

Administrative Committee



Regular Meeting ~Agenda~

www.ci.moscow.id.us

Laurie M. Hopkins
City Clerk

208-883-7015

Monday, August 24, 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 Administrative Committee June 22, 2026 Minutes (ACTION ITEM) - Laurie M. Hopkins

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

Earlier this year, the City Council adopted Resolution 2026-06 classifying City records as temporary, semi-permanent, and permanent, each with a retention period. Idaho Code 50-907 allows for the destruction of temporary and semi-permanent records according to the retention schedule and the adoption of a resolution listing the various types of records. City departments have reviewed their current records to recommend documents for destruction. The proposed Resolution is based upon the review by participating departments and the list has been reviewed by the City Attorney.

PROPOSED ACTIONS: Recommend approval of the resolution for the destruction of City records, or provide staff further direction.

3. Proposed Lot Line Adjustment at 514 and 520 S Washington St and 212 E 6th St (ACTION ITEM) - Lucy Falcy

The applicants, Bac Truong and Kestral Rentals LLC, are requesting a lot line adjustment between one property located at 514 S. Washington Street and two adjoining properties located at 520 S. Washington Street and 212 E. Sixth Street. The proposed lot line adjustment would increase the lot size of 514 S. Washington Street by approximately 682 square feet and bring it to a total of 4,432 square feet. 520 S. Main Street will be reduced to 5,171 square feet following the lot line adjustment and 212 E. Sixth Street will be reduced to 6,766 square feet. 514 S. Main Street is owned by Bac Truong and contains the southern portion of Chang Sing Chinese Restaurant. Kestral Realty LLC is the owner of 520 S. Main Street which contains a four-unit apartment complex and 212 E. Sixth Street which contains offices for Kestral Realty. All three properties are located within the Central Business (CB) Zoning District. The CB Zoning District has no minimum lot size or setback requirements. The proposed lot line adjustment does not interfere with easement or utilities on either property and clarifies the historical pedestrian access to 514 S. Washington Street from Washington Street. The proposed lot line adjustment meets all

zoning code requirements.

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

4. Idaho Community Development Block Grant – Lola Clyde Park Restroom (ACTION ITEM) – Alisa Anderson / Luke Hajda

City staff is requesting approval to submit a grant application to the Idaho Department of Commerce under the Idaho Community Development Block Grant (ICDBG) program for a new restroom at Lola Clyde Park. Under the program, public park projects must meet the area-wide benefit national objective, prioritizing improvements to existing parks, such as installing permanent playground equipment and enhancing ADA accessibility for facilities like restrooms, splash pads, pools, and courts. To qualify as a low and moderate-income project, at least 51% of the beneficiaries must be low and moderate-income persons, defined as households earning 80% or less of the median county income. This project aims to serve all residents within the City, where at least 51% are classified as low or moderate income. The project includes purchasing and installing a fully accessible, pre-cast restroom unit with two single-user toilets, estimated at \$130,000 in addition to site preparation, utilities, and pathway connections estimated at \$115,000, bringing total construction costs to \$245,000. The City will contribute cash match not to exceed \$50,000 toward construction costs and in-kind services valued at \$24,500 for grant administration along with an estimated \$30,000 for engineering, design, and construction management costs bringing the total project costs to \$299,500. The grant request amount is estimated to range from \$195,000 and \$225,000. The application is due on September 21, 2026, with approval recommendations expected in January 2027 and final approval in April 2027.

PROPOSED ACTIONS: Recommend approval to submit a funding request not to exceed \$245,000 under the ICDBG Public Parks Program for a new restroom at Lola Clyde Park; or provide staff further direction.

ADJOURN

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

Administrative Committee



Regular Meeting ~Minutes~

Laurie M. Hopkins
City Clerk

www.ci.moscow.id.us

208.883.7015

Tuesday, June 22, 2026

4:00 PM

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

The meeting was called to order at 3:59 p.m.

PRESENT: Bryce Blankenship, Sage McCetich, Scott Sumner

OTHERS: Mayor Lewis, Council Member Davis, Council Member Kelly, Council Member Holmes

STAFF: Bill Belknap, Mia Bautista, Nichoel Baird Spencer, Megan Cherry, Mike Ray, Lucy Falcy, Amanda Argona, Jennifer Fleischman

REGULAR AGENDA

1. Approval of Administrative Committee May 26, 2026 Minutes (ACTION ITEM) - Laurie M. Hopkins

The minutes were approved as presented.

2. Rendezvous in the Park Alcohol Use Request in East City Park (ACTION ITEM) - Amanda Argona

Rendezvous in Moscow, Inc. is hosting its annual music and arts festival, Rendezvous in the Park, on July 17-18, 2026, in East City Park. The festival features live, family-friendly concerts in the evenings, a two-day arts festival for children during the mornings, food vendors, and one licensed beer/wine vendor. Following standard operating procedures for events with alcohol within a City Park, Rendezvous in Moscow, Inc. is requesting the allowance of attendees to possess and consume alcoholic beverages within the event footprint during the hours of 4 p.m. and 10 p.m. during the aforementioned dates. 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.

PROPOSED ACTIONS: Recommend approval of the resolution allowing for the possession and consumption of alcoholic beverages in East City Park within the event footprint of Rendezvous in the Park during the listed times and dates of the event; or provide staff further direction.

Argona introduced the item as written above. Blankenship requested more details on the information from Rendezvous staff about the proposed alcohol use plans.

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

3. Public Meeting: Lot Division at 924 Public Avenue (ACTION ITEM) – Lucy Falcy

The applicants, Renee and Emmett Love and Isaak and Aven Julye, are requesting a lot division to create two lots of approximately 1.62 and 2.81 acres in size as well as an unbuildable tract of approximately 0.59 acres in size on their existing five acre parcel located at 924 Public Avenue. An existing single-family dwelling, 924 Public Avenue, will remain on the newly created southern lot. The subject property is located in the Single-Family Residential (R-1) Zoning District. Within the R-

1 zone, lots are required to be a minimum of 9,600 square feet in size, have a minimum lot width of eighty (80) feet, and have forty (40) feet of public street frontage. Both proposed lots meet the minimum lot area and width requirements of the R-1 Zone and the existing single-family dwelling will meet all setback requirements. The applicants intend to donate the unbuildable tract to Palouse-Clearwater Environmental Institute to use as a pedestrian path. Property owners within 600 feet of the subject property have been notified of the proposed division and a sign was posted on the subject property seven (7) days prior to the public meeting date.

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

Falcy introduced the item as written above. McCetich asked staff about the density requirements for the property and how that could be utilized in the future. Sumner recommended that the lot lines between the parcels and the pedestrian tract be wide enough to accommodate future road access if Cherry Blossom Ln were to be extended and developed.

Renee Love (applicant) provided more details for the proposed lot line, as was submitted in the application materials.

The Committee continued to talk about proposed variations to the property lines to leave enough width for a road for future development opportunities.

Blankenship invited the public to provide comments on the proposal.

Chick Mabbutt (Moscow) asked clarifying questions about where the unbuildable tract dedicated to PCEI would be located on the property. He wanted to know if sidewalks would be built, but since the road is not being extended it wouldn't be required with the proposed lot division. If the properties were to be subdivided and developed further, the applicants would be required to provide sidewalk connections. He requested the PCEI tract be eliminated behind the Peach Tree Ln residences and the portion on the north side be doubled instead.

Renee Love (applicant) described why they want to dedicate the north tract of the land to PCEI as opposed to any other part.

Chick Mabbutt (Moscow) spoke again and encouraged the applicant and Committee recommend moving the PCEI tract to the west side of the property instead of on the north side.

McCetich mentioned that having an unbuildable tract behind residential homes could be considered more desirable than a parcel that could be subdivided and developed into houses.

The Committee recommended approval with the condition that the applicants modify the lot lines to allow for at least a 50-foot width at the connection point to Cherry Blossom Ln to leave potential road access for future development, and that it be placed on the Council regular agenda.

4. Indefinite Trailer Permit at 1824 E. D Street (ACTION ITEM) - Lucy Falcy

Under MCC Section 6-1-6, City Council may grant a temporary trailer permit for an indefinite period if unusual hardship is shown by the issuance of an ordinary 60 day permit. The permit for an indefinite period shall only be issued upon showing that the trailer is used to house an aged, infirm, or ill member of the immediate family of the owner of the parcel of land upon which said trailer is situated and upon which the owner of said parcel of land himself resides; and such permit shall only remain in existence

until the termination of the condition which required the application for a special permit due to hardship. A request has been made to the Planning Division for an Indefinite Trailer Permit at 1824 E. D Street in the City of Moscow. The applicant, Ryan Urie, is requesting long-term placement of a 33-foot travel trailer to be occupied by his mother and father, aged 79 and 84. The applicant has submitted a letter, photos, and a site plan of the subject property for the Council's review.

PROPOSED ACTIONS: Recommend approval of the proposed Indefinite Trailer Permit in accordance with the submitted application and provisions of MCC Section 6-1-6, Recommend denial of the proposed Indefinite Trailer Permit, or take other action deemed appropriate.

Falcy introduced the item as written above and provided information on the zone of the property and floodplain development requirements. McCetich asked staff for more clarification on conditions and recommendations for approval, for which Council can require. Belknap provided a more extensive background on Trailer Permits. There was a conversation among the Committee members about sanitary access for the occupants of the trailer. The applicant intends to provide permanent sanitary sewer connections if the permit is approved.

A Trailer Permit expires as soon as the need is no longer met, according to code. After the permit has expired, the sanitary sewer will be stubbed off if not needed by the property owners.

Ryan Urie (applicant) described where the water hookups and electric hookups are on the property. More information was provided regarding floodplain hazard mitigation.

The burden of change in circumstances would be on the applicant to discontinue use once the requirements are no longer met, or if there were complaints to the City of the trailer permit being used incorrectly. The stubbed sanitary sewer could be used for the property owners for any reason that meets code requirements.

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

5. City Shop Mural Artist Selection (ACTION ITEM) - Megan Cherry

Following Council's approval of the muralist RFQ for the City Shop on December 1, 2025, artist submissions were accepted from January 5 – March 2, 2026. A total of 21 artists submitted qualifications for consideration. A Selection Panel made up of artists, neighborhood residents, City staff, and Moscow Arts Commission (MAC) members reviewed the submissions and recommended four finalists to create site-specific designs. The MAC voted to recommend those finalists during their regular meeting on Tuesday, April 14th. The finalists presented designs, which were reviewed by the Selection Panel on June 3, 2026. Those designs are available to view here: <https://moscowarts.submittable.com/gallery/20796d7e-9f79-4a1f-b0f1-0aa1db5f44d7>. A public input period was open from May 26 – 29, 2026. A total of 43 people responded, with results in the packet. The Panel recommended that the MAC and City Council select either the design by Sasha Primo or the one by Taylor Shaw, each with slight adjustments to the design. The MAC discussed the designs during their regular meeting on June 9 and recommended moving forward with "Forged in Moscow" by Taylor Shaw, in Colorway #1. Recommended updates to the design include removing the side-by-side, cement truck, and woodchipper, as well as incorporating more figures and park-related subject matter in their place. Following City Council approval, Arts and City Shop staff will work with the artist to complete design edits and will present the final design to the Mayor and City Administration for approval.

PROPOSED ACTIONS: Recommend approval of the design by Taylor Shaw, with revisions as recommended by the Moscow Arts Commission, and the associated professional services agreement, or take such other action deemed appropriate.

Cherry introduced the item as written above. Sumner was excited for the project and thinks the design would be a great addition to the City. Blankenship mentioned some of the public comments regarding the style of the human figures and staff provided more details of the conversation with MAC. McCetich asked how MAC responds to submissions that could potentially be AI crafted, and Cherry informed the Committee that a conversation has been started with Legal regarding policy changes to address it.

The Committee recommended approval with the revisions as recommended by MAC and that it be placed on the Council regular agenda.

6. Moscow Police Department Sculpture Artist Selection (ACTION ITEM) - Megan Cherry

Following Council's approval of the sculpture RFQ for the Moscow Police Department on February 2, 2026, artist submissions were accepted from February 6 – March 27, 2026. A total of six artists submitted qualifications for consideration. A Selection Panel made up of artists, current and retired MPD officers, City staff, and Moscow Arts Commission (MAC) members reviewed the submissions and recommended two finalists to create site-specific designs. The MAC voted to recommend those finalists during their regular meeting on Tuesday, April 14th. The finalists presented designs, which were reviewed by the Selection Panel on June 2, 2026. Those designs are available to view here: <https://moscowarts.submittable.com/gallery/cf3db467-c437-4510-8be8-e9304e840d04>. A public input period was open from May 26 – 29, 2026. A total of 89 people responded, with results in the packet. The Panel recommended that the MAC and City Council select "Eternal Watch" by Ken McCall with slight adjustments to the design. The MAC discussed the designs during their regular meeting on June 9 and recommended moving forward with McCall's design. Recommended updates to the design include adjusting the scale and position of the wings. Following City Council approval, MPD, Arts and Facilities staff will work with the artist to complete design edits and will present the final design to the Mayor and City Administration for approval.

PROPOSED ACTIONS: Recommend approval of the design by Ken McCall, with edits as recommended by the MAC, and the associated professional services agreement, or take such other action deemed appropriate.

