Lewiston City Council
REGULAR MEETING AGENDA
August 28, 2023 - 6:00 PM
Lewiston City Library – Second Floor Event Space – 411 D Street
Lewiston, Idaho 83501

Seating will be available on a first-come, first-served basis. All others who wish to observe this meeting may watch and listen to the livestream on their own device(s) by visiting the City of Lewiston's Facebook page or the City's website at cityoflewiston.org.

I. **CALL TO ORDER**

II. **PLEDGE OF ALLEGIANCE**

III. **ORDER OF BUSINESS**

Pursuant to Lewiston City Code § 2-26(f), considering changing the normal order of business to hold the public hearing regarding forgone taxes and consider the related Resolution 2023-45 after the Active Agenda because such public hearing must be held, and related Resolution 2023-45 considered, following adoption of the fiscal year 2024 budget - Action Item

IV. **CITIZENS COMMENTS**

This is an opportunity for citizens to address the Council on agenda items or other items they wish to bring to the attention of the Council. Citizens are encouraged to discuss operational issues in advance with the Mayor. In consideration of others wishing to speak, please limit your remarks to three minutes.

V. **CONSENT AGENDA**

All items on the Consent Agenda are considered routine by the Council and will be enacted by one motion. There will be no separate discussion on these issues unless a councilor so requests, in which case the item will be removed from the Consent Agenda and considered on the Active Agenda under "Items Moved from the Consent Agenda".

A. **CITY COUNCIL MINUTES:** 8/7/2023 Work Session; 8/14/2023 Regular - Action Item

B. **ADVISORY BOARD AND COMMISSION MINUTES:** 8/1/2023 Emergency Medical Services Advisory Board (EMSAB); 6/14/2023 & 7/12/2023 Public Works Advisory Commission (PWAC); 3/9/2023, 4/13/2023, 5/11/2023, 6/8/2023 & 7/13/2023 Disability Advisory Commission; 9/3/2020 Code Board of Appeals; 6/8/2023 & 7/13/2023 Business Improvement District - Action Item

C. **VOUCHER'S PAYABLE:** Considering approval of the Voucher's Payable dated 07/28/2023 - 08/10/2023 in the amount of $2,326,487.64 - Action Item

VI. **ACTIVE AGENDA**

A. **RESOLUTION 2023-36:** Considering appointing Tanya Brocke as City Clerk for the City of

Lewiston - Action Item (Dan Johnson)

B. **RFP-23-013 LIBRARY MATERIALS & SERVICES:** Considering awarding RFP-23-013 to Ingram Library Services, LLC (La Vergne, TN) for the amount of $65,000 - Action Item (Lynn Johnson)

C. **RESOLUTION 2023-48:** Considering adopting the updated City of Lewiston Purchasing Policy - Action Item (Aimee Gordon)

D. **STAFF INFORMATION REGARDING POTENTIAL BUDGET AMENDMENTS:** Receiving information from staff regarding potential budget amendments, per City Council's request on August 21, 2023 - Presentation (Aimee Gordon)

E. **ORDINANCES**

1. **SECOND AND THIRD READINGS**

a. **ORDINANCE 4893:** Considering implementing the City Council's decision in ZNC23-5, declaring that certain real property be removed from the Agricultural Transitional (F-2) Zone and included in the Regional Commercial (C-6) Zone and amending the official zoning map of the City of Lewiston - Action Item (Katie Hollingshead)

2. **THIRD READINGS**

a. **ORDINANCE 4892:** Considering amending Ordinance 4858, the Annual Appropriation Ordinance for the Fiscal Year beginning October 1, 2022 and ending September 30, 2023, appropriating additional monies that are to be received by the City of Lewiston, Idaho in the sum of twenty-five million five hundred twenty-one thousand eight hundred ten dollars ($25,521,810) - Action Item (Aimee Gordon)

b. **ORDINANCE 4894:** To be termed the "2024 Annual Appropriation Ordinance," considering appropriating sums of money authorized by law and deemed necessary for all general and special municipal purposes of the City of Lewiston for the fiscal year commencing October 1, 2023 and ending September 30, 2024 - Action Item (Aimee Gordon)

c. **ORDINANCE 4895:** Considering fixing and establishing the tax certification on all taxable properties situated within the corporate limits of the City of Lewiston for the fiscal year commencing October 1, 2023, and ending September 30, 2024, for the purpose of providing and raising monies for municipal and corporate purposes; providing for the tax certification to the Board of County Commissioners of Nez Perce County, Idaho in the amount of $23,476,970; providing a certified copy of the 2024 Annual Appropriation Ordinance to the Board of County Commissioners of Nez Perce County, Idaho, as adopted by the City of Lewiston for the 2023-2024 Fiscal Year - Action Item (Aimee Gordon)

3. **ADOPTION AND APPROVAL OF ORDINANCE SUMMARIES**

a. **ORDINANCE 4893:** - Action Item

4. **ADOPTION**

   a. **ORDINANCE 4892:** - Action Item

   b. **ORDINANCE 4894: -** Action Item

   c. **ORDINANCE 4895: -** Action Item

F. **REASONED STATEMENT: ZNC23-5:** Considering approval of the Reasoned Statement of Relevant Criteria and Standards for ZNC23-5 - Action Item (Katie Hollingshead)

VII. PUBLIC HEARINGS AND RELATED ACTION ITEMS

A. **PUBLIC HEARING: FORGONE TAXES:** Accepting testimony on the consideration of accruing forgone tax which equates to the amount of property tax the Council elects to not levy for amounts that are less than the 3 percent increase as permitted for the 2024 fiscal year, pursuant to Idaho Code § 63-802(1)(f) (Aimee Gordon)

B. **RESOLUTION 2023-45:** Considering reserving the right to recover $708,204 of forgone increase for Fiscal Year 2024 in a subsequent year, pursuant to Idaho Code § 63-802(1)(f) - Action Item (Aimee Gordon)

VIII. ITEMS MOVED FROM THE CONSENT AGENDA - Action Item

IX. UNFINISHED AND NEW BUSINESS

A. **CITY COUNCILOR COMMENTS:** Comments shall not be related to an item currently before the City Council or an item that may come before the City Council in the foreseeable future, and shall be limited to comments, not discussion .

B. **CITY BOARDS AND COMMISSIONS LIAISON UPDATES**

C. **MAYOR COMMENTS**

D. **ADVISORY BOARD AND COMMISSION APPOINTMENTS:** - Action Item

E. **AGENDA TOPICS:** - Action Item

X. ADJOURNMENT - Action Item

The City of Lewiston is committed to providing access and reasonable accommodation in its services, programs, and activities and encourages qualified persons with disabilities to participate. If you anticipate needing any type of accommodation or have questions about the physical access provided at this meeting, please contact the City Clerk's Office at least forty-eight (48) hours in advance of the meeting at 208-746-3671, ext. 6202.

August 7, 2023

THE CITY COUNCIL OF THE CITY OF LEWISTON, IDAHO, met in a work session at the Bell Building Second Floor Conference Room at 215 D Street. Mayor Johnson called the meeting to order at 3:00 pm.

City Council meetings are live-streamed and recorded. To view the full video, go to https://www.youtube.com/channel/UCddnGQVULZU4XqGBhBTeHGg

I. CALL TO ORDER

COUNCILORS PRESENT: Mayor Johnson; Council President Liedkie (3:03 p.m.); Councilor Forsmann; Councilor Kleeburg; Councilor Schroeder; Councilor Spickelmire; Councilor Tousley

II. PLEDGE OF ALLEGIANCE

Mayor Johnson's granddaughters led the Pledge of Allegiance.

III. CITIZENS COMMENTS

Shirley Phillips, a resident of Lewiston, read a letter from the Urban Forestry and Cemetery Commission (UFCC) expressing their commitment to retaining the undeveloped portion of the Normal Hill Cemetery Property and unanimously requesting it be removed from the Council's consideration for the sale of undeveloped city properties.

IV. ACTIVE AGENDA

A. URBAN RENEWAL AGENCY APPOINTMENT: Considering the appointment of Jim Kleeburg as the City Council representative on the Urban Renewal Agency, filling the vacancy left by Councilor Tousley - Action Item (Dan Johnson)

Mayor Johnson moved to appoint Jim Kleeburg as the City Council representative on the Urban Renewal Agency to serve the remainder of Councilor Tousley's term. Councilor Tousley seconded and the motion carried 5-1 with Councilor Forsmann opposed.

B. FIRE DEPARTMENT VEHICLE REPLACEMENT: Considering the trade-in of a new long-bed backup rescue pickup that was purchased by the Fire Department for a short-bed that will fit in the fire station and maneuver safely - Action Item

Interim Fire Chief Rightmier explained that in 2022 the Council authorized Fleet Services to purchase a vehicle to replace the fire department's backup rescue unit as part of the routine vehicle life cycle program. When the vehicle arrived, it was discovered that a long-bed pickup had been ordered instead of the intended short-bed. The recommendation from staff is to trade in the vehicle and order a short-bed version of the same truck.

After discussion, Councilors Schroeder and Tousley moved and seconded, respectively, to approve the trade-in and purchase of a short-bed pickup for the Fire Department.

Council President Liedkie offered a friendly suggestion to add a not to exceed amount to the motion. Councilor Tousley withdrew his second to allow Councilor Schroeder to restate her motion.

Councilor Schroeder restated her motion to approve the trade-in and purchase as long as it does not exceed $7,300.00 in additional expenses. Councilor Tousley seconded. ROLL CALL VOTE: VOTING AYE: Forsmann; Liedkie; Schroeder; Spickelmire; Tousley. VOTING NAY: Kleeburg. EXCUSED: None.

V. DISCUSSION ITEMS

Please note that identifying an item as an "Action Item" does not require the City Council to vote on that item.

A. RESIDENT-OWNED MOBILE HOME COMMUNITIES: Informational session by Victoria O'Banion, ROC Northwest, regarding a resident cooperative program for mobile home park residents - Presentation

Victoria O'Banion, Marketing Manager for the Resident Owned Community (ROC) program, explained how she works with residents in manufactured housing neighborhoods (mobile home or trailer parks) to form a housing cooperative where the residents own the land and manage the neighborhood. Ms. O'Banion informed Council that she originally came to speak about the Flying V Mobile Home Park but the owners were not interested in forming a cooperative, so she provided information related to the program instead.

B. COMMUNITY PARK PUBLIC OUTREACH: Overview of the work performed by Clearwater Financial related to public engagement for the community park project that includes the open event, surveys, and meetings with community stakeholders - Action Item

Parks and Recreation Director Barker introduced Cameron Arial from Clearwater Financial to provide an overview of the work done related to public engagement for the community park project. Mr. Arial reported on the community engagement process, reviewed public engagement strategies and explained that prioritization from the city is needed, as well as the plan to address those needs.

C. UNDEVELOPED CITY PROPERTIES: Discussion led by Councilor Forsmann regarding potential uses of undeveloped city properties - Action Item

Councilor Forsmann spoke to several undeveloped properties, provided maps of the locations and opened the topic for discussion. Councilors agreed that it would not be beneficial to sell the undeveloped cemetery property, as there is a need for it, and asked staff to revisit the usage of the East End Park and property located on 18th Street between 10th and 11th Ave.

D. ASSIGNED BUILDING FUND: Discussion regarding the use of preapproved funding in FY'24 from the 2023 Assigned Building Fund - Action Item

Parks and Recreation Facilities Supervisor Warren requested to use funding from the assigned building fund for needed repairs to the current Fire Station #4. The repairs consist of a 15-year-warranty roof ($86,000), electrical upgrades ($13,000), truck bay abatement of soot ($12,292), installation of egress windows (estimated at $15,000), and heat shield for truck bay heaters.

Finance Director Gordon explained the assigned building fund is established in the city code and has a general description of what the funds can be used for. The code also says the fund has to be directed by the City Council, which is why staff is requesting Council direction or consensus on how the funds are used.

Councilor Schroeder moved to use the assigned building fund for repairs that needed to be done to Fire Station #4 and Councilor Tousley seconded. The motion passed 5-1 with Councilor Spickelmire opposed.

VI. UNFINISHED AND NEW BUSINESS

A. CITY COUNCILOR COMMENTS:

None.

B. CITY BOARDS AND COMMISSIONS LIAISON UPDATES

Councilor Schroeder noted at the August 1, 2023 Valley Vision meeting, Michelle Bly was elected as the new chairperson.

C. MAYOR COMMENTS

Mayor Johnson announced that those interested in running for council can pick up a packet from the City Clerk's office at City Hall and the filing period is from August 28th to September 8th.

D. ADVISORY BOARD AND COMMISSION APPOINTMENTS: - Action Item

1. HISTORIC PRESERVATION COMMISSION:

Mayor Johnson made a motion to approve the appointment of Tamara Berlik to a three (3) year term on the Historic Preservation Commission. Councilor Forsmann seconded and the motion carried 6-0.

2. PUBLIC WORKS ADVISORY COMMISSION:

Mayor Johnson withdrew his motion to appoint Gabe Iacoboni to the Public Works Advisory Commission.

Mayor Johnson moved to approve the appointment of Brent Bourassa to a three (3) year term on the Public Works Advisory Commission. Councilor Schroeder seconded and the motion carried 6-0.

E. AGENDA TOPICS - Action Item

None.

VII. ADJOURNMENT - Action Item

There being no further business to come before the Lewiston City Council, Councilors Forsmann and Schroeder moved and seconded, respectively, to adjourn the August 7, 2023 Work Session. The motion carried 6-0 and the meeting adjourned at approximately 5:23 p.m.

August 14, 2023

THE CITY COUNCIL OF THE CITY OF LEWISTON, IDAHO, met in a Regular Meeting in the Lewiston Library Second Floor Activity Room at 411 D Street. Mayor Johnson called the meeting to order at 6:00 p.m.

City Council meetings are live-streamed and recorded. To view the full video, go to https://www.youtube.com/channel/UCddnGQVULZU4XqGBhBTeHGg

I. CALL TO ORDER

COUNCILORS PRESENT: Mayor Johnson; Council President Liedkie; Councilor Forsmann; Councilor Kleeburg; Councilor Schroeder; Councilor Spickelmire; Councilor Tousley.

II. PLEDGE OF ALLEGIANCE

Mayor Johnson led the Pledge of Allegiance.

III. CITIZENS COMMENTS

Kerry Daniel, resident of Lewiston, Idaho, expressed concerns related to the entrance road into the parking lot of the golf course.

Mike Lorenz, resident of Lewiston, Idaho, spoke to McCann's feedlot and encouraged Councilors to address the issues. Mr. Lorenz said that the money for Community Park should have gone to fix the Bert Lipps pool.

Ken Krahn, resident of Lewiston, Idaho, commended Mayor Johnson and Public Works Director Johnson for the job they did getting the water back. Mr. Krahn spoke of three things: 1) Lewiston's streets need to be a top priority; 2) the $40/month meter rental fee should be used towards the stormwater payment; and 3) a $100 million Community Park is absolutely not needed.

William Stickler, resident of Lewiston, Idaho, expressed concern regarding the McCann property, the weeds at the golf course posing a fire hazard, and the way money is being spent.

Kerry Daniel, resident of Lewiston, Idaho, said the roundabout on the Intersection of Burrell and 10th was the biggest waste of money and should have been a four-way stop.

IV. PUBLIC HEARINGS AND RELATED ACTION ITEMS

A. PUBLIC HEARING: PUBLIC WORKS WATER FEES, WASTEWATER FEES, SOLID WASTE FEES AND OTHER PUBLIC WORKS FEES, INCLUDING ENCROACHMENT PERMIT FEES:

Mayor Johnson announced the subject of the public hearing, explained the public hearing process and opened the public hearing.

A staff report was provided by Public Works Director Johnson on the Fiscal Year 2024 rate resolutions for water, wastewater, solid waste and other Public Works fees, including encroachment permit fees.

After the staff presentation, Mayor Johnson asked for public testimony. There being none, Public Works Director Johnson answered questions from Councilors and Mayor Johnson closed the public hearing.

B. RESOLUTION 2023-37:

Councilor Schroeder moved and Councilor Tousley seconded, respectively, approval of Resolution 2023-37. *ROLL CALL VOTE: VOTING AYE: Tousley; Schroeder; Kleeburg; VOTING NAY: Liedkie; Forsmann; Spickelmire.*

With the vote being tied, Mayor Johnson voted aye and the motion passed.

C. RESOLUTION 2023-38:

Councilors Schroeder and Spickelmire moved and seconded, respectively, approval of Resolution 2023-38. *ROLL CALL VOTE: VOTING AYE: Liedkie; Tousley; Forsmann; Schroeder; Kleeburg; Spickelmire.*

D. RESOLUTION 2023-39:

Councilors Schroeder and Liedkie moved and seconded, respectively, approval of Resolution 2023-39. *ROLL CALL VOTE: VOTING AYE: Liedkie; Tousley; Forsmann; Schroeder; Kleeburg; Spickelmire.*

E. RESOLUTION 2023-41:

Councilors Schroeder and Forsmann moved and seconded, respectively, approval of Resolution 2023-41. *ROLL CALL VOTE: VOTING AYE: Liedkie; Tousley; Forsmann; Schroeder; Kleeburg; Spickelmire.*

F. PUBLIC HEARING: STORMWATER DRAINAGE SYSTEM SERVICE FEES:

Mayor Johnson announced the subject of the public hearing, explained the public hearing process and opened the public hearing.

Public Works Director Johnson reviewed the stormwater drainage system rates and service areas. After the staff report, Mayor Johnson asked for public testimony.

David Doeringsfeld, resident of Lewiston, Idaho, expressed his concern and disappointment with how the stormwater project/enterprise fund is being implemented. While he supports the need to upgrade the system, he cannot support how the revenue is being derived and the amount. Mr. Doeringsfeld provided a letter from the Stormwater Task Force in 2016 and complimented Public Works Director Johnson and his team.

There being no further public testimony and Councilor's questions ended, Mayor Johnson closed the public hearing.

G. RESOLUTION 2023-43:

Councilors Schroeder and Tousley moved and seconded, respectively, to approve Resolution 2023-43.

Councilor Tousley offered an amendment to reduce the Service Area 1 fee to $7.50 and to reduce the Service Area 2 fee to $5.47 for the first year. The motion died for lack of a second.

Mayor Johnson called a short recess at 7:23 p.m. and the meeting reconvened at 7:27 p.m.

Councilor Tousley made a substitute motion to approve Resolution 2023-43 as amended: Service Area 1 fee per ERU to $7.40; Service Area 1 fee per ERU - Utility Assistance Program to $5.54; Service Area 2 fee per ERU changed to $5.70; Service Area 2 fee per ERU - Utility Assistance Program changed to $4.05; Commercial Properties Service Area 1 fee per ERU changed to $7.40 and Commercial Properties Service Area 2 fee per ERU changed to $5.70. Council President Liedkie seconded. *ROLL CALL VOTE: VOTING AYE: Liedkie; Tousley; Forsmann. VOTING NAY: Schroeder; Kleeburg; Spickelmire.*

With the vote being tied, Mayor Johnson voted aye and the motion passed.

H. PUBLIC HEARING: FISCAL YEAR 2023 BUDGET AMENDMENTS:

Mayor Johnson announced the subject of the public hearing, explained the public hearing process and opened the public hearing.

City Treasurer Gordon presented budget information to the Council and explained the budget is amended to include new revenues, such as funding from the state, grant revenue, and donations. The budget is also amended for emergencies, such as the high reservoir rupture and street repairs. Bond funds ($12,618,890), contributions and donations ($5,342,160), and emergency orders ($3,500,000) are the top three categories which make up 85% of the fiscal year 2023 budget amendment.

There being no public testimony or council questions, Mayor Johnson closed the public hearing.

I. ORDINANCE 4892 - FIRST READING:

Council President Liedkie moved to approve the first reading of Ordinance 4892. Councilor Schroeder seconded and the motion passed 4-2 with Councilors Spickelmire and Forsmann opposed.

ORDINANCE 4892: AN ORDINANCE OF THE CITY OF LEWISTON AMENDING ORDINANCE NO. 4858, THE ANNUAL APPROPRIATION ORDINANCE FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2022 AND ENDING SEPTEMBER 30, 2023, APPROPRIATING ADDITIONAL MONIES THAT ARE TO BE RECEIVED BY THE CITY OF LEWISTON, IDAHO IN THE SUME OF TWENTY-FIVE MILLION FIVE HUNDRED TWENTY-ONE THOUSAND EIGHT HUNDRED TEN DOLLARS ($25,521,810); AND PROVIDING AN EFFECTIVE DATE.

J. PUBLIC HEARING: FISCAL YEAR 2024 BUDGET:

Mayor Johnson announced the subject of the public hearing, explained the public hearing process and opened the public hearing.

City Treasurer Gordon explained the budget ordinances and resolutions that would be presented to Council in the next few weeks, which include the FY23 Budget Amendment Ordinance, FY24 Appropriations Ordinance, FY24 Property Tax Certification Ordinance, and FY24 Forgone Resolution. Ms. Gordon then reviewed the Use of Unassigned Fund Balance (Reserves) - General Fund, Assigned Building Reserve fund, and budget requests, followed by closing comments.

There being no public testimony and no further Council questions, Mayor Johnson closed the public hearing.

K. ORDINANCE 4894 - FIRST READING:

Councilors Liedkie and Schroeder moved and seconded, respectively, to approve the first reading of Ordinance 4894. The motion was withdrawn.

Council President Liedkie made a new motion to approve the first reading of Ordinance 4894 with an amendment to reduce $1,650,000 from the building reserve fund in the general fund and increase the capital projects fund in the capital fund by $1,650,000. Councilor Schroeder seconded.

Councilor Forsmann offered a substitute motion to approve Ordinance 4894 with an amendment to reduce the building reserve fund by 3% ($708,000) and move the difference of the $1,650,000 minus the $708,000 ($942,000) to the capital projects fund which would reduce the grand total of the appropriations ordinance to $100,864,750. Councilor Schroeder seconded.

Mayor Johnson called another recess at 8:44 p.m. and reconvened the meeting at 8:49 p.m.

The substitute motion failed 1-5 with Councilors Liedkie, Tousley, Schroeder, Kleeburg and Spickelmire opposed.

The original motion passed 5-1 with Councilor Forsmann opposed.

ORDINANCE 4894: AN ORDINANCE OF THE CITY OF LEWISTON, TO BE TERMED THE "2024 ANNUAL APPROPRIATION ORDINANCE," APPROPRIATING SUMS OF MONEY AUTHORIZED BY LAW AND DEEMED NECESSARY FOR ALL GENERAL AND SPECIAL MUNICIPAL PURPOSES OF THE CITY OF LEWISTON, IDAHO, FOR THE FISCAL YEAR COMMENCING OCTOBER 1, 2023 AND ENDING SEPTEMBER 30, 2024; AND PROVIDING AN EFFECTIVE DATE.

L. PUBLIC HEARING: BRYDEN CANYON GOLF COURSE FEES:

Mayor Johnson announced the subject of the public hearing, explained the public hearing process and opened the public hearing.

Parks and Recreation Director Barker provided a report on the proposed fees for the Bryden Canyon Golf Course. Mayor Johnson then asked for public comment.

There being no public comment or council questions, Mayor Johnson closed the public hearing.

M. RESOLUTION 2023-40:

Councilors Tousley and Liedkie moved and seconded, respectively, approval of Resolution 2023-40. *ROLL CALL VOTE: VOTING AYE: Liedkie; Tousley; Forsmann; Schroeder; Spickelmire. VOTING NAY: Kleeburg.*

N. PUBLIC HEARING: NORMAL HILL CEMETERY FEES:

Mayor Johnson announced the subject of the public hearing, explained the public hearing process and opened the public hearing.

Parks and Recreation Director Barker provided a report on the fees for Normal Hill cemetery. Mayor Johnson then asked for public testimony.

There being no public testimony and no further questions from the Council, Mayor Johnson closed the public hearing.

O. RESOLUTION 2023-42:

Councilors Schroeder and Kleeburg moved and seconded, respectively, approval of Resolution 2023-42. *ROLL CALL VOTE: VOTING AYE: Liedkie; Tousley; Forsmann; Schroeder; Kleeburg; Spickelmire. VOTING NAY: None.*

V. CONSENT AGENDA

Mayor Johnson explained that all items on the Consent Agenda are considered routine by the Council and will be enacted by one motion. There will be no separate discussion on these issues unless a Councilor so requests, in which case the item will be removed from the Consent Agenda and considered on the Active Agenda under "Items Moved from the Consent Agenda".

Council President Liedkie and Councilor Forsmann moved and seconded, respectively, approval of the Consent Agenda. *ROLL CALL VOTE: VOTING AYE: Liedkie; Tousley; Forsmann; Schroeder; Kleeburg; Spickelmire. VOTING NAY: None.*

A. CITY COUNCIL MINUTES: 6/29/23 Budget #6; 7/24/23 Regular - Action Item

B. ADVISORY BOARD & COMMISSION MINUTES: 5/24/23 Planning & Zoning Commission; 6/21/23 Library Board; 6/1/23 and 6/12/23 Historic Preservation Commission - Action Item

C. VOUCHER'S PAYABLE: Considering approval of the Voucher's Payable dated 07/14/2023 through 07/28/2023 in the amount of $1,388,747.77 - Action Item

VI. ACTIVE AGENDA

A. RESOLUTION 2023-35:

Community Development Director Grow explained Resolution 2023-35 does three things. 1) It combines Community Development fees into one resolution; 2) it removes language from the CPI increase, which means the fees would not automatically roll up; and 3) it does not increase any fees, except for planning & zoning fees.

Councilors Schroeder and Liedkie moved and seconded, respectively, to approve Resolution 2023-35. *ROLL CALL VOTE: VOTING AYE: Liedkie; Tousley; Forsmann; Schroeder; Kleeburg; Spickelmire. VOTING NAY: None.*

B. RESOLUTION 2023-44:

Interim Fire Chief Rightmier informed Council that the item is a surplus item and is no longer used. City of Asotin is a small community and the conveyance would allow them to improve their service level to their citizens.

Councilor Forsmann commended the Fire Department for working collaboratively with other communities.

Councilors Schroeder and Forsmann moved and seconded, respectively, to approve Resolution 2023-44. *ROLL CALL VOTE: VOTING AYE: Liedkie; Tousley; Forsmann; Schroeder; Kleeburg; Spickelmire. VOTING NAY: None.*

C. RESOLUTION 2023-49:

Interim Fire Chief Rightmier explained the Emergency Medical Services fees, which are recommended by the Emergency Medical Services Advisory Board (EMSAB). The fee study was completed 2 years ago with the recommendation that the 4% increase be split between fiscal years 2023 and 2024.

Councilors Schroeder and Forsmann moved and seconded, respectively, to approve Resolution 2023-49. *ROLL CALL VOTE: VOTING AYE: Liedkie; Tousley; Forsmann; Schroeder; Kleeburg; Spickelmire. VOTING NAY: None.*

D. RESOLUTION 2023-47:

Mayor Johnson reviewed the history of the Bollinger Building and explained Resolution 2023-47 would start the process of declaring the building as surplus and direct staff to schedule a public hearing.

Councilors Tousley and Liedkie moved and seconded, respectively, to approve

Resolution 2023-4, declaring that the real property and building located at 805 6th Avenue is surplus to the City of Lewiston's needs and not used for public purposes and declaring a minimum purchase price of $67,000 that the City Council intends to receive by selling such property at a public auction and directing the City Clerk to schedule a public hearing regarding the proposed sale of such property. *ROLL CALL VOTE: VOTING AYE: Liedkie; Tousley; Forsmann; Schroeder; Kleeburg; Spickelmire. VOTING NAY: None.*

E. ORDINANCES

1. FIRST READING

a. ORDINANCE 4895:

Councilors Schroeder and Liedkie moved and seconded, respectively, to approve the first reading of Ordinance No. 4895. The motion carried 5-1 with Councilor Spickelmire voting nay.

ORDINANCE 4895: AN ORDINANCE OF THE CITY OF LEWISTON FIXING AND ESTABLISHING THE TAX CERTIFICATION ON ALL TAXABLE PROPERTIES SITUATED WITHIN THE CORPORATE LIMITS OF THE CITY OF LEWISTON FOR THE FISCAL YEAR COMMENCING OCTOBER 1, 2023 AND ENDING SEPTEMBER 30, 2024, FOR THE PURPOSE OF PROVIDING AND RAISING MONIES FOR MUNICIPAL AND CORPORATE PURPOSES; PROVIDING FOR THE TAX CERTIFICATION TO THE BOARD OF COUNTY COMMISSIONERS OF NEZ PERCE COUNTY, IDAHO IN THE AMOUNT OF TWENTY-THREE MILLION FOUR HUNDRED SEVENTY-SIX THOUSAND NINE HUNDRED SEVENTY DOLLARS ($23,476,970); PROVIDING A CERTIFIED COPY OF THE 2024 ANNUAL APPROPRIATION ORDINANCE TO THE BOARD OF COUNTY COMMISSIONERS OF NEZ PERCE COUNTY, IDAHO, AS ADOPTED BY THE CITY OF LEWISTON FOR THE 2023-2024 FISCAL YEAR; AND PROVIDING AN EFFECTIVE DATE.

VII. ITEMS MOVED FROM THE CONSENT AGENDA - Action Item

VIII. UNFINISHED AND NEW BUSINESS

A. CITY COUNCILOR COMMENTS:

Councilor Forsmann invited candidates interested in running for City Council to pick up a packet from City Hall. She also encouraged them to reach out to her with questions.

Councilor Tousley explained why he decided not to run for City Council and encouraged people to ask lots of questions, be diligent, do their research and avoid social media feeding frenzies.

Councilor Schroeder congratulated Assistant City Attorney Tengono for receiving an award for her pro bono work.

B. CITY BOARDS AND COMMISSIONS LIAISON UPDATES

Councilor Schroeder noted the Envision Lewiston 2044 Comprehensive Plan survey is out and encouraged participation.

Council President Liedkie commended the Airport Authority board on their recent announcement of direct flights to Seattle, which will provide more access.

Councilor Forsmann provided an update on the Public Works Advisory Committee and a timeline of upcoming topics. She encouraged people to attend meetings and get informed.

C. MAYOR COMMENTS

Mayor Johnson thanked Director Gordon and staff for their hard work on the budget, as well as Public Information Officer Maurer, and also thanked the citizens for attending the meeting.

D. ADVISORY BOARD AND COMMISSION APPOINTMENTS

E. AGENDA TOPICS:

IX. ADJOURNMENT - Action Item

There being no further business to come before the Lewiston City Council, Council President Liedkie and Councilor Forsmann moved and seconded, respectively, to adjourn the August 14, 2023 Regular Session. The motion carried 6-0 and the meeting adjourned at approximately 9:45 p.m.

7 August 2023

EMERGENCY MEDICAL SERVICES ADVISORY BOARD
1 AUGUST 2023 SPECIAL MEETING MINUTES

EMSAB Members:	Dave Chenault	Laura Gifford	Mike Larson
	Mary Egeland	Jennifer Grinage	Serena Tschirgi

EMSAB members, with the exception of Jennifer Grinage attended the August 1st special meeting in the LFD Station 1 Training Room starting at 12:14 p.m.; Mary Egeland attended via Zoom. Also present were Staff Liaison Greg Rightmier, Council Liaison Kassee Forsmann, Assistant City Attorney Jennifer Tengono, Ambulance Billing Assistant Amy Paris, fire department assistants Danel Arnzen and Stephanie Rudy, who took notes.

Citizen Comments:

- Assistant City Attorney Jennifer Tengono introduced herself to the group and shared she has been reviewing the current resolution and ordinance for the board.

Active Agenda:

- The board discussed increasing ambulance rates by 2.5% in FY24. The increase was part of a recommendation from the board in May 2022. This was in response to the 2022 ambulance fee study of like-sized departments.
    - This discussion led to clarification on whether to continue billing for disposable medical equipment; this revenue amounted to approximately $35,000. The new 3rd party billing company doesn't currently bill for this equipment because Medicaid/Medicare will not reimburse this charge. The increase in ambulance fees would help defer this cost.
    - Other departments do bill for disposable medical equipment but it's usually invoiced as a separate line item.
    - LFD ambulance rates are still on the low end of what like-sized departments charge. Because the department is a government entity, it walks a fine line between charging too little and losing money and charging too much and making money.
    - The board emphasized the rate increase is only for those using LFD's EMS services.
    - Tschirgi made a motion to increase the current ambulance rates by 2.5%; this was seconded by Gifford and the motion was unanimously passed by the board.

Unfinished & New Business:

- The board has been tasked with reviewing the current ordinance and resolution. Staff Liaison Rightmier shared that a private ambulance's transport of a patient within the City led to the need for this review. Assistant City Attorney Tengono advised the board to send all suggestions for changes to Staff Liaison Rightmier. He will consolidate these suggestions then present them at the next meeting in October.
    - One of issues discussed was the definitions of membership representation.

- Staff Liaison Rightmier asked Egeland if she is still willing to continue as a board member since she recently had a job change. She is still willing to be a member but may need to be reclassified into a different category. This will be addressed at the October meeting.

Adjournment:

Tschirgi made a motion to adjourn the meeting at 1:10 p.m.; Gifford seconded the motion and it was approved by the board.

NEXT EMSAB MEETING IS TUESDAY, OCTOBER 17, 2023 AT 12:00 PM
IN THE STATION 1 TRAINING ROOM

Submitted by: ______________________ 8/1/23
Gregory V. Rightmier, Staff Liaison Date

______________________ 8/1/2023
Stephanie Rudy, Recording Secretary Date

GVR: sr

c: Tanya Brocke, Deputy City Clerk
Dan Johnson, Mayor
Kassee Forsmann, Council Liaison
Kayla Hermann, City Attorney

The PUBLIC WORKS ADVISORY COMMISSION met in the Bell Building 2nd Floor Meeting Room at 215 "D" Street. Council Liaison and Chair Kathy Schroeder called the meeting to order at approximately 12:01 p.m. with all members present except Councilor Forsmann.

Public Works Advisory Commission meetings are recorded live. To view the full video, go to https://www.youtube.com/live/tMmGZ20NCt0?

I. CALL TO ORDER

COMMISSIONERS PRESENT: Laura Wright; Vice-Chair Kevin Kelly; Kayleigh Philippi; Ryan Rehder

CITY COUNCIL LIAISON PRESENT: Councilor Kassee Forsmann, Councilor and Chair Kathy Schroeder

STAFF MEMBERS PRESENT: Dustin Johnson, Public Works Director; Haley Kelley, Public Works Specialist; Aaron Butler, IT; Jeff Wiemer, Stormwater Coordinator

II. CITIZEN COMMENTS

None.

III. CONSENT AGENDA

Chair Schroeder explained that all items on the Consent Agenda are considered routine by the Commission and will be enacted by one motion. There will be no separate discussion on these issues unless a Commissioner so requests, in which case the item will be removed from the Consent Agenda and considered under "Items Moved From the Consent Agenda".

Commissioners Rehder and Wright moved and seconded, respectively, approval of the Consent Agenda. The motion carried 4-0.

A. APPROVAL OF MAY 10, 2023 MEETING MINUTES: - Action Item

IV. DIRECTOR'S REPORT

A. ORDINANCE NO. 4882 UPDATE

Director Johnson said that the commission's feedback at the last meeting was forwarded to staff for consideration and implementation and an amended ordinance was presented to and adopted by Council. Ordinance No. 4882 establishes a Stormwater Division and the creation of a Stormwater Drainage System Utility but does not set rates.

Mr. Johnson discussed the 50-year storm event on June 9, 2023 and the ongoing evaluation of damages to apply for relief through Mark Hurd, Director of Emergency Management. Mr. Johnson emphasized that infrastructure isn't typically designed for 50 or 100-year events and that the creation of the utility and subsequent improvement of the City's stormwater drainage system better prepares the City for such events but will not prevent localized flooding. Mr. Johnson also shared that the National Oceanic and Atmospheric Administration (NOAA) had been tracking the storm and alerted Nez Perce County and the City to expect damages.

Councilor Forsmann questioned if the Blue Bridge flooding could be mitigated. Mr. Johnson stated that the Blue Bridge is shared between the Idaho Transportation Department (ITD) and the Washington State Department of Transportation (WSDOT) with WSDOT leading maintenance. He said that the scuppers that drain into the river are undersized but that he is unsure if additional drainage would impact structural integrity. Commissioner Wright expressed concern over the maintenance schedule and suggested sending a letter; Mr. Johnson said that he would follow up with the representatives from ITD, Nez NPC, and WSDOT on the Lewis-Clark Valley Metropolitan Planning Organization's (LCVMPO) Technical Advisory Committee about the issue.

Ms. Wright asked when the damages information would be finalized. Mr. Johnson explained that ground penetrating radar discovered voids beneath the roadway which have not come to the surface yet and require ongoing evaluation; he provided the examples of 21st Street where stormwater went under the pavement in one area and shot out from another area and 13th Street in front of Bert Lipps pool where a split in the roadway expanded due to stormwater undermining the subgrade beneath the road and collapsing asphalt into the trench. Mr. Kelly asked if voids beneath roadways coming to the surface created sinkholes. Mr. Johnson said yes and went on to share that borings were completed along 21st Street that discovered is no sub base only river cobble, with 3" to 12" of asphalt along the corridor.

B. <u>HIGH RESERVOIR AND IRRIGATION RESTRICTIONS UPDATE</u>:

Director Johnson said that the repairs are on schedule with onsite work nearing completion and the liner and floating lid arriving soon. The target date continues to be July 31st but staff are continuously evaluating for efficiencies that can be taken advantage of but it will still take time to get the reservoir operational, filled, and tied back into the system.

Chair Schroeder asked how long it would take to fill the High Reservoir. Commissioner Rehder and Mr. Johnson explained that the water treatment plant's design capacity is eight to twelve million gallons of water and once the High Reservoir is online, it would take less than 48 hours to fill. Mr. Johnson clarified that under the irrigation restrictions, the water treatment plant is able to supply less than 500,000 gallons without the High Reservoir. Ms. Schroeder asked if there were any advantages to keeping the restriction in effect once the High Reservoir is repaired; Mr. Johnson said no and the City needs the revenue from that irrigation usage.

Mr. Johnson shared that there are currently 175 approved alternative watering schedules and the vast majority are elderly residents and/or residents with disabilities. He pointed out that the irrigation under public scrutiny for Lewis-Clark State College (LCSCL) and the School District's properties have been approved because it's not feasible to hand water landscaping of that size. Mr. Johnson reiterated that the issue is not a lack of water but a lack of surge capacity in the system - water cannot be distributed fast enough.

Councilor Forsmann asked when the City website would be updated and suggested posting the criteria for applying for an alternative watering schedule. Mr. Johnson said that the criteria is already posted and that he provides weekly updates to the Public Information Officer (PIO) for dissemination.

Mr. Kelly referred to the flow of water as a result of the rupture and asked if it will inform future stormwater projects. Mr. Johnson answered that staff reviewed the drainage pattern into the storm system. Mr. Kelly requested clarification on Ordinance No. 4882 as a means to fund improvements for this drainage to which Mr. Johnson replied affirmatively and said that the City's storm drainage system must be maintained in order to handle routine operations as well as 50-year storm events and discharge from a reservoir which takes money to maintain and has thus far been property taxes.

Ms. Forsmann said that the public is confused on the funding mechanism but that the utility allocates funds for the specific purpose of stormwater operations and maintenance. Mr. Johnson said that like water, sewer, and sanitation, stormwater drainage is a service and the cost of labor and materials to maintain that system is what the utility is for.

C. **DOWNTOWN CONSTRUCTION PROJECTS:**

Director Johnson spoke about the Downtown Transmission Main Replacement project along Main Street and that minimum control measures for stormwater, traffic control, and impacts to businesses would be taken into greater consideration for future projects.

V. DISCUSSION ITEMS

A. **DRAFT STORMWATER DRAINAGE SYSTEM UTILITY FEE STRUCTURE AND CREDIT POLICY**

Jeff Wiemer, Stormwater Coordinator, presented the draft *Stormwater Drainage System Utility Fee Structure and Credit Policy*; the accompanying slideshow is located in Appendix A of the June 14, 2023 Minutes. The commission provided the following feedback:

Reference	Public Works Advisory Commission Comments
Section Two – Fee Structure, Residential Properties	Commissioner Wright suggested reviewing how mobile home parks, condos, and condo associations are classified by utility billing i.e. residential account or commercial account.
Section Two – Fee Structure, Residential Properties	Commissioner Rehder requested clarification on how home occupations would be treated.
Section Two – Fee Structure, Residential Properties	Councilor Forsmann requested clarification on how homeowner associations (HOAs) would be impacted.
Section Three – Credit Eligibility Criteria, Commercial Non-Use	Commissioner Rehder asked for clarification in regards to option (3) in the *Amount* column and said that the parameter of "indirectly hydraulically connected" would be hard to determine.
Section Three – Credit Eligibility Criteria, Commercial On-Site Gravel Areas	Commissioner Wright suggested reviewing this in light of the 50-year storm event that washed gravel into public areas which the City then had to clean up. She also questioned how the 15% credit was determined.
Section Three – Credit Eligibility Criteria, Commercial On-Site Retention/Treatment Equivalent	Commissioner Rehder asked if the proof of proper ongoing operation and maintenance would be checklist submitted annually
Section Three – Credit Eligibility Criteria	Councilor Forsmann and Commissioner. Rehder requested clarification on whether residential customers would be eligible for a waiver and/or credit
Section Three – Credit Eligibility Criteria, Public Parks, Open Space, Trails, & Paths	Commissioner Wright suggested applying the same credits as "Vacant Undeveloped Property" category.

VI. ITEMS MOVED FROM THE CONSENT AGENDA - Action Item

None.

VII. UPCOMING EVENTS/MEETINGS

A. **REGULAR MEETING: JULY 12, 2023:** *Query of Commissioners to attend the next regularly scheduled meeting.*

B. **FISCAL YEAR 2024 BUDGET SESSION #5: JUNE 27, 2023:** *This is the fifth in a series of budget sessions between City Council and City Department heads which will be held in-person and livestreamed at 3pm in the Bell Building 2nd Floor Meeting Room. This session is*

dedicated to Public Works.
Director Johnson corrected the time to 5:15pm and invited the commission to attend or watch the livestream.

C. PWAC INTERVIEWS
Director Johnson asked members to participate in the interviews for the two vacancies; Vice-Chair Kelly, Chair Schroeder, and Commissioner Wright asked to participate.

VIII. UNFINISHED/NEW BUSINESS

A. BOARD MEMBER COMMENTS: *Comments should not be related to an item currently before the Commission or an item that may come before the Commission in the foreseeable future, and should be limited to comments, not discussion.*

Commissioner Wright expressed appreciation for the Public Works Expo, thanked City staff for their efforts, and suggested inviting senior centers next year. Director Johnson explained that the Public Works Expo was traditionally tailored towards schools but attendance has decreased and it was possible to expand invites next year.

B. STAFF LIAISON COMMENTS
Director Johnson reminded the commission that the meeting duration was their decision should they wish to extend it. Public Works Specialist Kelley pointed out that the bylaws needed revision to reflect the increased members and the meeting duration could be adjusted at that time.

C. FUTURE AGENDA ITEM – Action Item
Councilor Forsmann questioned how speed limits and signal timing are determined and Director Johnson answered that speed limit is determined by ordinance and advanced warning signs and signal timings are adjusted by Public Works.

Mr. Johnson said that he would solicit feedback from the commission for final budget preparation at the next meeting.

Commissioner Rehder referenced the previous meeting's discussion of the commission coordinating and planning projects and asked if future meetings could be dedicated to a particular topic. Mr. Johnson stated that staff would work on forecasting these focused meetings for Fall/Winter.

IX. ADJOURNMENT - Action Item

There being no further business, Vice-Chair Kelly and Commissioner Rehder moved and seconded, respectively, to adjourn the meeting. The motion carried 5-0 and the Public Works Advisory Commission adjourned at approximately 1:37 p.m.

RESPECTFULLY SUBMITTED,
Haley Kelley
Haley Kelley,
Recording Secretary

Kathy K Schroeder
Chairperson or Acting Chairperson
Public Works Advisory Commission

Approved this 12 day of July, 2023

APPENDIX A

Draft Stormwater Drainage System Utility Fee Structure & Credit Policy

Public Works Advisory Commission

June 14, 2023

This Agenda Item can be founds at https://lewistonid.portal.civicclerk.com/event/252/

How is my bill calculated?

Based on Service Area

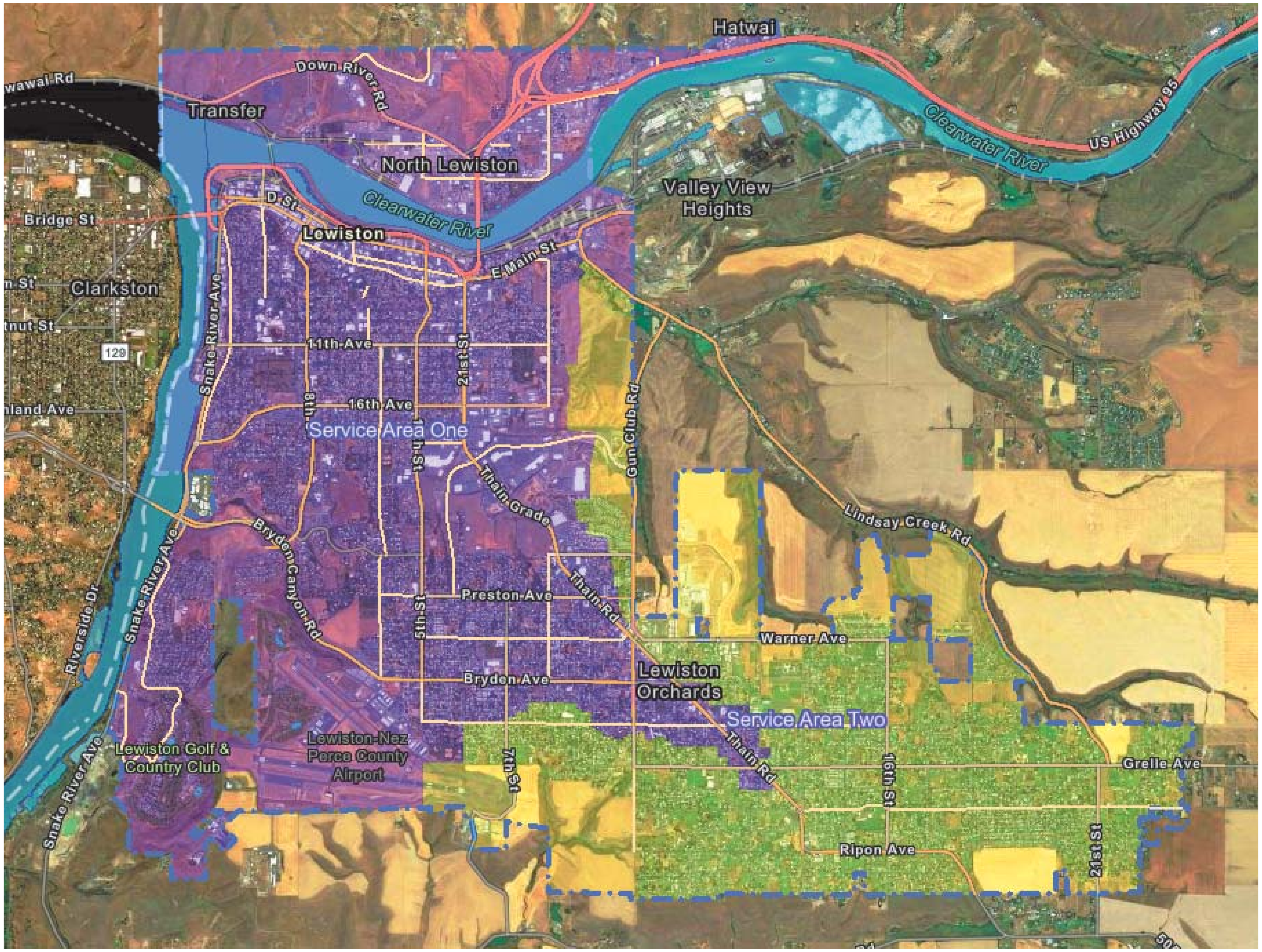
Rates are determined by Council

ERU = Equivalent Residential Unit

ERU for Lewiston is 4,500 square feet of Impervious Surface Area (ISA)

ISA = roofs, driveways, patios, etc. which cannot absorb water

Utility Assistance Program available for eligible citizens



What is a Commercial Property?

All commercial properties, hotels, dwellings larger than a fourplex, industrial properties, public properties and facilities, etc. are to be defined as "Commercial Properties".

Commercial Property - ERU's

The number of ERU’s a Commercial Property is billed each month is determined by the total amount of ISA on the property.

Credits are available once certain criteria are met and maintained.

Example:

City Hall has 17,250.95 square feet of ISA on the property. The City would be billed 4 ERU's.

What is a Residential Property?

Single Family Residential (SFR); Multi-Residential (MR) which includes Duplexes, Triplexes, and Fourplexes; Mobile Home Parks; Condos; and Condo Associations are to be defined as "Residential Properties".

Residential Properties - ERU's

Type of Residential Property	Number of ERU's
Single Family Residential (SFR)	1
Multi Residential (MR)	0.5 per dwelling (Duplex = 1 ERU, Triplex = 1.5 ERU, Fourplex = 2 ERU)
Mobile Home Parks	Total ISA determines ERU's
Condo	0.5 per dwelling
Condo Association	Total ISA determines ERU's

CITY OF LEWISTON
PUBLIC WORKS
DEPARTMENT
1861

cityoflewiston.org/dsu

The PUBLIC WORKS ADVISORY COMMISSION met in the Bell Building 2nd Floor Meeting Room at 215 "D" Street. Council Liaison and Chair Kathy Schroeder called the meeting to order at approximately 12:01 p.m. Commission members present at the time Chair Schroeder called the meeting to order included Vice-Chair Kelly, Commissioner Wright, and Commissioner Rehder; a quorum was met and official business was allowed to proceed.

