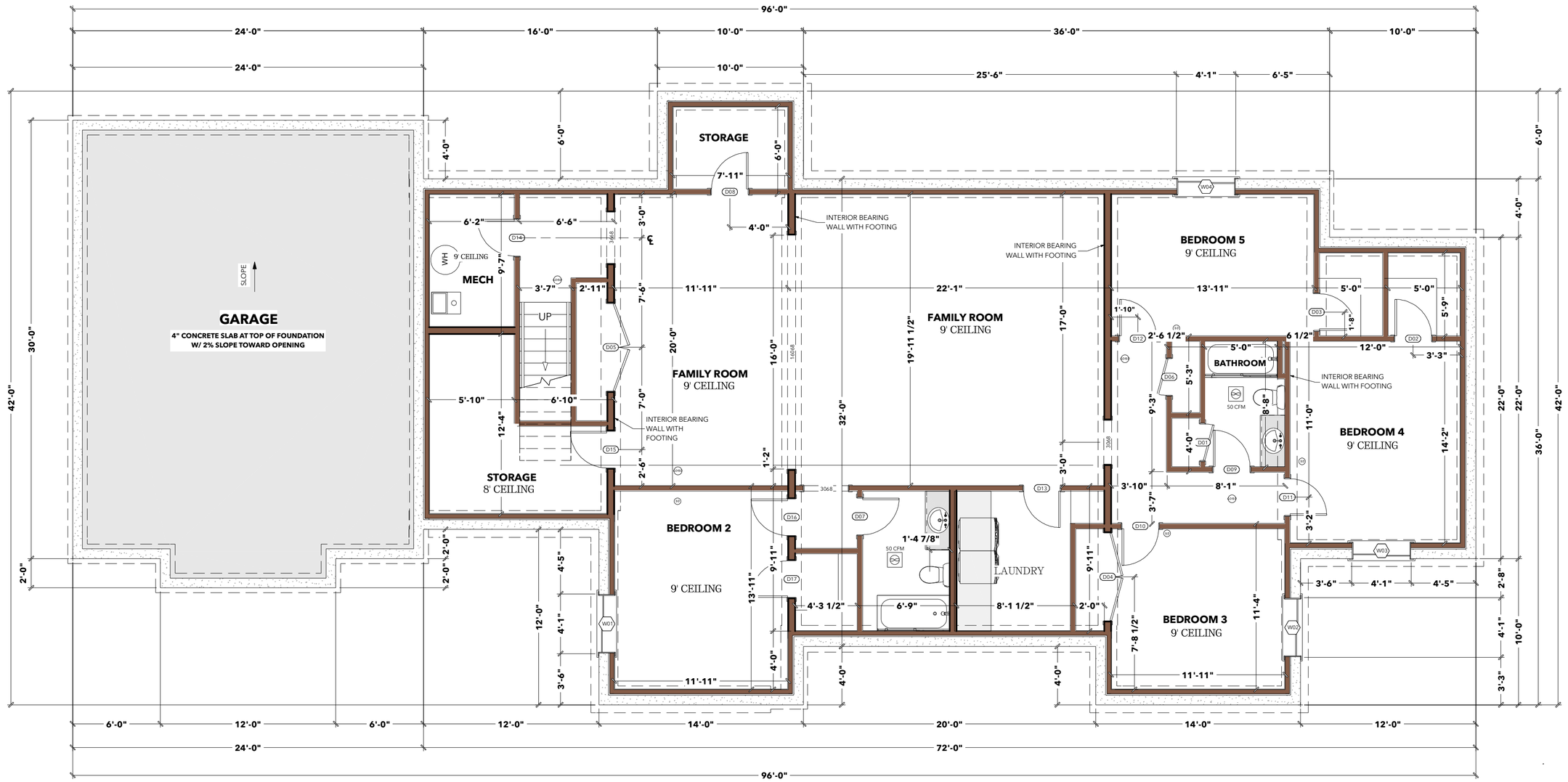
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NOTES:
1. ALL FOUNDATION FRAMING WALLS ARE CONCEPTUAL PLEASE REFER TO FLOOR FRAMING PLAN PROVIDED BY MANUFACTURER
2. STEM WALLS WILL BE 8" THICK
3. GARAGE WILL BE SLAB ON GRADE WITH A TOP HEIGHT -18" TO TOP OF SUBFLOOR WITH A 2% SLOPE TOWARDS OPENINGS
4. THERE WILL BE A MIN. 6" HEIGHT FROM FINISHED GRADE TO TOP OF FOUNDATION WALLS
5. EXTERIOR DIMENSIONS ARE TO ROUGH OPENINGS

1/A2 FOUNDATION PLAN

SCALE: 3/16" = 1'

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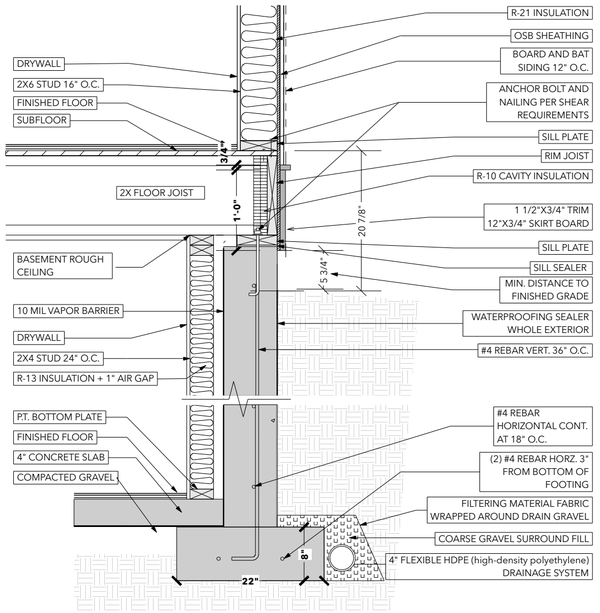
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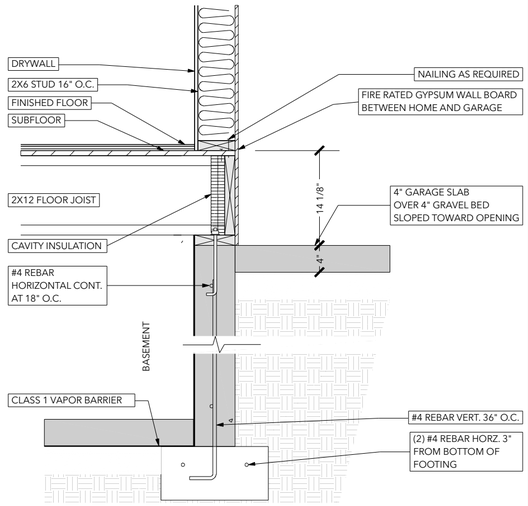
FOUNDATION DETAILS



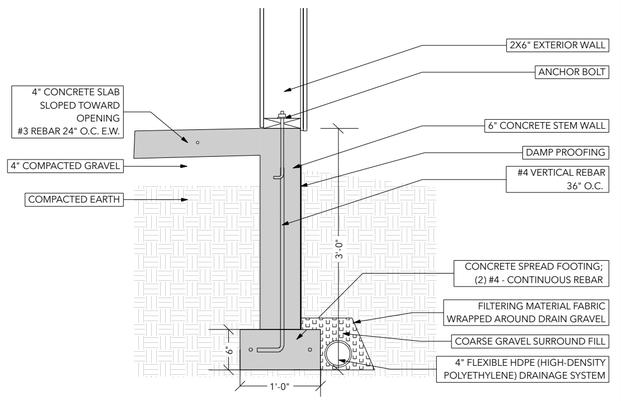
A FOUNDATION
BASEMENT

B INTERIOR FOOTING
AT WALL

GARAGE DETAILS

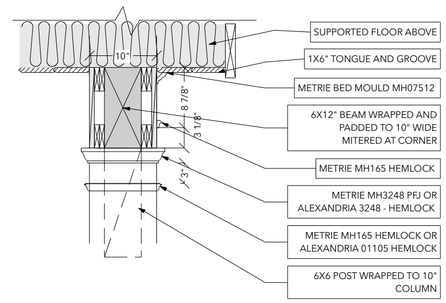


C GARAGE SLAB AT HOME
TYP. FLOOR FOUNDATION

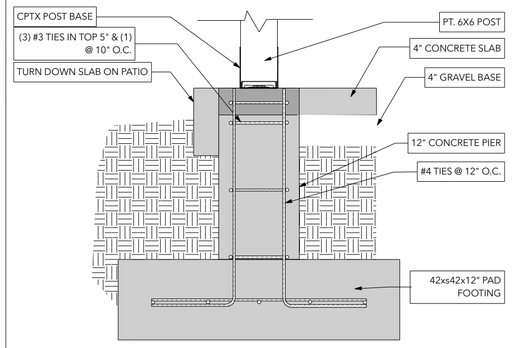


D GARAGE PERIMETER

COLUMN DETAILS

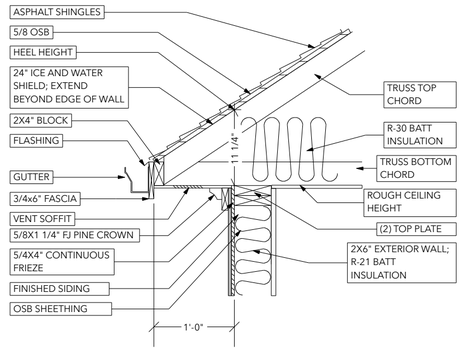


E 10" COLUMN

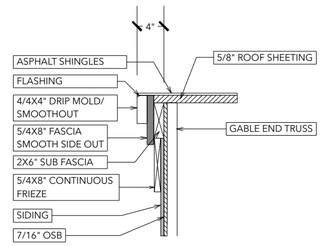


F COLUMN BASE

ROOF DETAILS



G 8:12 EAVE DETAIL
SOFFITED



H GABLE END DETAIL
SHORT

1/A3 DETAILS
SCALE: 3/4" = 1'