Cherry introduced the item as written above. Sumner mentioned that eagle wings are a significant symbol for police officers. McCetich asked why the suggested revisions would bring down the scale of the wings when originally the importance was to make the sculpture taller in comparison with the building and staff commented that the size of the piece would be maintained by making the lower portions larger. Engineering is a large component of any sculpture and will need to be considered for any proposed design changes.

The Committee recommended approval with the revisions as recommended by MAC and that it be placed on the Council regular agenda.

7. Ordinance Amending Moscow City Code Title 4, Chapters 1, 3, 4, and 6 Regarding Single-Family Dwellings, Two-Family Dwellings, and Bed and Breakfast Inns (ACTION ITEM) - Mike Ray

The City of Moscow Community Development Department over the past few years has observed the evolution of building plans being submitted for two-family dwellings which increasingly have multi-family elements. The City has received building permits for the construction of buildings that are portrayed as two-family dwellings, but which appear to contain multiple individual dwelling units intended to be rented as separate dwelling units and function as multiple family dwelling units. These multi-family-like but portrayed as two-family dwellings appear to be intentionally intended to avoid life safety, ADA accessibility, and off-street parking that would otherwise be required for multi-family dwelling units to protect the safety and welfare of the occupants of multi-family dwellings and

mitigate the impacts of the use upon the surrounding neighborhood. The Planning and Zoning Commission has identified the need to mitigate the immediate impact upon the surrounding neighborhoods by preparing an ordinance to amend certain definitions, ensure there is adequate open space, and require sufficient off-street parking. Additionally, in order to be in compliance with House Bill No. 583 upon its effective date of July 1, 2026, the City is amending the use table to allow Bed and Breakfast Inns as a permitted use in all zoning districts in which single-family dwellings are permitted. The Planning and Zoning Commission conducted a public hearing on the proposed ordinance on May 13, 2026, and unanimously recommended approval to City Council. The public hearing before City Council has been scheduled for July 6, 2026.

PROPOSED ACTIONS: Recommend forwarding the proposed ordinance for public hearing at the Council's upcoming July 6, 2026, meeting; or provide staff further direction.

Ray introduced the item as written above. McCetich asked for more information on the purposes behind the proposed ordinance, which is primarily life safety for the community citizens, as well as other impacts on the neighboring public. Retroactive compliance would not be enforced, but if a building were not currently in compliance with the code prior to change, it would need to be brought into compliance using the code as amended. Sumner clarified that closets are not a requirement according to the definition of a bedroom.

Deed Restrictions are beneficial for enforcement action based on zoning complaints. Sumner would rather have more housing than open space in the R-4 zoning districts, and more parking while allowing vehicles to back onto the street. Sumner desired more information and discussion on the reasons for the proposed code amendment.

McCetich wanted to make sure that Deed Restrictions would not be in conflict with the new rules from Idaho State Code. These proposed changes are all compliant with building and fire code.

Blankenship commented that the proposed code amendment would increase requirements for health and life safety by providing sprinkler systems.

The Committee forwarded the proposed ordinance to the City Council for public hearing.

ADJOURN

The meeting adjourned at 5:46 p.m.

COMMITTEE / CITY COUNCIL STAFF REPORT

DATE: Monday, August 24, 2026



AGENDA ITEM TITLE

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

RESPONSIBLE STAFF

Laurie Hopkins, City Clerk

ADDITIONAL PRESENTER(S)

DESCRIPTION

Earlier this year, the City Council adopted Resolution 2026-06 classifying City records as temporary, semi-permanent, and permanent, each with a retention period. Idaho Code 50-907 allows for the destruction of temporary and semi-permanent records according to the retention schedule and the adoption of a resolution listing the various types of records. City departments have reviewed their current records to recommend documents for destruction. The proposed Resolution is based upon the review by participating departments and the list has been reviewed by the City Attorney.

REVIEWED BY

PROPOSED ACTIONS

PROPOSED ACTIONS: Recommend approval of the resolution for the destruction of City records, or provide staff further direction.

STAFF RECOMMENDATION

Recommend approval of the resolution for the destruction of City records.

OTHER RESOURCES

FISCAL IMPACT

PERSONNEL IMPACT

ATTACHMENTS

1. Resolution 2026-__ Public Record Destruction per Retention Schedule_final

RESOLUTION NO. 2026 – __

A RESOLUTION OF THE CITY OF MOSCOW, IDAHO, A MUNICIPAL CORPORATION OF THE STATE OF IDAHO; PROVIDING FOR THE CLASSIFICATION AND DESTRUCTION OF CERTAIN TEMPORARY AND SEMI-PERMANENT PUBLIC RECORDS PURSUANT TO IDAHO CODE SECTION 50-907 AND MOSCOW RESOLUTION 2026-06; PROVIDING THIS RESOLUTION BE EFFECTIVE UPON ITS PASSAGE AND APPROVAL.

WHEREAS, Idaho Code Section 50-907, allows for the classification and retention of certain records as “permanent”, “semi-permanent” and “temporary”; and

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

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

WHEREAS, Idaho Code Section 50-907, allows for the City Council to order the destruction of those records which are not considered historical or permanent in accordance with Idaho Code and the City’s records retention schedule as set by Resolution; and

WHEREAS, the records listed herein are only those records which are “temporary” or “semi-permanent” records pursuant to Idaho Code Section 50-907 and Resolution 2026-06; and

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

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

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

Section 1: 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 sections of this Resolution.

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

Department:

Administration

City Public Record Requests and Responses
Alcohol Catering Permits
Business Certificates of Liability
Commission Applications

Date of Records:

Through 2023
Through 2023
Through 2023
Through 2023

Community Events

Cash Receipts	Through 2023
Bell Brigade Registrations	Through 2023
Poster Contest Entries	Through 2023
City Commission Tabling Registrations	Through 2023
Farmers Market Entertainment Applications	Through 2023
Vendor Surveys	Through 2023

Community Development

Public Record Requests and Responses	Through 2023
General Administrative Working Files	Through 2023
Grant Documentation for Unfunded Grants	Through 2023

Engineering

Right of Way Permit Records	Through 2023
Temporary Access/Construction Easement Records	Through 2023

Legal

Public Records Requests and Responses	Through 2023
Prosecution Misdemeanor and Infraction Case Files	Through 2023

Police

Pawn Receipts	Through 2023
Cash Receipts	Through 2023
Fingerprint Cards	Through 2023
Surveys	Through 2023

Street / Fleet

Meeting sign-in forms	Through 2019
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Section 3: That the following records are classified as semi-permanent records and that their destruction is hereby ordered:

Department:

Date of Records:

Administration

Business Licenses (alcohol)	Through 2020
Liability Claim records (including property damage records)	Through 2015

Community Development

Bond Certificates	Through 2020
Daycare Facility Licenses and Applications	Through 2020

Community Events

Release and Hold Harmless Forms	Through 2020
Performance Vendor Program Registrations	Through 2020
Volunteer Registrations	Through 2020
POP Club Program Registrations	Through 2020

Event Applications and Permits

Through 2020

Finance

Utility Billing Credits, Adjustments, Cash Receipts and Billing Records

Through FY2020

Utility Billing Shut-off Documentation and Water Meter Receipts

Through FY2020

Accounts Payable Documentation and Related Reports

Through FY2020

Budget Preparation Documentation

Through FY2020

Completed Bond Records (excluding ordinance and legal notice)

Through FY2020

Cancelled Checks

Through FY2020

Check Stubs

Through FY2020

Bank Statements

Through FY2020

Investment Statements

Through FY2020

Employee Time Records

Through FY2020

Wage and Tax Statements and W-2's

Through FY2020

Payroll Deduction and Month-end Payroll Records

Through FY2020

Completed Collection Records

Through FY2020

Accounts Receivables Invoices and Cash Receipts

Through FY2020

Human Resources

Separated Employee Personnel Files – city, non-police

Through 2020

Separated Employee Personnel Files – police

Through 2015

Workers' Comp Claims

Through 2020

Police

Business Licenses (taxi, vendor, solicitor, sidewalk café, pawn, daycare providers)

Through 8/2021

Temporary Parking Permits

Through 8/2021

Law Incident Files

Through 8/2021

Infraction Citations

Through 8/2021

Misdemeanor Citations

Through 8/2021

Auction Records

Through 8/2021

ITD Grants (mobilizations)

Through 8/2021

Car Seat Grants

Through 8/2021

Noise Exemption

Through 8/2021

Temporary Parking Permits

Through 8/2021

Digital Recordings Booked as Evidence in Closed Infraction, City Code and Misdemeanor Law Enforcement Investigations and Incident Files

Through 8/2021

Digital Recordings Booked as Evidence in Closed Felony Cases

Through 8/2016

Section 4: That 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.

Section 5: That this Resolution shall become effective as of the date of 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	_____	_____	_____	_____
Evan 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

COMMITTEE / CITY COUNCIL STAFF REPORT

DATE: Monday, August 24, 2026



AGENDA ITEM TITLE

Proposed Lot Line Adjustment at 514 and 520 S Washington St and 212 E 6th St (ACTION ITEM) - Lucy Falcy

RESPONSIBLE STAFF

Lucy Falcy, Planner

ADDITIONAL PRESENTER(S)

DESCRIPTION

The applicants, Bac Truong and Kestral Rentals LLC, are requesting a lot line adjustment between one property located at 514 S. Washington Street and two adjoining properties located at 520 S. Washington Street and 212 E. Sixth Street. The proposed lot line adjustment moves the south line of 514 S. Washington Street approximately five (5) feet further south into 520 S. Main Street and 212 E. Sixth Street. 514 S. Main Street is owned by Bac Truong and houses the southern portion of Chang Sing Chinese Restaurant; Kestral Realty LLC owns 520 S. Main Street which houses a four-unit apartment complex and 212 E. Sixth Street which houses offices for Kestral Realty. All three lots are part of the Moscow original plat.

The proposed lot line adjustment would increase the lot size of 514 S. Washington Street by approximately 682 square feet and bring it to a total of 4,432 square feet. 520 S. Main Street will be reduced to 5,171 square feet following the lot line adjustment and 212 E. Sixth Street will be reduced to 6,766 square feet. All three properties are located within the Central Business (CB) Zoning District. The CB Zoning District has no minimum lot size or setback requirements. The proposed lot line adjustment does not interfere with easement or utilities on either property and clarifies the historical pedestrian access to 514 S. Washington Street from Washington Street. The proposed lot line adjustment meets all zoning code requirements.

There has been some historical confusion regarding the location of this lot line, as reflected in the history supplied with the application materials. With the existing lot line location, the southern few feet of Chang Sing restaurant encroaches on the property to the south. This proposed lot line adjustment aims to remedy the confusion as well as the building intrusion on the southern lot.

REVIEWED BY

PROPOSED ACTIONS

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

STAFF RECOMMENDATION

Recommend approval of the lot line adjustment request with no conditions.

OTHER RESOURCES

FISCAL IMPACT

PERSONNEL IMPACT

ATTACHMENTS

1. Application Materials

LANDECK · FORSETH · LUNA
ATTORNEYS AT LAW
 an Idaho professional corporation

Ronald J. Landeck+
 Danelle C. Forseth*
 Melissa Luna*

+ Of Counsel
 *Licensed in Idaho & Washington

220 East 5th Street, Suite 212
 Moscow, Idaho 83843
 Telephone: (208) 883-1505
 Fax: (208) 883-4593
 attorneys@moscow.com

July 16, 2026

Sent via email to: jfleischman@ci.moscow.id.us and lfalcy@ci.moscow.id.us
 City of Moscow Mayor
 Moscow City Council

Re: Lot Line Adjustment Request – Kestrel Rentals LLC/Bac Truong

Dear Mayor and Council:

Bac Truong and Kestrel Rentals LLC hereby request a lot line adjustment between their parcels as shown on the attached Exhibit A, recorded as Instrument No. 640278 records of Latah County, Idaho.

Based on records from Latah County, in 1976 and 1977, what are now buildings housing Bac Truong's restaurant, Chang Sing, were constructed on the south end of Lot 4 in Block 6, Moscow Original Plat. In 1978, Lot 3 and the North 30' of Lot 4, Block 6, Moscow Original Plat was conveyed dividing Lot 4. In 1982 the South 10' of Lot 4, Block 6, Moscow Original was conveyed. In 1991, an additional structure and covered porch was constructed on the south end of Lot 4. In 2010, Mr. Truong acquired Lot 3 and the North 30 feet of Lot 4.

With respect to what is now Kestrel Rentals LLC property, in 2017 Rodney and Jenny Story acquired the South 10' of Lot 4, Lots 5 and 6. In July 2019, Mrs. Story caused a survey to be completed which identified the property line between Mr. Truong's and the Story's property, being 92.16' north of the Story's southern property line. In 2024, a subsequent survey was completed that identified the platted north property line of the former Story property and Mr. Truong's south property line to be 95.5' north of the southern property line rather than 92.16'.

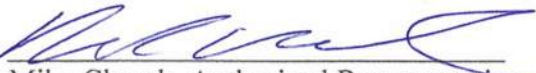
To resolve a dispute related to the boundary line, Mr. Truong desires to purchase and Kestrel Rentals LLC desires to sell the small portion of land legally described in the attached Exhibit B and adjust the boundary line between them. Also enclosed are legal descriptions and square footage of pre and post boundary line adjustment for Kestrel Rentals LLC's and Mr. Truong's property. If you need further information or have additional questions, please let me know. Thank you.