Public Works Advisory Commission meetings are recorded live. To view the full video, go to https://www.youtube.com/live/FN1vURZabLo?feature=share

I. CALL TO ORDER

COMMISSIONERS PRESENT: Vice-Chair Kevin Kelly, Laura Wright, Ryan Rehder, and Student Member Kayleigh Philippi

CITY COUNCIL LIAISON PRESENT: Councilor Kassee Forsmann, Councilor and Chair Kathy Schroeder

STAFF MEMBERS PRESENT: Dustin Johnson, Public Works Director; Haley Kelley, Public Works Specialist; Aaron Butler, IT

II. CITIZEN COMMENTS

The City of Lewiston is committed to providing access and reasonable accommodation in its services, programs, and activities and encourages qualified persons with disabilities to participate. If you anticipate needing any type of accommodation or have questions about the physical access provided, please contact Public Works Specialist Haley Kelley at least 48-hours in advance of the meeting time at (208) 553-2662 or publicworks@CityofLewiston.org.

None.

III. CONSENT AGENDA

Chair Schroeder explained that all items on the Consent Agenda are considered routine by the Commission and will be enacted by one motion. There will be no separate discussion on these issues unless a Commissioner so requests, in which case the item will be removed from the Consent Agenda and considered under "Items Moved From the Consent Agenda".

Vice-Chair Kelly and Commissioner Wright moved and seconded, respectively, approval of the Consent Agenda. The motion carried 3-0.

A. APPROVAL OF JUNE 14, 2023 MEETING MINUTES: - Action Item

IV. DIRECTOR'S REPORT

A. HIGH RESERVOIR UPDATE

Director Johnson provided an update on the High Reservoir repairs and Irrigation Restrictions.

Councilor Forsmann asked if there was any way to celebrate Water Division staff for their efforts; Mr. Johnson said that it is being discussed.

Vice-Chair Kelly asked which reserves are being used to fund these repairs. Mr. Johnson answered that the reserves are from the water enterprise fund. Mr. Kelly asked if that reserve could be replenished by insurance, grants, etc. Mr. Johnson said that the City received $250,000 in emergency funds from the Idaho Department of

Environmental Quality (DEQ) and that the City has been in constant contact with Representative Fulcher and Governor Little's office. DEQ ranked the City of Lewiston at #40 for funding; City is seeking clarification on the ranking criteria. Mr. Johnson said that investigation into the cause of the rupture is being conducted by a third party and the City's insurance carrier.

B. PWAC VACANCIES: *Next steps following interviews with applicants Chelsea Blewett, Gabe Iacoboni, Darlene Lambert, Justin Merwin, and Brent Bourassa.*

Director Johnson updated the group that Ms. Blewett rescinded her application; Mr. Iacoboni, Ms. Lambert, and Mr. Bourassa were interviewed; and staff have attempted to reschedule with Mr. Merwin. The board directed staff to continue rescheduling efforts with Mr. Merwin.

V. DISCUSSION ITEMS

A. AMENDED PUBLIC WORKS ADVISORY COMMISSION BYLAWS: *Approval of amended bylaws.* - Action Item

Commissioner Wright requested clarification on the amendments presented for consideration. Public Works Specialist Kelley clarified that the amendment an increase of the voting members from five (5) to seven (7) total.

Vice-Chair Kelly asked if the bylaws needed to specify the number of Council Liaisons on the commission. Ms. Kelley answered that the number of Council Liaisons is outlined in City Code and the bylaws only specify the number of voting members.

Commissioner Wright and Vice-Chair Kelly motioned and seconded, respectively, the approval of the amended Public Works Advisory Commission bylaws. The motion carried 4-0.

***B.* FY2024 BUDGET PROPOSAL:** *Soliciting feedback on the Fiscal Year 2024 Budget Proposal for Public Works presented at the June 27, 2023 Special Meeting. Commission members are encouraged to watch the livestream recording of the presentation from timestamp 4:34 to 1:49:46 at https://www.youtube.com/watch?v=lqyqTum0ft0&t*

Director Johnson provided an overview of the budget process and requested feedback from the commission.

Commissioner Rehder asked if a capital improvement plan is needed to justify a rate increase; Mr. Johnson answered in the negative but stated that a justification is needed. Vice-Chair Kelly said rate increases are critical to accrue revenue for capital improvements and to avoid bonds; Chair Schroeder said that the lack of rate increases resulted in the deferred maintenance being experienced now. Mr. Johnson explained that there were several years without rate increases and he's unaware of the justification behind those decisions.

Commissioner Wright said that a master plan is a guiding document but the capital improvement plan should be a living document. She expressed frustration that master plans were being used as the reasoning for budget decisions. Mr. Johnson said that the influx of capital investment in recent years has overwhelmed the City's capacity to keep information, plans, etc. up-to-date. Mr. Rehder said that master plans are zero (0) to five (5) year planning documents using facility level numbers but anything after that needs to be updated annually.

Due to the breadth of Public Works, Ms. Wright suggested that capital and operations be presented separately in the future. She expressed disappointment at the absence of information on personnel needs, seasonal expenditures, Fleet Maintenance related expenses, depreciation, etc. and suggested that the commission assist with next year's presentation. Mr. Johnson explained that while other municipalities house Fleet Maintenance within Public Works, Lewiston does not and so he is continuing to learn how Fleet and Public Works interact. He also clarified that the Fleet Maintenance budget would have been addressed in the Finance Department's presentation. Mr. Johnson appreciated the suggestion to separate Capital and Operations in future budget presentations.

Ms. Wright asked if the Sanitation contracts up for renewal would come before the commission before City Council consideration. Mr. Johnson said that a Sanitation update would be provided in September.

Mr. Rehder questioned if the workshops discussed in previous meetings about particular funds would be better suited to this commission instead of City Council. Ms. Wright said that detailed presentations to Council can be beneficial, especially when Councilors get more involved. Councilor Forsmann agreed with this sentiment.

Ms. Wright asked Mr. Johnson to clarify staffing needs. Mr. Johnson stated that the City's recruitment efforts continue to face competitive wages, unqualified candidates, and a limited population due to location. Ms. Wright wished that this information had been shared and asked if there was a partnership program that could be started with local educational institutions for certifications/licensing/training/etc. Mr. Johnson shared that City is working on cooperative training for commercial driver's license (CDL) certification and a point of discussion is an agreement where new hires reimburse the City for CDL training cost in the event they resigned.

VI. ITEMS MOVED FROM THE CONSENT AGENDA

None.

VII. UPCOMING EVENTS/MEETINGS

A. REGULAR MEETING: AUGUST 9, 2023: *Query of Commissioners to attend the next regularly scheduled meeting.*

Director Johnson explained that he would be on vacation the week of the next regularly scheduled meeting. The commission requested that the meeting remain and that another member of Public Works leadership attend in his place.

VIII. UNFINISHED & NEW BUSINESS

A. BOARD MEMBER COMMENTS: *Comments should not be related to an item currently before the Commission or an item that may come before the Commission in the foreseeable future, and should be limited to comments, not discussion.*

Councilor Forsmann asked Director Johnson to thank the Public Works staff for their efforts.

Commissioner Rehder wanted to revisit the commission's purpose and if it was providing benefit to Public Works and to the City Council. Mr. Rehder expressed an interest in learning more about what Mr. Johnson had referred to as the "Plan of Plans" in response to the City of Moscow pursuing a similar effort. Mr. Johnson clarified that the "Plan of Plans" was specific to the downtown Lewiston area.

B. STAFF LIAISON COMMENTS

None.

C. FUTURE AGENDA ITEMS:

Councilor Forsmann requested that the topic of speed limits and signage be brought before the commission. Director Johnson replied that speed limits are dictated by City Code unless posted otherwise and clarified that when no change occurs to a speed limit, Police Department enforcement is the only recourse. Ms. Forsmann requested that this be added as a future agenda item for discussion.

IX. ADJOURNMENT - Action Item

There being no further business, Vice-Chair Kelly and Commissioner Rehder moved and seconded, respectively, to adjourn the meeting. The motion carried 4-0 and the Public Works Advisory Commission adjourned at approximately 1:17 p.m.

RESPECTFULLY SUBMITTED,

Haley Kelley

Haley Kelley,
Recording Secretary

Kathy K Schroeder

Chairperson or Acting Chairperson
Public Works Advisory Commission

Approved this 9 day of August, 2023

DISABILITY ADVISORY COMMISSION
NOTICE AND MEETING MINUTES

March 9, 2023 - 12:00-1:00 PM
City Hall Back Conference Room, 1134 F Street

Members Attending: Mark Havens, Constance Vance, Amy Brogan, Jessica Grainger, Eric Peterson
Members Not Attending: Mike Feeney
Non-Members Attending: Dustin Johnson, Nikki Province

I. CALL TO ORDER

A. Meeting called to order at 12:05pm

II. CITIZEN COMMENTS

A. Johanna Frank states her comment is for Eric Peterson. Washington will bump Idaho into duplicate participation for social security because of a computer glitch. This will complicate services and no money is available at Tri-State for taxi.

III. DISCUSSION ITEMS

A. ADA TRANSITION PLAN 2022 REPORT

i. Public Works Director Dustin Johnson explains the history of the ADA Transition Plan. Every year the plan is updated with improvements the City has made and then it is brought in front of City Council. Mr. Johnson explains he would like each annual report to be updated in the front end of each year. Before he takes it to City Council for acceptance, the Commissioners can provide comments. He asks the Commission to approve the report with any future comments. Mr. Havens clarifies this report is not the ADA Transition Plan itself, but is just a report on what happened in 2022 related to the ADA Transition Plan. Mr. Peterson clarifies the annual report will be compiled with the ADA Transition Plan after each year's report is approved by City Council. Mr. Johnson states they try to keep the format of each annual report consistent. Mr. Peterson asks Mr. Johnson to confirm if there is a committee within the City that actually compiles this information and Mr. Johnson confirms that is correct. Mr. Johnson states the 2022 report is a short report but 2023 will probably be longer as 2022 just did not see the same volume of projects as previous years. Mr. Johnson explains some of the priority projects and how the progress is documented in the report. Mr. Peterson clarifies funding and suggests changes to the reports to better explain that. Mr. Johnson advises the commissioners to email any comments they have regarding the annual report to himself or Nikki Province. Mr. Havens states the report looks great especially compared to a few years ago. Mr. Havens also states some of the figures are a little overwhelming. Mr.

Johnson states his critique would be that some of the priority routes are too broad and he would like to better refine that. Mr. Peterson states one of the key reasons to have the ADA Transition Plan is to reflect the City's effort to get into compliance with the ADA so what you want is an organized evidentiary list. The group then discusses ramps and the history of prioritizing them. Ms. Grainger points out in the annual report that Ms. Brogan's name is misspelled and Ms. Province points out another typo. Ms. Vance shares a situation in which a gentleman fell out of a wheel chair while trying to navigate into the OUI parking lot from the road due to a steep ridge. She was told it was OUI's fault and responsibility so she called someone else and they told her it was Public Work's responsibility. Mr. Johnson states from an engineer perspective, putting in just a ramp is a big challenge. You try to meet all of the ADA requirements but then you have water drainage issues so those issues are very challenging and very expensive. Mr. Peterson states he would suggest placing the annual report on next month's agenda for DAC approval. Mr. Johnson and Ms. Province state it's going in front of City Council next week. Mr. Havens states he would just suggest Mr. Johnson share with Council that the annual report was presented to DAC and questions and comments have been incorporated. Ms. Province clarifies that the ADA Transition Plan does include an ADA compliant grievance process that is very detailed so there is a process for reporting ADA issues in the City. Mr. Peterson states that is true but there is no easy way of notifying the City of simple issues. Ms. Province states as ADA Coordinator, people do reach out to her directly with issues, such as sidewalks and curbs, and she notifies the department responsible.

B. EMERGENCY COMMUNICATION FOR ELDERLY AND PERSONS WITH DISABILITY
   i. Mr. Havens states due to time, this item will be moved to next month's agenda. Ms. Vance states she wanted to discuss this and has notified the Emergency Management Coordinator Mark Hurd of their plans to discuss this.

IV. <u>ACTIVE AGENDA</u>

A. ELECTION OF CHAIRMAN
   i. Mr. Peterson nominates Amy Brogan. Ms. Province explains the responsibilities of the Chairman. Ms. Vance states she would be willing to be the Chair. Ms. Brogan withdraws her candidacy and nominates Ms. Vance. All present members vote in approval of electing Ms. Vance as Chairman.

B. ELECTION OF VICE CHAIRMAN
   i. Ms. Brogan states she would be willing to be Vice Chairman. Ms. Vance nominates Ms. Brogan. All present members vote in approval of electing Ms. Brogan as Vice Chairman.

C. APPROVAL OF MINUTES - Minutes from November 10, 2022, December 8, 2022, and January 12, 2023 meetings

i. Ms. Vance motions to approve the minutes and Ms. Grainger seconds the motion. All members vote to approve minutes from November 10, 2022, December 8, 2022, and January 12, 2023.

V. FUTURE AGENDA ITEMS

A. Ms. Province states in April, Mr. Peterson will do training on the White Cane Law and there will be the agenda item that was moved from this meeting regarding communicating emergency notifications.
B. Mr. Peterson states he would like to discuss an online reporting issue.

VI. COMMISSIONER COMMENTS

A. Ms. Vance states she does have some groups that may be interested in assisting with winter snow shoveling but this can be addressed later in the year. Ms. Province suggests making this an agenda item for May's meeting.
B. Ms. Havens states there will be, as part of the Strategic Plan, a report on the health of the City. The City got a grant from Blue Cross Foundation for Strategic Planning for that purpose. Mr. Havens states he found this to be very interesting.

VII. STAFF LIAISON COMMENTS

A. Ms. Province states there is a Transportation Advisory Commission that former Chairman Ged Randall used to participate on as a DAC representative but someone will need to replace Mr. Randall. Ms. Province states it could be a volunteer but if DAC would prefer to make it an appointment, then it can be on future DAC agenda. Mr. Peterson states if it's an appointment from DAC, that person may be able to participate more. It is valuable having someone from DAC on that committee. Ms. Province will place it on next month's agenda.
B. Ms. Province also states a DAC application will go before City Council soon for appointment.

VIII. ADJOURNMENT

A. Mr. Havens adjourns the meeting at 1:05pm

Disability Advisory Commission
April 13, 2023

I. CALL TO ORDER

Members attending: Mark Havens, Jessica Grainger, Constance Vance, Matthew Ruth, Mike Feeney, Amy Brogan, Council President Hannah Liedke, and staff liaison HR Director Nikki Province.
Members Not Attending: Eric Peterson

II. CITIZEN COMMENTS

No citizen comments.

III. DISCUSSION ITEMS

A. CITY OF LEWISTON COMPREHENSIVE PLAN DISCUSSION: Brief overview and discussion of the City's Comprehensive Plan provided by Assistant Planner Katie Hollingshead, and phase 1 survey completed by commissioners. - Presentation

Katie Hollingshead, Assistant Planner for the City of Lewiston, discusses what a Comprehensive Plan is and the rewrite her department is working on. The plan is a long range planning document with 17 different sections including growth, development, land use, etc. The last plan was done in 1999. Plans generally are for 20 years, so this plan will be Envisioning Lewiston 2044. She is visiting boards and commissions regarding the plan. She brought with her posters and cards with QR codes. Ms. Hollingshead asks each member of the commission to complete their community survey and give to her at the end of the meeting. The survey is open to the public and Community Development is requesting completion by May 14th at midnight. Ms. Hollingshead will be visiting all boards and commissions again in phase 2 of the plan. Commissioner Havens asks where people can submit the survey and if they can be picked up at the library. Ms. Hollingshead indicated there are cards available with access to the survey. Commissioner Havens asks if the questions for the survey were written by the consultants in Colorado. Ms. Hollingshead indicates that most of them are, but the steering committee has reviewed several drafts. Ms. Hollingshead explains further that phase 2 is a more targeted line of questioning and will be around August or September.

B. EMERGENCY ALERT SYSTEM: Discussion on needed system to notify first responders of emergency alerts, in regard to seniors and persons with disabilities.

Chairperson Constance Vance speaks regarding the research she has done on emergency alert systems. She attended a training, Autism in the Wild, for first responders to learn how to help people with disabilities. Chairperson Vance learned that with the 911 in Spokane, if a name comes up with a disability assigned to them, information can be provided to assist the first responders to develop how best to help the person in need. The ISAAC Alert System can provide pertinent information for first responders.

Chairperson Vance had talked with Captain Klone and Chief Hurd previously about it. Holly Goodman (founder of ISAAC Foundation) has the system set up and will give the system to them for free. They are only asking that the ISAAC logo be shown or represented. There would be no true cost of implementing it for Lewiston. Commissioner Brogan asks how it will work. Chairperson Vance indicates that a person must register yearly. That every year an email is sent out to update their information. Chairperson Vance confirmed with Mark Hurd, City/County Emergency Manager, that there is no system in Lewiston like this one. She also reached out to the County Dispatch Coordinator but hasn't been able to discuss this option with them. Council President Hannah Liedke states she thinks it's a good idea, but as an advocate, the inherited thoughts that some people have can create a barrier. She would want to see the City and County have buy-ins, which means adequate training, and best practices for whichever demographic. The dispatch system covers multiple regions. Commissioner Brogan asks if any other Idaho cities or counties utilize this ISAAC website. Chairperson Vance states that Ms. Goodman said it is a simple program to use, and that they go all over the U.S. to train but find they don't have many places that implement it. She thinks if Lewiston implemented it, that it could encourage others to do it. Commissioner Brogan states she will check with her crisis prevention coworkers at Health and Welfare if they know of others who use it. Chairperson Vance states she has reached out to quite a few people working for OUI that are interested in it.

Commissioner Havens reports on a non-public debriefing meeting with the Health Department regarding the water reservoir flooding. He learned there is a data program called "Empower" available to first responders and emergency planners from Medicare and Medicaid, but the focus is narrow. Quarterly, they receive reports of anyone in their jurisdiction who has purchased an electric life-saving device for life-sustaining, such as a wheelchair or c-pap so the local planner is aware of those people who have those devices. In times of an emergency, certain individuals can request a list of the names and addresses of those that have this equipment, such as during a power outage. During a meeting with the Independent Living Center, Commissioner Havens continued, that people were unanimously against it and hated that their name would be on a list, and that there was not an opt-out. He says it made people feel vulnerable and that information could be leaked or hacked. Commissioner Havens stated the second part of the meeting with the Health Department focused on the flood and how responses were made. Information is being put out electronically and the concern that older people don't use social media or computers. Programs seem digitally oriented but the low income and the elderly may not have a computer, requiring old-fashioned methods. Commissioner Havens asks Commissioner Ruth what Addus did during the boil order. Commissioner Ruth stated that there was a lack of communication and nearly every client they were calling and informing. He continues that they were aware of it quickly and responded as a team and office independent from anyone else; Addus has their own emergency response program in place. Commissioner Havens stated that Tri State Hospital and Asotin County were in attendance at the meeting. Tri State Hospital asked why they weren't notified about the boil order. They had commented at the meeting that patients were pouring into their facility until clean water was secured.

IV. ACTIVE AGENDA

V. FUTURE AGENDA ITEMS

White Cane Law training with Eric Peterson possibly in May, discussion on snow removal to get a head start, a presentation by a city department, and budget discussion on ADA improvements and if DAC feels like money should be set aside for ADA. HR Director Nikki Province will get this information from department Directors.

VI. COMMISSIONER COMMENTS

Comments should not be related to an item currently before the Commission or an item that may come before the Commission in the foreseeable future, and should be limited to comments, not discussion.

Chairperson Vance introduced Commissioner Matthew Ruth, who is the newest commissioner to the Advisory Committee. Commissioner Ruth is the Agency Director for Addus. Prior to that, he was a teacher for 15 years and worked at the children's home for 5 years. He has been in the valley for 20 plus years.

Commissioner Havens asks about last month's meeting minutes. They were not included on the agenda and will be placed on next month's agenda.

VII. STAFF LIASON COMMENTS - Action Item

No comments.

VIII. ADJOURNMENT

Commissioner Havens motioned for adjournment and Commissioner Feeney seconded the motion. Adjourned at 12:59 pm.

LEWISTON DISABILITY ADVISORY COMMISSION
MEETING MINUTES
May 11, 2023 - 12:00 PM

In attendance: Eric Peterson, Amy Brogan, Constance Vance, Jessica Grainger, Mark Havens
Not in attendance: Matthew Ruth, Mike Feeney

I. CALL TO ORDER

II. CITIZEN COMMENTS

III. DISCUSSION ITEMS

A. **WHITE CANE TRAINING:** Commissioner Eric Peterson will be presenting the basics of the White Cane, 2019 amendments in Idaho for expanded rights for the disabled population, the missing of the amendments in the Idaho Driver's Manual, and policy discussion of unintended errors in amendments. - Presentation

Commissioner Eric Peterson presents the Idaho version of the White Cane law. The policy of the state, pre-2019, is to encourage and enable the blind, the visually impaired, the hearing impaired, and the otherwise physically disabled to participate fully in the social and economic life of the state and to engage in remunerative employment. Major revisions occurred in 2019, replacing "the blind, visually impaired, the hearing impaired, and the otherwise physically disabled" with "individuals with disabilities". It was only in the 20th century that white canes came into reality and became a sign used by the blind. In 1964, the US Congress adopted a joint resolution recognizing that white canes enable blind people to travel safely and independently. The white canes also helped motorists identify pedestrians using a white cane as blind, and the blind's use of the white cane has been protected by law in the US since that time. Commissioner Peterson discusses further what and where Idaho's White Cane Law is. It is in the Idaho Driver's Handbook, Pedestrians and Right of Way, in which motor vehicles must yield to a pedestrian when the pedestrian is a blind person walking with a white cane or guide dog. Chapter 58, title 18, of Idaho Code "Assistance device means a cane or walking stick, predominantly white or metallic in color, with or without red tip, or a manual or motorized wheelchair or similar scooter, or other similar devices that enhance the safety or mobility of a disabled person. Additionally, Commissioner Peterson explains in Idaho Code 56-702, individuals with disabilities have the same rights and privileges as the general public to the full and free use of the streets, highways, sidewalks, walkways, public buildings, public facilities, and other places of public accommodation. This does not include private roads or parking lots. Idaho Code 18-5811 any person, whether a pedestrian, operating a vehicle or otherwise, who approaches an individual appearing to be an individual with a disability or lawfully using an assistance device or a service dog and who intentionally fails to stop, change course, speak, or take such other action as is necessary to avoid any accident or injury to the individual with a disability, the assistance device, or the service dog is guilty of a misdemeanor. The commission discussed potential circumstances or occurrences that apply to these laws.

B. **SNOW SHOVELING:** Discussion and planning for snow shoveling for persons with disabilities and the elderly. - Presentation

Chair Constance Vance speaks regarding snow shoveling. She indicates she is on Kiwanis and brought it up at her first meeting. She said they have a key club at Lewiston High School that may be able to do this. Chair Vance further stated when she heard back from LCSC, they indicated that student athletes would probably not be able to help but the student body may be able to fill volunteer hours. Commissioner Peterson asked who would run the program. Chair Vance explained that DAC would need to get a coalition of volunteers and then the City could put it on the website. Commissioner Peterson asks if this is a recommendation that DAC could make to the Mayor and City Council and the process then would be up to the city. He further states that there will be an issue of liability insurance. The city is right in the middle of the budget, so the recommendation should be made during this time. Commissioner Peterson motions to make an adhoc committee to talk about the snow shoveling with city and volunteers and for them to consider a recommendation for a process for the city to take on prior to the August meetings. Commissioner Amy Brogan seconded the motion. All are in favor. Commissioner Vance calls for volunteers. Commissioner Peterson volunteered as a resource. Chair Vance appoints Matthew Ruth to the committee.

IV. ACTIVE AGENDA

A. **APPROVAL OF MINUTES:** Approval of March 2023 and April 2023 minutes. - Action Item

Commissioner Peterson makes a motion to approve, Commissioner Brogan seconds. All in favor.

B. **FY 2024 BUDGET FOR ADA:** Discussion on what the City departments have budgeted for ADA improvements in the FY 2024 budget, and if DAC wants to make a recommendation to City Council. - Action Item

Commissioner Peterson discusses the previous ticketed items app, "mylewiston". He spoke with the Mayor who was looking into adding it back to the budget. It would cost $50,000 and be in the IT budget. Commissioner Peterson is going to go back to the Mayor about it. Commissioner Peterson discusses obtaining information from the finance department as to what money in the budget goes toward ADA. Commissioner Grainger makes a motion, Commissioner Peterson seconds. All in favor.

V. FUTURE AGENDA ITEMS

Commissioner Vance states the ADA budget will be placed on a future agenda.

VI. <u>COMMISSIONER COMMENTS</u>

Comments should not be related to an item currently before the Commission or an item that may come before the Commission in the foreseeable future, and should be limited to comments, not discussion.

VII. <u>STAFF LIASON COMMENTS</u> - Action Item

VIII. <u>ADJOURNMENT</u>

DISABILITY ADVISORY COMMISSION
NOTICE AND MEETING AGENDA
June 8, 2023 - 12:00-1:00 PM
City Hall Back Conference Room, 1134 F Street

In attendance: Mark Havens, Eric Peterson, Mike Feeney, Constance Vance, Matthew Ruth, Nikki Province
Not in attendance: Jessica Grainger, Amy Brogan

I. CALL TO ORDER

12:01 pm

II. CITIZEN COMMENTS

None

III. DISCUSSION ITEMS

None

IV. ACTIVE AGENDA

A. APPROVAL OF MINUTES: Approval of minutes from May 11, 2023 meeting. - Action Item

Commissioner Havens finds clerical errors in the May minutes, Staff Liaison Nikki Province will correct them. Commissioner Havens makes a motion for approval with edits and Commissioner Peterson seconds. All in favor.

B. ADA BUDGET: Discussion regarding the City's budget for ADA improvements and possible recommendations to City Council. - Action Item

Public Works Director Dustin Johnson presents his budget and discusses what money is allocated for ADA improvements. He discussed several projects, including a design request and build of a sidewalk up 17th Street from where it ends at Winco or Regence building, resurfacing of 21st Street, replacing ramps, and Bryden. Commissioners discuss options for the Disability Advisory Commission (DAC) to support ADA funding for Public Works. Commissioner Peterson initially made a motion for an individual from DAC to speak on behalf of DAC in support of the ADA funding request to the City Council. Commissioner Feeney amends the motion and asks that Commissioner Peterson be the representative. Chairperson Vance asks Commissioner Peterson if he is in the capacity to be there to speak. Chairperson Vance calls for a vote. All in favor. DAC and Director Johnson discussed franchise fees and if it had passed whether there would have been an additional budget. Staff Liaison Province asks for clarification on the vote. Commissioner Peterson made a motion that the Chair write a letter in support of Director Johnson's request. Commissioner Ruth seconded the motion. All in favor, none opposed. Staff Liaison Province speaks on the possible additional budgets that are in Human Resources, Library, and Parks and Recreation.

V. FUTURE AGENDA ITEMS

Commissioner Havens suggested he do a presentation on aging. Commissioner Peterson recommends a meeting with Lewiston, Asotin, and the Tribe transportation agencies to discuss their transit system and how they are working together now and into the future. Commissioner Peterson suggests having COAST Transportation do a presentation. Commissioner Peterson asks if Legal can come to a meeting and discuss where ADA accommodation information applies and doesn't apply in the city's communication, what is and isn't reasonable accommodation, and when does it apply to services, programs, and policies.

VI. COMMISSIONER COMMENTS

Comments should not be related to an item currently before the Commission or an item that may come before the Commission in the foreseeable future, and should be limited to comments, not discussion.

Commissioner Peterson states he is speaking as an individual and that one of his strengths is learning about ADA and then working collaboratively with people to fix problems. In relation to the water restrictions, he found out that the city was making reasonable accommodations for people with disabilities.

VII. STAFF LIASON COMMENTS - Action Item

None

VIII. ADJOURNMENT

1:07 pm

DISABILITY ADVISORY COMMISSION

MEETING MINUTES

July 13, 2023 - 12:00-1:00 PM
City Hall Back Conference Room, 1134 F Street

Attending: Mark Havens, Constance Vance, Jessica Grainger, Matt Ruth, Mike Feeney
Not Attending: Eric Peterson, Amy Brogan
Non-Members Attending: Mayor Dan Johnson, Nikki Province, Leah Burris

I. CALL TO ORDER

II. CITIZEN COMMENTS

a. None.

III. DISCUSSION ITEMS

a. CREATING TOMORROW: THE AGING OF THE VALLEY: Presentation by Commissioner Mark Havens on the Lewis Clark Valley aging population - Presentation

Mr. Havens states Interlink, his organization, digests data from the US census. Mr. Havens provides handouts on Nez Perce and Asotin County population pyramids. Washington and Oregon are more of a pyramid shape, the US in general is more of a silo, but Asotin County is a “sombrero” pyramid. There is a large population of 60-64 year olds. Mr. Havens states this displays that a lot of retirees are relocating to Asotin County. Nez Perce County has a much larger population of females at 85 years and older and more at that age in general than Asotin County. Mr. Havens also states the Valley is old and getting older. Mr. Havens provides another handout graph demonstrating students vs. seniors in Nez Perce and Asotin Counties. Over a 30year period of time, the number of students has slightly decreased but the number of seniors as grown significantly. The increase in the senior population coincides with baby boomer retirement rates. Interlink is estimating an increase of 8,000 seniors over the next 20 years, bringing the total to about 21,000 seniors by 2040. Mr. Havens shares a draft of a report that was prepared for community leaders. The percentage of the population over age 65 is 20.1% which is higher than the United States as a whole. If the region wanted to keep that number constant rather than increase, the population of the Valley would have to be 106,000. It is unlikely the Valley’s populate can increase that much in the next 20 years. The median age in the Valley is increasing more quickly than the rest of the country. The Valley’s age demographic is very similar to Florida. Interlink researched age demographics for every metropolitan area in Washington, Oregon, Idaho, and Montana, and none had a population as old as the Lewis Clark Valley. Mr. Havens also states the current population of 45-65 year olds will probably retire and stay in the area rather than move away. There is a large population of 50-70 year olds selling their homes in Western Washington, Oregon, California, etc. and moving to the Valley. This area has a lower cost of living, low crime, beautiful weather, recreational activities, and healthcare services which is attractive to older populations. Mr. Havens discusses what all of this means. He states the Lewis Clark Valley is headed into an age of "more." For example, more retirees with time, more retirees with money, more elders using the internet, etc. Our community needs to be prepared to increase services seniors need. COVID accelerated baby boomer retirements, which created a major labor force shortage. This region is never going to grow its way out of the increase in the aging population. The goal should instead be focused on keeping this aging population healthier longer and working longer. This aging population could overwhelm the healthcare system in the Valley. Mr. Ruth states he has witnessed this over the last 10 years of his career. Mr. Havens states Interlink has tried to find a "peer" community with similar demographics and has not been able to find one. If they could, they could analyze how these other areas are facing these challenges. Mr. Havens states the focus of their quarterly meetings has been on health and how they keep that aging community healthy. He anticipates two reports going to City Council. One would be the data report and the second would be about health initiatives. Mr. Feeney asks Mr. Havens about getting this information out to states. Mr. Havens states he has been in contact with state representatives from Washington and Idaho but does not expect any initiatives to come out of Olympia or Boise. Mr. Havens states some of the obstacles they are running into is people not believing their data, not believing that they will be effected personally, or not believing they can do anything about it. Mr. Havens also discusses the challenges of getting information to the older populations and encourages everyone to ask the older people they know where they get their information. He also adds that our region's seniors are below the poverty line at lower rates compared to the rest of the country. Mr. Havens wraps up by providing a flyer for a senior summit meeting occurring August 2, 2023

IV. ACTIVE AGENDA

a. None.

V. FUTURE AGENDA ITEMS

a. Nikki shares some of the topics discussed for next meetings were transportation and/or Coast Transportation, and the legal department discussing ADA and City services. Mr. Feeney suggests having a speaker in the healthcare community come speak about what Mr. Havens just presented on. Mr. Havens states someone from the North Central District Health Department may be able to attend a meeting.

VI. COMMISSIONER COMMENTS

a. Comments should not be related to an item currently before the Commission or an item that may come before the Commission in the foreseeable future, and should be limited to comments, not discussion.

VII. STAFF LIASON COMMENTS

a. None.

VIII. ADJOURNMENT

a. Mr. Ruth motions to adjourn and Mr. Havens seconds the motion. The meeting is adjourned at 1:08pm.

MINUTES

CODE BOARD OF APPEALS
SEPTEMBER 3RD, 2020
COMMUNITY DEVELOPMENT DEPARTMENT
BELL BUILDING CONFERENCE ROOM
215 D STREET, LEWISTON, IDAHO
5:00 P.M.

THE CODE BOARD OF APPEALS OF THE CITY OF LEWISTON, IDAHO, met at 5:00 p.m. on Thursday, September 3rd, 2020 via Zoom meeting.

I. CALL TO ORDER

The meeting was called to order at 5:01 p.m. by Vice Chairman Tim Lynch.

Board Members Present: Terry Nab, Tim Lynch, Michelle Radamaker, Patrick Showers.

Staff Present: John Smith, Building Official; Linda Steputat, Division Chief/Fire Marshal, Dawn Ortiz; Building Permit Representative

II. Approval of Minutes (Action Item)

February 6th, 2020 minutes approved. Patrick Showers motioned to approve minutes. Michelle Radamaker 2nd the motion. Motion passed 4-0 all in favor.

III. New Business

A. **Present Ordinance 4786 Amending Various Sections Of Chapter 10 Of Lewiston City Code Related To The Adoption Of The 2018 International Codes Adopted By The State of Idaho.**
B. **Approval To Sign Letter Of Recommendation To City Council For Adoption Of Ordinance 4786. (ACTION ITEM)**
Terry Nab Motioned for letter of recommendation be signed and sent to City Council. Pat Showers 2nd the motion. Motion passed 4-0 all.
C. **Present Fire Code Changes To The Lewiston City Code In Regards to Adoption of 2018 Fire Code.**
D. **Approval To Sign Letter of Recommendation To City Council For Adoption of 2018 Fire Code (ACTION ITEM)**
Patrick Showers Motioned for letter of recommendation be signed and sent to City Council. Terry Nab 2nd the motion. Motion passed 4-0 all.

IV. Old Business

V. Next Meeting

- October 1, 2020 – Unless Other Wise Noted

VI. Adjournment

There being no further business, board member Pat Showers moves to adjourn, Terry Nab seconded, and motion carried 4-0. The meeting adjourned at 5:16 p.m.

RESPECTFULLY SUBMITTED,

Dawn Ortiz

Dawn Ortiz, Recording Secretary

ATTEST:

CODE BOARD OF APPEALS

Approved this 3 day of AUGUST, ~~2019~~. 2023

June 08, 2023

THE BUSINESS IMPROVEMENT DISTRICT ADVISORY BOARD OF THE CITY OF LEWISTON, IDAHO, met at its regular meeting Thursday, June 08, 2023 at the Community Development Department Second Floor meeting room. The meeting was called to order at 8:32 a.m.

I. CALL TO ORDER AND INTRODUCTION

BOARD MEMBERS PRESENT: Wendy Price, Chair; Tami Meyers, Vice Chair; Susie Jones; Dr. Dennis Ohrtman;

BOARD MEMBERS ABSENT: Michael Follett; Doug Bauer;

STAFF MEMBERS PRESENT: Katie Hollingshead, Assistant Planner; Dawn Ortiz, Community Development Specialist; Aaron Butler, IT;

OTHERS PRESENT: Brenda Morgan, Executive Director for Beautiful Downtown Lewiston (BDL)

II. PUBLIC COMMENTS

None

III. APPROVAL OF MAY 11, 2023 MINUTES (ACTION ITEM)

Board members, Meyers and Jones moved and seconded, respectively, the approval of the May 11, 2023. The motion carried 4-0.

IV. FINANCIALS – B. MORGAN (ACTION ITEM)

A. Review of Bank Statement

Brenda Morgan from Beautiful Downtown Lewiston was available for any questions regarding the previous month's bank statement.

B. Review and approval of Invoices

Ms. Morgan verbally reviewed the provided invoices.

1. **Approval of 107 hours @ $40/HR $4280.00 (48 BDL Staff, 59 BDL Volunteers):**
   Board member Susie Jones asked how the hourly rate was decided.

   Assistant Planner Katie Hollingshead stated that the hourly rate was from the original contract and ordinance between the City of Lewiston and BDL.

Vice Chairperson Meyers and board member Ohrtman, respectively the approval of 107 hours @ $40/HR $4280.00. Motion passed 3-1.

2. **PrintCraft Printing $381.60**
   Ms. Morgan stated this invoice is for rubber stamps and maps for the Ladies' day out event.

   Board member Jones asked if there was any increase in sales for this event.

   Ms. Morgan stated she was informed by business owners that sales went up 250%.

   Vice Chairperson Meyers and board member Jones, respectively the approval of payment for PrintCraft invoice in the amount of $381.60. Motion passed 4-0.

3. **Jones Supply $692.18 Pre- Approval**
   Ms. Morgan stated there has been a request for additional garbage cans at events. This pre-approval is to have 10 additional garbage cans.

   Vice Chairperson Meyers and board member Ohrtman, respectively the pre-approval to purchase garbage cans from Jones Supply in the amount of $692.18 with board member Jones abstaining. Motion passed 3-0-1.

4. **Postal Copy $948.39 (5 Invoices)**
   Vice Chairperson Meyers and board member Ohrtman, respectively the approval of payment for Postal Copy invoices in the amount of $948.39. Motion passed 4-0.

5. **Corner Villa $70.00**
   Vice Chairperson Meyers and board member Ohrtman, respectively the approval of payment for Corner Villa invoice in the amount of $70. Motion passed 4-0.

6. **Meta $242.30 (2 Invoices)**
   Vice Chairperson Meyers and board member Ohrtman, respectively the approval of payment for Meta invoices in the amount of $242.30. Motion passed 4-0.

7. **Size-Mo Professional Sound $200.00 (Pre-Approval)**
   Ms. Morgan stated this pre-approval is for payment of a second stage during sound downtown.

Vice Chairperson Meyers and board member Ohrtman, respectively the pre-approval to rent a second stage from Size-Mo Professional Sound in the amount of $200. Motion passed 4-0.

8. **Neon One $153.47**
   Vice Chairperson Meyers and board member Ohrtman, respectively the approval of payment for Neon One invoice in the amount of $153.47. Motion passed 4-0.

9. **Amazon $58.32**
   Vice Chairperson Meyers and board member Ohrtman, respectively the approval of payment for Amazon invoice in the amount of $58.32. Motion passed 4-0.

10. **Intuit QuickBooks $85**
    Vice Chairperson Meyers and board member Ohrtman, respectively the approval of payment for Intuit QuickBooks invoice in the amount of $85. Motion passed 4-0.

V. REVIEW 2023 WORK PLAN AND BUDGET – B. MORGAN (ACTION ITEM)

A. Area #1 – Commercial, Residential and Public Investment:

Ms. Morgan stated the Town Hall meeting went very well. There is interest in bringing back the murals project in downtown. This would include new murals and possibly restoring some of the existing murals.

Assistant Planner Hollingshead recommended BDL reach out to City Grant Manger for assistance with any grants.

B. Area #2 – Neighborhood Improvements – Update on Projects

Ms. Morgan stated the contractor she hired to install the poles for the sunshades backed out, so she is back to finding a contractor. She is still working on the removable seating and sound system.

Staff Hollingshead stated the design committee is looking at locations for the wayfinding signs.

1. **Request bids from electrical contractors to complete LED install in decorative light poles.**
   Staff Hollingshead stated that City Park and Recreation department have purchased LED lighting for an upgrade, but they do not have staff to complete the

install for this upgrade. This is a project that BID can move forward with in regards to getting a contractor to install the LED lights.

Board member Ohrtman and Vice Chair Meyers, respectively the approval for BID to receive bids to install the provided LED lights from Parks and Recreation in downtown. Motion passed 4-0.

C. Area #3 – Planters for Downtown – Update

Ms. Morgan stated she is working with Park and Recreation to place the planters. She has volunteers lined up to transfer dirt and plants from the old planters to the new ones. This can be completed in 1 to 3 weekends once the planters are set.

D. Business Promotion & Neighborhood Marketing - Update on Projects

Ms. Morgan stated Sound Downtown is underway and next event will be Hot August Hoops.

1. **Approval of budget to expand Sound Downtown (Radio $500 for June, Tribune $2,000, Printing $200, Promotional Products $2,000)**

   Vice Chairperson Meyers and board member Ohrtman, respectively the pre-approval of a budget to promote expansion of Sound Downtown and not to exceed $5,000. Motion passed 4-0.

E. Area #3 – Banner Project Sheet – Update

Ms. Morgan is working on getting the size of the post so the appropriate brackets can be purchased. The first reading for swag lines was done in front of City Council. Next Monday the 2nd and 3rd reading should be done.

F. Area #4 – BID Administration – Update on Projects

Meeting with Presnell Gage on May 11, 2023 to make sure QuickBooks and the financials reports is operating smoothly. BDL will have a work scholar this fall.

VI. BOARD MEMBER COMMENTS

Board member Ohrtman stated Crazy Days event was slow for the Liberty Theater. Library Gala is on Saturday and the book mobile provided from the Library is up and running. Mr. Ohrtman stated that wayfinding is very important for the cruise ships coming in.

Chairperson Price recommend board member Ohrtman go to NRA.realtor and apply for grants there.

VII. STAFF LIASON COMMENTS

Staff Hollingshead stated there is interest from downtown business owners about adopting a trash can for downtown. She is working with the City of Lewiston's legal team in regards to BID purchasing trashcans and downtown business owners would lease these garbage cans from the City. She is also working with Parks and Recreation to get a total number of decorative light poles downtown to provide to BDL. There was an application submitted to join the BID and hopefully, there will be a full board in July.

A. Query of Board members to attend the regularly scheduled July 13, 2023 meeting

All board members present will be in attendance, but staff Hollingshead will not be in attendance.

VIII. BID ADMINISTRATOR COMMENTS

None

IX. ADJOURNMENT (ACTION ITEM)

There being no further business, Vice Chairperson Meyers and board member Jones moved and seconded, respectively to adjourn. The motion carried 4-0 and the Business Improvement District adjourned at approximately 9:28 a.m.

RESPECTFULLY SUBMITTED,

Dawn Ortiz

RECORDING SECRETARY

ATTEST:

BID ADVISORY BOARD CHAIR

Approved this 10 day of August, 2023.

July 13, 2023

THE BUSINESS IMPROVEMENT DISTRICT ADVISORY BOARD OF THE CITY OF LEWISTON, IDAHO, met at its regular meeting Thursday, July 13, 2023 at the Community Development Department Second Floor meeting room. The meeting was called to order at 8:35 a.m.

I. <u>CALL TO ORDER AND INTRODUCTION</u>

BOARD MEMBERS PRESENT: Wendy Price, Chair; Tami Meyers, Vice Chair; Susie Jones; Dr. Dennis Ohrtman; Michael Follett until 9:40am; Doug Bauer at 8:40am until 9:44am; Peter Cook

BOARD MEMBERS ABSENT:

STAFF MEMBERS PRESENT: Dawn Ortiz, Community Development Specialist; Aaron Butler, IT;

OTHERS PRESENT: Brenda Morgan, Executive Director for Beautiful Downtown Lewiston (BDL)

II. <u>PUBLIC COMMENTS</u>

None

III. <u>APPROVAL OF June 08, 2023 MINUTES (ACTION ITEM)</u>

Board members, Ohrtman and Jones moved and seconded, respectively, the approval of the June 08, 2023 minutes. The motion carried 6-0.

IV. <u>FINANCIALS – B. MORGAN (ACTION ITEM)</u>

A. Review of Bank Statement

Board members were handed out June bank statement. See appendix A.

Brenda Morgan from Beautiful Downtown Lewiston was available for any questions regarding the previous month's bank statement.

Board member, Bauer and Vice Chairperson Meyers moved and seconded, respectively, the approval of the June 2023 bank statement. The motion carried 7 - 0.

B. Review and approval of Invoices

Ms. Morgan verbally reviewed the provided invoices.

The following checks and invoices were tabled until the August 2023 meeting, 2023 Administrative Costs Invoice in the amount of $7,000; Check number 2519 to BDL for Financials & Hours approved in May; and Invoice #2336 to Hells Canyon Apparel & Athletics.

Board members asked staff to provide separate agenda items for meetings. One for preapproved invoices and one for invoices to be approved.

1. **Neonone $460.41 (Prepay July, August September):**
   Board members Ohrtman and Jones, moved and seconded, respectively, the approval of Neon One June invoice in the amount of $153.47. Motion carried 7-0.

   Board members Ohrtman and Jones, moved and seconded, respectively, the approval to prepay Neon One for July, August and September invoices not to exceed $460.41. Motion carried 7-0.

2. **Intuit Quickbooks $255.00**
   Vice Chairperson Meyers and board member Jones, respectively the approval of payment for Intuit Quickbooks in the amount of $85.00. Vice Chairperson Meyers withdrew her motion.

   Board member Ohrtman and Vice Chairperson Meyers, moved and seconded, respectively the approval to prepay Intuit Quickbooks for the months of July, August and September invoices not to exceed $255.00. Motion carried 7-0.

3. **Meta $301.59 (2 Invoices)**
   Board members Ohrtman and Jones, moved and seconded, respectively, the approval of payment to Meta in the amount of $301.59. Motion carried 7-0.

4. **McVey Entertainment Group, LLC $1,600.00**
   Board members Bauer and Ohrtman, moved and seconded, respectively, the approval of payment for the remaining balance to McVey Entertainment Group. Motion carried 7-0.

5. **Postal & Copy $316.89**
   Vice Chairperson Meyers and board member Jones, respectively the approval of payment to Postal & Copy in the amount of $316.89. Motion passed 7-0.

6. **Northwest Media/Inland Digital $597.00**
   Board members Ohrtman and Jones, moved and seconded, respectively, the approval of payment to Northwest Media/Inland Digital in the amount of $597.00. Motion carried 7-0.

7. **Schurman's True Value $76.78**
   Vice Chairperson Meyers and board member Ohrtman, respectively the approval of payment to Schurman's True Value in the amount of $76.78. Motion carries 7-0.

8. **King's Thrones $482.30**
   Chair Price asked if this request is for reimbursement to BDL since the invoice was already paid by them.

   Ms. Morgan stated yes and that downtown businesses prefer guests use the provided bathrooms instead of the businesses bathrooms.

   Board member Jones stated this is a charge that should be shared with BDL, not fully paid by BID.

   Chair Price asked if there could be a sign on the provided bathrooms that say they are sponsored by the BID.

   Board member Ohrtman and Vice Chairperson Meyers, respectively the approval of payment for reimbursement to BDL for King's Thrones in the amount of $482.30. Motion carried 7-0.

9. **Staples $137.79**
   Board members Ohrtman and Jones, respectively the approval to reimburse BDL for the payment of Staples in the amount of $137.79. Motion passed 7-0.

10. **Vine 46, LLC $79.50**
    Board member Ohrtman and Vice Chairperson Meyers, respectively the approval of payment to Vine 46, LLC in the amount of $79.50. Motion carried 7-0.

11. **Printcraft Printing, Inc $239.90**
    Board members Bauer and Jones, moved and second, respectively the approval to reimburse BDL for the payment of Printcraft Printing, Inc in the amount of

$239.90. Board member Bauer moved to amend motion to pay invoice to Printcraft Printing, Inc in the amount of $439.90. Board member Bauer withdrew their motion. Agenda item to be tabled to August meeting.

12. **BDL Hours $3,440 (Staff 56 HRS, Volunteer 30 HRS)**
Board members Ohrtman and Bauer, moved and second, respectively the approval of BDL staff and volunteer hours in the amount of $3,440.00. Motion carried 6-0.

V. REVIEW 2023 WORK PLAN AND BUDGET – B. MORGAN (ACTION ITEM)

A. Area #1 – Commercial, Residential and Public Investment:
None

B. Area #2 – Neighborhood Improvements – Update on Projects
Ms. Morgan stated she received the utility plans for Brackenberry Square and digging has not begun. She is still working on getting the sunshades installed.

1. **Request bids from electrical contractors to complete LED install in decorative light poles.**
Ms. Morgan is still waiting to receive final bids from contractors.

2. **Planters for downtown – Update on Install Date**
Ms. Morgan stated she is moving forward with setting and planting the planters in the next 2 months. Also the pricing for the beacons is more than BID could provide and doesn't seem like a viable solution. She also has a meeting in the next week for wayfinding signs and how a tourist perceives downtown.

C. Area #3 – Business Promotion & Neighborhood marketing – Update
Ms. Morgan stated she was on a podcast recently and brought up BID and the projects they have been working on. For the banner brackets she is working on getting all the measurements and is going to try and replace all brackets.

D. Area #4 BID Administration: Update
Ms. Morgan stated Sound Downtown is underway and next event will be Hot August Hoops.

1. **Presenell Cage to present at August meeting**
Ms. Morgan stated that Presenell Cage will present at the meeting in August. Ms. Morgan also stated that she will have a work scholar this fall to assist.

VI. **BOARD MEMBER COMMENTS**

A. Introduction of new Board Member Peter Cook

Chair Price welcomed new Board Member Peter Cook.

Board member Ohrtman stated the Liberty Theater is starting to work on the marquee and will start working on the interior design.

VII. **STAFF LIASON COMMENTS**

A. Query of Board members to attend the regularly scheduled August 10, 2023 meeting

All board members present will be in attendance.

VIII. **BID ADMINISTRATOR COMMENTS**

Ms. Morgan stated the next Town Hall meeting is scheduled for August 8, 2023 and will be held at the Orchid Room.

