

Public Works / Finance Committee



Regular Meeting
~Agenda~

Laurie M. Hopkins
City Clerk

www.ci.moscow.id.us

208.883.7015

Monday, April 13, 2026

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 9, 2026 Minutes (ACTION ITEM) - Laurie M. Hopkins**
- 2. Disbursement Report March 2026 (ACTION ITEM) - Sarah Decker**
Presentation of the Accounts Payable Report for the month ending March 2026.
PROPOSED ACTIONS:
- 3. Second Quarter Financial Report January 1, 2026 to March 31, 2026 for FY2026 (ACTION ITEM) - Sarah Decker**
Presentation of the financial report for the Second Quarter of Fiscal Year 2026 (January 1, 2026 to March 31, 2026).
PROPOSED ACTIONS: Recommend approval of the FY2026 Second Quarter Financial Report, or provide staff further direction.
- 4. 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 2 and Sunday, May 3 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.

5. Task Order No. 2 Palouse Mall Lift Station Rehabilitation Construction Administration and Observation Services (ACTION ITEM) - Scott Bontrager

Task Order No.2, pursuant to the Master Agreement for Professional Services between City of Moscow and Ardurra, consists of construction administration and observation services for the Palouse Mall Lift Station Rehabilitation project. This Task Order would continue Ardurra's professional engineering services from design services provided in Task Order No. 1 to construction administration and observation services proposed in Task Order No. 2. The construction project will rehabilitate the existing Palouse Mall lift station, which includes replacing the wet well cover and hatch, replacing the existing pumps with submersible pumps, new electrical/control, upgrading the existing force main out of the wet well, fence upgrades, and installing a new valve vault and flow meter vault. The construction bid and agreement with DW Excavation was recently accepted and approved by City Council on 4/6/2026.

PROPOSED ACTIONS: Recommend acceptance of Task Order No. 2, award the Agreement in the amount of \$290,870 or provide staff with further direction.

6. Authorization of Payment for Tier II Demolition Landfill Partial Cell Closure(ACTION ITEM)- Tyler Palmer

Closure and partial closure is periodically necessary at the Tier II (Non-Municipal Solid Waste) demolition landfill at the Solid Waste Processing Facility for continued operations. The Franchise Agreement dictates that the City is responsible for costs associated with closures. Inland North Waste submitted formal requests for reimbursement for completed closure work associated with cells at the Solid Waste Processing Facility. The closure work has been independently verified by a licensed professional engineer and meets the requirements of the approved closure plan. Pursuant to the City's established Closure Payment Procedure, staff has reviewed the submitted documentation and found it compliant with requirements for reimbursement.

PROPOSED ACTIONS:Recommend authorization of payment to Inland North Waste for completed and verified closure work associated with the documented areas of the Tier II (Non-Municipal Solid Waste) demolition landfill at the Solid Waste Processing Facility, in an amount not to exceed \$297,968, in accordance with the City's established Closure Payment Procedure or provide staff with further direction.

7. 2026 City of Moscow Water Conservation Plan Updates (ACTION ITEM)- Kelli Cooper

The City of Moscow relies exclusively on the Palouse Groundwater Basin as its municipal drinking water source. Long-term declines in aquifer levels, documented since the late 1800s, necessitate ongoing implementation and periodic refinement of water conservation programs to ensure they remain effective and aligned with current best management practices. This proposal builds on the foundation of the plan implemented in 2016 with adjustments to rebate amounts for fixture replacement and Wisescape® programs, revisions to the Wisescape® Guidebook, rebates for instant hot water recirculation systems, development of a commercial-focused rebate program, and introduces voluntary conservation measures applicable to new construction. These updates are designed to enhance participation, improve program effectiveness, and reflect current conservation technologies and practices.

PROPOSED ACTIONS: Recommend approval of the Water Conservation Plan updates or provide staff with further direction.

8. Public Records Classification and Retention Resolution and City Code Updates (ACTION ITEM) - Bill Belknap

The City Council approved the implementation of body-worn cameras for law enforcement personnel in 2020, with the official launch occurring in 2021. Since that time, the City has

accumulated over 85 Terabytes of video data that are becoming costly to retain and which are difficult to import into the City's new video management system. Under State Law, counties have specific record retention standards for both vehicle/body-worn and building-mounted video recordings. The City's current public records retention resolution does not address law enforcement video recordings. Staff has prepared an updated resolution that mirrors the existing county video data retention requirements under Idaho Law. Additionally, there are currently several inconsistencies between provisions in City Code and the current records classification and retention resolution. Staff has also prepared a draft ordinance to amend City Code to address these inconsistencies and to rely upon the records classification and retention resolution to address records retention standards. The proposed ordinance also improves the portion of the subject chapter addressing the City Clerk's duties and responsibilities.

PROPOSED ACTIONS: Recommend approval of the proposed Public Records Ordinance and Classification and Retention Resolution; or take other action deemed appropriate.

ADJOURN

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

Public Works / Finance Committee



Regular Meeting
~Minutes~

Laurie M. Hopkins
City Clerk

www.ci.moscow.id.us

208.883.7015

Monday, March 9, 2026

4:00 PM

Council Chambers
206 E. Third St.

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

PRESENT: Drew Davis, Sandra Kelly, Bryce Blankenship

ABSENT: Evan Holmes

STAFF: Bill Belknap, Mia Bautista, Brian Nickerson, Renee Tack, Catherine Adams, Mike Ray, Nichole Baird Spencer, Ty Thompson, Steve Schulte, Alisa Anderson, Megan Cherry, Tyler Palmer, David Schott, Laurie M. Hopkins

REGULAR AGENDA

1. Approval of Public Works/Finance Committee February 9, 2026 Minutes (ACTION ITEM) - Laurie M. Hopkins

The minutes were approved as presented.

2. Disbursement Report February 2026 (ACTION ITEM) - Renee Tack

Presentation of the Accounts Payable Report for the month ending February 2026.

ACTION: Accept the Disbursements Report for the month of February 2026.

Tack presented the disbursement report and provided details on the major expenses including payroll, the reissue of a check to Zenner for water meters, the quarterly Whitcom payment, 2024 water loan payment, and City shop construction payment. The Committee accepted the report and that it be placed on the Council consent agenda.

3. Fourth Quarter Financial Report July 1, 2025 to September 30, 2025 for FY2025 (ACTION ITEM) - Renee Tack

Presentation of the financial report for the fourth quarter of Fiscal Year 2025 (July 1, 2025 to September 30, 2025).

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

Tack reviewed the fourth quarter financial report, noting that revenues and expenditures are typically expected to fall within 75–100% of the adopted budget and highlighting the additional column included in the report. She reviewed each fund and explained the reasons certain revenues and expenditures were higher or lower than budgeted. She also noted that all funds experienced an increase in investment earnings.

Belknap added that General Facility Charge revenues are conservatively estimated and can vary depending on construction activity. He noted that many of the revenue increases and expenditure savings will be reflected in the open budget. Overall, revenues were at 115% of budget and expenditures at 87.5%. This will result in an open budget for FY2026 to account for the resulting fund balance. Belknap also noted that several budgeted projects, particularly capital construction projects, were delayed and some of those expenditures will occur in FY2026.

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

4. Historic Preservation Mitigation Bank (HPMB) Grant Program Request – Moscow Water Dept. Bldg. (ACTION ITEM) - Alisa Anderson / Mike Ray

Preservation Idaho is accepting grant applications for the HPMB Grant Program, which provides funding for historic preservation projects across Idaho, with applications due by April 15, 2026. Staff is requesting approval to submit a Type 1 General Preservation Project application to fund a National Register of Historic Places nomination for the city-owned building at 201 North Main Street. The proposed scope of work, estimated at \$6,250, includes preparing the nomination and updating the Idaho Cultural Resource Information System (ICRIS). Staff recommends a 5% cash match of \$310 and a grant request of \$5,940 to support the project.

PROPOSED ACTIONS: Recommend approval to submit a funding request to the Historic Preservation Mitigation Bank Grant Program to support the preparation of a National Register of Historic Places Nomination for the Moscow Water Department Building or provide staff further direction.

Anderson introduced the item as written above. She noted that Preservation Idaho encourages applicants to provide some level of matching funds. The program is competitive; however, the City is requesting a lower amount than the maximum grant of \$50,000.

Ray stated that the State Historic Preservation Office has been encouraging the Commission to pursue funding for some time. He added that the Water Department building is individually eligible for the National Register of Historic Places. The Historic Preservation Commission and Staff had originally planned to pursue a CLG grant, but this opportunity became available sooner. The item was discussed previously with the Historic Preservation Commission.

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

5. T-Mobile Hometown Grant – East City Park Stage Project (ACTION ITEM) - Alisa Anderson

City staff has identified the T-Mobile Hometown Grant Program as a potential funding source to support the construction and public art components of the East City Park Stage project. This five-year, \$25 million initiative awards grants quarterly to small towns for community-driven projects that revitalize historic structures, create downtown assets, or enhance gathering spaces—especially those fostering community identity or attracting investment. The current application period, which is the final round, closes on March 31, 2024, with awards of up to \$50,000 available, and projects must be completed within 12 months. The East City Park Stage project qualifies as an eligible use, aligns with the program’s goals, and addresses a community need. Staff recommends submitting a \$50,000 funding request to help cover project costs.

PROPOSED ACTIONS: Submit a funding request for the T-Mobile Hometown Grant Program for \$50,000 for the East City Park Stage project or provide staff further direction.

Anderson stated that this is the final year for the program, which typically awards grants to 25 small cities. The funding would assist with construction of the stage. There is no required match; however, applicants are asked to identify any additional funding sources supporting the project. Award announcements are expected in May 2026, and the grant has a twelve-month performance period, which aligns well with the project timeline.

Davis asked whether special T-Mobile signage would be required if the grant is awarded. Anderson said she did not see any requirements regarding naming rights in the application materials. Davis noted that

Council is focused on completing the stage project and that any opportunity to secure grant funding would be beneficial.

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

6. Mass Notification System Memorandum of Understanding (ACTION ITEM) - Bill Belknap & Brian Nickerson

The City of Moscow desires to partner with Latah County to secure and maintain an emergency mass notification system that can be utilized to inform residents of emergency situations. Under the proposed Memorandum of Understanding (MOU) the City and Latah County would equally fund the selected mass notification system and have independent access to utilize the system for both City and County emergency events. This item was included within the City's FY2026 budget.

PROPOSED ACTIONS: Recommend approval of the MOU with Latah County, or provide staff further direction.

Nickerson stated that the County has utilized an emergency alert system for several years and is currently considering a change in vendors, making this an opportune time for the City to partner with the County. At present, if the City wishes to issue an emergency alert, staff must request that the County send the notification. This system would allow City staff to issue alerts directly when necessary. Both Police and Fire departments would have the ability to use the system as needed. While such alerts are not frequently required, having the capability available is valuable. The system also allows for geofencing, enabling alerts to be sent to a specific area rather than the entire city. Nickerson noted that the system is widely used across the country.

Belknap added that the system would allow the City to communicate directly with cell phones. While the City currently distributes information through press releases and social media, those methods do not always reach everyone in a specific area. In situations such as a shelter-in-place or evacuation order, the system would provide a more direct and timely means of communication. Because timing can be critical during emergencies, staff felt it was important to have direct access to the system. Rather than the County and the City paying for separate systems, the two entities could partner and jointly fund the service.

Nickerson stated that staff training will be provided, with implementation anticipated by summer. There will be no signup required for residents, as alerts will automatically be sent to cell phones within the designated area. Belknap noted this would be one of the most effective ways to communicate with the public during an emergency.

Davis thinks this is important enough to put on the regular agenda. The Committee agreed. The Committee recommended approval and that it be placed on the Council regular agenda.

7. Paradise Creek Maintenance Program Plan- (ACTION ITEM)- Tyler Palmer

Paradise Creek is a critical ecological, hydrological, and stormwater conveyance feature within the City of Moscow. The creek flows approximately 19 miles from Moscow Mountain through the City before joining the South Fork Palouse River in Pullman, Washington. The City is regulated as a Municipal Separate Storm Sewer System (MS4) under an Idaho Pollutant Discharge Elimination System (IPDES) Permit. Paradise Creek is a critical stormwater feature covered by the City's IPDES permit. The maintenance and management of Paradise Creek is essential to compliance with the Clean Water Act and the City's MS4 Permit, implementation of applicable Total Maximum Daily Load (TMDL) requirements, and protection of designated beneficial uses under Idaho Water Quality Standards (IDAPA 58.01.02). The Paradise Creek Maintenance Program Plan establishes a structured, adaptive

framework for routine maintenance, capital improvements, regulatory coordination, beaver management, and public engagement to address regulatory requirements, enhance flood risk mitigation and infrastructure protection, and preserve habitat and riparian function.

PROPOSED ACTIONS: Recommend adoption of the Paradise Creek Maintenance Program Plan or provide staff with further direction.

Palmer introduced the Paradise Creek Maintenance Program Plan, noting it is part of the City's commitments under its Municipal Separate Storm Sewer System (MS4) Permit. The plan supports a more active and structured approach to managing the stormwater system. Because Moscow's stormwater system relies entirely on gravity, the condition of Paradise Creek, where most stormwater ultimately discharges, is critical to overall system performance. He explained that Paradise Creek flows approximately 19 miles from Moscow Mountain through the City of Moscow to Pullman. The creek plays a key role in stormwater conveyance, water quality protection, flood mitigation, and wildlife habitat. It is listed as an impaired waterbody under Section 303(d) of the Clean Water Act, requiring compliance with Total Maximum Daily Load standards and other regulatory requirements. Maintenance activities may also require Section 404 permits from the U.S. Army Corps of Engineers and state stream alteration permits. Palmer said the plan establishes an actionable framework for long-term creek stewardship, including routine maintenance, capital planning, beaver management, site access planning, and public education. Schulte said the creek is the City's primary drainage facility and that the goal of the plan is to move from a reactive approach to a structured maintenance program. Staff evaluated the entire creek within Moscow city limits and divided it into 15 segments based on logical breaks such as road crossings, bridges, ownership patterns, and access constraints. Palmer noted that historic maintenance has been limited due to regulatory changes, access limitations, and costs. Many creek sections run through private property with little or no maintenance access. Sediment movement during storm events can significantly affect flooding patterns, making consistent maintenance important for system predictability. To make the project manageable, the plan divided the creek into segments so the City can address them incrementally. Schulte said staff evaluated segments based on sediment buildup, bank erosion, proximity to infrastructure, flood risk, and access challenges. Palmer emphasized that the cost estimates in the plan are preliminary because many areas have not been maintained in decades. Costs vary significantly depending on conditions and accessibility. For example, the Heron's Hideout area is less expensive because it is a natural area with City ownership and easier access, while other segments may require easements or constructed access points.

Palmer clarified that adopting the plan does not commit the Council to specific expenditures. Instead, it will guide future budgeting and capital planning. Projects would be brought forward annually through the budget process. The plan anticipates addressing one segment every two years to allow time for planning and project implementation, with full completion projected around 2041. Funding is also anticipated to be reflected in the upcoming stormwater utility rate study.

The plan also includes a Beaver Management Policy designed to balance ecological benefits with infrastructure protection. Palmer noted that public views on beavers can be polarized, so the policy outlines a step-by-step process using best available information. Management tools may include monitoring, vegetation protection, flow devices such as pond levelers or "beaver deceivers," relocation in coordination with Idaho Department of Fish and Game, and, as a last resort, removal if beaver activity poses a risk to people or property. Responding to Council questions, Palmer explained that City staff would primarily monitor beaver activity and implement management actions, though property owners may also participate in mitigation measures. City code prohibits trapping within city limits except by the City when an animal is declared a nuisance.

Councilmember Blankenship commented that the plan appears to be a wise investment, emphasizing the value of proactive maintenance over reactive responses. Palmer agreed, stating the City's operational philosophy has been that proactive maintenance reduces long-term costs.

City Administrator Belknap added that a FEMA flood hazard mitigation study completed in 2020 found limited viable structural improvements to significantly reduce flooding due to the community's flat topography and historic development patterns near the creek. As a result, maintaining the creek channel is one of the most practical strategies to help manage stormwater flows, although flooding may still occur during major storm events.

In response to additional questions, Schulte estimated the creek currently supports approximately ten beaver family groups within the city. Staff also noted that limited access along privately owned creek segments will require coordination with property owners and potential easements to enable maintenance work.

Council discussion also addressed the long-term nature of the program. Palmer said the plan is intended to be a living document. Once the initial maintenance cycle is completed, staff will have better data to determine appropriate maintenance intervals for each segment. The Committee recommended approval and that it be placed on the Council regular agenda.

ADJOURN

The meeting closed at 4:49 p.m.

COMMITTEE / CITY COUNCIL STAFF REPORT

DATE: Monday, April 13, 2026



AGENDA ITEM TITLE

Disbursement Report March 2026 (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, 2026. A summary of the major expenditures has been approximated by category and represents 96% of the total expenditure of \$3,316,112.78.