Sincerely,
 Landeck|Forseth|Luna
 Attorneys at Law



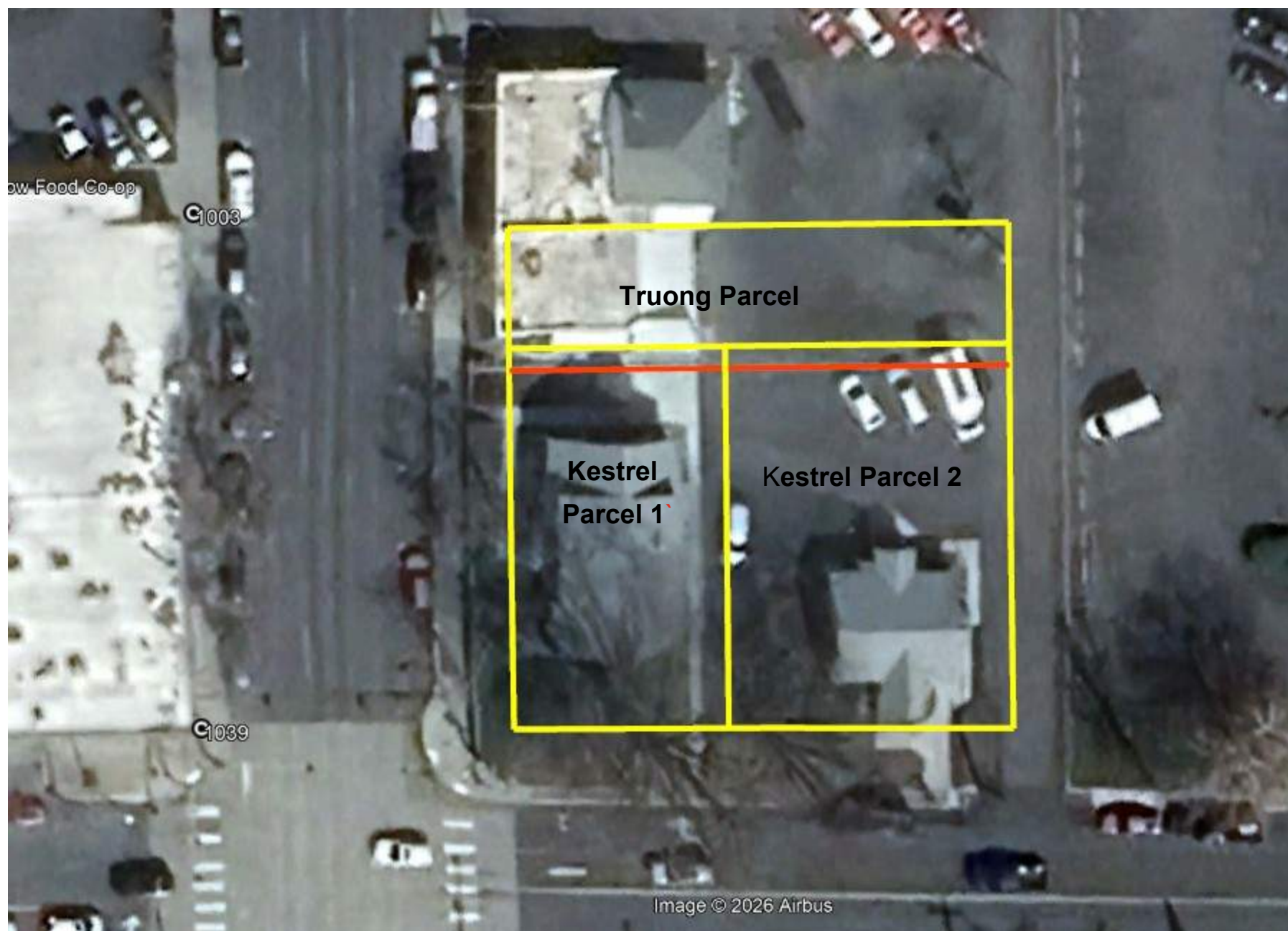
Danelle Forseth

Kestrel Rentals LLC

By: 
Mike Church, Authorized Representative


Bac Van Truong

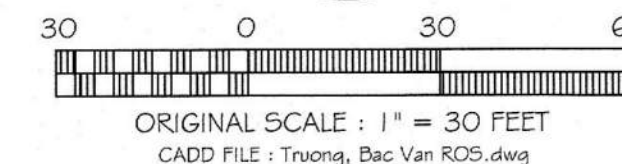
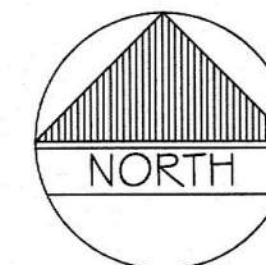
Enclosures



T 39 N, R 5 W, S 8

RECORD OF SURVEY

A Boundary Line Adjustment Located in Lot 4,
Block 6 of the Plat of the City of Moscow, in
Section 8, T39N, R5W, Boise Meridian, Latah
County, Idaho



LEGEND

- Set 5/8" X 30" long rebar w/ aluminum cap PLS 22509
- Set 1" copper plug in concrete, PLS 22509
- Found aluminum cap or copper plug mkd. PLS 10162 or as Described
- Found aluminum cap or copper plug mkd PLS 17534
- Calculated Position - Nothing Found or Set
- ✚ Found Section or 1/4 Section Corner
- ⑥ Subdivision Block Number
- ① Subdivision Lot Number
- (M) Measured
- (R) Record Per Survey References
- < > General Land Office Original Survey Record
- - - Proposed Boundary Line
- - - Property Line to be Changed or Removed
- - - Section Line
- - - City Street Centerline
- - - City Street Right of Way Line
- - - Subdivision Lot Line
- - - Adjacent Property Line
- - - Fly Tie Line

BASIS OF BEARINGS

The Basis of Bearings for this survey is the Idaho Coordinate System, West Zone, NAD 83, as shown between the found west quarter corner and found southwest corner of Section 8, said bearing being S 00°21'24" W.

SURVEY REFERENCES

1. Warranty Deed, Inst. No. 630727
2. Warranty Deed, Inst. No. 604552
3. Quitclaim Deed, Inst. No. 577457
4. Quitclaim Deed, Inst. No. 564149
5. Original Plat of Moscow per Book 1, Page 20, 1883
6. Record of Survey, Inst. No. 599718, PLS 10162, 2019
7. Record of Survey, Inst. No. 632211, PLS 11871, 2023
8. Record of Survey, Inst. No. 633639, PLS 17534, 2024

SURVEYOR CERTIFICATION

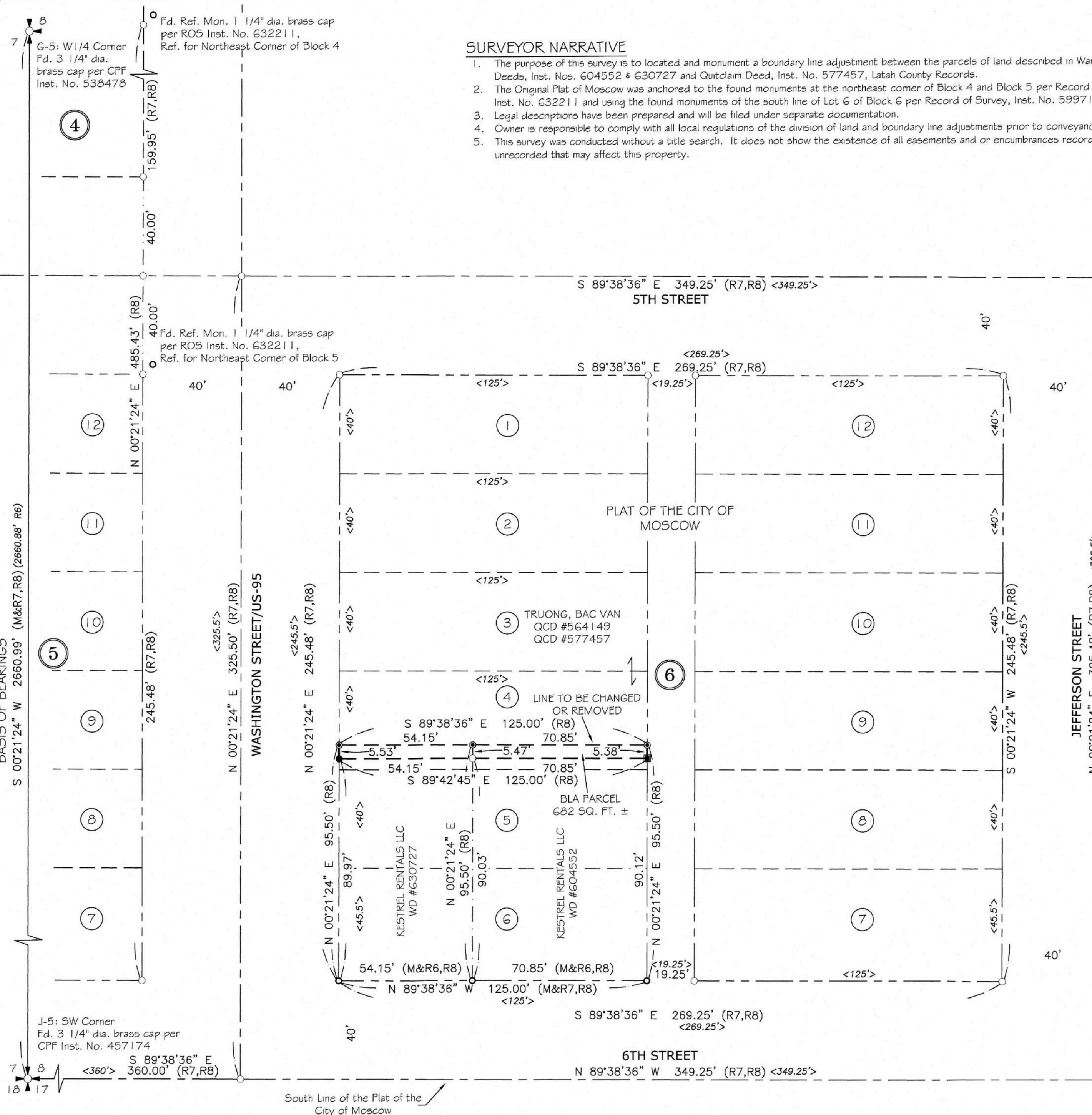
This map correctly represents a survey made by me or under my direction in conformance with the Survey Recording Act. This survey map was prepared at the request of Bac Van Truong, in June, 2025.



Tamara L. Wardle - Idaho Professional Land Surveyor

COUNTY RECORDER CERTIFICATE

STATE OF IDAHO, COUNTY OF LATAH
RECORDED AT _____
Instrument # 640278
MOSCOW, LATAH, IDAHO
6-13-2025 01:50:00 PM No. of Pages: 1
RECORDED FOR: RIM ROCK
JULIE FRY Fee: \$ 00
Ex-Officio Recorder Deputy: _____
DEPUTY Index to: SURVEY



DATE	STATE	COUNTY	PROJECT	DRAWN BY
JUNE 2025	ID	LATAH	TRUONG - BLA	CMM

**Bac Van Truong
Legal Description before BLA**

Lot 4, Block 6 of the original Plat of Moscow, less the S. 10 feet of Lot 4, Block 6, as shown by the recorded plat thereof, and commonly known as 514 S. Washington St., Moscow, Idaho 83843

3,750 square feet

Kestrel Rentals LLC
Legal Description before BLA

Parcel 1

A parcel of land located in Lots 5 & 6 and in the south 10 feet of Lot 4 of Block 6 of the Plat of the west part of the City of Moscow in Section 8, Township 39 North, Range 5 West of the Boise Meridian, Latah County, Idaho, described as follows:

BEGINNING at the southwest corner of said Lot 6;
 Thence along the west line thereof, N00°21'24" E, 95.50 feet;
 Thence leaving said west line S 89°38'36"E, 54.15 feet;
 Thence S 00°21'24" W, 95.50 feet to a point on the south line of Lot 6;
 Thence along the south line thereof, N 89°38'36" W, 54.15 feet to the POINT OF BEGINNING.

5,171 sq ft

Parcel 2

A parcel of land located in Lots 5 & 6 and in the south 10 feet of Lot 4 of Block 6 of the Plat of the west part of the City of Moscow in Section 8, Township 39 North, Range 5 West of the Boise Meridian, Latah County, Idaho, described as follows:

BEGINNING at the southeast corner of said Lot 6;
 Thence along the south line thereof, N89°38'36" W, 70.85 feet;
 Thence leaving said south line, N 00°21'24" E, 95.50 feet
 Thence S 89°38'36" E, 70.85 feet to a point on the east line of Lot 4;
 Thence along said east line, S 00°21'24" W, 95.50 feet to the POINT OF BEGINNING.

6,766 sq ft

**Kestrel Rentals LLC to Bac Van Truong
BLA parcel**

A parcel of land located in Lot 4, Block 6 of the Plat of the City of Moscow, Section 8, Township 39 North, Range 5 West of the Boise Meridian, Latah County, Idaho, described as follows:

COMMENCING at the southwest corner of Block 6: Thence along the west line thereof, N 00°21'24" E. 89.97 feet to the POINT OF BEGINNING;

Thence continuing along said west line, N00°21'24"E, 5.53 feet;

Thence leaving said west line, S 89°38'36" E, 125.00 feet to a point on the east line of Lot 4;

Thence along said east line, S 00°21'24" W, 5.38 feet;

Thence leaving said east line, N 89°42'45" W, 125.00 feet to the POINT OF BEGINNING.