Chair Price recommends having the meeting as a morning meeting or early afternoon.

Ms. Morgan stated that a lunch meeting would be a good idea.

IX. **ADJOURNMENT (ACTION ITEM)**

There being no further business, Vice Chairperson Meyers and board member Jones moved and seconded, respectively to adjourn. The motion carried 5-0 and the Business Improvement District adjourned at approximately 10:00 a.m.

RESPECTFULLY SUBMITTED,

RECORDING SECRETARY

ATTEST:

BID ADVISORY BOARD CHAIR

Approved this 10 day of August, 2023.

P1FCU

PO Box 897 Lewiston, ID 83501-0897

Statement of Account

800-843-7128 | p1fcu.org

Member Number: *******855

Statement For: 06/01/2023 - 06/30/2023

RETURN SERVICE REQUESTED

649095 45013 1/3 UNQ 07-01-23 CLT

000045012 1

BEAUTIFUL DOWNTOWN LEWISTON REVITALIZATI
301 MAIN ST STE 103
LEWISTON ID 83501-1819

BUSINESS IMPROVEMENT DISTRICT ID 0041

Dividends Year-To-Date $87.63

Annual Percentage Yield earned 0.150% from 06/01/2023 through 06/30/2023

Beginning Balance	$133,297.92
3 Total Deposits for	14,949.69
6 Total Withdrawals for	19,389.51-
Ending Balance	$128,858.10

Date	Transaction Description	Withdrawal	Deposit	Balance
06/02	Deposit		$3,700.00	$136,997.92
06/09	Draft 2514 Tracer 856000001918130	7,515.81-		129,482.11
06/14	Draft 2515 Tracer 856600000442941	[illegible]56.30-		128,425.81
06/20	Deposit By Check		11,233.47	139,659.28
06/21	Draft 2519 Tracer 857200001264209	3,456.80-		136,202.48
06/22	Draft 2516 Tracer 857400000677982	7,000.00-		129,202.48
06/23	Draft 2517 Tracer 857500000503015	275.60-		128,926.88
06/28	Withdrawal ACH Intuit * TYPE: QBooks Onl ID: 0000756346 CO: INTUIT * Entry Class Code: CCD	85.00-		[illegible]28,841.88
06/30	Deposit Dividend 0.150%		16.22	128,858.10

Summary by Check Number

* Asterisk next to number indicates skip in sequence

5 Checks Cleared for $19,304.51

Number	Cleared	Amount	Number	Cleared	Amount	Number	Cleared	Amount
2514	06/09/23	$7,515.81	2516	06/22/23	$7,000.00	2519 *	06/21/23	$3,456.80
2515	06/14/23	1,056.30	2517	06/23/23	275.60			

Continued on next page.

NCUA

Voucher's Payable

Vendor Name	Ck#	Ck Date	Department	Description	Total
A & R CONSTRUCTION INC	110468	8/10/2023	WSTWTR	PW-WW-CRANE-HEADWORKS, BAND SCREENS AND REBUILD	$3,010.00
AETNA SENIOR SUPPLEMENTAL INS.	110438	8/10/2023	ADMSVC	24667 OVERPAYMENT ON AMBULANCE ACCT	$52.28
AIRBRIDGE BROADBAND LLC	110471	8/10/2023	INFOSYSTMS	BPO - IT - INTERNET SERVICE	$200.00
ALLWEST TESTING & ENGINEERING	110472	8/10/2023	WSTWTR	WW052 WWTP WATERLINE EXT - DRILLING	$11,150.00
AMAZON CAPITAL SERVICES	110375	8/3/2023	FIRE	FIRE - AMAZON - ASHER TRAINING	$323.03
			INFOSYSTMS	IT UPGRADES - APPLE	$333.84
			LIBRARY	BPO - LIB - JUVENILE DVD ORDERS	$28.40
				BPO-LIB-OPERATING SUPPLIES	$40.36
				CRAFT SUPPLIES - WALMART GRANT	$1,530.72
				LIB - LOGITECH HEADPHONES	$107.50
			WATER	PW-WTR DIS-5" ID STORZ (2)	$534.93
	110473	8/10/2023	EXECUTIVE	EXEC - OFFICE CHAIR AND WIRELESS HEADSET - CLERK	$196.57
			FIRE	FIRE - AMAZON - ASHE SUPPLIES	$1,480.85
				FIRE - AMAZON - MANIKINS	$1,802.95
				FIRE - AMAZON - O2 SENSOR	$592.98
				FIRE - AMAZON - OFFICE SUPPLIES	$207.00
				FIRE -AMZN- ASHE SUPPLIES *RTN FROM 173V-FQJK-1WVL	($18.79)
			FLTMAINT	BPO/ FLEET REPAIR PARTS & OFFICE SUPPLIES	$173.82
			INFOSYSTMS	USB FLASH DRIVES	$83.94
			LIBRARY	BPO - LIB - ADULT BOOK ORDER	$70.31
				BPO - LIB - DVD ORDERS	$93.96
				BPO-LIB-OPERATING SUPPLIES	$54.95
			PARKSFAC	COFFEE SUPPLIES COMMUNITY CENTER	$81.99
			POLICE	PD - NOTEBOOKS AND CLIP BOARD FOR INVESTIGATIONS	$29.97
				PD - STAND AND BACKDROPS FOR EMPLOYEE PHOTOS	$100.97
				PD - SUN SHADES FOR PATROL VEHICLES	$119.90
				PD - TELEPHONE PICK-UP MICROPHONES FOR DETECTIVES	$139.93
			WATER	PW-WTD-REPLACEMENT BREAKROOM CHAIR	$55.43
ANATEK LABS INC	110474	8/10/2023	WATER	**IMCO PAID PER ANATEK ORG INVOICE#2221237	($120.00)
				BPO PW WTP/TOC/COLIFORM SAMPLING ANALYSIS	$1,514.00
			WSTWTR	BPO PW WWTP LAB SAMPLE ANALYSIS	$237.00
ANTHONY H SEUBERT	110572	8/10/2023	RECREATION	BPO P&R SENIOR MEAL DELIVERY REIMBURSEMENT 2023	$149.34
APPLIED INDUSTRIAL	110475	8/10/2023	WSTWTR	BPO PW WWTP P/M/M MAINT SUPPLIES	$41.36
ARCHITECTS WEST, INC	110476	8/10/2023	POLICE	LPD GENERATOR REPLACEMENT-PRO ENGINEERING SERVICE	$9,800.00
ARTBEAT INC	110477	8/10/2023	RECREATION	SOFTBALL MENS AND WOMENS LEAGUE CHAMPION SHIRTS	$656.00

ASCAP - ACCOUNT SERVICES	110376	8/3/2023	PARKSFAC	MUSIC LICENSING IN THE PARKS	$438.75
ATLAS BOILER & EQUIPMENT CO DBA NBI	110377	8/3/2023	WSTWTR	PW-WWTP-BOILER REPAIR; INV #55999 6/29/23	$1,302.75
ATLAS SAND & ROCK	110378	8/3/2023	TRNSPN	BPO - STREETS - SAND & ROCK	$2,934.37
AUSTIN BROWN	110484	8/10/2023	FIRE	BPO - FIRE - DR. AUSTIN BROWN	$2,084.00
AVISTA	110478	8/10/2023	CEMETERY	08/01/23 BILL DATE: UTILITY CHARGES	$1,443.15
			COMDEV	08/01/23 BILL DATE: UTILITY CHARGES	$1,381.65
			LIBRARY	08/01/23 BILL DATE: UTILITY CHARGES	$3,088.59
			PARKSFAC	08/01/23 BILL DATE: UTILITY CHARGES	$14,910.83
			RECREATION	08/01/23 BILL DATE: UTILITY CHARGES	$1,079.96
			SANITATION	08/01/23 BILL DATE: UTILITY CHARGES	$358.85
			TRNSPN	08/01/23 BILL DATE: UTILITY CHARGES	$39,255.28
			WATER	08/01/23 BILL DATE: UTILITY CHARGES	$46,563.32
			WSTWTR	08/01/23 BILL DATE: UTILITY CHARGES	$26,060.92
AWARDS ETC	110479	8/10/2023	POLICE	PD - PERPETUAL PLAQUE FOR LETTER OF COMMENDATION A	$75.00
BEAUTIFUL DOWNTOWN LEWISTON	110379	8/3/2023	SPECASSMT	BID ASSESSMENT COLLECTIONS WK ENDING 07/28/23	$9,026.51
BILL JENSEN	110529	8/10/2023	PARKSFAC	SMALL ENGINE REPAIR	$1,025.00
BILL'S HEATING & A/C	110480	8/10/2023	PROPIMPR	HVAC WORK AT THE GOLF COURSE	$21,190.00
BLUE RIBBON LINEN SUPPLY INC	110482	8/10/2023	FIRE	BPO - FIRE - BLUE RIBBON LINEN	$931.12
			POLICE	BPO - PD - UNIFORM CLEANTING/ALTERATIONS	$21.84
			WATER	BPO PW WTP/DISTR LAUNDRY & JANITORIAL	$711.87
BRADLEY CORNELL DBA VALLEY SWEEPING LLC	110600	8/10/2023	SANITATION	BPO - TS - SWEEPING	$256.00
BRIAN DAVIS DBA DAVIS COMMUNICATIONS	110497	8/10/2023	POLICE	PD - SPEAKER MICS FOR RADIOS	$2,474.77
BRIAN E WARD DBA GUMBY ENTERPRISES INC	110578	8/10/2023	FLTMAINT	BPO - FLEET - TOOLS & SUPPLIES	$175.45
BRIANT TAYLOR	110380	8/3/2023	RECREATION	UMPIRED 3 GAMES FOR M&W LEAGUE SEASON @ $30/GM	$90.00
BROWN & BROWN OF WASHINGTON INC DBA DIMARTINO ASSOCIATES	110440	8/10/2023	ADMSVC	Payroll Run 1 - Warrant 081023	$2,298.05
BROWN AND CALDWELL	110483	8/10/2023	WATER	WR051 WTP RETROFIT	$22,360.42
CANDY MCHARGUE	110455	8/10/2023	FINANCE	MEALS: NPI ANNUAL CONFERENCE: 08/19/23	$266.00
CATALYST MEDICAL GROUP PLLC	110486	8/10/2023	FIRE	BPO - FIRE - CATALYST MEDICAL GROUP	$373.09
CATHY L BECK DBA THE PLANT LADY	110422	8/3/2023	LIBRARY	BPO - LIB - MONTHLY PLANT CARE	$100.00
	110562	8/10/2023	LIBRARY	BPO - LIB - MONTHLY PLANT CARE	$100.00
CDW GOVERNMENT LLC	110487	8/10/2023	INFOSYSTMS	VOIP GATEWAY	$1,539.63
CENTRAL ORCHARDS SEWER DISTRICT	110493	8/10/2023	PARKSFAC	07/31/23 BILL DATE: UTILITY CHARGES	$251.28

CHRIS USHER	110412	8/3/2023	TRANSITOP	MEALS/MILEAGE: WA STATE TRANSIT CONF: 08/13/23	$181.24
CINTAS CORPORATION #606	110381	8/3/2023	FLTMAINT	BPO/ FLEET UNIFORM RENT & LAUNDRY	$90.48
			PARKSFAC	BPO P&R CLEANING SUPPIES AND UNIFORM CLEANING	$35.38
	110488	8/10/2023	PARKSFAC	BPO P&R CLEANING SUPPIES AND UNIFORM CLEANING	$35.38
CITY OF LEWISTON	1377	8/10/2023	CEMETERY	JULY 2023 WATER/SEWER/GARBAGE	$33.68
			COMDEV	JULY 2023 WATER/SEWER/GARBAGE	$193.00
			LIBRARY	JULY 2023 WATER/SEWER/GARBAGE	$389.65
			PARKSFAC	JULY 2023 WATER/SEWER/GARBAGE	$14,001.63
			SANITATION	JULY 2023 WATER/SEWER/GARBAGE	$1,721.58
			TRNSPN	JULY 2023 WATER/SEWER/GARBAGE	$197.30
			WATER	JULY 2023 WATER/SEWER/GARBAGE	$574.53
			WSTWTR	JULY 2023 WATER/SEWER/GARBAGE	$2,037.44
CITY OF LEWISTON EMPLOYEE BENEFIT-CAFETERIA PLAN	110439	8/10/2023	ADMSVC	Payroll Run 1 - Warrant 081023	$8,542.29
CLEARWATER CLEANING SERVICES CORP	110382	8/3/2023	PARKSFAC	CONTRACT FOR LIBRARY CUSTODIAL	$4,245.00
CLEMENTS BROWN & MCNICHOLS	110489	8/10/2023	LEGAL	OUTSIDE LEGAL COUNCIL; STROMBERG; BRADBURY LIT	$835.00
				OUTSIDE LEGAL COUNCIL; STROMBERG; EDELBLUTE LIT	$1,190.50
			TRNSPN	PW - OUTSIDE LEGAL COUNSEL; PROFITT	$2,300.50
COEUR D'ALENE TRACTOR CO	110469	8/10/2023	FLTMAINT	UTV FOR PARKS	$20,957.22
COLEMAN OIL COMPANY LLC DBA COLEMAN OIL COMPANY	110383	8/3/2023	FLTMAINT	BPO/ FLEET/ LUBE PRODUCTS & CAR WASHES	$3,355.71
			SANITATION	BPO - TS - FUEL	$273.93
	110490	8/10/2023	COMDEV	CP-0008277- 07/30/2023 BILL DATE: FUEL CHARGES	$101.07
				CP-0008652- 07/31/2023 BILL DATE: FUEL CHARGES	$285.16
				CP-0013314- 08/06/2023 BILL DATE: FUEL CHARGES	$102.56
			FIRE	CP-0008277- 07/30/2023 BILL DATE: FUEL CHARGES	$1,198.09
				CP-0008652- 07/31/2023 BILL DATE: FUEL CHARGES	$304.70
				CP-0013314- 08/06/2023 BILL DATE: FUEL CHARGES	$1,226.39
			LIBRARY	CP-0013314- 08/06/2023 BILL DATE: FUEL CHARGES	$57.67
			PARKSFAC	CP-0008277- 07/30/2023 BILL DATE: FUEL CHARGES	$1,313.84
				CP-0008652- 07/31/2023 BILL DATE: FUEL CHARGES	$354.76

				CP-0013314- 08/06/2023 BILL DATE: FUEL CHARGES	$801.57
			POLICE	CP-0008277- 07/30/2023 BILL DATE: FUEL CHARGES	$2,163.63
				CP-0008652- 07/31/2023 BILL DATE: FUEL CHARGES	$264.25
				CP-0013314- 08/06/2023 BILL DATE: FUEL CHARGES	$2,783.06
			RECREATION	CP-0008277- 07/30/2023 BILL DATE: FUEL CHARGES	$191.37
				CP-0013314- 08/06/2023 BILL DATE: FUEL CHARGES	$53.76
			SANITATION	BPO - TS - FUEL	$104.34
				BPO - TS - FY23 FUEL HAULING CONTRACT	$2,732.64
			TRANSITOP	CP-0008277- 07/30/2023 BILL DATE: FUEL CHARGES	$1,538.84
				CP-0008652- 07/31/2023 BILL DATE: FUEL CHARGES	$319.18
				CP-0013314- 08/06/2023 BILL DATE: FUEL CHARGES	$1,438.44
			TRNSPN	CP-0008277- 07/30/2023 BILL DATE: FUEL CHARGES	$2,241.07
				CP-0008652- 07/31/2023 BILL DATE: FUEL CHARGES	$166.76
				CP-0013314- 08/06/2023 BILL DATE: FUEL CHARGES	$1,808.28
			WATER	CP-0008277- 07/30/2023 BILL DATE: FUEL CHARGES	$334.08
				CP-0008652- 07/31/2023 BILL DATE: FUEL CHARGES	$139.52
				CP-0013314- 08/06/2023 BILL DATE: FUEL CHARGES	$308.09
			WSTWTR	CP-0008277- 07/30/2023 BILL DATE: FUEL CHARGES	$244.06
				CP-0008652- 07/31/2023 BILL DATE: FUEL CHARGES	$295.19
				CP-0013314- 08/06/2023 BILL DATE: FUEL CHARGES	$210.26
CONSOLIDATED ELECTRICAL DISTRIBUTORS	110384	8/3/2023	PARKSFAC	BPO P&R ELECTRICAL SUPPLIES	$251.67
			TRNSPN	BPO - TRAFFIC - SPLYS	$42.36
	110491	8/10/2023	PARKSFAC	LIGHTS FOR LIBRARY	$125.00
CONTROL SYSTEM TECHNOLOGY INC	110385	8/3/2023	WATER	PW-WTR-NORTH LEW BOOSTER UPGRADE	$61,117.00
	110492	8/10/2023	WATER	PW-WTP-HELP IT WITH DATA RE: SCADACORE	$3,900.00
				PW-WTP-WIN911 ANNUAL SUBSCRIPTION	$785.00
				WR701-HIGH RESERVOIR PLC AND PROGRAMMING	$18,485.00
CORBAN HAY	110456	8/10/2023	TRNSPN	CDL RENEWAL REIMB- PER SEC 215 OF PERSONNEL POLICY	$136.00
CULLIGAN WATER LLC	110495	8/10/2023	WSTWTR	BPO PW WWTP WATER SOFTENER MAINTENANCE	$27.90
D & D MCLAUGHLIN LLC	110496	8/10/2023	PROPIMPR	SAND OIL SEPERATOR GOLF COURSE	$16,562.50
DAMIAN GLENN	110413	8/3/2023	RECREATION	REIMBURSEMENT FOR STAFF LUNCH-PEREZ SFTBLL TRNMNT	$117.24

DARREN TRAINOR	110464	8/10/2023	RECREATION	UMPIRED 5 GAMES FOR M&W LEAGUE REG SSN @ $30/GAME	$150.00
DAY MANAGEMENT CORPORATION DBA DAY WIRELESS SYSTEMS	110498	8/10/2023	FIRE	FIRE - DAY WIRELESS	$1,688.10
DEMCO INC	110499	8/10/2023	LIBRARY	BPO - LIB - CATALOGING SUPPLIES	$366.07
DIGLINE INC	110500	8/10/2023	WATER	BPO PW W/WW LOCATE SERVICES	$186.06
			WSTWTR	BPO PW W/WW LOCATE SERVICES	$186.07
DYLAN MADER	110386	8/3/2023	RECREATION	UMPIRED 6 GAMES FOR M&W LEAGUE SEASON @ $30/GM	$180.00
EFTPS	1382	8/10/2023	ADMSVC	Payroll Run 1 - Warrant 081023	$168,353.73
ERB'S ACE HARDWARE LLC	110503	8/10/2023	FIRE	BPO - FIRE - ERB HARDWARE	$80.19
			WATER	BPO PW DISTRIB SPLYS	$90.44
ERIK KELLY	110457	8/10/2023	FIRE	MEALS: STATE RRT MEETING: 08/15/23	$108.00
EZEKIEL H ULREY	110387	8/3/2023	RECREATION	UMPIRED 16 GAMES FOR M&W POSTSEASON 1ST HLF @30/GM	$480.00
FATBEAM LLC	110504	8/10/2023	LIBRARY	BPO - LIB - PUBLIC INTERNET SERVICES	$990.00
FEDEX	110505	8/10/2023	TRNSPN	BPO - STMW - SHIPPING	$292.90
FERGUSON ENTERPRISES #3011	110388	8/3/2023	PARKSFAC	STORM DRAIN SUPPLIES FOR ROTARY PEACE PARK	$61.90
			WSTWTR	BPO PW WW COLL SUPPLIES	$116.90
	110506	8/10/2023	WATER	INVENTORY - HYDRANT	$6,917.30
			WATER	BPO PW DISTRIB MAINT SPLYS	$403.53
FISHER SYSTEMS INC	110507	8/10/2023	WATER	BPO - PW WTP SERVICE CALLS FOR ALARMS	$642.00
FOP LEWIS CLARK LODGE #10	110441	8/10/2023	ADMSVC	Payroll Run 1 - Warrant 081023	$1,825.64
FOUR SEASONS LAWN CARE	110508	8/10/2023	CEMETERY	SPRAYING FOR HORNETS AT CEMETERY	$325.00
			POLICE	BPO - PD - PEST CONTROL FOR PD, TRAINING CENTER, A	$96.00
GAME TIME	110509	8/10/2023	PARKSFAC	AIRPORT PARK PLAYGROUND REPLACEMENT PIECE	$7,550.41
GATEWAY MATERIALS	110510	8/10/2023	FLTMAINT	BPO/ FLEET REPAIR PARTS & SUPPLIES	$76.90
			TRNSPN	BPO - STREETS - SPLYS	$63.00
			WATER	BPO PW DISTRIB MATERIALS FABRICAT	$28.30
GEHRING ELECTRIC	110511	8/10/2023	PARKSFAC	WORK ON COMMUNITY CENTER HOOD	$845.00
GEORGE LANGFIELD DBA LANGFIELD PSYCHOLOGICAL SERVICES	110538	8/10/2023	POLICE	PD - PRE EMPLOYMENT PSYCH WILBERT	$600.00
GEORGE WILLIAM REED	110567	8/10/2023	RECREATION	BPO P&R SENIOR NUTRITION MEAL DELIVERY DRIVER	$157.20
H D FOWLER COMPANY INC	110512	8/10/2023	WATER	NON INVENTORY - FORD BRASS	$25,296.50
HACH COMPANY	110513	8/10/2023	WSTWTR	BPO PW WWTP LAB SUPPLIES	$231.96
HAHN SUPPLY	110389	8/3/2023	PARKSFAC	BPO P&R HVAC TOOLS	$42.25
	110514	8/10/2023	PARKSFAC	BPO P&R HVAC TOOLS	$331.21
				HVAC FILTERS	$1,634.94
			WATER	BPO PW WATER DISTRIB SPLYS	$4.96
HCAA LLC	110515	8/10/2023	RECREATION	Tony Perez Softball Tournament shirts	$1,474.78

			SANITATION	PW - TS - SAFETY SHIRTS FOR CREW	$320.00
HENRY SCHEIN	110516	8/10/2023	FIRE	BPO - FIRE - HENRY SCHEIN EMS SUPPLIES	$2,028.27
HERCO INC DBA HERCO ASPHALT & PAVING	110517	8/10/2023	TRNSPN	BPO - STREETS - HOT MIX	$385.56
HOME DEPOT CREDIT SERVICES	110518	8/10/2023	FIRE	BPO - FIRE - HOME DEPOT STATION SUPPLIES	$87.80
			LIBRARY	BPO - LIB - OPERATING SUPPLIES	$44.32
			POLICE	PD - TOOL BOXES FOR CRIME SCENE RESPONSE	$179.91
			TRNSPN	BPO - STREETS - SPLYS	$89.82
			WATER	BPO PW WTP SPLYS	$1,194.30
			WSTWTR	BPO PW WWTP SUPPLIES	$39.94
HUGHES FIRE EQUIPMENT INC	110519	8/10/2023	FLTMAINT	BPO/ FLEET REPAIR PARTS & REPAIRS	$430.15
I A F F - LOCAL #1773	110442	8/10/2023	ADMSVC	Payroll Run 1 - Warrant 081023	$2,843.50
IAFF LOCAL 1773 PAC	110443	8/10/2023	ADMSVC	Payroll Run 1 - Warrant 081023	$475.00
IDAHO CHILD SUPPORT RECEIPTING	110445	8/10/2023	ADMSVC	Payroll Run 1 - Warrant 081023	$730.24
IDAHO DEPT OF HEALTH & WELFARE	110522	8/10/2023	FIRE	FIRE-ID EMS-RECERT	$75.00
IDAHO ICE	110523	8/10/2023	LEGAL	BPO-LEGAL-WATER FOR CITY ATTORNEY'S OFFICE FY23	$10.74
			PARKSFAC	BPO FOR DRINKING WATER AT POOLS	$84.99
			SANITATION	BPO - TS - IDAHO ICE	$49.68
IDAHO RURAL WATER ASSOCIATION	110390	8/3/2023	WSTWTR	IRWA MEMBERSHIP DUES 7/1/23-6/30/24 SYSTEM 1001-9	$480.00
IDAHO STATE POLICE	110524	8/10/2023	POLICE	PD - ILETS USER FEES JULY-SEPT 2023	$6,981.25
IDAHO STATE TAX COMMISSION	110444	8/10/2023	LIBRARY	JULY '23 SALES TAX	$114.44
			PARKSFAC	JULY '23 SALES TAX	$449.32
			RECREATION	JULY '23 SALES TAX	$796.82
			SANITATION	JULY '23 SALES TAX	$1,928.54
	110446	8/10/2023	ADMSVC	Payroll Run 1 - Warrant 081023	$29,652.00
	110447	8/10/2023	ADMSVC	Payroll Run 1 - Warrant 081023	$794.38
IMCO GENERAL CONSTRUCTION INC	110525	8/10/2023	WATER	WR701 HIGH RESERVOIR PHASE I	$525,920.00
INGRAM LIBRARY SERVICES	110391	8/3/2023	LIBRARY	BPO - LIB - VIDEO GAMES	$63.12
				THAT ALL MAY READ GRANT	$149.75
	110526	8/10/2023	LIBRARY	BPO - LIB - ADULT BOOKMOBILE	$515.15
				BPO - LIB - ADULT FICTION	$995.46
				BPO - LIB - ANF 1ST FLOOR BOOKS	$163.45
				BPO - LIB - ANF 2ND FLOOR BOOKS	$812.49
				BPO - LIB - AUDIOBOOKS	$39.12
				BPO - LIB - JUVENILE NON FICTION	$33.34
				BPO - LIB - LARGE PRINT	$418.09
				BPO - LIB - TEEN FICTION	$42.54
				SUMMER SUPPORT GRANT BOOKS	$13.08
INLAND CELLULAR	110527	8/10/2023	PARKSFAC	BPO P&R PARK CAMERAS	$204.12
INLAND FASTENER INC	110528	8/10/2023	WATER	BPO PW DISTRIB SPLYS	$48.60
INTERMOUNTAIN CLAIMS INC	110392	8/3/2023	INSTRUST	INTERMOUNTAIN CLAIMS- REIMB	$17,243.30

INTERNATIONAL ASSOCIATION OF ARSON INVESTIGATORS	110520	8/10/2023	FIRE	FIRE - IAAI - STRONG DUES	$73.00
INTERNATIONAL CITY MANAGEMENT ASSOCIATION DBA MISSIONSQUARE RETIREMENT	1381	8/10/2023	ADMSVC	Payroll Run 1 - Warrant 081023	$4,986.10
INTERNATIONAL CODE COUNCIL INC	110521	8/10/2023	COMDEV	CD - JOHN SMITH ICC MEMBERSHIP RENEWAL	$66.00
JEFF KNAPP	110393	8/3/2023	RECREATION	UMPIRED 2 GAMES FOR M&W SFTBLL POSTSEASON @ $30/GM	$60.00
JOE HALL FORD	110394	8/3/2023	INSTRUST	REPAIRS TO #276 AMBULANCE	$4,302.12
	110530	8/10/2023	FLTMAINT	BPO/ FLEET REPAIR PARTS & OSL- *ORIGINAL INV#23264	($4.80)
				BPO/ FLEET REPAIR PARTS & OSL- *RETURNED INV#23343	$4.80
			FLTMAINT	BPO/ FLEET REPAIR PARTS & OSL	$403.87
JOHN J VANTREASE	110435	8/3/2023	RECREATION	UMPIRED 10 GAMES FOR M&W POSTSEASON @ $30/GM	$300.00
JOHNNIE RAYMOND	110458	8/10/2023	POLICE	MEALS: NIC BASIC POST ACADEMY: 08/20/23	$4,456.00
JOHN'S SAW SERVICE	110531	8/10/2023	PARKSFAC	BPO P&R SMALL ENGINE REPAIR	$67.27
			TRNSPN	BPO - STREETS - SPLYS	$179.98
				BPO - STREETS - TOOL REPAIR	$17.98
JON ADAMS	110470	8/10/2023	RECREATION	BPO P&R SENIOR MEAL DELIVERY REIMBURSEMENT 2023	$149.34
JOSEPHINE MILLER	110374	7/31/2023	UNDEFINED	PAYCHECK RETURNED VIA ACH- UNABLE TO LOCATE ACCT	$36.94
J-U-B ENGINEERS	110532	8/10/2023	PARKSFAC	PROJECT 23-20--26 COURTS AND AMENITIES DESIGN	$1,460.00
KAREN L JOHNSTON DBA KJ DESIGN LLC, AQUAPROS	110395	8/3/2023	PARKSFAC	WATER SAFETY INSTRUCTOR COURSE (5- ORCHARDS POOL)	$1,500.00
KAREN SELDON	110571	8/10/2023	RECREATION	BPO P&R SENIO MEAL DELIVERY REIMBURSEMENT 2023	$151.96
KEITH WEISSENFELS	110459	8/10/2023	FIRE	MEALS: WATER MAPPING TRAINING: 08/17/23	$101.00
KELLER ASSOCIATES INC	110534	8/10/2023	WSTWTR	WW044 WWTP UPGRADE IMPROVEMENTS	$2,833.75
KENT D BRUCE COMPANY LLC	110533	8/10/2023	FLTMAINT	BPO/ FLEET REPAIR PARTS	$307.21
			POLICE	PD - LIGHT/SIREN CONTROLLER, COMPUTER DOCK, MOUNT,	$2,948.02
KING'S THRONES & PUMPING SERVICE LLC	110535	8/10/2023	CEMETERY	BPO P&R PORTABLE TOILETS IN THE PARKS	$83.00
			PARKSFAC	BPO P&R PORTABLE TOILETS IN THE PARKS	$893.00
			WATER	BPO PW DISTRIB PORTAPOT MONTHLY SRV	$45.00
KITTCOM	110536	8/10/2023	POLICE	PD - QUARTERLY HEALTH CHECK FOR SPILLMAN	$350.00
KLEEN SWEEP JANITORIAL	110537	8/10/2023	WATER	BPO PW DISTRIB MONTHLY SRV	$355.00
KNOX CONCRETE	110396	8/3/2023	TRNSPN	TR065 19TH AVE SIDEWALK INFILL; 15TH TO 16TH	$153,615.00
LARGENTS INC	110539	8/10/2023	PARKSFAC	BROILER BURNER FOR STOVE STATION 1	$277.50

Voucher's Payable

LARIVIERE INC	110397	8/3/2023	ECONDEV	21.027 WR0600 ARPA DWNTNW MAIN REPLACEMENT-CONSTR	$80,173.61
LEAH BURRIS	110460	8/10/2023	HR	PAID FOR PROPANE TANK FOR ANNL PRIDE EMP BBQ	$74.19
LEGACY PAVING AND CONSTRUCTION LLC	110541	8/10/2023	WSTWTR	BPO PW COLLECTIONS EMERGENCY PATCHES	$1,850.00
LES SCHWAB TIRE CENTER	110542	8/10/2023	FLTMAINT	BPO/ FLEET REPAIR PARTS & OSL	$209.96
LEWIS CLARK ANIMAL SHELTER	110543	8/10/2023	POLICE	BPO - PD - SHELTER CONTRACT FEES	$5,412.83
LEWIS CLARK VALLEY METROPOLITAN PLANNING ORG	110540	8/10/2023	TRNSPN	PW - SS4A GRANT CONSULTING FEES COST SHARE	$19,784.00
LEWISTON MOTOR COMPANY LLC DBA	110398	8/3/2023	FLTMAINT	BPO/ REPAIR PARTS & SUPPLIES	$385.83
	110544	8/10/2023	FLTMAINT	BPO/ REPAIR PARTS & SUPPLIES	$31.76
LEWISTON PREMIX CONCRETE INC	110399	8/3/2023	WATER	BPO PW DISTRIBUTION CONCRETE	$1,500.00
LUPER AUTOMOTIVE INC	110400	8/3/2023	FLTMAINT	BPO/ FLEET REPAIR PARTS & OSL	$548.65
MARK THOMPSON JR	110448	8/10/2023	RECREATION	UMPIRED 3 GAMES FOR M&W LEAGUE POST SSN @ $30/GAME	$90.00
MEGAN LOLLEY	110461	8/10/2023	LIBRARY	MILEAGE REIMB FOR TRAVEL DURING SUMMER RDG PRGM	$77.29
MINERT & ASSOCIATES	110546	8/10/2023	HR	BPO - HR - DRUG TESTING SERVICES	$396.00
MISC CUSTOMER REFUND	110401	8/3/2023	SANITATION	UB 2000954322 1122 WARNER	$177.26
	110402	8/3/2023	RECREATION	RENTAL OF LMS GYM FOR VOLLEYBALL CAMP 6/26-28	$540.00
	110403	8/3/2023	WATER	UB 5001000609 1809 16TH	$43.74
	110404	8/3/2023	SANITATION	UB 2100229679 3615 15TH	$29.71
	110405	8/3/2023	WATER	UB 0509049352 822 CYPRESS	$102.86
	110406	8/3/2023	PARKSFAC	CANCELLED PARK RESERVATION: KIWANIS/ALCOHOL PERMIT	$95.00
	110407	8/3/2023	RECREATION	TOUR GUIDE FOR SENIOR ACTIVITIES: TRESTLE LUNCH	$15.00
	110408	8/3/2023	SANITATION	UB 2100213209 3722 14TH	$29.71
	110409	8/3/2023	UNDEFINED	UB 2100019763 3212 5TH	$139.81
	110410	8/3/2023	UNDEFINED	PUBLIC RECORDS REQUEST REFUND	$136.37
	110411	8/3/2023	RECREATION	REFUND: CANNOT ATTEND RASPBERRY FESTIVAL	$30.00
	110449	8/10/2023	ECONDEV	CDBG- HRP FINAL PAYMENT	$12,041.46
	110450	8/10/2023	WATER	UB 0201002194 1802 IDAHO	$91.28
	110451	8/10/2023	WATER	UB 1202004243 863 MAIN	$97.84
	110452	8/10/2023	UNDEFINED	REFUND FOR PUBLIC RECORDS REQUEST	$109.89
	110453	8/10/2023	POLICE	REIMBURSEMENT FOR DUTY FIREARM	$566.20
	110454	8/10/2023	WATER	UB 5001000162 816 LEISURE	$219.10
MORNINGSTAR INC	110547	8/10/2023	LIBRARY	LIB - MORNINGSTAR RENEWAL	$1,418.00
MOTION INDUSTRIES INC	110548	8/10/2023	WSTWTR	BPO PW WWTP SUPPLIES	$164.01
MP CLOUD TECHNOLOGIES	1378	8/10/2023	FIRE	FIRE - AMBULANCE BILLING SOFTWARE	$400.00
NAPA AUTO PARTS	110416	8/3/2023	FLTMAINT	BPO - FLEET - REPAIR PARTS & SUPPLIES	$332.42
	110549	8/10/2023	FLTMAINT	BPO - FLEET - REPAIR PARTS & SUPPLIES	$161.46

			FLTMAINT	BPO - FLEET - REPAIR PARTS & SUPPLIES	$269.47
			WATER	BPO PW WTP SPLYS	$22.96
NATIONAL TACTICAL OFFICERS ASSOCIATION	110550	8/10/2023	POLICE	PD - REGISTRATION FOR ALLEN; SWAT TEAM LEADER DEVE	$779.00
NATIONWIDE RETIREMENT	1379	8/10/2023	ADMSVC	Payroll Run 1 - Warrant 081023	$6,563.68
NATIONWIDE-RESERVE	1383	8/10/2023	ADMSVC	Payroll Run 1 - Warrant 081023	$1,978.50
NCPERS GROUP LIFE INS	110462	8/10/2023	ADMSVC	Payroll Run 1 - Warrant 081023	$1,488.00
NEZ PERCE COUNTY	110551	8/10/2023	LEGAL	BPO-LEGAL-NPC-COL FY23 PROSECUTION SERVICES	$9,483.34
NEZ PERCE COUNTY HISTORICAL SOCIETY	110552	8/10/2023	COMDEV	CD - VEHICLE PARKING @ MUSEUM	$187.50
NORCO INC	110417	8/3/2023	FIRE	BPO - FIRE - NORCO	$113.95
	110553	8/10/2023	FIRE	BPO - FIRE - NORCO	$466.55
NORTH 40 OUTFITTERS	110418	8/3/2023	RECREATION	SAFETY SHOES FOR KADEN DANIEL *LESS TAX OF $9.90*	$164.99
			WSTWTR	BPO PW WW COLL SUPPLIES/TOOLS	$35.98
	110554	8/10/2023	FIRE	BPO - FIRE - NORTH 40	$51.96
			FLTMAINT	BPO/ FLEET REPAIR PARTS & SUPPLIES	$59.97
			PARKSFAC	BPO P&R IRRIGATION, CONSTRUCTION SUPPLIES	$268.92
				BPO P&R SHOP SUPPLIES	$24.98
			RECREATION	OUT FIELD FENCING AT CLEARWATER FIELD FOR COED SB	$225.92
			WATER	BPO PW DISTRIB SPLYS	$114.94
				BPO PW WTP SPLYS	$5.98
				SAFETY SHOE - B GARZA	$175.00
			WSTWTR	SAFETY SHOE - K EVANS	$174.99
ODP BUSINESS SOLUTIONS LLC	110419	8/3/2023	SANITATION	BPO - PW - OFFICE SUPPLIES	$0.27
			TRNSPN	BPO - PW - OFFICE SUPPLIES	$359.86
			WATER	BPO - PW - OFFICE SUPPLIES	$0.27
			WSTWTR	BPO - PW - OFFICE SUPPLIES	$0.27
	110555	8/10/2023	FINANCE	BPO - FIN - OFFICE SUPPLIES	$160.06
			LEGAL	BPO-LEGAL-OFFICE SUPPLIES FY23	$307.09
			LIBRARY	BPO - LIB - OPERATING SUPPLIES	$97.74
				BPO-LIB-COPY PAPER	$121.53
			PARKSFAC	BPO OFFICE SUPPLIES	$240.86
			POLICE	BPO - PD - OFFICE SUPPLIES	$480.07
			SANITATION	BPO - PW - OFFICE SUPPLIES	$0.05
			TRNSPN	BPO - PW - OFFICE SUPPLIES	$70.96
			WATER	BPO - PW - OFFICE SUPPLIES	$0.04
			WSTWTR	BPO - PW - OFFICE SUPPLIES	$0.05
OMEGA RAIL MANAGEMENT INC	110556	8/10/2023	WATER	BPO PW WTP RAILROAD LEASE AGREEMENTS	$1,132.71
ORCHARDS SHOE SHOP	110557	8/10/2023	FLTMAINT	SAFETY BOOTS FOR CLAYTON KRAMER	$159.95
			WATER	PW-WTP-SAFETY SHOES; RYAN HORYZA	$159.95
OWEN EQUIPMENT	110558	8/10/2023	FLTMAINT	BPO/ FLEET REPAIR PARTS	$105.87
OXARC	110420	8/3/2023	SANITATION	BPO - TS - SPLYS	$28.03
	110559	8/10/2023	FIRE	BPO - FIRE - OXARC	$20.42

			FLTMAINT	BPO/ FLEET REPAIR PARTS & SUPPLIES	$155.90
			PARKSFAC	BPO POOL CHEMICALS	$1,372.70
			WATER	BPO PW DISTRIB SPLYS	$25.38
				BPO SODIUM HYPOCHLORITE FOR WELLS	$1,174.87
				PW-WTD-RETRIEVAL BOX REPAIR	$814.25
				PW-WTR-BPO SODIUM HYPOCHLORITE	$2,974.73
			WSTWTR	BPO PW WW COLL PERSONNEL EQUIPMENT	$5.31
				BPO PW WW COLL SUPPLIES	$29.25
PAPE MACHINERY INC	110421	8/3/2023	FLTMAINT	BPO/ FLEET REPAIR PARTS	$419.54
PATHOLOGY ASSOCIATES MEDICAL LABORA	110560	8/10/2023	POLICE	PD - LEGAL BLOOD DRAW 23-L12627	$38.69
PAUL SCOTT DRIVER	110501	8/10/2023	RECREATION	BPO P&R SENIOR MEAL REIMBURSEMENT 2023	$68.78
PERSI	1380	8/10/2023	ADMSVC	Payroll Run 1 - Warrant 081023	$205,607.06
PIONEER ATHLETICS	110561	8/10/2023	PARKSFAC	PAINT FOR ROBOT	$754.47
PORT OF LEWISTON	110563	8/10/2023	INFOSYSTMS	BPO - IT - FIBER	$756.00
POSITIVE CONCEPTS, INC	110564	8/10/2023	POLICE	PD - EVIDENCE LABEL PRINTER PAPER	$551.00
PRINTCRAFT PRINTING	110565	8/10/2023	COMDEV	BPO - CD: ENVELOPES, LETTERHEAD, BUSINESS CARDS F	$35.00
				CD - HPC- WALKING MAPS	$1,559.25
			POLICE	BPO - PD - BUSINESS CARDS	$80.00
RACOM CORPORATION	110566	8/10/2023	POLICE	PD - LCSC AND LHS RADIO REPEATERS (WILL BE REIMBUR	$15,594.08
RANDY E BLACK	110481	8/10/2023	RECREATION	BPO P&R SENIOR MEAL DELIVERY REIMBURSEMENT 2023	$48.47
RDK CORPORATION DBA SHADOW TRACKERS	110573	8/10/2023	HR	BPO - HR - BACKGROUND CHECK SERVICES	$320.00
RELIANCE STANDARD LIFE INSURANCE COMPANY	110463	8/10/2023	ADMSVC	Payroll Run 1 - Warrant 081023	$7,215.16
RICOH USA INC	110423	8/3/2023	LIBRARY	BPO-LIB-MONTHLY LEASE FEES	$181.20
	110568	8/10/2023	LEGAL	BPO-LEGAL-RICOH MONTHLY COPIER RENTAL FY23	$134.77
			LIBRARY	LIB - MONTHLY LEASE FEES	$280.86
	110569	8/10/2023	FIRE	BPO - FIRE - RICOH COPIER, HQ METER IMC4500	$45.13
			LEGAL	BPO-LEGAL-RICOH COPIER-COPY FEES FY23	$58.71
			LIBRARY	LIB - EQUIPMENT INSTALLATION	$239.09
			PARKSFAC	BPO P&R B&W AND COLORED COPIES	$184.52
			POLICE	BPO - PD - COPY FEES	$35.41
			SANITATION	BPO - PW - MPC4503 COPIER MAINTENANCE	$10.74
			TRNSPN	BPO - PW - MPC4503 COPIER MAINTENANCE	$115.32
			WATER	BPO - PW - MPC4503 COPIER MAINTENANCE	$0.72
			WSTWTR	BPO - PW - MPC4503 COPIER MAINTENANCE	$6.41
RITZ EXPRESS LLC	110424	8/3/2023	POLICE	BPO - PD - CAR WASH	$135.00

ROSAUERS	110570	8/10/2023	FIRE	FIRE - ROSAUERS - STATION 2 ICE	$32.28
RUSH TRUCK CENTERS OF IDAHO	110425	8/3/2023	FLTMAINT	BPO - FLEET - REPAIR PARTS & REPAIRS	$9.49
RYAN RHODES	110414	8/3/2023	FIRE	MEALS: EMS TRAINING: 4/20/23	$177.00
SCHUMANN ENTERPRISES INC DBA EMPIRE PRESSURE WASH	110502	8/10/2023	TRANSITOP	BPO - TRANSIT - BUS WASHING/CLEANING	$290.00
SHERWIN WILLIAMS CO	110574	8/10/2023	TRNSPN	PW - TR - 5 GAL TRAFFIC PAINT (160 QTY)	$3,009.00
SIRENNET	110575	8/10/2023	INSTRUST	REPL PUSH BUMPERS FOR #135 & #136 PATSUVS	$1,064.50
SITEONE LANDSCAPE SUPPLY LLC	110576	8/10/2023	PARKSFAC	BPO P&R IRRIGATION SUPPLIES	$123.38
				IRRIGATION SUPPLIES	$142.56
				IRRIGTION PARTS FOR CANYON CREST PARKLET	$2,184.34
SPALDING AUTO PARTS	110579	8/10/2023	FLTMAINT	REPL INSTR CLUSTER FOR #286 BUCKET TRUCK	$152.64
SPLASH CARWASH & DETAILING	110427	8/3/2023	POLICE	BPO - PD - CAR WASH	$440.00
	110580	8/10/2023	FLTMAINT	BPO - FLEET - CAR WASHES FOR FLEET	$42.00
ST JOSEPH HOSPITAL, LLC	110426	8/3/2023	FIRE	FIRE - SJRMC - CPR TRAINER SUPPLIES	$634.00
	110577	8/10/2023	POLICE	PD - CPR CARD	$10.00
STERICYCLE INC	110581	8/10/2023	FIRE	BPO - FIRE - STERICYCLE	$55.13
STERLING BATTERY COMPANY	110428	8/3/2023	FLTMAINT	BPO - FLEET - VEHICLE BATTERIES	$214.91
STEVE CARLTON CONSTRUCTION INC	110485	8/10/2023	PARKSFAC	DEMOLITION AT ANNABELLE OSBOURNE'S	$9,000.00
SUNSHINE DISPOSAL	110429	8/3/2023	SANITATION	BPO - PW - FY23 EXTRA YW & RECY CARTS	$1,534.86
	110582	8/10/2023	SANITATION	BPO - PW - FY23 ANNUAL COLLECTION CONTRACT	$262,803.81
				BPO - PW - FY23 MONTHLY PROCESSING SINGLE STREAM	$13,832.91
				BPO - TS - FY23 CARDBOARD	$96.00
				BPO - TS - FY23 TONNAGE HAUL	$21,097.68
SUZANNE SEIGNEUR	110415	8/3/2023	TRANSITOP	MEALS/MILEAGE: WA STATE TRANSIT CONF: 08/14/23	$344.63
SWANK MOTION PICTURES INC	110431	8/3/2023	RECREATION	MUTS AND DIVE AND DRIVE MOVIES	$575.00
	110584	8/10/2023	RECREATION	MUTS AND DIVE AND DRIVE MOVIES	$575.00
SYSCO SPOKANE INC	110585	8/10/2023	RECREATION	BPO P&R SENIOR NUTRITION MEALS	$1,434.98
T BAILEY INC	110432	8/3/2023	WATER	WR060 COMM DR RESERVOIR CONSTRUCTION	$130,743.75
THATCHER COMPANY INC	110587	8/10/2023	WATER	PW-WTR-CITRIC ACID	$9,458.88
THE HOME DEPOT PRO	110430	8/3/2023	PARKSFAC	CLEANING SUPPLIES FOR THE POOLS	$683.64
	110583	8/10/2023	PARKSFAC	CUSTODIAL SUPPLIES	$822.71
THE MASTER'S TOUCH LLC	110545	8/10/2023	FINANCE	BPO - UB - STATEMENT PRINTING AND MAILING	$6,510.75
			PARKSFAC	INSERTS FOR THE COMMUNITY PARK SURVEY	$633.55
THE UPS STORE	110595	8/10/2023	POLICE	BPO - PD - MAIL SERVICE	$155.85
THOMSON REUTERS - WEST	110588	8/10/2023	LEGAL	BPO-LEGAL-WESTLAW CHARGES FOR FY23	$916.95
T-MOBILE	110586	8/10/2023	LIBRARY	BPO-LIB-MOBILE SERVICES FEES	$211.65

TPC HOLDINGS INC	110589	8/10/2023	POLICE	PD - MEDIA KICK-OFF FOR RECRUITMENT CAMPAIGN	$2,600.00
TRANSUNION RISK AND ALTERNATIVE DATA SOLUTIONS INC	110590	8/10/2023	POLICE	BPO PD TLO ACCESS FEES FOR INVESTIGATIONS	$124.00
TRIBUNE PUBLISHING CO	110591	8/10/2023	EXECUTIVE	BPO - EXEC - PUBLISHING COSTS	$70.84
			WSTWTR	FB-23-015 SEWER BYPASS LINE 12th ST-LEVEE BYPASS	$232.30
ULINE	110593	8/10/2023	POLICE	PD - HANDGUN EVIDENCE BOXES	$70.54
UNIFORMS2GEAR INC	110594	8/10/2023	POLICE	BPO - PD - UNIFORMS/NEW HIRE	$389.84
URM STORES INC	110596	8/10/2023	FIRE	URM - STATION SUPPLIES	$31.96
			FLTMAINT	BPO - SRV CTR - BREAK ROOM SUPPLIES	$90.07
			PARKSFAC	BPO - SRV CTR - BREAK ROOM SUPPLIES	$90.22
			RECREATION	BPO P&R SENIOR NUTRITION FOODS	$791.53
				Water for Tony Perez Tournament	$19.95
			TRNSPN	BPO - SRV CTR - BREAK ROOM SUPPLIES	$90.07
			WSTWTR	BPO PW WW COLL SUPPLIES	$9.58
US FOODS - SPOKANE	110433	8/3/2023	RECREATION	BPO P&R SENIOR NUTRITION FOOD	$1,654.99
USA SOFTBALL OF IDAHO	110597	8/10/2023	RECREATION	MENS, WOMENS, & UMPIRE USA SOFTBALL REGISTRATION	$1,287.00
VALLEY CAR SALES INC	110598	8/10/2023	RECREATION	VAN RENTAL FOR SENIOR TRIP TO ELGIN, OR.	$316.75
VALLEY ELECTRIC INC	110599	8/10/2023	WSTWTR	PW - WWTP - PUMP MOTOR #3 TROUBLESHOOTING	$250.00
VALLEY WASTE DISPOSAL LLC	110601	8/10/2023	SANITATION	BPO - PW - FY23 ANNUAL DEBRIS DISPOSAL	$8,593.80
VALNET CONSORTIUM	110434	8/3/2023	LIBRARY	LIB - QUARTERLY BILLING	$5,950.00
VWR INTERNATIONAL LLC	110602	8/10/2023	WSTWTR	BPO PW WWTP LAB SUPPLIES	$501.37
WASHINGTON STATE SUPPORT REGISTRY	110465	8/10/2023	ADMSVC	Payroll Run 1 - Warrant 081023	$358.86
WELLS FARGO	110494	8/10/2023	FIRE	BPO - FIRE - COSTCO ST SUPPLIES	$456.50
WESTERN EQUIPMENT	110592	8/10/2023	FLTMAINT	MOWER REPAIR PARTS 400&401	$2,768.13
WESTERN RECYCLERS INC	110603	8/10/2023	FINANCE	BPO - FIN - WESTERN RECYCLERS - SHREDDING	$34.66
			FIRE	BPO - FIRE - WESTERN RECYCLERS	$17.00
			HR	BPO - FIN - WESTERN RECYCLERS - SHREDDING	$17.34
			LIBRARY	BPO - LIB - SHREDDING SERVICES	$52.00
			POLICE	BPO - PD - SHREDDING SVCS	$52.00
			TRNSPN	BPO - PW - SHREDDING SERVICES	$107.00
				BPO - PW - SHREDDING SERVICES *FINANCE CHARGE*	$0.68
WILBERT PRECAST INC	110604	8/10/2023	CEMETERY	JULY 2023 BURIALS IN NORMAL HILL CEMETERY	$1,920.00
WITMER PUBLIC SAFETY GROUP INC	110436	8/3/2023	FIRE	FIRE - WITMER	$715.62
WSCCCE	110466	8/10/2023	ADMSVC	Payroll Run 1 - Warrant 081023	$2,155.08
WSCFF EMPLOYEE BENEFIT TRUST	110467	8/10/2023	ADMSVC	Payroll Run 1 - Warrant 081023	$3,900.00
ZIEGLER BUILDING CENTER	110605	8/10/2023	PARKSFAC	SUNSET FIRST BASE DUGOUT RE ROOF	$159.99
			WATER	BPO PW DISTRIB OP SPLYS	$11.90

ZOLL MEDICAL CORPORATION GPO	110437	8/3/2023	FIRE	BPO - FIRE - ZOLL EMS SUPPLIES	$2,305.06
Total					$2,326,487.64

RESOLUTION 2023-36

A RESOLUTION APPOINTING TANYA BROCKE AS CITY CLERK FOR THE CITY OF LEWISTON

BE IT RESOLVED BY THE MAYOR AND COUNCIL OF THE CITY OF LEWISTON, IDAHO:

SECTION 1: Tanya Brocke is hereby appointed as the City Clerk for the City of Lewiston, pursuant to Idaho Code § 50-204.