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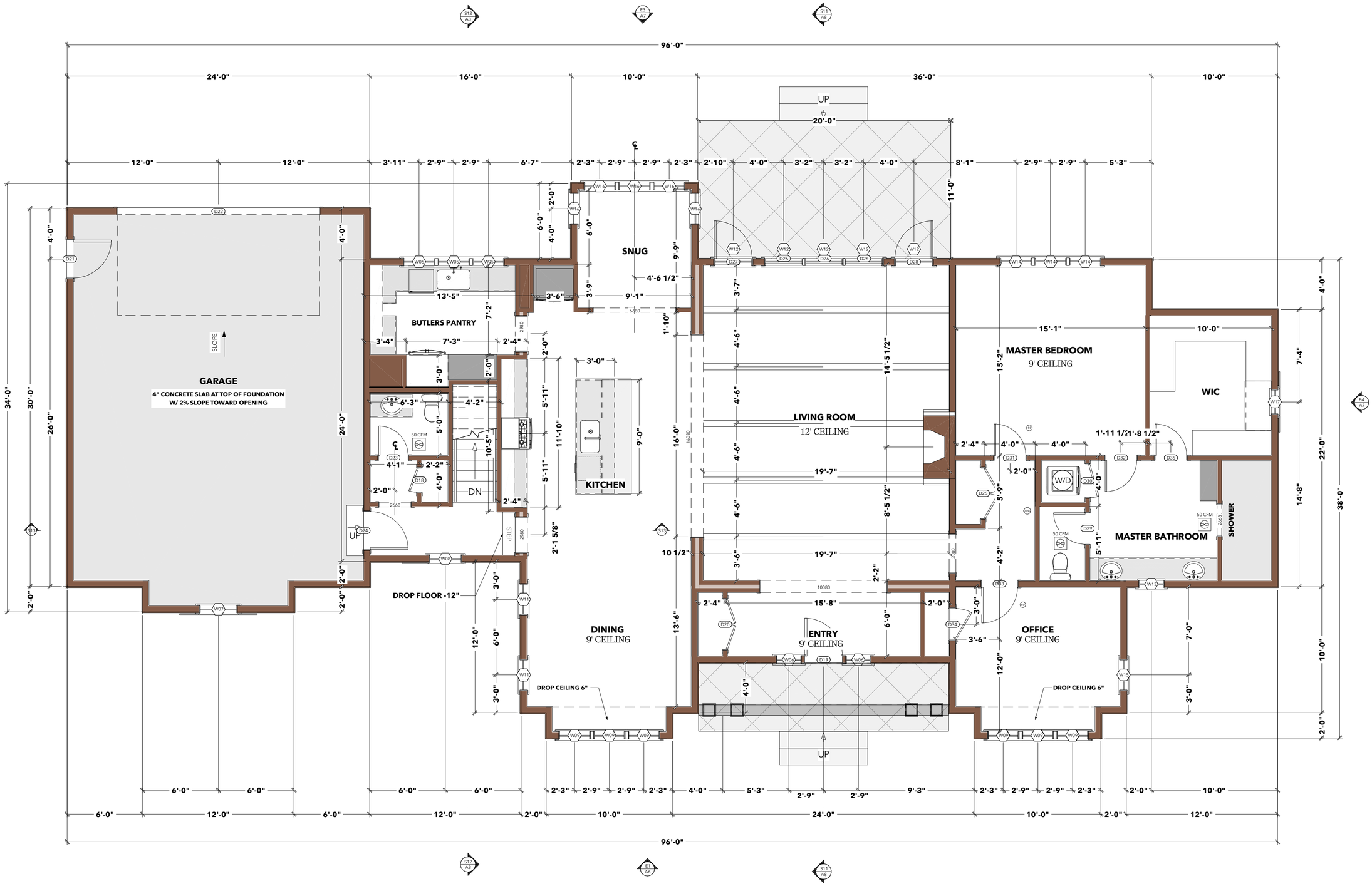
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1 / A4 FLOOR PLAN
SCALE: 3/16" = 1'

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WINDOW SCHEDULE

NUMBER	3D EXTERIOR ELEVATION	FLOOR	ROOM NAME	SIZE	QTY	WIDTH	HEIGHT	TOP	BOTTOM	HEADER	EGRESS	TEMPERED	DESCRIPTION
W01		0	BEDROOM 2	4046LS	1	48"	54"	96"	42"	2"X8"X52" (2)	YES		LEFT SLIDING
W02		0	BEDROOM 3	4046LS	1	48"	54"	96"	42"	2"X8"X52" (2)	YES		LEFT SLIDING
W03		0	BEDROOM 4	4046LS	1	48"	54"	96"	42"	2"X8"X52" (2)	YES		LEFT SLIDING
W04		0	BEDROOM 5	4046LS	1	48"	54"	96"	42"	2"X8"X52" (2)	YES		LEFT SLIDING
W05		1	BUTLERS PANTRY	2640FX	3	30"	48"	88"	40"	2"X6"X34" (2)		YES	FIXED GLASS
W06		1	ENTRY	2068FX	2	24"	80"	80"	0"	2"X6"X28" (2)			FIXED GLASS
W07		1	GARAGE	3060FX	1	36"	72"	108"	36"	2"X6"X40" (2)	YES		FIXED GLASS
W08		1	HALL	2746FX	1	31 1/16"	54"	88"	34"	2"X6"X35 1/16" (2)		YES	FIXED GLASS
W09		1	KITCHEN	2620FX	6	30"	24"	100 1/8"	76 1/8"	2"X6"X31" (2)			FIXED GLASS
W10		1	KITCHEN	2660FX	6	30"	72"	76"	4"	2"X6"X34" (2)			FIXED GLASS
W11		1	KITCHEN	2660SH	2	30"	72"	96"	24"	2"X6"X34" (2)	YES		SINGLE HUNG
W12		1	LIVING ROOM	3026FX	5	36"	30"	129"	99"	2"X6"X40" (2)			FIXED GLASS
W13		1	MASTER BATHROOM	2046FX	1	24"	54"	96"	42"	2"X6"X28" (2)		YES	FIXED GLASS
W14		1	MASTER BEDROOM	2660SH	3	30"	72"	96"	24"	2"X6"X34" (2)	YES		SINGLE HUNG
W15		1	OFFICE	2660SH	1	30"	72"	96"	24"	2"X6"X34" (2)	YES		SINGLE HUNG
W16		1	SNUG	2660SH	5	30"	72"	96"	24"	2"X6"X34" (2)	YES		SINGLE HUNG
W17		1	WIC	2050SH	1	24"	60"	88"	28"	2"X6"X28" (2)		YES	SINGLE HUNG
W18		2		01020LV	1	10"	24"	47 7/8"	23 7/8"	2"X6"X14" (2)			LOUVERED
W19		2		01030LV	1	10"	36"	88 7/8"	52 7/8"	2"X6"X14" (2)			LOUVERED
W20		2		01030LV	2	10"	36"	94 7/8"	58 7/8"	2"X6"X14" (2)			LOUVERED

DOOR SCHEDULE

NUMBER	FLOOR	ROOM NAME	QTY	SIZE	WIDTH	HEIGHT	R/O	HEADER	DESCRIPTION
D01	0	BATHROOM/CLOSET	1	2668 R IN	30"	80"	32"X82 1/2"	2"X6"X35" (2)	HINGED-DOOR P04
D02	0	BEDROOM 4/CLOSET	1	2668 L IN	30"	80"	32"X82 1/2"	2"X6"X35" (2)	HINGED-DOOR P04
D03	0	BEDROOM 5/CLOSET	1	2668 R IN	30"	80"	32"X82 1/2"	2"X6"X35" (2)	HINGED-DOOR P04
D04	0	CLOSET/BEDROOM 3	1	6068 L/R IN	72"	80"	74"X82 1/2"	2"X10"X77" (2)	DOUBLE HINGED-DOOR P04
D05	0	CLOSET/FAMILY ROOM	1	6068 L/R IN	72"	80"	74"X82 1/2"	2"X10"X77" (2)	DOUBLE HINGED-DOOR P04
D06	0	CLOSET/HALL	1	2668 R IN	30"	80"	32"X82 1/2"	2"X6"X35" (2)	HINGED-DOOR P04
D07	0	CLOSET/UTILITY	1	2668 L IN	30"	80"	32"X82 1/2"	2"X6"X35" (2)	HINGED-DOOR P04
D08	0	FAMILY ROOM/STORAGE	1	2668 R IN	30"	80"	32"X82 1/2"	2"X6"X35" (2)	HINGED-DOOR P04
D09	0	HALL/BATHROOM	1	2668 L IN	30"	80"	32"X82 1/2"	2"X6"X35" (2)	HINGED-DOOR P04
D10	0	HALL/BEDROOM 3	1	2668 R IN	30"	80"	32"X82 1/2"	2"X6"X35" (2)	HINGED-DOOR P04
D11	0	HALL/BEDROOM 4	1	2668 R IN	30"	80"	32"X82 1/2"	2"X6"X35" (2)	HINGED-DOOR P04
D12	0	HALL/BEDROOM 5	1	2668 L IN	30"	80"	32"X82 1/2"	2"X6"X35" (2)	HINGED-DOOR P04
D13	0	LAUNDRY/FAMILY ROOM	1	2668 L IN	30"	80"	32"X82 1/2"	2"X6"X35" (2)	HINGED-DOOR P04
D14	0	MECH/HALL	1	2668 R IN	30"	80"	32"X82 1/2"	2"X6"X35" (2)	HINGED-DOOR P04
D15	0	STORAGE/FAMILY ROOM	1	2668 R IN	30"	80"	32"X82 1/2"	2"X6"X35" (2)	HINGED-DOOR P04
D16	0	UTILITY/BEDROOM 2	1	2668 R IN	30"	80"	32"X82 1/2"	2"X6"X35" (2)	HINGED-DOOR P04
D17	0	UTILITY/BEDROOM 2	1	2668 L IN	30"	80"	32"X82 1/2"	2"X6"X35" (2)	HINGED-DOOR P04
D18	1	CLOSET/HALL 2	1	11168 R IN	23"	80"	25"X82 1/2"	2"X6"X28" (2)	HINGED-DOOR P04
D19	1	ENTRY	1	3068	36"	80"	37"X80 1/2"	2"X6"X40" (2)	EXT. HINGED-PANEL
D20	1	ENTRY/CLOSET	1	4068 L/R IN	48"	80"	50"X82 1/2"	2"X8"X53" (2)	DOUBLE HINGED-DOOR P04
D21	1	GARAGE	1	3068 L EX	36"	80"	38"X83"	2"X6"X41" (2)	EXT. HINGED-DOOR E21
D22	1	GARAGE	1	16080	192"	96"	194"X99"	2"X12"X200" (2)	GARAGE-GARAGE DOOR CHD06
D23	1	HALL 2/CLOSET	1	2468 L IN	28"	80"	30"X82 1/2"	2"X6"X33" (2)	HINGED-DOOR P04
D24	1	HALL/GARAGE	1	3068 R EX	36"	80"	38"X83"	2"X6"X41" (2)	EXT. HINGED-DOOR E21
D25	1	HALL/PWDR BATH	1	4068 L/R IN	48"	80"	50"X82 1/2"	2"X8"X53" (2)	DOUBLE HINGED-DOOR P04
D26	1	LIVING ROOM	3	3080 EX	36"	96"	38"X99"	2"X6"X41" (2)	EXT. FIXED-GLASS PANEL
D27	1	LIVING ROOM	1	3080 L EX	36"	96"	38"X99"	2"X6"X41" (2)	EXT. HINGED-GLASS PANEL
D28	1	LIVING ROOM	1	3080 R EX	36"	96"	38"X99"	2"X6"X41" (2)	EXT. HINGED-GLASS PANEL
D29	1	MASTER BATHROOM/MASTER BATHROOM	1	2668 R IN	30"	80"	32"X82 1/2"	2"X6"X35" (2)	HINGED-DOOR P04
D30	1	MASTER BDRM/MASTER BATHROOM	1	2868 L IN	32"	80"	34"X82 1/2"	2"X6"X37" (2)	HINGED-DOOR P04
D31	1	MASTER BEDROOM/HALL	1	2668 L IN	30"	80"	32"X82 1/2"	2"X6"X35" (2)	HINGED-DOOR P04
D32	1	MASTER BEDROOM/MASTER BATHROOM	1	2668 R IN	30"	80"	32"X82 1/2"	2"X6"X35" (2)	HINGED-DOOR P04
D33	1	OFFICE/HALL	1	21068 R IN	34"	80"	36"X82 1/2"	2"X6"X39" (2)	HINGED-DOOR P04
D34	1	OFFICE/SLAB	1	2668 R IN	30"	80"	32"X82 1/2"	2"X6"X35" (2)	HINGED-DOOR P04
D35	1	WIC/MASTER BATHROOM	1	2668 L IN	30"	80"	32"X82 1/2"	2"X6"X35" (2)	HINGED-DOOR P04