682 sq ft

**Bac Van Truong
Legal Description after BLA**

Lot 4, Block 6 of the original Plat of Moscow, less the S. 10 feet of Lot 4, Block 6, as shown by the recorded plat thereof, and commonly known as 514 S. Washington St., Moscow, Idaho 83843

TOGETHER WITH:

A portion of land located in Lot 4, Block 6 of the Plat of the City of Moscow, Section 8, Township 39 North, Range 5 West of the Boise Meridian, Latah County, Idaho, described as follows:

COMMENCING at the southwest corner of Block 6: Thence along the west line thereof, N 00°21'24" E. 89.97 feet to the POINT OF BEGINNING;

Thence continuing along said west line, N00°21'24"E, 5.53 feet;

Thence leaving said west line, S 89°38'36" E, 125.00 feet to a point on the east line of Lot 4;

Thence along said east line, S 00°21'24" W, 5.38 feet;

Thence leaving said east line, N 89°42'45" W, 125.00 feet to the POINT OF BEGINNING.

4,432 square feet

**Kestrel Rentals LLC
Legal Description after BLA**

Parcel 1

A parcel of land located in Lots 5 & 6 and in the south 10 feet of Lot 4 of Block 6 of the Plat of the west part of the City of Moscow in Section 8, Township 39 North, Range 5 West of the Boise Meridian, Latah County, Idaho, described as follows:

BEGINNING at the southwest corner of said Lot 6;
Thence along the west line thereof, N00°21'24" E, 89.97 feet;
Thence leaving said west line S 89°42'45"E, 54.15 feet;
Thence S 00°21'24" W, 90.03 feet to a point on the south line of Lot 6;
Thence along the south line thereof, N 89°38'36" W, 54.15 feet to the POINT OF BEGINNING.

Parcel 1 – 4,874 sq ft

Parcel 2

A parcel of land located in Lots 5 & 6 and in the south 10 feet of Lot 4 of Block 6 of the Plat of the west part of the City of Moscow in Section 8, Township 39 North, Range 5 West of the Boise Meridian, Latah County, Idaho, described as follows:

BEGINNING at the southeast corner of said Lot 6;
Thence along the south line thereof, N89°38'36" W, 70.85 feet;
Thence leaving said south line, N 00°21'24" E, 90.03 feet
Thence S 89°38'36" E, 70.85 feet to a point on the east line of Lot 4;
Thence along said east line, S 00°21'24" W, 90.12 feet to the POINT OF BEGINNING.

Parcel 2 – 6,382 sq ft



Re: 512/514 S Washington surveys

From Lucy Falcy <lfalcy@ci.moscow.id.us>
Date Fri 3/27/2026 2:07 PM
To Tamara Wardle <tamara@rimrockconsulting.net>

Tamara,

Thank you.

Lucy

From: Tamara Wardle <tamara@rimrockconsulting.net>
Sent: Friday, March 27, 2026 12:28 PM
To: Lucy Falcy <lfalcy@ci.moscow.id.us>
Subject: Re: 512/514 S Washington surveys

CAUTION: This message originated from outside the City of Moscow's network. Exercise caution when clicking links or opening attachments. If in doubt, please contact Information Systems at extension 7004.

Hi Lucy,

Yes, Michael Dahlin did pull the incorrect pins in 2024.

I do believe your timeline is correct.

Tamara Wardle | PLS | EIT

Rim Rock Consulting, Inc. | 129 W. 3rd St, #102 | Moscow, ID 83843 | phone 208.883.5339 | fax 208.883.4309 | www.rimrockconsulting.net

From: Lucy Falcy <lfalcy@ci.moscow.id.us>
Sent: Friday, March 27, 2026 12:03 PM
To: Tamara Wardle <tamara@rimrockconsulting.net>
Subject: Re: 512/514 S Washington surveys

Tamara,

I am hoping to get some clarification to pass on to Bac regarding pins. Please let me know if I am interpreting this history correctly.

In 2019, when John Duhn (Rimrock) did the survey, there were no pins within the vicinity of that common property line between Bac's property and the two lots to the south. John installed three pins in incorrect locations.

In 2023, When Michael Hoffman (Terramark), surveyed, he found the east and west pins that John put in but identified the common property line to be north of them.

In 2024, when Michael Dahlin (Rimrock) surveyed, he placed three pins along the common property line which was noted by Michael Hoffman in 2023. *Did he remove the three pins installed by John Duhn in 2019?*

In 2025, when Tamara Wardle (you, Rimrock) surveyed for Bac, you set two pins in the locations that you understood Bac to want the common property line moved to.

Does that look correct? Also, please address question about potential 2024 pin removal.

Lucy

From: Tamara Wardle <tamara@rimrockconsulting.net>

Sent: Monday, March 23, 2026 3:15 PM

To: Lucy Falcy <lfalcy@ci.moscow.id.us>

Subject: Re: 512/514 S Washington surveys

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Hi Lucy,

When John did his survey and they assumed that all of the Lots were 40 feet wide (block dimension would be 240 feet), when they measured the block, they thought it was 6 feet too long. So instead of the $40+40+10=90$ feet they proportioned it to 92.16 feet. When Michael Dahlin found the error in the last two lots the block is supposed to be 245.5 feet long, so the proportioning comes out to match the original plat a lot better.

I think I told you wrong when I was on the phone, I didn't have the maps in front of me. The lots are 5.5 feet longer, and so the block is 5.5 feet longer. I think this is part of the reason for the confusion that started this whole thing was that the note was buried in the plat language.

The GIS mapper would need to rectify the difference on the GIS maps to show the block lengths. Record of Survey Inst. No. 632211 shows more of downtown and how the original lots and blocks are laid out, if that helps the mapper.

Tamara Wardle | PLS | EIT

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From: Lucy Falcy <lfalcy@ci.moscow.id.us>

Sent: Monday, March 23, 2026 2:51 PM

To: Tamara Wardle <tamara@rimrockconsulting.net>

Subject: Re: 512/514 S Washington surveys

Thank you Tamara,

Do you have any insight into why the south two lots run 92.16 feet north-south instead of 95.5 feet (45.5+40+10)?

Also, the entire block is currently mapped within our system and the county's as 240 feet north-south and does not reflect the extra 5.5 feet (240 feet= 6 lots by 40 feet deep). I assume that this is what you meant when you said that the block is 5 feet short. What is the solution to rectify this?

Lucy

From: Tamara Wardle <tamara@rimrockconsulting.net>

Sent: Monday, March 23, 2026 1:14 PM

To: Lucy Falcy <lfalcy@ci.moscow.id.us>

Subject: Re: 512/514 S Washington surveys

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Hi Lucy,

When John Dunn did the first survey (ROS Inst. No. 599718) in 2019 he assumed that Lots 6 & 7 in Blocks 5 & 6 were 40 feet wide like the other lots in those blocks. However, in early 2024 we were made aware of the note on the Moscow Original map that Lots 6 & 7 in those blocks were actually 45.5 feet wide. So, Michael Dahlin did another survey to fix the lotting issue for those lots and filed a new Record of Survey (ROS Inst. No. 633639) which located Chang Sing restaurant over the north line of the Kestrel Rentals LLC parcel. In June of 2025, we were asked to do a boundary line adjustment for the Chang Sing Restaurant (ROS Inst. No 640278).

I do not know if the legal descriptions from my 2025 survey have been recorded and conveyed from Kestrel Rentals LLC to Bac Van Troung.

Let me know if you have any questions.

Thanks,

Tamara Wardle | PLS | EIT

Rim Rock Consulting, Inc. | 129 W. 3rd St, #102 | Moscow, ID 83843 | phone 208.883.5339 | fax 208.883.4309 | www.rimrockconsulting.net

From: Lucy Falcy <lfalcy@ci.moscow.id.us>

Sent: Monday, March 23, 2026 11:20 AM

To: Tamara Wardle <tamara@rimrockconsulting.net>

Subject: 512/514 S Washington surveys

Tamara,

I appreciate you providing clarification on the survey history between 512/514 S Washington (RPM0001006004A) and 520 S Washington (RPM0001006005C)/212 East 6th Street (RPM0001006006A).

We would really like to establish ownership over the strip of land in question prior to approving the pending fence permit.

Lucy Falcy
Planner 1
Community Development
City of Moscow
208-883-7095
lfalcy@ci.moscow.id.us



512/514 Washington Surveys

From Lucy Falcy <lfalcy@ci.moscow.id.us>
Date Fri 3/27/2026 2:51 PM
To Michael Ray <mray@ci.moscow.id.us>
Cc Corey O'Brien <cobrien@ci.moscow.id.us>

Mike,

In case you ever need it, this is what I have sleuthed out about property pin locations through my conversations with Tamara Wardle of Rimrock.

In 2019, when John Duhn (Rimrock) did the survey (Instrument No. 599718), there were no pins within the vicinity of that common property line between Bac's property (512/514 Washington) and the two lots to the south. John installed three pins in incorrect locations due to a misread of the original plat.

In 2023, When Michael Hoffman (Terramark), did the survey (Instrument 632211), he found the east and west pins that John put in but identified the common property line to be north of them.

In 2024, when Michael Dahlin (Rimrock) did the survey (Instrument No. 633639), he placed three pins along the common property line which was noted by Michael Hoffman in 2023. Michael Dahlin pulled the pins that were installed in incorrect locations in 2019 by John Duhn.

In 2025, when Tamara Wardle (Rimrock) did the survey (Instrument No. 640278) for Bac, she set two pins in the locations that she understood Bac to want the common property line moved to. This was not reviewed or approved by the City.



Lucy

From: [Lucy Falcy](#)
To: [Michael Ray](#)
Subject: Fw: 512/514 S Washington surveys
Date: Monday, March 23, 2026 4:49:52 PM

Mike,

Just an FYI on Bac fence permit information. All of the relevant deeds/surveys are on my desk if you wish to look at them.

Lucy

From: Tamara Wardle <tamara@rimrockconsulting.net>
Sent: Monday, March 23, 2026 3:15 PM
To: Lucy Falcy <lfalcy@ci.moscow.id.us>
Subject: Re: 512/514 S Washington surveys

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I think I told you wrong when I was on the phone, I didn't have the maps in front of me. The lots are 5.5 feet longer, and so the block is 5.5 feet longer. I think this is part of the reason for the confusion that started this whole thing was that the note was buried in the plat language.

The GIS mapper would need to rectify the difference on the GIS maps to show the block lengths. Record of Survey Inst. No. 632211 shows more of downtown and how the original lots and blocks are laid out, if that helps the mapper.

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Also, the entire block is currently mapped within our system and the county's as 240 feet north-south and does not reflect the extra 5.5 feet (240 feet= 6 lots by 40 feet deep). I assume that this is what you meant when you said that the block is 5 feet short. What is the solution to rectify this?

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Let me know if you have any questions.

Thanks,

Tamara Wardle | PLS | EIT

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208.883.5339 | fax 208.883.4309 | www.rimrockconsulting.net

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We would really like to establish ownership over the strip of land in question prior to approving the pending fence permit.

Lucy Falcy
Planner 1
Community Development
City of Moscow
208-883-7095
lfalcy@ci.moscow.id.us

COMMITTEE / CITY COUNCIL STAFF REPORT

DATE: Monday, August 24, 2026



AGENDA ITEM TITLE

Idaho Community Development Block Grant – Lola Clyde Park Restroom (ACTION ITEM) – Alisa Anderson / Luke Hajda

RESPONSIBLE STAFF

Alisa Anderson, Grants Manager, Luke Hajda, Civil Engineer

ADDITIONAL PRESENTER(S)

David Schott, Parks and Facilities Manager

DESCRIPTION

City staff is requesting approval to submit a grant application to the Idaho Department of Commerce under the Idaho Community Development Block Grant (ICDBG) program for the construction of a new restroom at Lola Clyde Park. This application will be submitted under the Public Parks category, with a maximum award amount of \$245,000. The City qualifies to apply for this funding because the project is an eligible activity and aligns with the national objective of developing public parks for residents in cities that primarily serve Idaho's Low-to-Moderate Income (LMI) households.

Under the ICDBG program, public park projects must meet the areawide benefit national objective. Priority is given to improvements on existing parks, including the installation of permanent playground equipment and enhancements to ADA accessibility for park facilities such as restrooms, splash pads, pools, and courts. To qualify as a low and moderate-income project, at least 51% of those benefiting must be low and moderate-income persons. Household income determines eligibility: households earning 80% or less of the median county income are considered LMI. This project aims to benefit or serve all residents within the City, where at least 51% of the population is classified as low or moderate-income. Attached to this report is an outline of the ICDBG program and grant application requirements, along with the documents that will require the Mayor's signature in the completed application.

Note: In June 2024, the City received notification from IDOC that, effective August 1, 2024, Moscow was no longer eligible to apply for ICDBG funds unless we conducted our own survey to demonstrate that at least 51% of Moscow residents are low and moderate-income (LMI). Staff carried out this survey in the fall of 2025 and received confirmation from IDOC on December 12, 2025, that our LMI eligibility had been restored. This designation will remain valid for five years.

This project will include the purchase and installation of a pre-cast restroom unit featuring two single-user, fully accessible flush toilets. A quote from CXT, attached to this report, totals \$128,053.90 (rounded to \$130,000) for the restroom building, delivery, site placement, and hookup on the prepared site. Site preparation, utilities, and pathway connections are estimated at \$115,000, which includes a 10% contingency. Total construction costs are estimated not to exceed \$245,000.