SECTION 2: This resolution shall become effective upon its passage.

PASSED this _______ day of ___________________ 2023.

CITY OF LEWISTON

By: ____
Daniel G. Johnson, Mayor

ATTEST:

____

By: ___________________________

Title: _________________________

CITY COUNCIL MEETING
AGENDA ITEM HISTORY/COMMENTARY

ITEM TITLE RFP-23-013 LIBRARY MATERIALS & SERVICES	**AGENDA NO.** VI. B. **AGENDA DATE:** August 28, 2023

ITEM HISTORY (PREVIOUS COUNCIL REVIEWS, ACTION RELATED TO THIS ITEM, OTHER PERTINENT HISTORY)

The proposal was to provide library books and other materials and cataloging services for the library for the next three fiscal years (FY'24 - FY'26). Materials pricing is presented as a discount from the Publisher's price. Prices for services are itemized as set amounts for the individual services to be provided.

ITEM COMMENTARY (BACKGROUND, DISCUSSION, KEY POINTS, RECOMMENDATIONS, ETC.) Please identify any or all impacts this proposed action would have on the City budget and/or personnel resources.

The Request for Proposals for Library Materials & Services was advertised in the Lewiston Tribune, posted on the City's website, and notice was sent to three companies known to be able to provide the requested materials and services. A pre-proposal conference was held May 10,2023 with representatives from three companies attending (all via Zoom).

Three proposals and one No BID from Baker & Taylor were received by May 25, 2023: Ingram Library Services, Midwest Tape, and Children's Plus. The proposal from Children's Plus was found to be nonresponsive in that the company did not acknowledge Addeneum 2. The proposals from Ingram Library Services and Midwest Tape were evaluated by a committee and Ingram Library Services ranked the highest.

BUDGET IMPACT

The materials and services are approximately $65,000 of the Library's Operating Budget.

ACTION PROPOSED

Staff recommends that the City Council accept and award the request for proposals RFP-23-013 Library Materials & Services to Ingram Library Services, LLC (La Vergne, TN), and authorize the Mayor to execute a contract between the City and Ingram Library Services, LLC.

AGREEMENT BETWEEN THE CITY OF LEWISTON
AND INGRAM LIBRARY SERVICES LLC
FOR LIBRARY MATERIALS AND SERVICES

THIS AGREEMENT (hereinafter "Agreement") is entered into by and between the City of Lewiston, an Idaho municipal corporation ("City"), and Ingram Library Services LLC a Tennessee Limited Liability Company, located at One Ingram Blvd., La Vergne, Tennessee 37086 ("Vendor"). City and Vendor may also individually be referred to as "Party" or collectively as "Parties."

WHEREAS, City desires to procure materials and services, including collection management, cataloging, and technical processing of items, for the Lewiston City Library ("Library");

WHEREAS, pursuant to Idaho Code § 67-2806A, City requested proposals to provide such materials and services to Library through "RFP-23-013 Library Materials & Services" ("RFP-23-013"), and Vendor submitted the most qualified proposal in response to RFP-23-013 ("Vendor's Proposal"); and

WHEREAS, City wishes to enter into this Agreement with Vendor to provide such materials and services to Library in accordance with RFP-23-013 and Vendor's Proposal.

NOW, THEREFORE, in consideration of the mutual covenants and agreements herein contained, it is hereby agreed to and stipulated by and between City and Vendor as follows:

I.

INCORPORATION OF RECITALS

The foregoing recitals are hereby incorporated into and made a part of this Agreement, including all defined terms therein.

II.

CONTRACT DOCUMENTS

A. The Contract Documents consist of the following and shall govern in the following order in case of any conflict among them:

1. This Agreement and all exhibits hereto;
2. RFP-23-013; and all addenda issued in connection therewith; and
3. Vendor's Proposal.

B. The Contract Documents listed in Section II.A are incorporated by reference into this Agreement.

C. There are no Contract Documents other than those listed above in section II.A.

III.

DUTIES OF VENDOR

A. LIBRARY MATERIALS AND SERVICES: Vendor shall supply the materials and services described in Section IV of RFP-23-013 and Section IV and Appendix B of Vendor's Proposal ("Services").

B. IDAHO REGISTRATION: Vendor shall be registered to transact business in the State of Idaho, if applicable.

C. CITY LICENSE: Vendor shall maintain a current and valid City of Lewiston business license.

D. INDEPENDENT CONTRACTOR: The Parties agree that Vendor is an independent contractor, with no employment relationship with City.

E. CONTRACTING AUTHORITY: Vendor warrants that the signatory to this Agreement has the authority to fully bind Vendor to enter into and be obligated to perform the

Services and duties set forth herein, and that no consent from any other person or entity is necessary to effectuate this Agreement.

F. INSURANCE: Vendor, at its sole expense, shall procure and maintain in full force and effect insurance in accordance with the requirements set forth in Exhibit A, attached hereto and incorporated herein.

G. INDEMNIFICATION: Vendor shall defend, indemnify, and hold City, its officers, agents, and employees harmless for all claims, demands, losses, actions, causes of action, suits, damages, judgments, obligations, liabilities, costs, expenses, and/or injuries to persons or property (collectively "Claims") arising out of or in connection with any acts or omissions of Vendor, its officers, agents, or employees, that arise or are in any way connected with the Services provided under this Agreement. In the event City is alleged to be liable on account of any act or omission of Vendor, its officers, agents, or employees, then Vendor shall defend such allegations through counsel chosen by Vendor, and Vendor shall bear all costs, fees, and expenses of such defense, including, but not limited to, all reasonable attorney fees and expenses, court costs, and expert witness fees and expenses.

This indemnification provision shall survive the termination or expiration of this Agreement. Vendor's indemnification and defense obligations herein shall extend to Claims occurring after this Agreement is terminated or expired, as well as while this Agreement is in force, and shall continue until all Claims are finally adjudicated and fully and finally barred by applicable laws.

H. WARRANTY AND STANDARD OF CARE: Vendor warrants that any materials and/or goods supplied pursuant to this Agreement shall be of good merchantable quality. Vendor shall perform the Services in a manner consistent with that degree of care and skill ordinarily exercised by members of the same profession currently practicing under similar circumstances.

I. NON-EXCLUSIVE: This Agreement is not exclusive to Vendor. Vendor acknowledges that City may obtain additional materials and services of the same nature as provided for in this Agreement.

J. NON-DISCRIMINATION: Contractor shall not engage in employment practices that discriminate against any person because of such person's race, creed, sex, color, national origin, ancestry, religion, physical or mental disability, marital or familial status, sexual orientation, or gender identity/expression, unless based on a bona fide occupational qualification or otherwise exempted by state or federal law.

K. STATE OF IDAHO REQUIREMENTS: The following provisions are required by the State of Idaho. The inclusion of these provisions in this Agreement does not indicate City's support or opposition to these provisions nor agreement by City that these clauses are relevant to the subject matter of this Agreement. Rather, these provisions are included solely to comply with the laws of the State of Idaho.

1. ANTI-BOYCOTT AGAINST ISRAEL ACT: If this Agreement: (1) is to acquire or dispose of services, supplies, information technology, or construction; (2) has a total potential value of One Hundred Thousand Dollars ($100,000) or more; and (3) Contractor is a company with ten (10) or more employees, then, pursuant to Idaho Code § 67-2346, Contractor certifies that Contractor is not currently engaged in, and will not for the duration of this Agreement engage in, a boycott of goods or services from Israel or territories under Israel's control. The terms "company" and "boycott Israel" shall have the meanings ascribed to them in Idaho Code § 67-2346.

2. NO PUBLIC FUNDS FOR ABORTION ACT: Pursuant to Idaho Code § 18-8703, Contractor certifies that it is not, and will not for the duration of this Agreement become, an abortion provider or an affiliate of an abortion provider, as those terms are defined in the "No Public Funds for Abortion Act," Idaho Code §§ 18-8701 *et seq.*

3. CONTRACT WITH COMPANY OWNED OR OPERATED BY THE GOVERNMENT OF CHINA PROHIBITED: If this Agreement is to acquire or dispose of services, supplies, information technology, or construction, then, pursuant to Idaho Code § 67-2359, Consultant certifies that Consultant is not a company currently owned or operated by the government of China and will not for the duration of this Agreement be owned or operated by the government of China. The terms "company" and "government of China" shall have the meanings ascribed to them in Idaho Code § 67-2359.

IV.

DUTIES OF CITY

PAYMENT: Vendor shall submit invoices for payment of Services to Library on a monthly basis. City shall pay Vendor for the amount set forth in such invoices within thirty (30) days of the date of receipt of an invoice from Vendor. If City contests an invoice, City shall advise Vendor within thirty (30) days of receipt of invoice of the specific basis for doing so, may withhold only that portion so contested, and shall pay the undisputed portion.

V.

GENERAL PROVISIONS

A. TERM AND RENEWAL: The Initial Term of this Agreement shall be from October 1, 2023 through September 30, 2024 ("Initial Term"). Thereafter, this Agreement shall automatically renew for up to two (2) additional one (1)-year terms (each a "Renewal Term"), unless terminated as provided in Section V.B below. Each Renewal Term shall commence on October 1 and shall terminate on September 30 of the following calendar year. This Agreement shall not extend beyond September 30, 2026.

Vendor understands that City is strictly bound by Article VIII, § 3 of the Idaho Constitution, which prohibits City from incurring any indebtedness or liability, in any manner, beyond its current fiscal year, which is October 1 through September 30. The automatic renewal of this Agreement is wholly contingent upon the annual appropriation of funds by City for the Services. Said appropriation may be made solely at the option and discretion of City.

B. <u>TERMINATION:</u> This Agreement may be terminated in any of the following manners:

1. In the event that City does not appropriate funds for the Services for the ensuing fiscal year, for any reason, City may terminate this Agreement without penalty. City shall give prompt written notice to Vendor attesting to the non-appropriation of funds and the effective date of termination, and no financial obligations shall accrue after the effective date of said termination.

2. Either Party may terminate this Agreement, with or without cause, upon ninety (90) days' written notice to the other Party. In the event a Party desires to terminate the Agreement for Cause, said Party shall first give the other Party written notice of its intent to terminate the agreement and allow at least thirty (30) days for the breach to be cured.

C. <u>NOTICES:</u> All notices, requests, demands, statements, and consents required or permitted to be given pursuant to this Agreement shall be in writing and signed by or on behalf of the Party giving the notice. Such communications shall be deemed delivered: (a) immediately, if hand-delivered; (b) seventy-two (72) hours after depositing the same in the U.S. mail, certified or registered, addressed to the respective addresses set forth below; or (c) one (1) business day after depositing the same with a recognized commercial air courier or express service, addressed to the respective addresses set forth below.

City:	Library Director City of Lewiston 411 D Street Lewiston, Idaho 83501
Vendor:	Registered Agent Ingram Library Services LLC PO Box 3006 One Ingram Blvd La Vergne, Tennessee 37086-1986

D. CHOICE OF LAW: This Agreement shall be governed by and interpreted in accordance with the laws of the State of Idaho, with venue for any action brought pursuant to this Agreement to be in the Second Judicial District, Nez Perce County, State of Idaho.

E. SEVERABILITY: In the event that any provision of this Agreement is found for any reason to be unenforceable, the remainder of this Agreement shall remain in full force and effect and shall be binding upon the Parties.

F. SURVIVAL: All covenants, conditions, indemnifications, and other elements in this Agreement that might involve performance subsequent to any termination or expiration of this Agreement or that cannot be reasonably ascertained or fully performed until after termination or expiration of this Agreement shall survive.

G. AMENDMENTS: This Agreement may be amended only by a writing duly executed by both Parties.

H. PERFORMANCE/WAIVER: No waiver of any provision of this Agreement shall be effective unless made in writing and signed by the waiving Party. The failure of any Party to require the performance of any term or obligation of this Agreement, or the waiver by any Party of any breach of this Agreement, shall not prevent any subsequent enforcement of such term or obligation or be deemed a waiver of any subsequent breach.

I. SUCCESSORS AND ASSIGNS: This Agreement may not be assigned in whole or in part by either of the Parties hereto without the prior express written consent of the other Party.

J. THIRD PARTY BENEFICIARIES: Nothing contained herein shall create any relationship, contractual or otherwise, with, or any rights in favor of, any third party. Nothing contained herein shall extend the liability of either Party beyond that provided by governing law.

K. ATTORNEY FEES: In the event a controversy, claim, or action arises between the Parties to this Agreement regarding the enforcement of its terms and conditions, or the breach of any of its provisions, the prevailing Party shall be entitled to recover from the other Party all costs and expenses incurred by the prevailing Party, including reasonable attorney fees.

L. PUBLIC RECORDS: The Parties herein understand and acknowledge that this Agreement and its attachments are subject to the Idaho Public Records Act, I.C. §§ 74-101, *et seq.*, the Idaho Open Meetings Law, I.C. §§ 74-201, *et seq.*, and other applicable federal and state laws, and might be public records.

M. USE OF CITY NAME: Vendor shall not include the name, logo, or any identifying marks of City in any advertising, sales promotion, or other publicity matter.

N. COUNTERPARTS: This Agreement may be executed in counterparts, each of which shall be deemed to be an original, but all of which, taken together, shall constitute one and the same agreement.

O. DISPUTE RESOLUTION: In the event that a dispute related to this Agreement arises, the dispute shall be articulated in writing by either Party. City and Vendor shall then attempt to negotiate in good faith and resolve the dispute.

P. MERGER AND INTEGRATION: This writing embodies the whole agreement of the Parties. There are no promises, terms, conditions, or obligations other than those contained in this Agreement. All previous and contemporaneous communications, representations, or agreements, either verbal or written, between the Parties are superseded by this Agreement.

(Intentionally left blank)

IN WITNESS WHEREOF, the Parties have executed this Agreement on the day and year written below.

DATED this __________ day of __________________________ 2023.

CITY OF LEWISTON

By: ____________________________________
Daniel G. Johnson, Mayor

ATTEST:

____
Tanya M. Brocke, Deputy City Clerk

INGRAM LIBRARY SERVICES LLC

By: Carolyn Morris

Title: Vice President

ANNE K. BICE
STATE OF TENNESSEE NOTARY PUBLIC
RUTHERFORD COUNTY

STATE OF Tennessee)
) ss.
County of Rutherford)

On this 3 day of August 2023, before me Anne K. Bice, a Notary Public, personally appeared Carolyn Morris, known or identified to me as the Vice President of Ingram Library Services, LLC, and stated he or she has the authority to execute this instrument on behalf of Ingram Library Services, LLC, and did execute this instrument on behalf of Ingram Library Services, LLC.

Tennessee

Notary Public for the State of

Commission Expires May 16, 2027

EXHIBIT A

INSURANCE

A. Vendor, at its sole expense, shall procure and maintain in full force and effect insurance written by an insurance company or companies with AM Best's rating(s) of A VIII or better. All insurance companies must be authorized to do business in the State of Idaho. By requiring insurance herein, City does not represent that coverage and limits are necessarily adequate to protect Vendor, and such coverage and limits shall not be deemed as a limitation on Vendor's liability under the indemnities granted to City in this Agreement.

B. Certificates of Insurance and additional insured, primary and noncontributory, and waiver of subrogation endorsements or provisions evidencing the coverages required herein and endorsements or provisions required herein shall be provided to City upon full execution of this Agreement and prior to the start date of the Services. All certificates must be signed by an authorized representative of Vendor's insurance carrier. Renewal certificates must be provided to City a minimum of five (5) days prior to the effective date of the renewal.

C. Certificates shall be mailed to:
City of Lewiston
Purchasing
P.O. Box 617
Lewiston, Idaho 83501

D. Certificates must evidence the following minimum coverages:

1. WORKERS' COMPENSATION insurance meeting the statutory requirements of the State of Idaho, if applicable.

2. EMPLOYERS' LIABILITY insurance, if applicable, providing limits of liability in the following amounts:

Bodily Injury by Accident:	$500,000 each accident
Bodily Injury by Disease:	$500,000 policy limit
Bodily Injury by Disease:	$500,000 each employee

3. COMMERCIAL GENERAL LIABILITY insurance, if applicable, providing limits of liability in the following amounts:

General Aggregate:	$2,000,000
Product/Completed Operations Aggregate:	$2,000,000
Personal & Advertising Injury Liability:	$1,000,000
Per Occurrence:	$1,000,000
Damage to Rented Premises:	$ 50,000

The Commercial General Liability ("CGL") insurance policy shall be written on an "Occurrence" form and shall cover liability arising from premises, operations, independent contractors, products, completed operations, personal injury, advertising injury, and liability assumed under an insured contract (including tort liability of another assumed in a contract). Required coverage shall be maintained without interruption from the date City and Vendor fully execute this Agreement and prior to Vendor commencing work under this Agreement through the statute of limitations (or statute of repose, if applicable).

4. BUSINESS AUTOMOBILE LIABILITY insurance providing bodily injury and property damage liability coverage for not less than $1,000,000 each accident limit. Business Automobile Liability insurance shall be written on a standard ISO policy form, or an equivalent form, providing coverage for liability arising out of owned, hired, or non-owned vehicles in connection with this Agreement.

E. Vendor shall include the City, its officers, officials, employees, and volunteers as additional insureds on Vendor's commercial general liability insurance policy and business automobile liability insurance policies, with respect to liability arising out of work or operations performed by or on behalf of Vendor, including materials, parts, or equipment furnished in connection with such work or operations. To the maximum extent permitted by law, the coverage provided to the Additional Insureds under the commercial general liability policy shall be provided by a policy provision or an endorsement that is as least as broad as CG 20 10 07 04 (ongoing operations) in combination with CG 20 37 07 04 (completed operations). Notwithstanding the foregoing, Vendor shall provide ISO Form B - CG 20 10 11 85 or equivalent coverage where available from its carrier. The Additional Insured endorsement or provision must be provided with the certificate of insurance. Such policy provision(s) or endorsement(s) shall further provide that coverage is primary and not excess over or contributory with any other valid, applicable, and collectible insurance or self-insurance in force for the Additional Insureds.

F. Vendor waives all rights against City, its officers, officials, employees, and volunteers for recovery of damages to the extent that such damages are covered by commercial general liability, commercial excess/umbrella liability, business automobile liability, workers' compensation or employer's liability insurance maintained pursuant to the requirements of this Agreement.

G. The Worker's Compensation, Employer's Liability, Commercial General Liability, and Business Automobile Liability insurance policies carried by Vendor pursuant to this Agreement shall include an endorsement or provision waiving any right of subrogation on the part of the insurer against City and its elected officials, agents, employees and successors. Vendor shall pay any additional costs or charges for obtaining such waiver. A copy of the waiver of subrogation endorsement or provisions shall accompany the certificate(s) of insurance.

H. Receipt by City of a non-conforming certificate of insurance, policy, or endorsement without objection or City's failure to collect a certificate of insurance shall not waive or alter Vendor's duty to comply with the insurance requirements set forth herein.

I. Vendor shall keep the insurance policies in effect as long as the Agreement is in effect or as otherwise specified herein, whichever is longer.

J. Vendor shall notify or require insurer to notify City at least fifteen (15) days prior to cancellation, non-renewal, or limitation in scope or coverage of Vendor's policies.

K. In addition to any other remedies that City may have if Vendor fails to provide or maintain any insurance policies or policy endorsements to the extent and within the time herein required, City may:

    1. Order Vendor to stop work under this Agreement and/or withhold any payment(s) that become due to Vendor hereunder until Vendor demonstrates compliance with the insurance requirements herein, or

    2. Terminate this Agreement.

Exercise of any of the above remedies is an alternative to other remedies that City may have and is not the exclusive remedy for Vendor's failure to maintain insurance or secure the appropriate endorsements.

L. Nothing herein shall be construed as limiting, in any way, the extent to which Vendor may be held responsible for payments of damages to persons or property from Vendor's, or its subcontractor's, performance of the work covered under this Agreement.

APPENDIX B
City of Lewiston
Proposal Form
RFP-23-013 LIBRARY MATERIALS & SERVICES

1. Acknowledge Addenda received: Addenda Numbers __1__ to __2__

2. List Discounts for Library Materials- from Publisher's List Price

	Required Format	Discount
	Adult Trade Hardcover	42.0 %
	Adult Quality Paperback	39.0 %
	Juvenile Trade Hardcover	42.0 %
	Juvenile Quality Paperback	39.0 %
	Teen/YA Trade Hardcover	42.0 %
	Teen/YA Quality Paperback	39.0 %
	Board Books	42.0 %
	Library Binding	15.0 %
	Large Print Trade Hardcover	42.0 %
	Large Print Quality Paperback	39.0 %
**	Unabridged Audiobooks on CD	45.0 %
	University Press Trade Editions	16.0 %
***	Entertainment DVDs	25.0 - 35.0 %
***	Documentary DVDs	25.0 - 35.0 %
	Video Games	5.0 %

* Short Titles	10.0 %
Subject category code titles	10.0 %
Graphic Novels	35.0 %
Green Light	10.0 %
Net titles	0.0 %

* Short Discount/Non-Trade: Lower demand, small print-run books in various bindings, and includes graphic novels, legal, technical, reference, scientific, and medical titles as defined by Ingram subject categories. Titles are generally published by small or university presses. Also included are print and audiobook titles purchased at lower than full trade discount; titles with limited sales volume, and/or titles from publishers not in compliance with Ingram's purchasing requirements. Ingram is pleased to make this broad base of titles available to our customers with no service charges

** Ninety to ninety-five percent of all Spoken Word Audio CD is at the 45% discount, however, some Spoken Word Audio is short discounted by the publisher

*** Although the majority of Ingram's DVD inventory is eligible for the maximum discounts, some titles receive smaller discounts

Additional Charges:

3. Please list any additional charges for the following:

Shipping N/A - Shipments of 15 or more units receive free freight.
Handling $6 00 flat shipping fee of shipments of fewer than 15 units. $3.00 Fuel Surcharge per shipment.
Storage____________________
Other______________________

4. Do you offer replacement of single CDs or DVDs for damaged audiobooks and videos in a set?

YES_____ NO X * *But we will replace the entire set if returned due to damage.

5. Are there fees for single disc replacement?
N/A
YES_____ Cost:_______per disc

NO______

6. Are there any restocking fees applied to returns of discs?

YES ✓ Cost:_______per disc

NO______ If unprocessed discs are returned after our 60-day Hassle-Free period, we charge a 10% restocking fee. See narrative proposal for Ingram's full Returns polic
Because processed items are not marketable, we cannot accept return of processed audiovisual materials (unless processed incorrectly or in error)

7. Do you offer replacement cover art/graphics?

YES_____ Cost:_______

NO X

8. Describe any other additional fees and charges. Fees and Charges not included in this proposal cannot be added later. FULL-TEXT REVIEWS IN iPAGE:
While not all titles in ipage have reviews, we display all published reviews for print titles. If you wish to view full-text reviews, we charge a nominal fee of $364,00 per year for the additional service, for which you can choose to pay monthly installments of $36.40. Price of reviews is subject to change on an annual basis.

Materials and Stock:

9. What is your usual fill rate? Choose one.

✓ 91-100% * *print materials and spoken word

✓ 76-90% * * DVD/Blu-ray

_____50-75%

_____less than 50%

Selection and Collection Development:

10. What selection tools are available to the Library for selecting Library Materials?

__✓__ Print catalog

__✓__ Online catalog

__✓__ Customized book lists and/or carts

__✓__ Booklist reviews

__✓__ Library Journal reviews

__✓__ School Library Journal reviews

_____ Voices of Youth Advocates (VOYA)

__✓__ Other professional review sources: BlueInk Review; BookPage; The Bulletin of the Center for Children's Books; Foreword Magazine; Hornbook Guide; Hornbook Magazine; Kirkus; Publisher's Weekly; Shelf Awareness.

__✓__ Other professional review sources: ____________________

11. Does your ordering interface provide individual shopping carts that can be managed by a central library administrative account?

__✓__ Yes

_____ No

12. Does your ordering interface notify selectors when they attempt to order materials that have been previously purchased by the library?

__✓__ Yes

_____ No

Ordering and Fulfillment:

13. Can you supply monthly reports on items ordered and their status?

__✓__ Yes

_____ No

14. Is there a charge to access these reports?

_____ Yes $________

__X__ No

15. Do you impose a minimum order per shipping location requirement?

* We do not impose a minimum order per shipping location in terms of dollar amount.

_____ Yes $__________ However, we offer the City of Lewiston Ingram-paid freight on shipments of 15 units or more, while we will charge a flat $6.00 shipping fee on shipments of fewer than 15 units. We also charge a $3.00 Fuel Surcharge per shipment.

__X__ No *

16. Do you support the placement and cancellation of standing orders?

__✓__ Yes

_____ No

17. Do you allow for error logs and credits when items are processed incorrectly per library guidelines?

__✓__ Yes Yes, we do provide credits if/when we've processed items incorrectly.

_____ No

ILS Integration:

18. Do you have experience with other libraries that use KOHA ILS?

__✓__ Yes. Identify these libraries in your references (#34).

_____ No

19. Do you update OCLC holdings for the library for items purchased?

__✓__ Yes

_____ No

20. Is there an expense for updating OCLC holdings for items ordered?

_____ Yes $_________

__X__ No

Shipping and Delivery:

21. What is your standard order services period (from date of order to receipt by Library)?

___2___ days for non-processed materials

22. What is your standard order service period for materials processed as "shelf ready" (from date of order to receipt by Library)?

___8-10___ days

Returns:

23. Do you allow returns to be claimed on your website?

__✓__ Yes Under the "My Account" tab at the top of the screen in ipage, users will see a "Create Returns" option

_____ No

24. Will you accept the return of publisher defective materials up to six (6) months from receipt by Lewiston City Library and issue full credit with no restocking fee?

__✓__ Yes Ingram understands that defects inside a book may not be detected until after the item circulates, so there is no timeframe to returning product received with publisher defects. For more information on Ingram's Hassle-Free Return policy, please see our narrative proposal

_____ No

25. Does the returns policy differ for cataloged/processed items?

__✓__ Yes If so, how? PROCESSED MATERIALS
items with cataloging or processing per Library's specifications are no longer in resalable condition and, therefore, are returnable only due to Ingram error or if received in defective or damaged condition

For more information on returning cataloged/processed items, please see our narrative proposal

_____ No

26. Is the Library required to obtain a return authorization before returning damaged or defective items, or shipment errors?

__✓__ Yes For additional information on Ingram's Returns Policy, please see narrative proposal.

_____ No

Cataloging and Processing:

27. Can you provide shelf-ready materials with spine labels and barcodes applied per library standards?

__✓__ Yes For print materials only.

_____ No

28. Do you provide MARC records that utilize MARC 21 Format for Bibliographic Data and adhere to either Anglo-American Cataloging Rules Second Edition (AACR2) 2005 Update and relevant Library of Congress Rule interpretations, or Resource Description and Access (RDA) and relevant Library of Congress/Program for Cooperative Cataloging Policy Statements?

__✓__ Yes

_____ No

29. Are you able to classify items according to the current Book Industry Standards and Communications (BISAC) Standards?

__✓__ Yes

_____ No

30. Can you provide the following subject headings? Check all that apply

__✓__ Library of Congress Subject Headings (LCSH)

__✓__ Book Industry Standards and communications (BISAC)

__✓__ Library of Congress Children's Subject Headings (LCSH)

31. Identify the languages for which you perform cataloging:

__✓__ English

__✓__ Spanish

_____ Other, please list all that apply:

Please see narrative proposal for per-item pricing

32. How much do you charge per item for shelf-ready materials (with bar codes, spine labels, mylar jackets, label protectors, bibliographic label, hub labels, media cases, ownership stamp)? Include any additional costs. $ 1.98*

* this bundle price is for print materials only and includes barcodes, spine labels, mylar jackets, label protectors, and bibliographic labels. We apply ownership labels in lieu of ownership stamps

As Ingram does not offer C&P for audiovisual materials, we do not provide hub labels or media cases.

CITY COUNCIL MEETING
AGENDA ITEM HISTORY/COMMENTARY

ITEM TITLE RESOLUTION 2023-48	**AGENDA NO.** VI. C. **AGENDA DATE:** August 28, 2023

ITEM HISTORY (PREVIOUS COUNCIL REVIEWS, ACTION RELATED TO THIS ITEM, OTHER PERTINENT HISTORY)

The Purchasing Policy was last updated on September 26, 2022 (Resolution 2022-33).

ITEM COMMENTARY (BACKGROUND, DISCUSSION, KEY POINTS, RECOMMENDATIONS, ETC.) Please identify any or all impacts this proposed action would have on the City budget and/or personnel resources.

The Purchasing Policy update is of limited scope and consists of seven main areas of change:

1) Replaced Purchasing Agent with Purchasing Coordinator.

2) Added hyperlinks to all references to Idaho State (I.C.) and City Code, added clarifications and corrected minor errors.

3) Update the City Business License section 6.3. Deleted paragraph regarding out-of-town consultants not being required to obtain a business license. Reference to City Code Chapter 2-1, which accurately lists exemptions from obtaining a business license.

4) Change to reflect I.C. § 67-2320 for evaluation criteria from three to two viable firms shown on the guidelines chart for acquiring professional services and purchasing process chart in the Appendices/Purchasing Processes section of the policy.

5) Updates regarding changes to I.C. § 67-2806 made in July 2023. We were still in compliance but wanted to raise the threshold for purchase of services or personal property (goods & services) to match the Idaho State Code. Increase direct selection of best value under $75,000 (previously <$50,000), Increase requirement for an Informal Bid ≤$75,000 but not to exceed $150,000 (previously ≤$50,000 to <$100,000) , Formal Bid required above $150,000

6) Increase in contract authority levels for goods and services to align with new thresholds. Increase department directors from <$50,000 to <$75,000 and increase the Mayor to approve ≤$150,000 (previously <$100,000). Council approval is required or above $100,000. Note: Public Works project thresholds and contract approval were unchanged.

7) Section 1.3 Purchases of Information Technology was expanded to better reflect the City Information Technology Policy and provided the location of the complete policy.
BUDGET IMPACT None
ACTION PROPOSED Staff recommends that the City Council approve Resolution 2023-48 adopting the attached City of Lewiston Purchasing Policy.

RESOLUTION 2023-48

A RESOLUTION AMENDING THE CITY OF LEWISTON'S PURCHASING POLICY

WHEREAS, the Lewiston City Council adopted the "City of Lewiston Purchasing Policy" through Resolution 2022-33; and

WHEREAS, the Lewiston City Council desires to make certain amendments to the "City of Lewiston Purchasing Policy," which amendments are set forth in Exhibit A.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND COUNCIL OF THE CITY OF LEWISTON, IDAHO:

SECTION 1: The "City of Lewiston Purchasing Policy" is hereby amended, as set forth in Exhibit A, attached hereto and incorporated herein. A clean copy of the "City of Lewiston Purchasing Policy" with such amendments incorporated is attached hereto and incorporated herein as Exhibit B.

SECTION 2: This resolution shall become effective upon its passage.

PASSED this ______ day of ____ 2023.

CITY OF LEWISTON

By: ______________________________________
Daniel G. Johnson, Mayor

ATTEST:

____
____________________________, City Clerk

EXHIBIT A
TO RESOLUTION 2023-48

City of Lewiston

PURCHASING POLICY

Table of Contents

SECTION 1: POLICY

To purchase goods and services in a fair and impartial manner and at a competitive price so that public dollars are expended in the most cost-effective manner possible, all while complying with any applicable federal, state, and local laws.

The City promotes a procurement environment based on the understanding that departments and divisions are in the best position to determine what they need to run their operations. The Purchasing Division is the single point of contact for all centralized procurement activities and is tasked with determining how purchases should be made. Policies, principles, processes, and procedures are meant to support the need to obtain products and services in a timely and cost-effective manner while also making sure that appropriate business and legal principles and processes are followed.

SECTION 2: PURPOSE

The purpose of the Purchasing Policy is to establish an overall philosophy for purchasing goods and services on behalf of the City while always being mindful that this is taxpayer money.

Considerable authority has been delegated to departments and divisions to make purchasing decisions and this requires that employees involved at every step of the process take full responsibility for understanding the City's policies, principles, processes, and procedures regarding purchasing, payments, and vendor relations.

This policy is intended to provide guidance for those making purchases on behalf of the City and is not meant to answer all questions. Refer to the Processes and Procedures appendices and related Standard Operating Procedures for guidance in following this policy.

SECTION 3: SCOPE

This policy applies to all City of Lewiston employees, City Council members, commission members acting on behalf of the City, and anyone acting as an agent of the City when making purchases with City funds.

SECTION 4: ENFORCEMENT

The responsibility for the day-to-day compliance with the Policy shall rest with the Purchasing ~~Agent~~Coordinator, under the general direction of the ~~Purchasing Supervisor~~Financial Services Manager and Finance Director.

The Purchasing ~~Agent~~Coordinator shall ensure that each Department ~~Manager~~ Director, Division Manager, and other City employees involved in the purchasing process receive a copy of the Purchasing Policy via DocuSign. The Certificat~~ion~~e of ~~receipt~~ completion for the delivery and signing of the Purchasing Policy shall be placed in the employee's personnel file.

SECTION 5: RESPONSIBILITIES

A purchasing system cannot function properly without the cooperation and assistance of all involved parties.

5.1: ~~Director of Finance~~ Financial Services Manager

The ~~Director of Finance's~~ Financial Services Manager responsibility is to:

- Recommend approval of Purchasing Policy and Procedures to the Finance Director
- Oversee the Purchasing Division
- Promote an intelligent and harmonious relationship between the Purchasing ~~Agent~~Coordinator and other City Departments relative to purchases

5.2: Purchasing ~~Agent~~ Coordinator

The Purchasing ~~Agent~~Coordinator's responsibility is to:

- Administer purchasing policies
- Participate on all evaluation committees for IFBs, RFPs, and RFQs
- Institute reports necessary to permit analysis of purchasing performance
- Assist Legal and City Departments with contract term negotiations
- Consolidate purchase of like or common items when feasible and beneficial
- Analyze prices paid for materials and equipment
- Request reconsideration of specifications or quantity of material if it appears that the interests of the City may be better served
- Define how to obtain savings and to coordinate purchasing procedures
- Forward useful information from sales representative interviews and direct mail to the appropriate City Departments

5.3: Department Directors

The Department Director's responsibility is to:

- Determine the need for goods or services using prudent judgment, within budgetary restrictions
- Forward useful information from sales representative interviews to the Purchasing Coordinator ~~Agent~~
- Direct sales representatives to the Purchasing ~~Agent~~Coordinator's office as their first point of contact with the City
- Coordinate with the Information Systems Director for all technology purchases, including software.~~.~~
- Negotiate contract terms and conditions with assistance from Legal, ~~and ,~~ Purchasing and Information Systems (IS), if applicable ~~assistance.~~

5.4: Employees

Employee's (involved with purchases) responsibility is to:

- Become familiar with the purchasing policy, principles, processes, and procedures
- Acknowledge receipt of purchasing policy via DocuSign electronic signature
- Stay within authorized spending and contract levels

5.5: City Council

The council's responsibility is to:

- Take action on contracts upon the recommendation of the Purchasing ~~Agent~~Coordinator as supplemented by Department Director or Managers, if required

SECTION 6: PRINCIPLES OF PURCHASING

6.1: Vendor Relations

- The Purchasing Division will promote a program of fairness and professionalism with all vendors
- The Purchasing Division will receive sales representatives as promptly and courteously as time permits
- During evaluation and negotiation periods, prices and other specific information received from vendors will not be divulged to other vendors
- The Purchasing Division will advise unsuccessful Bidders as to the disposition of their bids
- Bidding participants may protest to the City that they were prejudiced by the City's procurement or award procedures
- City employees will interact with employees from other companies in a professional manner that will reflect well on the City and the State of Idaho

6.2: Sources of Supply

The Purchasing Division shall, with the input of the appropriate department, select sources of supply in accordance with Idaho Code §§ 67-2801 through 67-2809 and any other applicable state and federal code. This shall be accomplished with a view toward creating good vendor relations and promoting the best interests of the City. The City recognizes that frankness and fair dealings are the cornerstones of strong and lasting relationships with suppliers. In no event will favoritism be shown to vendors.

6.3: City Business License

City Code Chapter 21 requires that all vendors having a business or doing business within the City of Lewiston have a City of Lewiston business license. Where an out-of-town business solicits our business by salesperson or by submitting a bid or proposal in response to an Invitation for Bid or Request for Proposals, a business license would be required.

~~A City business license will not be required for out-of-town consultants who are invited into the city to perform personal or professional services, regardless of the dollar amount of the contract. Personal and professional services are: 1) architectural, 2) engineering, 3) accounting, 4) legal, 5) financial, 6) insurance, 7) labor negotiations, 8) artistic, and 9) medical.~~

There are certain exemptions from obtaining business licenses which are listed in City Code, Section 21-1. If there is a qualified exemption, a written statement indicating the exemption category must be submitted and approved by the Purchasing Coordinator prior to initiating an agreement or proceeding with the project.

6.4: Prohibited Conduct

There are several statutes that regulate the conduct of those who make or approve purchases on behalf of the City. Every employee or City official who makes or approves purchases on behalf of the City is required to familiarize him/herself and act in accordance with the following statutes:

1. Bribery and Corrupt Influence Act: Idaho Code Title 18, Chapter 13 and Idaho Code §§ 67-9230 and 67-9231

2. Misuse of Public Moneys: Idaho Code Title 18, Chapter 57

3. Willful Avoidance of Procurement Statutes: Idaho Code § 59-1026

4. Ethics in Government: Idaho Code Title 74, Chapter 4

5. Prohibitions against Contracts with Officers: Idaho Code Title 74, Chapter 5

All employees and City officials must refrain from unethical or illegal purchasing practices. It is important to protect decision impartiality, including appearances affecting impartiality, in order to earn and maintain the public's and vendor community's confidence in the integrity of government.

Below are some of the acts prohibited by the above-listed statutes. However, the following list is not a complete list of all conduct prohibited by such statutes. It is the responsibility of each employee and City official to read and understand the statutes listed above. Any questions as to whether conduct is prohibited and/or unethical should be directed to the Purchasing ~~Agent~~Coordinator and/or the City Attorney.

6.4.1: Gifts & Gratuities (I.C. §§ 18-1356, 18-1359)
City employees, C~~c~~ity C~~c~~ouncil members, board or commission members, and anyone acting as an agent of the C~~c~~ity are expressly prohibited from soliciting or accepting any rebate, merchandise, money, entertainment, gift, travel, meals, or gratuity, of any amount, no matter how trivial it may seem, from any person, company, firm, or corporation to which any purchase order or contract is, or might be, awarded. Therefore, while Idaho Code §§ 18-1356(5) and 18-1359(1)(b)~~,~~ do not prohibit trivial gifts or benefits valued less than $50.00 if they are incidental to personal, professional or business contacts and do not affect official impartiality, City policy does prohibit these if you are in a position to steer business in the direction of the gift giver.

6.4.2: Accepting a Bribe (I.C. § 18-1352)
Accepting a bribe is a felony. Do not accept or solicit money, gifts, merchandise, or other benefits from a vendor or contractor in exchange for a favorable decision, opinion, or recommendation to said vendor or contractor. It is not a defense that the person whom the vendor or contractor attempted to influence did not have the authority to act in the desired way.

6.4.3: Bid Splitting & Avoidance of Competitive Bidding and Procurement (I.C. § 59-1026)
Intentionally splitting a procurement to avoid competitive procurement dollar thresholds is illegal. Likewise, it is illegal to willfully or knowingly avoid compliance with procurement or competitive bidding statutes; for example, falsifying an emergency situation to avoid the competitive bid process. Violation can result in civil penalties of up to $5,000 per violation and the reasonable costs incurred by the entity bringing the enforcement action.

Perceptions, correctly or incorrectly, play a huge part in determination of bid splitting. The question at hand is: "Would a reasonable person, in the same circumstances, have been able to foresee the additional expenses needed for the project or task, which were purchased at a later date?" If "yes", then the probability is high that the additional procurement is a case of intentional bid splitting.

6.4.4: Conflict of Interest (I.C. Title 74, Chapters 4 and 5)

6.4.4.1 Conflict of Interest: Any official action or any decision or recommendation by a person acting in a capacity as a public official, the effect of which would be to the private pecuniary benefit of the person, an immediate family member, a member of the person's household, or a business with which the person, an immediate family member, or a member of the person's household is associated.

The City will not tolerate circumstances that produce, or reasonably appear to produce, conflicts between the personal interest of an employee and the interests of the City. Therefore, no employee, officer, immediate family member, board or commission member, council member, or agent may participate in the selection, award, or administration of a contract if a conflict of interest, real or apparent, would be involved.

Any conflict of interest, real or apparent, must be reported to the Purchasing ~~Agent~~Coordinator or designee and, if an employee, to the employee's immediate supervisor. After careful review of the situation, the person may be disqualified from participating in selection, award, and/or administration of the contract involved.

6.4.5: Organizational Conflicts of Interest:
An organizational conflict of interest may exist when:

- The activities, relationships, or other contracts of a contractor makes the contractor unable, or potentially unable, to render impartial assistance or advice to the C~~c~~ity;
- A contractor's objectivity in performing the contract work is, or might be, otherwise impaired for any reason. An example is a study performed by an engineering firm where there is possible additional work, such as design or construction work, as a result of firm's recommendation on current study work; or
- A contractor has an unfair competitive advantage for any reason (such as when the contractor assists in writing the specifications).

City employees involved in contracting are required to attempt to identify real and apparent instances of organizational conflict and to discuss such with the Purchasing ~~Agent~~Coordinator and immediate supervisor before contracting with a contractor. After careful review of the situation, the contractor may or may not be disqualified from providing services.

6.4.6: Those knowing about or suspecting a violation of these standards of conduct must pursue their concerns with appropriate supervisory and management staff.

6.5: Competitive Procurement

To promote fairness for vendors and wise use of taxpayer dollars, all goods and services will be obtained through competitive processes, unless exempted (Idaho Code §§ 67-2801 – 67-2809 and

§ 67-2320). Process to be followed will be determined by total estimated costs, including shipping, delivery, installation, length of contract, contract extensions, additional project tasks and phases, etc. Purchase will not be split to avoid competitive procurement requirements (Idaho Code § 59-1026).

6.6: Emergency Purchases

Idaho Code § 67-2808 permits the purchase (without competitive procurement processes) of any supplies or services for which immediate procurement is essential in an emergency. Idaho Code defines an emergency as a great public calamity (flood, fire, epidemic, other disaster); necessary for national or local defense; or necessary to safeguard life, health, or property. Before any procurement may occur, the City Council must declare the emergency by resolution. Once the Council declares an emergency and a resolution has been approved that allows the immediate expenditure of public money, the department may proceed to purchase without compliance with formal bidding procedures. Insurance, bonding, and licensing requirements are not exempt during an emergency declaration. Requisitions, purchase orders and change orders shall continue to be processed. Purchase orders shall have the resolution number listed first on the general description line.

6.7: Grants

When purchases are fully or partially funded by state or federal dollars, it is the City's intention to follow all applicable federal and state guidelines where required. The typical process is to follow the most stringent applicable procedures. This may result in a combination of federal, state and local requirements. It is the responsibility of the department receiving the grant to become familiar with and follow any procurement requirements mandated by the grant while also following all city and state requirements.

Prior to initiating a purchase using any federal grant funds, the Purchasing Coordinator must verify through the System for Award Management (SAM) that the contractor/vendor is not excluded from doing business under a federal grant. A copy of the SAM report must be dated and kept in the purchasing project file.

6.8: Business Preferences

6.8.1: The City believes in open competition and does not have any preferences, quotas, or goals for purchasing from small, minority, or disadvantaged businesses, except with some federal funding. However, departments are encouraged to notify these businesses of available bid/quote opportunities and to purchase goods or services from them when possible.

6.8.2: Idaho Code §§ 67-2348 & 67-2349 allows, and sometimes requires, preferences for an Idaho vendor over an out-of-state vendor. Such preferences are dependent on various factors and applicability and needs to be determined with each purchase. The Idaho State Division of Purchasing's Understanding & Applying the Idaho Reciprocal Preference Law document provides additional details in regards to the law.

6.9: Tax Exemption

The City of Lewiston is an Idaho Municipal Corporation and therefore is exempt from all federal excise taxes, regardless of seller's location, and exempt from all Idaho state sales tax for items

purchased in, or shipped to, Idaho.

Employees need to be sure to mention the City is tax exempt. If the vendor requests verification, please contact the Purchasing Division for an exemption certificate (Form ST101) or obtain the certificate from the finance section of the City IntraNET.

If an employee is physically obtaining goods or services in another state, the purchase is subject to ~~that~~ state~~'s~~ and local~~ity's~~ tax policies for that state.

6.10: Workers Compensation and General Liability Insurances

All contractors, subcontractors and businesses providing a service to the City that is performed on City property or on someone else's property at the direction of the City must provide the City with proof of Worker's Compensation and General Liability insurances. The Workers Compensation policy must comply with Idaho Code Title 72~~-102(11) and 72-318(2)~~. No waiver for coverage is permitted and no other type of insurance can be used as a substitute for Worker's Compensation Insurance.

There are certain occupational exemptions from coverage allowed and listed under Idaho Code~~,~~ ~~Section~~ 72-212. If there is a qualified exemption, a written statement indicating the occupational category must be submitted to the Purchasing Division prior to work beginning. NOTE: Even though certain vendors are exempted from carrying workers compensation coverage, the requirement for workers compensation coverage does not go away: It shifts to the City.

The City pays a premium tax for all vendors performing services on city property (or other's property at the City's request) that do not have workers compensation coverage on file with the Idaho Industrial Commission at the time work is performed. The City is also responsible for any claims. These costs may be chargeable to the department that used the uninsured vendor.

6.11: Encumbrances

Funds are to be encumbered by Purchase Order, using the appropriate expense account, as soon as an expense is known or anticipated. Application of this principle helps to ensure funds are available for obligations and reduces the chances of exceeding available budget.

6.12: Petty Cash Purchases

Purchases of forty dollars ($40) or less may be made through Petty Cash.

Use of the Petty Cash system will be on a reimbursement basis only, according to established procedures. Invoices must be signed by the Department Manager or his or her designee, and include any relevant comments and the correct accounting code before presenting to the cashier for reimbursement. The employee receiving the reimbursement must sign their own Petty Cash ~~r~~Receipt verifying receipt of the money.

6.13: Fixed Asset Accounting

Items purchased with a minimum value of one thousand dollars ($1,000) and a useful life of at least three (3) years must be recorded and inventoried. Items with a value of five thousand dollars ($5,000) or higher will be capitalized and depreciated. The purchaser must complete the fixed asset form (located under finance on the City IntraNET) and turn the completed form into the Finance Department.

6.14: Surplus, Scrap, and Recyclable Property

The Purchasing Division is charged with disposal of surplus property and will do so in a manner to obtain the maximum benefit for the City. All surplus property, except scrap metal and recyclable materials, must be declared surplus by the City Council before disposal. The Purchasing ~~Agent~~Coordinator then shall have authority to sell by auction, or such other means as herein set forth, all such surplus property or to transfer such surplus property to another city department. No City asset, supplies, materials, or equipment shall be sold or otherwise disposed of, without prior approval of the Purchasing ~~Agent~~Coordinator.