1/A5 SCHEDULES

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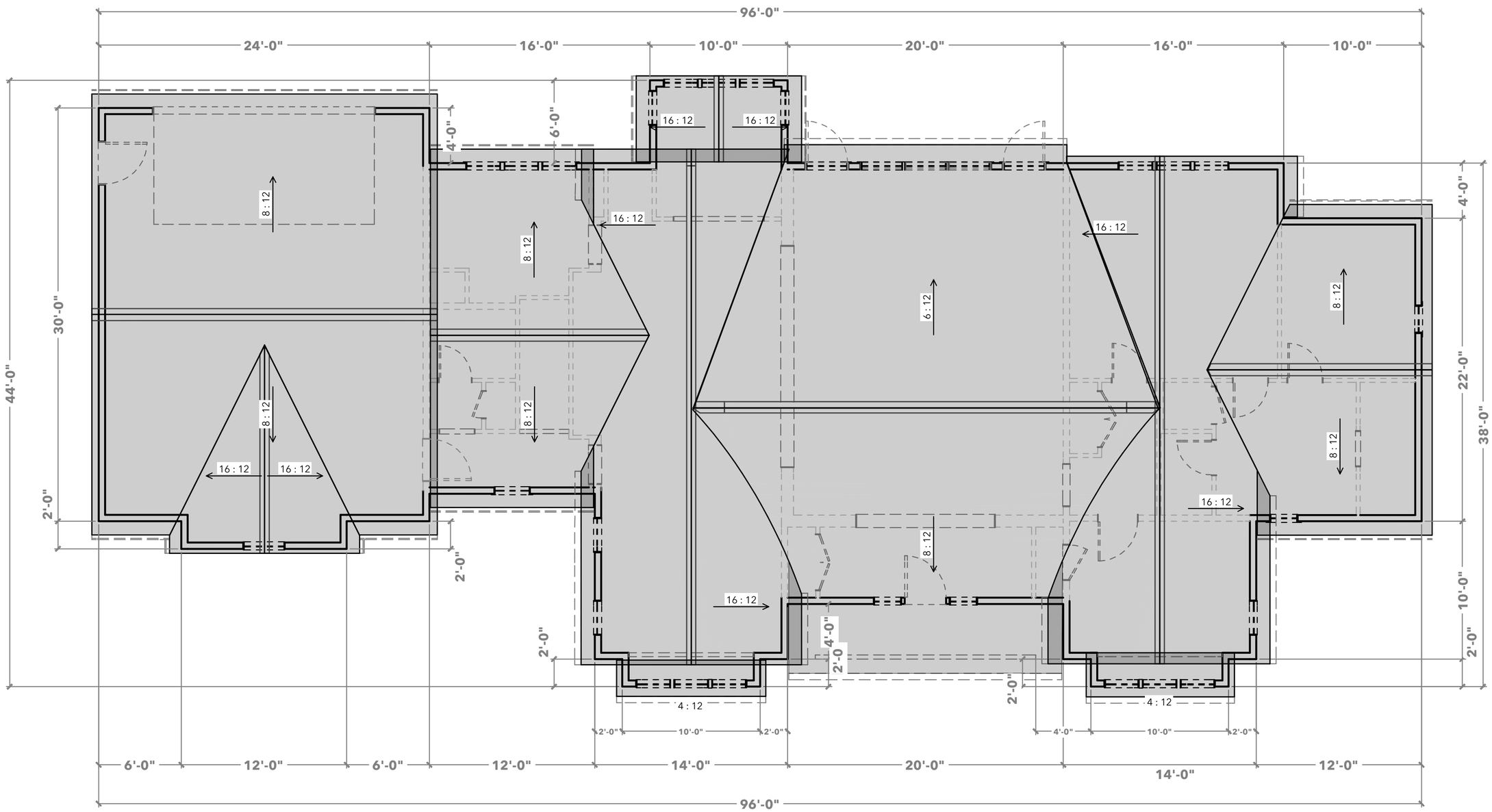
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PRELIMINARY



1 / A6 ROOF PLAN

SCALE: 3/16" = 1'

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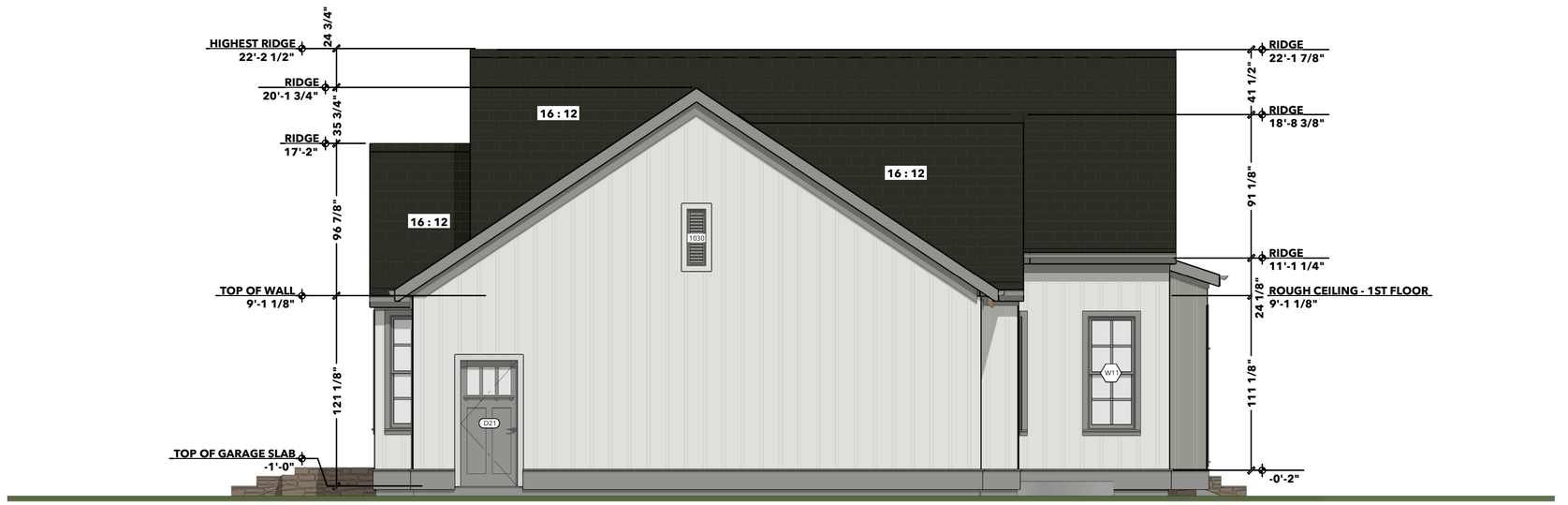
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E1 **EXTERIOR ELEVATION FRONT**
3/16 IN = 1 FT



E2 **EXTERIOR ELEVATION LEFT**
3/16 IN = 1 FT

HARBY + POINTS ARCHITECTURAL DESIGN

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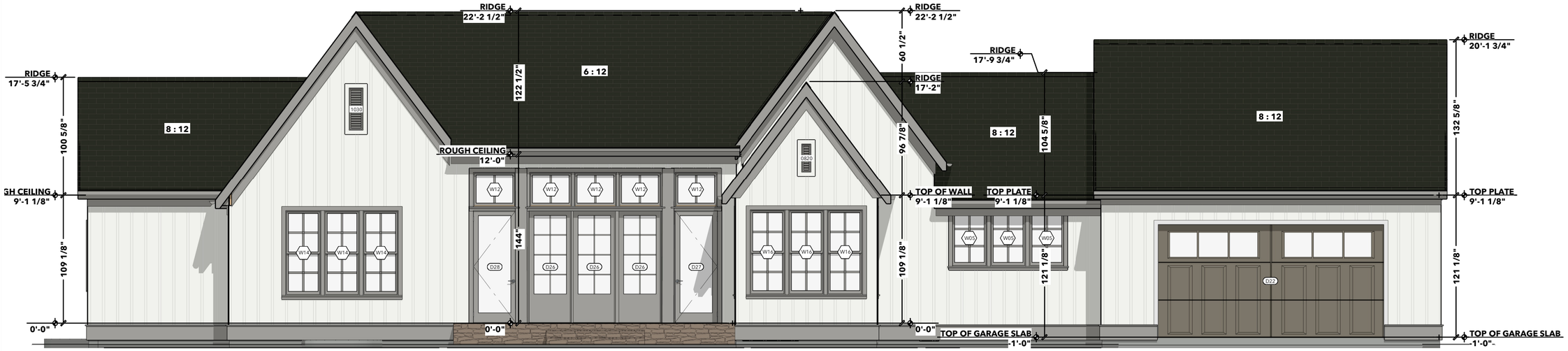
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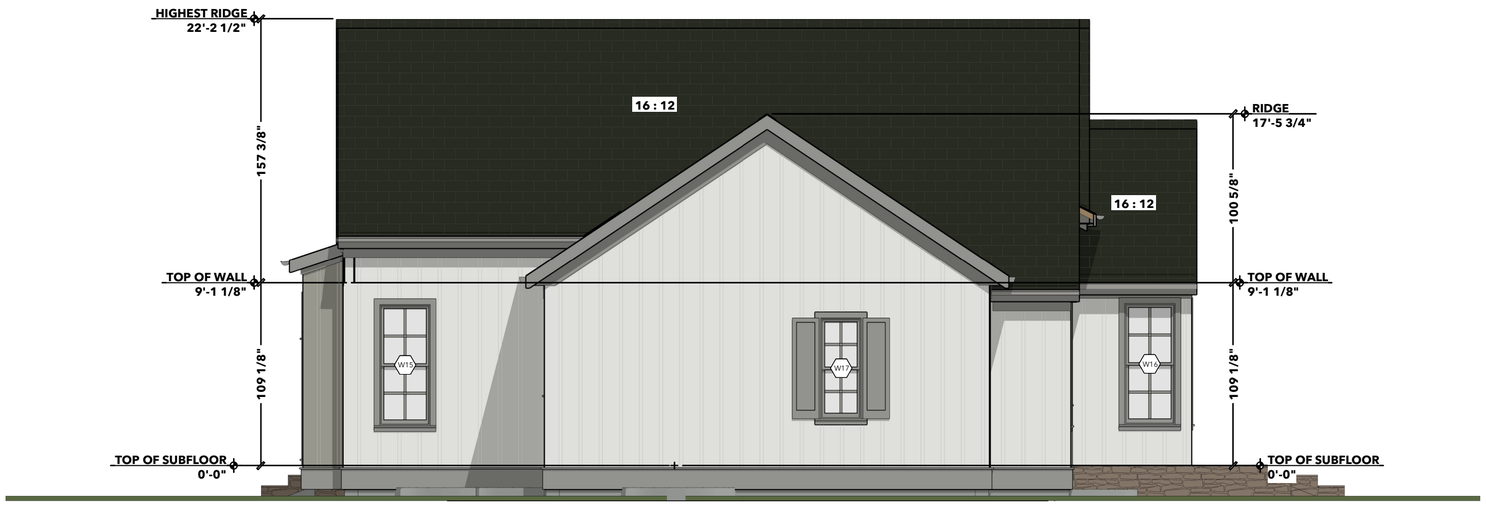
1 / A7 EXTERIOR ELEVATIONS
SCALE: 3/16" = 1'