The City will contribute a cash match not to exceed \$50,000 toward construction costs and in-kind services valued at \$24,500 for grant administration, along with an estimated \$30,000 for engineering and construction management, bringing the total project cost to approximately \$299,500. The grant request amount is estimated to range from \$195,000 and \$245,000 depending on the competitiveness of the

upcoming funding round.

The grant application is due on September 21, 2026. Typically, IDOC staff will notify applicants if their request is recommended for approval to the Economic Advisory Board in January 2027, with final approval and the award agreement anticipated in April 2027. If this grant is awarded, the project will be constructed concurrently with frontage improvements along Polk and Rodeo Streets, as well as an internal walking path within the park. The total estimated cost for these improvements is \$1.2 million, funded 50% by an Idaho Land, Water, Conservation/National Park Service grant and City local cash match.

REVIEWED BY

PROPOSED ACTIONS

PROPOSED ACTIONS: Recommend approval to submit a funding request not to exceed \$245,000 under the ICDBG Public Parks Program for a new restroom at Lola Clyde Park; or provide staff further direction.

STAFF RECOMMENDATION

Recommend approval to submit a funding request not to exceed \$245,000 under the ICDBG Public Parks Program for a new restroom at Lola Clyde Park.

OTHER RESOURCES

N/A

FISCAL IMPACT

Cash match not to exceed \$50,000.

PERSONNEL IMPACT

This project will be designed and inspected by City of Moscow Engineering Division personnel. The grant will be administered by the City of Moscow Grants Manager.

ATTACHMENTS

1. CDBG Application

ICDBG APPLICATION EXAMPLE

Application Overview

Funding Categories & Thresholds:

- A. Public Parks – Maximum Award = \$245,000

Statewide Goals and Strategies:

- B. Public Facilities – Infrastructure New Construction
Sustainability: other public facility projects.

Funding Categories & Thresholds:

Community / Senior Center / Public Parks (*\$245,000) *Maximum Grant Amount
10% of grant request can be used at in-kind match up to \$24,500

Application Schedule:

Job Creation and Public Parks applications due – September 21, 2026, Third Monday

Eligibility

For an application to be eligible it must meet three requirements. The application must:

- be submitted by an eligible applicant,
- consist of eligible ICDBG activities, and
- address an ICDBG national objective
- Cities and Counties shall apply for only one (1) project from each funding set-aside

General Description

ICDBG can be used for new construction, rehabilitation, reconstruction, remodeling, improvements, clearance and demolition, acquisition, and installation of public facilities, infrastructure, and/or utilities. Design professional, construction management and grant administration services are eligible as well.

Note: The Idaho CDBG program is structured to provide higher points for applications that are using grant funds on 'bricks-and-mortar' projects, versus planning or public service activities.

Eligible Activities

Based on the assessment of Idaho cities and counties—and to effectively serve primarily Idaho's Low-to-Moderate-Income households – Parks

A. Public Parks Grants

Public park projects must qualify under the area-wide benefit national objective. Priority is given to work on existing parks and to ICDBG funding for improving; playgrounds, which include permanent playground equipment, ADA accessibility of park facilities including bathrooms, splash pads, pools, and courts.

National Objectives

An eligible project must serve one of HUD's three national objectives: Benefiting Low-to-Moderate-Income (LMI) Persons

Activities Benefiting Low-to-Moderate-Income (LMI) Persons

Low-and-moderate-income projects must benefit (at least 51%) low-and-moderate-income persons. Household income is used to determine if a person falls in that category. If a household's income is 80% or less of the median county income, the household members are considered to be low-and-moderate-income persons.

Low-and-moderate-income benefit is achieved only if the project meets one of the following four criteria: LMI - Area Wide Benefit (at least 51% LMI)

Area Wide Benefit (at least 51% LMI) (*typical funding category – public facility or community center*) This is an activity or project that is available to benefit or serves all residents in a particular area (such as a city or special district) where at least 51% percent of the residents are low-and-moderate-income.

Application Review, Ranking and Award Process:

For each application submitted the application process outlined below is followed:

- A. The application is reviewed for eligibility. If an application or project does not meet threshold criteria, it is considered disqualified and will not continue through the review process.
- B. Commerce staff reviews qualified applications using the ranking system described in this handbook. They assign points to various project components.
- C. Commerce staff also meets with other funding agencies to look at project funding, viability and the applicant's previous performance on prior CDBG projects.
- D. The two staff members ranking the application meet to discuss the application and come to a consensus regarding the project's points.
- E. The ICDBG team meets again to look at all of the proposed projects and ensure comparability between similar projects.
- F. After the entire staff has agreed on the points awarded, they make their recommendations to the EAC. Information about the EAC members and their regions can be found on the Commerce website here:
<http://commerce.idaho.gov/communities/economic-advisory-council/>
- G. The EAC reviews the applications and may invite applicants to make presentations in person or by teleconferencing. An elected official of the local government applying for the ICDBG funds must attend the presentation.
- H. The EAC will invite the most competitive public facilities and downtown revitalization projects to submit an addendum as part of the two-stage process.
- I. After the addendum has been submitted, or after the presentation, the EAC makes its recommendation to the Governor.
- J. The Governor awards the projects.

Application Points:

Each application is worth 1,000 points. These points are a combination of staff ranking and points assigned by the EAC. Economic development applications (downtowns and jobs) have minimum staff point thresholds that must be met to be considered by the EAC. After the EAC has assigned its points, again, there is a minimum point threshold that must be reached for project proponents to be invited to submit an application addendum or to gain recommendation to the Governor. The point thresholds are listed below.

They are reviewed by the staff to ensure the imminent threat criteria is met before recommending it to the EAC for review.

Application Type	Maximum Points Available		Max. Total Points Avail.	Minimum Threshold	
	Staff	EAC		Staff	EAC & Staff
Public Parks	800	200	1000	N/A	

Application Instructions:

Each applicant must complete and submit an application. The application describes and documents the proposed project. It should contain the information required to document that the proposed project will meet a national objective and consists of eligible activities. The application is also the basis of Commerce and the Economic Advisory Council's (EAC) review and ranking of the project.

Chapter 5 contains the general application material, Parts A, B, & C. Parts B & C must be completely filled out.

Chapters 6 through 11 contain specific documentation and questions that correspond to separate funding set asides. For these chapters follow all instructions and complete the application.

General Application (all set asides must complete) – Chapter 5

Part A – instructions for completing the general application

Part B – general application forms

Part C – documents that must be signed, adopted or published. This information must be submitted with the mailed hard copy application and is optional for the electronic application.

Application Format:

- A. All applications must follow the prescribed formatting:
 1. White 8 ½" by 11" paper.
 2. Text must be typed single-spaced.
 3. All pages must be numbered.
 4. Pages may be printed on both sides.
 5. Types of headings and numbering systems may be determined by the applicant.
 6. Maps and larger sheets must be folded to 8 ½" by 11".
 7. Supporting documents should be noted and placed in a tabbed appendix.
 8. All applications must be bound. This does **not** include binder clips.
- B. Applications for all projects should contain the following sections in the specified order:
 1. Cover
 2. Cover Letter
 3. Table of Contents
 4. ICDBG Application Information Page
 5. Economic Advisory Council Page
 6. Threshold Factors
 - a) Eligible Applicant
 - b) Eligible Activity
 - c) National Objective
 - d) Citizen Participation Plan and Hearing
 - e) Statewide Goals and Strategies
 - f) Administrative Capacity
 - g) Fair Housing Resolution
 7. Program Income
 8. General Project Description
 9. Budget Narrative
 10. Budget Form
 11. Detailed Cost Analysis

12. Project Schedule
13. Financial Profile
14. Project Site – Field Notes Review
15. Review & Ranking Criteria Specific to Project
Instruction / Application Form or Parts of Chapters 6,7, 8, 9, 10, or 11)
16. Certifications
17. Appendices

Part A

Instructions

I. **Cover**

The cover shall contain “An application for an Idaho Community Development Block Grant by the _____ (city/county) of _____ (Name) Date: _____”

II. **Cover Letter**

An official letter of application for a grant, on official stationery, signed by the mayor or the chairperson of the Board of County Commissioners

III. **Table of Contents**

IV. **Grant Application**

The Grant Application must be completely filled out. For “Total # to Benefit”, depending on how the project was qualified, the population will come from one of three sources as follows:

- If qualifying under HUD published LMI percentage, use the HUD population number from low mod univ
- If qualifying via income survey of a city or county use the most current population number from <https://data.census.gov> – enter the city or county - View Profile
- If qualifying on income survey of a district, use average county household size from <https://data.census.gov> – enter the city or county - View Profile

V. **Economic Advisory Council Page**

The Economic Advisory Council Page should summarize the project in no more than one page. This page should be able to stand alone in describing the project. At a minimum the page should summarize the following: the need, how the need will be addressed, total cost, the local ability to finance, the local effort and commitment, and impact.

VI. **Threshold Factors**

A – G must be addressed and documented before an application can be reviewed and ranked. If any of the criteria is not met, the application shall be deemed ineligible. For public facilities and downtown revitalization applications (F) Fair Housing can be addressed in the addendum.

- A. **Eligible Applicant:** Check the box that corresponds to the applicant’s jurisdiction. If the applicant is sub-granting to a sub-recipient—at a minimum, a draft sub-recipient agreement and/or acknowledgement from both parties of the arrangement should be the described and understood.
- B. **Eligible Activities:** Identify the eligible activities that will be part of the project. See Chapter 2 for the list of Eligible Activities. Do not include the sheets within your application but rather include descriptions of the eligible activities that pertain to your project.
- C. **National Objective:** See Chapter 2 for definitions of each objective. Choose only one of the six National Objectives listed on the next page to be met by the project.
 1. **Low-and-Moderate-Income Area Benefit**

2. **Low- and-Moderate-Income Limited Clientele Benefit**
 3. **Low- and-Moderate-Income Housing**
 4. **Low- and-Moderate-Income Job Creation**
 5. **Prevention / Elimination of Slum and Blight**
 6. **Post Disaster**
- D. **Citizen Participation & Application Public Hearing:** Identify if the applicant has adopted the ICDBG Citizen Participation Plan. If not, the applicant must adopt before application submittal.
1. A copy of the ICDBG Citizen Participation Plan, public hearing notice, proof of publication, meeting minutes and sign-in list of attendees must be attached in the appendix.
 2. Identify when the public hearing notice was published and the date the meeting was held.
- Note:** The ICDBG Citizen Participation Plan and public hearing notice forms are located in Part C of this Chapter.
- E. **Administrative Capacity:** Both components of administrative capacity must be addressed. One addresses the applicant (and sub-recipient) and the second addresses the grant administration.
1. Describe the applicant's (and if applicable the sub-recipient's) capacity to manage the project. Identify:
 - a) the experience of the clerk and public works director (years of experience & professional credentials);
 - b) the most recent audited financial statements and if there were any material weaknesses, deficiencies, or findings;
 - c) the most recent ICDBG grant the applicant managed.
 - d) For sub-recipients, identify the governing structure and if and when last audited. Also, explain the status of the sub-recipient agreement.
 2. Identify whether the applicant is in the process of procuring a certified grant administrator for the project. Include the necessary procurement documentation in the appendix.
- F. **Fair Housing:** Each applicant must submit an adopted Fair Housing Resolution. Senior and community center, job creation and post disaster projects must submit the adopted Resolution with their applications. Public facility and downtown revitalization projects must submit their adopted Resolution with their addendum. The Resolution should not be over five years. If so, adopt a new one. The publication of the Resolution must occur prior to contract execution for all projects. See the Fair Housing chapter of the grant administration manual for a sample resolution.
- G. **Anti-Displacement Policy:** Each applicant will need to certify that it will follow Commerce's anti-displacement plan. Applicants certify to this by signing the Certifications Page in the back of this chapter.

VII. **Program Income:** Commerce will contact you if your project has the potential to generate program income. Program income is typically generated from leasing or renting a facility that was purchased, constructed or improved with CDBG funds. Example: The City of Parkline receives over \$35,000 annually from renting out their community center that was recently renovated with ICDBG funds.

If the project does generate program income, it is likely the applicant or sub-recipient will need to develop and adopt a program income reuse plan. If you believe your project is expected to generate program income, please contact Commerce.

VIII. **Project Description and Property**

A. **Project Description:** A half-page narrative that should at a minimum include explanation to the following:

- Define the existing situation to be addressed by the proposed project.
- Explain why the proposed project is necessary.
- Provide a detailed scope of work.
- Identify the expected outcomes and benefits from the proposed project.
- If the construction is phased, identify which phase(s) will utilize ICDBG funds.
- In the appendix, include a site plan of the project.

B. **Property and Permits:** Answer the following questions and attach documentation in the appendix.

IX. **Budget Narrative:**

CDBG projects generally leverage a variety of funding sources that are counted as 'match'. Listed below are definitions of typical match funding and required documentation. Describe the funding sources and the commitment status of each funding source. Describe, in detail, the method used to formulate the amounts assigned for any volunteer, force account, or in-kind labor for the project.

Expenditures made prior to the application submittal will only be counted if the community has requested approval in writing and Commerce has approved the request in writing, prior to application submittal.