Sales of surplus property shall be formally advertised and conducted by public auction unless another method of disposal is authorized herein. City employees are prohibited from bidding on or purchasing surplus city property.

Scrap metal and recyclable materials shall be disposed of by the Purchasing ~~Agent~~Coordinator, or as delegated to departments, in such a manner and at such times to obtain the highest possible price from interested scrap dealers or recyclers. ~~Those with delegated authority to dispose of scrap metal and recycle materials shall submit a monthly scrap/recycle report to the Purchasing Agent.~~

Scrap and recyclables collected as part of the Sanitation Division's waste collection programs are not included in this policy and shall be handled according to policies and procedures established by the Sanitation Division.

Library materials that have been withdrawn from the Library's collection and judged by the Library Director to have resale value shall be considered surplus property and may be sold through book sales locally or to/through used book sales companies. When selling surplus Library materials through a book sale, the City may accept donations for such materials. Library materials unsuitable for sale shall be recycled whenever possible. The Library Director shall have the authority to dispose of such materials and shall report monthly to the Library Board of Trustees the number of items withdrawn from the Library's collection.

6.15: Suggestions

Suggestions that will help reduce costs, promote efficiency, or improve supplier service are both welcome and requested. Cost reduction ideas should reduce costs without a corresponding reduction in the quality of service. Cost savings and/or efficiency improvement suggestions should be emailed to the Purchasing Division at purchasing@cityoflewiston.org or interoffice mailed to the attention of the Purchasing Coordinator.

SECTION 7: SANCTIONS

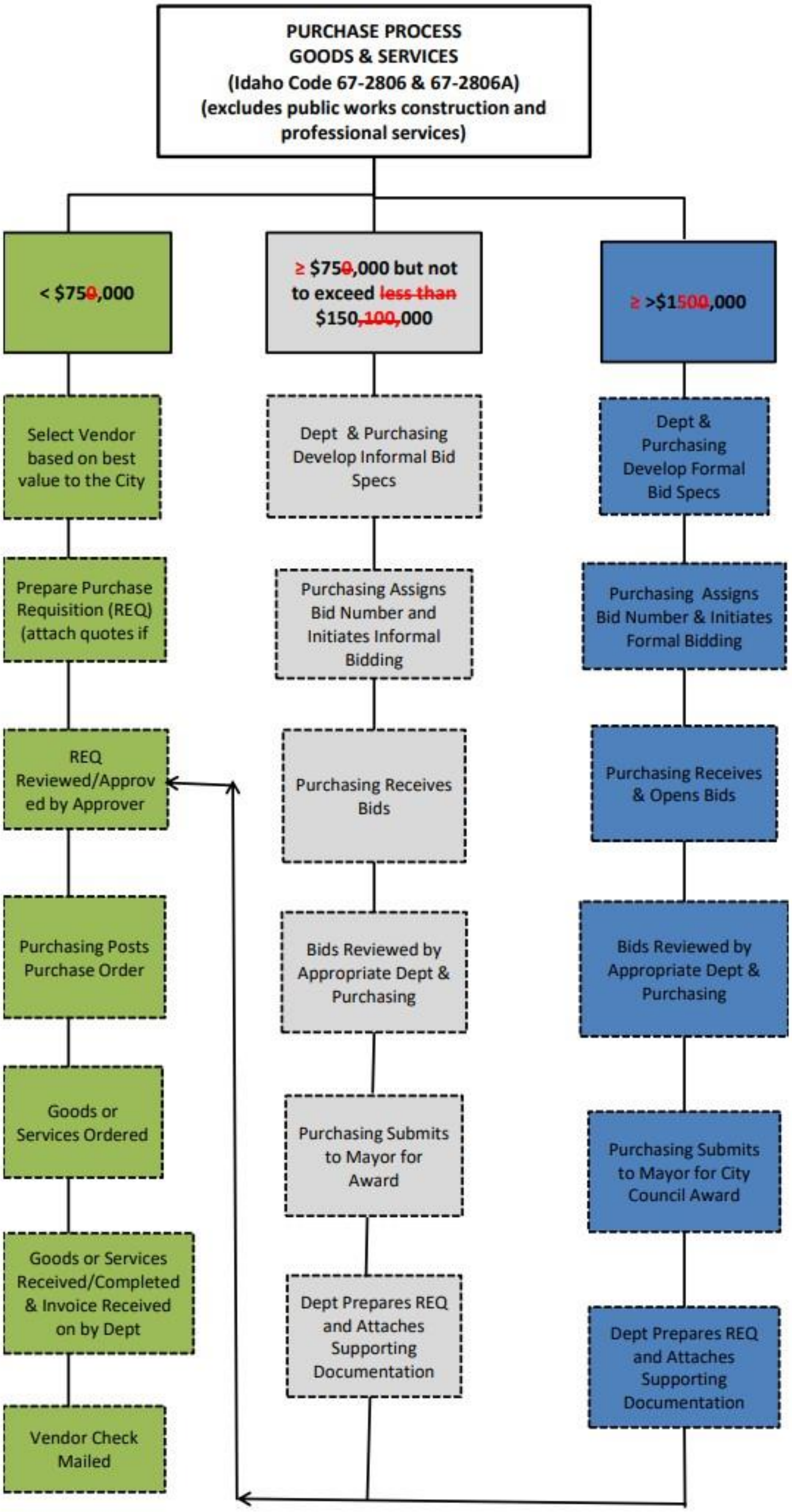
Employees having been investigated and found to have violated the purchasing policy will be disciplined in accordance with the City of Lewiston Personnel Policy and/or any applicable collective bargaining agreement to which they are subject.

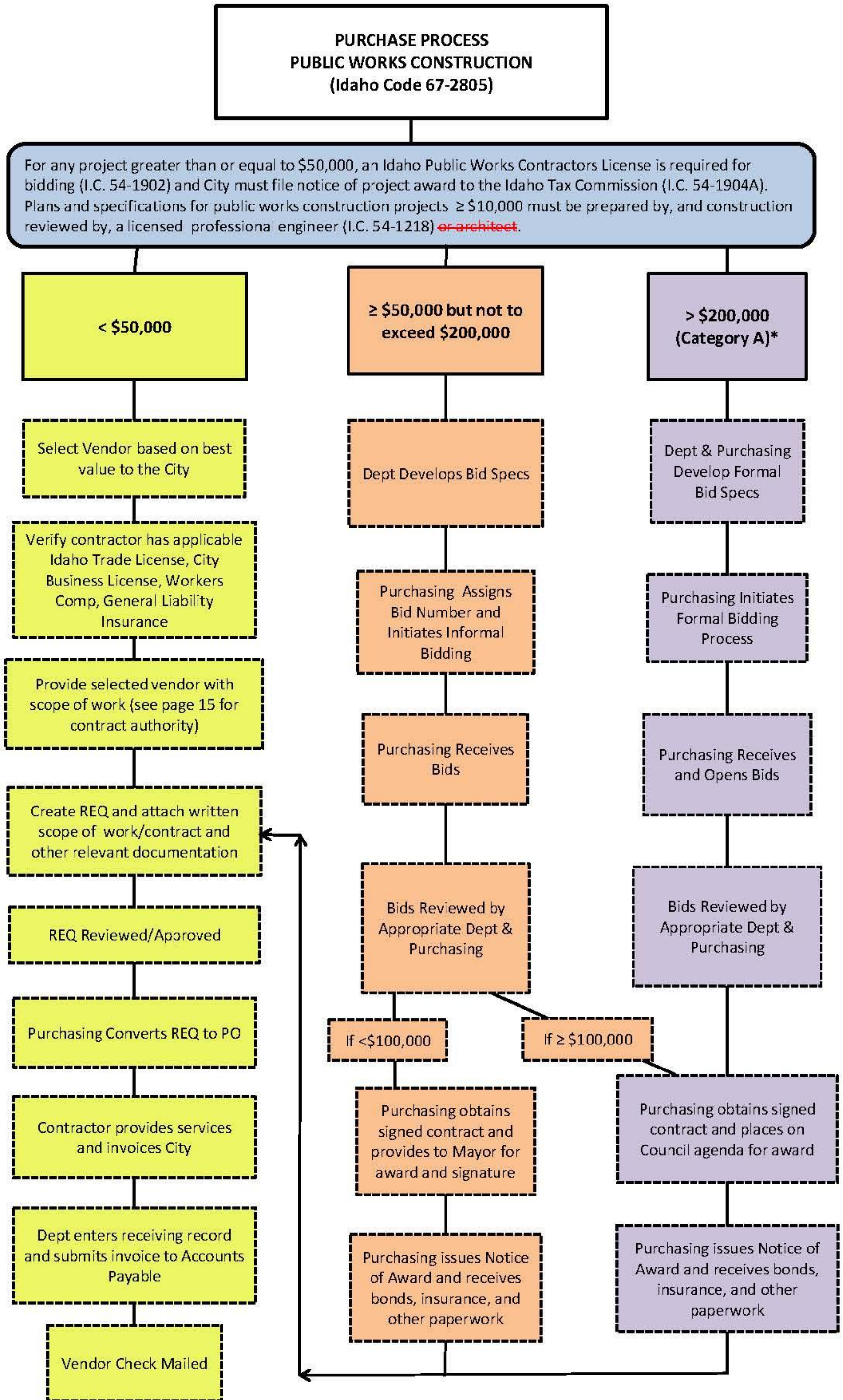
SECTION 8: SUPPLEMENTAL MATERIALS

The following currently adopted City policies, as amended from time to time, will apply to certain purchasing actions: Credit Card Policy, Travel Policy, Fuel Card Policy, Pool Car Use Policy, and Petty Cash Policy.

APPENDICES

Purchasing Processes


PURCHASE PROCESS
GOODS & SERVICES
(Idaho Code 67-2806 & 67-2806A)
(excludes public works construction and professional services)
< $75~~0~~,000
≥ $75~~0~~,000 but not to exceed ~~less than~~ $150~~,100~~,000
≥ >$1500,000
Select Vendor based on best value to the City
Prepare Purchase Requisition (REQ) (attach quotes if
REQ Reviewed/Approved by Approver
Purchasing Posts Purchase Order
Goods or Services Ordered
Goods or Services Received/Completed & Invoice Received on by Dept
Vendor Check Mailed
Dept & Purchasing Develop Informal Bid Specs
Purchasing Assigns Bid Number and Initiates Informal Bidding
Purchasing Receives Bids
Bids Reviewed by Appropriate Dept & Purchasing
Purchasing Submits to Mayor for Award
Dept Prepares REQ and Attaches Supporting Documentation
Dept & Purchasing Develop Formal Bid Specs
Purchasing Assigns Bid Number & Initiates Formal Bidding
Purchasing Receives & Opens Bids
Bids Reviewed by Appropriate Dept & Purchasing
Purchasing Submits to Mayor for City Council Award
Dept Prepares REQ and Attaches Supporting Documentation



*This flow chart shows Category A bidding. For information regarding the Category B process, please contact Purchasing.

FORMAL COMPETITIVE PROCUREMENT SPECIFICATION DEVELOPMENT
>$150~~0~~,000 for general goods and services
>$200,000 for Public Works construction

Department/Division -

- Originates, coordinates with purchasing, prepares technical specifications, provides vendor list, checks available funds
- Forward specifications to Public Works and Building Maintneance for review when project involves any public facility or infrastructure

~~**Public Works and Building Maintenance -**~~

- ~~Forward to Public Works and Building Maintenance for review if project involves any public facility or infrastructure~~

Purchasing Division -

- Reviews general format, proper notices and time frames - contacts the Legal Department if there are any questions

City Attorney -

- If requested, ~~C~~checks general format, legality of wording, etc.

Department/Division -

- Prepares ~~sufficient copies~~ electronic version of specifications and plans

Purchasing Division -

- Advertises legal notices, ~~distributes~~ posts specification packages and notices, maintains plan-holder list, ~~distributes~~ posts addenda, opens submittals

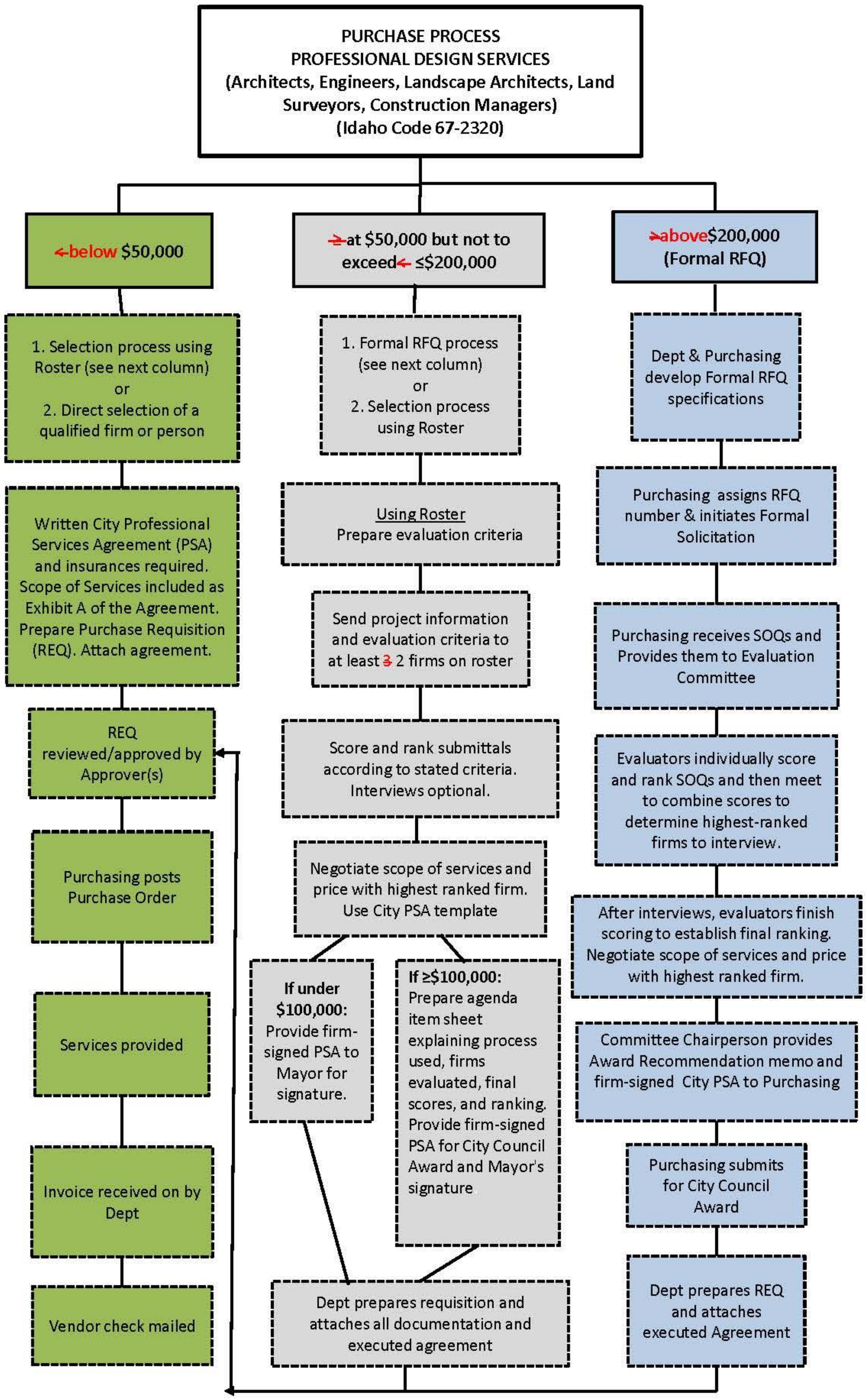
Department/Division -

- Co-evaluates submittals with Purchasing
- Creates recommendation for award or to reject
- Initiates agenda item for award or to reject

Purchasing Division

~~• Submit~~ Reviews and approves recommendation for award or to reject ~~to the City Council~~

- Reviews and approves agenda item for submittal to City Council


PURCHASE PROCESS
PROFESSIONAL DESIGN SERVICES
(Architects, Engineers, Landscape Architects, Land Surveyors, Construction Managers)
(Idaho Code 67-2320)
~~<~~below $50,000
~~≥~~at $50,000 but not to exceed~~<~~ ≤$200,000
~~>~~above$200,000 (Formal RFQ)
1. Selection process using Roster (see next column) or 2. Direct selection of a qualified firm or person
Written City Professional Services Agreement (PSA) and insurances required. Scope of Services included as Exhibit A of the Agreement. Prepare Purchase Requisition (REQ). Attach agreement.
REQ reviewed/approved by Approver(s)
Purchasing posts Purchase Order
Services provided
Invoice received on by Dept
Vendor check mailed
1. Formal RFQ process (see next column) or 2. Selection process using Roster
Using Roster
Prepare evaluation criteria
Send project information and evaluation criteria to at least ~~3~~ 2 firms on roster
Score and rank submittals according to stated criteria. Interviews optional.
Negotiate scope of services and price with highest ranked firm. Use City PSA template
If under $100,000: Provide firm-signed PSA to Mayor for signature.
If ≥$100,000: Prepare agenda item sheet explaining process used, firms evaluated, final scores, and ranking. Provide firm-signed PSA for City Council Award and Mayor's signature
Dept prepares requisition and attaches all documentation and executed agreement
Dept & Purchasing develop Formal RFQ specifications
Purchasing assigns RFQ number & initiates Formal Solicitation
Purchasing receives SOQs and Provides them to Evaluation Committee
Evaluators individually score and rank SOQs and then meet to combine scores to determine highest-ranked firms to interview.
After interviews, evaluators finish scoring to establish final ranking. Negotiate scope of services and price with highest ranked firm.
Committee Chairperson provides Award Recommendation memo and firm-signed City PSA to Purchasing
Purchasing submits for City Council Award
Dept prepares REQ and attaches executed Agreement

GUIDELINES FOR ACQUIRING PROFESSIONAL SERVICES
(Idaho Code § 67-2320)

Engineering, Architectural, Landscape Architectural, Construction Management, & Land Surveying Services

Selection based on qualifications only. Cannot ask for prices.

Anticipated Fees	*RFQ Option(s)*	*Minimum # of Firm(s) or Person(s) Considered*	*Minimum # of Evaluators*	*Interview Required[4]*	*Approval/Signing of Contract*
~~$0 <~~below $50,000	1. Direct Request[1] 2. Consultant Roster 3. Published Public Notice	1	1	No	Department Director
~~≥~~$50,000 or above, but not to exceed $200,000	1. Consultant Roster[2] 2. Published Public Notice	~~3~~ 2	1 or 2[3]	Optional	$50,000 but less than $100,000: Mayor ~~≥~~$100,000 or above: City Council
~~>~~Over $200,000	1. Published Public Notice	3	3	Yes	City Council

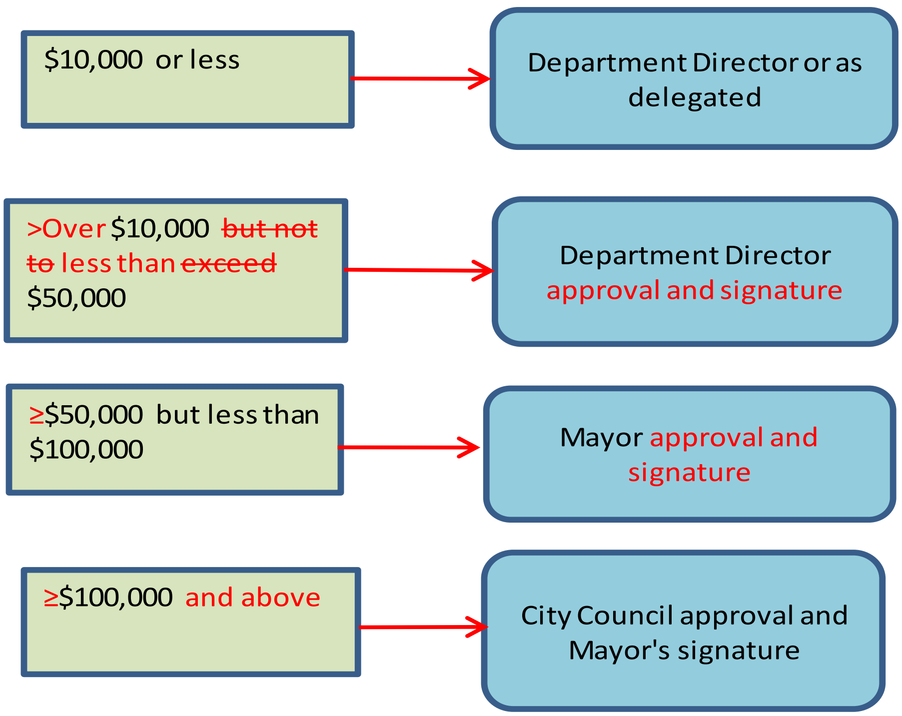
1 Even though we are not required to use competitive selection for services valued below $50,000, we are still required to select a consultant that is well qualified to provide the services. Total cost for services provided, including any amendments, must stay below $50,000.

2 If using roster, develop evaluation criteria and send abbreviated RFQ with more specific project information, including the evaluation criteria, to at least ~~three~~ two viable firms on roster. Request SOQs by a specific date and time. Pricing cannot be included in SOQs. Score SOQs according to established criteria and rank firms. Interview firms, if desired, and rank. Negotiate with the highest-ranked firm. If unable to negotiate a satisfactory agreement, terminate negotiations and begin negotiations with the next highest-ranked firm.

3 If the evaluator has expertise in the services being obtained, then a single evaluator is acceptable. If the evaluator does not have expertise, at least two evaluators are required for abbreviated RFQs.

4 Interviews, when optional, may be conducted by phone, video conference, web, or in person. When interviews are required, they must be conducted in person or by video conference.

Contract Approval and Execution
(PW Construction & Professional Services)



Contract Approval and Execution
(Services or Personal Property)

$10,000 or less	Department Director or as delegated
~~>~~over $10,000 but less than $75~~0~~,000	Department Director approval and signature
≥$75~~0~~,000 but ~~less than~~ not to exceed $150~~0~~,000	Mayor approval and signature
≥$150~~0~~,000 and above	City Council approval and Mayor's signature

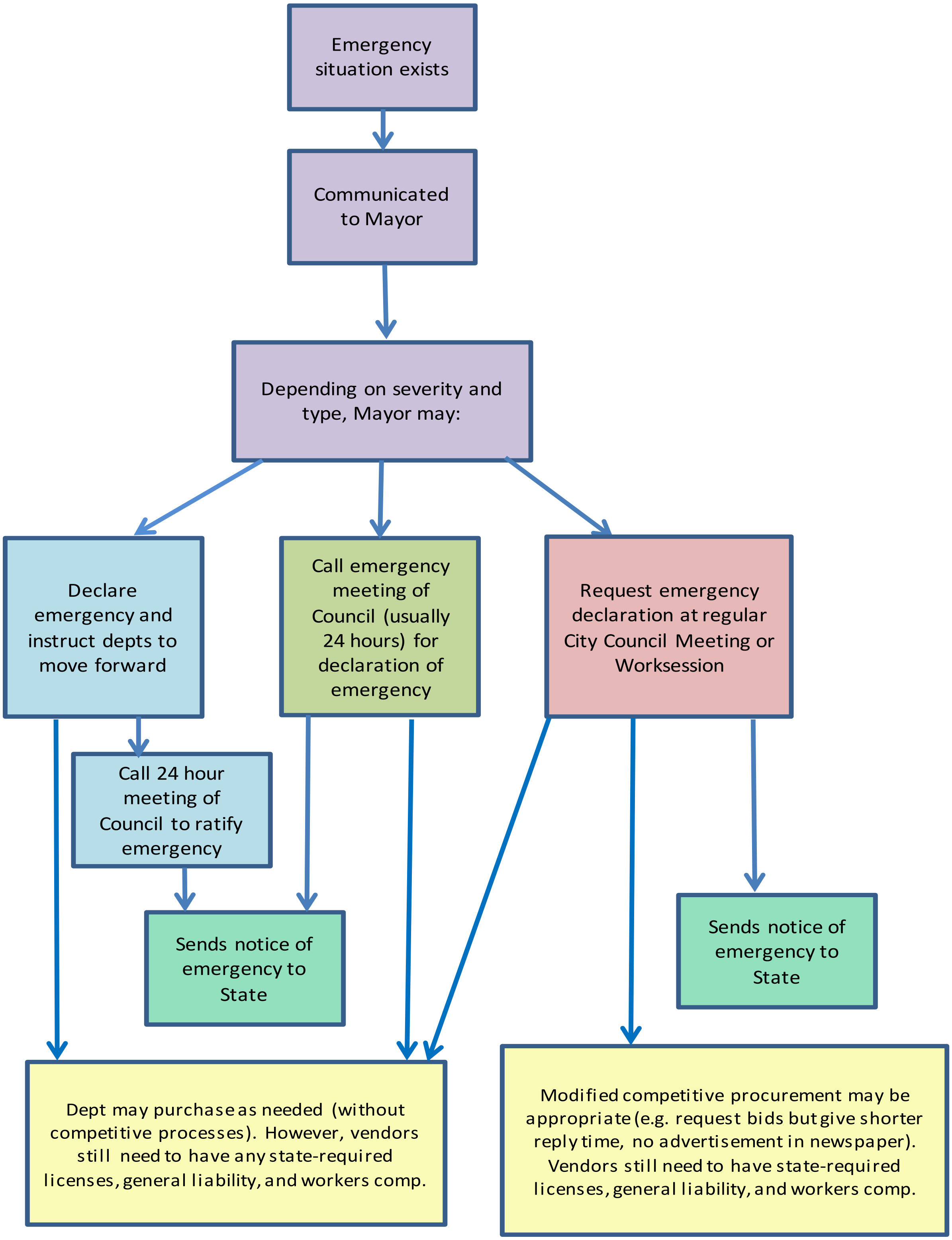
CHANGE ORDER OR AMENDMENT PROCESS
(for any contract or agreement)

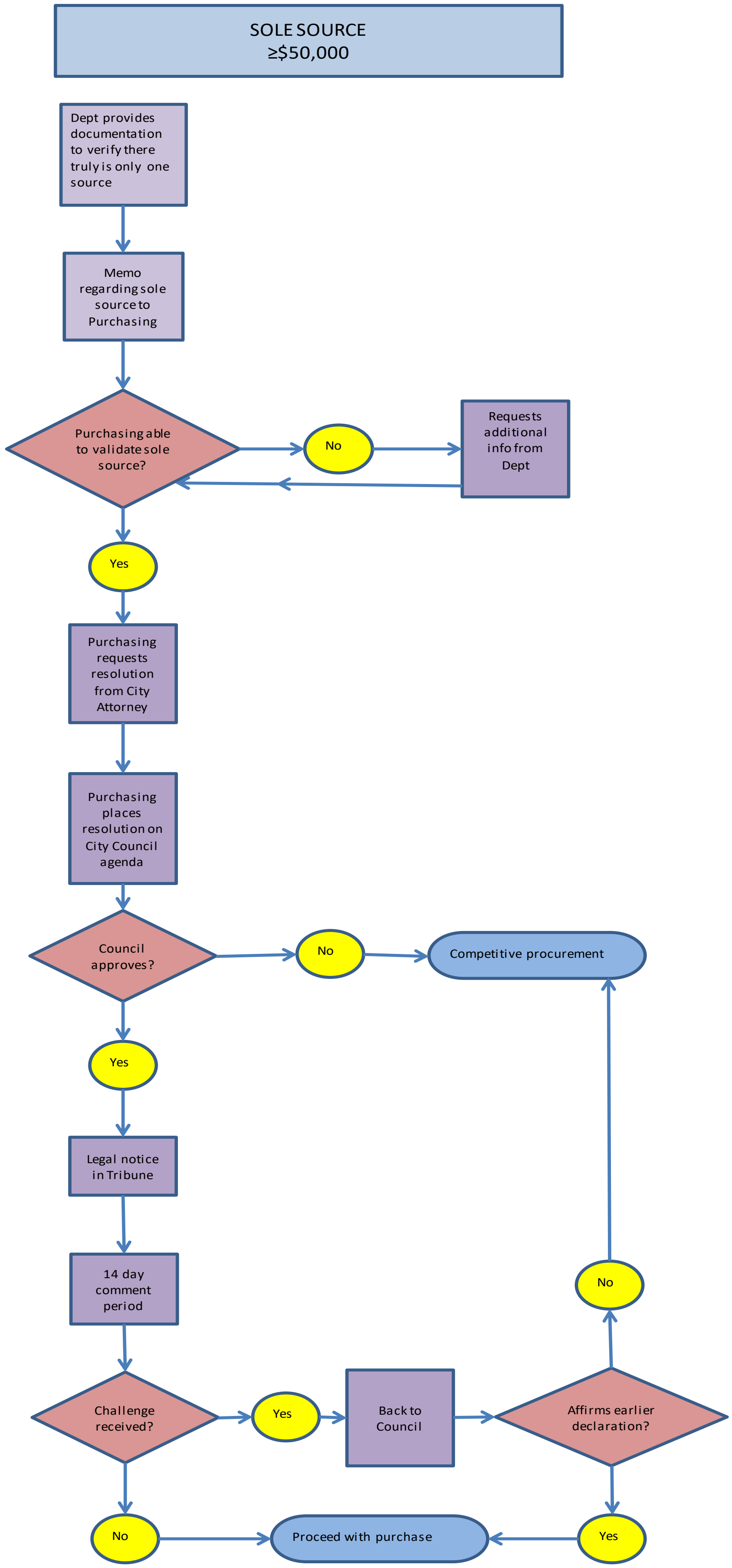
Original Contract Amount:	Change amount or % increase (singularly or accumulatively) over original contract	AND New contract value is	Who approves and signs
<$10,000	any amount	≤$10,000	Dept Director or Delegate
<$50,000	any amount	>$10,000 but <$50,000	Dept Director
<$50,000 without competitive procurement	any amount	≥$50,000	**Not permitted.** Non-competitive purchases, including any change orders or amendments, must stay below $50,000. If must move forward, it becomes an emergency or sole source procurement and ONLY Council can authorize.
<$100,000 without competitive procurement but exempted by Idaho statute	any amount	≥$50,000 but <$100,000	Mayor
	any amount	≥$100,000	Council with Mayor's signature
<$100,000 competitively procured	any amount	<$50,000	Dept Director
	any amount	≥$50,000 but <$100,000	Mayor
	any amount	≥$100,000	Council with Mayor's signature
≥$100,000 and originally approved by Council	<$50,000 AND <10%		Dept Director
	≥$50,000 but <$100,000 AND <10%		Mayor
	If doesn't fall under anything above		Council with Mayor's signature

Note: Chart is for Public Works Construction and Professional Services change orders

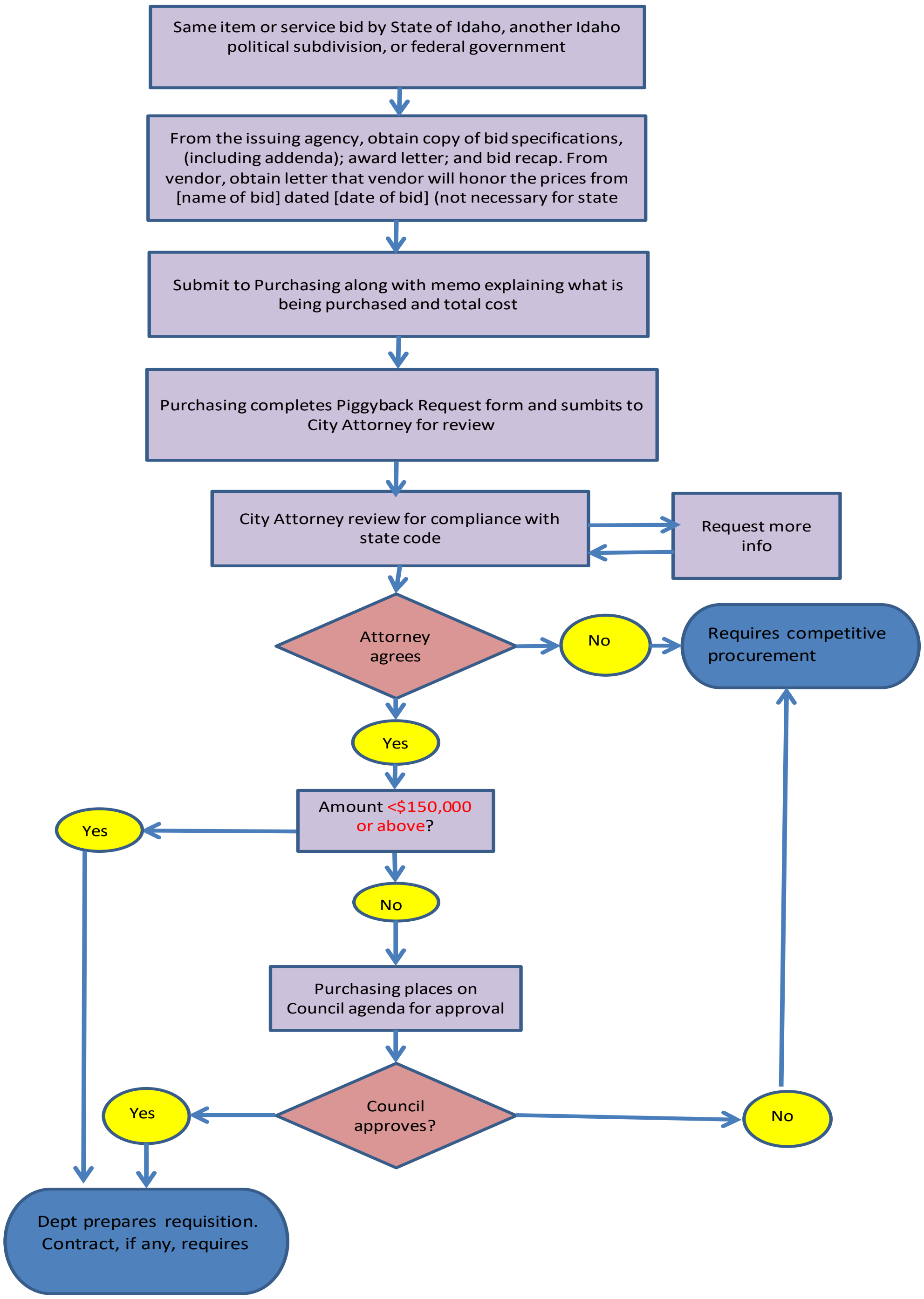
NOTES REGARDING *CHANGE ORDER OR AMENDMENT PROCESS* CHART

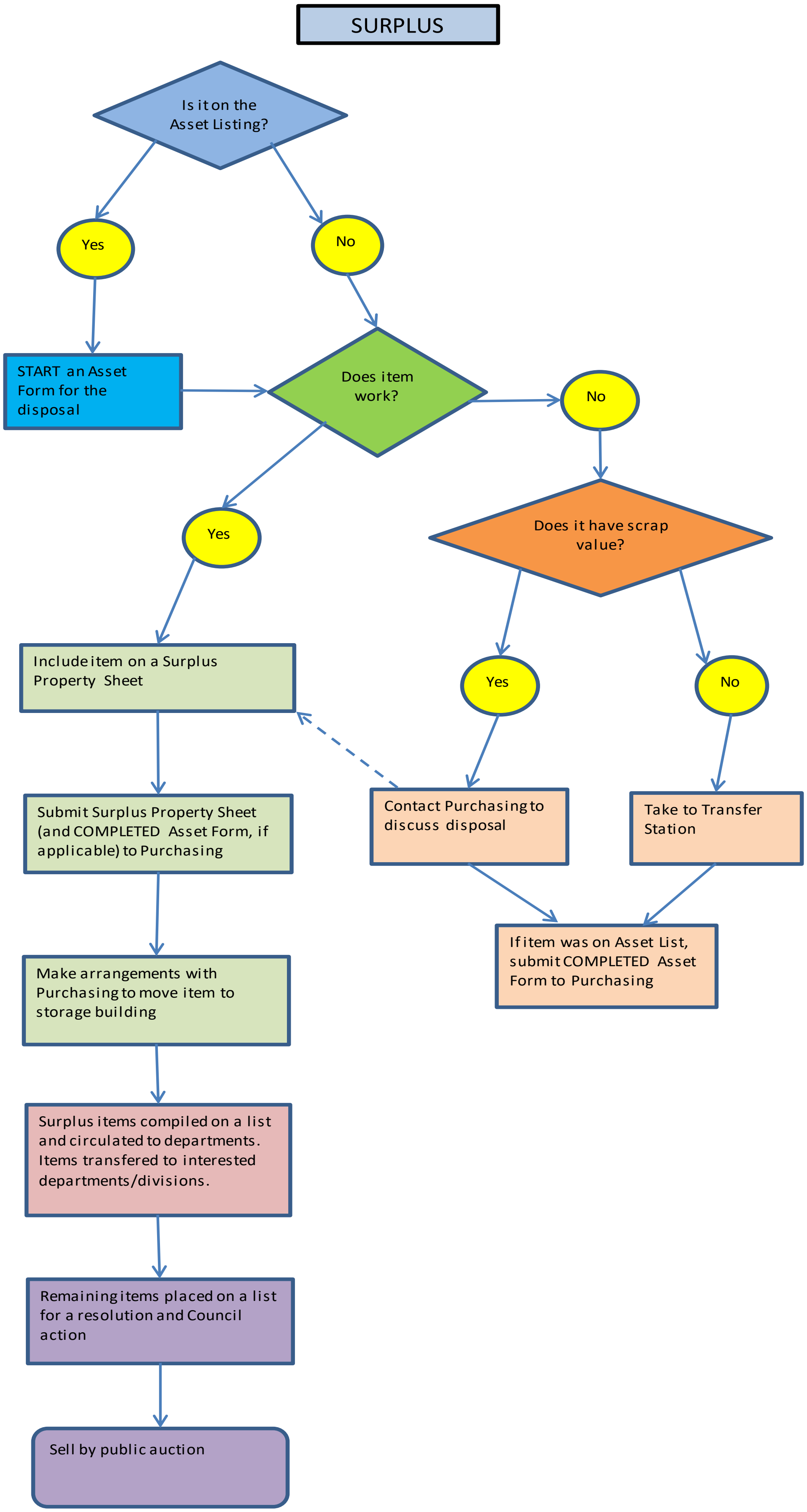
- Unless an emergency situation, no work or services pertaining to a change order or contract amendment may begin until change order has been approved.
- For an emergency situation, change order documentation needs to be completed within three days, or as soon as possible if an extended emergency situation.
- All change order documentation must include a budget impact statement and reason for the change order.
- Copy of approved change order or contract amendment must be attached to the purchase order change order request.
- For agreement modifications with design professionals, see also page 28~~7~~ (1.5.6 Phased or Associated Project) and page 35 (5.3.4 Contract Extension).
- Following Council approval of a change order or amendment, the total contract amount incorporating all change orders and amendments up to that point will reset the "base" contract amount used when processing additional change orders and amendments. When using the chart above, the new "base" amount will be used in place of "original contract" amount.


Emergency situation exists
Communicated to Mayor
Depending on severity and type, Mayor may:
Declare emergency and instruct depts to move forward
Call emergency meeting of Council (usually 24 hours) for declaration of emergency
Request emergency declaration at regular City Council Meeting or Worksession
Call 24 hour meeting of Council to ratify emergency
Sends notice of emergency to State
Sends notice of emergency to State
Dept may purchase as needed (without competitive processes). However, vendors still need to have any state-required licenses, general liability, and workers comp.
Modified competitive procurement may be appropriate (e.g. request bids but give shorter reply time, no advertisement in newspaper). Vendors still need to have state-required licenses, general liability, and workers comp.



SOLE SOURCE
≥$50,000
Dept provides documentation to verify there truly is only one source
Memo regarding sole source to Purchasing
Purchasing able to validate sole source?
No
Requests additional info from Dept
Yes
Purchasing requests resolution from City Attorney
Purchasing places resolution on City Council agenda
Council approves?
No
Competitive procurement
Yes
Legal notice in Tribune
14 day comment period
No
Challenge received?
Yes
Back to Council
Affirms earlier declaration?
No
Proceed with purchase
Yes


Same item or service bid by State of Idaho, another Idaho political subdivision, or federal government
From the issuing agency, obtain copy of bid specifications, (including addenda); award letter; and bid recap. From vendor, obtain letter that vendor will honor the prices from [name of bid] dated [date of bid] (not necessary for state
Submit to Purchasing along with memo explaining what is being purchased and total cost
Purchasing completes Piggyback Request form and sumbits to City Attorney for review
City Attorney review for compliance with state code
Request more info
Attorney agrees
No
Requires competitive procurement
Yes
Amount <$150,000 or above?
Yes
No
Purchasing places on Council agenda for approval
Council approves?
Yes
No
Dept prepares requisition. Contract, if any, requires


SURPLUS
Is it on the Asset Listing?
Yes
No
START an Asset Form for the disposal
Does item work?
No
Yes
Does it have scrap value?
Include item on a Surplus Property Sheet
Yes
No
Submit Surplus Property Sheet (and COMPLETED Asset Form, if applicable) to Purchasing
Contact Purchasing to discuss disposal
Take to Transfer Station
If item was on Asset List, submit COMPLETED Asset Form to Purchasing
Make arrangements with Purchasing to move item to storage building
Surplus items compiled on a list and circulated to departments. Items transfered to interested departments/divisions.
Remaining items placed on a list for a resolution and Council action
Sell by public auction

Purchasing Procedures

PURCHASING PROCEDURES

This portion of the manual briefly outlines the City's purchasing procedures and the forms designed to complement this system. The City acquires various types of property and services;~~:~~ goods and services; public works construction; and professional services.

"Cost" is determined based on the WHOLE project, purchase, or contract and may include shipping, delivery, maintenance, consultant travel, multiple years, anticipated additional tasks & phases, etc. **Do not split amounts to stay under competitive procurement thresholds as this is considered bid splitting and is prohibited by Idaho Code § 59-1026.**

When possible, the City will endeavor to use businesses with a significant Idaho economic presence.

SECTION 1: TYPES OF PURCHASES

1.1: Purchases of Goods or Services Idaho Code § 67-2806 (except public works construction and professional design services)

~~<~~Under $75~~0~~,000: May be conducted with any vendor believed to provide the best value. Obtaining competitive quotes is not required, but is encouraged. When applicable, these purchases should be spread out over the various local vendors who are able to provide the same item(s) or service(s) at comparable prices. ~~Mayor signs any contracts equal to or greater than $50,000 but less than $100,000.~~ The Department Director approves and signs any contract under $75,000. The Director may delegate signing authority up to $10,000.

~~≥~~$75~~0,000~~,000 but~~-~~ not to exceed ~~<~~$15~~0~~0,000:
I.C. § 67-2806(1) Must provide written specifications to a minimum of three vendors able to provide the good or service. Responses must be in written form: mailed, faxed, emailed, or delivered. Specifications and responses must be attached to the electronic requisition (in Munis). Records must be maintained for a minimum of six months. Mayor approves and signs any contract equal to or greater than $75,000 but not to exceed $150,000.

~~≥~~Over $15~~0~~0,000: I.C. § 67-2806(2) Must be formally bid (see Invitation for Bid or Request for Proposals). Notice will be published at least twice in the local newspaper, with the second publication not less than seven days before the opening date. Detailed specifications must be available and Bidders have up to 3 days prior to bid opening to object to specifications. Requirement of a bid bond is at the discretion of the City. Bonding requirements, when exercised, are 5% of the bid for the bid bond and 100% of contract price for the performance bond and payment bond. An independent cost estimate must be performed before receiving bids or proposals. City Council approval required. Mayor signs any contract.

1.2 Purchases of Public Works Construction Services Idaho Code §67-2805

Public Works construction is basically all construction and maintenance on city property buildings, roads, and facilities with non-city personnel. Pursuant to Idaho Code § 54-1901(2)(c)(iii) public works construction does not include building construction projects that require two (2) or less unrelated building trades or crafts. Under Idaho Code § 54-1218 it is unlawful to engage in the construction of any public works when the public health or safety is involved unless the ~~P~~plans and specifications for projects ~~>~~ of $10,000 or more in total cost ~~must be~~ are prepared by, and construction reviewed by, a licensed professional engineer~~(Idaho Code § 54-1218) or architect~~.

~~<~~Under $50,000: May be conducted with any contractor believed to provide the best value for the City; however, contractor must have Idaho trade license to perform services (e.g. electrical, plumbing, HVAC, general contractor, etc.). Obtaining competitive quotes is not required, but is encouraged. Contracts greater than $10,000 must be signed by the Department Director.

~~≥~~$50,000 but not to exceed $200,000:

I.~~daho~~ C.~~ode~~ § 67-2805(~~2~~1). A minimum of three (3) written bids from Idaho Public Works licensed contractors ~~is~~ are required. The request must be in writing with a reasonable description and allow the potential vendors at least three days for response and an opportunity to object to the specifications. Bid security of at least 5% is required. Response is required to be in written form: by mail,~~ fax,~~ email, or delivered. The specifications and quotes must be attached to the requisition. Records must be maintained for a minimum of six months. A ~~W~~written contract is required. Mayor awards bids and signs contracts less than $100,000. City Council makes award and Mayor signs contract for amounts equal to or greater than $100,000. Payment and performance bonds at 100% of contract value are required.

~~>~~Over $200,000: I.~~daho~~ C.~~ode~~ § 67-2805(~~3~~2). Formal bid required (see IFB section 4.2 ~~Invitation for Bid~~). Code allows two categories of competitive processes: Category A permits any Idaho-licensed public works contractor to submit a bid. Category B involves pre-qualifying contractors and only those contractors may submit a bid for a project~~.~~ (Contact Purchasing for additional information on Category B bidding.~~)~~. For both categories, notice will be published at least twice in the local newspaper, with the second publication not less than seven days before the opening date.

Detailed specifications must be available and Contractors~~Bidders~~ have up to 3 days prior to bid opening to object to specifications. Bid security of at least 5% of bid is required. Performance and payment bonds at 100% of the contract value are also required. An independent cost estimate must be performed before receiving bids. City Council makes award~~.~~and the Mayor signs contract.

1.3: Purchases of Information Technology

~~Purchases or services related to information technology must be submitted to the Information Technology Manager for review and authorization to purchase. Purchases must also follow applicable purchasing proess in 1.1 based on total expected costs.~~ All technology purchases, including security system components, phone system components, mobile devices, network devices, software applications, technology consulting and maintenance contracts require prior approval from the Director of Information Systems (IS) or designated approver.

- All information technology and software purchases, subscriptions, or agreements must be submitted to the IS Department via IntraNet IS helpdesk ticket before submitting a requisition, a purchase is made or authorized by the Department Director or designated approver

- For security-critical devices or systems, the IS Department will conduct thorough assessments to identify and mitigate potential risks.

- The IS department must be named as the Technical Contact for all software agreements and maintain at least one administrative account in the utilized software

- All information technology ~~P~~purchases must ~~also~~ follow the applicable purchasing process in~~-~~sections 1.1 through 1.2 based on total expected costs.

- The complete Information Technology Purchasing Policy is located on the IntraNet in the Policy Center section under Information Technology Policies and Procedures.

1.4: Purchases of Professional Design Services

Idaho Code § 67-2320 governs acquisition of engineering, architectural, landscape architectural, land surveying, and construction management services. All professional services obtained by the City shall be based on demonstrated competence and qualifications of the firm(s) or person(s).

The City shall establish a consultant roster by publishing a public notice requesting Statements of Qualification (SOQ). The City's Purchasing ~~Agent~~Coordinator shall retain these SOQs ~~until such time as~~until the next consultant roster is established.

Anticipated fees for determining the selection process encompasses all anticipated stages of a project: preliminary study, conceptual design, final design, construction bidding, construction oversight, project closeout and any anticipated additional phases or tasks. Tasks may not be split up to avoid competitive procurement. When the anticipated fees are:

Under $50,000: Selection based on the evaluation of a single ~~firm's~~firm or person's qualifications is permitted to allow timely response to small projects. Written agreement required. Greater than $10,000 but less than $50,000 requires signature of the Department Director.

≥$50,000 but not to exceed $200,000: Selection is based on the evaluation of a minimum of two ~~three~~ firms' qualifications. These qualifications shall be obtained from the Consultant Roster **OR** through the publishing of a public notice of Request for Qualifications (RFQ). Written agreement required. At or greater than $50,000 but less than $100,000 requires the Mayor's signature. At or greater than $100,000 requires Council approval.

~~≥~~Over $200,000: Selection is based on the evaluation of firms' qualifications obtained by publishing a public RFQ notice. Council approval is required and the Mayors signature~~.~~.

NOTE: Professionals selected to perform services pertaining to tasks or phases of a larger project, selected outside of a competitive process for the overall project, may be excluded from participation in later phases of the project if the earlier services allowed access to information that would give the firm an unfair competitive advantage over other firms or could be perceived as avoidance of competitive procurement statutes. See Organizational Conflict of Interest (page 5) and Bid Splitting & Avoidance of Competitive Bidding and Procurement Statutes (page 4).

1.5: Purchases Exempted from Competitive Procurement

1.5.1 Emergency

An emergency exists if there is a great public calamity for which delay can impact the security, life, health, or property of Lewiston's citizens. For amounts ~~≥~~$50,000 and above, the City Council must make the emergency declaration (Idaho Code § 67-2808(1)(a)). Once the Council declares an emergency, purchases of materials, equipment, and services necessary to mitigate the immediate emergency are not required to follow competitive processes.

1.5.2 Sole Source

Situations where there is only one vendor reasonably able to provide a good or service. For amounts ~~≥~~$50,000 and above, only City Council may make a sole source declaration (Idaho Code § 67-2808(2)). Declaration is followed by a publication in the Lewiston Tribune and a fourteen (14) day comment period.

1.5.3 Joint Purchasing

Idaho Code § 67-2807. The City may participate in joint bidding with other public agencies. One of the agencies will be designated as the Lead Agency and will conduct the bid process.

1.5.4 Cooperative Contracts

Idaho Code § 67-2807. Contracts in which the City is a member and purchasing from the contracts is as if it were our own contract. It does not require bidding but does require some due diligence that the pricing offered in the co-op is a good price compared to what the City would likely pay if it was bid. Only Council may approve membership in a co-op. Mayor ~~approval~~Approval of purchase required if ~~≥~~$75~~0~~,000 ~~but~~ and up to ~~<~~$150~~0~~,000. Council approval of purchase required if ~~≥~~over $150~~0~~,000.

1.5.5 Piggybacking

Idaho Code § 67-2803(1) & (10). If the contract allows it and the vendor is agreeable to do so, the City may purchase goods or services off an existing contract that was formally bid by the State of Idaho, another political subdivision of Idaho, or the federal government. ~~The most common contracts piggybacked by the City are State of Idaho contracts.~~ Amounts ~~≥~~$75~~0~~,000 and up to $150,000 require City Attorney review and Mayor ~~approval~~Approval. Amounts ~~≥~~ over $150~~0~~,000 require City Attorney review and Council approval.

1.5.6 Phased or Associated Project (pertains to Professional Services only)
Idaho Code § 67-2320(4). If a project is related to or is another phase of a previous project that was awarded by Council as a result of a competitive selection process, the City may enter into a new professional services contract or amend the previous contract for the additional services. If the additional amount is over $50,000, City Attorney review of "phased or associated" determination required prior to Mayor executing contract. If ~~≥~~$100,000 and above, City Attorney review and Council approval required.

1.5.7 Other exemptions listed in Idaho Code § 67-2803
Such as:

- Utilities~~;~~
- Ongoing maintenance and licensing of software previously procured through a formal competitive process
- Repair of heavy equipment
- Purchase of used property

SECTION 2: REQUISITIONS & PURCHASE ORDERS

2.1: Requisition

The Requisition (REQ) shall be used to request the purchase of supplies or services and to ensure funds are available and set aside (encumbered) for the total cost of the purchase. **No purchase shall be made until the requisition has been entered, approved and converted to a purchase order.**

Prior to requesting, that a vendor provide goods or services, and prior to entering a REQ, ensure the intended vendor is already a vendor within MUNIS and that the vendor has all required licenses and insurances.

To create a REQ, open the City's MUNIS software and complete a "Requisition Entry". Use the appropriate expense account. Use an appropriate general description that defines what type of supply or service is being procured and provide an expanded description in the line item that defines the purchase to all readers, which may include Finance Department staff, City Council or the public. When the form is completed click "Release" which will start the approval workflow process. The approver is responsible to ensure the correct vendor, description, expense account, and amount are on the REQ and that that vendor possesses any required licenses and insurances. Once approved, the REQ will be forwarded to the Purchasing ~~Agent~~Coordinator who will create the Purchase Order (PO).

2.2: Annual Requisition

In instances where monthly payments are made to a vendor during the year, create one REQ listing the months and payment amount at the start of the fiscal year or contract term.

In instances where payments of varying amounts will be made to a vendor during the year (such as office supplies or copier maintenance agreements), create one REQ with a lump sum amount as the quantity and a unit price of $1.00. This will be turned into a Blanket PO for use to pay invoices as needed throughout the year. How to instructions for processing a Blanket PO may be found on the IntraNET under Purchasing. A ~~b~~Blanket PO is ideal when you know you will need to purchase items from a particular vendor throughout the year, but you do not know what will be purchased each time nor do you know what the costs will be. In these cases, it is beneficial to set up a fairly generic PO with a lump sum amount that will be "used up" during the year. When remaining balance gets low, more funds may be added to it via change order.

2.3: Purchase Order

All Purchase Orders (PO) will be processed by the Purchasing Division. No PO will be issued without a properly processed REQ. For requisitions under $5,000, the final requisition approver may convert the REQ to a PO. The approver is responsible to ensure the correct vendor, description, expense account, and amount are on the REQ and that that vendor possesses any required licenses and insurances.

2.4: Purchase Order Receiving

When items listed on the PO are received and verified, the originator will enter a receiving record for the PO. Using the MUNIS system, open "Purchase Order Receiving", complete the form, and "Accept". Write the PO number on the invoice and send it to Accounts Payable for payment processing. When an item is backordered, receive only on the items received and write "Do Not Close PO" on the invoice. When the backordered item is received, enter a receiving record for the item. **Do not pay for goods or services before they have been delivered.**

SECTION 3: COMPETITIVE ~~COMPETETIVE~~ PROCUREMENT FOR GOODS AND SERVICES

3.1: Informal Bid (IIFB) or Informal RFP (IRFP) – Goods and Services (not public works construction or professional design services) ≥$75~~0~~,000 but not to exceed ~~<~~$15~~0~~0,000 (Idaho Code §~~§~~ 67-2806(1))

- Written specifications (to include description of what is needed, quantity, due date and time for bids or proposals, and any other terms/conditions required of the bidder or proposer) must be provided to at least three (3) vendors able to supply the goods or services. Bidders/Proposers must be provided adequate time to respond, but not less than three (3) business days.
- Responses must be in writing and be returned to the Purchasing Division by the designated time.
- Award is to the lowest responsive bidder for an IIFB or to the highest-ranked proposer for an IRFP. Award by Mayor.

3.2: Formal Bids (IFB) – Goods and Services ~~equal to or greater than~~ valued in excess of $15~~0~~0,000 (Idaho Code § 67-2806(2))

- Notices inviting bids shall include a general description of the supplies or services to be purchased, the place where bid forms and specifications can be obtained, the time and place for opening bids, whether a bid deposit or bond will be required, and whether payment and performance bonds will be required.
- The notice shall be published twice in the Lewiston Tribune. The first publication shall be on the IFB release date with the second notice to be published~~ication~~ in the succeeding week ~~at least seven (7) days from the first publication~~ and ~~the second publication~~ at least seven (7) days prior to the date set for final receipt of bids. Notice

will also be posted to the ~~c~~City's website and may be posted on other third party sites by the Purchasing Division. Notices may only be published by the Purchasing Division.

- When deemed necessary by the P~~p~~urchasing C~~c~~oordinator ~~officer~~, bids shall be accompanied by bidder's security in the form of cash, a cashier's check made payable to the C~~c~~ity, or a surety bond in favor of the C~~c~~ity, in such amounts as determined by the P~~p~~urchasing C~~c~~oordinator ~~officer~~ to be adequate for protection of the C~~c~~ity's interests. Bidders shall be entitled to return of their bid security. A successful bidder shall forfeit his or her bid security upon failure or refusal to execute a contract and/or to provide payment and performance bonds within the required time. The C~~c~~ity C~~c~~ouncil may, on failure or refusal of the successful bidder to execute the contract and/or provide payment and performance bonds, award it to the next lowest responsive bidder, in which event, the lowest bidder's security shall be applied by the C~~c~~ity first to the difference between the low bid and the second lowest bid, then toward payment of any other costs, expenses or damages incurred by the City as a result of such failure or refusal, and the balance of the security, if any, shall be returned to the lowest bidder.
- Sealed bids shall be submitted to the P~~p~~urchasing C~~c~~oordinator ~~officer~~ and ~~shall be~~ identified with the ~~as~~ bid~~s~~ name and number on the envelope. ~~Bids received after the deadline for submitting the same shall not be accepted and shall be returned to the bidder unopened. The b~~Bids shall be opened in public at the time and place stated in the public notice or as stipulated by addendum to the IFB. Bids received after the deadline for submitting shall not be accepted and will be returned unopened by the Purchasing Division.
- If, in the opinion of the C~~c~~ity C~~c~~ouncil, none of the bids is satisfactory, the C~~c~~ouncil may reject all bids and either re-advertise for new bids or, by resolution, purchase the supplies or services in the open market.
- A contract shall generally be awarded to the lowest responsive bidder.
- If two or more bids received are for the same total amount or unit price, quality and service being equal, and if a delay for re-advertisement would not be in the public interest, the C~~c~~ity C~~c~~ouncil may accept the bid it chooses.
- Payment and performance bonds may be required to be furnished before entering into a contract with a successful bidder. Bonds shall be in a form satisfactory to the C~~c~~ity A~~a~~ttorney. Bond amount will be satisfactory to the P~~p~~urchasing C~~c~~oordinator ~~officer~~ and in compliance with the contract specifications.
- The C~~c~~ity C~~c~~ouncil may waive any minor irregularities in the bids, based upon a determination that the same have no material impact upon the bidding process or other bids submitted.
- If no bids are received in response to the notice inviting bids, the C~~c~~ity C~~c~~ouncil may proceed to purchase the supplies or services without further competitive bidding.

3.3: Formal Request for Proposals (RFP) – Goods and Services greater than $15~~0~~0,000 (Idaho Code § 67-2806A)

- Request for Proposals are to be used instead of Invitation to Bid if the items to be procured cannot be easily described or if factors other than price need to be considered to select the goods or services that will best meet the needs of the C~~c~~ity.

- Notices requesting proposals shall include a general description of the supplies or services to be purchased or the problem to be solved, the place where specifications can be obtained, the time and place for opening proposals, whether a proposal security will be required, whether payment and performance bonds will be required, and time and place for any pre-proposal meeting.
- The notice shall be published twice in the Lewiston Tribune. The first publication shall be on the RFP release date with the second ~~publication~~ notice to be published in the succeeding week ~~at least seven (7) days from the first publication~~ and ~~the second publication~~ at least seven (7) days prior to the date set for final receipt of proposals. Notice will also be posted to the C~~c~~ity's website and may be posted on other third party sites by the Purchasing Division. Notices may only be published by the Purchasing Division.
- Specifications need to describe the items or services needed by the C~~c~~ity and indicate how proposals will be evaluated and what proposers need to submit as part of their proposal.
- At the time and date specified in the RFP documents, proposals will be opened and the company name of proposers read into public record. To protect the integrity of the evaluation process, proposals will remain confidential until an award recommendation is made to the City ~~c~~Council.

SECTION 4: COMPETITIVE PROCUREMENT FOR PUBLIC WORKS CONSTRUCTION (Idaho Code § 67-2805)

4.1: Informal Bid (IIFB) – Public Works Construction ≥$50,000 but not to exceed $200,000 (Idaho Code § 67-2805(1~~2~~))

- Written specifications prepared by a licensed design professional must be provided to at least three (3) contractors that have an Idaho Public Works Contractors License in the applicable category or categories. Specifications must include a description of what is needed, quantity, sample contract, due date, time, and location for bids, and any other terms/conditions required of the bidder. Bid Security is required. Bidders must be provided adequate time to respond, but not less than three (3) business days.
- Responses must be in writing and be returned to the Purchasing Division by the designated time.
- Award is to the lowest responsive bidder. Mayor awards bids ~~<~~under $100,000. Council awards ~~≥~~$100,000 and above. Payment and Performance Bonds are required.

4.2: Formal Bids (IFB) – Public Works Construction greater than $200,000, Category A (Idaho Code § 67-2805(3~~2~~))

- Notices inviting bids shall include a general description of the supplies or services to be purchased, the place where bid forms and specifications can be obtained, the time and place for opening bids, time and place for pre-bid conference (if any), and requirements for bid security, ~~and~~ payment and performance bonds.
- The notice shall be published twice in the Lewiston Tribune. The first publication shall be on the IFB release date with the second notice to be published in the

succeeding week ~~publication at least seven (7) days from the first publication~~ and ~~the second publication~~ at least seven (7) days prior to the date set for final receipt of bids. Notice will also be posted to the C~~c~~ity's website and may be posted on other third party sits by the Purchasing Division. Notices may only be published by the Purchasing Division.

- Bids shall be accompanied by bidder's security in the form of cash, a cashier's check made payable to the C~~c~~ity, or a bid bond in favor of the C~~c~~ity, in such amounts as determined by the P~~p~~urchasing C~~c~~oordinator ~~officer~~ to be adequate for protection of the city's interests. Bidders shall be entitled to return of their bid security once the successful bidder's contract, license, and bonds are executed. A successful bidder shall forfeit his or her bid security upon failure or refusal to execute a contract and/or to provide payment and performance bonds within the required time. The C~~c~~ity C~~c~~ouncil may, on failure or refusal of the successful bidder to execute the contract and/or provide payment and performance bonds, award it to the next lowest responsive bidder, in which event, the lowest bidder's security shall be applied by the C~~c~~ity first to the difference between the low bid and the second lowest bid, then toward payment of any other costs, expenses or damages incurred by the C~~c~~ity as a result of such failure or refusal (not to exceed 25% of the bid security), and the balance of the security, if any, shall be returned to the lowest bidder.
- Sealed bids shall be submitted to the ~~p~~Purchasing Division ~~officer~~ and shall have the bid number and name listed ~~be identified as bids~~ on the envelope. Bids received after the deadline for submitting the same shall not be accepted and shall be returned to the bidder unopened. The bids shall be opened in public at the time and place stated in the public notice, or as stipulated by addenda to the IFB.
- If, in the opinion of the C~~c~~ity C~~c~~ouncil, none of the bids is satisfactory, the C~~c~~ouncil may reject all bids and either re-advertise for new bids or pass a resolution that the supplies or services may be obtained more economically in the open market.
- A contract shall generally be awarded to the lowest responsive bidder.
- If two or more bids received are for the same total amount or unit price, quality and service being equal, and if a delay for re-advertisement would not be in the public interest, the C~~c~~ity C~~c~~ouncil may accept the bid it chooses.
- Payment and performance bonds are required to be furnished before entering into a contract with a successful bidder. Bonds shall be in a form satisfactory to the C~~c~~ity A~~a~~ttorney. Bond amount will be satisfactory to the P~~p~~urchasing Coordinator~~officer~~ and in compliance with the contract specifications.
- The C~~c~~ity C~~c~~ouncil may waive any minor irregularities in the bids, based upon a determination that the same have no material impact upon the bidding process or other bids submitted.
- If no bids are received in response to the notice inviting bids, the C~~c~~ity C~~c~~ouncil may proceed to purchase the supplies or services without further competitive bidding.

SECTION 5: COMPETITIVE PROCUREMENT FOR PROFESSIONAL SERVICES PERTAINING TO PUBLIC WORKS (Idaho Code § 67-2320)

All professionals, regardless of the dollar value of the project, must be qualified to provide the services. A written agreement is required when total fees will exceed $10,000. Legal review of the agreement is required for contracts equal to or exceeding $50,000 that do not utilize the City's Professional Services Agreement template.

5.1: Direct Request – Professional Services ~~<~~ $50,000 or less

For projects ~~under~~ $50,000 or less, a department may make a direct request for services to a firm or person qualified to provide the needed design services.

5.2: Consultant Roster - Professional Services ~~≤~~ $200,000 or less

The City shall establish a consultant roster every two years as a tool for obtaining professional engineering, architectural, landscape architectural, land surveying, and construction management services (Idaho Code § 67-2320) valued at $200,000 or less. This roster shall be established by publishing a RFQ at least twice in the Lewiston Tribune. The Purchasing ~~Agent~~Coordinator shall retain SOQs ~~until such time as~~until the next consultant roster is established. A firm may submit an SOQ at any time for inclusion on the Consultant Roster.

The roster is intended to be very generic and submitted Statements of Qualifications may not be adequate for determining which firm is the best qualified for a specific project. The department must send an abbreviated RFQ, including evaluation criteria, to at least ~~three~~ two seemingly qualified firms from the roster to provide the firms more information on the specific project and to allow the firms to provide a response tailored to the particular project. Cost cannot be included in submittals and cannot be an evaluation criteria. Firms are scored and ranked according to the stated evaluation criteria. Negotiations regarding scope of services and fees commence with the highest-ranked firm. If unable to come to an agreement, negotiations with the highest-ranked firm are terminated and negotiations commence with the next highest-ranked firm.

If a department wishes to consider firms that are not on the roster, or if there is inadequate competition on the roster ~~(less than three qualified firms)~~, the formal RFQ process must be followed.

5.3: Formal Request for Qualifications – Professional Services greater than $200,000 OR ~~≥~~ over $50,000 if NOT selecting from Consultant Roster

- Process to be used if: 1) anticipated agreement amount will exceed $200,000; 2) no firms, or an inadequate number of firms, on the Consultant Roster appear to meet the needs of the department; or 3) the department desires to issue a formal request.
- Request for Qualifications (RFQ) are to be used for obtaining the services of design professionals (engineers, architects, and landscape architects) and surveyors and construction managers who must be selected on qualifications (Idaho Code § 67-2320). Costs are not an allowed factor during evaluation of firms.
- Notices requesting statements of qualifications (SOQ) shall include a general description of the proposed project and services needed, the place where specifications can be obtained, the time and place for receipt of SOQs, and the time and place of the pre-response conference, if any.
- The notice shall be published twice in the Lewiston Tribune. The first publication shall be on the RFQ release date with the second notice to be published in the succeeding week ~~publication at least seven (7) days from the first publication~~ and ~~the second publication~~ at least seven (7) days prior to the date set for final receipt of SOQs. Notice will also be posted to the city's website and may be posted on other third part sites by the Purchasing

Division. Only the Purchasing Division may publish notices for Request for Qualifications.

- The RFQ will include a description of the project, required services, proposal content (including a description of firm, experience, personnel, project approach, and project schedule), selection criteria, contact name and contact information for questions, phone number, and proposal deadline.
- The Purchasing ~~Agent~~Coordinator may also solicit SOQs from firm(s) or person(s) by sending them a copy of such notice.
- The Purchasing ~~Agent~~Coordinator will send notice of the formal RFQ opportunity to all firms on the consultant roster. ~~in the relevant category(ies).~~

5.3.1 Selection Criteria (when using roster or evaluating formal SOQs)

Selection of professional services shall be based on the criteria developed by the requesting Department Manager and such criteria shall be included in the RFQ. The criteria shall include the following, but additional criteria may be included for specific projects:

- Firm History and Capability to Perform Project
- Relevant Project Experience
- Qualifications of Project Team Members
- Familiarity with Area and Project
- Project Approach and Schedule

5.3.2: Selection Procedure

Where consideration of a single firm's qualifications is permitted by this Policy, the Department Manager or their representative shall evaluate the qualifications to determine that the firm or person is qualified to perform the anticipated services.

When consideration of more than one firm's qualifications is required by this Policy for agreements valued at less than $200,000, the qualifications shall be reviewed by 1) at least one person if that person has experience and expertise for the services being acquired; or 2) at least two persons if the evaluators do not have experience or expertise for the services being acquired. For the formal RFQ process (agreements valued over $200,000), at least three persons must review the SOQs. Persons not on City staff may be selected when determined by the D~~d~~epartment to be beneficial to the review process.

Reviewers shall independently review and rank the SOQs and shall complete an "Evaluation Form" for each firm considered from the roster or for each firm that submitted a SOQ to a formal RFQ request. Selection criteria are established prior to issuing a formal RFQ or looking at the roster for possible firms. Each reviewer shall rank the firms in order of preference. The rankings of each reviewer shall then be combined to determine a final ranking. After each reviewer has ranked the firms, the committee will meet to discuss the scores.

When interviews are required and the number of firms submitting SOQs, or being considered from the roster, exceeds three, the evaluation and ranking of SOQs shall be used to determine the ranking for invitations to interview. Usually, the three highest-ranked firms will be interviewed. However, a competitive range may be established that will indicate the firms to be interviewed. Interviews for projects under $200,000 may be conducted by phone, internet, or in person, at the discretion of the project lead. Interviews for projects with an anticipated design services value over $200,000 will be in person or virtual with the project lead determining what the firms are to include in their presentation and/or what the firms need to be prepared to discuss. When interviews are required and the number of firms submitting SOQs is less than three, all firms submitting shall be interviewed, unless otherwise indicated in the RFQ. The reviewers shall evaluate the firms based upon their SOQs and information provided at the interview. Each reviewer shall complete an "Evaluation Form" listing each firm considered and the reviewer's evaluation of that firm against the selection criteria. Each reviewer shall rank the firms in order: highest score is ranked number 1, next highest score is number 2, etc. The rankings of each reviewer shall then be combined to determine a final ranking.

5.3.3: Negotiations

The Department Director, or designee, shall initiate negotiations for an agreement with the highest ranked firm, based on the selection procedure. Negotiations shall be to perform the project services at a price determined by the City to be reasonable and fair to the public considering the estimated value, scope, nature, and complexity of the services. If unable to negotiate a satisfactory agreement, negotiations shall be formally terminated by notifying the firm in writing~~ by certified return receipt mail~~. Once negotiations have been formally terminated, negotiations with the next highest ranked firm may begin.

5.3.4: Contract Extension (Professional Services)

Idaho Code § 67-2320(4). When the City Council has previously entered into a professional service agreement with a firm for an associated or phased project, an extended or new professional service agreement may be negotiated with that firm at the Department Director's discretion. In this case, it is not necessary to conduct the qualifications evaluation and selection process. City Attorney review is required if the amount is ~~≥~~ $50,000 or above~~.~~ Mayor signs the agreement. If the agreement is ≥$100,000 or above, Council approval is~~also~~ required and the Mayor signs. ~~(Also reference Change Order or Amendment Process, chart on page 17~~-~~18.~~

DEFINITIONS

DEFINITIONS

Asset: All property owned by the City that has monetary value, including salvage value. Recordable assets are valued at greater than $1,000 and have a useful life of at least three years. Depreciable assets are valued at greater than $5,000.

Bid: 1. *(noun)* Written offer to provide goods or services for a stated price. 2. *(verb)* Process of obtaining written offers to provide goods and services. The terms "bid" and "proposal" are often used interchangeably, though each has a distinctive meaning.

Bid Security: A promise to pay that accompanies an IFB or RFP. It can be in the form of cash, a bid bond, cashier's check, or certified check. The monetary value of the security is forfeited to the City if the awarded bidder or proposer fails to enter into a contract with the City or if the awarded bidder/proposer fails to provide payment and performance bonds following contract execution.

Bonds: Legal documents issued by surety companies guaranteeing performance by a contractor. There are bid bonds (see bid security above) and payment and performance bonds. Payment bonds are issued to protect subcontractors and suppliers on a project. If the general contractor does not pay its subcontractors or suppliers, the surety will honor the bond and do so. Performance bonds are issued to ensure the contractor will complete the project. While bonds appear to operate in a similar manner as insurance, they are not insurance policies.

Change Order: A change to an existing Purchase Order or Contract. Changes must be within the original scope of the purchase order or contract and be for unforeseen circumstances.

City: City of Lewiston, Idaho

City Department: Any Department of the City. Current departments are~~:~~ Community Development, Executive, Finance, Legal, Fire, Police, Parks & Recreation, Library, Information Technology, and Public Works.

Competitive Procurement: Selection of supplier, contractor, or firm to provide goods, equipment, services, construction services, or consulting services based on a process that allows participation (competition) by companies able to provide the needed goods or services. "Competitive procurement" methods include IFBs, RFPs, and RFQs.

Competitive Range: In regards to RFPs and RFQs, refers to Proposals and Statements of Qualifications that have a reasonable chance of being selected for award. Example for an RFP: A respondent may have a great price and receive a great score for pricing, but have a dismal technical proposal, and would therefore not be eligible for award. This company would not fall within the competitive range.

Contractor: Independent business providing services to the City. Often used interchangeably with the term *Vendor*.

Department Director: The manager responsible for a C~~c~~ity department.

Department Manager: Refers to the Department Director or to their designated representative for a specific project

Emergency: A sudden, urgent, usually unforeseen occurrence or occasion requiring immediate action

Employee: A person legally occupying a position in City service, including, but not limited to, regular full-time employees, introductory/probationary employees, part-time regular employees, and temporary employees, as defined by the City of Lewiston Personnel Policy

Favoritism: The practice of giving unfair preferential treatment to one person or group at the expense of another

Firm: A firm or person offering professional services to the city.

Household Member: Spouse, dependent children, and any person the employee is legally obligated to support

IFB: Invitation for Bids.

IIFB: Informal Invitation for Bids.

Immediate Family Member: The spouse/partner, children, children of spouse/partner, spouses of children, parents, parents of spouse/partner, grandparents, grandchildren, siblings (including step brothers and sisters and half brothers and sisters), spouses of siblings, legal guardians, and legal wards, whether living in the same household of the employee or not.

Informal Invitation for Bids: Similar to an Invitation for Bids, but with a few notable differences: 1) does not require advertisement in the Lewiston Tribune; 2) still requires written specification documents but they are often not as detailed; 3) specifications must be sent to at least three qualified bidders. For regular goods and services, this method may be used for purchases under $150~~0~~,000. For public works construction, this method may be used for projects under $200,000.

Informal Request for Proposals: Similar to a Request for Proposals, but with a few notable differences: 1) does not require advertisement in the Lewiston Tribune; 2) still requires written specification documents but they are often not as detailed; 3) specifications must be sent to at least three qualified proposers. This method may be used for purchases of goods and services under $150~~0~~,000, excluding public works construction and professional services requiring qualifications-based-selection (QBS).

Invitation for Bids: 1. A published request for submittal of prices for goods or services. 2. All documents associated with the request for prices.

IRFP: Informal Request for Proposals

On-Premise or On-Site: Any service work performed for the City on City property or on private property at the request of the City. This does not include work performed at the vendor's business location.

Personal Services: A service requiring a peculiar skill or ability. Examples: labor negotiations, financial, insurance, and artistic.

Piggybacking: Buying goods or services by utilizing a contract already bid by the State of Idaho, another political subdivision of the State of Idaho, or the federal government.

PO: Purchase Order

Professional Services: A service that requires a high level of training and proficiency. Examples: Architectural, engineering, accounting, legal, and medical.

Professional Services for Public Works: Professional services as defined by Idaho Code Title 67, Chapter 23, including professional engineering, architectural, landscape architectural, construction management, and professional land surveying services, including services by persons licensed pursuant to Idaho Code Title 54, Chapters 3 (architects), 12 (engineers and surveyors), 30 (landscape architects), and 45 (public works construction management).

Proposal: An offer to provide goods and/or services in response to a Request for Proposals (RFP).

PSA or Agreement: A professional service agreement or contract between the City and the professional services provider (firm)

Public Works Construction: The repair, maintenance, construction, or remodel of any City building, road, infrastructure, or facility with non-city personnel that~~.~~ does not include building construction projects that require two (2) or less unrelated building trades or crafts.

Purchasing ~~Agent~~Coordinator: Person responsible for providing purchasing support and coordination for the City, or a designee

Purchase Order: 1. Written document to a supplier formalizing a purchase transaction. Document includes a description of the requested items, cost of items, cost of delivery (if not included in price), delivery schedule, and other terms and conditions of the purchase. 2. In Munis, the document created following conversion of a Purchase Requisition that also encumbers budgetary funds to pay for the purchase.

QBS: Qualifications-Based-Selection

Qualifications-Based-Selection: A process by which firms are evaluated and selected based on qualifications and not price. This process is required for selection of engineers, architects, landscape architects, land surveyors, and construction managers.

Quotes: Prices obtained from vendors

REQ: Purchase Requisition. An electronic or written request or order for something that begins the purchasing process. Following approval, the requisition is converted into a Purchase Order.

Reciprocal Preference: When an Idaho bidder is competing against an out-of-state bidder that receives a preference in its home state, the percentage of the preference is added to the out-of-state bidder's bid for determination of low bidder (Idaho Code 67-2349).

Request for Information: A request for vendors to supply information regarding products and services available. A RFI is typically used to gather information for budgeting purposes and the preparation of formal IFB or RFP specifications. The RFI process does not result in an award but is a valuable tool to discover what is available on the market and possible solutions to an existing problem.

Request for Proposals: 1. Type of competitive procurement for complex goods or services for which bidding is not appropriate because needs cannot be easily defined and price should not be the primary means of award. Vendors are asked to provide solutions to the City's need and price is but one of several evaluation criteria. 2. All documents associated with the request for proposals.

Request for Qualifications: A written request for design firms (engineers, architects, etc.) to provide SOQs so the City may select the most qualified firm (from those submitting a SOQ) to provide professional design services for a particular project.

Request for Quotes: A very informal request, usually by phone or email, for a vendor to provide a price for a particular item or service. ~~May only be used for purchases under $50,000~~.

RFI: Request for Information

RFP: Request for Proposals

RFQ: Request for Qualifications (relates to professional services) or Request for Quotation (relates to goods and services)

Scrap Metal: Any material, equipment, or disposable supplies, no longer usable for City purposes and having only salvage value for metal content for recycling

Significant Idaho Economic Presence: Defined in Idaho Code § 67-2349. A vendor is considered domiciled in Idaho if they have maintained a staffed office, sales office, sales outlet, manufacturing facilities, warehouse, or other necessary related property; and if a corporation, are registered and licensed to do business in the state of Idaho with the Office of the Secretary of State for at least one (1) year prior to submitting a bid.

SOQ: Statement of Qualifications

Sole Source: When a specific item or service is available from only one vendor

Statement of Qualifications: Documents submitted by professional design service providers (engineers, architects, etc.) in response to a RFQ that describe a firm's abilities and experience to provide a requested service.

Surplus: Any asset that is no longer useful for City purposes.

Vendor: Any person or company that sells or provides supplies or services. Often used interchangeably with the term *Contractor*.

EXHIBIT B
TO RESOLUTION 2023-48

City of Lewiston

PURCHASING POLICY

Table of Contents

SECTION 1: POLICY

To purchase goods and services in a fair and impartial manner and at a competitive price so that public dollars are expended in the most cost-effective manner possible, all while complying with any applicable federal, state, and local laws.

The City promotes a procurement environment based on the understanding that departments and divisions are in the best position to determine what they need to run their operations. The Purchasing Division is the single point of contact for all centralized procurement activities and is tasked with determining how purchases should be made. Policies, principles, processes, and procedures are meant to support the need to obtain products and services in a timely and cost-effective manner while also making sure that appropriate business and legal principles and processes are followed.

SECTION 2: PURPOSE

The purpose of the Purchasing Policy is to establish an overall philosophy for purchasing goods and services on behalf of the City while always being mindful that this is taxpayer money.

Considerable authority has been delegated to departments and divisions to make purchasing decisions and this requires that employees involved at every step of the process take full responsibility for understanding the City's policies, principles, processes, and procedures regarding purchasing, payments, and vendor relations.

This policy is intended to provide guidance for those making purchases on behalf of the City and is not meant to answer all questions. Refer to the Processes and Procedures appendices and related Standard Operating Procedures for guidance in following this policy.

SECTION 3: SCOPE

This policy applies to all City of Lewiston employees, City Council members, commission members acting on behalf of the City, and anyone acting as an agent of the City when making purchases with City funds.

SECTION 4: ENFORCEMENT

The responsibility for the day-to-day compliance with the Policy shall rest with the Purchasing Coordinator, under the general direction of the Financial Services Manager and Finance Director.

The Purchasing Coordinator shall ensure that each Department Director, Division Manager, and other City employees involved in the purchasing process receive a copy of the Purchasing Policy via DocuSign. The Certificate of completion for the delivery and signing of the Purchasing Policy shall be placed in the employee's personnel file.

SECTION 5: RESPONSIBILITIES

A purchasing system cannot function properly without the cooperation and assistance of all involved parties.

5.1: Financial Services Manager

The Financial Services Manager responsibility is to:

- Recommend approval of Purchasing Policy and Procedures to the Finance Director
- Oversee the Purchasing Division
- Promote an intelligent and harmonious relationship between the Purchasing Coordinator and other City Departments relative to purchases

5.2: Purchasing Coordinator

The Purchasing Coordinator's responsibility is to:

- Administer purchasing policies
- Participate on all evaluation committees for IFBs, RFPs, and RFQs
- Institute reports necessary to permit analysis of purchasing performance
- Assist Legal and City Departments with contract term negotiations
- Consolidate purchase of like or common items when feasible and beneficial
- Analyze prices paid for materials and equipment
- Request reconsideration of specifications or quantity of material if it appears that the interests of the City may be better served
- Define how to obtain savings and to coordinate purchasing procedures
- Forward useful information from sales representative interviews and direct mail to the appropriate City Departments

5.3: Department Directors

The Department Director's responsibility is to:

- Determine the need for goods or services using prudent judgment, within budgetary restrictions
- Forward useful information from sales representative interviews to the Purchasing Coordinator
- Direct sales representatives to the Purchasing Coordinator's office as their first point of contact with the City
- Coordinate with the Information Systems Director for all technology purchases, including software.
- Negotiate contract terms and conditions with assistance from Legal, Purchasing and Information Systems (IS), if applicable

5.4: Employees

Employee's (involved with purchases) responsibility is to:

- Become familiar with the purchasing policy, principles, processes, and procedures
- Acknowledge receipt of purchasing policy via DocuSign electronic signature
- Stay within authorized spending and contract levels

5.5: City Council

The council's responsibility is to:

- Take action on contracts upon the recommendation of the Purchasing Coordinator as supplemented by Department Director or Managers, if required

SECTION 6: PRINCIPLES OF PURCHASING

6.1: Vendor Relations

- The Purchasing Division will promote a program of fairness and professionalism with all vendors
- The Purchasing Division will receive sales representatives as promptly and courteously as time permits
- During evaluation and negotiation periods, prices and other specific information received from vendors will not be divulged to other vendors
- The Purchasing Division will advise unsuccessful Bidders as to the disposition of their bids
- Bidding participants may protest to the City that they were prejudiced by the City's procurement or award procedures
- City employees will interact with employees from other companies in a professional manner that will reflect well on the City and the State of Idaho

6.2: Sources of Supply

The Purchasing Division shall, with the input of the appropriate department, select sources of supply in accordance with Idaho Code §§ 67-2801 through 67-2809 and any other applicable state and federal code. This shall be accomplished with a view toward creating good vendor relations and promoting the best interests of the City. The City recognizes that frankness and fair dealings are the cornerstones of strong and lasting relationships with suppliers. In no event will favoritism be shown to vendors.

6.3: City Business License

City Code Chapter 21 requires that all vendors having a business or doing business within the City of Lewiston have a City of Lewiston business license. Where an out-of-town business solicits our business by salesperson or by submitting a bid or proposal in response to an Invitation for Bid or Request for Proposals, a business license would be required.

There are certain exemptions from obtaining business licenses, which are listed in City Code, Section 21-1. If there is a qualified exemption, a written statement indicating the exemption category must be submitted and approved by the Purchasing Coordinator prior to initiating an agreement or proceeding with the project.

6.4: Prohibited Conduct

There are several statutes that regulate the conduct of those who make or approve purchases on behalf of the City. Every employee or City official who makes or approves purchases on behalf of the City is required to familiarize him/herself and act in accordance with the following statutes:

1. Bribery and Corrupt Influence Act: Idaho Code Title 18, Chapter 13 and Idaho Code §§ 67-9230 and 67-9231

2. Misuse of Public Moneys: Idaho Code Title 18, Chapter 57

3. Willful Avoidance of Procurement Statutes: Idaho Code § 59-1026

4. Ethics in Government: Idaho Code Title 74, Chapter 4

5. Prohibitions against Contracts with Officers: Idaho Code Title 74, Chapter 5

All employees and City officials must refrain from unethical or illegal purchasing practices. It is important to protect decision impartiality, including appearances affecting impartiality, in order to earn and maintain the public's and vendor community's confidence in the integrity of government.

Below are some of the acts prohibited by the above-listed statutes. However, the following list is not a complete list of all conduct prohibited by such statutes. It is the responsibility of each employee and City official to read and understand the statutes listed above. Any questions as to whether conduct is prohibited and/or unethical should be directed to the Purchasing Coordinator and/or the City Attorney.

6.4.1: Gifts & Gratuities (I.C. §§ 18-1356, 18-1359)
City employees, City Council members, board or commission members, and anyone acting as an agent of the City are expressly prohibited from soliciting or accepting any rebate, merchandise, money, entertainment, gift, travel, meals, or gratuity, of any amount, no matter how trivial it may seem, from any person, company, firm, or corporation to which any purchase order or contract is, or might be, awarded. Therefore, while Idaho Code §§ 18-1356(5) and 18-1359(1)(b) do not prohibit trivial gifts or benefits valued less than $50.00 if they are incidental to personal, professional or business contacts and do not affect official impartiality, City policy does prohibit these if you are in a position to steer business in the direction of the gift giver.

6.4.2: Accepting a Bribe (I.C. § 18-1352)
Accepting a bribe is a felony. Do not accept or solicit money, gifts, merchandise, or other benefits from a vendor or contractor in exchange for a favorable decision, opinion, or recommendation to said vendor or contractor. It is not a defense that the person whom the vendor or contractor attempted to influence did not have the authority to act in the desired way.

6.4.3: Bid Splitting & Avoidance of Competitive Bidding and Procurement (I.C. § 59-1026)
Intentionally splitting a procurement to avoid competitive procurement dollar thresholds is illegal. Likewise, it is illegal to willfully or knowingly avoid compliance with procurement or competitive bidding statutes; for example, falsifying an emergency situation to avoid the competitive bid process. Violation can result in civil penalties of up to $5,000 per violation and the reasonable costs incurred by the entity bringing the enforcement action.

Perceptions, correctly or incorrectly, play a huge part in determination of bid splitting. The question at hand is "Would a reasonable person, in the same circumstances, have been able to foresee the additional expenses needed for the project or task, which were purchased at a later date?" If "yes", then the probability is high that the additional procurement is a case of intentional bid splitting.

6.4.4: Conflict of Interest (I.C. Title 74, Chapters 4 and 5)

6.4.4.1 Conflict of Interest: Any official action or any decision or recommendation by a person acting in a capacity as a public official, the effect of which would be to the private pecuniary benefit of the person, an immediate family member, a member of the person's household, or a business with which the person, an immediate family member, or a member of the person's household is associated.

The City will not tolerate circumstances that produce, or reasonably appear to produce, conflicts between the personal interest of an employee and the interests of the City. Therefore, no employee, officer, immediate family member, board or commission member, council member, or agent may participate in the selection, award, or administration of a contract if a conflict of interest, real or apparent, would be involved.

Any conflict of interest, real or apparent, must be reported to the Purchasing Coordinator or designee and, if an employee, to the employee's immediate supervisor. After careful review of the situation, the person may be disqualified from participating in selection, award, and/or administration of the contract involved.

6.4.5: Organizational Conflicts of Interest:
An organizational conflict of interest may exist when:

- The activities, relationships, or other contracts of a contractor makes the contractor unable, or potentially unable, to render impartial assistance or advice to the City;
- A contractor's objectivity in performing the contract work is, or might be, otherwise impaired for any reason. An example is a study performed by an engineering firm where there is possible additional work, such as design or construction work, as a result of firm's recommendation on current study work; or
- A contractor has an unfair competitive advantage for any reason (such as when the contractor assists in writing the specifications).

City employees involved in contracting are required to attempt to identify real and apparent instances of organizational conflict and to discuss such with the Purchasing Coordinator and immediate supervisor before contracting with a contractor. After careful review of the situation, the contractor may or may not be disqualified from providing services.

6.4.6: Those knowing about or suspecting a violation of these standards of conduct must pursue their concerns with appropriate supervisory and management staff.

6.5: Competitive Procurement

To promote fairness for vendors and wise use of taxpayer dollars, all goods and services will be obtained through competitive processes, unless exempted (Idaho Code §§ 67-2801 – 67-2809 and § 67-2320). Process to be followed will be determined by total estimated costs, including shipping, delivery, installation, length of contract, contract extensions, additional project tasks and phases, etc. Purchase will not be split to avoid competitive procurement requirements (Idaho Code § 59-1026).

6.6: Emergency Purchases

Idaho Code § 67-2808 permits the purchase (without competitive procurement processes) of any supplies or services for which immediate procurement is essential in an emergency. Idaho Code defines an emergency as a great public calamity (flood, fire, epidemic, other disaster); necessary for national or local defense; or necessary to safeguard life, health, or property. Before any procurement may occur, the City Council must declare the emergency by resolution. Once the Council declares an emergency and a resolution has been approved that allows the immediate expenditure of public money, the department may proceed to purchase without compliance with formal bidding procedures. Insurance, bonding, and licensing requirements are not exempt during an emergency declaration. Requisitions, purchase orders and change orders shall continue to be processed. Purchase orders shall have the resolution number listed first on the general description line.

6.7: Grants

When purchases are fully or partially funded by state or federal dollars, it is the City's intention to follow all applicable federal and state guidelines where required. The typical process is to follow the most stringent applicable procedures. This may result in a combination of federal, state and local requirements. It is the responsibility of the department receiving the grant to become familiar with and follow any procurement requirements mandated by the grant while also following all city and state requirements.

Prior to initiating a purchase using any federal grant funds, the Purchasing Coordinator must verify through the System for Award Management (SAM) that the contractor/vendor is not excluded from doing business under a federal grant. A copy of the SAM report must be dated and kept in the purchasing project file.

6.8: Business Preferences

6.8.1: The City believes in open competition and does not have any preferences, quotas, or goals for purchasing from small, minority, or disadvantaged businesses, except with some federal funding. However, departments are encouraged to notify these businesses of available bid/quote opportunities and to purchase goods or services from them when possible.

6.8.2: Idaho Code §§ 67-2348 & 67-2349 allows, and sometimes requires, preferences for an Idaho vendor over an out-of-state vendor. Such preferences are dependent on various factors and applicability and needs to be determined with each purchase. The Idaho State Division of Purchasing's Understanding & Applying the Idaho Reciprocal Preference Law document provides additional details in regards to the law.

6.9: Tax Exemption

The City of Lewiston is an Idaho Municipal Corporation and therefore is exempt from all federal excise taxes, regardless of seller's location, and exempt from all Idaho state sales tax for items purchased in, or shipped to, Idaho.

Employees need to be sure to mention the City is tax exempt. If the vendor requests verification, please contact the Purchasing Division for an exemption certificate (Form ST101) or obtain the certificate from the finance section of the City IntraNET.

If an employee is physically obtaining goods or services in another state, the purchase is subject to state and local tax policies for that state.

6.10: Workers Compensation and General Liability Insurances

All contractors, subcontractors and businesses providing a service to the City that is performed on City property or on someone else's property at the direction of the City must provide the City with proof of Worker's Compensation and General Liability insurances The Workers Compensation policy must comply with Idaho Code Title 72. No waiver for coverage is permitted and no other type of insurance can be used as a substitute for Worker's Compensation Insurance.

There are certain occupational exemptions from coverage allowed and listed under Idaho Code 72-212. If there is a qualified exemption, a written statement indicating the occupational category must be submitted to the Purchasing Division prior to work beginning. NOTE: Even though certain vendors are exempted from carrying workers compensation coverage, the requirement for workers compensation coverage does not go away: It shifts to the City.

The City pays a premium tax for all vendors performing services on city property (or other's property at the City's request) that do not have workers compensation coverage on file with the Idaho Industrial Commission at the time work is performed. The City is also responsible for any claims. These costs may be chargeable to the department that used the uninsured vendor.

6.11: Encumbrances

Funds are to be encumbered by Purchase Order, using the appropriate expense account, as soon as an expense is known or anticipated. Application of this principle helps to ensure funds are available for obligations and reduces the chances of exceeding available budget.

6.12: Petty Cash Purchases

Purchases of forty dollars ($40) or less may be made through Petty Cash.

Use of the Petty Cash system will be on a reimbursement basis only, according to established procedures. Invoices must be signed by the Department Manager or his or her designee, and include any relevant comments and the correct accounting code before presenting to the cashier for reimbursement. The employee receiving the reimbursement must sign their own Petty Cash Receipt verifying receipt of the money.

6.13: Fixed Asset Accounting

Items purchased with a minimum value of one thousand dollars ($1,000) and a useful life of at least three (3) years must be recorded and inventoried. Items with a value of five thousand dollars ($5,000) or higher will be capitalized and depreciated. The purchaser must complete the fixed asset form (located under finance on the City IntraNET) and turn the completed form into the Finance Department.

6.14: Surplus, Scrap, and Recyclable Property

The Purchasing Division is charged with disposal of surplus property and will do so in a manner to obtain the maximum benefit for the City. All surplus property, except scrap metal and recyclable materials, must be declared surplus by the City Council before disposal. The Purchasing Coordinator then shall have authority to sell by auction, or such other means as herein set forth, all such surplus property or to transfer such surplus property to another city department. No City asset, supplies, materials, or equipment shall be sold or otherwise disposed of, without prior approval of the Purchasing Coordinator.

Sales of surplus property shall be formally advertised and conducted by public auction unless another method of disposal is authorized herein. City employees are prohibited from bidding on or purchasing surplus city property.

Scrap metal and recyclable materials shall be disposed of by the Purchasing Coordinator, or as delegated to departments, in such a manner and at such times to obtain the highest possible price from interested scrap dealers or recyclers.

Scrap and recyclables collected as part of the Sanitation Division's waste collection programs are not included in this policy and shall be handled according to policies and procedures established by the Sanitation Division.

Library materials that have been withdrawn from the Library's collection and judged by the Library Director to have resale value shall be considered surplus property and may be sold through book sales locally or to/through used book sales companies. When selling surplus Library materials through a book sale, the City may accept donations for such materials. Library materials unsuitable for sale shall be recycled whenever possible. The Library Director shall have the authority to dispose of such materials and shall report monthly to the Library Board of Trustees the number of items withdrawn from the Library's collection.

6.15: Suggestions

Suggestions that will help reduce costs, promote efficiency, or improve supplier service are both welcome and requested. Cost reduction ideas should reduce costs without a corresponding reduction in the quality of service. Cost savings and/or efficiency improvement suggestions should be emailed to the Purchasing Division at purchasing@cityoflewiston.org or interoffice mailed to the attention of the Purchasing Coordinator.

SECTION 7: SANCTIONS

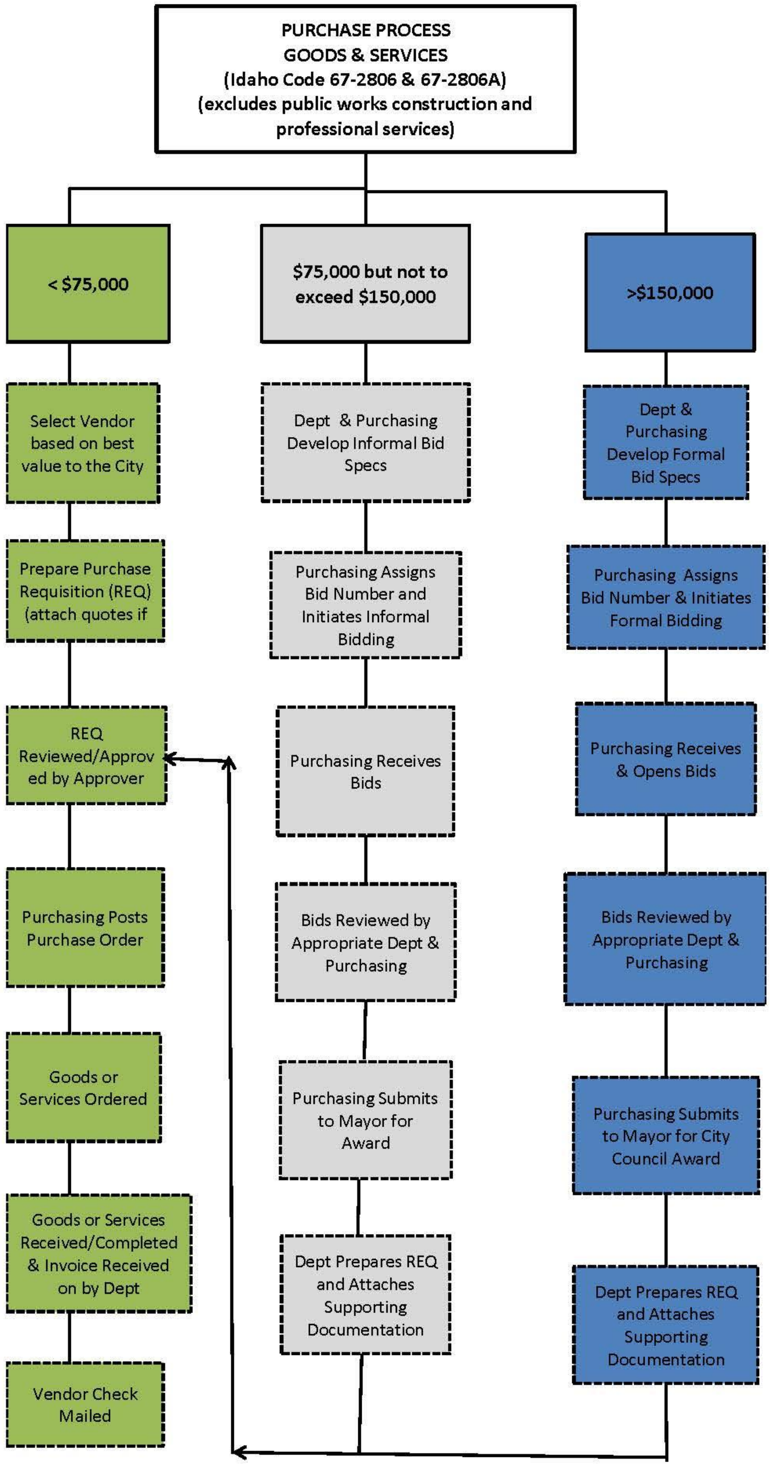
Employees having been investigated and found to have violated the purchasing policy will be disciplined in accordance with the City of Lewiston Personnel Policy and/or any applicable collective bargaining agreement to which they are subject.

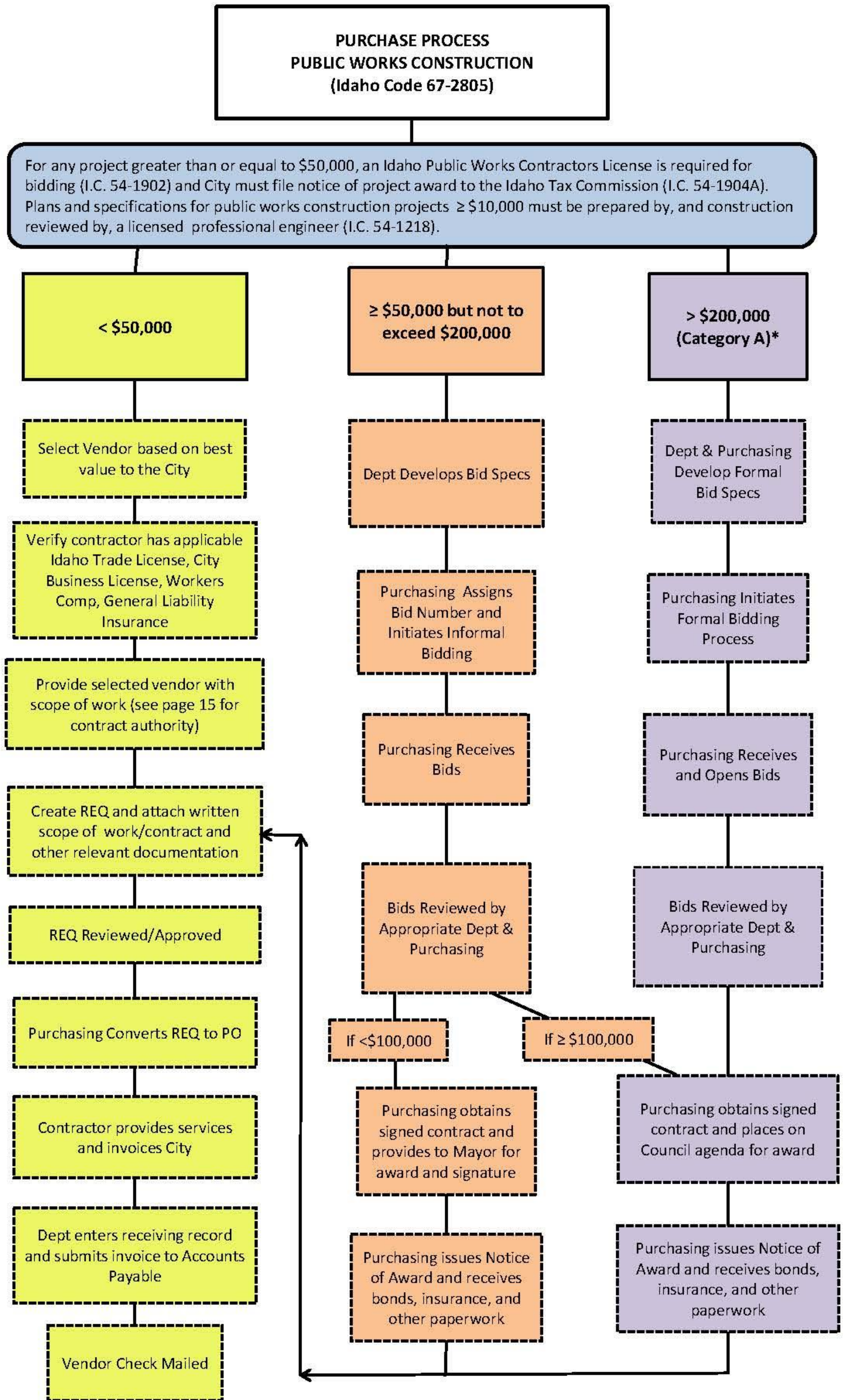
SECTION 8: SUPPLEMENTAL MATERIALS

The following currently adopted City policies, as amended from time to time, will apply to certain purchasing actions: Credit Card Policy, Travel Policy, Fuel Card Policy, Pool Car Use Policy, and Petty Cash Policy.

APPENDICES

Purchasing Processes


PURCHASE PROCESS
GOODS & SERVICES
(Idaho Code 67-2806 & 67-2806A)
(excludes public works construction and professional services)
< $75,000
$75,000 but not to exceed $150,000
>$150,000
Select Vendor based on best value to the City
Prepare Purchase Requisition (REQ) (attach quotes if
REQ Reviewed/Approved by Approver
Purchasing Posts Purchase Order
Goods or Services Ordered
Goods or Services Received/Completed & Invoice Received on by Dept
Vendor Check Mailed
Dept & Purchasing Develop Informal Bid Specs
Purchasing Assigns Bid Number and Initiates Informal Bidding
Purchasing Receives Bids
Bids Reviewed by Appropriate Dept & Purchasing
Purchasing Submits to Mayor for Award
Dept Prepares REQ and Attaches Supporting Documentation
Dept & Purchasing Develop Formal Bid Specs
Purchasing Assigns Bid Number & Initiates Formal Bidding
Purchasing Receives & Opens Bids
Bids Reviewed by Appropriate Dept & Purchasing
Purchasing Submits to Mayor for City Council Award
Dept Prepares REQ and Attaches Supporting Documentation



*This flow chart shows Category A bidding. For information regarding the Category B process, please contact Purchasing.

FORMAL COMPETITIVE PROCUREMENT SPECIFICATION DEVELOPMENT

>$150,000 for general goods and services
>$200,000 for Public Works construction

Department/Division -

- Originates, coordinates with Purchasing, prepares technical specifications, provides vendor list, checks available funds
- Forward specifications to Public Works and Building Maintenance for review when project involves any public facility or infrastructure

Purchasing Division -

- Reviews general format, proper notices, and time frames - contacts the Legal Department if there are any questions

City Attorney -

- If requested, check general format, legality of wording, etc.

Department/Division -

- Prepares electronic version of specifications and plans

Purchasing Division-

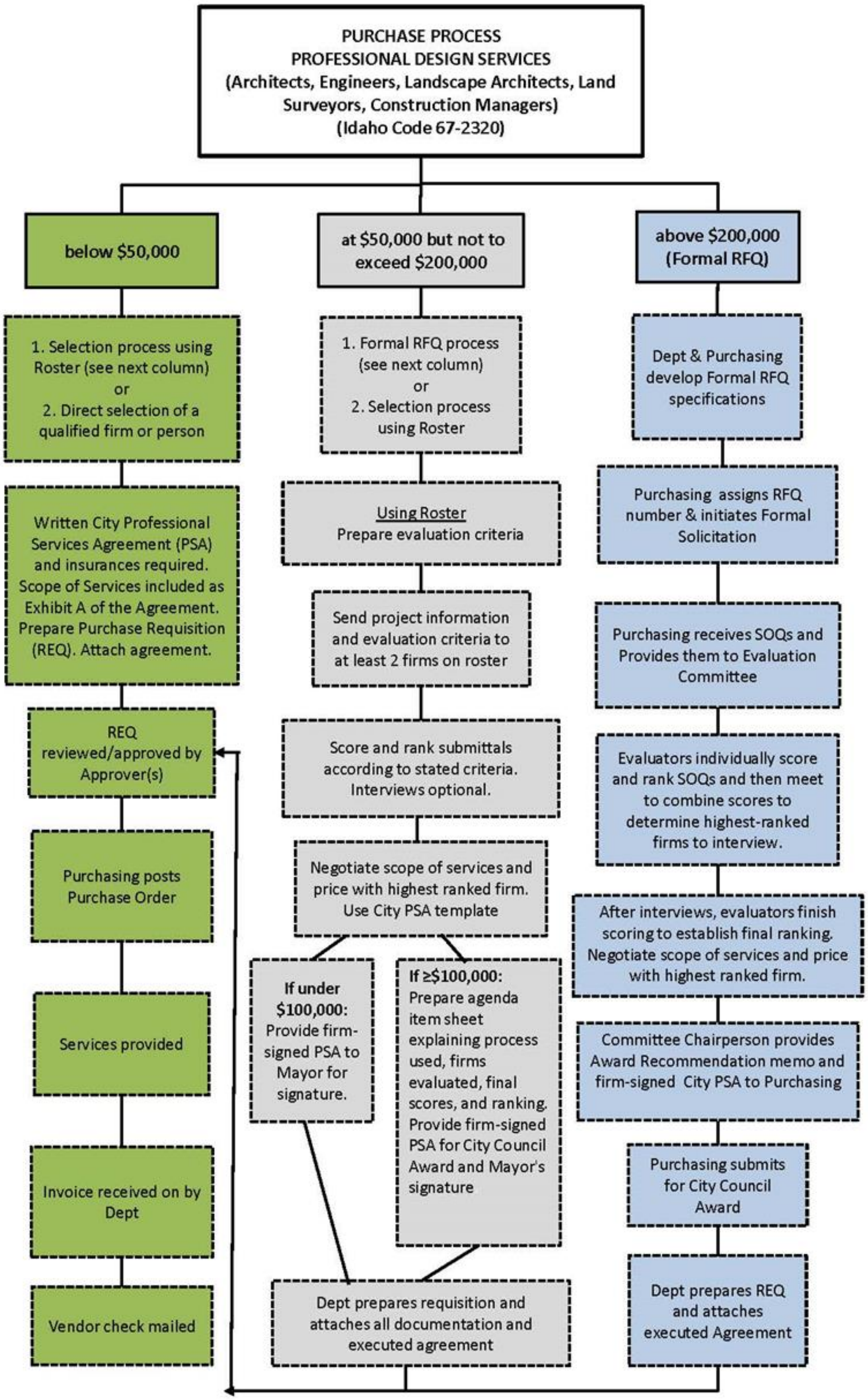
- Advertises legal notices, posts specification and notices, maintains plan holder list, post addenda, opens submittals

Department/Division -

- Co-evaluates submittals with Purchasing
- Creates recommendation for award or to reject
- Initiates agenda item for award or to reject

Purchasing Division-

- Reviews and approves recommendation for award or to reject
- Reviews and approves agenda item for submittal to City Council


PURCHASE PROCESS
PROFESSIONAL DESIGN SERVICES
(Architects, Engineers, Landscape Architects, Land Surveyors, Construction Managers)
(Idaho Code 67-2320)
below $50,000
1. Selection process using Roster (see next column) or 2. Direct selection of a qualified firm or person
Written City Professional Services Agreement (PSA) and insurances required. Scope of Services included as Exhibit A of the Agreement. Prepare Purchase Requisition (REQ). Attach agreement.
REQ reviewed/approved by Approver(s)
Purchasing posts Purchase Order
Services provided
Invoice received on by Dept
Vendor check mailed
at $50,000 but not to exceed $200,000
1. Formal RFQ process (see next column) or 2. Selection process using Roster
Using Roster
Prepare evaluation criteria
Send project information and evaluation criteria to at least 2 firms on roster
Score and rank submittals according to stated criteria. Interviews optional.
Negotiate scope of services and price with highest ranked firm. Use City PSA template
If under $100,000: Provide firm-signed PSA to Mayor for signature.
If ≥$100,000: Prepare agenda item sheet explaining process used, firms evaluated, final scores, and ranking. Provide firm-signed PSA for City Council Award and Mayor's signature
Dept prepares requisition and attaches all documentation and executed agreement
above $200,000 (Formal RFQ)
Dept & Purchasing develop Formal RFQ specifications
Purchasing assigns RFQ number & initiates Formal Solicitation
Purchasing receives SOQs and Provides them to Evaluation Committee
Evaluators individually score and rank SOQs and then meet to combine scores to determine highest-ranked firms to interview.
After interviews, evaluators finish scoring to establish final ranking. Negotiate scope of services and price with highest ranked firm.
Committee Chairperson provides Award Recommendation memo and firm-signed City PSA to Purchasing
Purchasing submits for City Council Award
Dept prepares REQ and attaches executed Agreement

GUIDELINES FOR ACQUIRING PROFESSIONAL SERVICES **(Idaho Code § 67-2320)** **Engineering, Architectural, Landscape Architectural, Construction Management, & Land Surveying Services** **Selection based on qualifications only. Cannot ask for prices.**					
Anticipated Fees	***RFQ Option(s)***	***Minimum # of Firm(s) or Person(s) Considered***	***Minimum # of Evaluators***	***Interview Required[4]***	***Approval/Signing of Contract***
below $50,000	1. Direct Request[1] 2. Consultant Roster 3. Published Public Notice	1	1	No	Department Director
$50,000 or above, but not to exceed $200,000	1. Consultant Roster[2] 2. Published Public Notice	2	1or 2[3]	Optional	$50,000 but less than $100,000: Mayor $100,000 or above: City Council
Over $200,000	1. Published Public Notice	3	3	Yes	City Council

1 Even though we are not required to use competitive selection for services valued below $50,000, we are still required to select a consultant that is well qualified to provide the services. Total cost for services provided, including any amendments, must stay below $50,000.

2 If using roster, develop evaluation criteria and send abbreviated RFQ with more specific project information, including the evaluation criteria, to at least two viable firms on roster. Request SOQs by a specific date and time. Pricing cannot be included in SOQs. Score SOQs according to established criteria and rank firms. Interview firms, if desired, and rank. Negotiate with the highest-ranked firm. If unable to negotiate a satisfactory agreement, terminate negotiations and begin negotiations with the next highest-ranked firm.

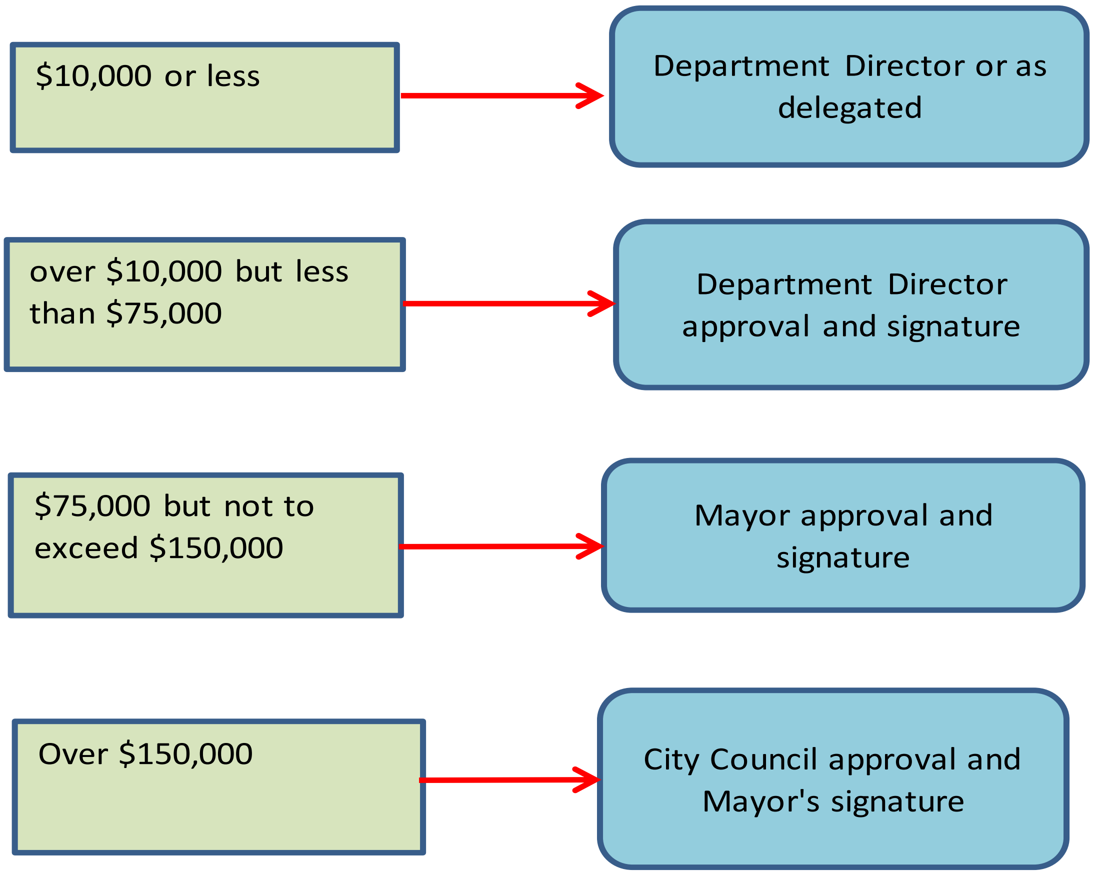
3 If the evaluator has expertise in the services being obtained, then a single evaluator is acceptable. If the evaluator does not have expertise, at least two evaluators are required for abbreviated RFQs.

4 Interviews, when optional, may be conducted by phone, video conference, web, or in person. When interviews are required, they must be conducted in person or by video conference.

Contract Approval and Execution
(PW Construction & Professional Services)

$10,000 or less	Department Director or as delegated
Over $10,000 but less than $50,000	Department Director approval and signature
$50,000 but less than $100,000	Mayor approval and signature
$100,000 and above	City Council approval and Mayor's signature

Contract Approval and Execution
(Services or Personal Property)



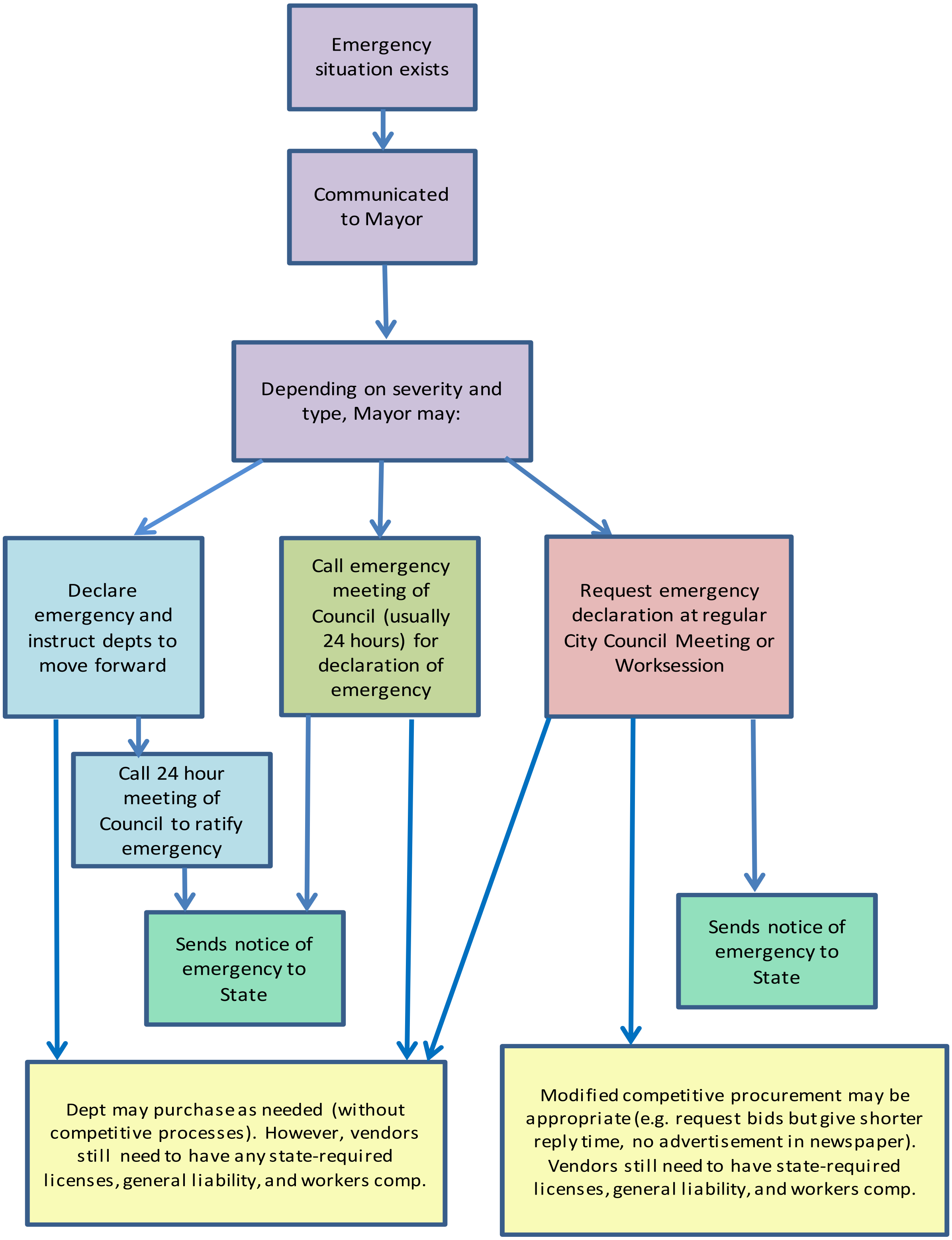
CHANGE ORDER OR AMENDMENT PROCESS
(for any contract or agreement)

Original Contract Amount:	Change amount or % increase (singularly or accumulatively) over original contract	AND New contract value is	Who approves and signs
<$10,000	any amount	≤$10,000	Dept Director or Delegate
<$50,000	any amount	>$10,000 but <$50,000	Dept Director
<$50,000 without competitive procurement	any amount	≥$50,000	Not permitted. Non-competitive purchases, including any change orders or amendments, must stay below $50,000. If must move forward, it becomes an emergency or sole source procurement and ONLY Council can authorize.
<$100,000 without competitive procurement but exempted by Idaho statute	any amount	≥$50,000 but <$100,000	Mayor
	any amount	≥$100,000	Council with Mayor's signature
<$100,000 competitively procured	any amount	<$50,000	Dept Director
	any amount	≥$50,000 but <$100,000	Mayor
	any amount	≥$100,000	Council with Mayor's signature
≥$100,000 and originally approved by Council	<$50,000 AND <10%		Dept Director
	≥$50,000 but <$100,000 AND <10%		Mayor
	If doesn't fall under anything above		Council with Mayor's signature

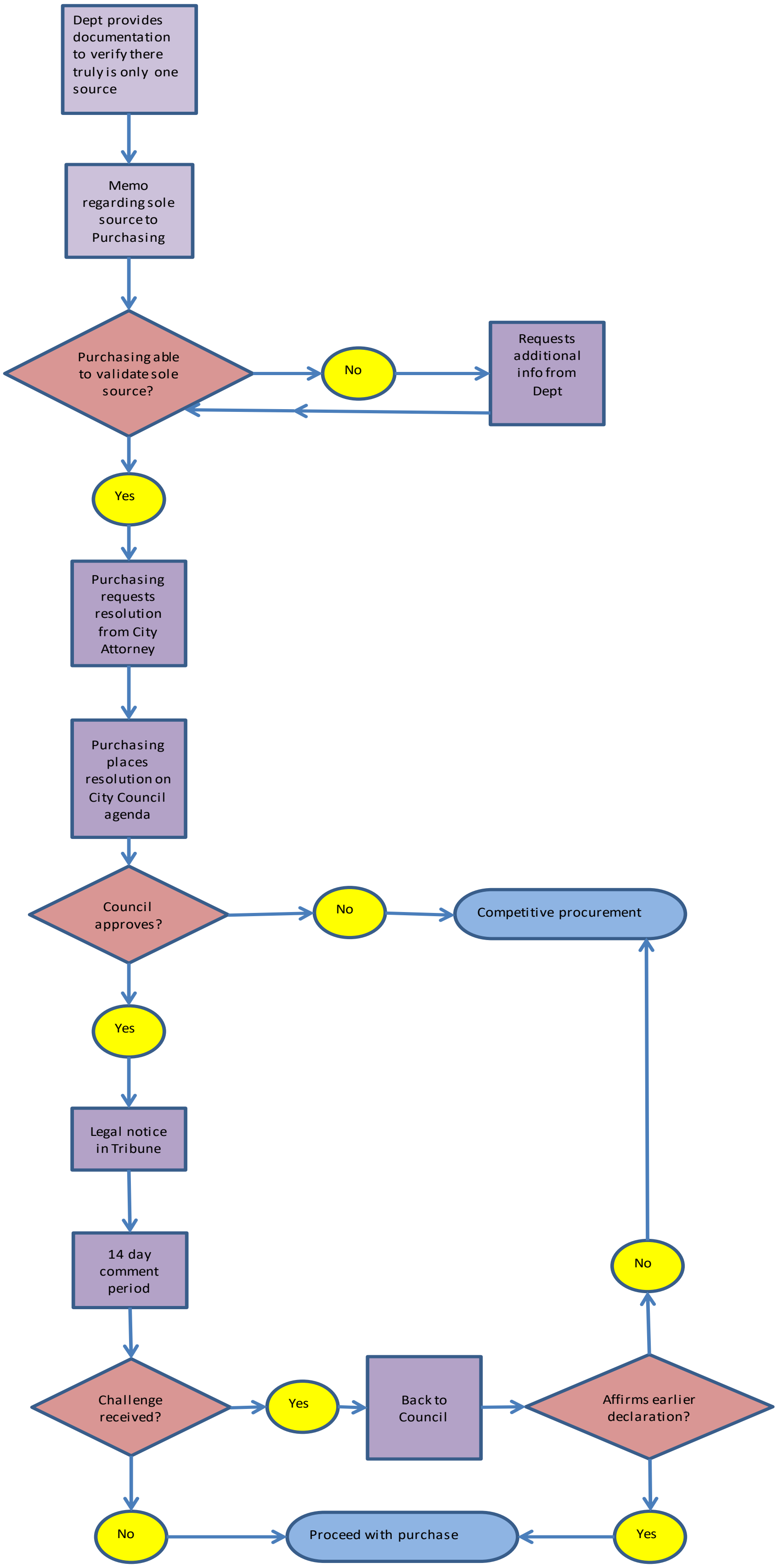
Note: Chart is for Public Works Construction and Professional Services change orders

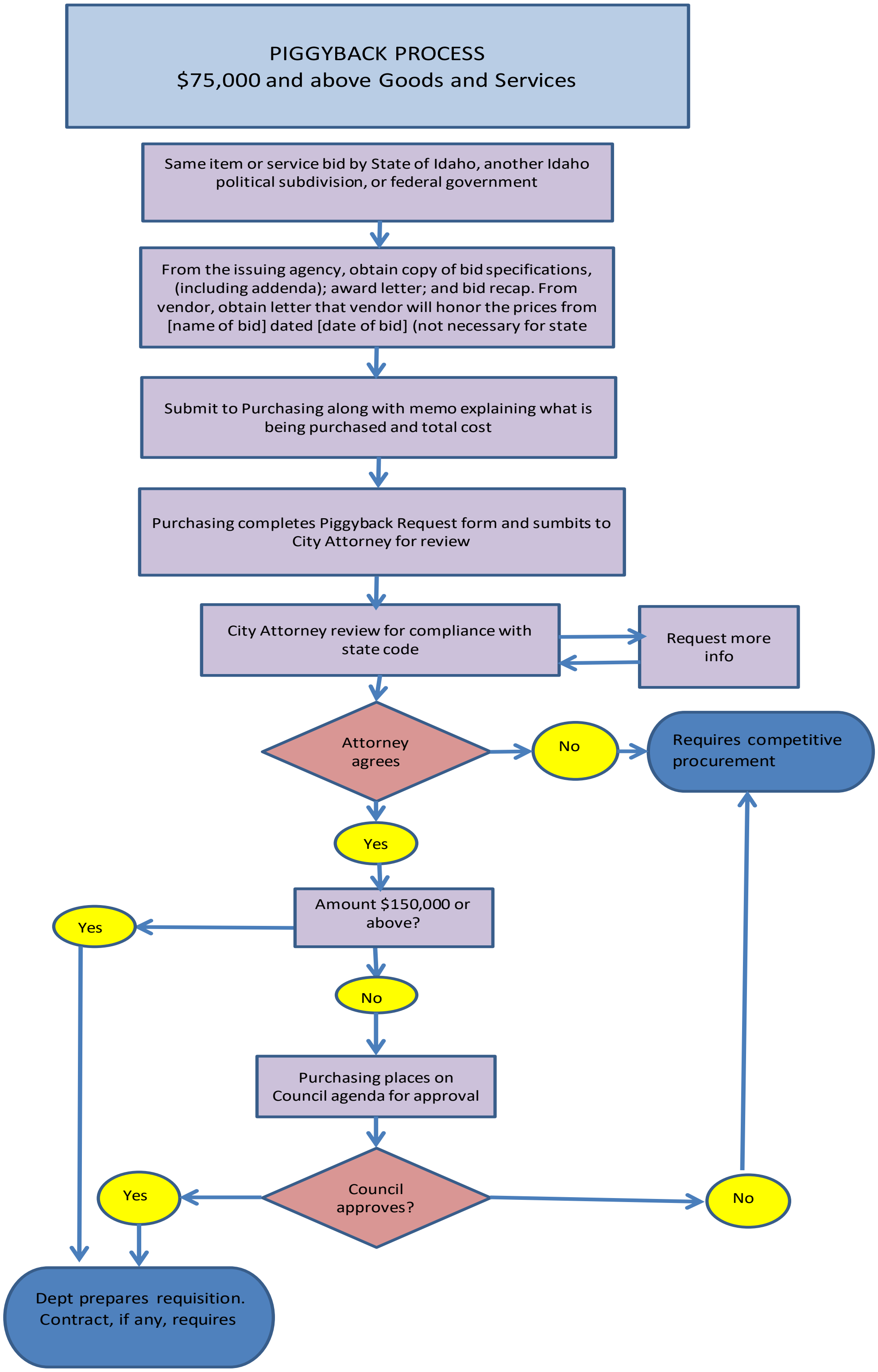
NOTES REGARDING CHANGE ORDER OR AMENDMENT PROCESS CHART

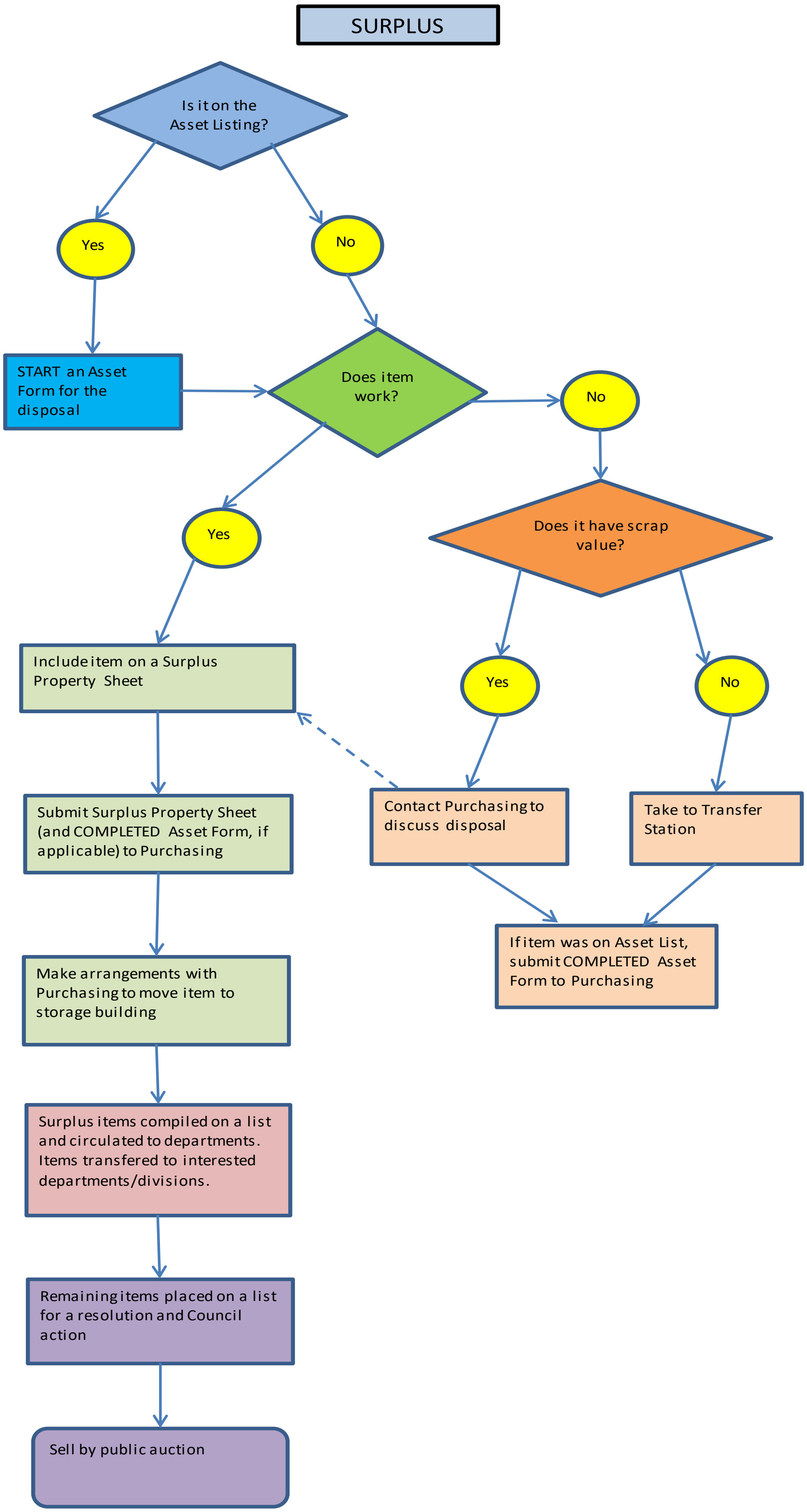
- Unless an emergency situation, no work or services pertaining to a change order or contract amendment may begin until change order has been approved.
- For an emergency situation, change order documentation needs to be completed within three days, or as soon as possible if an extended emergency situation.
- All change order documentation must include a budget impact statement and reason for the change order.
- Copy of approved change order or contract amendment must be attached to the purchase order change order request.
- For agreement modifications with design professionals, see also page 28 (1.5.6 Phased or Associated Project) and page 35 (5.3.4 Contract Extension).
- Following Council approval of a change order or amendment, the total contract amount incorporating all change orders and amendments up to that point will reset the “base” contract amount used when processing additional change orders and amendments. When using the chart above, the new “base” amount will be used in place of “original contract” amount.


Emergency situation exists
Communicated to Mayor
Depending on severity and type, Mayor may:
Declare emergency and instruct depts to move forward
Call emergency meeting of Council (usually 24 hours) for declaration of emergency
Request emergency declaration at regular City Council Meeting or Worksession
Call 24 hour meeting of Council to ratify emergency
Sends notice of emergency to State
Sends notice of emergency to State
Dept may purchase as needed (without competitive processes). However, vendors still need to have any state-required licenses, general liability, and workers comp.
Modified competitive procurement may be appropriate (e.g. request bids but give shorter reply time, no advertisement in newspaper). Vendors still need to have state-required licenses, general liability, and workers comp.

SOLE SOURCE
≥$50,000




PIGGYBACK PROCESS
$75,000 and above Goods and Services
Same item or service bid by State of Idaho, another Idaho political subdivision, or federal government
From the issuing agency, obtain copy of bid specifications, (including addenda); award letter; and bid recap. From vendor, obtain letter that vendor will honor the prices from [name of bid] dated [date of bid] (not necessary for state
Submit to Purchasing along with memo explaining what is being purchased and total cost
Purchasing completes Piggyback Request form and sumbits to City Attorney for review
City Attorney review for compliance with state code
Request more info
Attorney agrees
No
Requires competitive procurement
Yes
Amount $150,000 or above?
Yes
No
Purchasing places on Council agenda for approval
Council approves?
Yes
No
Dept prepares requisition. Contract, if any, requires


SURPLUS
Is it on the Asset Listing?
Yes
No
START an Asset Form for the disposal
Does item work?
No
Yes
Does it have scrap value?
Include item on a Surplus Property Sheet
Yes
No
Submit Surplus Property Sheet (and COMPLETED Asset Form, if applicable) to Purchasing
Contact Purchasing to discuss disposal
Take to Transfer Station
If item was on Asset List, submit COMPLETED Asset Form to Purchasing
Make arrangements with Purchasing to move item to storage building
Surplus items compiled on a list and circulated to departments. Items transfered to interested departments/divisions.
Remaining items placed on a list for a resolution and Council action
Sell by public auction

Purchasing Procedures

PURCHASING PROCEDURES

This portion of the manual briefly outlines the City's purchasing procedures and the forms designed to complement this system. The City acquires various types of property and services; goods and services; public works construction; and professional services.

"Cost" is determined based on the WHOLE project, purchase, or contract and may include shipping, delivery, maintenance, consultant travel, multiple years, anticipated additional tasks & phases, etc. **Do not split amounts to stay under competitive procurement thresholds as this is considered bid splitting and is prohibited by Idaho Code § 59-1026.**

When possible, the City will endeavor to use businesses with a significant Idaho economic presence.

SECTION 1: TYPES OF PURCHASES

1.1: Purchases of Goods or Services Idaho Code § 67-2806 (except public works construction and professional design services)

Under $75,000: May be conducted with any vendor believed to provide the best value. Obtaining competitive quotes is not required, but is encouraged. When applicable, these purchases should be spread out over the various local vendors who are able to provide the same item(s) or service(s) at comparable prices. The Department Director approves and signs any contract under $75,000. The Director may delegate signing authority up to $10,000.

$75,000 but not to exceed $150,000:
I.C. § 67-2806(1) Must provide written specifications to a minimum of three vendors able to provide the good or service. Responses must be in written form: mailed, faxed, emailed, or delivered. Specifications and responses must be attached to the electronic requisition (in Munis). Records must be maintained for a minimum of six months. Mayor approves and signs any contract equal to or greater than $75,000 but not to exceed $150,000.

Over $150,000: I.C. § 67-2806(2) Must be formally bid (see Invitation for Bid or Request for Proposals). Notice will be published at least twice in the local newspaper, with the second publication not less than seven days before the opening date. Detailed specifications must be available and Bidders have up to 3 days prior to bid opening to object to specifications. Requirement of a bid bond is at the discretion of the City. Bonding requirements, when exercised, are 5% of the bid for the bid bond and 100% of contract price for the performance bond and payment bond. An independent cost estimate must be performed before receiving bids or proposals. City Council approval required. Mayor signs any contract.

1.2 Purchases of Public Works Construction Services Idaho Code §67-2805

Public Works construction is basically all construction and maintenance on city property buildings, roads, and facilities with non-city personnel. Pursuant to Idaho Code § 54-1901(2)(c)(iii) public works construction does not include building construction projects that require two (2) or less unrelated building trades or crafts. Under Idaho Code § 54-1218 it is unlawful to engage in the construction of any public works when the public health or safety is involved unless the plans and specifications for projects of $10,000 or more in total cost are prepared by, and construction reviewed by, a licensed professional engineer.

Under $50,000: May be conducted with any contractor believed to provide the best value for the City; however, contractor must have Idaho trade license to perform services (e.g. electrical, plumbing, HVAC, general contractor, etc.). Obtaining competitive quotes is not required, but is encouraged. Contracts greater than $10,000 must be signed by the Department Director.

$50,000 but not to exceed $200,000:
I.C. § 67-2805(1). A minimum of three (3) written bids from Idaho Public Works licensed contractors are required. The request must be in writing with a reasonable description and allow the potential vendors at least three days for response and an opportunity to object to the specifications. Bid security of at least 5% is required. Response is required to be in written form: by mail, email, or delivered. The specifications and quotes must be attached to the requisition. Records must be maintained for a minimum of six months. A written contract is required. Mayor awards bids and signs contracts less than $100,000. City Council makes award and Mayor signs contract for amounts equal to or greater than $100,000. Payment and performance bonds at 100% of contract value are required.

Over $200,000: I.C. § 67-2805(2). Formal bid required (see IFB section 4.2). Code allows two categories of competitive processes: Category A permits any Idaho-licensed public works contractor to submit a bid. Category B involves pre-qualifying contractors and only those contractors may submit a bid for a project (Contact Purchasing for additional information on Category B bidding). For both categories, notice will be published at least twice in the local newspaper, with the second publication not less than seven days before the opening date.

Detailed specifications must be available and Contractors have up to 3 days prior to bid opening to object to specifications. Bid security of at least 5% of bid is required. Performance and payment bonds at 100% of the contract value are also required. An independent cost estimate must be performed before receiving bids. City Council makes award and the Mayor signs contract.

1.3: Purchases of Information Technology

All technology purchases, including security system components, phone system components, mobile devices, network devices, software applications, technology consulting and maintenance contracts require prior approval from the Director of Information Systems (IS) or designated approver.

- All information technology and software purchases, subscriptions, or agreements must be submitted to the IS Department via IntraNet IS helpdesk ticket before submitting a requisition, a purchase is made or authorized by the Department Director or designated approver

- For security-critical devices or systems, the IS Department will conduct thorough assessments to identify and mitigate potential risks.

- The IS department must be named as the Technical Contact for all software agreements and maintain at least one administrative account in the utilized software

- All information technology purchases must follow the applicable purchasing process insections 1.1 through 1.2 based on total expected costs.

- The complete Information Technology Purchasing Policy is located on the IntraNet in the Policy Center section under Information Technology Policies and Procedures.

1.4: Purchases of Professional Design Services

Idaho Code § 67-2320 governs acquisition of engineering, architectural, landscape architectural, land surveying, and construction management services. All professional services obtained by the City shall be based on demonstrated competence and qualifications of the firm(s) or person(s).

The City shall establish a consultant roster by publishing a public notice requesting Statements of Qualification (SOQ). The City's Purchasing Coordinator shall retain these SOQs until the next consultant roster is established.

Anticipated fees for determining the selection process encompasses all anticipated stages of a project: preliminary study, conceptual design, final design, construction bidding, construction oversight, project closeout and any anticipated additional phases or tasks. Tasks may not be split up to avoid competitive procurement. When the anticipated fees are:

Under $50,000: Selection based on the evaluation of a single firm or person's qualifications is permitted to allow timely response to small projects. Written agreement required. Greater than $10,000 but less than $50,000 requires signature of the Department Director.

$50,000 but not to exceed $200,000: Selection is based on the evaluation of a minimum of two firms' qualifications. These qualifications shall be obtained from the Consultant Roster **OR** through the publishing of a public notice of Request for Qualifications (RFQ). Written agreement required. At or greater than $50,000 but less than $100,000 requires the Mayor's signature. At or greater than $100,000 requires Council approval.

Over $200,000: Selection is based on the evaluation of firms' qualifications obtained by publishing a public RFQ notice. Council approval is required and the Mayors signature.

NOTE: Professionals selected to perform services pertaining to tasks or phases of a larger project, selected outside of a competitive process for the overall project, may be excluded from participation in later phases of the project if the earlier services allowed access to information that would give the firm an unfair competitive advantage over other firms or could be perceived as avoidance of competitive procurement statutes. See Organizational Conflict of Interest (page 5) and Bid Splitting & Avoidance of Competitive Bidding and Procurement Statutes (page 4).

1.5: Purchases Exempted from Competitive Procurement

1.5.1 Emergency
An emergency exists if there is a great public calamity for which delay can impact the security, life, health, or property of Lewiston's citizens. For amounts $50,000 and above, the City Council must make the emergency declaration (Idaho Code § 67-2808(1)(a)). Once the Council declares an emergency, purchases of materials, equipment, and services necessary to mitigate the immediate emergency are not required to follow competitive processes.

1.5.2 Sole Source
Situations where there is only one vendor reasonably able to provide a good or service. For amounts $50,000 and above, only City Council may make a sole source declaration (Idaho Code § 67-2808(2)). Declaration is followed by a publication in the Lewiston Tribune and a fourteen (14) day comment period.

1.5.3 Joint Purchasing
Idaho Code § 67-2807. The City may participate in joint bidding with other public agencies. One of the agencies will be designated as the Lead Agency and will conduct the bid process.

1.5.4 Cooperative Contracts
Idaho Code § 67-2807. Contracts in which the City is a member and purchasing from the contracts is as if it were our own contract. It does not require bidding but does require some due diligence that the pricing offered in the co-op is a good price compared to what the City would likely pay if it was bid. Only Council may approve membership in a co-op. Mayor Approval of purchase required if $75,000 and up to $150,000. Council approval of purchase required if over $150,000.

1.5.5 Piggybacking
Idaho Code § 67-2803(1) & (10). If the contract allows it and the vendor is agreeable to do so, the City may purchase goods or services off an existing contract that was formally bid by the State of Idaho, another political subdivision of Idaho, or the federal government. Amounts $75,000 and up to $150,000 require City Attorney review and Mayor Approval. Amounts over $150,000 require City Attorney review and Council approval.

1.5.6 Phased or Associated Project (pertains to Professional Services only)
Idaho Code § 67-2320(4). If a project is related to or is another phase of a previous project that was awarded by Council as a result of a competitive selection process, the City may enter into a new professional services contract or amend the previous contract for the additional services. If the additional amount is over $50,000, City Attorney review of "phased or associated"

determination required prior to Mayor executing contract. If $100,000 and above, City Attorney review and Council approval required.

1.5.7 Other exemptions listed in Idaho Code § 67-2803
Such as:

- Utilities
- Ongoing maintenance and licensing of software previously procured through a formal competitive process
- Repair of heavy equipment
- Purchase of used property

SECTION 2: REQUISITIONS & PURCHASE ORDERS

2.1: Requisition

The Requisition (REQ) shall be used to request the purchase of supplies or services and to ensure funds are available and set aside (encumbered) for the total cost of the purchase. **No purchase shall be made until the requisition has been entered, approved and converted to a purchase order**.

Prior to requesting, that a vendor provide goods or services, and prior to entering a REQ, ensure the intended vendor is already a vendor within MUNIS and that the vendor has all required licenses and insurances.

To create a REQ, open the City's MUNIS software and complete a "Requisition Entry". Use the appropriate expense account. Use an appropriate general description that defines what type of supply or service is being procured and provide an expanded description in the line item that defines the purchase to all readers, which may include Finance Department staff, City Council or the public. When the form is completed click "Release" which will start the approval workflow process. The approver is responsible to ensure the correct vendor, description, expense account, and amount are on the REQ and that that vendor possesses any required licenses and insurances. Once approved, the REQ will be forwarded to the Purchasing Coordinator who will create the Purchase Order (PO).

2.2: Annual Requisition

In instances where monthly payments are made to a vendor during the year, create one REQ listing the months and payment amount at the start of the fiscal year or contract term.

In instances where payments of varying amounts will be made to a vendor during the year (such as office supplies or copier maintenance agreements), create one REQ with a lump sum amount as the quantity and a unit price of $1.00. This will be turned into a Blanket PO for use to pay invoices as needed throughout the year. How to instructions for processing a Blanket PO may be found on the IntraNET under Purchasing. A Blanket PO is ideal when you know you will need to purchase items from a particular vendor throughout the year, but you do not know what will be purchased each time nor do you know what the costs will be. In these cases, it is beneficial to set up a fairly generic PO with a lump sum amount that will be "used up" during the year. When remaining balance gets low, more funds may be added to it via change order.

2.3: Purchase Order

All Purchase Orders (PO) will be processed by the Purchasing Division. No PO will be issued without a properly processed REQ. For requisitions under $5,000, the final requisition approver may convert the REQ to a PO. The approver is responsible to ensure the correct vendor, description, expense account, and amount are on the REQ and that that vendor possesses any required licenses and insurances.

2.4: Purchase Order Receiving

When items listed on the PO are received and verified, the originator will enter a receiving record for the PO. Using the MUNIS system, open "Purchase Order Receiving", complete the form, and "Accept". Write the PO number on the invoice and send it to Accounts Payable for payment processing. When an item is backordered, receive only on the items received and write "Do Not Close PO" on the invoice. When the backordered item is received, enter a receiving record for the item. **Do not pay for goods or services before they have been delivered.**

SECTION 3: COMPETITIVE PROCUREMENT FOR GOODS AND SERVICES

3.1: Informal Bid (IIFB) or Informal RFP (IRFP) – Goods and Services (not public works construction or professional design services) $75,000 but not to exceed $150,000 (Idaho Code § 67-2806(1))

- Written specifications (to include description of what is needed, quantity, due date and time for bids or proposals, and any other terms/conditions required of the bidder or proposer) must be provided to at least three (3) vendors able to supply the goods or services. Bidders/Proposers must be provided adequate time to respond, but not less than three (3) business days.
- Responses must be in writing and be returned to the Purchasing Division by the designated time.
- Award is to the lowest responsive bidder for an IIFB or to the highest-ranked proposer for an IRFP. Award by Mayor.

3.2: Formal Bids (IFB) – Goods and Services valued in excess of $150,000 (Idaho Code § 67-2806(2))

- Notices inviting bids shall include a general description of the supplies or services to be purchased, the place where bid forms and specifications can be obtained, the time and place for opening bids, whether a bid deposit or bond will be required, and whether payment and performance bonds will be required.
- The notice shall be published twice in the Lewiston Tribune. The first publication shall be on the IFB release date with the second notice to be published in the succeeding week and at least seven (7) days prior to the date set for final receipt of bids. Notice will be posted to the City's website and may be posted on other third party sites by the Purchasing Division. Notices may only be published by the Purchasing Division.
- When deemed necessary by the Purchasing Coordinator, bids shall be accompanied by bidder's security in the form of cash, a cashier's check made payable to the City, or a surety bond in favor of the City, in such amounts as determined by the Purchasing Coordinator to be adequate for protection of the City's interests. Bidders shall be entitled to return of their bid security. A successful bidder shall forfeit his or her bid

security upon failure or refusal to execute a contract and/or to provide payment and performance bonds within the required time. The City Council may, on failure or refusal of the successful bidder to execute the contract and/or provide payment and performance bonds, award it to the next lowest responsive bidder, in which event, the lowest bidder's security shall be applied by the City first to the difference between the low bid and the second lowest bid, then toward payment of any other costs, expenses or damages incurred by the City as a result of such failure or refusal, and the balance of the security, if any, shall be returned to the lowest bidder.

- Sealed bids shall be submitted to the Purchasing Coordinator and identified with the bid name and number on the envelope. Bids shall be opened in public at the time and place stated in the public notice or as stipulated by addendum to the IFB. Bids received after the deadline for submitting shall not be accepted and will be returned unopened by the Purchasing Division.
- If, in the opinion of the City Council, none of the bids is satisfactory, the Council may reject all bids and either re-advertise for new bids or, by resolution, purchase the supplies or services in the open market.
- A contract shall generally be awarded to the lowest responsive bidder.
- If two or more bids received are for the same total amount or unit price, quality and service being equal, and if a delay for re-advertisement would not be in the public interest, the City Council may accept the bid it chooses.
- Payment and performance bonds may be required to be furnished before entering into a contract with a successful bidder. Bonds shall be in a form satisfactory to the City Attorney. Bond amount will be satisfactory to the Purchasing Coordinator and in compliance with the contract specifications.
- The City Council may waive any minor irregularities in the bids, based upon a determination that the same have no material impact upon the bidding process or other bids submitted.
- If no bids are received in response to the notice inviting bids, the City Council may proceed to purchase the supplies or services without further competitive bidding.

3.3: Formal Request for Proposals (RFP) – Goods and Services greater than $150,000 (Idaho Code § 67-2806A)

- Request for Proposals are to be used instead of Invitation to Bid if the items to be procured cannot be easily described or if factors other than price need to be considered to select the goods or services that will best meet the needs of the City.
- Notices requesting proposals shall include a general description of the supplies or services to be purchased or the problem to be solved, the place where specifications can be obtained, the time and place for opening proposals, whether a proposal security will be required, whether payment and performance bonds will be required, and time and place for any pre-proposal meeting.
- The notice shall be published twice in the Lewiston Tribune. The first publication shall be on the RFP release date with the second notice to be published in the succeeding week and at least seven (7) days prior to the date set for final receipt of proposals. Notice will be posted to the City's website and may be posted on other third party sites by the Purchasing Division. Notices may only be published by the Purchasing Division.
- Specifications need to describe the items or services needed by the City and indicate how proposals will be evaluated and what proposers need to submit as part of their proposal.

- At the time and date specified in the RFP documents, proposals will be opened and the company name of proposers read into public record. To protect the integrity of the evaluation process, proposals will remain confidential until an award recommendation is made to the City Council.

SECTION 4: COMPETITIVE PROCUREMENT FOR PUBLIC WORKS CONSTRUCTION (Idaho Code § 67-2805)

4.1: Informal Bid (IIFB) – Public Works Construction $50,000 but not to exceed $200,000 (Idaho Code § 67-2805(1))

- Written specifications prepared by a licensed design professional must be provided to at least three (3) contractors that have an Idaho Public Works Contractors License in the applicable category or categories. Specifications must include a description of what is needed, quantity, sample contract, due date, time, and location for bids, and any other terms/conditions required of the bidder. Bid Security is required. Bidders must be provided adequate time to respond, but not less than three (3) business days.
- Responses must be in writing and be returned to the Purchasing Division by the designated time.
- Award is to the lowest responsive bidder. Mayor awards bids under $100,000. Council awards $100,000 and above. Payment and Performance Bonds are required.

4.2: Formal Bids (IFB) – Public Works Construction greater than $200,000, Category A (Idaho Code § 67-2805(2))

- Notices inviting bids shall include a general description of the supplies or services to be purchased, the place where bid forms and specifications can be obtained, the time and place for opening bids, time and place for pre-bid conference (if any), and requirements for bid security, payment and performance bonds.
- The notice shall be published twice in the Lewiston Tribune. The first publication shall be on the IFB release date with the second notice to be published in the succeeding week and at least seven (7) days prior to the date set for final receipt of bids. Notice will be posted to the City's website and may be posted on other third party sites by the Purchasing Division. Notices may only be published by the Purchasing Division.
- Bids shall be accompanied by bidder's security in the form of cash, a cashier's check made payable to the City, or a bid bond in favor of the City, in such amounts as determined by the Purchasing Coordinator to be adequate for protection of the city's interests. Bidders shall be entitled to return of their bid security once the successful bidder's contract, license, and bonds are executed. A successful bidder shall forfeit his or her bid security upon failure or refusal to execute a contract and/or to provide payment and performance bonds within the required time. The City Council may, on failure or refusal of the successful bidder to execute the contract and/or provide payment and performance bonds, award it to the next lowest responsive bidder, in which event, the lowest bidder's security shall be applied by the City first to the difference between the low bid and the second lowest bid, then toward payment of any other costs, expenses or damages incurred by the City as a result of such failure or refusal (not to exceed 25% of the bid security), and the balance of the security, if any, shall be returned to the lowest bidder.

- Sealed bids shall be submitted to the Purchasing Division and shall have the bid number and name listed on the envelope. Bids received after the deadline for submitting the same shall not be accepted and shall be returned to the bidder unopened. The bids shall be opened in public at the time and place stated in the public notice, or as stipulated by addenda to the IFB.
- If, in the opinion of the City Council, none of the bids is satisfactory, the Council may reject all bids and either re-advertise for new bids or pass a resolution that the supplies or services may be obtained more economically in the open market.
- A contract shall generally be awarded to the lowest responsive bidder.
- If two or more bids received are for the same total amount or unit price, quality and service being equal, and if a delay for re-advertisement would not be in the public interest, the City Council may accept the bid it chooses.
- Payment and performance bonds are required to be furnished before entering into a contract with a successful bidder. Bonds shall be in a form satisfactory to the City Attorney. Bond amount will be satisfactory to the Purchasing Coordinator and in compliance with the contract specifications.
- The City Council may waive any minor irregularities in the bids, based upon a determination that the same have no material impact upon the bidding process or other bids submitted.
- If no bids are received in response to the notice inviting bids, the City Council may proceed to purchase the supplies or services without further competitive bidding.

SECTION 5: COMPETITIVE PROCUREMENT FOR PROFESSIONAL SERVICES PERTAINING TO PUBLIC WORKS (Idaho Code § 67-2320)

All professionals, regardless of the dollar value of the project, must be qualified to provide the services. A written agreement is required when total fees will exceed $10,000. Legal review of the agreement is required for contracts equal to or exceeding $50,000 that do not utilize the City's Professional Services Agreement template.

5.1: Direct Request – Professional Services $50,000 or less

For projects $50,000 or less, a department may make a direct request for services to a firm or person qualified to provide the needed design services.

5.2: Consultant Roster - Professional Services $200,000 or less

The City shall establish a consultant roster every two years as a tool for obtaining professional engineering, architectural, landscape architectural, land surveying, and construction management services (Idaho Code § 67-2320) valued at $200,000 or less. This roster shall be established by publishing a RFQ at least twice in the Lewiston Tribune. The Purchasing Coordinator shall retain SOQs until the next consultant roster is established. A firm may submit an SOQ at any time for inclusion on the Consultant Roster.

The roster is intended to be very generic and submitted Statements of Qualifications may not be adequate for determining which firm is the best qualified for a specific project. The department must send an abbreviated RFQ, including evaluation criteria, to at least two seemingly qualified firms from the roster to provide the firms more information on the specific project and to allow the firms to provide a response tailored to the particular project. Cost cannot be included in submittals and cannot be an evaluation criteria. Firms are scored and ranked according to the stated evaluation criteria. Negotiations regarding scope of services and fees commence with the highest-ranked firm. If unable to come to an agreement, negotiations with the highest-ranked firm are terminated and negotiations commence with the next highest-ranked firm.

If a department wishes to consider firms that are not on the roster, or if there is inadequate competition on the roster, the formal RFQ process must be followed.

5.3: Formal Request for Qualifications – Professional Services greater than $200,000 OR over $50,000 if NOT selecting from Consultant Roster

- Process to be used if: 1) anticipated agreement amount will exceed $200,000; 2) no firms, or an inadequate number of firms, on the Consultant Roster appear to meet the needs of the department; or 3) the department desires to issue a formal request.
- Request for Qualifications (RFQ) are to be used for obtaining the services of design professionals (engineers, architects, and landscape architects) and surveyors and construction managers who must be selected on qualifications (Idaho Code § 67-2320). Costs are not an allowed factor during evaluation of firms.
- Notices requesting statements of qualifications (SOQ) shall include a general description of the proposed project and services needed, the place where specifications can be obtained, the time and place for receipt of SOQs, and the time and place of the pre-response conference, if any.
- The notice shall be published twice in the Lewiston Tribune. The first publication shall be on the RFQ release date with the second notice to be published in the succeeding week and at least seven (7) days prior to the date set for final receipt of SOQs. Notice will also be posted to the city's website and may be posted on other third part sites by the Purchasing Division. Only the Purchasing Division may publish notices for Request for Qualifications.
- The RFQ will include a description of the project, required services, proposal content (including a description of firm, experience, personnel, project approach, and project schedule), selection criteria, contact name and contact information for questions, phone number, and proposal deadline.
- The Purchasing Coordinator may also solicit SOQs from firm(s) or person(s) by sending them a copy of such notice.
- The Purchasing Coordinator will send notice of the formal RFQ opportunity to all firms on the consultant roster.

5.3.1 Selection Criteria (when using roster or evaluating formal SOQs)

Selection of professional services shall be based on the criteria developed by the requesting Department Manager and such criteria shall be included in the RFQ. The criteria shall include the following, but additional criteria may be included for specific projects:

- Firm History and Capability to Perform Project
- Relevant Project Experience
- Qualifications of Project Team Members
- Familiarity with Area and Project
- Project Approach and Schedule

5.3.2: Selection Procedure

Where consideration of a single firm's qualifications is permitted by this Policy, the Department Manager or their representative shall evaluate the qualifications to determine that the firm or person is qualified to perform the anticipated services.
When consideration of more than one firm's qualifications is required by this Policy for agreements valued at less than $200,000, the qualifications shall be reviewed by 1) at least one person if that person has experience and expertise for the services being acquired; or 2) at least two persons if the evaluators do not have experience or expertise for the services being acquired. For the formal RFQ process (agreements valued over $200,000), at least three persons must review the SOQs. Persons not on City staff may be selected when determined by the Department to be beneficial to the review process.

Reviewers shall independently review and rank the SOQs and shall complete an "Evaluation Form" for each firm considered from the roster or for each firm that submitted a SOQ to a formal RFQ request. Selection criteria are established prior to issuing a formal RFQ or looking at the roster for possible firms. Each reviewer shall rank the firms in order of preference. The rankings of each reviewer shall then be combined to determine a final ranking. After each reviewer has ranked the firms, the committee will meet to discuss the scores.

When interviews are required and the number of firms submitting SOQs, or being considered from the roster, exceeds three, the evaluation and ranking of SOQs shall be used to determine the ranking for invitations to interview. Usually, the three highest-ranked firms will be interviewed. However, a competitive range may be established that will indicate the firms to be interviewed. Interviews for projects under $200,000 may be conducted by phone, internet, or in person, at the discretion of the project lead. Interviews for projects with an anticipated design services value over $200,000 will be in person or virtual with the project lead determining what the firms are to include in their presentation and/or what the firms need to be prepared to discuss. When interviews are required and the number of firms submitting SOQs is less than three, all firms submitting shall be interviewed, unless otherwise indicated in the RFQ. The reviewers shall evaluate the firms based upon their SOQs and information provided at the interview. Each reviewer shall complete an "Evaluation Form" listing each firm considered and the reviewer's evaluation of that firm against the selection criteria. Each reviewer shall rank the firms in order: highest score is ranked number 1, next highest score is number 2, etc. The rankings of each reviewer shall then be combined to determine a final ranking.

5.3.3: Negotiations

The Department Director, or designee, shall initiate negotiations for an agreement with the highest ranked firm, based on the selection procedure. Negotiations shall be to perform the project services at a price determined by the City to be reasonable and fair to the public considering the estimated value, scope, nature, and complexity of the services. If unable to negotiate a satisfactory agreement, negotiations shall be formally terminated by notifying the firm in writing. Once negotiations have been formally terminated, negotiations with the next highest ranked firm may begin.

5.3.4: Contract Extension (Professional Services)
Idaho Code § 67-2320(4). When the City Council has previously entered into a professional service agreement with a firm for an associated or phased project, an extended or new professional service agreement may be negotiated with that firm at the Department Director's discretion. In this case, it is not necessary to conduct the qualifications evaluation and selection process. City Attorney

review is required if the amount is $50,000 or above Mayor signs the agreement. If the agreement is $100,000 or above, Council approval is required and the Mayor signs.

DEFINITIONS

DEFINITIONS

Asset: All property owned by the City that has monetary value, including salvage value. Recordable assets are valued at greater than $1,000 and have a useful life of at least three years. Depreciable assets are valued at greater than $5,000.

Bid: 1. *(noun)* Written offer to provide goods or services for a stated price. 2. *(verb)* Process of obtaining written offers to provide goods and services. The terms "bid" and "proposal" are often used interchangeably, though each has a distinctive meaning.

Bid Security: A promise to pay that accompanies an IFB or RFP. It can be in the form of cash, a bid bond, cashier's check, or certified check. The monetary value of the security is forfeited to the City if the awarded bidder or proposer fails to enter into a contract with the City or if the awarded bidder/proposer fails to provide payment and performance bonds following contract execution.

Bonds: Legal documents issued by surety companies guaranteeing performance by a contractor. There are bid bonds (see bid security above) and payment and performance bonds. Payment bonds are issued to protect subcontractors and suppliers on a project. If the general contractor does not pay its subcontractors or suppliers, the surety will honor the bond and do so. Performance bonds are issued to ensure the contractor will complete the project. While bonds appear to operate in a similar manner as insurance, they are not insurance policies.

Change Order: A change to an existing Purchase Order or Contract. Changes must be within the original scope of the purchase order or contract and be for unforeseen circumstances.

City: City of Lewiston, Idaho

City Department: Any Department of the City. Current departments are Community Development, Executive, Finance, Legal, Fire, Police, Parks & Recreation, Library, Information Technology, and Public Works.

Competitive Procurement: Selection of supplier, contractor, or firm to provide goods, equipment, services, construction services, or consulting services based on a process that allows participation (competition) by companies able to provide the needed goods or services. "Competitive procurement" methods include IFBs, RFPs, and RFQs.

Competitive Range: In regards to RFPs and RFQs, refers to Proposals and Statements of Qualifications that have a reasonable chance of being selected for award. Example for an RFP: A respondent may have a great price and receive a great score for pricing, but have a dismal technical proposal, and would therefore not be eligible for award. This company would not fall within the competitive range.

Contractor: Independent business providing services to the City. Often used interchangeably with the term *Vendor*.

Department Director: The manager responsible for a City department.

Department Manager: Refers to the Department Director or to their designated representative for a specific project

Emergency: A sudden, urgent, usually unforeseen occurrence or occasion requiring immediate action

Employee: A person legally occupying a position in City service, including, but not limited to, regular full-time employees, introductory/probationary employees, part-time regular employees, and temporary employees, as defined by the City of Lewiston Personnel Policy

Favoritism: The practice of giving unfair preferential treatment to one person or group at the expense of another

Firm: A firm or person offering professional services to the city.

Household Member: Spouse, dependent children, and any person the employee is legally obligated to support

IFB: Invitation for Bids.

IIFB: Informal Invitation for Bids.

Immediate Family Member: The spouse/partner, children, children of spouse/partner, spouses of children, parents, parents of spouse/partner, grandparents, grandchildren, siblings (including step brothers and sisters and half brothers and sisters), spouses of siblings, legal guardians, and legal wards, whether living in the same household of the employee or not.

Informal Invitation for Bids: Similar to an Invitation for Bids, but with a few notable differences: 1) does not require advertisement in the Lewiston Tribune; 2) still requires written specification documents but they are often not as detailed; 3) specifications must be sent to at least three qualified bidders. For regular goods and services, this method may be used for purchases under $150,000. For public works construction, this method may be used for projects under $200,000.

Informal Request for Proposals: Similar to a Request for Proposals, but with a few notable differences: 1) does not require advertisement in the Lewiston Tribune; 2) still requires written specification documents but they are often not as detailed; 3) specifications must be sent to at least three qualified proposers. This method may be used for purchases of goods and services under $150,000, excluding public works construction and professional services requiring qualifications-based-selection (QBS).

Invitation for Bids: 1) A published request for submittal of prices for goods or services. 2) All documents associated with the request for prices.

IRFP: Informal Request for Proposals

On-Premise or On-Site: Any service work performed for the City on City property or on private property at the request of the City. This does not include work performed at the vendor's business location.

Personal Services: A service requiring a peculiar skill or ability. Examples: labor negotiations, financial, insurance, and artistic.

Piggybacking: Buying goods or services by utilizing a contract already bid by the State of Idaho, another political subdivision of the State of Idaho, or the federal government.

PO: Purchase Order

Professional Services: A service that requires a high level of training and proficiency. Examples: Architectural, engineering, accounting, legal, and medical.

Professional Services for Public Works: Professional services as defined by Idaho Code Title 67, Chapter 23, including professional engineering, architectural, landscape architectural, construction management, and professional land surveying services, including services by persons licensed pursuant to Idaho Code Title 54, Chapters 3 (architects), 12 (engineers and surveyors), 30 (landscape architects), and 45 (public works construction management).

Proposal: An offer to provide goods and/or services in response to a Request for Proposals (RFP).

PSA or Agreement: A professional service agreement or contract between the City and the professional services provider (firm)

Public Works Construction: The repair, maintenance, construction, or remodel of any City building, road, infrastructure, or facility with non-city personnel that does not include building construction projects that require two (2) or less unrelated building trades or crafts.

Purchasing Coordinator: Person responsible for providing purchasing support and coordination for the City, or a designee

Purchase Order: 1) Written document to a supplier formalizing a purchase transaction. Document includes a description of the requested items, cost of items, cost of delivery (if not included in price), delivery schedule, and other terms and conditions of the purchase. 2) In Munis, the document created following conversion of a Purchase Requisition that also encumbers budgetary funds to pay for the purchase.

QBS: Qualifications-Based-Selection

Qualifications-Based-Selection: A process by which firms are evaluated and selected based on qualifications and not price. This process is required for selection of engineers, architects, landscape architects, land surveyors, and construction managers.

Quotes: Prices obtained from vendors

REQ: Purchase Requisition. An electronic or written request or order for something that begins the purchasing process. Following approval, the requisition is converted into a Purchase Order.

Reciprocal Preference: When an Idaho bidder is competing against an out-of-state bidder that receives a preference in its home state, the percentage of the preference is added to the out-of-state bidder's bid for determination of low bidder (Idaho Code 67-2349).

Request for Information: A request for vendors to supply information regarding products and services available. A RFI is typically used to gather information for budgeting purposes and the preparation of formal IFB or RFP specifications. The RFI process does not result in an award but is a valuable tool to discover what is available on the market and possible solutions to an existing problem.

Request for Proposals: 1. Type of competitive procurement for complex goods or services for which bidding is not appropriate because needs cannot be easily defined and price should not be the primary means of award. Vendors are asked to provide solutions to the City's need and price is but one of several evaluation criteria. 2. All documents associated with the request for proposals.

Request for Qualifications: A written request for design firms (engineers, architects, etc.) to provide SOQs so the City may select the most qualified firm (from those submitting a SOQ) to provide professional design services for a particular project.

Request for Quotes: A very informal request, usually by phone or email, for a vendor to provide a price for a particular item or service. .

RFI: Request for Information

RFP: Request for Proposals

RFQ: Request for Qualifications (relates to professional services) or Request for Quotation (relates to goods and services)

Scrap Metal: Any material, equipment, or disposable supplies, no longer usable for City purposes and having only salvage value for metal content for recycling

Significant Idaho Economic Presence: Defined in Idaho Code § 67-2349. A vendor is considered domiciled in Idaho if they have maintained a staffed office, sales office, sales outlet, manufacturing facilities, warehouse, or other necessary related property; and if a corporation, are registered and licensed to do business in the state of Idaho with the Office of the Secretary of State for at least one (1) year prior to submitting a bid.

SOQ: Statement of Qualifications

Sole Source: When a specific item or service is available from only one vendor

Statement of Qualifications: Documents submitted by professional design service providers (engineers, architects, etc.) in response to a RFQ that describe a firm's abilities and experience to provide a requested service.

Surplus: Any asset that is no longer useful for City purposes.

Vendor: Any person or company that sells or provides supplies or services. Often used interchangeably with the term *Contractor*.

CITY ORDINANCE NO. 4893

AN ORDINANCE OF THE CITY OF LEWISTON IMPLEMENTING THE CITY COUNCIL'S DECISION IN ZNC23-5, DECLARING THAT CERTAIN REAL PROPERTY BE REMOVED FROM THE AGRICULTURAL TRANSITIONAL (F-2) ZONE TO THE REGIONAL COMMERCIAL (C-6) ZONE; AMENDING THE OFFICIAL ZONING MAP OF THE CITY OF LEWISTON; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the real property described in Section 1 is within the Agricultural Transitional (F-2) Zone, and consists of an approximately 18.74-acre parcel of land generally located on the west side of Gun Club Road, and north and south (bisected by Nez Perce Drive) of the east end of Nez Perce Drive, commonly known as Tax Parcel RPL355W0059000;

WHEREAS, on July 12, 2023, the Lewiston Planning and Zoning Commission held a duly noticed public hearing to consider ZNC23-5, an application to rezone the above-described real property to the Regional Commercial (C-6) Zone, and recommended approval of ZNC23-5 to the Lewiston City Council on July 26, 2023; and

WHEREAS, on August 21, 2023, the Lewiston City Council held a duly noticed public hearing to consider ZNC23-5, and subsequently completed a written Reasoned Statement, all in accordance with Idaho Code §§ 67-6509, 67-6511 and 67-6535.

NOW, THEREFORE, BE IT ORDAINED BY THE MAYOR AND COUNCIL OF THE CITY OF LEWISTON, IDAHO:

SECTION 1: The following described real property situated within the City of Lewiston, Idaho is hereby removed from the Agricultural Transitional (F-2) Zone, and included in the Regional Commercial (C-6) Zone, as defined by the Zoning Ordinance of the City of Lewiston, Idaho:

> The East Half of the Southeast Quarter of the Southeast Quarter of Section Five (5), Township Thirty-Five (35) North, Range (5) West, Boise Meridian, City of Lewiston, Nez Perce County, Idaho.
>
> Excepting that portion lying East of Gun Club Road.

SECTION 2: The Zoning Map of the City of Lewiston is hereby amended to remove said real property described above from the Agricultural Transitional (F-2) Zone and include said real property in the Regional Commercial (C-6) Zone.

SECTION 3: The real property being rezoned is depicted in Exhibit A, attached hereto and incorporated herein.

SECTION 4: This ordinance shall take effect and be in full force from and after its passage and publication.

PASSED this _______ day of _____________, 2023.

CITY OF LEWISTON

By: ___________________________________
Daniel G. Johnson, Mayor

ATTEST:

____
_________________________, City Clerk

Exhibit A

ORDINANCE NO. 4893
Page **3** of **3**

CITY ORDINANCE NO. 4892

AN ORDINANCE OF THE CITY OF LEWISTON AMENDING ORDINANCE NO. 4858, THE ANNUAL APPROPRIATION ORDINANCE FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2022 AND ENDING SEPTEMBER 30, 2023, APPROPRIATING ADDITIONAL MONIES THAT ARE TO BE RECEIVED BY THE CITY OF LEWISTON, IDAHO IN THE SUM OF TWENTY-FIVE MILLION FIVE HUNDRED TWENTY-ONE THOUSAND EIGHT HUNDRED TEN DOLLARS ($25,521,810); AND PROVIDING AN EFFECTIVE DATE.

BE IT ORDAINED BY THE MAYOR AND COUNCIL OF THE CITY OF LEWISTON, IDAHO:

SECTION 1: Ordinance No. 4858, the Annual Appropriation Ordinance of the City of Lewiston, Idaho for the fiscal year commencing October 1, 2022 and ending September 30, 2023, is hereby amended as follows:

The additional sum of Twenty-Five Million Five Hundred Twenty-One Thousand Eight Hundred Ten Dollars ($25,521,810) shall be appropriated out of the following revenues:

Proposed Revenues

General Fund - Contributions	31,000
General Fund - Reserves - Golf Course Improvements	119,000
General Fund - Reserves - Golf Course Equipment Purchase	250,000
General Fund - Reserves - Golf Fund Closure	279,140
General Fund - Contributions - Golf Fund Closure	558,610
General Fund - Police Dept - Reserves - FY22 Carryforward	4,800
General Fund - Police Dept - AIC ODP Grant - Radio Ads	2,000
General Fund - Police Dept - K-9 Donation	4,600
General Fund - Police Dept - Reimbursements	24,770
General Fund - Police Dept - STEP Grant	40,000
General Fund - Police Dept – Federal Grant	43,880
General Fund - Fire Dept - State EMS Grant	19,550
General Fund - Fire Dept - Donations	1,200
General Fund - Fire Dept - Reserves - FY22 Carryforward	14,720
General Fund - Opioid Settlement Funds	10,000
Capital Fund - Parks - Donations	710,000
Capital Fund - Airport Improvements	2,500,000
Capital Fund - Transportation - 2022 HB354	613,090
Capital Fund - Transportation - Street Preservation Reserves	1,114,660
Capital Fund - Transportation - ADA/FILO Reserves	40,000
Capital Fund - Transportation - 2022 Children Pedestrian Safety Program	285,250

Capital Fund - Transportation - Contributions	22,750
Capital Fund - Transportation - Stormwater Reserves	22,750
Workers Comp Fund - Reserves	200,000
Water Fund - Federal Grant - Idaho DEQ ARPA - WTP Design & Construction	300,000
Water Fund - SRF Financing - WTP Design & Construction	9,333,970
Water Fund - Reserves - Carryforward FY22 Vehicles	55,970
Water Fund – Contributions Pub Sources - WR100 ITD Waterline	1,450,000
Water Fund - IDEQ - Emergency Funding Assistance	225,000
Water Fund - Reserves - High Reservoir Emergency	2,775,000
Water Fund - Reserves - SRF Interest	285,000
Wastewater Fund – SRF Financing – WWTP Upgrade	3,284,920
Golf Fund - CourseCo Contract	68,000
Golf Fund - Reserves - Golf Fund Closure	549,730
Transportation Fund- Contributions - Blue Cross Grants	9,520
Transportation Fund - Reimbursements	59,750
Library Fund - State Grants	7,000
Library Fund - Federal Grants	4,000
Library Fund - Reserves - CARES Funds	27,300
Fleet Services Fund – Reimbursements - Insurance Patrol SUV	19,580
Fleet Services Fund - Reserves - Patrol SUV	29,760
Fleet Services Fund - Reserves - Floor and Hoist	32,810
Fleet Services Fund - Reserves – FY 22 Carryforward	79,390
Fleet Services Fund - Reserves - Water Dist. Pickup	8,500
Information System Fund - Reserves - FY22 Carryforward	4,840

Total Revenues $25,521,810

The expenditures to be paid by these funds are as follows:

Proposed Expenditures

General Fund - Community Development - Comprehensive Plan Design	30,000
General Fund - Contributions - Parks ADA Equip	1,000
General Fund - Police Dept - PO 22201559 Patrol Tablets	4,800
General Fund - Police Dept - AIC ODP Grant - Radio Ads	2,000
General Fund - Police Dept - K-9	4,600
General Fund - Police Dept - Training	7,630
General Fund - Police Dept - Radio Repeaters	17,140
General Fund - Police Dept - Seekins Rifles	40,000
General Fund - Police Dept –Tower Combiner	43,880
General Fund - Fire Dept – Gurney & EMS Supplies	19,750
General Fund - Fire Dept - Fire Stn 4 Equipment	1,000
General Fund - Fire Dept - FY22 Carryforward	14,720
General Fund - Golf Course Improvements	119,000

General Fund - Golf Course Equipment Purchase	250,000
General Fund - Golf Fund Closure	837,750
General Fund - Opioid Funds - Police Cordico Wellness App	10,000
Capital Fund - Parks - Canyon Crest Park & Line Painting Robot	710,000
Capital Fund - Airport Improvements	2,500,000
Capital Fund - Transportation - 21st St Fiber Preservation Project	1,263,000
Capital Fund - Transportation - Emergency Street Repairs	500,000
Capital Fund - Transportation - 2022 Children Pedestrian Safety Program	290,000
Capital Fund - Transportation - SM008 Hall Ford Stormwater	45,500
Workers Comp Fund - Self Insurance Claims	200,000
Water Fund – WTP Design & Construction	9,633,970
Water Fund – FY22 Vehicle Replacements	55,970
Water Fund - WR100 ITD Waterline	1,450,000
Water Fund - High Reservoir Emergency	3,000,000
Water Fund - SRF Interest	285,000
Wastewater Fund - WWTP Upgrade WW044	3,284,920
Golf Fund - CourseCo Contract	42,000
Golf Fund - Golf Fund Closure	575,730
Transportation Fund - Pedestrian Crossing Improvements	9,520
Transportation Fund – Repair Damaged Light Poles/Signal Base	59,750
Library Fund - Grant Expenditures	38,300
Fleet Services Fund - Floor and Hoist Repair	32,810
Fleet Services Fund - FY22 Vehicle Replacements	79,390
Fleet Services Fund - Patrol SUV Replacement	49,340
Fleet - Purchase Pickup from Water	8,500
Information System Fund – Patrol Tablets	4,840

Total Expenditures...$25,521,810

Expenditures of monies will be in accordance with the provisions of Idaho Code § 50-1006.

SECTION 2: All of the above sums are revenues from sources not anticipated at the time of adoption of Ordinance No. 4858 and are not from *ad valorem* tax revenues.

SECTION 3: This ordinance shall take effect and be in full force from and after its passage and publication.

Signature page to follow

PASSED this ______ day of ____ 2023.

CITY OF LEWISTON

By: ____
Daniel G. Johnson, Mayor

ATTEST:

____
______________________________, City Clerk

CITY ORDINANCE NO. 4894

AN ORDINANCE OF THE CITY OF LEWISTON, TO BE TERMED THE "2024 ANNUAL APPROPRIATION ORDINANCE," APPROPRIATING SUMS OF MONEY AUTHORIZED BY LAW AND DEEMED NECESSARY FOR ALL GENERAL AND SPECIAL MUNICIPAL PURPOSES OF THE CITY OF LEWISTON, IDAHO, FOR THE FISCAL YEAR COMMENCING OCTOBER 1, 2023 AND ENDING SEPTEMBER 30, 2024; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, in accordance with Idaho Code § 50-1002, the City Council of the City of Lewiston, Idaho has prepared and tentatively approved an annual budget, including an estimate of total revenues anticipated and expenditures necessary for the fiscal year commencing October 1, 2023 and ending September 30, 2024;

WHEREAS, pursuant to public notice, as required by law, a public hearing on the aforesaid proposed budget was held on August 14, 2023; and

WHEREAS, pursuant to Idaho Code § 50-1003, the City of Lewiston is required to pass an annual appropriation ordinance prior to the commencement of the ensuing fiscal year.

NOW, THEREFORE, BE IT ORDAINED BY THE MAYOR AND COUNCIL OF THE CITY OF LEWISTON, IDAHO:

<u>SECTION 1:</u> This ordinance shall be known as the 2024 Annual Appropriation Ordinance.

<u>SECTION 2:</u> The following sums of money, or as much thereof as may be authorized by law, needed or deemed necessary to defray all expenses and liabilities of the City of Lewiston, Idaho, are hereby appropriated for the general and special municipal and corporate purposes of the City of Lewiston as hereinafter specified for the fiscal year commencing October 1, 2023 and ending September 30, 2024.

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For general and special municipal and corporate purposes:

A. GENERAL GOVERNMENT FUNDS	AMOUNT APPROPRIATED
GENERAL FUND	
Legislative	$ 1,056,270
Executive	527,120
Human Resources	570,710
Legal Services	674,430
Parks & Facilities	3,491,710
Police Protection	9,827,470
Fire Protection	9,893,290
Community Development	1,813,930
Recreation	734,400
Finance	1,585,320
Contingency	150,000
Public Safety	50,000
Property Preservation Account	470,000
Golf	588,130
Uncollectible Account	200,000
Building Reserve Fund	6,400,000
Settlement	175,000
Insurance Trust	406,820
TOTAL GENERAL FUND	$ 38,614,600
OTHER GOVERNMENT FUNDS	
Worker's Compensation Fund	$ 601,000
Cemetery Fund	335,670
Transportation Fund	4,475,280
Library Fund	1,609,270
Fleet Maintenance Fund	1,742,940
Information Systems Fund	1,176,850
Police Retirement Fund	1,288,000
Public Transportation	2,480,060
Perpetual Care Fund	54,000
TOTAL OTHER GOVERNMENT FUNDS	$ 13,763,070
TOTAL GOVERNMENT FUNDS	$ 52,377,670

B. ENTERPRISE FUNDS

Water Fund	$	6,244,180
Wastewater Fund		6,676,890
Stormwater Fund		1,248,890
Sanitation Fund		6,973,770
TOTAL ENTERPRISE FUNDS	$	21,143,730

C. CAPITAL FUNDS

Capital Projects Fund	$	4,343,030
Water Fund		11,233,000
Wastewater Fund		10,875,820
Stormwater		670,000
Sanitation Fund		317,500
Economic Development Fund		3,888,190
Fleet Maintenance Fund		2,144,000
Information Systems Fund		200,000
TOTAL CAPITAL FUNDS	$	33,671,540

D. SPECIAL ASSESSMENT FUND

Business Improvement District	$	200,000
SUBTOTAL	$	107,392,940
DOUBLE BUDGETING		
Less Transfers		(50,000)
Less Depreciation		(5,770,190)
GRAND TOTAL	$	101,572,750

Intentionally left blank

SECTION 3: This ordinance shall take effect and be in full force from and after its passage and publication.

PASSED this________day of____2023.

CITY OF LEWISTON

By: ______________________________________
Daniel G. Johnson, Mayor

ATTEST:

____
__________________________, City Clerk

CITY ORDINANCE NO. 4895

AN ORDINANCE OF THE CITY OF LEWISTON FIXING AND ESTABLISHING THE TAX CERTIFICATION ON ALL TAXABLE PROPERTIES SITUATED WITHIN THE CORPORATE LIMITS OF THE CITY OF LEWISTON FOR THE FISCAL YEAR COMMENCING OCTOBER 1, 2023 AND ENDING SEPTEMBER 30, 2024, FOR THE PURPOSE OF PROVIDING AND RAISING MONIES FOR MUNICIPAL AND CORPORATE PURPOSES; PROVIDING FOR THE TAX CERTIFICATION TO THE BOARD OF COUNTY COMMISSIONERS OF NEZ PERCE COUNTY, IDAHO IN THE AMOUNT OF TWENTY-THREE MILLION FOUR HUNDRED SEVENTY-SIX THOUSAND NINE HUNDRED SEVENTY DOLLARS ($23,476,970); PROVIDING A CERTIFIED COPY OF THE 2024 ANNUAL APPROPRIATION ORDINANCE TO THE BOARD OF COUNTY COMMISSIONERS OF NEZ PERCE COUNTY, IDAHO, AS ADOPTED BY THE CITY OF LEWISTON FOR THE 2023-2024 FISCAL YEAR; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, pursuant to Ordinance No. 4894, passed by the Lewiston City Council on August 28, 2023, the City of Lewiston, in the manner provided by law, adopted a budget and appropriated sums of money to defray expenses and liabilities of the City of Lewiston, Idaho for the fiscal year commencing October 1, 2023 and ending September 30, 2024, for general and special municipal and corporate purposes; and

WHEREAS, pursuant to Idaho Code §§ 50-1007 and 63-803(3), not later than the Thursday prior to the second Monday in September of each year, the City Council is required to certify to the Board of Commissioners of Nez Perce County, Idaho the total amount of money in dollars required to be raised from a property tax on property situated within the corporate limits of the City of Lewiston for all municipal and corporate purposes in accordance with and in order to raise the amount of money fixed by Ordinance No. 4894.

NOW, THEREFORE, BE IT ORDAINED BY THE MAYOR AND COUNCIL OF THE CITY OF LEWISTON, IDAHO:

SECTION 1: A tax levy, or as much thereof as may be authorized by law, is hereby fixed and established in dollar amounts for the purpose of providing monies for general and special corporate purposes by which to meet and defray all expenses and liabilities of the City of Lewiston for the fiscal year commencing October 1, 2023 and ending September 30, 2024, as authorized by Idaho Code §§ 50-1007 and 63-803, in the amount of Twenty-Three Million Four Hundred Seventy-Six Thousand Nine Hundred Seventy Dollars ($23,476,970).

A.	GENERAL FUND (Idaho Code § 50-235)	$16,389,290
	PUBLIC TRANSPORTATION	$460,180
B.	SPECIAL FUNDS:	
	LIBRARY (Idaho Code § 33-2603)	$1,473,500
	STREETS (Transportation Fund) (Idaho Code § 50-312)	$4,904,000
	CEMETERY (Idaho Code § 50-320)	$150,000
	CAPITAL PROJECTS FUND (Idaho Code § 50-236) (for Park capital improvements)	$100,000
	TOTAL:	$23,476,970

In addition to the tax levy described above, the City of Lewiston anticipates receiving personal property tax replacement funds from the State of Idaho in the amount of Two Hundred Ninety-Eight Thousand Seven Hundred Sixty-Seven Dollars ($298,767).

SECTION 2: No later than September 10, 2023, the City Clerk is hereby authorized and directed to certify to the Board of County Commissioners of Nez Perce County, Idaho the monies required to be raised from a property tax upon property situated within the corporate limits of the City of Lewiston in dollar amounts and for the purposes provided in Section 1 of this Ordinance, in order to raise the amount of money fixed by the budget and 2024 Annual Appropriation Ordinance (Ordinance No. 4894), passed by the Lewiston City Council on August 28, 2023.

SECTION 3: No later than September 10, 2023, the City Clerk is hereby authorized and directed to certify to the Board of Commissioners of Nez Perce County, Idaho a certified copy of the 2024 Annual Appropriation Ordinance (Ordinance No. 4894) adopted by the City Council of the City of Lewiston for the 2024 fiscal year, as required by Idaho Code §§ 50-1007 and 63-803.

SECTION 4: This ordinance shall take effect and be in full force from and after its passage and publication.

PASSED this ______ day of ____ 2023.

CITY OF LEWISTON

By: ______________________________________
Daniel G. Johnson, Mayor

ATTEST:

____
____________________________, City Clerk

CITY OF LEWISTON
SUMMARY OF ORDINANCE NO. 4893

<u>ORDINANCE NO. 4893:</u> AN ORDINANCE OF THE CITY OF LEWISTON IMPLEMENTING THE CITY COUNCIL'S DECISION IN ZNC23-5, DECLARING THAT CERTAIN REAL PROPERTY BE REMOVED FROM THE AGRICULTURAL TRANSITIONAL (F-2) ZONE TO THE REGIONAL COMMERCIAL (C-6) ZONE; AMENDING THE OFFICIAL ZONING MAP OF THE CITY OF LEWISTON; AND PROVIDING AN EFFECTIVE DATE.

Section 1 removes the real property legally described in that section from the Agricultural Transitional (F-2) Zone and includes said real property in the Regional Commercial (C-6) Zone. Section 2 amends the Zoning Map of the City of Lewiston accordingly. Section 3 provides an effective date.

Ordinance No. 4893 is effective upon passage and publication.

As required by Idaho Code § 50-901A, the following excerpts from Ordinance No. 4893 are required to be published in full:

WHEREAS, the real property described in Section 1 is within the Agricultural Transitional (F-2) Zone, and consists of an approximately 18.74-acre parcel of land generally located on the west side of Gun Club Road, and north and south (bisected by Nez Perce Drive) the east end of Nez Perce Drive, commonly known as Tax Parcel RPL355W0059000;

…

<u>SECTION 1</u>: The following described real property situated within the City of Lewiston, Idaho is hereby removed from the Agricultural Transitional (F-2) Zone, and included in the Regional Commercial (C-6) Zone, as defined by the Zoning Ordinance of the City of Lewiston, Idaho:

> The East Half of the Southeast Quarter of the Southeast Quarter of Section Five (5), Township Thirty-Five (35) North, Range (5) West, Boise Meridian, City of Lewiston, Nez Perce County, Idaho.
>
> Excepting that portion lying East of Gun Club Road.
>
> …

No street address has been assigned to the real property described in Exhibit A. Such real property is generally located on the west side of Gun Club Road, and north and south (bisected by Nez Perce Drive) the east end of Nez Perce Drive Ordinance No. 4893 is effective upon passage and publication.

CITY OF LEWISTON

By: Daniel G. Johnson
Mayor

Attest: ______________________
City Clerk

The full text of this ordinance is available at the City Clerk's office, Lewiston City Hall, 1134 F Street, Lewiston, during regular business hours.

I, KAYLA HERMANN, City Attorney, reviewed the foregoing Summary of Ordinance No. 4893. The summary is true and complete and provides adequate notice to the public pursuant to Idaho Code § 50-901A.

Dated this __________ day of ________________________ 2023.

____
Kayla Hermann
City Attorney

LEWISTON CITY COUNCIL
REASONED STATEMENT OF RELEVANT CRITERIA AND STANDARDS FOR GRANTING OR DENIAL OF ZONING DISTRICT BOUNDARY CHANGE/REZONE

This document shall serve as memorialization of the rationale for the granting or denial of a zoning district boundary change/rezone, which shall be based upon relevant criteria and standards, including the Lewiston Comprehensive Plan, Lewiston City Code, and Idaho Code. *See* I.C. § 67-6535.

I. **APPLICATION NUMBER:**
ZNC23-5

II. **APPLICANT'S NAME AND ADDRESS:**
Joe and Frances McCann Family Limited Partnership
202 26th Ave
Lewiston, ID 83501

III. **IDENTIFICATION AND/OR LOCATION OF SUBJECT PROPERTY:**
Tax parcel RPL355W0059000 (excepting that portion lying east of Gun Club Road), containing approximately 18.74 acres, and generally located on the west side of Gun Club Road and north and south (bisected by Nez Perce Drive) the east end of Nez Perce Drive.

IV. **DATE OF PUBLIC HEARING:**
August 21, 2023

V. **NAME OF HEARING BODY:**
Lewiston City Council

VI. **NATURE OF APPLICATION:**
Rezone subject property from Agricultural Transitional, F-2, Zone to Regional Commercial, C-6, Zone.

VII. **DECISION:**
The Lewiston City Council **APPROVES ZNC23-5.**

VIII. RELEVANT CONTESTED FACTS RELIED UPON:

The relevant contested facts relied upon are: None.

IX. RELEVANT CRITERIA AND STANDARDS:

The following relevant criteria, standards, facts, and considerations are hereby declared as reasons for the decision on this zoning district boundary change/rezone:

1. The proposed rezone **is** in general conformance with the Lewiston Comprehensive Plan. Applicable commentary:

   The subject property is located in Neighborhood Number 3 – East Lewiston, along the city/county boundary on the east side, and is adjacent to the Nez Perce Terrace Planned Unit Development (PUD) on the west side. The Comprehensive Plan's desired future land use designation for the subject property is for Commercial uses. The current F-2 zoning of the property is not consistent with this Commercial designation contemplated by the Comprehensive Plan's Desired Future Land Use Map; however, the proposed Regional Commercial, C-6, zoning is. The subject property is adjacent to the portion of the Nez Perce Terrance PUD that is designated for local commercial development, and the area west of Nez Perce Drive is zoned Regional Commercial, C-6, Zone, the same as requested for the subject property. Therefore, a rezone from Agricultural Transitional, F-2, Zone to Regional Commercial, C-6, Zone would be in conformance with the City's Comprehensive Plan.

   Statements from the Comprehensive Plan which support approval of this application include the following:
   From Chapter 1. A Vision for Lewiston:
   Fourth, we respect the environment in which we live, protecting our air and water quality and the lands more suited for wildlife than for urban development. We will site new business and industry in those areas where they will have the least impact on our quality of life.
   Sixth, we are a compact urban community, preventing sprawl and efficiently using our land resources and infrastructure, understanding that the random spread of a community wastes valuable resources while adding little to the tax base. Development will be occurring next to already developed areas, rather than in a random, leapfrog pattern and will be developed to city standards.

2. The subject property **is** at least as well suited or is better suited for the proposed zoning district than the existing zoning district. Applicable commentary:

   The Council noted that the Planning and Zoning Commission discussed how the current F-2 zoning subject property is primarily intended for farming, but a combination of the topography of the site and the large rock piles and fill dirt that have been on the property for many years have made it unsuitable for farming. Farming is a low intensity land use. The proposed C-6 zoning is the highest intensity commercial use the City of Lewiston has. High intensity land uses are generally most appropriate located along arterial and collector streets. The subject property is adjacent to a minor arterial (Gun Club Road) and a collector street (Nez Perce Drive). While the subject property is not adjacent to any residential zoning, it is adjacent to commercial zoning on two sides (west and south).

3. The proposed rezone **does not** present foreseen, immitigable impacts of incompatible uses or development being located in the same vicinity. Applicable commentary:

   The subject property is not adjacent to any residential zoning and is adjacent to commercial zoning on two sides (west and south). There is a single family home to the east, but it is buffered substantially from the subject property by very thick vegetation, Gun Club Road, and a steep hillside (the home is on the downhill side). Additionally, there is tiered zoning within the Nez Perce Terrace PUD that permits higher intensity commercial development adjacent to the subject property and lesser intensity commercial development abutting the residential areas.

4. The effects of the proposed rezone **are not** anticipated to place undue burden upon delivery of services provided by any political subdivision within the planning jurisdiction, including school districts. Applicable commentary:

   Notice of this rezone application was provided to all political subdivisions in the jurisdiction, and no objections to it were submitted by any of them.

5. The size, type, intensity, and density of development expected to occur on the subject property as a result of this rezoning **is** suitable for the area and **will not** unduly burden the neighborhood, public infrastructure, or environmental resources. Applicable commentary:

   The subject property is adjacent to a minor arterial (Gun Club Road) and a collector street (Nez Perce Drive). The uses permitted in the proposed C-6 zone are especially well suited to property so situated. There is a single family home to the east, but it is buffered substantially from the subject property by very thick vegetation, Gun Club Rd, and a steep hillside (the home is on the downhill side). Municipal water, sanitary sewer, storm sewer, police, and fire services are available to the subject property.

Pursuant to Idaho Code § 67-6519(5)(c), if the decision on this application is to deny it and the applicant **could not** take actions to obtain approval, the explanation is: Not applicable.

Pursuant to Idaho Code § 67-6519(5)(c), if the decision on this application is to deny it and the applicant **could** take actions to obtain approval, such actions might include: Not applicable.

NOTICE TO APPLICANT: Every final decision rendered shall provide or be accompanied by notice to the applicant regarding the applicant's right to request a regulatory taking analysis pursuant to Idaho Code § 67-8003. The mailing of a signed and dated copy of this document by the City to the applicant shall constitute compliance with such notice requirement. An applicant denied an application or an affected person aggrieved by a final decision concerning matters identified in Idaho Code § 67-6521(1)(a) may, within twenty-eight (28) days after all remedies have been exhausted under local ordinance, seek judicial review under the procedures provided by Title 67, Chapter 52, Idaho Code.

By: ____
Daniel G. Johnson, Mayor

Printed: ______________________________

Date of Signature: ________________________

ATTEST: ______________________________
____________________________, City Clerk

CITY OF LEWISTON

FISCAL YEAR 2024 FORGONE TAX ACCRUAL

PUBLIC HEARING NOTICE

AUGUST 28, 2023

Notice is hereby given that the City Council of the City of Lewiston will hold a public hearing for the consideration of accruing forgone tax (i.e., reserving the right to recover forgone tax) for the fiscal year ending September 30, 2024, pursuant to Idaho Code § 63-802(1)(f). Forgone tax equates to the amount of property tax the Council elects to not levy for amounts that are less than the 3% increase as permitted for the 2024 fiscal year. Forgone taxes may be levied in future years if the City Council deems appropriate. The public hearing will be held at the Lewiston City Library, 2nd Floor, 411 D Street, Lewiston, Idaho, on the twenty-eighth day of August 2023. At the public hearing, interested persons may testify for or against the forgone tax accrual. The potential amount of forgone will not exceed 3% of the prior year's base property taxes and will be determined after the final reading and adoption of the City's fiscal year 2024 budget. At this time Seven Hundred Eight Thousand Two Hundred Four Dollars ($708,204) is being considered as a forgone accrual, but will be determined by City Council on August 28, 2023.

Dated July 24, 2023
Aimee M. Gordon
City Treasurer

Publish 8/20 & 8/27

RESOLUTION 2023-45

A RESOLUTION RESERVING THE RIGHT TO RECOVER SEVEN HUNDRED EIGHT THOUSAND TWO HUNDRED FOUR DOLLARS ($708,204) OF FORGONE INCREASE FOR FISCAL YEAR 2024 IN A SUBSEQUENT YEAR, PURSUANT TO IDAHO CODE § 63-802(1)(f)

WHEREAS, pursuant to Idaho Code § 63-802(1)(f), if the City of Lewiston elects to budget less than the maximum allowable increase in the dollar amount of property taxes, then the City of Lewiston may reserve the right to recover all or any portion of that year's forgone increase in a subsequent year by adopting a resolution specifying the dollar amount of property taxes being reserved;

WHEREAS, for fiscal year 2024, the City of Lewiston elects to budget less than the maximum allowable increase in the dollar amount of property taxes;

WHEREAS, the City of Lewiston desires to reserve the right to recover Seven Hundred Eight Thousand Two Hundred Four Dollars ($708,204) of fiscal year 2024's forgone increase in a subsequent year;

WHEREAS, notice of the City of Lewiston's intent to reserve the right to recover fiscal year 2024's forgone increase was given in accordance with Idaho Code §§ 50-1002 and 63-802(1)(f); and

WHEREAS, a public hearing regarding the City of Lewiston's intent to reserve the right to recover fiscal year 2024's forgone increase was held on August 28, 2023.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND COUNCIL OF THE CITY OF LEWISTON, IDAHO:

SECTION 1: Pursuant to Idaho Code § 63-802(1)(f), the City of Lewiston hereby reserves the right to recover Seven Hundred Eight Thousand Two Hundred Four Dollars ($708,204) of fiscal year 2024's forgone increase in a subsequent year.

SECTION 2: This resolution shall become effective upon its passage.

PASSED this ______ day of ______________________________________ 2023.

CITY OF LEWISTON

By: ______________________________________
Daniel G. Johnson, Mayor

ATTEST:

____
____________________________, City Clerk