Payroll	\$1,389,345.00
Professional Services	\$119,858.00
Sanitation	\$366,439.00
Capital Outlay	\$131,233.00
Capital Outlay - Improvement	\$62,577.00
Capital Outlay - Vehicles	\$104,860.00
Capital Outlay - Buildings	\$436,517.00
Supplies	\$63,836.00
Utilities	\$96,500.00
Contractual Payments	\$379,524.00
ACH Wells Fargo	\$41,398.00
Total	\$3,192,087.00

REVIEWED BY

PROPOSED ACTIONS

PROPOSED ACTIONS:

STAFF RECOMMENDATION

Accept the Disbursements Report for the month of March 2026.

OTHER RESOURCES

FISCAL IMPACT

PERSONNEL IMPACT

ATTACHMENTS

1. March Revenue Report 2026

2. Cash & Investments Balances - March 2026
3. Disbursement Report March 2026
4. Major Expenditures Report March 2026

RECEIPTS REPORT FOR MARCH 2026

FUND NAME		Taxes	Franchise Fees	Licenses & Permits	Intergovernmental	Charges for Services	Fines & Penalties	Investment Income	Refunds & Reimbursements	Contributions & Donations	Other	Grand Total
Fund #												
101	GENERAL	68,579.59	139,089.83	74,298.51	0.00	151,385.37	15,847.64	309,151.69	25,153.88	0.00	5,410.72	788,917.23
105	STREETS	8,438.14	0.00	0.00	0.00	0.00	0.00	0.00	141.94	0.00	0.00	8,580.08
120	RECREATION AND CULTURE	0.00	0.00	102.25	0.00	28,833.89	0.00	0.00	-297.36	0.00	8.00	28,646.78
121	MSD COMMUNITY PLAY FIELDS	0.00	0.00	0.00	10,628.34	0.00	0.00	0.00	0.00	0.00	0.00	10,628.34
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	0.00	0.00	0.00	0.00	0.00	0.00	0.00
220	WATER	0.00	0.00	0.00	0.00	583,346.84	0.00	1,628.44	19,383.94	0.00	0.00	604,359.22
230	SEWER	0.00	0.00	0.00	0.00	707,399.03	0.00	1,390.06	70.50	0.00	0.00	708,859.59
235	STORMWATER	0.00	0.00	0.00	0.00	52,290.41	0.00	0.00	0.00	0.00	0.00	52,290.41
240	SANITATION	0.00	0.00	0.00	0.00	483,284.21	0.00	0.00	0.00	0.00	0.00	483,284.21
290	FLEET	0.00	0.00	0.00	0.00	68,785.00	0.00	0.00	0.00	0.00	0.00	68,785.00
295	INFORMATION SYSTEMS	0.00	0.00	0.00	0.00	139,172.45	0.00	0.00	0.00	0.00	0.00	139,172.45
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	-1,854.00	0.00	0.00	0.00	22,406.59	0.00	0.00	0.00	20,552.59
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	2,177.89	0.00	0.00	0.00	2,177.89
590	BOND & INTEREST	8,803.64	0.00	0.00	0.00	0.00	0.00	1,845.84	0.00	0.00	0.00	10,649.48
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		85,821.37	139,089.83	72,546.76	10,628.34	2,214,497.20	15,847.64	338,600.51	44,452.90	0.00	5,418.72	2,926,903.27

City of Moscow
Cash and Investments
Balances as of 3/31/2026

Fund	Year to Date Balance
General Fund	\$ 5,593,848.91
Street Fund	\$ 2,343,633.22
Recreation & Culture	\$ 1,374,430.42
MSDCP	\$ 167,215.72
1912 Fund	\$ 46,741.38
Transit Center	\$ 50,508.67
Water Fund	\$ 1,807,930.37
Sewer Fund	\$ 3,199,584.12
Stormwater Fund	\$ 639,062.04
Sanitation Fund	\$ 2,332,685.65
Fleet Fund	\$ 6,358,685.51
Information Systems	\$ 1,803,301.33
Water Capital	\$ 11,878,246.65
Sewer Capital	\$ 29,853,800.47
Stormwater Capital	\$ 436,217.10
Sanitation Capital	\$ 11,719,057.83
Capital Projects	\$ 19,402,171.03
LID Construction	\$ -
Hamilton	\$ 794,574.69
Bond & Interest	\$ 1,099,063.00
LID Funds	\$ -
Payroll Service	\$ 1,327,344.56
Total Cash & Investments	\$ 102,228,102.67

DISBURSEMENTS REPORT FOR MARCH 2026

DATE	FUND NAME	ACCOUNTS PAYABLE	ACCOUNTS PAYABLE	ACCOUNTS PAYABLE	ACCOUNTS PAYABLE	WELLSFARGO CC ACH	ACCOUNTS PAYABLE ACH	VOID CHECKS	PAYROLL	PAYROLL	GRAND TOTALS
		3/4/2026	3/11/2026	3/18/2026	3/25/2026	3/13/2026 3/31/2026 AP 3.6.2026 AP 3.20.2026	3/11/2026	3/25/2026	3/6/2026	3/20/2026	
BATCH #		AP 3.4.2026	AP 3.11.2026	AP 3.18.2026	AP 3.25.2026		AP 3.11.2026	AP 3.25.2026	PR177	PR178	
CHECK #'s		115664-115709	115710-115793	115794-115845	115846-115905	March's CC ACH's	March's ACH's	115756	21688	21689	
Fund #	ACH for Wells Fargo to be Imported										0.00
101	GENERAL	9,542.10	154,639.29	16,197.96	1,835.48	15,299.99			412,843.98	419,910.21	1,030,269.01
105	STREETS	2,891.90	48,153.76	506.17	9,204.22	62.80			33,636.11	32,005.85	126,460.81
120	RECREATION AND CULTURE	463.98	46,358.82	19,112.18	5,194.34	3,297.61			63,344.48	63,326.54	201,097.95
121	MSD COMM. PLAY FIELDS		552.77		3,233.00	4,608.08			1,998.98	2,249.59	12,642.42
123	1912 CENTER		1,134.76	10,750.00	673.00						12,557.76
128	TRANSIT CENTER		1,336.96	1,012.09	907.06	7.59					3,263.70
220	WATER	4,893.92	150,015.62	16,437.99	63,474.37	3,000.30			54,745.39	55,325.86	347,893.45
230	SEWER	15,671.72	102,781.27	44,402.72	22,126.39	3,790.22	22,102.94		60,823.33	63,601.52	335,300.11
235	STORMWATER	106.22	1,799.37	47.50	181.45	140.00			19,123.28	23,701.36	45,099.18
240	SANITATION	111,775.07	3,197.11	485.00	32.82		232,560.71		4,184.70	4,273.99	356,509.40
290	FLEET	103,761.14	7,172.70	13,343.35	4,940.37	399.74		(279.04)	15,128.19	14,756.91	159,223.36
295	INFORMATION SYSTEMS	10,691.64	23,855.06	22,067.00	56,771.41	10,711.55			21,793.46	22,570.85	168,460.97
320	WATER CAPITAL PROJECTS		23,333.88		98.07						23,431.95
330	SEWER CAPITAL PROJECTS	5,501.25	28,018.01	1,695.10	33,248.07						68,462.43
335	STORMWATER CAPITAL PROJECTS										0.00
340	SANITATION CAPITAL PROJ										0.00
350	CAPITAL PROJECTS	32,321.82	388,761.19		4,277.27	80.00					425,440.28
355	LID CONSTRUCTION										0.00
380	HAMILTON - PARKS & REC										0.00
590	BONDS & INTEREST										0.00
941	PAYROLL CLEARING FUND										0.00
TOTAL		297,620.76	981,110.57	146,057.06	206,197.32	41,397.88	254,663.65	(279.04)	687,621.90	701,722.68	3,316,112.78

COMMITTEE / CITY COUNCIL STAFF REPORT

DATE: Monday, April 13, 2026



AGENDA ITEM TITLE

Second Quarter Financial Report January 1, 2026 to March 31, 2026 for FY2026 (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 2026 (January 1, 2026 to March 31, 2026).

REVIEWED BY

PROPOSED ACTIONS

PROPOSED ACTIONS: Recommend approval of the FY2026 Second Quarter Financial Report, or provide staff further direction.

STAFF RECOMMENDATION

Recommend approval the Second Quarter Report for Fiscal Year 2026 (January 1, 2026 to March 31, 2026).

OTHER RESOURCES

FISCAL IMPACT

PERSONNEL IMPACT

ATTACHMENTS

1. Quarterly Financials - March 2026 - Council Report

City of Moscow
QUARTERLY FINANCIAL REPORT
Budget For Fiscal Year Ending 9/30/2026
Summary Financial Report by Fund - Budget and Actual

Fund	Original Budget Including Fund Balances	Final Budget Including Fund Balances	March-26 YTD	Percent of Year 50%			
				Budget to Actual Including Fund Balances	Final Budget Excluding Fund Balances		
101	General Fund Revenues	20,689,006	20,689,006	10,034,925	48.50%	20,460,109	49.05%
	Salaries & Benefits	11,523,791	11,523,791	5,048,299	43.81%	11,523,791	43.81%
	Operations	4,236,421	4,236,421	2,573,612	60.75%	4,236,421	60.75%
	Capital Outlay	43,700	43,700	0	0.00%	43,700	0.00%
	Transfers	4,885,094	4,885,094	2,720,160	55.68%	4,885,094	55.68%
	Total General Fund Expenditures	20,689,006	20,689,006	10,342,070	49.99%	20,689,006	49.99%
105	Street Department Revenues	3,317,697	3,317,697	1,280,532	38.60%	3,317,697	38.60%
	Salaries & Benefits	1,012,770	1,012,770	407,685	40.25%	1,012,770	40.25%
	Operations	1,699,068	1,699,068	755,103	44.44%	1,699,068	44.44%
	Capital Outlay	0	0	0	0.00%	0	0.00%
	Transfers	605,859	605,859	352,930	58.25%	605,859	58.25%
	Total Street Fund Expenditures	3,317,697	3,317,697	1,515,717	45.69%	3,317,697	45.69%
120	Recreation & Culture Revenues	3,677,226	3,677,226	1,600,135	43.51%	3,677,226	43.51%
	Salaries & Benefits	2,294,167	2,294,167	773,690	33.72%	2,294,167	33.72%
	Operations	1,353,434	1,353,434	450,608	33.29%	1,353,434	33.29%
	Capital Outlay	24,000	24,000	17,725	73.85%	24,000	73.85%
	Debt Service	0	0	0	0.00%	0	0.00%
	Transfers	5,625	5,625	5,625	100.00%	5,625	100.00%
	Total Parks & Rec Expenditures	3,677,226	3,677,226	1,247,648	33.93%	3,677,226	33.93%
121	MSD Community Playfields Revenues	305,320	305,320	120,866	39.59%	248,334	48.67%
	Salaries & Benefits	72,966	72,966	11,117	15.24%	72,966	15.24%
	Operations	174,332	174,332	46,690	26.78%	174,332	26.78%
	Transfers	58,022	58,022	33,022	56.91%	58,022	56.91%
	Total MSD Community Playfields	305,320	305,320	90,829	29.75%	305,320	29.75%
123	1912 Center Revenues	160,490	160,490	80,245	50.00%	160,490	50.00%
	Operations	138,500	138,500	78,193	56.46%	138,500	56.46%
	Capital Outlay	21,990	21,990	0	0.00%	21,990	0.00%
	Total 1912 Center Expenditures	160,490	160,490	78,193	48.72%	160,490	48.72%
128	Transit Center Revenues	43,075	43,075	47,254	109.70%	43,075	109.70%
	Operations	43,075	43,075	15,244	35.39%	31,675	48.13%
	Transfers	0	0	0	0.00%	0	0.00%
	Total Transit Center Fund	43,075	43,075	15,244	35.39%	31,675	48.13%
220	Water Fund Revenues	8,812,725	8,812,725	3,872,570	43.94%	8,812,725	43.94%
	Salaries & Benefits	1,619,873	1,619,873	684,016	42.23%	1,619,873	42.23%
	Operations	3,685,778	3,685,778	1,625,220	44.09%	3,685,778	44.09%
	Capital Outlay	436,232	436,232	338,347	77.56%	436,232	77.56%
	Debt Service	536,422	536,422	268,211	50.00%	536,422	50.00%
	Transfers	2,534,420	2,534,420	1,331,810	52.55%	2,534,420	52.55%
	Total Water Fund Expenditures	8,812,725	8,812,725	4,247,604	48.20%	8,812,725	48.20%
230	Sewer Fund Revenues	9,868,026	9,868,026	5,072,097	51.40%	9,868,026	51.40%
	Salaries & Benefits	1,648,963	1,648,963	732,270	44.41%	1,648,963	44.41%
	Operations	4,141,224	4,141,224	1,854,984	44.79%	4,141,224	44.79%
	Capital Outlay	160,000	160,000	33,877	21.17%	160,000	21.17%
	Debt Service	403,644	403,644	14,322	3.55%	403,644	3.55%
	Transfers	3,514,195	3,514,195	1,847,247	52.57%	3,514,195	52.57%
	Total Sewer Fund Expenditures	9,868,026	9,868,026	4,482,700	45.43%	9,868,026	45.43%
235	Stormwater Fund Revenues	1,489,532	1,489,532	687,160	46.13%	1,314,532	52.27%
	Salaries & Benefits	559,386	559,386	247,353	44.22%	559,386	44.22%
	Operations	646,170	646,170	218,288	33.78%	646,170	33.78%
	Capital Outlay	40,000	40,000	0	0.00%	40,000	0.00%
	Debt Service	0	0	0	0.00%	0	0.00%
	Transfers	243,976	243,976	146,988	60.25%	243,976	60.25%
	Total Stormwater Fund Expenditures	1,489,532	1,489,532	612,630	41.13%	1,489,532	41.13%
240	Sanitation Fund Revenues	7,581,059	7,581,059	3,388,388	44.70%	7,081,059	47.85%
	Salaries & Benefits	238,733	238,733	50,998	21.36%	238,733	21.36%
	Operations	6,796,558	6,796,558	2,701,289	39.74%	6,796,558	39.74%
	Capital Outlay	0	0	0	0.00%	0	0.00%
	Transfers	545,768	545,768	272,884	50.00%	545,768	50.00%
	Total Sanitation Fund	7,581,059	7,581,059	3,025,171	39.90%	7,581,059	39.90%

City of Moscow
QUARTERLY FINANCIAL REPORT
Budget For Fiscal Year Ending 9/30/2026
Summary Financial Report by Fund - Budget and Actual

Fund	Original Budget Including Fund Balances	Final Budget Including Fund Balances	March-26 YTD	Percent of Year 50%			
				Budget to Actual Including Fund Balances	Final Budget Excluding Fund Balances	Percent of Year 50% Budget to Actual Excluding Fund Balances	
290	Fleet Management Revenues	5,416,121	5,416,121	1,537,578	28.39%	2,156,133	71.31%
	Salaries & Benefits	406,154	406,154	178,390	43.92%	406,154	43.92%
	Operations	4,457,967	4,457,967	283,046	6.35%	739,957	38.25%
	Capital Outlay	552,000	552,000	289,210	52.39%	552,000	52.39%
	Debt Service	0	0	0	0.00%	0	0.00%
	Transfers	0	0	0	0.00%	0	0.00%
	Total Fleet Management Expenditures	5,416,121	5,416,121	750,646	13.86%	1,698,111	44.20%
295	Information Systems	2,566,009	2,566,009	890,276	34.69%	2,020,616	44.06%
	Salaries & Benefits	599,684	599,684	246,263	41.07%	599,684	41.07%
	Operations	1,961,325	1,961,325	538,748	27.47%	1,017,814	52.93%
	Capital Outlay	0	0	0	0.00%	0	0.00%
	Transfers	5,000	5,000	5,000	100.00%	5,000	100.00%
	Total Information Systems Expenditures	2,566,009	2,566,009	790,012	30.79%	1,622,498	48.69%
	Revenue for Miscellaneous Funds						
320	Water Construction Fund	12,024,437	12,024,437	1,371,860	11.41%	2,658,243	51.61%
330	Sewer Construction Fund	29,420,331	29,420,331	2,119,342	7.20%	4,286,711	49.44%
335	Stormwater Capital Fund	597,083	597,083	102,172	17.11%	210,366	48.57%
340	Sanitation Construction Fund	12,818,197	12,818,197	452,376	3.53%	900,170	50.25%
350	Capital Projects Fund	19,694,724	19,694,724	2,622,645	13.32%	5,713,557	45.90%
380	Hamilton P & R	32,000	32,000	12,328	38.52%	32,000	38.52%
590	Bond & Interest Debt Service Fund	1,065,384	1,065,384	590,117	55.39%	1,065,384	55.39%
	Total Miscellaneous Fund Revenue	75,652,156	75,652,156	7,270,840	9.61%	14,866,431	48.91%
	Expenses for Miscellaneous Funds						
320	Water Construction Fund	12,024,437	12,024,437	109,209	0.91%	1,437,239	7.60%
330	Sewer Construction Fund	29,420,331	29,420,331	305,901	1.04%	4,906,176	6.24%
335	Stormwater Capital Fund	597,083	597,083	0	0.00%	0	0.00%
340	Sanitation Construciton Fund	12,818,197	12,818,197	147,530	1.15%	290,982	50.70%
350	Capital Projects Fund	19,694,724	19,694,724	1,897,220	9.63%	8,026,347	23.64%
380	Hamilton P & R	32,000	32,000	16,000	50.00%	32,000	50.00%
590	Bond & Interest Debt Service Fund	1,065,384	1,065,384	76,600	7.19%	1,047,500	7.31%
	Total Miscellaneous Fund Expenses	75,652,156	75,652,156	2,552,461	3.37%	15,740,244	16.22%
	Total City Revenue (1)	139,578,442	139,578,442	35,882,867	25.71%	74,026,453	48.47%
	Total City Expenditures	139,578,442	139,578,442	29,750,924	21.31%	74,993,609	39.67%

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 13, 2026



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 2 and Sunday, May 3 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 2026 - _Beer-Wine_City Parks_Ren Fair_final

RESOLUTION NO. 2026 –

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 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., Title 9, Chapter 6, Section 6-35 and Title 9, Chapter 8, Section 8-17 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 family and community fellowship; and

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

WHEREAS, Council wishes to 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 AND WINE FROM MAY 2, 2026, THROUGH MAY 3, 2026:

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 2nd day of May, 2026, from 12:00 p.m. to 8:00 p.m. and the 3rd day of May, 2026, 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 and/or wine, 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 vendors.
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 and/or wine at the Permitted Event;

2. Event Sponsor is required to ensure that all beer and wine 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 and/or wine 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 and/or wine is being served during the Permitted Event. The Chief of Police shall make the determination of whether law enforcement officers are required 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 and/or wine, 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 and wine sales, dispensing, and consumption area; (b) the event barrier, entry and exit points; (c) identification checking station; and (d) food sales and service areas. Said site design and any subsequent alterations shall be approved in writing by Moscow City Parks and Facilities Manager or their designee, and by the Moscow Chief of Police prior to the Permitted Event.
2. All beer and wine sales and consumption shall take place within the area designated by the Event Sponsor and as shown on the site map required by this Resolution.
3. The designated beer and wine sales and service area 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 and/or wine other than within the area designated for beer and wine 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 each area designated for beer and wine consumption, as shown on the map required by this Resolution.