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PRELIMINARY



E3 EXTERIOR ELEVATION BACK
3/16 IN = 1 FT



E4 EXTERIOR ELEVATION RIGHT
3/16 IN = 1 FT

HARBY + POINTS
ARCHITECTURAL DESIGN

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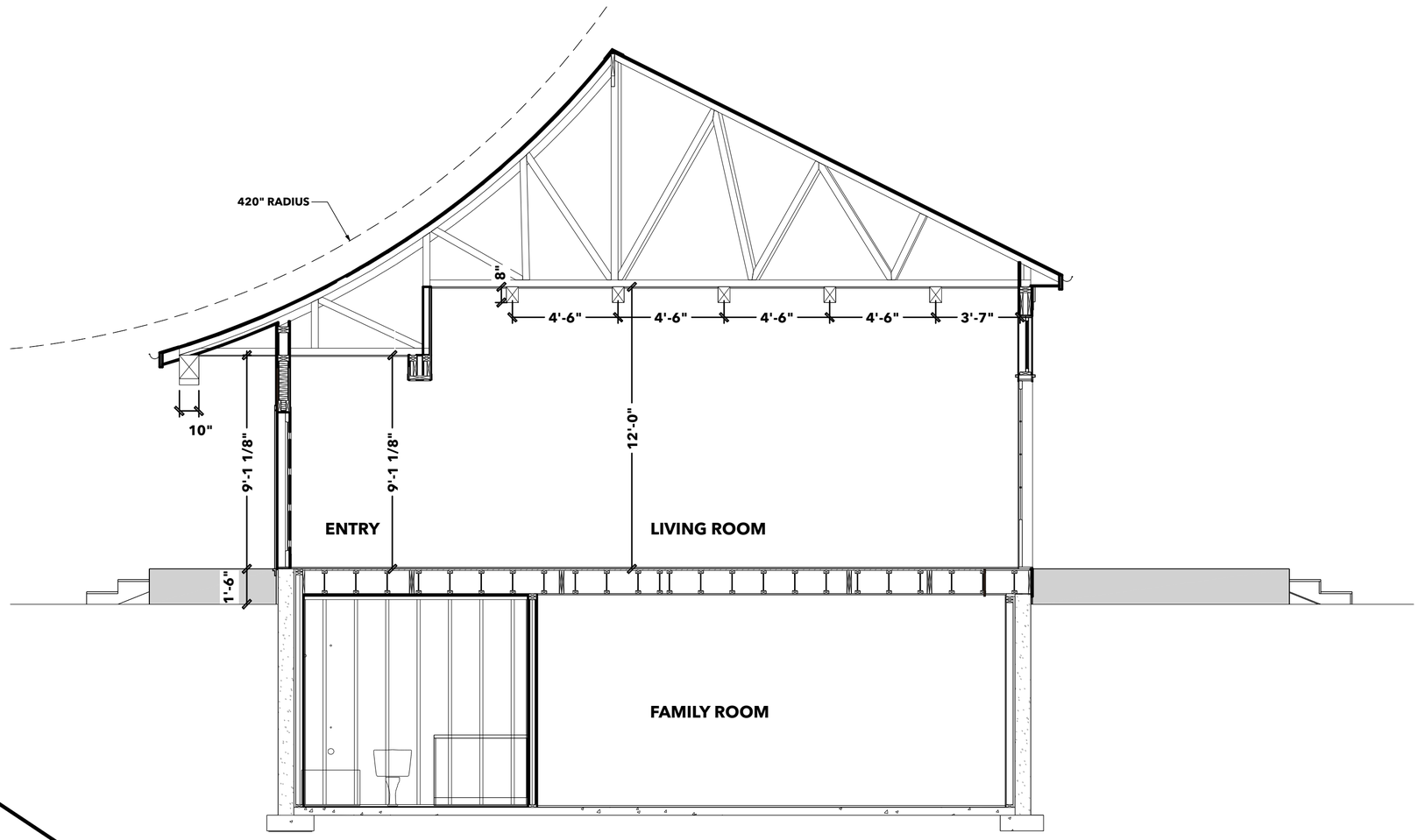
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SCALE: 3/16" = 1'

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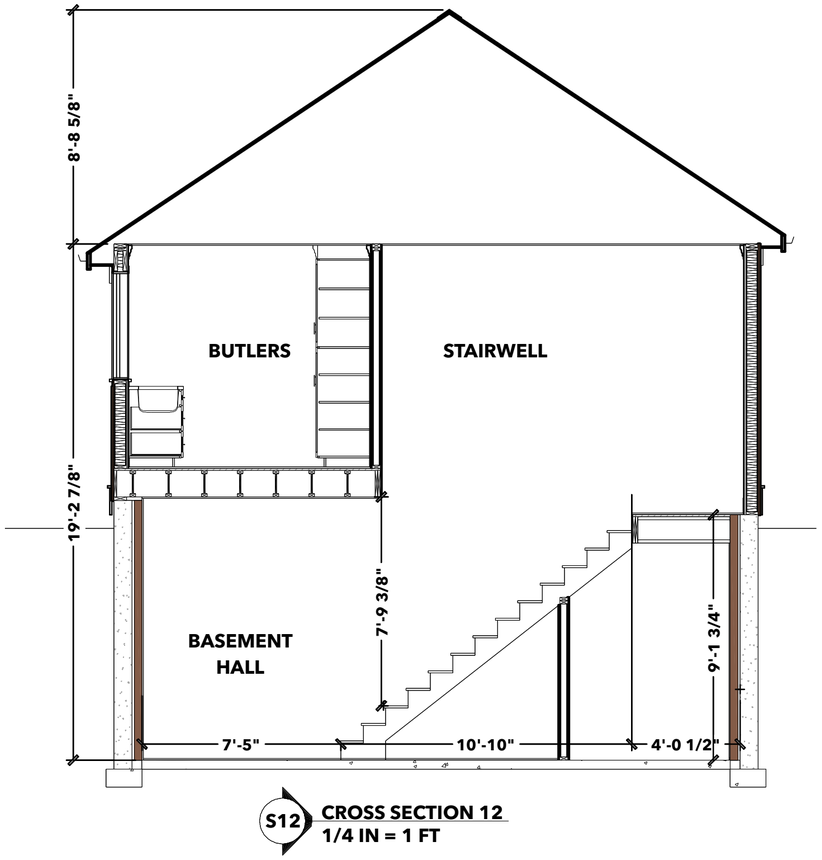
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TRUSS DESIGN AND ENGINEERING BY MANUFACTURER

PRELIMINARY



S11 CROSS SECTION 11
1/4 IN = 1 FT



S12 CROSS SECTION 12
1/4 IN = 1 FT

1 / A9 CROSS SECTIONS
SCALE: 3/16" = 1'

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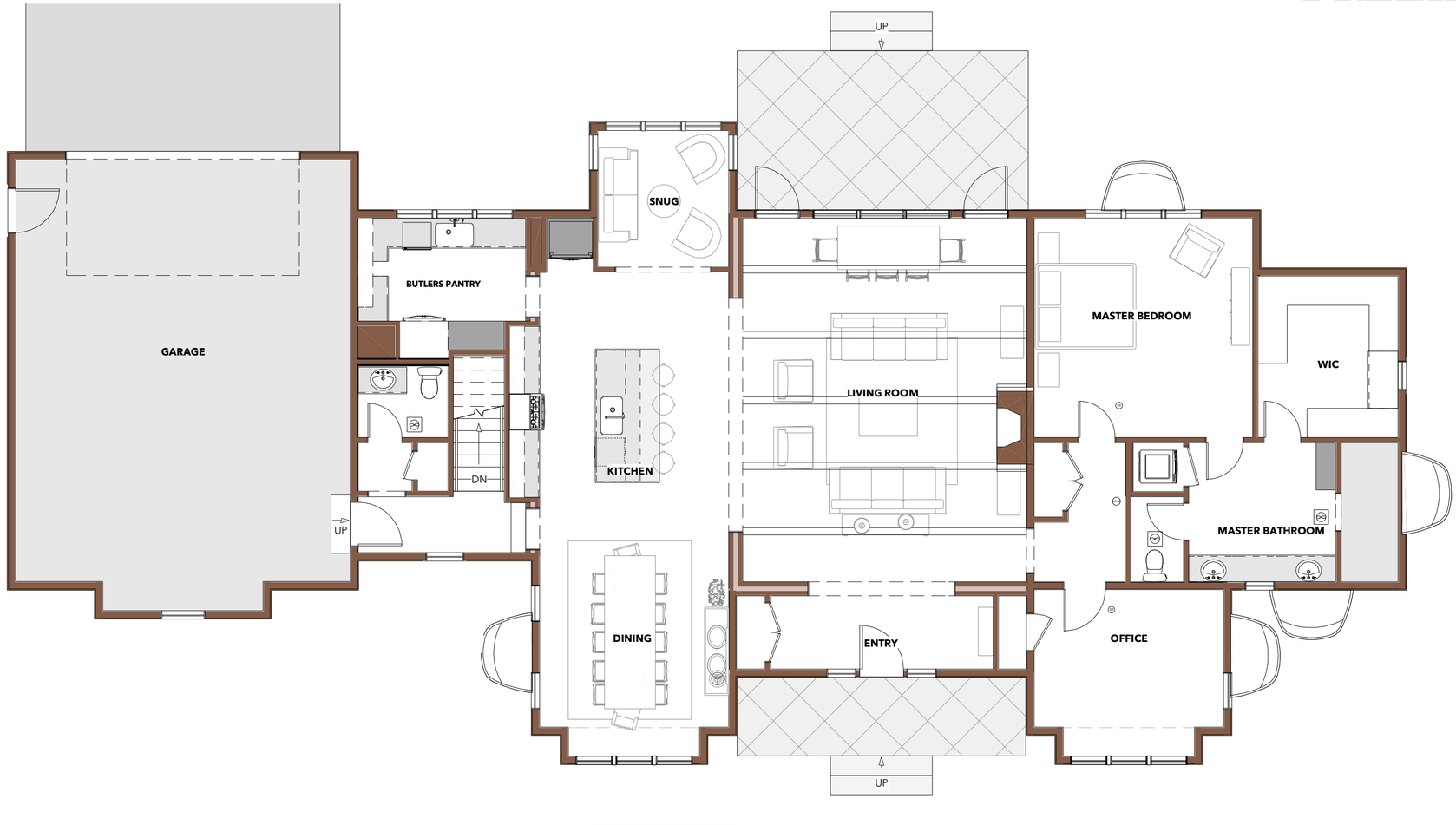
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PRELIMINARY





1 / A10 CONCEPTUAL INTERIOR DESIGN PLAN

SCALE: 5/32" = 1'

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PRELIMINARY

CONSTRUCTION LIABILITY

ALL WORK DESCRIBED IN THE DRAWINGS SHALL BE VERIFIED FOR DIMENSION, GRADE, EXTENT AND COMPATIBILITY TO THE EXISTING SITE. ANY DISCREPANCIES AND UNEXPECTED CONDITIONS THAT AFFECT OR CHANGE THE WORK DESCRIBED IN THE CONTRACT DOCUMENTS SHALL BE BROUGHT TO THE DESIGNER'S ATTENTION IMMEDIATELY. DO NOT PROCEED WITH THE WORK IN THE AREA OF DISCREPANCIES UNTIL ALL SUCH DISCREPANCIES ARE RESOLVED. IF THE CONTRACTOR CHOOSES TO DO SO HE SHALL BE PRECEDING AT HIS OWN RISK.