- A. **Government** funds are typically grants provided by various federal, state and local government sources. Examples might include a DEQ Planning Grant, a USDA RD Grant or a USACE Grant.
- B. **Local match** is considered to be cash donations, capital reserves, cash from debt financing, local improvement districts, general obligation or revenue bonds, tax levies, land sales and other revenue or program income. Examples might include a loan from DEQ or USDA RD. Local match may also include contributions from local residents, force account labor (which can include engineering), donations of land, materials and equipment for the project, waiver of local fees and volunteer labor.
- C. **Private match** includes funding from individuals, businesses and corporations that is spent on private property but is needed for the completion of the project. Private match is mostly likely to occur in job creation or downtown revitalization projects. Private match could be anything from a \$2,000 donation from a foundation up to a \$10 million-dollar business expansion.

Documentation of committed match must be in the appendix. Support letters are not considered documentation of commitment. Only the match with proper documentation will be counted in the review and ranking process. Expenditures made prior to application submittal will only be counted as match if Commerce has approved these expenditures in writing, prior to application submittal date and the approval letter is included in the application.

For volunteer labor, the estimated value of the match can be calculated by the estimated number of work hours multiplied by the appropriate Davis-Bacon wage rate classification. There should also be documentation of insurance coverage for volunteers in the application. For more information on volunteer coverage plans, see the Labor Section of the grant administration manual.

X. **Budget:**

- A. To fill out the budget form, use only the line items and funding sources identified below. If the project has a funding source not identified below or if you are having difficulty identifying a line-item that meets the project activity, please contact your Commerce project specialist.
- B. Line Items
 1. Planning (grant writing and market study)
 2. Facility Plan
 3. Administration (grant administration)
 4. Soft Cost (archaeological, soils test, ASTM environmental)
 5. Design Professional (design fees, construction administration, reimbursable)
 6. Construction (div 1-16, permits, plan check fees, contingency, etc.)

7. Equipment
8. Property Value
9. Acquisition/Relocation (property, real estate, easements, R-O-W)
10. Legal
11. LMI Assessment / Hook-ups
12. Financing Expenses (loan fees, interim interest, Bond/LID/BID admin)
13. Material

C. Funding Sources

- | | |
|------------------|------------------------|
| 1. Local Cash | 9. Private In-Kind |
| 2. Local In-Kind | 10. Foundation Grant |
| 3. DEQ Loan | 11. Donations |
| 4. DEQ Grant | 12. Urban Renewal |
| 5. USACE Grant | 13. Volunteer |
| 6. USDA RD Loan | 14. Non-Profit Cash |
| 7. USDA RD Grant | 15. Non-Profit In-Kind |
| 8. Private Cash | 16. Other |

- XI. **Detailed Cost Analysis:** Answer all the questions on the Detailed Cost Analysis sheet and provide in the appendix the current cost estimate completed by the project's design professional. The cost estimate should identify construction costs and be signed and dated within four weeks of the application due date.
- XII. **Project Schedule:** Fill in the project schedule with completed or to be completed dates. The dates must take into consideration weather conditions (winter shutdown for construction), other funding availability, environmental mitigation issues, and property site control.
- XIII. **Financial Profile:** Complete the Financial Profile form, paying particular attention to the sections for each type of project. If the project includes a sub-recipient, the profile should be completed using the sub-recipient's information.
- XIV. **Project Site – Field Notes Review:** Each applicant must complete the field notes review. The information will assist in understanding what studies, documentation, and mitigation measures could be applicable in order to commence project construction.
- XV. **Reviewing and Ranking Narrative (Chapter 6, 7, 8, 9, 10, 11):** Refer to the chapter of this handbook that addresses your particular project type. Within that chapter you will find a detailed description of the ranking criteria used by Commerce staff and the EAC. Address each ranking category as it applies to the project that is: Public Parks

Part C: Forms requiring signature and publication if applicable

- XVI. **Certifications:** The applicant must sign the certifications forms that certify they will comply with the required federal laws and regulations for grant program participation. Complying with these state and federal regulations is a condition of accepting an ICDBG.
- XVII. **Citizen Participation:** All applicants must adopt a citizen participation plan and must conduct a public hearing.

A. **Citizen Participation Plan** must be executed and complied with.

B. **Public Hearing:** At least one public hearing is required prior to application submission to allow the public to examine the application. The hearing must be held at a time and in a location that provides for full participation of all citizens and is accessible to citizens with disabilities. Notification of the hearing must be given by public advertisement in a local newspaper no less than seven days prior to the meeting date, beginning with the date of the advertisement and ending the day before the hearing.

1. An outline of the public hearing notice may be found at the end of this section. Note that it includes:
 - a) A brief description of the project.
 - b) The amount of funds being requested.

- c) The time and place of the hearing, including a statement that the hearing will be held in a handicapped accessible facility upon request.
2. It is also recommended that the applicant post notices of the hearing in public places and use media sources to disperse notification of the hearing.
3. All information presented in the hearings must be available upon request, in a form usable by persons with disabilities. If a significant number of non-English speaking residents reside in the community, the public hearing materials must also be provided in the appropriate translations. The application and application handbook must be available for review and the amount of funds available for local community development and housing, range of activities to be undertaken and the impact.
4. Provide public hearing documentation in the Application.
5. The grantee should include a description of any plans for the project regarding citizen participation, specifically the formation of a citizen's advisory committee, and a description of any assistance for persons with disabilities or special needs that was requested and provided.

XVIII. **Appendix:** Documentation that will need to be provided.

All Applications

- National Objective Documentation – (survey report, census data, resolutions)
- Sub-Recipient Agreement, if applicable
- Program Income Reuse Plan, if applicable
- Citizen Participation – (the plan, copy of public notice, affidavit of publication, meeting minutes, signup sheet)
- Fair Housing – Resolution (PF and DT projects can submit with addendum)
- Acquisition Documentation, if applicable – (notices, appraisal, sales agreement, settlement statement, property deed)
- Funding Commitments (loan or grant agreements, commitment letters)
- Design Professional Documents – (RFP, solicitation notices, evaluation sheets)
- Grant Administrator Documents – (RFP, solicitation notices, evaluation sheets)
- Design Professional Cost Estimate
- Support letters
- Site Plans / Building Plans / Map

Public Parks

- Park Assessment

Part B Application

Chapter 10: Public Parks Instructions / Application

Public park projects must qualify under the area-wide benefit national objective. Priority is given to existing neighborhood parks and CDBG funding will be focused on improving park facilities which consist of:

- playgrounds including equipment,
- ADA accessible restrooms,
- ADA accessible routes and parking,
- splash pads,
- pools,
- courts, and
- shade structures for playgrounds.

Reminder: School facilities are ineligible to receive CDBG funding.

- I. **Physical Conditions and Park Facility Assessment (350 points):** Points will be awarded to each application based upon the park facility's documented needs.

A. Park Planning Assessment (250 points):

1. The following should be conducted or assessed (250 points):
The park assessment can be completed by a design professional, parks staff, public works staff, or city official. The plan or report should include:
 - a. Existing Facilities
 1. Location map
 2. Condition of existing facilities (include at least eight (8) photos)
 - b. Need for Project
 1. Public Survey
 2. Health and safety concerns
 3. Violation of standards, codes or ADA Accessibility
 4. Damaged and aging park facilities and equipment
 - c. Proposed Project
 1. Project Description
 2. Preliminary Project Design
 3. Total Project Cost Estimate
 4. Alternatives Considered
 - d. Park Facility - Annual Operating Budget and Maintenance
 1. Income – Provide information about all sources of income for the park facility
 2. Annual O&M Costs – Provide itemized annual operating budget information. Include personnel costs, administrative costs, water purchase or treatment costs, accounting fees, utilities, energy cost, insurance, annual repairs and maintenance, supplies, chemicals, professional services, and miscellaneous as applicable—OR—if you do not have a budget you will need to complete Attachment A - Annual Cost of Park Maintenance Per Category

- B. Public Parks:** Identify the problems or needs of the park facilities (playground, pool, splash pad, courts and/or restrooms). Check the park components as **critical**, **urgent**, or **potential concern**. Document below why a component is considered critical (violation of standards, codes, or ADA requirements), urgent (health and safety problems), or potential concern (end of useful life). (100 points)

Criticalness and Urgency of Problems

Identification of physical problems	Critical (9) (insert ✓)	Urgent (5) (insert ✓)	Potential Concern (1) (insert ✓)
Playground Fixtures			
<i>Example: Swing set</i>		✓	
ADA Accessibility			
Does Not Exist			
Pool			
ADA Accessibility			
Does Not Exist			
Splash Pad			
ADA Accessibility			
Does Not Exist			
Courts:			
Basketball			
Tennis			
Volleyball			

Bocce			
Other			
ADA Accessibility			
Does Not Exist			
ADA Accessibility Related To:			
Restrooms			
Sidewalks			
Parking			
Other			

1. Identify why each specific component is considered critical or urgent. If applicable, reference safety codes.
2. Provide sufficient photos to document condition.
3. Provide user group support letters (swim team, pickle ball league, etc.)

II. **Project Implementation (200 points):** Using the categories below, the applicant must describe and document the process used to plan and implement the project and describe the components of the project.

1. **Planning (40 points):** Respond to the following questions.

Explain expected form of construction. (Examples: single bid, construction management-general contractor, design build, owner build, or other)

Has there been any site plans, schematics, or sketches prepared for the project?

___ Yes ___ No

If yes, provide drawing in the appendices.

List of work that has been completed on the park facility in the last year.

Example:

Installed accessible lift at pool – August 2022

2. **Design Professional (20 points):**

Option 1: To receive points the applicant must have completed the design professional selection process using procurement requirements as described in the most recent Grant Administration Manual.

Option 2: However, sometimes in existing facilities, a design professional is not required and the work by qualified specialist vendors, force account, or even volunteers can be sufficient. If this is the option chosen, provide convincing support for the alternative option. Approaching a project this way also requires the grantee or sub recipient to demonstrate its ability to provide competent construction management.

3. **Grant Administration (20 points):** To receive points the applicant must be soliciting or has solicited for grant administration services using the procurement requirements as described in the most recent Grant Administration Manual. **Note:** Grant Administration services estimated under \$25,000 allow for micro-purchase procedures.

4. **Schedule (5 points):** Points will be awarded based on the project schedule completed in the general application.

5. **Project Site – Field Notes Review (10 points):** Maximum points will be awarded if the applicant has completed the field notes review and mailed out environmental information request letters before submission of application.
6. **Property acquisition (20 points):** Full points will be awarded if the applicant or subrecipient has ownership of the property including easements (or right of way permits) or has an option to purchase pending completion of the environmental release.
7. **Cost analysis (20 points):** The detailed cost analysis sheet should be completed and dated/signed within four weeks of submission of application.
8. **Applicant administrative capacity (65 points):** Points will be awarded based on:
 - a. The city or county's financial audit reports, quality of management systems, history of performance, and audit findings. If sub-recipient, provide description of the agency's governing structure or framework such as nonprofit corporation, district, and the board composition.
 - b. Use Fee – Is there a fee charged for the use of or access to the park facility?
If yes, justify the need to charge and specify the amount, to whom the fee will apply, and how the collected fee will be used.
 - c. Has the applicant completed an ADA/Section 504 self-evaluation of the accessibility of its public programs and facilities and also completed a Transition Plan?
___ Yes ___ No
 - d. Affirmatively Furthering Fair Housing
 - e. Does the applicant have unrestricted cash reserves in the amount of at least 5% of estimated construction cost to cover unforeseen expenses such as higher than expected bids or necessary change orders?
___ Yes ___ No

III. **Benefits (150 points)**

1. **Activities provided (100 points):**
 - a. List the number and frequency of activities and events the park facility is providing to the neighborhood and the community on a monthly basis. Applicants should include formal activities and services such as health, recreation, swim lessons, senior exercise, leagues, and after school programs. Put a check mark (✓) to indicate if the activity exists or is proposed.

Park Facility Activities

Activity / Event	Existing Activity (insert: ✓)	Proposed Activity (insert: ✓)	No. of Days Offered Per Month or Year*	Types of Users
<i>Example:</i>	✓			
<i>Swimming lessons</i>		✓	15 x month	Ages 4-10
<i>Basketball 3 on 3 rec</i>			8 x month	Ages 12-18
Totals				

* A service/activity that is offered 6 times per year = .5 days per month

- b. Does the park facility have restrooms and bike racks?
- c. Are there trails or pathways connected to the park facility?
- d. Does the road along the park facility have a sidewalk?
- e. Does the park have security cameras? If not, it's likely Commerce will recommend the installation of security cameras as part of the project.
- f. What are the park facility hours?
- g. How many months per year is the park facility open?
- h. Does the city or county have park ordinances in place?

2. Outreach (50 points):

- a. Describe the park facility's existing and/or proposed affirmative marketing and outreach efforts aimed at including participation by low-and-moderate-income persons, minorities, disabled persons and non-English speakers. Examples might include: website or social media, postings, radio, television, outdoor signage, etc.
(1/3 page narrative)
- b. Has the city/county conducted a Limited English Proficiency (LEP) Four-Factor Analysis? ____Yes ____No
- c. Does the city/county have a park or recreation director?
 - If yes, is the position full time / part time / seasonal?
 - What is the job description?
 - If not, who is responsible to manage park facilities and activities?

IV. **Project Local Match (100 points):** Measures the amount of cash and in-kind donations that are committed to just the CDBG project. A commitment letter must be provided in the appendix. If local match is a bond, the applicant must provide documentation that the bond has passed and who will buy it. The CDBG project can include prior planning, design, and property acquisition.