6. All beer and wine shall be dispensed in and consumed from the designated Event container.
7. Every occupant within the area designated for beer and wine 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 and wine sales or consumption at any time beer and/or wine is being served.
9. A sign shall be prominently posted at or near the entrance and exit to the Event stating that the purchase and/or use of wristbands and the purchase and/or consumption of alcohol by persons under twenty-one (21) years of age is prohibited.
10. Beer and wine 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 2, 2026, and 12:00 p.m. and 5:00 p.m. local time on May 3, 2026, 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
Scott Sumner	_____	_____	_____	_____
Sage McCetich	_____	_____	_____	_____
Bryce Blankenship	_____	_____	_____	_____
Drew Davis	_____	_____	_____	_____
Sandra Kelly	_____	_____	_____	_____
Even Holmes	_____	_____	_____	_____

ADOPTED by the City Council of the City of Moscow, Idaho and **APPROVED** by the Mayor of the City of Moscow, this ___ day of _____, 2026.

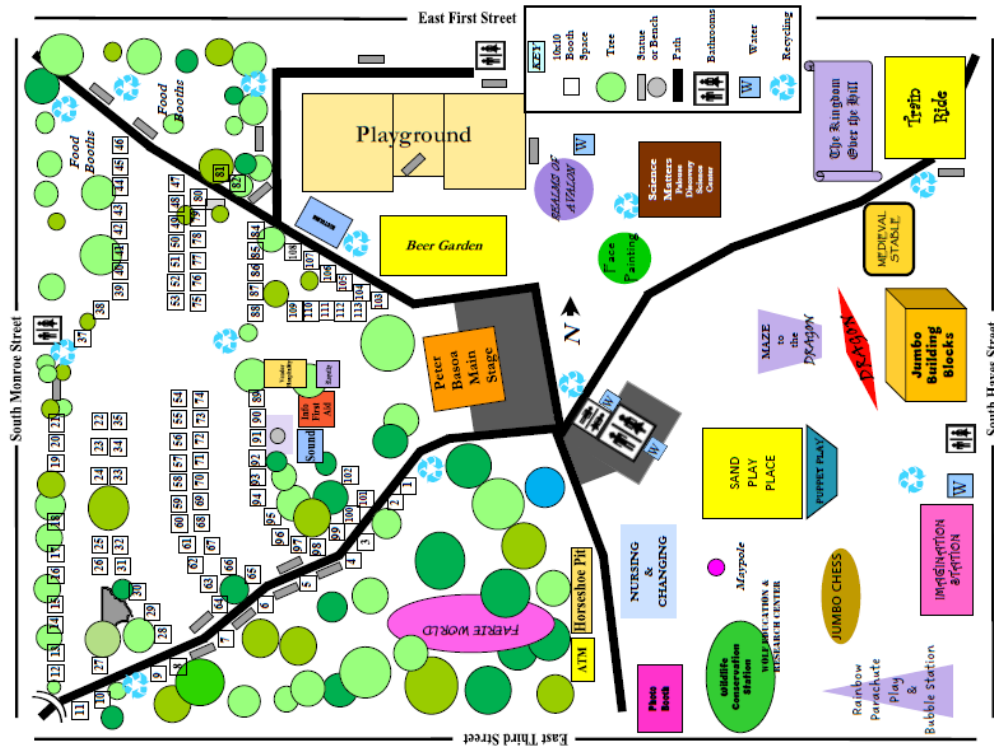
Hailey Lewis, Mayor

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 _____, 2026 and attest to the Mayor's signature.

Laurie M. Hopkins, City Clerk

DRAFT

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 _____, 2026.

WHEREAS, Resolution No. 2026-_____ of the City of Moscow, Idaho, passed and approved on the ___ day of _____, 2026, provides, in part, for the 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 2, 2026, through May 3, 2026, permitted under the terms of Resolution No. 2026-_____.

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 _____, 2026.

MOSCOW RENAISSANCE FAIR, INC.

CITY OF MOSCOW, IDAHO

LuAnn Scott

Hailey Lewis, Mayor

ATTEST:

Laurie M. Hopkins, City Clerk

COMMITTEE / CITY COUNCIL STAFF REPORT

DATE: Monday, April 13, 2026



AGENDA ITEM TITLE

Task Order No. 2 Palouse Mall Lift Station Rehabilitation Construction Administration and Observation Services (ACTION ITEM) - Scott Bontrager

RESPONSIBLE STAFF

Scott Bontrager, City Engineer

ADDITIONAL PRESENTER(S)

DESCRIPTION

Task Order No.2, pursuant to the Master Agreement for Professional Services between City of Moscow and Ardurra, consists of construction administration and observation services for the Palouse Mall Lift Station Rehabilitation project. This Task Order would continue Ardurra's professional engineering services from design services provided in Task Order No. 1 to construction administration and observation services proposed in Task Order No. 2. The construction project will rehabilitate the existing Palouse Mall lift station, which includes replacing the wet well cover and hatch, replacing the existing pumps with submersible pumps, new electrical/control, upgrading the existing force main out of the wet well, fence upgrades, and installing a new valve vault and flow meter vault. The construction bid and agreement with DW Excavation was recently accepted and approved by City Council on 4/6/2026.

REVIEWED BY

PROPOSED ACTIONS

PROPOSED ACTIONS: Recommend acceptance of Task Order No. 2, award the Agreement in the amount of \$290,870 or provide staff with further direction.

STAFF RECOMMENDATION

Recommend acceptance of Task Order No. 2, award the Agreement in the amount of \$290,870.

OTHER RESOURCES

FISCAL IMPACT

Funds for Task Order No. 2 Palouse Mall Lift Station Rehabilitation Project Construction Administration and Observation Services will be expended from the Sewer Lift Station Renovations Program (330-230-770-69).

PERSONNEL IMPACT

ATTACHMENTS

1. Task Order 02 - City of Moscow_Palouse Mall LS_Ardurra SOW _ final with attachment

TASK ORDER NO. 02

Pursuant to the

MASTER AGREEMENT FOR PROFESSIONAL SERVICES
(Categories 1a, 2a, 3a)
BETWEEN CITY OF MOSCOW, IDAHO AND
ARDURRA GROUP, LLC.

This Task Order No. 02 is made this ____ day of _____, 2026, and entered into by and between the City of Moscow, a municipal corporation of the State of Idaho (hereinafter “CITY”), and Ardurra Group, LLC, 7950 N. Meadowlark Way, Suite A, Coeur D’Alene, Idaho 83815 (hereinafter “ENGINEER”), pursuant to the mutual promises, covenants, terms and conditions contained in the Master Agreement (Categories 1a, 2a, 3a) between City of Moscow, Idaho and Ardurra Group, LLC dated March 1, 2024. The Project Name for this Supplemental Task Order No. 02 is as follows:

**CITY OF MOSCOW PALOUSE MALL LIFT STATION REHABILITATION
CONSTRUCTION ADMINISTRATION AND OBSERVATION SERVICES**

PROJECT UNDERSTANDING

The City of Moscow is implementing improvements to CITY’s collection system as outlined in the Wastewater Comprehensive Sewer Plan prepared by Keller Associates dated September 28, 2011, including rehabilitation of the Palouse Mall Lift Station. Improvements include rehabilitation of the existing wet well, installation of a new valve vault, replacement of wet well cover and hatch, replacement of the pumps with submersible pumps, new guide rails, new electrical/control, adding a flow meter, and replacing existing force main across State Highway 8 to the City of Moscow Headworks building.

SCOPE OF WORK

ENGINEER’s services under this Task Order are limited to the following tasks. Any other items necessary to plan and implement the Project, including but not limited to those specifically listed in “CITY Provided Work and Additional Services”, are the responsibility of CITY.

A. TASK 1 – Project Management and Coordination

1. Project Management: Conduct daily management of the Project and administrative tasks of a general nature as required over the duration of the Project. This task includes efforts for design coordination, quality control, communications, and general project management to maintain continuity and flexibility. This task also includes time for monthly billings and monitoring budget items. This scope of work assumes a total Project duration of 7 months from award of the construction contract to final completion.

2. Coordination with IDEQ: ENGINEER will provide coordination with IDEQ as necessary for submittal of Record Drawings to IDEQ. This scope of work assumes one (1) comment and revision cycle.
3. Coordination with ITD & Other Utilities: ENGINEER will coordinate with affected utility companies and ITD as necessary during construction. Utility relocation and electrical, control, and programming technical support will be provided by Century West as a sub-consultant to ENGINEER as detailed in the included Attachment “A”, incorporated herein by reference.

B. TASK 2 – Bidding & Construction Administration/Observation

1. Contract Award Coordination: Prepare contract documents included in the construction documents for execution by the Contractor. Review the agreement, bonds and insurance documents submitted by the Contractor.
2. Construction Administration (Office): Provide support and attend one (1) pre-construction conference after contract has been awarded to the Contractor. Provide office administration support, coordination and correspondence during construction as CITY may request or as work activities require. Includes submittals review, quality control testing review, review and preparation of Contractor pay requests, and preparation of change order documentation.; an allowance of time is included for these tasks separate from weekly coordination. Assumes 2 hours per week for Project Manager, 4 hours per week for Project Engineer and an additional 60 hours for submittal review; a total of 22 weeks of construction is anticipated. Additional construction administration at the request of CITY will be billed on a time and materials basis. Electrical and control upgrades related administration will be provided by Century West as a sub-consultant to ENGINEER, this includes programming and SCADA integration into CITY’s SCADA system. (See Attachment “A”).
3. Construction Observation: Conduct construction observation during construction to observe conformance of work with the engineering documents as required to allow ENGINEER to certify construction was completed in accordance with approved plans and specifications. Observation of pressure testing is included. Observation activities may include, but are not limited to: construction diaries, materials review, testing procedure, workmanship observation, quantity tracking, erosion and sediment control compliance, and punch list. For this scope and budget, it is assumed that ENGINEER will be on-site three (3) days per week during construction, assuming twenty-two (22) weeks of construction at 24 hours per week for the on-site representative and three site visits for a Project Manager. Additional construction observation will be billed on a time and materials basis. Weekly construction meetings will be held throughout the duration of the Project with preparation of agendas and minutes. Electrical and control upgrade related observation will be provided by Century West as a sub-consultant to ENGINEER. (See Attachment “A”).

4. Lift Station Startup and Training: ENGINEER will be present for the Contractor provided start up and training.
5. Substantial and Final Completion Inspection: Conduct one (1) site visit for substantial completion inspection with CITY Inspectors and the Contractor. Prepare punch list of work remaining and distribute it to contract parties. Conduct one (1) site visit for a final completion inspection with CITY and issue certificate of Final Completion. Electrical and control upgrade related inspections and punch lists will be provided by Century West as a sub-consultant to ENGINEER. (See Attachment "A").

C. TASK 3 – Closeout

1. Record Drawings: Prepare record drawings for submittal to CITY and IDEQ based on marked-up plans from the Contractor and field observations. Assumes a laminated flow diagram of the site piping will be provided. Electrical and control upgrade record drawings will be provided by Century West as a sub-consultant to ENGINEER.
2. O&M Manual: Collect and review Contractor provided Operation and Maintenance (O&M) information for compliance with the contract documents.

D. TASK 4 – Management Reserve Fund

1. The Management Reserve Fund establishes a pre-authorized budget for additional construction administration and observation tasks that may have been unforeseen or requested by CITY's Authorized Representative.
2. Scope, budget, and schedule for additional tasks shall be defined and agreed by ENGINEER and CITY per written approval prior to initiating tasks and pre-authorized budget is utilized.
3. Additional task amounts shall not exceed the pre-authorized budget amount without written approval from CITY.

E. ASSUMPTIONS

The following assumptions are made for this Scope of Services:

1. IDEQ has approved the construction drawings.
2. The City of Moscow Comprehensive Sewer Plan was approved by IDEQ on September 28, 2011.
3. CITY shall be responsible for payment of all agency review and application fees.
4. Compaction testing services will be provided by the Contractor.

5. Attendance at City Council meetings is not included but can be added at CITY's request.
6. Preparation of an O&M manual is not included.
7. A Storm Water Pollution Prevention Plan (SWPPP) will be required. The Contractor will implement SWPPP including filing all necessary Notice Of Intent's (NOI).
8. CITY Staff will provide coordination with the public during construction, if necessary.
9. The Contractor will provide Traffic Control Plans. Preparation of Traffic Control Plans is not included as part of this Task Order No. 2. CITY and the Contractor are responsible for ITD encroachment permit responsibilities.
10. Century West will provide services related to electrical, control, and programming as detailed in Attachment "A".
11. Century West will provide programming services utilizing a subconsultant as detailed in Attachment "A".
12. Pressure and leakage testing services will be conducted by the Contractor as part of the construction agreement.
13. The Contractor will be responsible for bypass pumping where necessary throughout construction and will submit a bypass pumping plan.
14. CITY staff will provide guidance including any CITY specific rules and ordinances.
15. Access to the lift station will be available during separate construction projects being completed in the immediate Project vicinity.
16. Coordination with adjacent construction projects is not included.
17. Existing 8" force main is an asbestos cement pipe and will remain in place.

CITY PROVIDED WORK AND ADDITIONAL SERVICES

- A. **CITY-Provided Work:** CITY is responsible for completing, or authorizing others to complete, all tasks not specifically included above in "Scope of Work" that may be required for the Project including, but not limited to:
1. Provide necessary information to complete the task;

2. Public coordination;
 3. Providing access to CITY owned and operated SCADA system; and
 4. Operation of the lift station throughout construction.
- B. **Additional Services:** CITY reserves the right to add future tasks for subsequent phases or related work to the scope of services upon written mutual agreement of scope, additional fees, and schedule.

TIME OF COMPLETION AND COMPENSATION SCHEDULE

- A. CITY shall pay ENGINEER for the identified Services in “Scope of Work” as follows:
1. For all services performed on the Project, CITY shall pay ENGINEER an amount equal to the cumulative hours charged to the Project by each class of ENGINEER’s personnel times utilizing ENGINEER’s Consultants’ charges times a multiplier of 1.1.
 2. ENGINEER may alter the distribution of compensation between individual tasks to be consistent with services actually rendered while not exceeding the total project amount.
- B. Period of Service: If the period of service for the task identified above is extended beyond six (6) months past the Notice to Proceed, the compensation amount for ENGINEER's services may be appropriately adjusted to account for salary adjustments and extended duration of project management and administrative services.
- C. CITY acknowledges that ENGINEER will not be responsible for impacts to the schedule by actions of others over which ENGINEER has no control.
- D. The following table summarizes the fees and anticipated schedule for the services identified in “Scope of Work”.

COMPENSATION AND COMPLETION SCHEDULE				
Task	Task Name	Fee Type	Amount	Anticipated Completion Schedule
1	Project Management/Coordination	Time and Materials (Ceiling Amount Shown)	\$15,030	Ongoing throughout construction phase of Project.
2	Bidding & Construction Administration/Observation	Time and Materials (Ceiling Amount Shown)	\$250,060	Concurrent with Construction and Post-Construction phases.
3	Closeout	Time and Materials (Ceiling Amount Shown)	\$5,780	Concurrent with Construction and Post-Construction phases.
4	Management Reserve Fund	Time and Materials (Ceiling Amount Shown)	\$20,000	As mutually agreed to by CITY and ENGINEER

The Not-To-Exceed amount to complete all services listed above for this Task Order No. 02 is Two Hundred Ninety Thousand, Eight Hundred Seventy Dollars (\$290,870). No compensation will be paid nor will work be performed over the Not-To-Exceed amount without prior written approval by CITY in the form of a Change Order. Monthly invoices shall be billed as time and materials for work completed. Any and all travel will only be reimbursed if pre-approved by the Project Manager, and only per CITY Travel Policy. Reimbursable expenses will be paid at cost and only if pre-approved by the Project Manager and accompanied by an itemized receipt. Any travel and/or reimbursables paid will be paid as part of the Not-To-Exceed Task Order Total per the Compensation and Completion Schedule above.

Except as expressly set forth in this Task Order No. 02, the Master Agreement otherwise is unmodified and remains in full force and effect following this Task Order No. 02.

EXCLUSIONS

The following services are specifically excluded from this Task Order No. 02, but may be added by written authorization of CITY:

1. Master Planning and Capital Improvement Planning.
2. Preparation of environmental studies such as wetlands delineation, biological assessment, endangered species documentation, environmental assessment, and environmental impact statements.
3. Landscape design.
4. Architectural or structural services.
5. Laboratory fees.
6. Preparation of stormwater report.
7. Legal services.
8. Agency submittal fees, review fees and permit fees.
9. CITY inspired changes or unforeseen changes arising due to regulatory decisions.
10. Any services, products or professional responsibility not specifically described above.

APPROVALS, ACCEPTANCE AND SEVERABILITY

Approval and Acceptance of this Scope of Work shall incorporate this Task Order No. 02 as part of the Master Agreement. ENGINEER is authorized to begin performance upon ENGINEER's receipt of a copy of this Task Order signed by CITY. The terms and conditions of this Task Order No. 02 shall be deemed severable. If any part of this Task Order No. 02 is held invalid or unenforceable by a court of competent jurisdiction, the remaining portions of this Task Order No. 02 shall remain in full force and effect so long as the remainder of this Task Order No. 02 is reasonably capable of completion.

IN WITNESS WHEREOF, the Parties have executed this Task Order No. 02 as of the date last signed below.

Attachment "A"



102 S. Euclid Ave., Ste. 107
Sandpoint, ID 83864

March 12, 2026

Ardurra
7950 N. Meadowlark Way
Suite A
Coeur d'Alene, ID 83815

Attention: Zach Thompson, P.E.

Subject: City of Moscow
Palouse Mall Lift Station Rehabilitation
Proposal for Electrical Construction Management and Observation, and Programming
Services – Revision 1

Dear Zach,

Thank you for the opportunity to submit this proposal for additional electrical engineering and automation services to assist with the construction of upgrades to the Palouse Mall Lift Station in Moscow, Idaho. Century West Engineering proposes to provide Ardurra with the following services for the electrical and control portion of the project, and automation services provided by Blue Logix, LLC, described below.

ELECTRICAL ENGINEERING CONSTRUCTION MANAGEMENT AND OBSERVATION PHASE TASKS:

1. Attend pre-bid conference in Moscow, Idaho (already completed)
2. Answer questions from prospective bidders and vendors (already completed)
3. Attend up to twelve (12) one-hour construction meetings remotely via Teams
4. Provide electrical and control system submittal reviews, up to two (2) per specified product
5. Coordination, development, preparation, and address review comments for control system functional and programming O&M manuals
6. Answer contractor requests for information (RFIs)
7. Participate in control panel shop witness testing (assumed in Spokane, WA)
8. Prepare one (1) change order, if necessary
9. Provide up to four (4) site visits during construction
10. Provide up to two (2) electrical punchlists
11. Provide up to two (2) reviews of electrical and control system operations and maintenance manuals
12. Provide electrical record drawings based on contractor submitted as-built red lined drawings

DELIVERABLES:

1. Control system functional and programming O&M manuals (Century West Engineering)
2. PLC program (Blue Logix)
3. OMI/HMI program (Blue Logix)
4. Configuration files on compact flash drive (Blue Logix)
5. SCADA program (Blue Logix)
6. Electrical record drawings stamped by a Registered Professional Engineer in the State of Idaho. (Century West Engineering)

ASSUMPTIONS:

1. Construction phase will be completed by March of 2026.
2. All necessary hardware, software, and software upgrade licensing costs required for the project is to be provided by the project Contractor or/by the Owner.
3. Reference attached proposal document from Blue Logix, LLC date 2/22/26.

WORK NOT INCLUDED:

1. Additional addenda, participation in construction meetings, submittal reviews, change orders, site visits, and punchlists beyond those listed above.
2. Variable frequency drive or instrumentation programming/configuration.
3. Reference attached proposal document from Blue Logix, LLC date 2/22/26.

SCHEDULE:

Century West Engineering is prepared to begin work on this project upon notice to proceed and will work to support the mutually agreed upon schedule. We expect the schedule for each applicable phase or task to be adjusted as necessary for delays outside our control.

PRICE:

Century West Engineering proposes to work on this project on a time and material not to exceed basis for the totals listed below. Invoices will be due and payable when received, on NET 30 terms. Late invoices will be assessed a 5% finance charge.

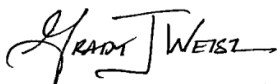
ENGINEERING FEE:

1. Construction Phase	\$108,770
<u>Total</u>	<u>\$108,770</u>

This proposal is valid for 30 days from the submittal date. We reserve the right to negotiate terms beyond the 30 days.

We appreciate this opportunity to provide our services to you. After you have had a chance to review this proposal information, we would be happy to discuss this proposal with you.

Sincerely,



Grady J. Weisz, P.E.
Senior Electrical Engineer
208-417-2983



Attention: Grady Weisz, PE; Century West Engineering
From: Blue Logix, LLC
Date: 2/22/2026
Subject: Proposal for City of Moscow's - Palouse Mall Lift Station Upgrades

Per your request, we are pleased to offer this proposal for the subject project.

PROJECT DESCRIPTION:

Blue Logix understands the goal of this project is to provide Century West Engineering with the following: SCADA design, PLC, and OMI/HMI programming for City of Moscow's - Palouse Mall Lift Station Upgrades and related operator training.

CLIENT RESPONSIBILITY:

1. Purchase, procurement and functionality of all necessary hardware/software, products and equipment.
2. Procurement of any other required contractors.

SCOPE OF SERVICES:

Based on the above understanding, we see the following as our scope of Services

1. PLC program (92hours):
 - I. Duplex Pump Station
 - II. VFD Control (Mode Speed Select: Static, Level)
 - III. Flow Meter (Flow Rate and Totalization)
 - IV. Discharge Pressure (monitoring and alarm)
 - V. Float and Level Transducer Modes (Selections to Override w/ physical switch selection observed)
 - VI. Odor Control Fan monitoring
2. OMI/HMI program (92hours):
3. SCADA program and design (36hours):
 - I. Develop basic screens
 - II. Configure alarm notifications
4. Commissioning (46hours)
 - I. Check off: Test alarms and status
5. Operator training (5hours)
6. Project Management (5hours)
7. Travel (10hours)
 - I. Mileage Entiat, WA <> Moscow, ID 1 Trip, 468mi: \$339.52
 - II. Lodging @ Moscow, ID 5 nights, +M&IE \$1061.00

Totals: **NTE \$51,000.00 +tax/ 285hrs***

***This estimate is based on current billing rates which are subject to annual change on January 1.**

Project duration with fiscal year overlap may alter the proposed NTE amount.

*Disclaimer: This proposal has been prepared by and is the property of Blue Logix and is intended only for Client use to obtain services provided solely by Blue Logix, LLC. This document renders previous documents of this nature invalid, and all others before this must be disposed of promptly. This document is not to be distributed to 3rd parties or used for Client business with any other entity.



DELIVERABLES:

- PLC Program
- OMI/HMI Program
- Configuration Files
- SCADA Program

SCHEDULE:

Blue Logix will coordinate with Grady Weisz, PE to provide these services on a mutually agreed upon schedule (**Duration: ~4 months, Start/Completion dates: TBD**).

COMPENSATION AND TERMS:

Blue Logix, LLC proposes this project, not to exceed an estimated **\$51,000.00** based upon our current documented business practices, which are subject to change according to **Exhibit A. Exhibit A is required to be referenced in-full for official contracts.** If requirements to complete the project exceed the estimated terms, the Not-To-Exceed amount shall be amended as mutually agreed between Century West Engineering and Blue Logix.

- Proposal Fee Estimate: **NTE \$51,000.00 +tax/285hrs**

Payment terms will be Net 30 days, see **Exhibit A**.

Thank you for the opportunity to provide this proposal, and we look forward to working with you. If you have any questions or need additional information, please contact Adam or the office directly. We will be in touch with you shortly to arrange a follow-up conversation regarding schedule and finalization of this proposal. This offer of services will be valid for the lesser of 30 days, or the last day of the calendar year for which it is written. Client signature indicates acceptance of terms.

Sincerely,

The Blue Logix Team

Adam Bluer: adam@bluelogixllc.com, Cell: 509-521-8987

Sarah Bluer: sarah@bluelogixllc.com, Office: 509-888-4590

Approved by: _____ Date: _____

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BLUE LOGIX

(Hourly Contract*, **Exhibit A**)

2026 Hourly Fee Schedule (before tax)

2026 Prices List	PO Box 242 Entiat, WA 98822-0242	<u>https://www.bluelogixllc.com</u>	Phone 509- 888-4590
	Service Type	Description	Unit Price
	Standard Hours Rate	Consulting · Construction Support · Project Management · Professional Services	\$175.00
	After-Hours Rate	Consulting · Professional Services (min 2hrs)	\$350.00
	Mileage	Miles Driven (Current IRS rate per mile, subject to change)	.70/mile
	Min. Call-Out Time	Each site call-out, or after-hours minimum	2hrs

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BLUE LOGIX

(Hourly Contract*, Exhibit A)

Tosibox Pricing (before tax)

TOSIBOX PART NUMBER	2025 DESCRIPTION	Price Before Tax
Lock Part Number	TOSIBOX SITE DEVICES: Hardware Description (Locks)	Price (USD)
TBL610US	Tosi 610 (Ethernet Only, 90Mbps)	\$942.00
TBL675US	Tosi 675 (Ethernet/WiFi/Cellular 90 MbPS)	\$1,546.80
TBK2	Tosi Master Key (physical)	\$432.00
TBMC1	Tosi Mobile Client License for mobile device (each)	\$102.00
TBMC5	Tosi Mobile Client License for mobile device (5 pack)	\$471.60
TBMC10	Tosi Mobile Client License for mobile device (10 pack)	\$897.60
TBSKL1	Tosi Softkey License for computer (each)	\$282.00
TBSKL5	Tosi Softkey License for computer (5 pack)	\$1,198.80
TBSKL10	Tosi Softkey License for computer (10 pack)	\$2,232.00
Support Part Number	Annual Support (per Lock)	Price (USD)
BLASL	Blue Logix managed Tosibox security patches and firmware update support. *Will match Tosibox pricing.	*NA
Key Management Part Number	Annual Management (per Key)	Price (USD)
BLASK	Blue Logix key management and support for user access	\$20ea

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BLUE LOGIX

(Hourly Contract*, **Exhibit A**)

Blue Logix Business Policy/Procedure

The '**Standard Rate**' applies to work performed during regular business hours, 8 am to 5 pm Monday through Friday.

The '**After-Hours Rate**' applies to any work performed outside of business hours Monday through Friday, and on holidays. There is a **mandatory two-hour billing for any site call-out or services performed outside of business hours, including phone consultations** unless another agreement specifically exists.

On-site support services, travel time, and remote access support will be billed at the current hourly rates for the service provided *and* rates are subject to change. Lodging, automobile mileage and allowed expenses will be billed at the applicable IRS approved rate or actual amounts paid, whichever is greater.

Non-contracted invoices will be billed as Time and Expenses, submitted monthly and are due Net 30. Contracted invoices may be submitted and/or paid at agreed upon Not-To-Exceed terms, invoiced monthly in arrears, and are due Net 30. **This document going forward, will be referred to as Exhibit A, and is required to be referenced in-full for all official contracts.**

If additional services are requested beyond an approved budget, an amendment will be negotiated prior to providing the additional services. Incurred expenses may be billed at cost plus 15%.

ALL EQUIPMENT/PRODUCT PURCHASES AND THEIR FUNCTIONALITY ARE THE SOLE RESPONSIBILITY OF THE CLIENT UNLESS OTHERWISE NOTED.

BLUE LOGIX RESERVES THE RIGHT TO CONSULT ON AND RESELL PRODUCTS/EQUIPMENT AS APPROPRIATE. The sale of any merchandise **is taxable**. Contracts shall be estimated in good faith as NTE, before tax (based on the site at which is performed), Tax will NOT be included in any estimate.

BLUE LOGIX RESERVES THE RIGHT TO MAKE CHANGES TO THIS DOCUMENT AT ANY TIME

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BLUE LOGIX

(Hourly Contract*, Exhibit A)

Scope of Service

Blue Logix (The Vendor) provides on-call, onsite or remote consulting, programming, system program welfare checks, and technical support services for (The Client's) instrumentation, Programmable Logic Controllers (PLC's), and/or Supervisory Control and Data Acquisition (SCADA). Services will include troubleshooting, programming modifications, software updates, screen additions, and other items as requested.

Project Change Control Procedure

- A Project Change Request (PCR) will be the vehicle for communicating change. The PCR must describe the **change**, the **rationale** for the change, and the **effect** the change will have on the project.
- Both Vendor and Client Project Managers will review the proposed change(s) and authorize change, approve for further investigation, or reject it. Vendor and Client must mutually agree upon charges for such investigation, if any. If an investigation is authorized, the Client Project Managers will sign the PCR, which will constitute approval for the investigation charges. Vendor will invoice Client for any such charges. The investigation will determine the effect that the implementation of the PCR will have on price, schedule and other terms and conditions of the Agreement. Upon completion of the investigation, both parties will review the impact of the proposed change and, if mutually agreed and signed, a Change Authorization will be executed.

Invoice Procedures/Out-of-Pocket Expenses

Client will be invoiced monthly in arrears for services/time and expenses.

Client will be invoiced all out-of-pocket costs and expenses (including, without limitation; those associated with meals, lodging, local transportation, and any other applicable business expenses) listed on the invoice as a separate line item. Reimbursement for out-of-pocket expenses in connection with performance of any contract, when authorized and up to the limits set forth, shall be in accordance with Blue Logix' & Client's then-current published policies governing travel and associated business expenses, which information shall be provided by the Client's Project Manager. The limit of reimbursable expenses is assumed to be 15% of the fees unless otherwise authorized in writing and agreed to by both parties.

Invoices shall be submitted referencing the Client's PO Number according to its policies, to the email address indicated. Each invoice will reflect charges for the period being billed.

Terms of payment for each invoice are due **Net 30 by Client of a proper invoice**. Payments for services invoiced that are not received by the due date on the invoice will be **subject to a 5% monthly penalty and submitted to collections after 90 days**.

Cyber-security liability is the sole responsibility of the Client

Client bears all responsibility for the project/site cyber-security. Though Blue Logix, LLC may recommend and/or purchase certain equipment sold to the client, Blue Logix, LLC will not hold liability for any; the functionality or security of said equipment. Clients are encouraged to investigate cyber-security insurance and direct all related warranty inquiries to the equipment/product's vendor/manufacturer.

COMMITTEE / CITY COUNCIL STAFF REPORT

DATE: Monday, April 13, 2026



AGENDA ITEM TITLE

Authorization of Payment for Tier II Demolition Landfill Partial Cell Closure(ACTION ITEM)- Tyler Palmer

RESPONSIBLE STAFF

Tyler Palmer, Deputy City Supervisor

ADDITIONAL PRESENTER(S)

DESCRIPTION

Closure and partial closure is periodically necessary at the Tier II (Non-Municipal Solid Waste) demolition landfill at the Solid Waste Processing Facility for continued operations. The Franchise Agreement dictates that the City is responsible for costs associated with closures. Inland North Waste submitted formal requests for reimbursement for completed closure work associated with cells at the Solid Waste Processing Facility. The closure work has been independently verified by a licensed professional engineer and meets the requirements of the approved closure plan. Pursuant to the City's established Closure Payment Procedure, staff has reviewed the submitted documentation and found it compliant with requirements for reimbursement.

REVIEWED BY

PROPOSED ACTIONS

PROPOSED ACTIONS:Recommend authorization of payment to Inland North Waste for completed and verified closure work associated with the documented areas of the Tier II (Non-Municipal Solid Waste) demolition landfill at the Solid Waste Processing Facility, in an amount not to exceed \$297,968, in accordance with the City's established Closure Payment Procedure or provide staff with further direction.

STAFF RECOMMENDATION

Recommend authorization of payment to Inland North Waste for completed and verified closure work associated with the documented areas of the Tier II (Non-Municipal Solid Waste) demolition landfill at the Solid Waste Processing Facility, in an amount not to exceed \$297,968, in accordance with the City's established Closure Payment Procedure.

OTHER RESOURCES

FISCAL IMPACT

\$297,968 to be paid from Sanitation Capital (340-240-990-05)

PERSONNEL IMPACT

ATTACHMENTS

1. East Cell Closure _ Inland North Waste (1)

2. West Cell Closure _ Inland North Waste (2)
3. Both Areas

January 9, 2026

Tyler Palmer

Deputy City Supervisor
City of Moscow

Re: Request for Reimbursement | East Cell Closure
Tier II Demolition Landfill (Non-Municipal Solid Waste)

Dear Tyler,

Inland North Waste submits this letter as a formal request for reimbursement for completed closure work associated with the **East Cell** of the Tier II (Non-Municipal Solid Waste) demolition landfill located at the Solid Waste Processing Facility.

The East Cell closure area encompasses approximately **122,500 square feet**. As documented in the attached engineer verification prepared by **SynTier Engineering**, the cell has been fully closed with a **two-foot clay cap and final cover**, consisting of soil, shot rock, and a gravel surface. This area is no longer available for disposal and is currently utilized for site access, storage, and operational support.

Based on SynTier's verification, closure of the East Cell required approximately **9,075 cubic yards** of material placed at a unit cost of **\$18 per cubic yard**, resulting in a total closure cost of **\$163,350**. The closure work has been completed in accordance with the approved closure plan and applicable regulatory requirements. Note SynTier's verification gives a value of \$22 per cubic yard. After market research, given this work was completed years ago, we've adjusted that down to \$18 per cubic yard.

In alignment with the City's established **Closure Payment Procedure**, Inland North Waste is submitting the following documentation for review and authorization of reimbursement:

- Engineer verification letter confirming completed closure
- Closure plan drawings identifying the East Cell closure area
- Supporting cost calculations for completed closure work

While the East Cell has been closed and independently verified, reimbursement for this closure work has not yet been issued. Please let me know if additional information or clarification is needed. We appreciate the City's continued coordination to ensure timely and orderly closure reimbursement.

Sincerely,



Stevie Steely-Johnson

Business Process Manager
Inland North Waste



405 SE Brelsford Drive, STE C
Pullman, WA 99163
509.339.6187

January 2, 2026

Brandon Steely-Johnson
Inland North Waste
3299 Hwy 8, Moscow ID

Re: NMSW East and West Dump Site Cell Closure Cover Verification

Brandon,

In 2025, Syntier inspected and bored test holes to verify the cover over the Non-Municipal Solid Waste (NMSW) dump site cell area used for parking, storage, and access to the NMSW dump site. There are two cell areas on the site (East and West). East cell size is approximately 122,500 square feet. West cell size is approximately 82,600 square feet.

The East and West cells are currently covered with a clay cap and a final cover across the site. The cover consists of soil with a layer of shot rock and a gravel surface used for storage and travel. East cell closure area is 122,500 square feet with a 2' cap, totaling 9,075 cubic yards of material. The price per cubic yard moved and placed is \$22/cubic yard which equals \$199,650. West cell closure area is 82,600 square feet with a 2' cap, totaling 6,119 cubic yards of material. The price per cubic yard moved and placed is \$22/cubic yard which equals \$134,618.

The East and West area are currently closed to dumping but has not been paid.

We will be happy to clarify any questions that you may have regarding this closure verification.

Scott Sumner, PE Principal

SynTier Engineering, Inc.

January 9, 2026

Tyler Palmer

Deputy City Supervisor
City of Moscow

Re: Request for Reimbursement | West Cell Closure
Tier II Demolition Landfill (Non-Municipal Solid Waste)

Dear Tyler,

This letter serves as Inland North Waste's formal request for reimbursement for completed closure work associated with the **West Cell** of the Tier II (Non-Municipal Solid Waste) demolition landfill at the Solid Waste Processing Facility.

The West Cell closure area consists of approximately **82,600 square feet**. As verified by **SynTier Engineering**, the cell has been fully closed with a **two-foot clay cap**. This area is no longer open for disposal and meets the requirements of the approved closure plan.

According to the engineer verification, closure of the West Cell required approximately **6,119 cubic yards** of material placed at a unit cost of **\$22 per cubic yard**, resulting in a total closure cost of **\$134,618**. This work has been completed and independently verified for compliance.

Pursuant to the City's **Closure Payment Procedure**, Inland North Waste is submitting the following materials for City review:

- Engineer verification letter confirming completed closure
- Closure plan drawings identifying the West Cell closure area
- Supporting cost documentation

We respectfully request review and approval of payment in accordance with the established reimbursement process. Please let me know if any additional documentation is needed. We appreciate the City's continued partnership in maintaining regulatory compliance and closure accountability.

Sincerely,



Stevie Steely-Johnson

Business Process Manager
Inland North Waste



405 SE Brelsford Drive, STE C
Pullman, WA 99163
509.339.6187

January 2, 2026

Brandon Steely-Johnson
Inland North Waste
3299 Hwy 8, Moscow ID

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We will be happy to clarify any questions that you may have regarding this closure verification.

Scott Sumner, PE Principal

SynTier Engineering, Inc.



Closures
Areas

	EAST
	WEST

COMMITTEE / CITY COUNCIL STAFF REPORT

DATE: Monday, April 13, 2026



AGENDA ITEM TITLE

2026 City of Moscow Water Conservation Plan Updates (ACTION ITEM)- Kelli Cooper

RESPONSIBLE STAFF

Kelli Cooper, Sustainability Programs Coordinator

ADDITIONAL PRESENTER(S)

DESCRIPTION

The proposed updates reflect modifications to the City’s Water Conservation Programs and build upon the framework adopted by the Moscow City Council in February 2016. At that time, the Council selected Conservation Package C, which expanded program offerings to include fixture replacement rebates, lawn replacement incentives, and development of the Wisescape® Guidebook in partnership with the City of Pullman. In 2021, the City further enhanced its program by adding an Irrigation Audit Program. Collectively, these programs have resulted in an estimated annual savings of approximately 100 million gallons of water and have demonstrated strong community participation and consistent implementation within the established budget framework. This proposal builds on the foundation of the plan implemented in 2016 with adjustments to rebate amounts for fixture replacement and Wisescape® programs, revisions to the Wisescape® Guidebook, rebates for instant hot water recirculation systems, development of a commercial-focused rebate program, and introduces voluntary conservation measures applicable to new construction. The updated Water Conservation Plan has been reviewed by the Sustainable Environment Commission. The Commission has provided a letter expressing support for the adoption of the proposed updates. These updates are designed to enhance participation, improve program effectiveness, and reflect current conservation technologies and practices.

REVIEWED BY

PROPOSED ACTIONS

PROPOSED ACTIONS: Recommend approval of the Water Conservation Plan updates or provide staff with further direction.

STAFF RECOMMENDATION

Recommend approval of the Water Conservation Plan updates

OTHER RESOURCES

FISCAL IMPACT

PERSONNEL IMPACT

ATTACHMENTS

1. 2026 Water Conservation Plan - Final Draft - 3.23.26
2. WCP_Final_signed

Water Conservation Plan

APRIL 7, 2026

City of Moscow
Public Works and Services



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*“When the well is dry, we know the worth of water”
-Benjamin Franklin*

Executive Summary

Purpose

The City of Moscow relies on the Palouse Groundwater Basin as the sole source of drinking water for its residents. Water levels in the aquifer have been declining since the late 1800s, leading the City to develop water conservation programs to slow this decline. Conservation programs are periodically updated to include current best management practices and to ensure continued success of the programs.

Moscow is a longstanding member of the Palouse Basin Aquifer Committee (PBAC), whose members work together to share information, coordinate groundwater management strategies, and promote sustainable water use. The 1992 Groundwater Management Plan (GWMP) created by PBAC helped set 13 goals and objectives, including a voluntary water consumption goal. Moscow adopted these goals and has implemented multiple conservation activities to that end.

This document provides a general update of the existing City of Moscow Water Conservation Programs and includes updates and modifications to the Water Conservation Plan framework accepted by the Moscow City Council in February 2016. The Plan included four (4) conservation package options, with the Council choosing to pursue Package C. The major additions, under Package C, to previously existing conservation efforts include the addition of toilet fixture and lawn replacement rebates, and the development of the Wisescape® Guidebook—a partnership of the City of Moscow and the City of Pullman. In 2021, the Irrigation Audit program, originally proposed under Package D, was added to the program. Historic water conservation programs have resulted in roughly 100 million gallons of water remaining in the aquifer each year.

Amendments to existing programs included in this plan consist of increasing rebate amounts for Fixture and Wisescape® rebate programs, as well as updating the Wisescape® Guidebook. Additions to existing measures include rebates for instant hot water valves, developing a commercial-specific rebate program, and voluntary measures for new construction.

Introduction

Our Water Source

The City of Moscow relies on the Palouse Groundwater Basin as its sole source of drinking water. The Palouse Basin aquifer system, which includes the Wanapum and Grande Ronde aquifers, has experienced steady decline in water levels for decades. Monitoring conducted by the Palouse Basin Aquifer Committee and the pumping entities within the basin confirms that:

- Groundwater withdrawals continue to outpace natural recharge.
- Annual declines in aquifer levels are averaging 0.7 feet per year.
- The total usable volume of water is finite and diminishing.

The two aquifer systems that supply water to Moscow have been extensively studied, but their supply and recharge processes are not yet fully understood. What is known is that the recharge rates differ significantly between the two: the Wanapum experiences more rapid recharge, while the Grande Ronde recharges much more slowly.

What is clear, however, is that aquifer levels have been steadily declining since the late 1800s, indicating that withdrawals continue to outpace recharge. With a finite supply and insufficient natural replenishment, groundwater use must be carefully managed to ensure the aquifers remain viable for future generations.

Palouse Basin Aquifer Committee

The City of Moscow has long participated in the Palouse Basin Aquifer Committee (PBAC), a consortium of public entities—including cities, counties, universities, and state water agencies—with a shared interest in managing the Palouse Groundwater Basin. Through PBAC, members collaborate to exchange information, coordinate groundwater management strategies, and promote sustainable use of the resource.

In the 1992 Ground Water Management Plan developed by PBAC set a voluntary water consumption goal for Moscow, based on a one percent annual growth rate from the 1986–1990 average pumping level.

Ongoing participation in PBAC strengthens Moscow's long-term water supply strategy by fostering regional cooperation and shared stewardship of the Palouse Basin aquifers.

Groundwater Management Plan Goals

The 1992 Groundwater Management Plan (GWMP) established voluntary goals and objectives for all major pumping entities within the Palouse Basin. An informational update in 2015 reaffirmed these commitments and added several new objectives. The following goals were adopted by the City of Moscow. While interrelated, they are not listed in order of priority.

Goal 1: Limit annual increases in aquifer pumping to one percent (1%) of the pumping volume, based on a five-year (5) moving average starting in 1986 (745 MGY), to not exceed 125% of the five-year moving average (875 MG maximum)

Goal 2: Continue a conservation-based rate structure for single family residential customers. Promote programs to encourage conservation and sustainable water use by multi-family residential and commercial uses.

Goal 3: Continue the formal Conservation Program which includes actions such as offering free water conservation devices to customers and consider adding a toilet replacement rebate program.

Goal 4: Continue membership in PBAC with funding for studies and research projects as authorized by the City Council.

Goal 5: Continue program to update failing consumer water meters.

Goal 6: Encourage water recycling at building permit level for major water users.

Goal 7: Continue to make the City's Water Reclamation Facility (WRF) treated effluent available to the University of Idaho in accordance with the City's agreement with the University.

Goal 8: Continue use of WRF effluent for irrigation at WRF in accordance with the City's agreement with the University.

Goal 9: Continue 24-hour daily recordings of water levels and production.

Goal 10: Continue input to PBAC of City's monitoring efforts.

Goal 11: Comply with all State and Federal regulations pertaining to hazardous materials, storm water disposal, solid waste disposal, sewage sludge disposal, non-point source pollutant loading, and well construction and abandonment.

Goal 12: Explore possible expansion of WRF effluent reuse.

Goal 13: Continue examination of alternate water supply options as approved by City Council.

Historic Program Information and Data

The City of Moscow’s water conservation efforts date back to 1977, when treated effluent was first supplied to the University of Idaho for irrigation. Since then, the City has continued to expand and strengthen its conservation initiatives. Major achievements to date are summarized in the table below.

As with previous efforts, this plan builds on that foundation, using historical data and records as key references to guide future strategies.

By learning from past achievements and tracking results, Moscow continues to advance its long-term goal of ensuring a sustainable and reliable water supply.

History of Water Conservation in Moscow	
June 1977 - present	Supply the University of Idaho with Water Reclamation Facility treated effluent for land application at the golf course, parks, and lawns.
1992 - present	Pumping data is provided to Palouse Basin Aquifer Committee (PBAC).
1992	PBAC Ground Water Management (GWMP) goals are set.
4/16/1997	The distribution of conservation devices began.
5/4/1999	Conservation education program implemented.
4/17/2001	Part-time water conservation employee hired by the City.
2001 - present	University of Idaho Arboretum Xeriscape demonstration garden participation.
6/9/2003	City Council implemented voluntary water restrictions.
2003 - present	Implement metering of city parks and buildings and tracking non-revenue water.
4/9/2004	Water Conservation Plan for City of Moscow completed.
5/17/2004	Water Conservation Ordinance # 2004-27 adopted by the City Council.
5/17/2004	Water Waste Resolution # 2004-12 adopted by the City Council.
4/3/2005	Certified Landscape Irrigation Auditor program implemented.
4/14/2005	Water Conservation Specialist start date.
7/9/2005	Booth event program implemented.
10/2005	Tiered rate billing structure started.
10/6/2005	Palouse Basin Water Summit sponsorship implemented.
12/5/2005	Conservation message added to utility billing.

2005 - present	Xeriscape flower bed at Water Department planted and maintained.
9/2006	Lesson plan program implemented.
3/26/2007	Water Conservation Specialist hired.
May 2007-2010	Annual Water Department Open House.
May 2007 - present	Pumping and Weather Data Review – Monthly.
May 2007 - 2015	Quarterly Newsletter Publication.
Oct 2007	Amendments to Water Conservation Ordinance, now #2007-13.
Sept 2008 - present	Wisescape® Program implemented.
May 2009 - present	Wisescape® demonstration gardens installations begin.
11/17/14	Mayor’s Wisescape® Award first presented to Council.
February 2016	2015 Water Conservation Plan adopted.
March 2016	Wisescape® and Toilet rebate programs established.
May 2016	City Hall Wisescape® demonstration garden implemented.
June 2022	Revitalized Irrigation Audit Program begins.

Significant Program Data

Water Reuse Program

Since June of 1977, the City of Moscow has provided treated effluent for irrigation at the University of Idaho. Recycled water flows from the Water Reclamation Facility (WRF) chlorine contact chamber outlet box to the UI storage basin by gravity. The water is then stored in a 517,000-gallon concrete tank until needed. The reuse irrigation system is used to water approximately 173 acres of land owned by the University of Idaho, including the golf course, arboretum and the playfields on the northwest side of campus. On average, 85 million gallons of reclaimed water is sent to the University of Idaho annually, saving approximately 3.4 billion gallons of water from being pumped from the aquifer system.

The Water Reuse Program contributes directly to Moscow’s long-term water supply goals by reducing seasonal pressure on the aquifer system for the purposes of irrigation.

Devices Program

The Devices Program is the longest-running component of Moscow’s water conservation efforts. Since its inception, more than 29,500 devices have been distributed to City water customers. Until 2021, distribution was tracked by individual households; however, the program now records only the number of devices distributed. This shift reflects how devices are primarily shared at community events and classroom visits, rather than through individual pickup at the Public Works and Services building, making household-level tracking less practical.

The program offers both indoor and outdoor devices, with device offerings evolving over time to reflect improved water-saving technologies, product availability, program goals, and community needs. Current devices include: 1.25 gallons per minute (gpm) showerheads, 0.5 gpm stationary aerators, Tri-Max aerators, handheld showerheads, 1.5 gpm swivel aerators, rain gauges, toilet tank banks, toilet

dye tabs, 5-minute shower timers, hose spray nozzles, hose timers, rain shut-offs, drip stakes, and shower diverter valves.

Distribution peaked in 2007, and while annual numbers have since declined, the program continues to provide meaningful support for water efficiency. Between 2019 and 2023, an average of 410 devices were distributed each year.

The Devices Program contributes directly to Moscow’s long-term water supply goals by equipping residents with tools that reduce daily water use and promote conservation awareness.

Wisescape® Rebate Program

Under the current program, homeowners qualify for the Wisescape® Rebate by converting at least 300 square feet of irrigated lawn into a Wisescape®, earning up to \$150 per project. Beginning in 2024, homeowners have been eligible to receive multiple rebates for additional conversions.

As of the end of Fiscal Year 2025, the City has processed 121 rebates, resulting in the replacement or pre-emption of approximately 191,442 square feet of irrigated lawn. This change represents a conservative estimate of 1.5 million gallons of water saved each year. To date, the City has issued \$18,450 in rebate payments.

The program demonstrates a strong return on investment. Based on current analysis, the cost per 1,000 gallons saved is \$1.24. In comparison, the cost to produce 1,000 gallons of water in FY 2025—including all operational and equipment expenses—is \$4.45. This results in a net savings of \$3.21 per 1,000 gallons to the City or approximately \$4,000 annually.

The Wisescape® Rebate Program helps align community landscaping practices with the City’s long-term water sustainability goals by reducing irrigation demand.

Toilet Fixture Rebate Program

To qualify for the Toilet Fixture Rebate Program, customers must submit an application with documentation showing the flush rate of the old and new fixtures, proof of installation, and the installation date. Rebates are available for each fixture being replaced within a household or business, with amounts varying based on the specifics of the replacement (see below).

2016 rebate amounts:

- New Construction (<1.6 GPF): Up to \$50
- Replacement from =1.6 GPF to <1.6 GPF: Up to \$75
- Replacement from >1.6 GPF to 1.6 GPF: Up to \$50
- Replacement from >1.6 GPF to <1.6 GPF: Up to \$125
- Urinal (0.125 GPF or less): Up to \$50

Since the program began in February 2016, 681 households and businesses have participated, replacing 1,253 fixtures. These replacements are estimated to save about 6.6 million gallons of water annually. To date, the City has invested \$134,002.03 in rebates.

The program continues to show a favorable cost-benefit ratio. The cost per 1,000 gallons saved is \$2.03, compared with the City's FY 2025 production cost of \$4.45 per 1,000 gallons. This represents a savings to the City of approximately \$2.42 per 1,000 gallons not pumped. That's approximately \$15,000 in annual savings.

By encouraging the adoption of high-efficiency fixtures, the Toilet Fixture Rebate Program advances Moscow's long-term strategy to secure reliable and sustainable water supplies.

Irrigation Audit Program

Launched in 2022, the Irrigation Audit Program is the newest component of Moscow's water conservation strategy. The program helps homeowners evaluate their sprinkler systems to identify potential water waste and improve efficiency.

Homeowners may request one of two types of audits:

- System Check – A review of irrigation system components to identify leaks, misalignments, or other issues that reduce efficiency.
- Performance Test – Conducted after a system check, this measures how much water is applied and where. Results help determine distribution uniformity and provide recommendations for scheduling irrigation more effectively.

In its first year, the program completed 3 audits, followed by 48 in 2023, 18 in 2024 and 24 in 2025. Participation is expected to grow as more customers learn about the program's availability and benefits.

The Irrigation Audit Program supports the City's long-term water supply goals by helping residents maximize irrigation efficiency and minimize unnecessary water use.

Water Conservation Program Expenditures

Annual expenditures for the City of Moscow's water conservation programs have fluctuated over the past decade and have generally remained below the budgeted allocation each fiscal year (see table below). Between Fiscal Year (FY) 2015 and FY19, program spending ranged from approximately 37% to 48% of the allocated budget. Participation increased notably in FY20 and FY21, when expenditures reached 74.71% and 66.13% of the annual budget, respectively.

Beginning in FY23, the annual program budget was reduced to \$74,000, and expenditures (i.e. participation) declined significantly, falling to 26.57% in FY23 and further to 20.67% in FY24. Spending rebounded in FY25 to 46.08% of the annual allocation.

Overall, program budgets decreased over time, from a high of \$140,500 in FY17 to \$74,000 annually beginning in FY23.

Fixture rebate incentives (primarily indoor efficiency upgrades such as toilets) have consistently represented the largest share of program expenditures, though their proportion has varied significantly year to year. Fixture rebates accounted for a substantial majority of spending in peak participation years, including 61.71% of total expenditures in FY20. In other years, fixture participation was more moderate, such as 14.62% in FY21 and 10.55% in FY25, indicating variability in customer uptake and possible shifts in demand or program awareness. Over time, fixture rebates have remained the primary driver of total rebate expenditures.

Wisescape rebate incentives (water-efficient landscaping) have historically comprised a much smaller portion of total program spending. Early participation was limited, generally below 6% of annual expenditures from FY16 through FY22. However, Wisescape participation showed a notable spike in FY23, reaching 13.73% of total expenditures—the highest level observed—before declining again to 4.90% in FY24 and 3.96% in FY25. This pattern suggests that while interest in landscape rebates can increase under certain conditions, participation has not been consistently sustained.

From 2016 through the end of FY25, the City expended:

- \$134,002.03 on fixture rebate incentives, and
- \$18,450.00 on Wisescape rebate incentives.

Together, these rebates support the City’s water conservation goals by encouraging the adoption of high-efficiency indoor fixtures and promoting water-efficient landscaping practices, with fixture rebates continuing to account for the majority of program impact.

Historical Water Conservation Budget and Expenditures					
Fiscal Year	Budgeted	Actual	% Total	% Actual Toilet	% Actual Wisescape
FY15	\$ 114,200.00	\$ 54,839.91	48.02%	NA	NA
FY16	\$ 137,000.00	\$ 62,495.31	45.62%	9.31%	2.16%
FY17	\$ 140,500.00	\$ 57,071.33	40.62%	30.03%	3.68%
FY18	\$ 114,500.00	\$ 43,110.48	37.65%	36.70%	8.00%
FY19	\$ 92,500.00	\$ 43,938.29	47.50%	29.92%	5.46%
FY20	\$ 97,500.00	\$ 72,842.62	74.71%	61.71%	3.91%
FY21	\$ 102,500.00	\$ 67,787.46	66.13%	14.62%	0.66%
FY22	\$ 101,000.00	\$ 39,531.61	39.14%	24.94%	2.66%
FY23	\$ 74,000.00	\$ 19,660.74	26.57%	32.81%	13.73%
FY24	\$ 74,000.00	\$ 15,298.36	20.67%	47.82%	4.90%
FY25	\$ 74,000.00	\$ 34,101.14	46.08%	10.55%	3.96%

Water Conservation Master Plan

Introduction

Water conservation strategies generally fall into one of three categories: informational, regulatory, and financial. Informational measures target user behavior to promote positive change. Regulatory measures use ordinances or resolutions to require conservation practices or restrict water-wasting behaviors. Financial measures target water consumption either by disincentivizing overuse (i.e. through utility billing) or incentivizing efficiency through rebate programs. Several strategies were identified that would advance conservation efforts within the City and are detailed within this section. This plan includes strategies from each of these categories in an attempt to maximize the likelihood of conservation by diverse user groups.

City of Moscow water users generally fall into four categories: Single Family households (SF), Multi-family households (MF), Commercial/Institutional users (CI), and Public facilities/infrastructure (PI).

Strategy 1: Public Information, Education and Technical Assistance

Societal norms and individual behaviors are large drivers of water consumption. Education can influence and shift behaviors and attitudes toward water conservation, while technical assistance provides tools for consumers to accomplish conservation goals.

S1.A	Community Outreach	
	Direct and indirect outreach designed to inform residents of the current water situation and influence behavior to reduce water consumption.	
S1.B	School Age Program	
	Facilitated lessons on water topics to educate students on the importance of thoughtful water stewardship.	
S1.C	Wisescape® Guidebook	
	Provide region-specific information and best management practices to reduce outdoor water use.	
S1.D	Irrigation System Audits	
	Increase efficiency of irrigation systems and reduce seasonal peak demand.	

Strategy 1.A Community Outreach

Community outreach helps keep consumers informed about the state of the water situation and inspires water conservation. Multiple methods should be used to ensure the greatest reach:

developing printed materials for tabling events and mailings, leveraging social media and the City website, including conservation messaging with utility bills or partner newsletters, traditional advertising methods (radio and print) are all examples of community outreach. Partnerships in outreach will also increase exposure. Specific methods should be re-evaluated often to guarantee continued engagement.

Strategy 1.B School Age Program

16.4% of Moscow households have school-aged children living with them (2020 U.S. Census). School visits have been a cornerstone of the City’s conservation outreach since 1999, the year the first school tour of the filter plant took place. Since that time, the program has evolved to include routine classroom visits with detailed curriculum of lessons plans, which meet Idaho State Standards and Common Core State Standards, continued tours of water production and treatment facilities, and tours of Moscow’s Water Reclamation Facility.

Strategy 1.C Wisescape® Guidebook

The Wisescape® program, established in 2008, is part of ongoing efforts to reduce outdoor water use. A Wisescape® is a landscaping approach that utilizes plants with low water requirements to reduce the amount of water needed for outdoor irrigation. In cooperation with the City of Pullman a guidebook was developed in 2016 to assist consumers in converting high-water-use plantings, such as turf, to low-water use plants. The current guidebook includes step-by-step planning guidance and example planting plans. The guidebook is periodically updated based on changing City and community needs, changes to water policy, and evolving environmental conditions.

Strategy 1.D Irrigation System Audits

The City first piloted the irrigation audit program in 2004. However, the program was short lived to due lack of staff capacity at the time. In 2022, the program was revitalized for another pilot. The program has been well received with 93 audits conducted between 2022 and 2025. The purpose of an irrigation system is to apply supplemental water to the landscape when natural precipitation is not sufficient for plant health. These systems are comprised of multiple components which operate most efficiently when all those components are in proper working order. As such, regular maintenance of irrigation systems is imperative for water conservation. Because most irrigation systems operate during the overnight hours, leaks and other water waste concerns may go unnoticed. An irrigation audit is used to help locate and identify problems so that repairs can be made to prevent water waste. Audits are also used to provide scheduling and water application rate suggestions to further promote best conservation practices.

Strategy 2: Water Conservation Devices

S2.A	Indoor Devices	
	Reduce baseline demand across all sectors.	
S2.B	Outdoor Devices	
	Reduce peak demand across all sectors.	
S2.C	Commercial Devices	
	Reduce baseline demand from commercial activities.	

S2.A Indoor Devices

According to the Environmental Protection Agency (EPA), the average American family uses more than 300 gallons of water a day, 70% of which is used indoors. Providing conservation devices to residents helps reduce this baseline use through increased efficiency of indoor water systems. The City of Moscow currently has several devices available through this program. The following devices are currently available to Moscow residents:

- a. Toilet leak detection tablets - help residents determine if their toilets are leaking.
- b. Toilet-tank displacement devices - increase the efficiency of older toilets without replacing them.
- c. Low-flow shower heads (less than 2.0 gallons per minute, or gpm) - designed to reduce the amount of water used for showering without reducing the quality of the shower. Currently, the City offers 1.25 gpm shower heads in chrome and white. Handheld shower heads are also available.
- d. Shower timers - five-minute timers help residents, especially children, reduce the length of their shower.
- e. Faucet aerators for bathroom and kitchen (less than 2 gpm) – increase faucet efficiency without affecting performance. The City currently offers a 0.25 gpm aerator for bathrooms, an adjustable 0.25 to 1.5 gpm aerator for kitchen or bathroom, and a 1.5 gpm swivel aerator with shut off valve for kitchens.

This program will continue to be evaluated and updated to reflect changing community needs and water saving technology.

S2.B Outdoor Devices

According to the EPA, outdoor water use accounts for 30% of a household’s water consumption. Most of this use occurs in the summer months for irrigation. The following free conservation devices for outdoor use help to reduce peak demand.

- a. Automatic Shut-off nozzles - reduce water loss from hoses by shutting off flow when the lever is released between watering locations or when the hose is set down but still on. The

city currently offers two options of hose nozzles: a standard trigger style with a single spray pattern and a trigger style with multiple spray pattern options.

- b. Hose timers - used with manual irrigation systems to automatically shut off the system after a set amount of time. This helps reduce overwatering due to human error.
- c. Drip stakes (12 inch) - used to deliver targeted water to trees and shrubs at a subsurface level to reduce water loss to evaporation and encourage deeper root growth. They can be used in both manual and automatic irrigation systems.
- d. Hose washers - reduce water loss from leaks at hose connections where old washers have become brittle and ineffective.

S2.C Commercial and Institutional Devices

In 2024, Commercial properties accounted for approximately 24% of all water use. Free conservation devices for indoor use help to reduce baseline demand. Devices available through this incentive are specific to commercial properties and would be unavailable to residential properties. One device is currently available through this program:

- a. Power rinse sprayers (1-1.5 gpm) - reduce the amount of water required to pre-rinse dishes in commercial dishwashing systems.

Strategy 3: Financial Incentives for Indoor Use

S3.A	Fixture Rebate Program	Up to \$200
	Reduce baseline demand through increased efficiency of toilets and urinals.	
S3.B	Instant Hot Water Rebate Program	Up to \$50
	Reduce baseline demand by increased efficiency of hot water systems.	
S3.C	Site-specific Rebate Program	To Be Determined
	Establish a rebate program that targets water savings rather than specific devices.	

S3.A Fixture Rebate Program

Toilets consume an estimated 24% of indoor water use. A rebate program to incentivize the replacement of inefficient toilets and urinals reduces indoor water demand. In 2016, the City implemented rebate program of up to \$125 per fixture which has saved an estimated 6.6 million gallons of water annually. Since the program began, costs associated with the purchase and installation of fixtures has increased and water-saving fixture technology has advanced, creating a need for adjustments to the program to ensure continued success. Changes to the fixture rebate program include increasing the maximum rebate amounts to reflect current cost considerations and current technological advances.

Eligibility Requirements:

- Proof of previous GPF condition
- Proof of purchase of new fixture
- Proof of new fixture GPF
- Proof of installation

2025 Specific Replacement Conditions	Rebate Amount
New Construction (less than or equal to 1.0 GPF)	\$100
From 1.6 GPF to less than or equal to 1.28 GPF	\$100
From 1.6 GPF to less than or equal to 1.0 GPF	\$150
From greater than 1.6 GPF to less than or equal to 1.28 GPF	\$150
From greater than 1.6 GPF to less than or equal to 1.0 GPF	\$200
Urinal (0.125 GPF or less)	Up to \$75

S3.B Instant Hot Water Rebate Program

An instant water valve is a device or combination of devices that are installed at or near where hot water is used to prevent waste of water due to waiting for hot water to get to the outlet. There are multiple types of hot water devices available on the market. Offering a rebate to customers up to \$50 per device/system incentivizes installation and use. The estimated water savings over a 10-year period are roughly 5 million gallons annually.

S3.C Site-specific Rebate Program

Commercial properties in Moscow consume approximately half as much as all single-family homes within the City combined. Water consumption varies greatly in intensity depending on the specific industry operating within commercial spaces, resulting in a unique challenge in creating a rebate that will incentivize water conservation through a prescriptive program (i.e. targeting a specific device like a washing machine) across multiple business sectors. A site-specific rebate program allows for the targeting of ANY water use within a business through a focus on savings rather than focusing on specific devices. This allows flexibility on the part of the City to offer a rebate to any business while also offering businesses ability to work within their budgets and operational needs to make water efficiency upgrades. An application, review and approval process ensures consistency, value, and effectiveness of the program.

Strategy 4: Financial Incentives for Outdoor Use

S4.A	Wisescape® Turf Replacement Rebate	Up to \$5,000
	Reduce peak seasonal demand through incentivizing the removal of irrigated turf.	
S4.B	Reduced Lawns for New Developments	Up to \$5,000
	Voluntary program for new developments to reduce the amount of turf installed during initial landscaping.	

S4.A Wisescape® Turf Replacement Program

Traditional turf lawns are known to be water-intensive, requiring an average of one inch of water per week (more when weather is extremely hot and dry). Wisescapes® require a fraction of the water to thrive. Offering rebates to residential, commercial, and institutional consumers to incentivize and assist them in converting to water-efficient landscaping accelerates conservation efforts. The City began offering a Wisescape® rebate in 2016 of \$150 for converting 300 square feet or more. That program is estimated to be saving approximately 1.5 million gallons of water annually. Expanding on the success of this strategy, existing rebates for turf replacement have been increased. The updated program utilizes a “per square foot” model to align better with conversion costs to consumers and encourage larger conversions. The application of a bonus for the conversion of known high water-waste areas, such as tree lawns, can further encourage conservation through this method. Annual maximum rebates are capped to ensure alignment with program budget and to allow for more flexibility for customers.

Eligibility Requirements:

- Must convert at least 300 square feet or more
- Minimum rebate is \$150
- Maximum rebate: \$2,500 for Single Family/Small Multi-family (duplexes and triplexes); \$5,000 for Commercial/Large Multi-family (apartments and mobile home parks)
- \$0.75 per square foot after 300 sq ft.
- \$0.50 bonus per square foot for Tree Lawn

S4.B Reduced Lawns for New Developments

Landscaping is a required part of any new property development. New homes and commercial properties with non-established yards are easier to transform into water efficient landscapes because cost will already be incurred to install some form of landscape. It is more cost effective for the owner and the City to invest in water efficient Wisescaping® initially than it is to convert irrigated turf in the

future. This voluntary program, similar to the City’s Green Building Program, provides rebate for new homes or commercial properties that saves water use during the peak water pumping season.

Eligibility Requirements:

- Area in non-turf grass must be at least 300 square feet or more
- Minimum rebate is \$150
- Maximum rebate: \$2,500 for Single Family/Small Multi-family; \$5,000 for Commercial/large Multi-family
- \$0.75 per square foot after 300 sq ft.
- \$0.50 bonus per square foot for Tree Lawns

Strategy 5: Public Facilities and Infrastructure

	Metered Connections For All Public Facilities	
S5.A	Collect data on water use in public facilities to help inform decisions on best management practices.	
	Water Audits Of All Public Facilities	
S5.B	Inventory existing equipment to identify and plan efficiency upgrades.	
	Wisescape® at Public Facilities	
S5.C	Water-conscious landscaping at city facilities.	
	Water Reuse Program	
S5.D	Continue agreement for reuse of treated effluent from Water Reclamation Facility with UI and consider expansions as appropriate.	

S5.A Metered Connections for All Public Facilities

Managing water resources at public facilities, such as city buildings, city parks, and some school grounds, is necessary to ensure water conservation goals will be met. Metering of public facilities allows staff to detect issues leading to water waste, as well as measure effectiveness of implemented best management practices. All facilities are currently metered.

S5.B Water Audits of All Public Facilities

All public facilities have water-using devices within them. Comprehensive water audits help to identify conservation opportunities as well as areas where water waste may be occurring. Audits should include both indoor and outdoor water uses. This information can be incorporated into existing facility improvement plans to increase water use efficiency across city operations.

S5.C Wisescape® at Public Facilities

The Wisescape® program has proven effective in reducing water consumption in outdoor spaces. Continued evaluation and targeting of ornamental turf areas at city facilities for conversion to Wisescape® is essential for conservation. Additionally, installing Wisescapes® at City facilities creates an opportunity for the City to lead by example and provide a model for the public to enjoy.

S5.D Water Reuse Program

Since June of 1977, the City of Moscow has provided treated effluent for irrigation at the University of Idaho. On average, 85 million gallons of reclaimed water is sent to the University of Idaho annually, saving approximately 3.4 billion gallons of water from being pumped from the aquifer system since the program began. Continued partnership with the University of Idaho to improve efficiency and capacity will lead to greater savings. Additionally, exploring opportunities to expand the reuse system to include additional landscape areas and/or City parks, would further boost conservation endeavors.

Strategy 6: Regulatory and Pricing Measures

S6.A	Conservation rate structure	
	Establish a tiered rate structure to encourage reduced water consumption.	
S6.B	Irrigation regulations	
	Declare Outdoor Irrigation Season with restrictions to when irrigation can take place.	
S5.C	Water waste regulations	
	Ordinance that establishes definitions for water waste and prohibits such actions in addition to establishing fines for continued violation.	
S6.D	Bulk Water	
	Monitoring and fees associated with non-metered water use.	

S6.A Conservation Rate Structure

Water pricing is an effective tool for managing consumption. In the Fall of 2005, the City of Moscow adopted a tiered rate pricing structure. In addition to base connection fees, this tiered rate structure is based on a block design and organized according to consumption and customer class. The three-tiered consumption rates apply to residential, duplex and triplex customers (serviced by a separate meter per dwelling unit) only. Rates are based on low, medium, and high use with cost per hundred cubic feet (ccf) increasing with each consumption tier. Commercial and multi-family (one connection or meter per complex with multiple dwelling units) customers are priced at one bulk water consumption rate with pricing staying consistent regardless of water use.

S6.B Irrigation Regulations

City of Moscow Ordinance #2004-27 was adopted to limit the use of sprinklers to occur after 6 p.m. and before 10 a.m., with the use of handheld watering devices with an automatic shut-off nozzle always allowed. The ordinance also established a watering season. Ordinance #2007-13 was adopted in 2007 which added the prohibition of watering impervious surfaces as well as defining an irrigation season. The irrigation season (typically June 1 – September 30) is declared annually with irrigation by means of sprinklers, drip, and soaker hose outside of that defined season being prohibited. Automatic shut-off nozzle use and watering can use is always allowed, regardless of irrigation season declarations.

S6.C Water Waste Regulations

Resolution #2004-12 was approved in 2004 with the goal to prevent water waste by requiring maintenance of facilities connected to the public water supply. Every water user is required to keep sprinklers, faucets, valves, hoses and all other devices connected to the City water system in good condition. In the event of ill-working devices, the City will contact the owner. If maintenance is not carried out by the owner, an escalating series of citations can follow, starting at \$50 and up to \$200 with a discontinuation of service possible (Title 5, Ch. 4 Sec. 8 & Title 5, Ch. 17 Sec. 8).

S6.D Bulk Water

Bulk water is the water that is used for construction, hydro-seeding, hydro-jetting, street sweeping and filling of swimming pools. Sometimes this water is obtained by filling a truck but could also be obtained from a fire hydrant near the site where the water is used. Because it is inconsistent in its use or location, it cannot be managed in the same way as a residence or business. The City has procedures in place to account for bulk water use as well as fees to help encourage water conservation.

Conclusion

Moscow's Water Conservation Programs have been largely successful, with strong community participation and consistent operation within the budget framework established in the 2015 Water Conservation Plan. The strategies outlined in this document build on that success by advancing water conservation efforts in ways that are practical, cost-effective, and achievable within current funding levels. The most significant additional impacts come from increasing Wisescape® and toilet/fixture rebate amounts, along with introducing new rebates for instant hot water valves or pumps and for targeted commercial projects. In addition, the incentives for new construction help ensure that development within the City aligns more closely with requirements elsewhere in the Palouse Basin, strengthening Moscow's position as a leader in water conservation in the region.



Heart of the Arts

Sustainable Environment Commission

A Volunteer Commission of the City of Moscow

Kyle Steele Environmental Services Manager

Bill Belknap City Administrator

Regular Meeting Time: Third Tuesday of the month 6:00 p.m.

Mayor's Conference Room of City Hall

Please check with City Hall to confirm meeting times or to volunteer for this or other City Commissions

Sustainable Environment Commission c/o Kyle Steele P.O. Box 9203 Moscow, ID 83843-1703 Website: www.ci.moscow.id.us

City Hall 206 East 3rd Street Phone (208) 883-7000 Fax (208) 883-7018 Hearing Impaired (208) 883-7019

100% post-consumer content

April 7, 2026

Dear Mayor Lewis and members of the Moscow City Council:

Please accept this letter as affirmative support by the Sustainable Environment Commission for the proposed Water Conservation Plan. The proposed plan uses a multi-strategy approach to maximize conservation across a diverse customer base:

1. Updates to existing programs-

- Increases dollar amount for rebates to keep up with inflation
Add a new level for ultra-high efficiency toilets
Increase the incentive for the Wisescape® rebate program
Updates Devices Program for indoor and outdoor water use
Updates to Wisescape® Guidebook
Updates to New Construction Fixture Rebate to incentivize highest efficiency and increase participation

2. Add new programs

- Communicate city preferences through existing plan review documents
Add new rebates for hot water recirculation pumps and systems
Develop commercial site-specific programs. These rebates are designed to meet any business's water conservation needs.

3. Centralizing efforts

- Integrates all existing and new programs into one plan for easier tracking and reporting.

The existing programs have been very successful and well received by our community. The proposed updates will continue these successes and create new opportunities for water conservation. It should be noted that Moscow's water conservation efforts were wholeheartedly supported by the latest Citizen Survey. Lastly, all proposed changes can fit within the current program budget.

Water remains a critical sustainability issue for the City of Moscow. The Sustainable Environment Commission is grateful for our city's continued efforts in water conservation and strongly supports the updates to the Water Conservation Plan.

Sincerely,

[Handwritten signature of Steve McGeehan]

Steve McGeehan
Chair

City Commissions are advisory to the Mayor and City Council and this communication does not represent the official position of the City of Moscow.

COMMITTEE / CITY COUNCIL STAFF REPORT

DATE: Monday, April 13, 2026



AGENDA ITEM TITLE

Public Records Classification and Retention Resolution and City Code Updates (ACTION ITEM) - Bill Belknap

RESPONSIBLE STAFF

ADDITIONAL PRESENTER(S)

DESCRIPTION

The City Council approved the implementation of body-worn cameras for law enforcement personnel in 2020, with the official launch occurring in 2021. Since that time, the City has accumulated over 85 Terabytes of video data that are becoming costly to retain and which are difficult to import into the City's new video management system. Under State Law, counties have specific record retention standards for both vehicle/body-worn and building-mounted video recordings. The City's current public records retention resolution does not address law enforcement video recordings. Staff has prepared an updated resolution that mirrors the existing county video data retention requirements under Idaho Law. Under the proposed retention schedule, vehicle and body-worn videos that do not have evidentiary value would be retained for not less than 60 days. Videos (vehicle, body-worn, and structure-mounted) that are deemed to have evidentiary value would be retained for no less than 200 days. Structure-mounted video recordings without evidentiary value would be retained for no less than 14 days. The proposed draft would also address the retention of Automated License Plate Reader (ALPR) data to ensure compliance with the requirements of Idaho Code, along with a few other minor updates. Additionally, there are currently several inconsistencies between provisions in City Code and the current records classification and retention resolution. Staff has also prepared a draft ordinance to amend City Code to address these inconsistencies and to rely upon the records classification and retention resolution to address records retention standards. The proposed ordinance also improves the portion of the subject chapter addressing the City Clerk's duties and responsibilities.

REVIEWED BY

PROPOSED ACTIONS

PROPOSED ACTIONS: Recommend approval of the proposed Public Records Ordinance and Classification and Retention Resolution; or take other action deemed appropriate.

STAFF RECOMMENDATION

Recommend approval of the proposed Public Records Ordinance and Classification and Retention Resolution

OTHER RESOURCES

FISCAL IMPACT

PERSONNEL IMPACT

ATTACHMENTS

1. Resolution 2026- _Classification and Retention of Public Records_Final
2. Ordinance 2026- _Amending T1 CH10 Records Managment Policies and Procedures_Final

RESOLUTION 2026-__

A RESOLUTION OF THE CITY OF MOSCOW, IDAHO, A MUNICIPAL CORPORATION OF THE STATE OF IDAHO, PROVIDING FOR THE REPEAL AND REPLACEMENT OF RESOLUTION 2021-27 PROVIDING UPDATES TO THE CLASSIFICATION AND RETENTION OF CERTAIN PUBLIC RECORDS PURSUANT TO IDAHO CODE AND PROVIDING A RETENTION SCHEDULE FOR LAW ENFORCEMENT RECORDINGS; AND PROVIDING THIS RESOLUTION SHALL BE EFFECTIVE UPON ITS PASSAGE AND APPROVAL.

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

WHEREAS, Idaho Code § 50-907 requires the City Council adopt by Resolution a records retention schedule listing the various types of City records and the retention period for each type of record; and

WHEREAS, the City Council did adopt Resolution No. 2021-27 on December 20, 2021, providing for the classification and retention of certain public records pursuant to Idaho Code; and

WHEREAS, the City desires to provide an updated resolution providing for the classification and retention of certain public records pursuant to Idaho Code, and to include a new retention schedule for law enforcement media recordings that mirrors Idaho Code § 31-781;

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

I. Permanent Records

A. The following records are classified as permanent records:

1. Adopted meeting minutes of the city council, city boards, and city commissions;
2. Ordinances and resolutions;
3. Building plans and specifications for commercial projects and government buildings;
4. Fiscal year-end financial reports;
5. Records affecting the title to real property or liens thereon, including recorded documents;
6. Poll books, excluding optional duplicate poll books used to record that the elector has voted, tally books, sample ballots, campaign finance reports, declarations of candidacy, declarations of intent, notices of election, and records of voting results by precinct;
7. Affirmative Action records;
8. Affidavits of Publications;
9. LID's (Local Improvement District);
10. Oaths of Offices;
11. Final reports of city-wide surveys;
12. Land use and floodplain development records; and
13. Water Reclamation and Reuse treatment records.

B. Retention Schedule

1. Permanent records shall be retained by the City in perpetuity or may be transferred to the Idaho State Historical Society's permanent records repository upon Resolution of the City Council authorizing such transfer.
2. Pursuant to I.C. § 50-907(7)(a), permanent records shall not be destroyed, except for paper originals of permanent records retained in a non-paper medium as provided in I.C. § 50-907(6)(e).

II. Semipermanent Records

A. The following records are classified as semipermanent records:

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

B. Retention Schedule

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

III. Temporary Records

A. The following records are classified as temporary records:

1. Building applications, plans, and specifications for noncommercial and non-government projects after the structure or project receives final inspection and approval;
2. Cash receipts subject to audit;
3. Election ballots and duplicate poll books;
4. The most current draft of an unexecuted contract until such contract is executed;
5. Records which are normally believed to be the subject of litigation discovery and determined to be so after consultation with the City Attorney;
6. Public record requests and responses;
7. Invitations to Bid and submittals;
8. Public Hearing Notices, Press Releases and City Social Media Posts;
9. Electronic and written correspondence related to City business;
10. Commission and board applications;
11. Auction and surplus requests and approvals;
12. Individual citizen/commission survey forms;
13. Right-of-way permits;
14. Parks & Recreation sign-in sheets;
15. Alcohol catering permits;
16. Business certificates of liability;
17. Community opinion surveys;
18. Pawn receipts;
19. Fingerprint cards;
20. Community event and contest entries, applications, and registrations;
21. Auction records;
22. Noise exemptions; and
23. Prosecution misdemeanor and infraction casefiles.

B. Retention Schedule

1. Temporary records shall be retained for not less than two (2) years, but in no event shall financial records be destroyed until completion of the City's financial audit as provided in Idaho Code § 67-450B related to such financial records and in no event shall records related to litigation be destroyed until completion of litigation. At the discretion of the City Clerk, some temporary records may be kept for longer periods of time.
2. Temporary records may only be destroyed by Resolution of the City Council and upon the advice of the City Attorney. Such disposition shall be under the direction and supervision of the City Clerk. The Resolution ordering destruction of temporary records shall list in detail such temporary records to be destroyed.
3. Prior to destruction of temporary records, the City Clerk shall provide written notice, including a detailed list of the temporary records proposed for destruction, to the Idaho State Historical Society thirty (30) days prior to the destruction of any records.

IV. Historical Records

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

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

V. Law Enforcement Media Recordings

A. Law enforcement media recording means a digital record created by a law enforcement agency in the performance of its duties that consists of a recording of visual or audible components or both.

B. Retention Schedule

1. Law enforcement media recordings with evidentiary value shall be retained for not less than two hundred (200) days from the date the recording was made.
2. Law enforcement media recordings that have no evidentiary value and that are recorded by the law enforcement agency's equipment that is not affixed to any building or structure's interior or exterior wall shall be retained for not less than sixty (60) days from the date the recording was made.
3. Law enforcement media recordings that have no evidentiary value and that are recorded by the law enforcement agency's equipment that is affixed to any building or structure's interior or exterior wall shall be retained for not less than fourteen (14) days from the date the recording was made.

C. Destruction

1. Law enforcement media recordings may be destroyed without a resolution.
2. Such disposition shall be under the direction and supervision of the Chief of Police.
3. The Chief of Police shall establish policies and procedures to ensure compliance with this Resolution.

D. Definitions of terms used in this section.

1. "Evidentiary value" means containing information relevant to:
 - a. Any use of force by a government agency;
 - b. Any events leading up to and including an arrest or citation for a criminal offense;
 - c. Any events that constitute a criminal offense;
 - d. Any encounter about which a complaint has been filed by a subject, or his representative, of the law enforcement media recording; or
 - e. Any encounter about which a valid public records request has been filed by a subject, or his representative, of the law enforcement media recording.
2. "Law enforcement agency" means the City of Moscow entity given law enforcement powers or that has authority to investigate, enforce, prosecute or punish violators of state or federal criminal statutes, ordinances or regulations including a county sheriff's office, a county prosecuting attorney's office, and misdemeanor and juvenile probation offices. "Law enforcement agency" shall include any private entity contracting with a county to provide the services of a law enforcement agency.
3. "Valid public record request" means a request as described in section [74-102](#), Idaho Code and Title 1, Chapter 10 of Moscow City Code.

VI. Transitory Items

A. The following items are considered transitory:

1. Drafts of all permanent, semipermanent and temporary records;
 2. Unapproved minutes;
 3. "post-it" notes and all other work product;
 4. Duplicates of all permanent, semipermanent and temporary records;
 5. Phone call and message slips;
 6. Voicemail and desk phone call history;
 7. To-do lists;
 8. Text messages;
 9. Electronic and written correspondence unrelated to City business;
 10. Calendars;
 11. Media recordings collected from cameras installed on the interior and/or exterior of City Buildings that are not law enforcement media recordings; and
 12. All other material which to a reasonable person would not be considered to have historical, legal, fiscal, administrative or other value, do not fit within the classification of permanent, semipermanent or temporary records and are not the subject of litigation discovery.
- B. Transitory Items are not required to be retained and may be destroyed at any time the holder of the transitory record deems appropriate.

VII. Records Not Included Above

Those records not included in paragraph I, II, III, IV, V, or VI of this Resolution shall be classified as permanent, semipermanent or temporary by the City Council and upon the advice of the City Attorney.

VIII. Method of Retention.

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

1. That the provisions of this Resolution shall be deemed severable and the invalidity of any provisions of this Resolution shall not affect the validity of the remaining provisions.
2. That this Resolution shall become effective upon its passage and approval.

PASSED on Motion by the Following Vote:

	Aye	Nay	Abstain	Absent
Scott Sumner	_____	_____	_____	_____
Sage McCetich	_____	_____	_____	_____
Bryce Blankenship	_____	_____	_____	_____
Drew Davis	_____	_____	_____	_____

Sandra Kelly

Even Holmes

ADOPTED by the City Council of the City of Moscow, Idaho and **APPROVED** by the Mayor of the City of Moscow, this _____ day of _____, 2026.

Hailey Lewis, Mayor

CERTIFICATION and ATTESTATION. I hereby certify that the above is a true copy of the Resolution passed at a regular meeting of the City Council, City of Moscow, Idaho held on _____, 2026, and attest to the Mayor's signature.

Laurie M. Hopkins, City Clerk

ORDINANCE NO. 2026-__

AN ORDINANCE OF THE CITY OF MOSCOW, IDAHO, A MUNICIPAL CORPORATION OF THE STATE OF IDAHO; PROVIDING FOR THE AMENDMENT OF MOSCOW CITY CODE TITLE 1, CHAPTER 10; SPECIFICALLY AMENDING SECTION 10-1, MODIFYING THE DEFINITION OF CITY RECORDS TO MATCH THE DEFINITION OF PUBLIC RECORDS UNDER THE IDAHO PUBLIC RECORDS ACT; MODIFYING SECTION 10-4, TO REMOVE CERTAIN CITY CLERK DUTIES AND INCLUDE THE CITY CLERK SHALL FOLLOW THE IDAHO PUBLIC RECORDS ACT AND RESOLUTIONS ADOPTED BY CITY COUNCIL FOR RECORDS RETENTION PERIODS; MODIFYING SECTION 10-5, TO UPDATE THE REFERENCE TO DEPARTMENT HEADS TO DEPARTMENT MANAGERS; MODIFYING SECTION 10-10, REMOVING THE TWO YEAR RETENTION PERIOD FOR EMAIL AND REPLACING IT WITH THE RECORDS RETENTION ADOPTED BY CITY COUNCIL RESOLUTION; MODIFYING SECTION 10-15, REMOVING THE REFERENCE TO MICROFILM; AND MODIFYING SECTION 10-16, ADDING THE CITY MAY REQUIRE A REQUEST FOR PUBLIC RECORDS COMPLY WITH THE REQUIREMENTS CONTAINED IN THE IDAHO PUBLIC RECORDS ACT AND REMOVING THE PROVISION ALLOWING REQUESTS TO BE SUBMITTED BY FACSIMILE; PROVIDING THAT THE PROVISIONS OF THIS ORDINANCE BE DEEMED SEVERABLE; AND PROVIDING FOR THIS ORDINANCE TO BE IN FULL FORCE AND EFFECT FROM THE DATE OF ITS PASSAGE, APPROVAL, AND PUBLICATION ACCORDING TO LAW.

WHEREAS, the City wishes to ensure the orderly and efficient management of municipal records in compliance with Idaho Code; and

WHEREAS, the City has updated its processing of public records to be consistent with the amendments to Title 74, Chapter 1 of the Idaho Code, referred to as the “Public Records Act”, and subsequent Resolutions adopted by City Council; and

WHEREAS, the proposed amendments reflect the City’s updated processes and are consistent with the Idaho Public Records Act;

NOW, THEREFORE, BE IT ORDAINED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF MOSCOW AS FOLLOWS:

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

SECTION 2: That Title 1, Chapter 10 of the Moscow City Code be, and the same is hereby amended to read as follows:

...

RECORDS MANAGEMENT POLICIES AND PROCEDURES

- Sec. 10-1: Definition of City Records
- Sec. 10-2: City Records Declared Public Property

- Sec. 10-3: Policy
- Sec. 10-4: Records Management Responsibilities
- Sec. 10-5: Responsibilities of City ~~Department Heads~~ Managers
- Sec. 10-6: Responsibilities of Records Administrators
- Sec. 10-7: City Offices to Use Records Schedules
- Sec. 10-8: Development of Records Retention and Disposition Schedules
- Sec. 10-9: One-Time Destruction of Obsolete Records
- Sec. 10-10: Electronic Mail
- Sec. 10-11: Archives
- Sec. 10-12: Preservation of Permanent Records
- Sec. 10-13: Non-Current Records Not to be Maintained in Office Files
- Sec. 10-14: Records Using Photographic and Digital Media
- Sec. 10-15: Accessibility of Records on ~~Microfilm or~~ Digital Media
- Sec. 10-16: Disclosure of Public Records

Sec. 10-1. Definition of City Records.

~~All papers, correspondence, memoranda, accounts, reports, maps, plans, photographs, sound and video recordings, files, microform, magnetic or paper tape, punched card, or other documents, regardless of physical form or characteristic, which have been or shall be created, received, filed, or recorded by any City office or department or its lawful successor, or officials thereof in pursuance of law or ordinance or in the conduct, transaction, or performance of any business, duty, or function of public business, whether or not confidential or restricted in use~~ City records shall include records defined as "public record" under the Public Records Act pursuant to Title 74, Chapter 1 of the Idaho Code. , are hereby declared to be rRecords of the City of Moscow; ~~and shall be created, maintained, and disposed of in accordance with the provisions of this Ordinance or procedures authorized by it and in no other manner, Idaho Code, and Resolutions adopted by City Council.~~ Materials acquired solely for reference, exhibit, or display, and stocks of publications shall not constitute records for purposes of this Ordinance.
(Ord. 2015-09, 06/15/2015)

Sec. 10-2. City Records Declared Public Property.

All City records as defined in 10-1 of this Chapter, are hereby declared to be property of the City of Moscow. No City official or employee has, by virtue of his or her position, any personal or property right to such records even though he or she may have developed or compiled them. The unauthorized destruction, removal from files, or private use of such records is prohibited.
(Ord. 2015-09, 06/15/2015)

Sec. 10-3. Policy.

It is hereby declared to be the policy of the City to provide for efficient, economical, and effective controls over the creation, distribution, organization, maintenance, use, and disposition of all City records through a comprehensive system of integrated procedures for the management of records from their creation to their ultimate disposition.

Periodically the City Clerk or designee shall review or examine filing systems in each department / division, make transfers of records, arrange for disposition of outdated records and otherwise assist City officers in complying with the City records policy.
(Ord. 2015-09, 06/15/2015)

Sec. 10-4. Records Management Responsibilities.

The City Clerk, or designee, is responsible for directing and coordinating records management operations among the City departments and shall have the following duties:

- A. Plan, formulate, and prescribe basic files management and records disposition policies, systems, standards, and procedures.
- B. Prepare records retention and disposition schedules in cooperation with department heads/managers for all City departments; define and identify vital, historical, and/or permanent records; and establish retention periods for all records. Retention periods shall be maintained as required by Idaho Code and in accordance with retention standards established by City Council Resolution as long as deemed necessary by the City Clerk, but may be kept longer based on the business needs of the originating office, as noted in the retention schedule.
- C. Provide training and records management advice and assistance to Department Records Administrators and other personnel in the fundamentals of records management and their duties in the records management program.
- D. Review schedules annually and update or amend as needed.
- ~~D~~E. Coordinate the City-wide files management and records disposition programs and report annually on program effectiveness in each City department.
- ~~F~~E. Provide records management advice and assistance to all City departments.
- F. Develop, disseminate, coordinate files maintenance, records disposition procedures, and computer assisted retrieval programs including, but not limited to, those prescribed by this Ordinance, in order to meet the current and long term information needs of the City.
- ~~G~~. Provide training to Department Records Administrators and other personnel in the fundamentals of records management and their duties in the records management program.
- H. Implement at the proper time such actions as destruction, and transfers that are required by records schedules.
- I. Establish and monitor compliance with standards for filing and storage equipment in all City departments.
- J. Work with all City departments to facilitate departmental changes to enable management to realize the greatest efficiency and effectiveness in their Records Management programs as needed.
- ~~K~~G. Work, in cooperation with other responsible City officials, and Director of the Information Systems Manager to establish a disaster plan for each City department and the Establish and maintain City record archives to ensure maximum availability of records for re-establishing operations quickly and with minimum disruption and expense, ensure City business operations continuity and disaster recovery, and preserve historically significant records of the City.-

~~L. — Develop procedures to ensure the preservation of the historically valuable records of the City.~~

(Ord. 2015-09, 06/15/2015)

Sec. 10-5. Responsibilities of City ~~Department Heads~~ Managers.

All City ~~department heads~~ managers are responsible for the implementation and operation of effective file operations, records transfers and dispositions, and other activities in accordance with the provisions of this Ordinance within their areas of responsibility. They shall designate Records Administrators within their departments and provide the City Clerk the names of such designees.

(Ord. 2015-09, 06/15/2015)

Sec. 10-6. Responsibilities of Records Administrators.

The Records Administrator in each office and/or department is responsible for providing coordination between the City Clerk and personnel in his or her office to ensure compliance with the provisions of this Records Management Ordinance. This responsibility shall include supervising the application of records schedules within the office or department.

(Ord. 2015-09, 06/15/2015)

Sec. 10-7. City Offices to Use Records Schedules.

All City departments shall adopt records retention and disposition schedules and destroy, transfer, or otherwise dispose of records in accordance with the records retention resolution adopted by City Council.

(Ord. 2015-09, 06/15/2015; 2021-21, 12/20/2021)

Sec. 10-8. Development of Records Retention and Disposition Schedules.

The City Clerk shall follow the classification and retention of municipal records pursuant to Idaho Code § 50-907, and pursuant to the records retention resolution adopted by City Council. Retention periods to be included in records schedules shall be submitted by the City Clerk to the City Attorney. The City Attorney shall notify the City Clerk within ten (10) working days of the approval or of any objection to a retention period. At the expiration of the ten (10) day period, if no objection has been submitted, the records schedule shall be adopted by resolution of the City Council and shall have full force as sufficient authorization for records destruction or other action. If objection is made, the City Clerk, in consultation with and upon the advice of the City Attorney, shall determine a retention period satisfactory to the office or department concerned.

When a records retention and disposition schedule is adopted by resolution of the City Council, it shall thenceforth constitute full authority to transfer, microfilm, image, prepare for destruction or take other actions, with respect to City records. The City Council hereby directs that such action be taken by the City Clerk or under his or her supervision. The City Clerk shall provide written notification to the pertinent department, State Historical Society, and the City Council of intended destruction, as required by law.

(Ord. 2015-09, 06/15/2015; 2021-21, 12/20/2021)

Sec. 10-9. One-Time Destruction of Obsolete Records.

Prior to the implementation of the records management program for a department, a one (1) time destruction of obsolete records of that department may be made by the department, under the supervision of the City Clerk. Prior to such destruction, the City Clerk shall submit, to the City Attorney, lists of records to be destroyed, who shall give notice of any records they believe should not be destroyed, and such records shall be retained for a period suggested by them. The City Clerk shall also submit notice as required by law to the State Historical Society and the City Council. Obsolete records shall include those no longer created by the office or department and no longer are needed for administrative, legal, fiscal, or other research purposes.

(Ord. 2015-09, 06/15/2015)

Sec. 10-10. Electronic Mail.

Electronic mail, also known as e-mail, whether created or received, shall be retained for a period of two (2) years and then automatically removed from the City's exchange server pursuant to the Records Retention Resolution adopted by City Council. Electronic mail that is related to pending or threatened litigation will be retained until the litigation is concluded or the applicable statute of limitations has expired. Electronic mail that is the subject of a "litigation hold" shall be retained for such time as indicated in such "hold". Department ~~directors~~ managers, and heads of divisions, may designate certain electronic mail as semi-permanent or permanent records and must retain those records in a format and location separate from the exchange server.

(Ord. 2015-09, 06/15/2015)

Sec. 10-11. Archives.

The Archival operation shall utilize one (1) or more buildings to store inactive records; to ensure the security of such records from deterioration, theft, or damage during the period of storage; and to permit fast, efficient retrieval of information from stored records.

(Ord. 2015-09, 06/15/2015)

Sec. 10-12. Preservation of Permanent Records.

The City Clerk shall develop procedures to ensure the permanent preservation of the historically valuable records of the City. The City Clerk shall provide housing for such records in a municipal facility and in such manner that the records, unless their use is restricted by law or regulation, are open to the public for research purposes. In no circumstances shall the permanent records of the City be transferred to private individuals, to private historical societies or museums, or to private or public colleges or universities.

(Ord. 2015-09, 06/15/2015)

Sec. 10-13. Non-Current Records Not to be Maintained in Office Files.

Records no longer required to support current operation of the City shall be transferred to less costly off-site storage, or be destroyed, when such action is indicated by any approved records schedule. Such records shall not be maintained in active office files or equipment.
(Ord. 2015-09, 06/15/2015)

Sec. 10-14. Records Using Photographic and Digital Media.

- A. The City may reproduce, retain and manage documents in a photographic, digital or other non-paper medium, as provided by Idaho Code § 50-907(6). The medium in which a document is retained shall accurately reproduce the record in paper form during the period for which the document must be retained and shall preclude unauthorized alteration of the document.
- B. If the medium chosen for retention is photographic, all film used must meet the quality standards of the American National Standards Institute (ANSI), pursuant to Idaho Code § 50-907(6)(a). If the medium chosen for retention is digital, the medium must provide for reproduction on paper at a resolution of at least two hundred (200) dots per inch, pursuant to Idaho Code § 50-907(6)(b).
- C. A document retained by the City in any form or medium permitted under this Section shall be deemed an original public record for all purposes. A reproduction or copy of such record, certified by the City Clerk, shall be deemed to be a transcript or certified copy of the original and shall be admissible before any court or administrative hearing.
- D. Once a semipermanent or temporary record is retained in a non-paper medium as authorized by this Section, the original paper document shall be considered a duplicate of the record, and may be disposed of or returned to the sender. Once a permanent record, as defined in Idaho Code § 50-907, is retained in a non-paper medium as authorized by this section, the City Clerk shall follow the procedure in Idaho Code § 50-907(6)(e), prior to any destruction of permanent records. Paper originals of historic records shall be retained by the City in perpetuity, or may be transferred to the Idaho State Historical Society's permanent records repository upon resolution of the City Council.

(Ord. 2015-09, 06/15/2015; 2021-21, 12/20/2021)

Sec. 10-15. Accessibility of Records on ~~Microfilm or~~ Digital Media.

The public is hereby given identical access to records on ~~microfilm, or~~ digital media to which they would be entitled under law if the records were in any other medium. A reasonable fee permitted by the Public Records Act and as provided in the fee resolution adopted by City Council is to be charged for reproduction of official or unofficial copies from records on ~~microfilm or~~ digital media.

(Ord. 2015-09, 06/15/2015)

Sec. 10-16. Disclosure of Public Records.

- A. The City shall follow the requirements under Idaho Code Title 74, Chapter 1, titled "Public Records Act" as it pertains to the disclosure of public records.

- B. The City Clerk or designee shall follow the Public Records Act and any pertinent laws and regulations regarding what records are exempt from disclosure and what information may be redacted.
- C. The City Clerk or designee ~~may~~ shall require that a request for public records comply with the requirements in the Public Records Act, and that it be made in writing that specifically describes the subject matter and records sought, including a specific date range for when the records sought were created. A request shall describe records sought in sufficient detail to enable the City Clerk or designee to locate such records with reasonable effort. A request shall also require the name, address, e-mail address and telephone number of the requesting party and may rely on requests submitted by email ~~and facsimile transmission.~~ All such written requests shall be retained and are subject to disclosure under the Idaho Public Records Act upon proper request.

(Ord. 2015-09, 06/15/2015; 2021-21, 12/20/2021)

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SECTION 3: SEVERABILITY. Provisions of this Ordinance shall be deemed severable and the invalidity of any provision of this Ordinance shall not affect the validity of the remaining provisions. The remaining sections of Title 1 shall be in full force and effect.

SECTION 4: EFFECTIVE DATE. After its passage and adoption, a summary of this Ordinance, under the provisions of the Idaho Code, shall be published once in the official newspaper of the City of Moscow. This Ordinance shall be in full force and effect from and after the date of its passage, approval and publication according to law.

PASSED on Motion by the Following Vote:

	Aye	Nay	Abstain	Absent
Scott Sumner	_____	_____	_____	_____
Sage McCetich	_____	_____	_____	_____
Bryce Blankenship	_____	_____	_____	_____
Drew Davis	_____	_____	_____	_____
Sandra Kelly	_____	_____	_____	_____
Even Holmes	_____	_____	_____	_____

ADOPTED by the City Council of the City of Moscow, Idaho and **APPROVED** by the Mayor of the City of Moscow, this ____ day of _____, 2026.

Hailey Lewis, Mayor

CERTIFICATION and ATTESTATION. I hereby certify that the above is a true copy of an Ordinance passed at a regular meeting of the City Council, City of Moscow, held on _____, 2026.

Laurie M. Hopkins, City Clerk

DRAFT