OMISSIONS FROM THE DRAWINGS AND SPECIFICATIONS OR THE MIS-DESCRIPTION OF THE WORK WHICH IS MANIFESTLY NECESSARY TO CARRY OUT THE INTENT OF THE DRAWINGS AND SPECIFICATIONS, OR WHICH IS CUSTOMARILY PERFORMED, SHALL NOT RELIEVE THE CONTRACTOR FROM PERFORMING SUCH OMITTED OR MIS-DESCRIBED DETAILS OF THE WORK AS IF FULLY AND COMPLETELY SET FORTH AND DESCRIBED IN THE DRAWINGS AND SPECIFICATIONS.
SITE CONDITIONS: ALL CONTRACTORS AND SUB-CONTRACTORS SHALL VERIFY DIMENSIONS AND CONDITIONS AT THE SITE PRIOR TO COMMENCEMENT OF THEIR WORK. FAILURE TO DO SO SHALL NOT RELEASE THEM FROM THE RESPONSIBILITY OF ESTIMATING THE WORK. IF ANY VARIATION, DISCREPANCY OR OMISSION (BETWEEN THE INTENT OF THESE CONTRACT DOCUMENTS AND THE EXISTING CONDITIONS ARE FOUND, THE CONTRACTOR OR SUB-CONTRACTOR SHALL NOTIFY THE DESIGNER IN WRITING AND OBTAIN WRITTEN RESOLUTION FROM THE DESIGNER PRIOR TO PROCEEDING WITH ANY RELATED WORK.

1. BUILDER'S SET: THE SCOPE OF THIS SET OF PLANS IS TO PROVIDE A "BUILDER'S SET" OF CONSTRUCTION DOCUMENTS AND GENERAL NOTES HEREINAFTER REFERRED TO AS "PLANS". AFTER FORMAL REVIEW AND APPROVAL, THIS SET OF PLANS IS SUFFICIENT TO OBTAIN A BUILDING PERMIT; HOWEVER, ALL MATERIALS AND METHODS OF CONSTRUCTION NECESSARY TO COMPLETE THE PROJECT ARE NOT NECESSARILY DESCRIBED. THE PLANS DELINEATE AND DESCRIBE ONLY LOCATIONS, DIMENSIONS, TYPES OF MATERIALS AND GENERAL METHODS OF ASSEMBLING OR FASTENING. ANY SPECIFICATION BOOK RECEIVED WITH THIS PLAN SET SPECIFIES THE PARTICULAR PRODUCTS OR MATERIALS RECOMMENDED FOR THIS HOME DESIGN. THE IMPLEMENTATION OF THESE PLANS REQUIRES AN OWNER/ CLIENT/ CONTRACTOR THOROUGHLY KNOWLEDGEABLE WITH THE APPLICABLE BUILDING CODES AND METHODS OF CONSTRUCTION SPECIFIC TO THIS PRODUCT TYPE AND TYPE OF CONSTRUCTION.

2. CODES: ALL CONSTRUCTION SHALL COMPLY WITH THE MOST STRINGENT REQUIREMENTS OF ALL CURRENT APPLICABLE CITY, COUNTY, STATE AND FEDERAL LAWS, RULES, CODES, ORDINANCES AND REGULATIONS. IF THE GENERAL CONTRACTOR OR ANY SUBCONTRACTOR PERFORMS ANY WORK IN CONFLICT WITH THE ABOVE MENTIONED LAWS, RULES, CODES, ORDINANCES AND REGULATIONS, THEN THE CONTRACTOR IN VIOLATION SHALL BEAR ALL COSTS OF REPAIR ARISING OUT OF THE NON - CONFORMING WORK.

3. PERMITS: THE GENERAL BUILDING PERMIT AND PLAN CHECK SHALL BE SECURED AND PAID FOR BY OWNER/CLIENT. ALL OTHERS PERMITS SHALL BE SECURED AND PAID FOR BY THE SUBCONTRACTOR DIRECTLY RESPONSIBLE. ONE PERMIT FOR EVERY STRUCTURE.

4. INSURANCE: THE GENERAL CONTRACTOR AND EVERY SUBCONTRACTOR PERFORMING WORK OR PROVIDING SERVICES AND/ OR MATERIALS FOR THE WORK ARE REQUIRED TO PURCHASE AND MAINTAIN IN FORCE "ALL RISK" BUILDERS INSURANCE PRIOR TO COMMENCEMENT OF THE WORK AND/ OR FURNISHING LABOR, SERVICES AND MATERIALS. EACH "ALL RISK" POLICY SHALL BE IN AN AMOUNT SUFFICIENT TO COVER THE REPLACEMENT VALUE OF THE WORK BEING PERFORMED AND/ OR THE LABOR, SERVICES AND MATERIALS BEING SUPPLIED BY THE GENERAL CONTRACTOR, SUBCONTRACTORS, DESIGNER, AND ALL PROFESSIONAL CONSULTANTS.

5. INTENTION: THE GENERAL CONTRACTOR SHALL ENSURE THAT ALL LABOR, MATERIALS, EQUIPMENT AND TRANSPORTATION SHALL BE INCLUDED IN THE WORK FOR COMPLETE EXECUTION OF THE PROJECT. THE DESIGNER SHALL NOT BE RESPONSIBLE FOR THE MEANS AND METHODS OF CONSTRUCTION.

6. REVIEW OF DRAWINGS: THE GENERAL CONTRACTOR AND ALL SUBCONTRACTORS SHALL REVIEW THE FULL CONTENT OF THE PLANS FOR DISCREPANCIES AND OMISSIONS PRIOR TO COMMENCEMENT OF WORK. THE GENERAL CONTRACTOR AND ALL SUBCONTRACTORS SHALL BE RESPONSIBLE FOR ANY WORK NOT IN CONFORMANCE WITH THE PLANS OR IN CONFLICT WITH ANY CODE.

7. USE OF THE DRAWINGS: DIMENSIONS TAKE PRECEDENCE OVER SCALED MEASUREMENTS. DETAILS AND SECTIONS ON THE DRAWINGS ARE SHOWN AT SPECIFIC LOCATIONS AND ARE INTENDED TO SHOW GENERAL REQUIREMENTS THROUGHOUT. DETAILS NOTED "TYPICAL" IMPLY ALL LIKE CONDITIONS TREATED SIMILARLY, UNLESS NOTED OTHERWISE. THE ARCHITECTURAL DETAILS SHOWN ARE INTENDED TO FURTHER ILLUSTRATE THE VISUAL DESIGN CONCEPT AND THE MINIMUM RECOMMENDED WEATHER PROTECTION FOR THIS PROJECT. BUILDING CODE REQUIREMENTS, STRUCTURAL CONSIDERATIONS, TRADE ASSOCIATION MANUALS AND PUBLICATIONS AND PRODUCT MANUFACTURER'S WRITTEN INSTRUCTIONS SHALL ALSO BE CONSIDERED IN ORDER TO COMPLETE THE CONSTRUCTION OF THE DETAILS, AND IN SOME CASES MAY SUPERCEDE THE DETAILS.

8. APPROVED DRAWINGS: THE GENERAL CONTRACTOR SHALL BE RESPONSIBLE FOR COORDINATING THE WORK BETWEEN THE DIFFERENT SUBCONTRACTORS AND REQUIRING ALL SUBCONTRACTORS TO USE THE MOST CURRENT BUILDING DEPARTMENT APPROVED SET OF PLANS.

9. CUTTING AND PATCHING: ALL SUBCONTRACTORS SHALL DO THEIR OWN CUTTING, FITTING, PATCHING, ETC. TO MAKE THE SEVERAL PARTS COME TOGETHER PROPERLY AND FIT IT TO RECEIVE THE WORK OF OTHER TRADES.

10. CLEAN UP: ALL TRADES SHALL, AT ALL TIMES, KEEP THE PREMISES FREE FROM ACCUMULATION OF WASTE MATERIALS OR RUBBISH CAUSED BY THEIR WORK. SUBCONTRACTORS SHALL REMOVE ALL RUBBISH, TOOLS, SCAFFOLDING AND SURPLUS MATERIALS AND LEAVE THE JOB IN A BROOM - CLEAN CONDITION. ALL FIXTURES, EQUIPMENT, GLAZING, FLOORS, ETC., SHALL BE LEFT CLEAN AND READY FOR OCCUPANCY UPON COMPLETION OF THE PROJECT.

11. STORAGE OF MATERIALS: THE GENERAL CONTRACTOR AND SUBCONTRACTORS SHALL BE RESPONSIBLE FOR STORING THEIR MATERIALS ON THE SITE ACCORDING TO MATERIAL SUPPLIERS' OR MANUFACTURERS' INSTRUCTIONS. THE MATERIALS SHALL BE KEPT SECURE AND PROTECTED FROM MOISTURE, PESTS, AND VANDALS. ANY LOSS ARISING OUT OF MATERIALS STORED AT THE SITE SHALL BE THE RESPONSIBILITY OF THE GENERAL CONTRACTOR OR SUBCONTRACTOR WHO STORED THE DAMAGED OR LOST MATERIALS.

GENERAL CONTRACTOR SHALL COMPLETE WORK TO INDUSTRY STANDARDS AND ALL WORKMANSHIP SHALL BE COMPLETED WITHIN A LEVEL OF TOLERENCE, ALLOWING MINOR VARIANCES IN THE DIMENSIONS OF THIS PLAN SET.

GENERAL CONSTRUCTION CONSIDERATIONS

(UNLESS OTHERWISE NOTED HERE IN THIS SET)

STRUCTURAL GENERAL NOTES:

1. ALL DESIGN, MATERIALS, WORKMANSHIP AND DETAILS SHALL CONFORM TO THE REQUIREMENTS OF:

- 2018 INTERNATIONAL BUILDING CODE
- 2018 INTERNATIONAL EXISTING BUILDING CODE
- 2018 INTERNATIONAL RESIDENTIAL CODE
- 2018 INTERNATIONAL ENERGY EFFICIENCY CODE W/ 2009 AMENDMENTS FOR RESIDENTIAL
- 2015 UNIFORM PLUMBING CODE
- 2017 NATIONAL ELECTRICAL CODE
- 2018 INTERNATIONAL FUEL GAS CODE
- 2018 INTERNATIONAL MECHANICAL CODE
- 2012 INTERNATIONAL PROPERTY MAINTENANCE CODE
- 2018 INTERNATIONAL FIRE CODE
- 2009 ICC/ANSI (ADA) A117.1
- S+ASCE/SEI 7-05

DESIGN LOADS:
SNOW LOAD: 64 PSF GROUND / 40 PSF ROOF
MINIMUM WIND LOAD: 115 MILES PER HOUR GUST
SEISMIC ZONE: B
WIND EXPOSURE: B
FROST DEPTH: 30 INCHES
SOIL BEARING VALUE: 1,500 POUNDS PER SQUARE FOOT

FOUNDATION

CONCRETE MUST ATTAIN A MI. COMPRESIVE STRENGTH OF 3500 PSI AT 28 DAYS

THE BOTTOM OF ALL FOOTINGS SHALL BEAR ON NATIVE, INORGANIC, UNDISTURBED SOIL. ALL EXTERIOR FOOTINGS SHALL EXTEND 2'-6" MINIMUM BELOW FINISH GRADE. NO FOOTING SHALL BEAR HIGHER THAN 1 VERTICAL TO 1.5 HORIZONTAL SLOPE ABOVE ANY EXCAVATION, EXISTING OR PLANNED.

CONCRETE STRENGTH, MIXTURES, MATERIALS AND CONSRUCTION IN GENERAL SHALL CONFORM TO THE REQUIREMENTS AND REGULATIONS OF THE ADOPTED BUILDING CODE AND ANY AND ALL REGULATIONS, REQUIREMENTS, AND ORDINANCES OF ALL AGENCIES HAVING JURISDICTION.

PROVIDE AN APPROVED WATER RESISTANT VAPOR BARRIER (POLYETHELENE FILM) OVER PREPARED BASE MATERIAL UNDER ALL INTERIOR CONCRETE SLABS ON GRADE.

REINFORCING STEEL SHALL BE DEFORMED BARS - GRADE 60 FOR #4 & LARGER. SECURELY TIE IN PLACE WITH DOUBLE ANNEALED 16 GUAGE IRON WIRE OR APPROVED CLIPS. PROVIDE CLEAR EMBEDMENT AT REINFORCING BARS AS FOLLOWS:

CONCRETE CAST AGAINST SOIL = 3"
FORMED CONCRETE AGAINST SOIL = 2"
WALLS, COLUMNS OR BEAMS NOT EXPOSED TO WEATHER = 1"
SLAB ON GRADE = 2"

APPLY DAMPROOFING TO ALL BELOW-GRADE SURFACES OF UNDERGROUND WALLS IN CONTACT WITH EARTHWORK OR OTHER BACKFILL, IN ANY SITUATION WHERE SPACE OF ANY KIND IS ENCLOSED ON THE OPPOSITE SIDE.

DRAINAGE

THE FOUNDATION DRAIN SHALL CONSIST OF GRAVEL, CRUSHED STONE, AND A CORRUGATED PERFORATED POLYETHYLENE DRAINAGE TILE. GRAVEL OR CRUSHED STONE SHALL CONTAIN NOT MORE THAN TEN (10) PERCENT MATERIAL THAT PASSES A NO. 4 SIEVE. THE DRAIN SHALL EXTEND A MINIMUM OF TWELVE (12) INCHES BEYOND THE OUTSIDE EDGE OF THE FOOTING. THE DEPTH SHALL BE SUCH THAT THE BOTTOM OF THE DRAIN IS NOT HIGHER THAN THE BOTTOM OF THE BASE MATERIAL UNDER THE FLOOR, AND THE TOP OF THE DRAIN IS NOT LESS THAN SIX (6) INCHES ABOVE THE SPREAD PORTION OF THE FOOTING. THE TOP OF THE DRAIN SHALL BE COVERED WITH AN APPROVED FILTER MEMBRANE MATERIAL.

THE INVERT OF THE DRAIN PIPE OR TILE SHALL NOT BE HIGHER THAN THE FLOOR ELEVATION. THE TOP OF JOINTS AT TOP OF PERFORATIONS SHALL BE PROTECTED WITH AN APPROVED FILTER MEMBRANE MATERIAL. THE PIPE OF THE TILE SHALL BE PLACED ON NOT LESS THAN TWO (2) INCHES OF GRAVEL OR CRUSHED STONE COMPLYING WITH LOCAL BUILDING ORDINANCES AND SHALL BE COVERED WITH NOT LESS THAN SIX (6) INCHES OF THE SAME MATERIAL.

FOUNDATION VENTILATION

1. THE UNDER-FLOOR SPACE BETWEEN THE BOTTOM OF THE FLOOR JOISTS AND THE EARTH UNDER ANY BUILDING (EXCEPT SPACE OCCUPIED BY A BASEMENT) SHALL HAVE VENTILATION OPENINGS THROUGH FOUNDATION WALLS OR EXTERIOR WALLS. WHERE THE USE OF A CLASS ONE VAPOR BARRIER IS USED AND TO ACCOMADATE RADON VENTING THE MINIMUM NET AREA VENTILATION SHALL BE NOT LESS THAN 1 SQUARE FOOT FOR EACH 300 SQUARE FEET OF CRAWL-SPACE. ONE SUCH VENT MUST BE INSTALLED WITHIN THREE FEET OF A BUILDINGS CORNER.

INSULATION

EXTERIOR WALLS SHALL HAVE AN R-VALUE OF NOT LESS THAN R-21 ATTIC INSULATION SHALL BE NOT LESS THAN R-38, BELOW GRADE WALLS AND BASEMENT WALLS USED FOR LIVING SPACE SHALL HAVE A MINIMUM R-VALUE OF R-10 CONT INSUL ON EXT OF WALL OR R-15 CONT INSUL ON INT OF WALL OR R-21 CAVITY INSUL PLUS THERMAL BREAK BETWEEN SLAB AND THE BASEMENT WALL AT THE INT OF BASEMENT WALL. FLOORS OVER UNHEATED SPACES SHALL HAVE A MIN. "R" VALUE OF R-30.

ALL PENETRATIONS (INCLUDING WIRING PENETRATIONS AT TOP AND BOTTOM PLATES, EXTERIOR JOINTS AT FLOORS, IN EXTERIOR WALLS, ROOF OR CEILING WALL) WILL BE SEALED, CAULKED, GASKETED OR WEATHERSTRIPPED TO REDUCE AIR LEAKAGE. CONTRACTOR SHALL STUFF ALL SHIM SPACE OR OTHER SIMILAR VOIDS IN EXTERIOR WALLS AROUND DOORS, WINDOWS, ETC. WITH INSULATION.

A VAPOR BARRIER RATED AT ONE PERM, DRY CUP, IS REQUIRED ON THE HEATED SIDE OF INSULATION.

A BLACK GROUND COVER NOT LESS THAN 6 MILLS THICK WILL BE INSTALLED IN ALL CRAWL SPACES.

DOORS AND WINDOWS

ALL BEDROOMS OR SLEEPING ROOMS MUST HAVE AN EMERGENCY EGRESS WINDOW WITH A MIN. NET OPENABLE AREA OF AT LEAST 5.7 SQ.FT (820 SQ.INCHES). THE MINIMUM WIDTH FOR AN EGRESS OPENING SHALL BE 20 INCHES AND THE MINIMUM HEIGHT FOR AN EGRESS OPENING SHALL BE 24 INCHES. THE FINISHED SILL HEIGHT SHALL BE 44" MAXIMUM ABOVE THE FINISHED FLOOR. THESE MINIMUM REQUIREMENTS SHALL HAVE PRECEDENCE OVER ANY WINDOWS INDICATED ON THE DRAWINGS WHICH DO NOT MEET THESE REQUIREMENTS. CONTRACTOR SHALL VERIFY ALL EGRESS REQUIREMENTS ARE MET.

SAFETY GLASS IS REQUIRED IN ALL AREAS WHERE GLASS IS WITHIN 18" OF THE FLOOR, OR IS IN EITHER THE DOOR OR DOOR SIDELIGHTS. ANY REQUIRED SAFETY GLASS SHALL BE TEMPERED. ALL DOORS SHALL BE 6'-8" MINIMUM IN HEIGHT AND ALL EXIT DOORS SHALL BE A MINIMUM OF 3'-0" WIDE. REFER TO DRAWINGS FOR INDIVIDUAL DOOR SIZES. DOORS AND FRAMES WILL COMPLY WITH ASTM STANDARD 283-73 FOR AIR LEAKAGE AND A MAXIMUM U-VALUE OF 0.20.

WOOD FRAMING NOTES

1. ALL STRUCTURAL WOOD SHALL BE IDENTIFIED BY A GRADE MARK OR CERTIFICATE OF INSPECTION BY A RECOGNIZED INSPECTION AGENCY.
LUMBER SHALL BE OF THE FOLLOWING GRADES:

STUDS- 2X4- STANDARD OR BETTER
2X6- #2 OR BETTER

JOISTS- 2-4 WIDE
6- 8- #2 OR BETTER
10,12, AND 14- #1 OR BETTER

BEAMS AND STRINGERS- #1
POSTS AND TIMBERS- #1

2. STRUCTURAL WOOD SHALL BE DOUGLAS FIR/LARCH (DFL) OR BETTER OR EQUIVALENT HAVING THE FOLLOWING MINIMUM STRENGTH PROPERTIES:

Fb = 875 PSI (1000 PSI REPETITIVE MEMBER)
Fv = 135 PSI
E = 1,400,000 PSI
Fc (PARALLEL) = 1,150 PSI
Fc (PERPENDICULAR) = 425 PSI

3. LVL OR PSL INDICATE LAMINATED VENEER LUMBER AND PARALLEL STRAND LUMBER RESPECTIVELY. LVL AND PSL BEAMS AND POSTS SHALL CONFORM TO iLEVEL (TRUS-JOIST) SPECIFICATIONS OR EQUAL WITH THE FOLLOWING MINIMUM STRENGTH PROPERTIES:

Fb = 2,925 PSI
Fv = 290 PSI
E = 1,900,000 PSI
Fc (PARALLEL) = 2,900 PSI
Fc (PERPENDICULAR) = 750 PSI

4. MULTIPLE PLIES OF 1 3/4" WIDE LVL'S SHALL BE FASTENED TOGETHER WITH A MINIMUM OF 3 ROWS OF 10d NAILS @12" O.C.; 4 ROWS OF 10d NAILS @ 12" O.C. FOR 14" AND DEEPER LVL'S.

5. ENGINEERED I-JOISTS SPECIFIED ARE THE "ALL JOIST" SYSTEM AS MANUFACTURED BY SUPPLIER. ADHERE STRICTLY TO MANUFACTURER'S INSTRUCTIONS FOR STORAGE AND HANDLING, INSTALLATION, AND DETAILS.

6. ALL FLOOR JOISTS SHALL HAVE BRIDGING ACCORDING TO MANUFACTURERS SPECIFICATIONS.

7. PROVIDE SOLID FRAMING/BLOCKING TO POSTS AND/OR SUPPORTS BELOW. PROVIDE 1 1/2" MINIMUM BEARING LENGTH FOR ALL BEAMS AND HEADERS.

8. INSTALL CODE APPROVED CONNECTORS AT THE ENDS OF ALL RAFTERS AND/OR TRUSSES.

9. PLYWOOD SHALL BE CAPABLE OF SUPPORTING DESIGN LOADS AT REQUIRED SUPPORT SPACING AND BEAR APPROPRIATE GRADING STAMP FROM AMERICAN PLYWOOD ASSOCIATION.

10. ALL WOOD PERMANENTLY EXPOSED TO THE WEATHER, IN CONTACT WITH CONCRETE OR IN CONTACT WITH THE GROUND OR OTHERWISE SPECIFIED SHALL BE PRESSURE TREATED FOR GROUND CONTACT OR D.F. MEMBER AND FLASHED APPROPRIATLY.

11. DECK FRAMING SHALL BE PRESSURE TREATED. THE LEDGER SUPPORT AT THE HOUSE SHALL BE ATTACHED TO THE HOUSE VIA 5/8" THROUGH BOLTS @ 16" OC, STAGGERED. SUPPORT POSTS TO BE PT 4X4 FOR DECK HEIGHT UP TO 8 FEET ABOVE GRADE. PROVIDE LATERAL BRACING AND/OR INCREASED POST SIZE AT HEIGHTS ABOVE THAT.

PREFABRICATED WOOD TRUSSES
BOTTOM CHORD OF ROOF TRUSSES SHALL BE DESIGNED FOR 10 PSF, OR A CONCENTRATED LOAD OF 300 LBS. WHERE ACCESS IS PROVIDED TO THE ATTIC SPACE. COORDINATE MECHANICAL EQUIPMENT WEIGHTS AND LOCATIONS WITH MECHANICAL SUPPLIER.

1. TRUSSES SHALL BE DESIGNED IN ACCORDANCE WITH APPLICABLE PROVISIONS OF THE LATEST EDITION OF NATIONAL DESIGN SPECIFICATIONS FOR WOOD CONSTRUCTION (NDS), AMERICAN FOREST AND PAPER ASSOCIATION (AFPA), AND DESIGN SPECIFICAITONS FOR METAL PLATE CONNECTED WOOD TRUSSES (ANSI/ TPI 1), TRUSS PLATE INSTITUE (TPI), AND CODE OF JURISDICTION.

2. MANUFACTURER SHALL FURNISH DESIGN DRAWINGS BEARING SEAL AND REGISTRATION NUMBER OF A STRUCTURAL ENGINEER LICENSED IN IDAHO.

3. HANDLE DURING INSTALLATION IN ACCORDANCE WITH HANDLING, INSTALLATION AND BRACING WOOD TRUSSES (HIB-91), TPI, ADN ANSI/TPI 1-1995. INSTALLATION SHALL BE CONSISTENT WITH GOOD WORKMANSHIP AND GOOD BUILDING PRACTICES AND SHALL BE THE RESPONSIBILITY OF TRUSS INSTALLER.

GENERAL FINISHES

GYPSUM WALL BOARD SHALL BE 1/2" THICK WITH TAPERED EDGES TYPICAL. GARAGE WALLS AND CEILING SHALL BE 5/8" THICK. PROVIDE ALL CORNER BEADS, EDGE TRIM AND CONTROL JOINTS NECESSARY TO COMPLETE INSTALLATION OF GYPSUM WALL BOARD. FASTEN AS PER MANUFACTURERS SUGGESTED RECOMMENDATIONS FOR VARIOUS WALL / CEILING APPLICATIONS.

INSTALL TYPE "X" FIRE RESISTIVE GYPSUM WALL BOARD IN ANY ENCLOSED SPACES UNDER STAIRS TYPICAL. ALL PANEL JOINTS MUST BE TAPED AND FINISHED IN THESE AREAS EVEN IF WALLS ARE NOT TO RECIEVE PAINT.

MECHANICAL/ PLUMBING/ ELECTRICAL

ANY MECHANICAL/PLUMBING/ELECTRICAL ITEMS INDICATED ON DRAWINGS ARE DIAGRAMMATIC IN NATURE AND ARE NOT INTENDED TO REPRESENT A COMPLETE MECHANICAL DESIGN. IT SHALL BE THE CONTRACTOR'S / INSTALLER'S COMPLETE RESPONSIBILITY TO INSURE THAT THE DESIGN MEETS ALL APPLICABLE BUILDING CODES, REQUIREMENTS OR REGULATIONS FROM ANY AND ALL GOVERNING AUTHORITIES HAVING JURISDICTION. ALL MECHANICAL / PLUMBING/ELECTRICAL WORKMANSHIP AND INSTALLATION SHALL COMPLY WITH INDUSTRY STANDARDS AND UTILITY COMPANY REGULATIONS. THE CONTRACTOR RESPONSIBLE FOR INSTALLATION OF MECHANICAL SYSTEMS SHALL BEAR ALL RESPONSIBILITY FOR CORRECTING ANY ITEMS WHICH ARE IN NON-COMPLIANCE WITH THE BUILDING CODES, LOCAL ORDINANCES, AND UTILITY COMPANY REGULATIONS.

CONTRACTOR SHALL VERIFY THE LOCATION OF ALL UTILITIES WITH THE AUTHORIZED AUTHORITY AND ALL UTILITY COMPANIES.

STRUCTURAL ITEMS SHALL NOT BE CUT OR NOTCHED FOR INSTALLATION OF MECHANICAL/PLUMBING ITEMS UNLESS PERMITTED BY CODE OR BY MANUFACTURERS INSTRUCTIONS.

HARBY + POINTS
ARCHITECTURAL DESIGN

DESIGN BY:
Harby + Points, LLC

120 East Third St.
Moscow, ID 83843

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Monique Harby
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Design Draftsman
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PLIEGO RESIDENCE

SLOANAKER DRIVE - MOSCOW, I.D.

CLIENT:

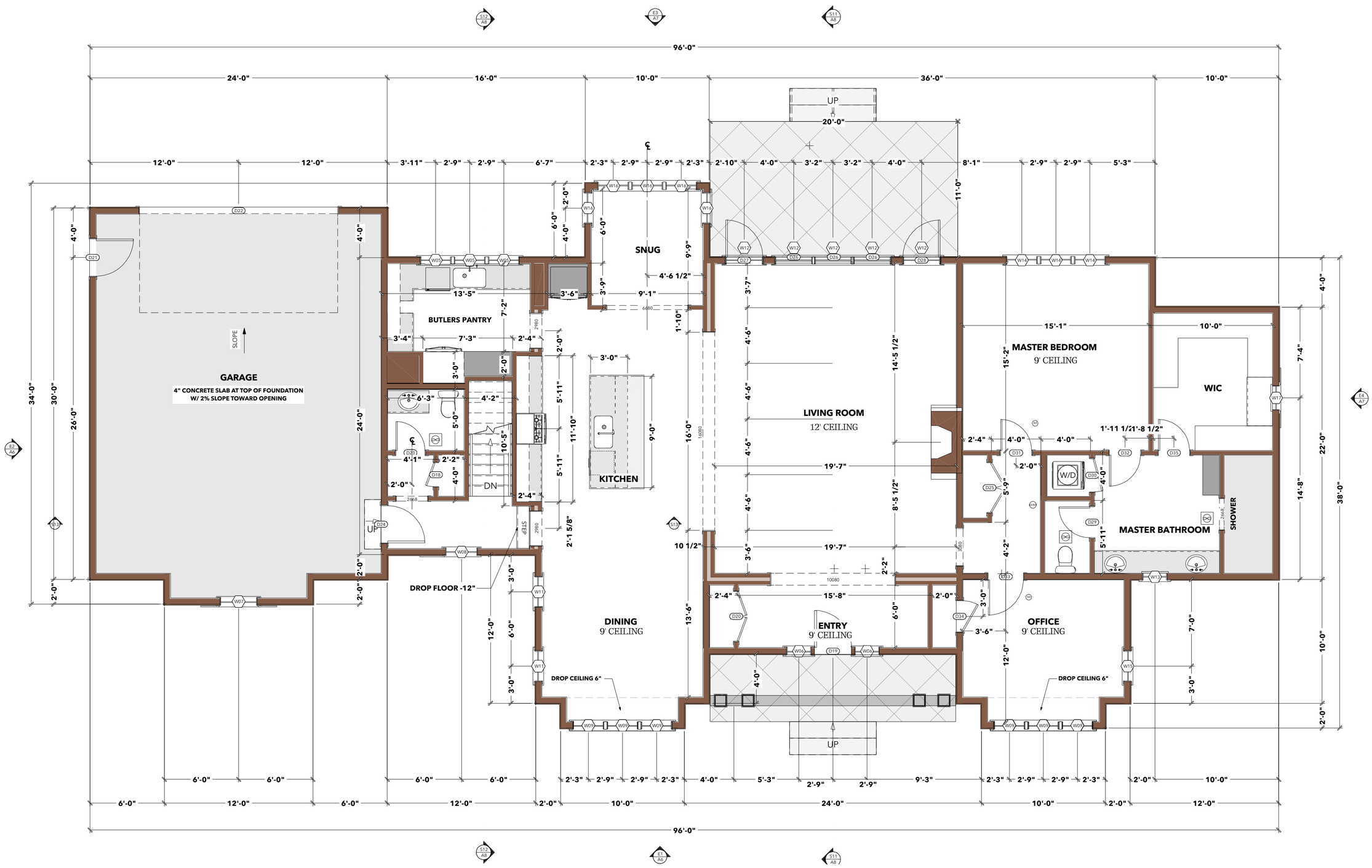
CARLOS & BECKY PLIEGO
cpliego@intertec.com.mx

DATE:
3/21/25

A11

Received 04-02-2025

PRELIMINARY



DESIGN BY:
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PLIEGO RESIDENCE

SLOANAKER DRIVE - MOSCOW, I.D.

CLIENT:

CARLOS & BECKY PLIEGO
cpliego@intertec.com.mx

DATE:
3/21/25

A12

Received 04-02-2025

COMMITTEE / CITY COUNCIL STAFF REPORT

DATE: Monday, April 14, 2025

AGENDA ITEM TITLE

Request for Waiver of Thatuna Right of Way Improvements (ACTION ITEM) - Bob Buvel

RESPONSIBLE STAFF

Bob Buvel, Senior Civil Engineer

ADDITIONAL PRESENTER(S)

DESCRIPTION

Alison Tompkins is the potential buyer of Parcel RPM00000080106 (933 N Mountain View Rd) in the City of Moscow and has plans to construct a single family home on the parcel. The north boundary of the parcel abuts the 60' wide right-of-way of Thatuna Avenue, which is currently unimproved land. City Code Title 5 Section 1.5.E.3 states that: "No building permit shall be issued for a principal structure unless improvements required ... have been shown on plans submitted to and approved by the City Engineer and constructed, bonded for, or specifically waived by the Council. These improvements shall be required for all streets adjacent to the lot on which the structure is to be constructed." Compliance with this section of City Code would require the applicant to construct, or bond for, one half of the frontage improvements along 165 feet of Thatuna Avenue including paving, curb, gutter, sidewalk, and drainage improvements. Due to the area's topography and the elevation difference between the existing end of Thatuna Avenue, the bottom of the draw, and Mountain View Road, construction of this roadway segment within the existing 60 foot right-of-way would require considerable fill material to be placed through the existing draw, as well as retaining walls up to 14 feet in height, guard rail, and pedestrian railings on both sides of the roadway. On March 10, 2025 the City received a letter from Alison Tompkins requesting a waiver of the requirement to improve Thatuna Avenue Right-of-Way, citing significant cost and a lack of intent to construct the remaining portion of the undeveloped right-of-way. The application materials are included in the packet. The applicant has estimated the Thatuna frontage improvement construction cost would be approximately $107,000. In March of 2011, the unimproved segment of Thatuna Avenue from Ponderosa Drive to Mountain View Road was previously discussed by council during a waiver requested by the owner/developer of the lot directly west of the current subject property. The council granted the waiver in 2011. Frontage improvements would still be required on Mt. View and the applicant has not requested a waiver from those requirements.

Approval of the waiver would not prevent the future extension of Thatuna adjacent to the subject property, where adequate right-of-way exists. This could be required in association with further development, or as part of a City-initiated project.

REVIEWED BY

PROPOSED ACTIONS

PROPOSED ACTIONS: Consider the request for waiver of public improvements to Thatuna Avenue and recommend approval of the waiver request; recommend denial of the waiver request; or provide staff further direction.

STAFF RECOMMENDATION

Consider the request for waiver of public improvements to Thatuna Avenue and recommend approval of the waiver request.

OTHER RESOURCES

FISCAL IMPACT

n/a

PERSONNEL IMPACT

n/a

ATTACHMENTS

1. Application Materials.1
2. Thatuna Frontage Exhibit

March 7, 2025

Mayor and Council
City of Moscow
206 E 3rd Street
Moscow ID 83843

Re: Variance from Frontage Improvements
Parcel RPM00000080106

Dear Mayor and Council Members,

I am writing to request a variance from required frontage improvements to a city lot I would like to buy for the purpose of constructing a home. The subject property is a corner lot located at the northwest corner of Mountain View Road where it intersects with the platted right-of-way (ROW) for Thatuna Avenue (see enclosed parcel map).

City standards typically require construction of frontage improvements on all street frontages upon permitting/construction of the residence. The Thatuna ROW is only ~30' in width and steeply sloping to the west, posing significant challenges to future construction. City staff have indicated that there is no intention to extend/construct Thatuna in the future. However, the ROW is frequently used for recreation by walkers and joggers and provides important connectivity in the neighborhood, so a ROW vacation is undesirable.

I would like to request a variance from required frontage improvements along the north property line/Thatuna ROW. The full length of the lot is 165' and construction of frontage improvements is both cost prohibitive and unnecessary given that there is no intent to construct Thatuna Avenue. The cost estimate to construct curb, gutter, sidewalk, and 16' of asphalt roadway totals $107,000 (see enclosed cost estimate). Approval of the variance would alleviate an unnecessary expense while preserving the continued recreational use and connectivity that the ROW provides.

Thank you for your consideration. If you need any additional information prior to review, please feel free to contact me.

Sincerely,

Alison Tompkins

Alison Tompkins, Applicant and Prospective Buyer
atompkins2882@gmail.com
(208)301-7133

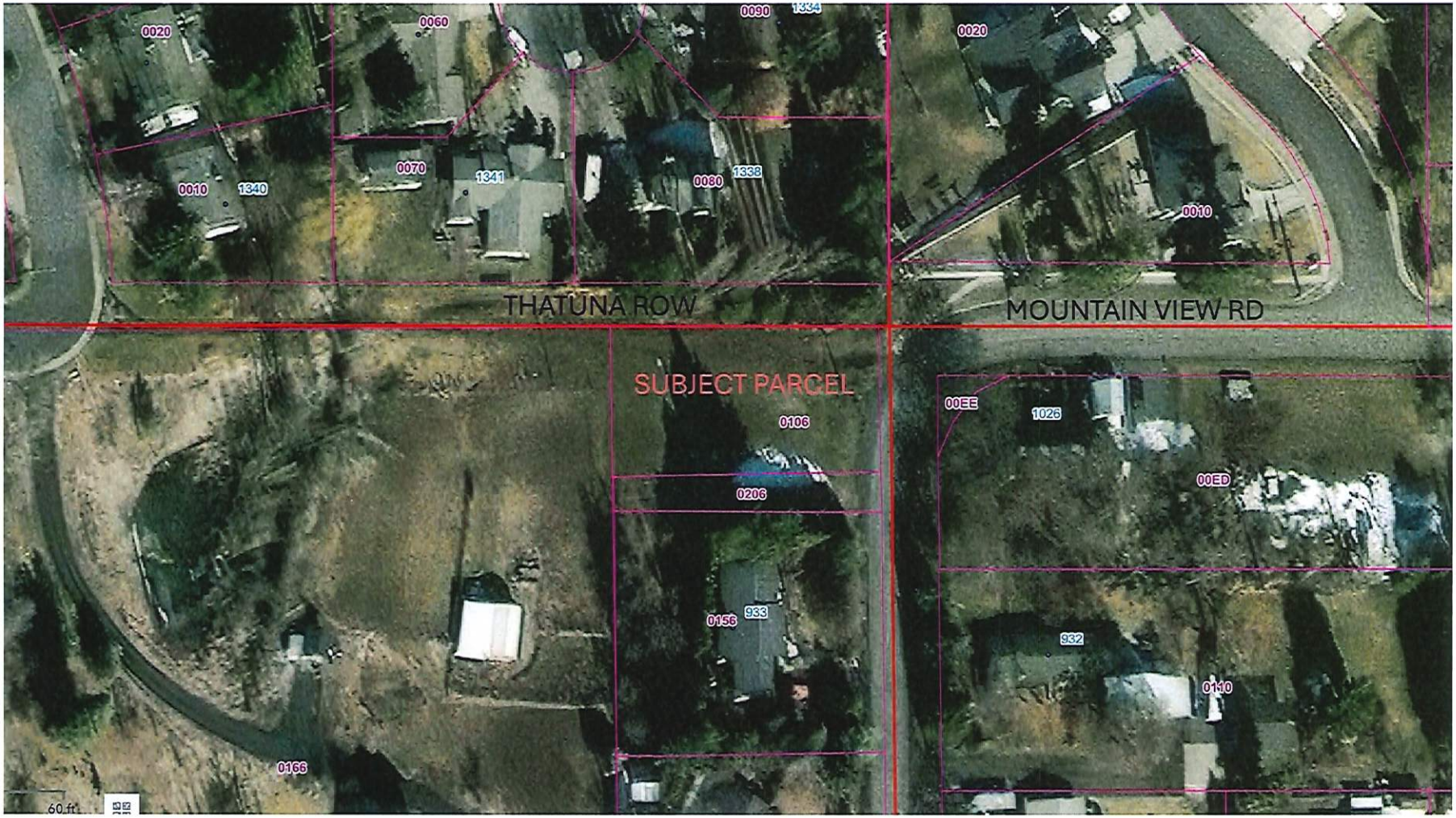
Jena Malm
Jena Malm
Property Owner

Jill Malm
Jill Malm
Property Owner

Doug Malm
Doug Malm
Property Owner

Enclosures:
Parcel Map
Legal Description
Cost Estimate for Frontage Improvements

Received 03-10-2025



Received 03-10-2025

EXHIBIT A

LEGAL DESCRIPTION

Seller(s): Jena Malm & Jill Malm & Doug Malm

Buyer(s): _____

A parcel of land located in the northeast quarter of Section 8, T39N R5W, BM, and being more particularly described as follows:

Beginning at the northeast corner of Section 8, T39N R5W, BM, and the TRUE POINT OF BEGINNING.

Thence along the east line of said Section 8, S 0°14'45" W, 90.00 ft;
Thence leaving said line N 89°03'35" W, 165.00 ft;
Thence N 0°14'45" E, 90.00 ft to a point on the north line of Section 8;
Thence along said north line S 89°03'35" E, 165.00 ft to the TRUE POINT OF BEGINNING.

Seller signature:_____ Date: _____

Seller signature:_____ Date: _____

Seller signature:_____ Date: _____

Buyer signature:_____ Date: _____

Buyer signature:_____ Date: _____

Received 03-10-2025

Mountain View Lot - Frontage Improvements

Thatuna Right-of-Way

Engineer's Estimate of Probable Cost

Const. Year	CCI	Date:
2025	14,061	3/6/2025

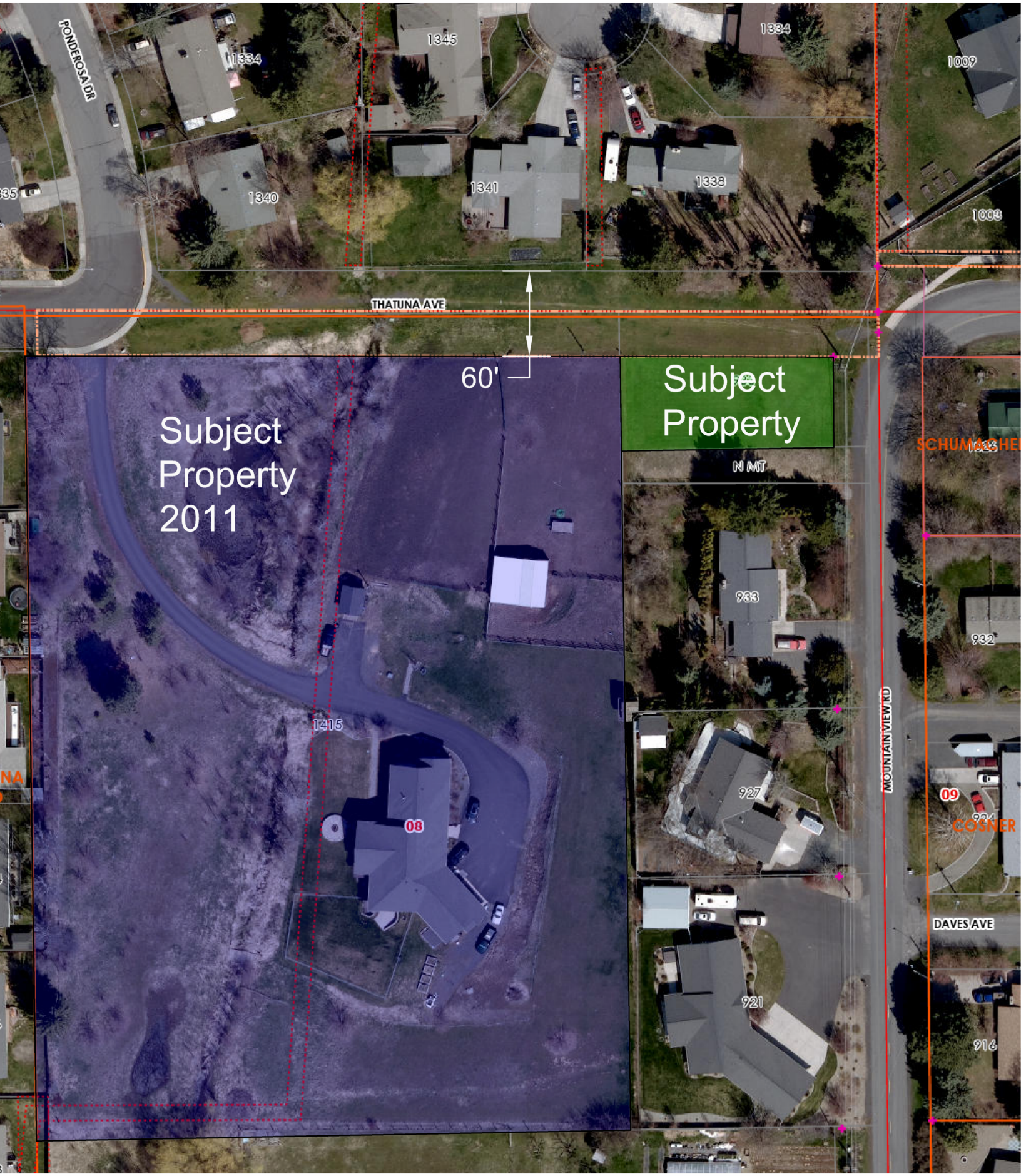
Item No.	Item Description	Estimated Quantity	Unit	Base Price	Base CCI	Unit Price	Total Price*
1	**Mobilization, Demobilization, and Bonding**	**1**	**LS**			**$ 8,000**	**$ 8,000**
2	**Frontage Improvement**	**165**	**LF**			**$ 461**	**$ 76,000**
	Clearing & Grubbing (Natural Surface)	0.1	AC	$ 4,080.00	13,358	$ 4,294.73	$ 1,000
	Asphalt Paving (subgrade, asphalt, etc.)	293	SY	$ 129.82	13,358	$ 136.65	$ 41,000
	Concrete Sidewalk	73	SY	$ 81.62	13,358	$ 85.92	$ 7,000
	Curb & Gutter, Type 2	165	LF	$ 48.33	13,358	$ 50.87	$ 9,000
	Excavation	153	CY	$ 23.53	13,358	$ 24.77	$ 4,000
	3/4" Aggregate Type B (Import)	50	CY	$ 59.25	13,358	$ 62.37	$ 4,000
	Labor and Markup	1	LS	$ 8,847.63	13,571	$ 9,166.94	$ 10,000

*Rounded to highest $1,000.

2025 USD

Base Cost		**$ 84,000**
BABA and Location Markup	0%	$ -
Subtotal		$ 84,000
Construction Contingency	10%	$ 9,000
Construction Estimated Cost		**$ 93,000**
Soft Costs (Final Design, CMS, Observation)	15%	$ 14,000
Total Cost		**$ 107,000**

Received 03-10-2025


PONDEROSA DR
1334
1345
1334
1009
1340
1341
1338
1003
THATUNA AVE
60'
Subject Property 2011
Subject Property
N MT
933
932
1415
08
927
09
924
COGNER
MOUNTAIN VIEW RD
DAVES AVE
921
916