- A. **Project cash match (60 points):** This criteria measures the percentage of cash matching funds committed to the ICDBG project. It is match to the ICDBG project only. Cash match includes cash on hand, bonds, loan funds, urban renewal funds, recreation district, or resort city tax.
- B. **Project in-kind match (40 points):** This measures the percentage of in-kind funds committed to the project which includes in-kind activities, force account work, volunteer work, donations, or waiving of fees to fund the ICDBG project. It is in-kind match to just the ICDBG project.

*Volunteer work capped at 25% of construction costs.

Attachment A

Annual Cost of Park Maintenance Per Category

Maintenance Plan & Annual Costs for _____ Park Acreage: _____

Line Item	Cost	Hours	How Often	How Many Weeks	Total Annual Cost
Mow/Trim					
vehicle cost (mower)					
Aeration					
vehicle cost					
labor					
Herbicide/Weed Control					
Glyphosate					
Irrigation					
Litter Control					
Pruning					
Lighting & Electrical					
Surfaces, sidewalks, pathways etc.					
Pressure Washing					
Repairs, building, benches, tables,					
Playground Inspection					
Irrigation System Repairs					
Security Cameras					
Flowers, landscaping					
Restroom Supplies					
Snow Removal					
Total					

Chapter 5: General Application Sample Cover Letter

REQUIRES MAYOR'S SIGNATURE

OFFICIAL LETTERHEAD

Date

Director _____
Idaho Department of Commerce
P.O. Box 83720
Boise, ID 83720-0093

Dear Director:

The City/County of _____ respectfully submits this application for an Idaho Community Development Block Grant. Our community lacks/needs/requires _____.

A _____ study has indicated that _____.

This application for a \$_____ grant will help to eliminate the problem.

The city/county has raised \$_____ to help finance this project.

We appreciate your concern and attention to our CDBG request.

Sincerely,

Chief Elected Official

Title

.

Part C**REQUIRIES MAYOR'S SIGNATURE****XVI. CERTIFICATIONS**

I certify the data in this application is true and correct, that this document has been duly authorized by the governing body of _____ (city/county) and we will comply with the following laws and regulations if this application is approved and selected for funding.

Specific CDBG Provisions:

Section 110 of the Housing and Community Development Act of 1974, as amended, by the Housing and Urban-Rural Recovery Act of 1983 and the Housing and Community Development Act of 1987, 24 CFR 570.603, and State regulations regarding the administration and enforcement of labor standards;

It will comply with all parts of Title I of the Housing and Community Development Act of 1974, as amended, which have not been cited previously as well as with other applicable laws;

Conduct and administer its program in conformance with Title VI and Title VIII, and affirmatively further fair housing;

Provide opportunities for citizen participation comparable to the state's requirements (those described in Section 104(a) of the Act, as amended);

Not use assessments or fees to recover the capital costs of CDBG funded public improvements from low- and moderate-income owner occupants;

Minimize displacement as a result of activities assisted with CDBG funds by following the Idaho Department of Commerce's anti-displacement and relocation assistance plan and the Uniform Relocation Assistance and Real Property Acquisition Act of 1970, as amended (49 CFR Part 24);

Policy on the Prohibition of the Use of Excessive Force:

It hereby prohibits any law enforcement agency operating within its jurisdiction from using excessive force against any individuals engaged in nonviolent civil rights demonstrations. In addition, it hereby agrees to enforce any applicable state or local laws against physically barring entrances or exits from a facility or location that is the subject of a non-violent protest demonstration.

It further pledges enforcement of this policy within its jurisdiction and encourages any individual or group who feels that it has not complied with this policy to file a complaint.

Civil Rights and Equal Opportunity Provisions:

Title VI of the Civil Rights Act of 1964 (Public Law 88-352), and the regulations issued pursuant thereto (24 CFR Part 1), which provides that no person in the United State shall on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subject to discrimination under any program or activity for which the applicant received Federal financial assistance and will immediately take any measures necessary to effectuate this assurance. If any real property or structure thereon is provided or improved with the aid of Federal financial assistance extended to the applicant, this assurance shall obligate the applicant, or in the case of any transfer of such property, any transferee, for the period during which the real property or structure is used for a purpose for which Federal

financial assistance is extended, or for another purpose involving the provision of similar services or benefits;

The Fair Housing Act (previously known as Title VIII of the Civil Rights Act of 1968) (Public Law 90-284), as amended, administering all programs and activities relating to housing and community development in a manner to affirmatively further fair housing in the sale or rental of housing, the financing of housing, and the provision of brokerage services;

Section 109 of Title I of the Housing and Community Development Act of 1987, as amended, and the regulations issued pursuant thereto (24 CFR 570.602), which provides that no person in the United States shall, on the grounds of race, color, national origin, religion, or sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination on the basis of age under the Age Discrimination Act of 1975 or with respect to otherwise qualified handicapped individuals as provided in Section 504 of the Rehabilitation Act of 1973 shall also apply to any such program activity;

Executive Order 11063, as amended by Executive Order 12259 on equal opportunity in housing and non-discrimination in the sale or rental of housing built with Federal assistance, and requiring that programs and activities relating to housing and urban development be administered in a manner affirmatively to further the goals of Title VIII of the Civil Rights Act of 1968;

Executive Order 11246 as amended by Executive Order 11375 and 12086, and the regulations issued pursuant hereto (24 CFR Chapter 60), which provides that no person shall be discriminated against on the basis of race, color, religion, sex or national origin in all phases of employment during the performance of Federal or federally assisted construction contracts. Contractors and subcontracts on Federal and federally assisted construction contracts shall take affirmative action to insure fair treatment in employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation and selection for training and apprenticeship;

It will comply with Section 3 of the Housing and Urban Development Act of 1968, as amended, requiring that to the greatest extent feasible opportunities for training and employment be given to lower income residents of the project area and contracts for work in connection with the project be awarded to eligible business concerns which are located in, or owned in substantial part by, persons residing within the unit of local government;

Property Acquisition Provision:

It will comply with the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, and Federal implementing regulation at 49 CFR Part 24, and the requirements of section 570.496a and it is following a residential anti-displacement and relocation assistance plan under section 104(d) of Title I of the Housing & Community Development Act of 1974, as amended;

Environmental Standards and Provisions:

Its chief executive official:

- 1) Consents to assume the status of a responsible Federal official under the National Environmental Policy Act of 1969 (NEPA) (42 U.S.C. S 4321 et seq.) and other provisions of Federal law, as specified at 24 CFR 58.1 (a) (3) and (a) (4), which further the purposes of NEPA insofar as the provisions of such Federal law apply to the Idaho Community Development Block Grant Program; and
- 2) Is authorized and consents on behalf of the applicant and himself/herself to accept the jurisdiction of the Federal courts for the purpose of enforcement of his/her responsibilities as such an official.

It will comply with:

- 1) The National Environmental Policy Act of 1969 (42 U.S.C. S 4321 et seq.) and 24 CFR Part 58, and in connection with its performance of environmental assessments under the National Environmental Policy Act of 1969, comply with Section 106 of the National Historic Preservation Act of 1966 (16 U.S.C. 470), Executive Order 11593, and the Preservation of Archaeological and Historical Data Act of 1966 (U.S.C. 469a-1, et seq.) by:
 - a) Consulting with the State Historic Preservation Officer to identify properties listed in or eligible for inclusion in the National Register of Historic Places that are subject to adverse effects (see 36 CFR Part 800.8) by the proposed activity; and
 - b) Complying with all requirements established by the State and to avoid or mitigate adverse effects upon such properties.
- 2) Executive Order 11988, Floodplain Management;
- 3) Executive Order 11990, Protection of Wetlands;
- 4) Endangered Species Act of 1973, as amended, (16 U.S.C. Section 1531 et seq.);
- 5) The Fish and Wildlife Coordination Act of 1958, as amended, (16 U.S.C. Section 661 et seq.);
- 6) The Wild and Scenic Rivers Act of 1968, as amended, (16 U.S.C. Section 1271);
- 7) The Safe Drinking Water Act of 1974, as amended, (42 U.S.C. Section 300f et seq.);
- 8) Section 401(f) of the Lead-Based Paint Poisoning Prevention Act, as amended, (42 U.S.C. Section 4831 (b));
- 9) The Clean Air Act of 1970, as amended, (42 U.S.C. Section 7401 et seq.);
- 10) The Federal Water Pollution Control Act of 1972, as amended, (33 U.S.C. Section 1251 et seq.);
- 11) The Clean Water Act of 1977 (Public Law 95-217); and
- 12) The Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act of 1976 (42 U.S.C. Section 6901 et seq.);
- 13) Section 202(a) of the Flood Disaster Protection Act of 1973 (42 U.S.C. 4106) as it relates to the mandatory purchase of flood insurance for special flood hazard areas.

Labor Standards and Provisions:

The provisions of the Davis-Bacon Act (46 U.S.C. S 276a-5) with respect to prevailing wage rates (except for projects for rehabilitation of residential properties of fewer than eight units);

Contract Work Hours and Safety Standards Act of 1962, 40 U.S.C. 327-332, requiring that mechanics and laborers (including watchmen and guards) employed on federally assisted contracts be paid wages of not less than one and one-half times their basic wage rates for all hours worked in excess of forty in a work-week;

Federal Fair Labor Standards Act, 29 U.S.C. S 102 et seq., requiring that covered employees be paid at least the minimum prescribed wage, and also that they be paid one and one-half times their basic wage rate for all hours worked in excess of the prescribed work-week;

Anti-kickback (Copeland) Act of 1934, 18 U.S.C. S 874 and 40 U.S.C. S 276c, which outlaws and prescribes penalties for “kickbacks” of wages in federally financed or assisted construction activities;

Anti-Lobbying Certification:

No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned to any person for influencing or attempting to influence an officer or employee of any federal agency, a member of, employee of a member of, officer of or employee of Congress in connection with the awarding of any federal contract, the making of any federal grant or loan, the entering into any cooperative agreement and the extension, renewal, modification or amendment of any federal contract, grant, loan or cooperative agreement.

If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any federal agency, a member of, employee of a member of, officer of or employee of Congress in connection with this federal grant, the

undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

The applicant shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, US Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Administrative and Financial Provisions:

2 CFR Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards

Miscellaneous:

It will establish safeguards to prohibit employees from using positions for a purpose that is or gives the appearance of being motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business or other ties;

It will comply with the provisions of the Hatch Act, which limits the political activity of employees;

It will give State, HUD and the Comptroller General through any authorized representatives, access to and the right to examine all records, books, papers, or documents related to the grant; and

The local government hereby certifies that it will comply with the above stated assurances.

Signed by Chief Elected Official

Date

Printed Name

REQUIRES MAYOR'S SIGNATURE

XVIII. A. Idaho Community Development Block Grant (CDBG) Citizen Participation Plan

City/County of _____

Pursuant to citizen participation requirements for Idaho Community Block Grant participants, the City/County of _____ hereby certifies the following activities will be completed:

Provide for and encourage citizen participation, particularly for low- and moderate-income persons who reside in slum or blighted areas and areas in which CDBG funds are proposed to be used. Provide technical assistance to group's representative of low- and moderate-income persons that request assistance in developing proposals in accordance with procedures developed by the department. Such assistance need not include providing funds to such groups.

Hold a minimum of two public hearings, each at a different stage of the program, for the purpose of obtaining citizens' views. The first public hearing shall include a description of the proposed project, scope of work, budget, schedule, location, and beneficiaries. Any earned program income must also be noted. The application, related documents, and the Application Handbook shall be available for citizens to review.

The second public hearing on the status of funded activities and accomplishments to date; a general description of remaining work and a general description of changes made to the CDBG project scope of work, budget, schedule, location or beneficiaries.

A public hearing shall also be held in the event CDBG project activities are added, deleted or substantially changed from the application. Substantially changed means changes made in terms or purpose, scope, location or beneficiaries as defined by the CDBG program.

Provide reasonable and timely access to local meetings, information and records pertaining to the local government's proposed and actual use of CDBG funds. Public hearings shall be conducted at times and locations convenient to local citizens.

Public hearings shall be advertised in a local newspaper no less than seven (7) twenty-four (24) hour days prior to the hearing date. If there is no local newspaper, public notification will occur through some other method where there is wide distribution to citizens within the project area. The Community Development staff must approve this method.

A copy of the publication and/or affidavit of publication shall be submitted to the department. The notice should identify all of the topics to be addressed in the public hearing including the assurances that hearings shall be held in facilities that are accessible to persons with disabilities and that alternative formats shall be available to persons with disabilities where practicable, and with advance notice to the unit of local government.

Citizens shall also be notified they will be given the opportunity to comment orally or in writing at a minimum of _____ (*timeframe*) prior to and at the hearing. Special accommodations shall be available for persons with disabilities who may wish to comment within this period.

Public hearings shall be conducted in a manner to meet the needs of non-English speaking residents where a significant number of non-English speaking residents can be expected to participate.

Local citizen participation records which shall be made available to the state and local citizens shall include: A copy of the public notice and/or affidavit of publication which describes proposed or actual project activities, scope of work, location, budget, schedule, objectives, and beneficiaries. Notices shall also contain the accessibility clause for persons with disabilities.

Grantees must provide the address, telephone number, and times for submitting complaints and grievances, and provide timely written answers to written complaints and grievances within fifteen (15) working days where practicable.

Local staff shall be familiar with citizen's complaint procedures. These procedures shall provide local citizens with the opportunity to protest project activities or related issues. A written complaint or grievance is formal notification of a concern, allegation or protest to a proper authority. A formal complaint will be considered filed at the time it is delivered to the appropriate authority's office. To file a complaint, citizens must provide enough information to allow an investigation. The complaint should be clear and concise and include the following information:

- A. Identification of the project, project location, and program activities.
- B. Reason for the complaint (hearsay and innuendo will not be considered valid).
- C. Sufficient data to substantiate any claims or charges. If possible, supporting documentation should be included.
- D. If desired, citizens may propose a solution to the problem.

If the complaint is concerning local activities or project implementation, complaints and grievances shall first be filed with the appropriate elected official. If this is the case, grantees shall be required to notify the department of the complaint. A copy of the response shall also be submitted to the department. Every attempt must be made to respond to citizens within fifteen (15) days where practicable.

If a citizen feels the response from the local jurisdiction is unsatisfactory, he or she may appeal to the department for resolution. The department at that time may request additional information. Every effort will be made by the department to provide a full response within thirty (30) days.

If valid and sufficient data has been provided to substantiate the complaint, an investigation will be conducted. The extent of an investigation depends on the scope and depth of the issues involved.

If the complaint is more appropriately directed toward the CDBG program activities, the same procedure will be followed except all communications are between the state and the complainant.

This plan shall become effective _____.
(Date)

Chief Elected Official

REQUIRES MAYOR'S SIGNATURE

XIX. B. Notice of Public Hearing on Proposed Grant Activities

The city/county (_____) is submitting a proposal to the Idaho Department of Commerce for an Idaho Community Development Block Grant (CDBG) in the amount of \$_____. The proposed project is to (brief description)

_____. The hearing will include a discussion of the need of the project; the application process; and the project's scope of work, location, funding/budget, schedule, and expected benefits. The application, related documents, and ICDBG Application Handbook will be available for review.

The hearing has been scheduled for _____ (month, day, year, time location). Verbal and written comments will be accepted prior to and at the hearing.

The hearing will be held in a facility that is accessible to persons with disabilities. Special accommodations will be available, upon request, five (5) days prior to the hearing in a format that is usable for persons with disabilities. For more information, contact _____ at _____.

Name and Title of Chief Elected Official

Street Address/Post Office Box

City/State/Zip

This Notice can be provided in a format accessible to persons with disabilities and/or persons with limited English proficiency upon request.

Al ser solicitada, ésta notificación puede ser proveída en un formato fácil de usar para personas con discapacidad y/o personas con conocimientos limitados del Inglés.

****This is a sample public hearing notice. Please include a copy of your published public hearing notice along with a copy of the meeting minutes and a list of attendees. If there were any comments, complaints or grievances, please include how the community addressed them and if, as a result, the application was modified before submittal.**



**WA Master
Contract No: 02620**



CXT® Incorporated manufactures restroom, shower and concession buildings in multiple designs, textures and colors. The roof and walls are fabricated with high strength precast concrete to meet all local building codes and textured to match local architectural details. All CXT buildings are designed to meet A.D.A. and to withstand heavy snow, high wind and category E seismic loads. All concrete construction also makes the buildings easy to maintain and withstand the rigors of vandalism. The buildings are prefabricated and delivered complete and ready-to-use, including plumbing and electrical where applicable. With thousands of satisfied customers nationwide, CXT is the leader in prefabricated concrete restrooms.

1. ORDERING ADDRESS(ES): CXT Incorporated, 606 N. Pines Road, Suite 202, Spokane Valley, WA 99206

2. ORDERING PROCEDURES: Fax 509-928-8270

3. PAYMENT ADDRESS(ES):

Remitting by check:

CXT, Inc., PO Box 676208, Dallas, TX 75267-6208

Remitting by ACH or wire transfer:

Beneficiary: CXT, Inc.

Beneficiary Bank: PNC Bank, Pittsburgh, PA

Account: 1077766885 ABA/Routing: 043000096

Email remittance details to AR@lbfoster.com

4. WARRANTY PROVISIONS: CXT provides a one (1) year warranty. The warranty is valid only when concrete is used within the specified loadings. Furthermore, said warranty includes only the related material necessary for the construction and fabrication of said concrete components. All other non-concrete components will carry a one (1) year warranty. CXT warrants that all goods sold pursuant hereto will, when delivered, conform to specifications set forth above. Goods shall be deemed accepted and meeting specifications unless notice identifying the nature of any non-conformity is provided to CXT in writing within the specified warranty. CXT, at its option, will repair or replace the goods or issue credit for the customer provided CXT is first given the opportunity to inspect such goods. It is specifically understood that CXT's obligation hereunder is for credit, repair or replacement only, F.O.B. CXT's manufacturing plants, and does not include shipping, handling, installation or other incidental or consequential costs unless otherwise agreed to in writing by CXT.

This warranty shall not apply to:

1. Any goods which have been repaired or altered without CXT's express written consent, in such a way as in the reasonable judgment of CXT, to adversely affect the stability or reliability thereof;

2. To any goods which have been subject to misuse, negligence, acts of God or accidents; or

3. To any goods which have not been installed to manufacturer's specifications and guidelines, improperly maintained, or used outside of the specifications for which such goods were designed.

5. TERMS AND CONDITIONS OF INSTALLATION (IF APPLICABLE): All prices subject to the "Conditions of Sale" listed on the CXT quotation form.

Customers are responsible for marking exact location building is to be set; providing clear and level site, free of overhead and/or underground obstructions; and providing site accessible to normal highway trucks and sufficient area for the crane to install and other equipment to perform the contract requirements. Site must allow for the crane to be within three feet of the building location and the truck to be within three feet of the crane. Customer shall provide notice in writing of low bridges, roadway width or grade, unimproved roads or any other possible obstacles to access. CXT reserves the right to charge the customer for additional costs incurred for

special equipment required to perform delivery and installation. Customers will negotiate installation on a project-by-project basis, which shall be priced as separate line items. For more information regarding installation and truck turning radius guidelines please see our website at cxtinc.com.

In the event delivery of the building/s ordered is/are not completed within 30 days of the agreed to schedule through no fault of CXT, an invoice for the full contract value (excluding shipping and installation costs) will be submitted for payment. Delivery and installation charges will be invoiced at the time of delivery and installation.

Should the delivery and installation costs increase due to changes in the delivery period, this increase will be added to the price originally quoted, and will be subject to the contract payment terms.

In the event that the delivery is delayed more than 90 days after the agreed to schedule and through no fault of CXT, then in addition to the remedies above, a storage fee of 1-1/2% of contract price per month or any part of any month will be charged.

****Customer is responsible for all local permits and fees.**

6. DELIVERY CHARGE: All prices F.O.B. origin prepaid and added to invoice. CXT operates three (3) manufacturing plants in the United States and will deliver from the closest location on our carriers.

7. PAYMENT TERMS: All orders are cash in advance. At CXT's discretion, credit may be given after approval of credit application. Payment to CXT by the purchaser of any approved credit amount is net 30 days after submission of invoice to purchaser. Interest at a rate equal to the lower of (i) the highest rate permitted by law; or (ii) 1.5% per month will be charged monthly on all unpaid invoices beginning with the 35th day (includes five (5) day grace period) from the date of the invoice. Under no circumstance can retention be taken. If CXT initiates legal proceeding to collect any unpaid amount, purchaser shall be liable for all of CXT's costs, expenses and attorneys' fees and costs of any appeal.

8. LIMITATION OF REMEDIES: In the event of any breach of any obligations hereunder; breach of any warranty regarding the goods, or any negligent act or omission of any party, the parties agree to submit all claims to binding arbitration. Any settlement reached shall include all reasonable costs including attorney fees. In no event shall CXT be subject to or liable for any incidental or consequential damages. Without limitation on the foregoing, in no event shall CXT be liable for damages in excess of the purchase price of the goods herein offered.

9. DELIVERY INFORMATION: All prices F.O.B. origin prepaid and added to invoice. CXT operates three (3) manufacturing plants in the United States and will deliver from the closest location on our carriers. Use the information below to determine the origin:

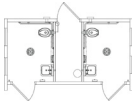
- F.O.B. 6701 E. Flamingo Avenue, Building 300, Nampa, ID 83687 applies to: AK, CA, HI, ID, MT, ND, NV, OR, SD, UT, WA, WY.

- F.O.B. 901 North Highway 77, Hillsboro, TX 76645 applies to AR, AZ, CO, IA, KS, LA, MN, MO, MS, NE, NM, OK, TX.

- F.O.B. 362 Waverly Road, Williamstown, WV 26183 applies to AL, CT, DE, FL, GA, IL, IN, KY, MA, MD, ME, MI, NC, NH, NJ, NY, OH, PA, PR, RI, SC, TN, VA, VT, WI, WV.

- Prices exclude all federal/state/local taxes. Tax will be charged where applicable if customer is unable to provide proof of exemption.

Cortez with chase has two single user fully accessible flush restrooms. Standard features include simulated barnwood textured walls, simulated cedar shake textured roof, vitreous china fixtures, interior and exterior lights, off loaded, and set up at site.



*Base Price \$

Optional Sections

Restroom*	Qty:	=	Shower*	Qty:	=
Family Assist Shower/Restroom Combo*	Qty:	=	Multipurpose Room	Qty:	=
Concession*	Qty:	=			

*Includes 4-gallon water heater. Total Optional Sections \$

Added Cost Options		Price Per Unit	Click to Select
Final Connection to Utilities (per section)		\$	
Optional Wall Texture (per section) - choose one	Split Face Block (\$6,500) Custom Texture (\$8,500)		
Optional Roof Texture (per section)	Ribbed Metal	\$	
Insulation and Heaters (per section)		\$	
Stainless Steel Water Closet (each)	Qty:	\$	
Stainless Steel Lavatory (each)	Qty:	\$	
Electric Hand Dryer (each)	Qty:	\$	
Electronic Flush Valve (each)	Qty:	\$	
Electronic Lavatory Faucet (each)	Qty:	\$	
Paper Towel Dispenser (each)	Qty:	\$	
Toilet Seat Cover Dispenser (each)	Qty:	\$	
Sanitary Napkin Disposal Receptacle (each)	Qty:	\$	
Baby Changing Table (each)	Qty:	\$	
Marine Grade Skylight in Restroom (each)	Qty:	\$	
Marine Package- excluding fiberglass doors and frames (per section)		\$	
Exterior Mounted ADA Drinking Fountain w/Cane Skirt (each)	Qty:	\$	
Exterior Mounted ADA Drinking Fountain w/Bottle Filler (each)	Qty:	\$	
2K Anti-Graffiti Coating (per section)		\$	
Optional Door Closure (each)	Qty:	\$	
Fiberglass Entry and Chase Doors and Frames		Qty:	\$
Timed Electric Lock System (each)		Qty:	\$
Exterior Frostproof Hose Bib with Box (each)		Qty:	\$
Smart Buildings—Remote Monitoring and Control Technology [includes 1 year core license, router, antenna, 2 electrified locks, 2 light/occupancy sensors, relay/ IO system, wiring terminal block, power subsystem , embedded software agent]		Qty:	\$
		*Cell service required at location.	
Powered by Anatomy™ Core License	Free Trial + 1 Year (\$720)	Free Trial + 2 Years (\$1,370)	
Total for Added Cost Options:			\$
Custom Options:			\$
Engineering and State Fees:			\$
Estimated One-Way Transportation Costs to Site (quote):			\$
Estimated Tax:			\$
Estimated monthly payment on 5 year lease			Total Cost per Unit Placed at Job Site: \$

This price quote is good for 60 days from date below, and is accurate and complete.
CXT® Incorporated

Disclaimer: Please call to confirm selected sections are compatible.



Signature

Date

WA Master Contract No: 02620

I accept this quote. Please process this order.

Company

Name

Title

Signature

Date

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SIGN HERE

Building Options

Exterior Color(s)— For single color mark an X or use W for walls and R for roof.

☐ Amber Rose	☐ Berry Mauve	☐ Buckskin	☐ Cappuccino Cream
☐ Charcoal Gray	☐ Cocoa Milk	☐ Evergreen	☐ Georgia Brick
☐ Golden Beige	☐ Granite Rock	☐ Hunter Green	☐ Java Brown
☐ Liberty Tan	☐ Malibu Taupe	☐ Mocha Caramel	☐ Natural Honey
☐ Nuss Brown	☐ Oatmeal Buff	☐ Pueblo Gold	☐ Raven Black
☐ Rich Earth	☐ Rosewood	☐ Sale Green	☐ Salsa Red
☐ Sand Beige	☐ Sun Bronze	☐ Toasted Almond	☐ Western Wheat

Special roof color # Special wall color #

Special trim color #

Stone Color— Mark with an X.

☐ Basalt*	☐ Mountain Blend*	☐ Natural Gray*	☐ Romana*
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*If option is not available verify custom wall option is selected on previous page.

Roof Texture

☐ Cedar Shake	☐ Ribbed Metal*
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*If option is not available verify custom roof option is selected on previous page.

Wall Texture(s)— For single texture mark an X or use T for top texture and B for bottom texture.

☐ Split Face Block*	☐ Horizontal Lap*	☐ Board & Batt*	☐ Stucco*
☐ Brick*	☐ Distressed Wood*	☐ Barnwood	

*If option is not available verify custom wall option is selected on previous page.

Stone Wall Texture— Available as bottom texture only.

☐ Napa Valley*	☐ River Rock*	☐ Flagstone*	☐ Stacked Rock*
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*If option is not available verify custom wall option is selected on previous page.

Accessible Signage

Men

Women

Unisex

Notes: