Public Works / Finance Committee

Regular Meeting
~Agenda~

Laurie M. Hopkins
City Clerk

www.ci.moscow.id.us

208.883.7015

Monday, January 27, 2020 **3:00 PM** **Council Chambers**
206 E. Third St.

REGULAR AGENDA

1. **Approval of the January 13, 2020 Public Works / Finance Committee Minutes (ACTION ITEM) - Laurie M. Hopkins**

   Minutes presented for approval.

   PROPOSED ACTIONS: Approve minutes, amend minutes, or provide staff further direction

2. **Latah County All Hazard Mitigation Plan Project List Approval (ACTION ITEM) - Bill Belknap & Alisa Anderson**

   Latah County is currently updating the 2011 Latah County All Hazards Mitigation Plan which includes and covers all cities within the County. In early January of this year, City Staff received a request to identify and prepare a list of hazard mitigation actions the City may pursue to reduce the risk and impact of hazards facing the community. This request was distributed to the relevant City Departments including Police, Fire, IS, Public Works Services, Planning, Engineering and Parks and Facilities to compile a list of potential hazard mitigation actions. Inclusion of the mitigation actions in the Plan will allow the City to continue to receive various grant funds for emergency response planning and equipment and will assist the City in pursuing additional grant funding for the identified projects in the future.

   PROPOSED ACTIONS: Recommend approval of the proposed hazard mitigation action list; or provide staff further direction.

3. **Transportation Alternatives Program South Main Pedestrian Underpass Grant Application (ACTION ITEM) - Bill Belknap / Alisa Anderson**

   Following the construction of the Troy Highway pedestrian underpass, the City and Moscow Urban Renewal Agency jointly funded a study to assess the feasibility of the construction of a similar underpass on South Main/U.S. 95 just south of the south couplet intersection. The study included conceptual designs, cost estimation, and a wetland delineation of the project area. As previously reported to the City Council, the study indicated the pedestrian underpass construction was feasible and would have negligible impact upon flood elevations within the area. The proposed underpass will enhance non-motorized transportation use of the pathway system and improve pedestrian safety in the project area. The proposed project is supported by the Moscow Pathways Commission, Moscow Transportation Commission, and Moscow Urban Renewal Agency. City Staff have prepared a Transportation Alternatives Program (TAP) grant application to assist with funding the project which is before the Council for approval.

PROPOSED ACTIONS: Recommend approval of the Transportation Alternatives Program grant application for the South Main Pedestrian Underpass Project; or provide staff further direction.

4. **Approval of Subrecipient Agreement for the FEMA Advance Assistance Paradise Creek Flood Hazard Mitigation Study Project (ACTION ITEM) - Bill Belknap / Alisa Anderson**

   Following flooding events in the spring of 2017, in consultation with FEMA officials the City was encouraged to apply for a Flood Hazard Mitigation Grant to identify and construct potential flood hazard mitigation actions to reduce property damage from flooding events on Paradise Creek. After an extended review period and multiple requests for additional information, the City's application was shifted to FEMA's Advanced Assistance Program which is intended to fund advanced studies to assess and identify potential flood hazard mitigation actions. The City was recently notified it has been awarded $295,200 in grant funding to support the study. The total estimated study cost is $393,600 with $98,400 in local match (which includes $10,000 in pre-application engineering, $41,600 in City staff in-kind labor match for project administration, and $46,800 in local cash match). On January 22, the City received the attached subrecipient agreement from the Idaho Office of Emergency Management for review and execution by the City.

   PROPOSED ACTIONS: Recommend approval of the Subrecipient Agreement for the FEMA Advance Assistance Paradise Creek Flood Hazard Mitigation Study Project; or provide staff further direction.

REPORTS

Moscow Arts Commission Strategic Planning Report – Megan Cherry

ADJOURN

NOTICE: Moscow City Council and committee meetings are televised, videotaped and/or recorded. Individuals attending the meeting who require special assistance to accommodate physical, hearing, or other impairments, please contact the City Clerk, at (208) 883-7015 or TDD 883-7019, as soon as possible so that arrangements may be made.

Public Works / Finance Committee

Regular Meeting
~Minutes~

Laurie M. Hopkins
City Clerk

www.ci.moscow.id.us

208.883.7015

Monday, January 13, 2020 **3:00 PM** **Council Chambers**
206 E. Third St.

REGULAR AGENDA

The meeting was called to order at 3:00 p.m.

PRESENT: Brandy Sullivan, Gina Taruscio, Sandra Kelly
OTHERS: Mayor Bill Lambert
STAFF: Gary J. Riedner, Bill Belknap, Tyler Palmer, Sarah Banks, Aimee Hennrich, James Fry, Brian Nickerson, Nate Suhr, Karl Riedinger, Alisa Anderson, Justin Smith, Eric Warner, Caylee Birge

1. **Selection of Committee Chair and Vice Chair (ACTION ITEM)**

   Nominate incoming Public Works / Finance Committee Chair and Vice Chair.

   ACTION: Approve Committee Chair and Vice Chair.

Taruscio was selected as Chair and Kelly was selected as Vice Chair.

2. **Approval of the December 9, 2019 Public Works / Finance Committee Minutes (ACTION ITEM) - Caylee Birge**

   Minutes presented for approval.

   PROPOSED ACTIONS: Approve minutes, amend minutes, or provide staff further direction

Minutes approved as presented.

3. **Disbursement Report December 2019 (ACTION ITEM) - Sarah Banks**

   Staff will present the Accounts Payable Report for the month ending December 2019.

   ACTION: Sign the Disbursements Report for the month of December, 2019.

Banks reported payroll was the largest expense and no major capital payments were made. The Committee signed the report.

4. **First Quarter Financial Report October 1, 2019 to December 31, 2019 for FY2020 (ACTION ITEM) - Sarah Banks**

   Staff will present the financial report for the first quarter of Fiscal Year 2020 (October 1, 2019 to December 31, 2019).

   PROPOSED ACTIONS: Approve the FY2020 First Quarter Report, or provide staff further direction.

Banks introduced the first quarter financial report. At this time staff would expect about 25% of budget spent. Each category expense is approximately at the expected 25%. The Fleet and IS transfers

are at 100% as monies are transferred at the start of the fiscal year. The Committee recommended approval and that it be placed on the Council consent agenda.

5. Lot Line Adjustment for 1614 Christopher Lane (ACTION ITEM) – Aimee Hennrich

The applicants, Brad and Debbie Capawana, are requesting a lot line adjustment between two properties located at 1614 Christopher Lane and legally described as Lot 12 and 13, Block A, of Christopher's Crossing Subdivision. The proposed lot line adjustment would reduce Lot 13 from 1.95 acres to 1.78 acres and expand Lot 12 from 1.25 acres to 1.42 acres. The applicant is requesting the lot line adjustment due to already developed landscaping on Lot 12 and future plans to sell Lot 13. Lot 12 currently has an existing single-family dwelling upon it and Lot 13 is currently vacant. The subject properties are both located within the Suburban Residential (SR) Zoning District. Within the SR Zoning District, lots require a minimum lot size of 1 acre and a minimum lot width of 100 feet. The proposed lot line adjustment meets both of these standards and the existing home will meet all setback requirements.

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

Hennrich introduced the item as written above and described the process for lot line adjustments. The Committee recommended approval and that it be placed on the Council consent agenda.

6. Sewer Conveyance Vacuum Truck Purchase (ACTION ITEM) - Tyler Palmer

Fleet is requesting an early replacement of Unit #148 (Sewer Conveyance Vacuum Truck) in FY2020 due to reliability concerns with the current 2011 International chassis. With this unit being broke down for over 30% of the year already, it is clear that Sewer Conveyance cannot successfully continue to rely on this vehicle in the critical maintenance of the City's water reclamation system. This unit will continue to have excessive issues as it is a known problem year for Navistar MaxxForce engines due to the design of the emissions system. Fleet has accumulated funds in the amount of $364,154 for scheduled replacement of this unit. Because of the reliability issues, it is requested to move the replacement up to FY2020. The cost of replacement, taking into account the trade of the old unit, is $379,659. Accumulation for other Sewer Fund fleet replacements will be utilized for the remaining $15,505. If approved by City Council, the appropriation will be brought forward in the FY2020 open budget process.

PROPOSED ACTIONS: Recommend approval of replacement of Unit #148 in the FY2020 budget year, and direct staff to bring the adjustment forward in the FY2020 open budget process, or provide staff further direction.

Palmer introduced the item as written above adding staff looked at traditional standard options which allowed the identification of a vehicle that was already built, rather than customizing a more expensive vehicle. Riedinger spoke on the consortium for purchasing vehicles. Palmer explained the process of choosing vehicles using the alternate fuel transition plan. Receiving the vehicle should be a quick turnaround as it is in the region. Additionally, staff is using a loaner vehicle at no charge, which may end up being the vehicle purchased. The Committee recommended approval and that it be placed on the Council consent agenda.

7. Police Department Traffic Enforcement Mobilization Grants (ACTION ITEM) - Alisa Anderson / James Fry / Eric Warner

The Idaho Transportation Department (ITD), through the Office of Highway Safety (OHS) administers the Traffic Enforcement Mobilizations program. The goal of the program is to eliminate death and serious injuries resulting from motor vehicle crashes and to implement programs designed to address driver behavior. The program provides funding at the state and community level for highway safety problems to address Idaho's own unique circumstances and highway safety needs. Traffic enforcement has been proven to be an effective countermeasure to reduce unsafe driving behaviors. The Traffic Enforcement Mobilization program establishes project requirements and a funding process to support the enforcement efforts as part of the Idaho's Strategic Highway Safety Plan (SHSP). The program funds dedicated overtime enforcement hours and/or traffic enforcement equipment. OHS also offers Mini Grants to support data-driven Idaho Safety Traffic Goals as established in the annual Highway Safety Plan for traffic training support, traffic equipment and enforcement. These Mini Grants allow agencies to be reimbursed for training and special emphasis patrols. Moscow Police Department (MPD) has successfully participated in mobilizations offered through the OHS program for several years. Attached is the 2019-2020 Idaho Transportation Department, Office of Highway Safety, Traffic Enforcement Grant Project Agreement (TEGPA), the Certifications and Assurances, and the Subrecipient Risk Assessment required for participation in the program.

PROPOSED ACTIONS: Recommend ratification of the FY2020 Traffic Enforcement Grant Project Agreement (TEGPA), the Certifications and Assurances, and the Subrecipient Risk Assessment required for participation in the program for mobilizations during specified Highway Safety Performance Plan focus area events, campaigns, and/or Mini-Grant requests up to an accumulative amount per program fiscal year of $50,000 with administrative approval, or provide staff further direction.

Anderson introduced the item as written above. Warner spoke about the current mobilizations with each emphasis costs at about $2,500 to $3,200. If the accumulation exceeds the $50,000 staff will come back to the Committee. Staff spoke on reimbursements, process, overtime and equipment specifics. The Committee recommended approval and that it be placed on the Council consent agenda.

8. Fire Department – FM Global Fire Prevention Grant Approval (ACTION ITEM) – Alisa Anderson / Brian Nickerson

FM Global is a worldwide philanthropic organization promoting fire prevention and awards grant funds to public organizations which support their mission. Funding requests are accepted to help organizations working to combat fire for a wide array of fire prevention, preparedness and control efforts. Program funding scopes include Pre-Incident Planning; Fire Prevention Education and Training; and Arson Prevention and Fire Investigation. A grant application was submitted to FM Global in June of 2019. This was the first time the Fire Department had requested funds from this organization, therefore anticipated approval was considered unlikely as the organization normally funds much larger departments. A grant request was submitted for $2,500 to purchase equipment to include two sets of a DeWalt Cordless Tool Combo Kits and two Pelican Remote Area Lighting Systems under the Arson Prevention/Fire Investigation category. On December 18, 2019, staff received an award letter for $1,720. A copy of the program information, grant request and award are attached to this report.

PROPOSED ACTIONS: Recommend acceptance of the FM Global Fire Prevention Grant Award for $1,720 to purchase fire investigation equipment, or provide staff further direction.

Anderson introduced the item as written above. Nickerson explained the tool sets and lights are for the fire marshal vehicle and fire inspector vehicle to be used for investigations, to free up the fire engine, which currently needs to be on scene during investigations for tools and equipment. The Committee recommended approval and that it be placed on the Council consent agenda.

9. Local Highway Safety Improvement Program Grant Application - A Street and Baker Street Intersection - Safety Improvement Project (ACTION ITEM) - Alisa Anderson / Bill Belknap

The intersection of A and Baker streets has been determined by Engineering staff to as an eligible project for federal Highway Safety Improvement Program (HSIP) grant funding, administered through the Local Highway Safety Improvement Program (LHSIP), a program administered through the Local Highway Technical Assistance Council (LHTAC). Total project costs have been estimated not to exceed $800,000. Staff recommendation is to request $741,280 in LHSIP funding, along with the required 7.34% local match of $58,720. If approved by LHTAC, the project would be scheduled for design in 2022 and construction in 2023.

PROPOSED ACTIONS: Recommend approval to submit a grant request for the LHSIP FY22 Application for safety improvements to the intersection of A and Baker streets with an estimated total project costs not to exceed $800,000; requesting $741,280 in LHSIP funding with the required 7.34% local match of $58,720, or provide staff further direction.

Anderson gave a background on some of the projects staff has submitted previously through this grant program and where they are in the process. Suhr explained grant funds are provided to local jurisdictions for Class A accidents and fatal crashes, and based on benefit to cost ratio. He described the neighborhood, existing configuration, crash data and explained this grant addresses North A Street as the residents of the apartment complexes on the north will have to cross the street one way or another. Proposed improvements include a roundabout, sidewalk, pedestrian ramps, luminaires and four splitter/pedestrian islands. Project design would be 2022 and construction in 2023 with escalation incorporated in the bid amount. The Committee recommended approval and that it be placed on the Council consent agenda.

ADJOURN

The meeting closed at 3:58 p.m.

COMMITTEE STAFF REPORT

DATE: Monday, January 27, 2020

RESPONSIBLE STAFF

Bill Belknap, Deputy City Supervisor, Community Planning and Design, Alisa Anderson, Grants Manager

ADDITIONAL PRESENTER(S)

OTHER RESOURCES

AGENDA ITEM TITLE

Latah County All Hazard Mitigation Plan Project List Approval (ACTION ITEM) - Bill Belknap & Alisa Anderson

DESCRIPTION

Latah County is currently updating the 2011 Latah County All Hazards Mitigation Plan which includes and covers all cities within the County. On January 3, 2020 City Staff received a request to identify and prepare a list of hazard mitigation actions the City may pursue to reduce the risk and impact of hazards facing the community. This request was distributed to the relevant City Departments including Police, Fire, IS, Public Works Services, Planning, Engineering, Information Systems, and Parks and Facilities to compile a list of potential hazard mitigation actions.

Inclusion of the mitigation actions in the Plan will allow the City to continue to receive various grant funds for emergency response planning and equipment and will assist the City in pursuing additional grant funding for the identified projects in the future. The initial draft list has been prepared and and is in the process of final review and ranking for the Council's consideration and approval at the February 3, 2020 Council meeting. The draft list will be presented to the Public Works Finance Committee for review.

STAFF RECOMMENDATION

Recommend approval of the City of Moscow hazard mitigation action list; or take other action as deemed appropriate.

PROPOSED ACTIONS

PROPOSED ACTIONS: Recommend approval of the proposed hazard mitigation action list; or provide staff further direction

FISCAL IMPACT

PERSONNEL IMPACT

ATTACHMENTS

1. Mitigation Actions Form All Departments

City of Moscow All Hazard Disaster Mitigation Projects

Department - Waste Water Reclamation and Reuse Facility

Jurisdiction/Agency	Hazard Addressed	Mitigation Action/Background	Lead Implementing Agency	Community Partners	Potential Funding Avenue	Cost Estimate	Losses Avoided	Estimated Timeline
City of Moscow - Waste Water	Prevention of untreated waste water effluent release	Identify high risk infrastructure to calculate and identify areas in need of restoration to reduce sewer inflow and infiltration (I & I) during flooding events	City of Moscow	IDEQ	City of Moscow	1,000,000.00	Reduction of sanitary sewer overflows due to flooding events. Alleviate treatment facility hydraulic overloading.	5-7 years
City of Moscow - Waste Water	Continuity of sanitary sewer service	Installation of backup power at key area lift stations to maintain continuity of operations during flooding events	City of Moscow	IDEQ	City of Moscow	$5,000.00	Environmental impact due to flooding	2 years
City of Moscow - Waste Water	Continuity of sanitary sewer service	Continue capital replacement program and actively identify aging waste water collection infrastructure	City of Moscow	IDEQ	City of Moscow	$250,000 per project	Minimize the vulnerability of property and environmental impact due to flooding.	Long term
City of Moscow - Waste Water	Protection of critical Waste Water Reclamation and Reuse Facility equipment	Floodproof Water Reclamation and Reuse Facility from damage during high-flow flooding events	City of Moscow	IDEQ	City of Moscow	$250,000	Effluent excursions	5-7 years

Department - Moscow Fire Department

Jurisdiction/Agency	Hazard Addressed	Mitigation Action/Background	Lead Implementing Agency	Community Partners	Potential Funding Avenue	Cost Estimate	Losses Avoided	Estimated Timeline
City of Moscow - Fire	Disaster response readiness	Facilitate continue funding for Personal Protective Equipment (PPE) for staff	City of Moscow	N/A	Potential Grant Funding	$3500 each	Property Damage and Personal Injury/Loss of Life	Ongoing
City of Moscow - Fire	Disaster response readiness	Facilitate continued funding for volunteer fire department training and equipment and community fire prevention awareness	City of Moscow	N/A	Potential Grant Funding		Property Damage and Personal Injury/Loss of Life	Ongoing
City of Moscow - Fire	Emergency response communications	Update aging emergency radio communication system for the City and Rural Fire District	City of Moscow	N/A	Potential Grant Funding	TBD	Property Damage and Personal Injury/Loss of Life	TBD - ASAP
City of Moscow - Fire	Emergency response coordination	Funding to establish an Emergency Operations Center for the City	City of Moscow	N/A	Potential Grant Funding	TBD	Property Damage and Personal Injury/Loss of Life	TBD
City of Moscow - Fire	Disaster response continuity of operations	Emergency generator at Fire Station 2 to power critical infrastructure during disaster events	City of Moscow	N/A	Potential Grant Funding	$100,000+	Property Damage and Personal Injury/Loss of Life	TBD
City of Moscow - Fire	Hazardous material release response	Identify potential sources of HAZMAT storage areas in the event of release	City of Moscow	Lewiston Regional HAZMAT Team	Potential Grant Funding	TBD	Property Damage and Personal Injury/Loss of Life	Ongoing
City of Moscow - Fire	Disaster response readiness	Provide upgraded training facility for the Moscow Fire Department and the surrounding agencies	City of Moscow	Regional Emergency Service Agencies	Potential Grant Funding	TBD	Property Damage and Personal Injury/Loss of Life	TBD
City of Moscow - Fire	Emergency response time preservation	Obtain funding for expansion and renovation of Fire Station 2 to increase resident fire fighter staffing to improve response times and capacity	City of Moscow	N/A	Potential Grant Funding	TBD	Property Damage and Personal Injury/Loss of Life	TBD
City of Moscow - Fire	Emergency response time preservation	Obtain funding and location for future Fire Station 4	City of Moscow	N/A	Potential Grant Funding	TBD	Property Damage and Personal Injury/Loss of Life	TBD

Department - Moscow Water Department

Jurisdiction/Agency	Hazard Addressed	Mitigation Action/Background	Lead Implementing Agency	Community Partners	Potential Funding Avenue	Cost Estimate	Losses Avoided	Estimated Timeline
City of Moscow - Water	Maintenance of fire suppression capability	Replace fire hydrants older than 40 years to improve operation for emergencies	City of Moscow	N/A	TBD	TBD	Continuity of fire suppression operations to minimize potential property loss and personal injury.	Ongoing
City of Moscow - Water	Maintenance of potable water supply	Continue capital replacement program and actively identify aging water distribution infrastructure (water mains)	City of Moscow	N/A	TBD	TBD	Continuity of potable water production and delivery.	Ongoing
City of Moscow - Water	Maintenance of potable water supply	Perform maintenance on all well pumps and controls based on hours of operation and/or as per manufacture specifications	City of Moscow	N/A	TBD	TBD	Continuity of potable water production and delivery.	Ongoing

City of Moscow - Water	Preservation of high-pressure zone water delivery	Perform maintenance based on hours of operation and/or as per manufacture specifications	City of Moscow	N/A	TBD	TBD	Continuity of potable water and fire flow delivery.	Ongoing
City of Moscow - Water	Maintenance of fire suppression capability	Replacement of three aging water booster stations including installation of backup power generation to meet fire flow requirements and continuity of fire protection during power outage	City of Moscow	N/A	TBD	TBD	Continuity of fire suppression operations to minimize potential property loss and personal injury.	2 years
City of Moscow - Water	Maintenance of potable water supply	Perform maintenance and inspections on all water storage facilities every two years	City of Moscow	N/A	TBD	TBD	Continuity of potable water production and delivery.	Ongoing
City of Moscow - Water	Maintenance of potable water supply	Annually update System (SCADA) control software and control features	City of Moscow	N/A	TBD	TBD	Continuity of potable water production and delivery.	Ongoing
City of Moscow - Water	Maintenance of potable water supply	Operate and maintain all distribution valves and replace damaged valve stacks.	City of Moscow	N/A	TBD	TBD	Continuity of potable water production and delivery.	Ongoing
Department - Moscow Police Department								
Jurisdiction/Agency	**Hazard Addressed**	**Mitigation Action/Background**	**Lead Implementing Agency**	**Community Partners**	**Potential Funding Avenue**	**Cost Estimate**	**Losses Avoided**	**Estimated Timeline**
City of Moscow - Police	Protect large crowds from vehicle-borne threat or terrorist act	Provide barriers at Sixth & Main and Third & Main to reduce vehicle threats at downtown community events	City of Moscow	Downtown Businesses	Grants/Special Projects	100,000	Human Life	1 year
City of Moscow - Police	Lack of central command post to communicate during hazardous event	Equip police department training room with command post equipment in case of an emergency (furniture, radio, computer capabilities, monitors, etc.)	City of Moscow	University of Idaho	Grants/Special Projects	TBD	Coordinated response time and human life.	2 years
City of Moscow - Police	Emergency response communications	Update aging emergency radio communication system to improve City radio coverage and interagency communications	City of Moscow	Area emergency response agencies	Grants/Special Projects	TBD	Coordinated response time and human life.	3 years
Department - Moscow Streets/Stormwater								
Jurisdiction/Agency	**Hazard Addressed**	**Mitigation Action/Background**	**Lead Implementing Agency**	**Community Partners**	**Potential Funding Avenue**	**Cost Estimate**	**Losses Avoided**	**Estimated Timeline**
City of Moscow - Streets/Storm	Stormwater and flooding	Create capital replacement program and actively identify aging/failed stormwater infrastructure	City of Moscow	N/A	City of Moscow	TBD	Minimize damage from flooding.	Long-term
City of Moscow - Streets/Storm	Stormwater and flooding	Conduct a comprehensive study of Moscow's Creek systems including Paradise Creek and Hogg Creek to identify problem areas and develop plans and projects to mitigate flooding	City of Moscow	N/A	Grants/City of Moscow	TBD	Minimize damage from flooding.	Long-term
City of Moscow - Streets/Storm	Stormwater and flooding	Assess, plan for and fund the replacement of bridge and culvert structures that are substandard, deteriorating, or are an obstruction in flooding events	City of Moscow	N/A	City of Moscow	TBD	Minimize damage from flooding.	Long-term
City of Moscow - Streets/Storm	Stormwater and flooding	Acquire easements and develop access points and pathways to allow for maintenance and emergency repairs of drainage facilities	City of Moscow	N/A	City of Moscow	TBD	Minimize damage from flooding.	Long-term
City of Moscow - Streets/Storm	Stormwater and flooding	Perform comprehensive assessment of the condition of City-owned stormwater infrastructure	City of Moscow	N/A	City of Moscow	TBD	Minimize damage from flooding.	Long-term
City of Moscow - Streets/Storm	Hazardous high wind weather	Develop a response plan for wind events	City of Moscow	Local utility companies	City of Moscow	TBD	Minimize impact of wind damage.	Long-term
City of Moscow - Streets/Storm	Hazardous weather roadway damage prevention	Continue to support the pavement management program and actively maintain roadway system to prevent premature damage	City of Moscow	N/A	Grants/City of Moscow	TBD	Minimize impacts of winter storms.	Long-term
City of Moscow - Streets/Storm	Disaster response continuity of operations	Installation of backup power generator for City Shop facility which acts as a command post during flooding, wind storms and snow removal situations, and houses the City's fuel system	City of Moscow	N/A	City of Moscow	TBD	Minimize impact of extreme weather.	Long-term
Department - Information Systems								
Jurisdiction/Agency	**Hazard Addressed**	**Mitigation Action/Background**	**Lead Implementing Agency**	**Community Partners**	**Potential Funding Avenue**	**Cost Estimate**	**Losses Avoided**	**Estimated Timeline**
City of Moscow	Emergency response communications	Update radio repeater infrastructure	City of Moscow	Moscow Police & Volunteer Fire Department	Grants/City of Moscow	TBD	Property damage and personal injury/loss of life.	5 years

City of Moscow	Emergency response communications	Replace mobile and portable radios that are beyond their useful life	City of Moscow	Moscow Volunteer Fire Department	Grants/City of Moscow	TBD	Property damage and personal injury/loss of life.	3 Years
City of Moscow	Communication outage from cut fiber	Add City-wide wireless network for redundancy	City of Moscow	TBD	Grants/City of Moscow	TBD	Property damage and personal injury/loss of life.	5-7 Years
City of Moscow	SCADA outage from cellular network outage	Build fiber to utility sites	City of Moscow	TBD	Grants/City of Moscow	TBD	Property damage and personal injury/loss of life.	5-7 Years
Department - Administration								
Jurisdiction/Agency	**Hazard Addressed**	**Mitigation Action/Background**	**Lead Implementing Agency**	**Community Partners**	**Potential Funding Avenue**	**Cost Estimate**	**Losses Avoided**	**Estimated Timeline**
City of Moscow	Continuity of governmental operations	Ensure preservation of public records by moving City record storage facility to a location not prone to flood damage	City of Moscow	TBD	Grants/City of Moscow	TBD	Public record damage or loss and continuity of governmental operations.	5 years
City of Moscow	Continuity of governmental operations	Scan all critical public records with redundant digital storage	City of Moscow	TBD	Grants/City of Moscow	TBD	Public record damage or loss and continuity of governmental operations.	6 years
City of Moscow	Continuity of governmental operations	Assess and install security systems at all critical governmental facilities	City of Moscow	TBD	Grants/City of Moscow	TBD	Public record damage or loss and continuity of governmental operations.	6 years
City of Moscow	Continuity of governmental operations	The Hamilton Indoor Recreation Center (HIRC) is designated as an emergency shelter for the City. It is critical that the facility be operational during any emergency. The HIRC currently has no backup power source in case of electrical outage. Installation of a natural gas backup power generator is recommended	City of Moscow	TBD	Grants/City of Moscow	TBD	Property damage and personal injury/loss of life.	4 years

COMMITTEE STAFF REPORT

DATE: Monday, January 27, 2020

RESPONSIBLE STAFF

Bill Belknap, Deputy City Supervisor, Community Planning and Design, Alisa Anderson, Grants Manager

ADDITIONAL PRESENTER(S)

OTHER RESOURCES

AGENDA ITEM TITLE

Transportation Alternatives Program South Main Pedestrian Underpass Grant Application (ACTION ITEM) - Bill Belknap / Alisa Anderson

DESCRIPTION

Following the construction of the Troy Highway pedestrian underpass, the City and Moscow Urban Renewal Agency jointly funded a study to assess the feasibility of the construction of a similar underpass on South Main/U.S. 95 just south of the south couplet intersection. The study included conceptual designs, cost estimation, and a wetland delineation of the project area. As previously reported to the City Council, the study indicated the pedestrian underpass construction was feasible and would have negligible impact upon flood elevations within the area. The proposed underpass will enhance non-motorized transportation use of the pathway system and improve pedestrian safety in the project area. The proposed project is supported by the Moscow Pathways Commission, Moscow Transportation Commission, and Moscow Urban Renewal Agency.

City Staff have prepared a Transportation Alternatives Program (TAP) grant application to assist with funding the project. The City received a TAP grant to fund the construction of the Troy Highway underpass in 2018. The South Main Underpass Project would include the construction of an underpass structure similar to that of the Troy Highway underpass, and will include removal of the old U.S. 95 bridge. Construction of a new pedestrian pathway along the west side of Main Street would connect to the existing pathway system west of Main where it traverses the University of Idaho's property on the east side of their Lot 60 parking lot, and would include installation of additional sidewalks along the west side of Main Street to the south couplet intersection. The total estimated project cost including design, administration and contingency is $1,006,330 which is proposed to be funded with $499,643 in TAP grant funding and a local match contribution of $506,687. The local match is proposed to be jointly funded by the City and the Moscow Urban Renewal Agency with each entity contributing $253,343 to the project. If the grant is awarded, design would likely occur in 2022 with construction in 2023.

The current TAP application submission deadline is February 2, 2020, and Staff is seeking Council approval to submit the proposed grant application.

STAFF RECOMMENDATION

Recommend approval of the Transportation Alternatives Program grant application for the South Main Pedestrian Underpass Project.

PROPOSED ACTIONS

PROPOSED ACTIONS: Recommend approval of the Transportation Alternatives Program grant application for the South Main Pedestrian Underpass Project; or provide staff further direction.

FISCAL IMPACT

$253,343 in local cash match will be required in FY2023 from the General Fund Capital Projects accumulation.

PERSONNEL IMPACT

ATTACHMENTS

1. TAP FY20 CITY OF MOSCOW DRAFT APPLICATION

Transportation Alternatives Program (TAP)
2020 Application – Funding Project Years:
FY 2021, 2022 & 2023

Identification I.D. (Department use only)

Application deadline: Friday February 2, 2020 at 12:00 p.m., Mountain Standard Time

Kick-Off Call for Applications: September 23rd, 2019, noon.

Applicants **MUST participate in a Pre-Application coordination meeting** with the District or LHTAC Coordinator and complete a Pre-Application Checklist for the Mid Application Screening.

Applicants **MUST submit a draft application to TAP@itd.idaho.gov for a Mid-Application screening** with the District or LHTAC Coordinator on or PRIOR TO: November 8th, 2019

During the Mid-Application Screening, a panel of Subject Matter Experts will review the draft applications and provide feedback to applicants that helps strengthen the proposals, returning these to the applicant by December 13th 2019. The final draft applications will be scored by a different group.

Applicants **MUST submit their Application to TAP@itd.idaho.gov** with the District or LHTAC Coordinator on or PRIOR TO: February 2nd, 2020

The Idaho Transportation Department is now soliciting applications for the Transportation Alternatives Program (TAP) to add projects to our fiscal year 2021*, 2022 and 2023 program. FY2021 is limited to non-infrastructure and construction only projects. The purpose of TAP is to provide for a variety of alternative transportation projects and to advance the Idaho Transportation Department's (ITD) strategic goals of Mobility, Safety and Economic Opportunity while maximizing the use of federal funds. The TAP provides funding for programs and projects defined as transportation alternatives, including on- and off-road pedestrian and bicycle facilities, infrastructure projects for improving non-driver access to public transportation and enhanced mobility, and safe routes to school educational projects. Applicant award capped at one $500,000 in federal aid per year per funding source, not to exceed $750,000 federal (not counting TAP-TMA or TAP statewide balancing). There is a Partial Award category in preferred funding year to accommodate small scale projects up to $50,000 allowing applicants to apply for scalable project awards.

Final applications must be submitted to ITD electronically. Applications including attachments must be submitted by e-mail to TAP@itd.idaho.gov. Additionally, all questions regarding this application are to be submitted to TAP@itd.idaho.gov. For all e-mail correspondence, please indicate "2020 TAP Application" in the subject line along with the sponsor's name. For example, Subject: 2020 TAP Application - City of Lava Hot Springs.

Format: Application form must be saved electronically and then transmitted to the Department. All supporting maps, letters and other documents must be saved as a pdf and transmitted to the Department with the application form. If the file size of any or all of the attachments exceeds e-mail transmittal capabilities (15MB), files may be saved to either a disc or thumb drive and submitted via postal mail. All postal mail is to be sent to the following address and must be received prior to the designated application deadline.

Idaho Transportation Department Headquarters
Attn: Ryan McDaniel CFM, PMP
Project Manager, Contracting Services
P.O. Box 7129
Boise, ID 83707-1129

If sponsor is submitting multiple applications, please prioritize them in order of importance from 1 to X, with 1 being the most important project.

Priority Number 1

Applicant Information

Applicant: City of Moscow, Idaho
Mailing Address:
206 East Third Street, PO Box 9203
City: Moscow State: ID
Zip Code: 83843
Contact Person 1: Alisa Anderson Title: Grants Manager
Phone: 208-883-7600 Email: aanderson@ci.moscow.id.us
Contact Person 2: Bill Belknap Title: Deputy City Super. City Ser
Phone: 208-883-7011 Email: bbelknap@ci.moscow.id.us

Co-Applicant (if different from Applicant): Not Applicable
Mailing Address:

City: State:
Zip Code:
Contact Person: Title:
Phone: Email:

Sponsor certifies the following conditions of application:

- We are familiar with Transportation Alternatives Program eligibility criteria & TAP manual.
- All right-of-way (ROW) is acquired and no environmental issues are known to exist.
- Our budget accurately reflects the anticipated cost of the proposed project.
- The information in the application accurately reflects available knowledge of our staff.
- We understand this is a reimbursement grant and must furnish cash local match upfront and will be reimbursed as work progresses and invoices submitted with accompanying documentation.
- We acknowledge that there is no contingency funding beyond the amount budgeted in this application and all overruns will be borne by the local sponsor.
- The project must be brought to completion to receive funding.
- We accept responsibility for future maintenance and operating costs of the completed project.

Sponsor Signature (Authorized Official)	**Date**
Sponsor Printed Name	**Date**
Bill Lambert, Mayor	

Project Information

Project Name South Main Pedestrian Underpass Project

Total Project Design Estimate	128,000
Total Project Construction Estimate	879,000
Total Non-Infrastructure Estimate	-0-
Define Partial Project Construction Estimate	-0-
Total Project Cost Estimate	1,007,000

Project location
(Please include street or trail name, city, county, and beginning/end points as applicable)
(Maximum 500 Characters)
Main Street and US Hwy. 95 south of US Hwy. 8, extension of Paradise Path as an underpass, Moscow, Latah County, Idaho. (See attached maps.)

State Highway Route(s) *if applicable* Hwy. 95

Beginning Mile Posts(s) *if applicable* _____

Ending Mile Posts(s) *if applicable* _____

Project Area
☐Urbanized - Areas with population over 200,000
■Urban - Areas with population of 5,001 to 200,000
☐Rural - Areas with population of 5,000 or less

Funding Year (for initial programming only, project may advance or delay at a later date)

Preference 1			Preference 2	
Non-Infrastructure			**Non-Infrastructure**	
2021	☐		2021	☐
2022	☐		2022	☐
2023	☐		2023	☐
Design			**Design**	
2021	☐		2021	☐
2022	X☐		2022	☐
2023	☐		2023	X☐
Construction			**Construction**	
2021*	☐		2021*	☐
2022	☐		2022	☐
2023	X☐		2023	2024 X☐

Partial Award			Partial Award	
2021	_		2021	_
2022	_		2022	_
2023	_		2023	_

*Design must be completed to federal requirements for FY21 and any 'construction only' project and see TAP manual for additional requirements

Project Cost Estimate

Instructions:

1. Project estimate must include all related project costs, including administrative.
2. For both infrastructure and non-infrastructure type projects, the sponsor match is 7.34% of the total project cost.
3. **Infrastructure is Cash match only**: Non-cash items such as in-kind contributions are not eligible to count towards the sponsor's match, in-kind is eligible on non-infrastructure only.
4. Use the ITD provided TAP Project Estimating Worksheet to indicate the total project estimate. A copy of the worksheet can be accessed at https://itd.idaho.gov/wp-content/uploads/2019/09/TAP-Estimating-Worksheet-SUBJECT-TO-CHANGE.pdf
5. Separate applications must be submitted for infrastructure *and* non-infrastructure projects.

(a) Infrastructure: Federal reimbursement requested for: (select all that apply)

- ■ Design activities
- ■ Construction activities

(b) Non-infrastructure: Federal reimbursement is being requested for:

- ☐ Non-Infrastructure: Safe routes to school coordination and education.

If the sponsor is applying for federal funds to participate in construction activities only, there are still administrative costs that ITD will incur in order to review project documents, provide oversight, and authorize a project for competitive bidding. The sponsor will need to account for these costs within the project estimate. Federal funds for construction activities require compliance with federal processes and procedures. Prior design of the project must also comply with federal process and procurement requirements. So, if federal funds are sought for construction only, then the preceding tasks to that construction must also have been federally compliant (NEPA, Davis Bacon Act, procurement process, et cetera).

Eligible Project Activities

For a list of eligible project activities, please reference FHWA publication "Transportation Alternatives" at http://www.fhwa.dot.gov/fastact/factsheets/transportationalternativesfs.cfm

From the list below, select the main project activity that best describes proposed project.

- ■ Infrastructure: Design and/or construction of infrastructure and systems that will provide safe routes for non-drivers.

- [x] Infrastructure: Design and/or construction of infrastructure to improve the ability of students who live within two miles of the school building to walk or bicycle to school.
- [ ] Non-Infrastructure activities: Safe routes to school coordination and education.

Environmental requirements for infrastructure projects shall not exceed NEPA Categorical Exclusion level of review (i.e. a project expecting EA/ROD/FONSI are not eligible). The acquisition of right-of-way is not an eligible activity for TAP funding (all ROW acquisition activities must be completed prior to submitting an application). NEPA or ROW issues are cause for finding a project ineligible.

Eligible Project Sponsors

Only certain entities are eligible sponsors per 23U.S.C 133(h)(4)(b), select the description that best categorizes your organization as the project sponsor.

- [x] Local government
- [ ] Regional transportation authority
- [ ] Transit agency
- [ ] Natural resource or public land agency
- [ ] School district, local education agency or school
- [ ] Tribal government
- [ ] Nonprofit entity responsible for the administration of local transportation safety programs
- [ ] Any other local or regional governmental entity with responsibility for oversight of transportation
- [ ] Recreational Trails (other than a metropolitan planning organization or a State agency) that the State determines to be eligible, consistent with the goals of subsection (c) of section 213 of title 23.

1. Project/Program Elements (20 Points)

(a1) For infrastructure type projects, this project includes the following facilities. (select all that apply)

Sidewalk: Surface____ Width_____ Length_____
Crosswalk: Width____ Qty.0_____
Curb Ramps: #0_____
On-Street Bicycle Facilities: ☐bike lane, ☐shared lane, ☐cycle track: Length_____
Shared-Use Path: Surface Asp Width 10' Length 710'
Signalization/Traffic Control: Type nearby
Bicycle Parking/Racks/Amenities: Type_____# Spaces_____
Pedestrian Amenities/Streetscape (lighting, landscaping, etc.): yes
Transit Stops and Amenities: nearby
Traffic Calming: _____
Other: _____

(a2) For non-infrastructure type projects, this project includes the following activities. (select all that apply)

Education materials and activities: ☐ Travel Plan ☐ Safety Booklets ☐ Other
Encouragement materials and activities: ☐ Bike Rodeo ☐ Walk/Bike to School Day Activities ☐ Walking or Biking Technical Skills Training ☐ Pre-Drivers Education ☐ Rules of the Road

Project workplan needs approval from ITD within 30 days of executing the non-infrastructure SLA

(b2) Description of Project **15 pts.**

Describe existing conditions and provide a clear description of the purpose of the project and the scope of work. Supplemental materials such as pictures, maps, project plans, exhibits, diagrams, etc. may be provided as necessary to explain existing conditions and proposed improvements. Vague descriptions may result in lower evaluation scores and lower ranking. Information about the project scope should be consistent with the project budget. (Max 1200 Characters)

To construct a bike/pedestrian underpass on an existing streambanks and within the current concrete bridge for Paradise Creek at US Hwy, 95 crossing. The underpass would allow pedestrians and bike traffic to cross under US Hwy. 95 on Paradise Path without needing to cross US Hwy. 95, disrupting traffic flow on a busy sections of highway. The new path extension will be 710 feet long and 10 feet wide connection to an existing route on Paradise Path leading into the University of Idaho campus with adjacent connections to Gritman Medical Center, student housing and downtown Moscow.

(c) This project implements or meets a Safe Routes to School (SRTS) non-infrastructure educational, encouragement or safety program project/need and is supported by the SRTS Coordinator. **3 pts.**

☐Yes, a TAP funded SRTS Coordinator provided a letter of support
☐No
■Not Applicable

2. Property Ownership and Acquisition Information (Pass/Fail)

Applications that indicate a No response is cause for finding application ineligible.

(a) Has ***all*** of the property needed for the project construction been acquired? (select one)

☐Yes
■No, Property must still be acquired for the project construction.
☐Not Applicable

(b) Have ***all*** necessary easements or access agreements been acquired for the project? (select one)

_Yes
■No
_Not Applicable

If no, describe how and when the easement or access agreement will be acquired. Note: the application must include a commitment letter by the current property owner indicating an easement or access agreement is under development and will be granted. Applications that indicate a No response and do not include a commitment letter by the current property owner will be deemed incomplete. (Maximum 500 Characters)

Access easements will be finalized and completed prior to final grant application submittal.

(c) Projects proposing to build facilities along or through railroad right-of-way must include evidence from the railroad granting a right of entry or an executed encroachment permit. Has the railroad ***granted*** a right of entry or ***executed*** an encroachment agreement? (select one)

_Yes
_No
■Not Applicable

If no, describe how and when the agreement will be executed. Note: the application must include a commitment letter by the railroad that a right of entry or an executed encroachment agreement is under development and will be granted. Applications that indicate a No response and do not include a commitment letter from the railroad will be deemed incomplete. (Maximum 500 Characters)

3. Financial Readiness (15 pts)

(a) Is the proposed project in a Transportation Plan? **2 pts.**

■Yes, by: Pg. 470
☐No
☐Not Applicable

(b) If project is in a Transportation Plan, is the plan current (updated and/or re-adopted within last 5 years? **2 pts.**

■Yes, date of last update 2014
☐No
☐Not Applicable

(c) Does your community have a written bicycle/pedestrian transportation plan, either as part of an overall transportation plan or a standalone? **2 pts.**

■Yes, this project implement this plan by: 10 years ☐No
☐No
☐Not Applicable

(d) Do you have a written commitment to bring this project forward for approval of funds at a town meeting, through capital reserves funds, through inclusion in a capital improvement program/plan or any other available funds? **2 pts.**

■Yes
_No
_Not Applicable

(e) Are the funds appropriated or programmed to be appropriated in an adopted budget? **2 pts.**

■Yes
_No
_Not Applicable

(f) Please provide the details for (a)-(f) and provide details on the available financial management practices and accounting software used for this project. **5 pts.**

Capital Projects FY2020 Budget has accumulated funding set aside into to be ready to design and construct this project within the dates set forth in this funding request. The City of Moscow uses Sprinkbrook, Municipal Accounting Software and has been subject to Single Audit 10 out of the last 12 years, with no findings.

4. Mobility (20pts)

(a) Check the following connections that this project provides (within .25 miles of route): **1/2 pts ea**

- ☐ Residential to Retail/Dining
- ☐ Residential to Recreation
- ☐ Residential to Employment
- ☐ Residential to Education
- ☐ Employment to Recreation
- ☐ Employment to Education
- ☐ Employment to Retail/Dining
- ☐ Recreation to Retail/Dining

(b) Does the project provide a new connection? **4 pts.**

- ☐ Yes
- _No

(c) Does the project fill a sidewalk or pathway gap? **4 pts.**

- ☐ Yes
- _No

(d) Will the project increase walking and biking trips after project completed? **4 pts.**

- ☐ Yes
- _No

(e) Briefly describe the improvements to mobility outlined in (a)-(g): **4 pts.**

5. Safety (20 pts)

(a) Does the project provide a safety improvement? **3 pts.**

■ Yes

_ No

(b) The safety improvements apply to (check all that apply): **3 pts.**

■ Bicyclists

■ Pedestrians

■ Children

■ Elderly

■ People with Disabilities

☐ Others _____

(c) Will the project enhance awareness of cyclists and pedestrians outside the project limits? **3 pts.**

■ Yes

_ No

(d) Is the project within two miles of a school and provide a safe connection between a residential community, the school, library, park, after-school activities, et cetera? **3 pts.**

■ **Yes**

_ **No**

(e) If a traffic safety issue has been identified in direct connection with this proposed project and proposed project location, are the applicants and/or their community based law enforcement partners already working with the ITD Office of Highway Safety (OHS) traffic safety grant programs (5pt), planning to work with OHS (3pt) or No/Not applicable (0 pt)? Please identify the primary contact at OHS. **3-5 pts.**

■ Yes, already working with OHS Contact _____

☐ Yes, planning work with OHS Contact _____

☐ No/Not Applicable

(f) Please describe the details of the safety improvements: **3 pts.**

6. Economic Opportunity (10 pts)

(a) The project improve economic opportunity by bringing more people to businesses. **2 pts.**

■Yes

☐No (If no, the following answers are not needed to be completed)

(b) The project provides a NEW connection to small businesses. **2pts.**

■Yes

_No

(c) The project close a gap in existing walking and biking infrastructure to improve usability in a downtown, revitalization or business district. **3 pts.**

■Yes

_No

(d) Please give details that substantiate answers (a)-(g): **_3__pts.**

Project Schedule

Instructions: * Provide a project schedule showing critical project milestones and logical time lines for design and/or construction activities. A copy of the base schedule format can be found at http://itd.idaho.gov/ContractingServices/TAP/default.htm

TAP Coordinator Endorsement *(Infrastructure projects only)*

See list below for contact information. To find the district in which your project is located, use the ITD map located at http://itd.idaho.gov/. Select District or LHTAC TAP Coordinator:

☐District 1 (North Idaho): Greg Brands, (208) 772-1274
■District 2 (North-Central Idaho): Ken Helm, (208) 799-4223
☐District 3 (Southwest Idaho): Aaron Bauges, (208) 334-8964
☐District 4 (South-Central Idaho): Adrienne Woods, (208) 886-7841
☐District 5 (Southeast Idaho): Melodie Halstead, (208) 239-3370
☐District 6 (East Idaho): Mark Layton, (208) 745-5626
☐LHTAC (Statewide): Amanda LaMott, (208) 344-0565

Please include as an attachment the documentation of District Coordination provided by the applicable District or LHTAC TAP Coordinator.

Metropolitan Planning Organization (MPO) Coordination

If a proposed project is located within a Metropolitan Planning Organization (MPO) boundary, the project applicant should coordinate with the MPO to have the proposed project reviewed and approved by the MPO. The MPO will require that the proposed project within their boundary be identified through their planning process and be consistent with their long-range transportation plan. Contact the appropriate MPO prior to submitting the application for more information and specific requirements designated by the affected MPO. A list of our MPO partners can be found at https://itd.idaho.gov/funding/?target=advisory-boards. As part of the application, if the project falls within an MPO boundary, provide a letter of support from the MPO.

Is the proposed project within an MPO boundary?

_Yes
_No
■Not Applicable

If yes, has the proposed project been identified as part of the MPO planning process or is in any MPO planning document like a Long Range Transportation Plan or Bicycle and Pedestrian Transportation Plan?

_Yes _No

Does the MPO support the proposed project?
If proposed project is not within an MPO boundary, mark Not Applicable.

_Yes _No ■Not Applicable

Select MPO area:
If proposed project is not within an MPO boundary, mark Not Applicable.

☐Bannock Planning Organization (BPO)
☐Bonneville Metropolitan Planning Organization (BMPO)
☐Community Planning Association of Southwest Idaho (COMPASS)
☐Kootenai Metropolitan Planning Organization (KMPO)
☐Lewis-Clark Valley Metropolitan Planning Organization (LCVMPO)
■Not Applicable

Attachments

The following attachments are to be completed and submitted with the application:

■Detailed Project Cost Estimate (Infrastructure) Project Budget (Non-infrastructure)

☐Letters of Support (Minimum Local Government or Facility Owner, additional encouraged)

☐Match Commitment

■Project Delivery Schedule

☐District Coordination Letter

Additional Attachments

Question 1 – Project/Program Elements

■Site Map – Project Location

■Environmental Screening (ITD-1983)

■Project Site Photos

☐site checklist

Question 2 – Property Ownership

■Right-of-Way Certificate

☐Other

Question 3 – Financial Readiness

☐Other

Question 4 – Mobility

■Site Map of connections labeling Land Use Types

☐Documentation on capacity/trip induction

Question 5 – Safety

☐Documentation

☐Other

Question 6 – Economic Opportunity

■Site Map showing location of small businesses in relation to the project

☐Letters of Support from Local Businesses

☐Other

Question 7 – Bicycle and/or Pedestrian Count Data

Site Map of area(s) where counts have been conducted

If data has been collected over time, please provide all data

To be included in final application.

PRE-APPLICATION CHECKLIST

All questions contained in this checklist are for infrastructure projects only and are to be completed in collaboration with the District TAP Coordinator.

PART 1: QUESTIONS

Applicant: City of Moscow, Idaho	
Project Name: South Main Pedestrian Underpass Project	
Project Manager:	
Contact Information for Project Manager:	Email: aanderson@ci.moscow.id.us; Phone 208-883-7600 or bbelknap@ci.moscow.id.us 208-883-7011
Is the applicant an eligible sponsor?	■ Yes ☐ No
Has the applicant previously completed a federal aid project?	■ Yes ☐ No
Does the applicant acknowledge that receipt of funds requires compliance with several federal and state requirements, including but not limited to wage, equal opportunity, and environmental requirements?	■ Yes ☐ No

BICYCLE FACILITIES (IF APPLICABLE)

Bicycle Facility description	■ Shared use pathway ☐ Sharrow ☐ Striped bicycle lane ☐ Widened shoulder ■ Other		
Width of pathway, bicycle lane, shoulder, etc.:	10 feet	Length:	710 feet
Distance from curb (for pathways):	Varies from 0 - 45 feet from curb depending on location		
Materials used:	■ Asphalt ■ Concrete ☐ Other		
Standards Used:	☐ AASHTO ■ Idaho State Public Works Construction ☐ ITD ■ Local		
This project is:	☐ part of road widening ☐ part of an existing road		
Are there any areas where the facility will narrow to accommodate trees, signs or other obstructions? If yes, explain:	☐ Yes ■ No		
What is the plan for maintaining the facility after construction is complete?			
The City of Moscow, Park and Recreation/Public Works Departments will maintain the project.			
Does your community normally require sidewalks or other pedestrian/bicycle improvements as a condition of subdivision or site plan approval? Explain:	■ Yes ☐ No		

PEDESTRIAN FACILITIES (IF APPLICABLE)

Pedestrian Facility description	☐ Sidewalk ☐ Sidewalk with curb and gutter ■ Pathway ■ Other		
Width of pathway, bicycle lane, shoulder, etc.:	10	Length:	710 feet
Distance from curb (for pathways):	Varies from 0 - 45 feet depending on location.		
Materials used	■ Asphalt ■ Concrete ☐ Other		
Number of curb ramps:	0		
Standards Used:	☐ AASHTO ■ Idaho State Public Works Construction ☐ ITD ■ Local		
This project is:	☐ part of road widening ☐ part of an existing road		
Are there any areas where the facility will narrow to accommodate trees, signs or other obstructions? If yes, explain:	☐ Yes ■ No		
What is the plan for maintaining the facility after construction is complete? City of Moscow will maintain.			

Does your community normally require sidewalks or other pedestrian/bicycle improvements as a condition of subdivision or site plan approval? Explain:	■ Yes	☐ No
RIGHT-OF-WAY		
Does the sponsor possess the necessary right-of-way to construct the project? If not, explain how right-of-way will be acquired.	☐ Yes	■ No
The necessary easements will be obtained prior to the final grant due date.		
Does the sponsor hold necessary easements to construct the project? If not, explain how easements will be obtained.	☐ Yes	■ No
The necessary easements will be obtained prior to the final grant due date.		
ENVIRONMENTAL		
Is it apparent that the project will meet the environmental criteria for Categorical Exclusion?	■ Yes	☐ No
Is it apparent that the proposed project will require extensive cultural clearance?	☐ Yes	■ No
Is it apparent that supplemental environmental documentation will be required to support a Categorical Exclusion determination? For example: ☐ Wetlands ☐ Endangered Species ☐ Other	☐ Yes	■ No
Is it apparent that the project will cause an adverse effect to environmental resources? If yes, explain:	☐ Yes	■ No
Are there any permitting requirements for the project? If yes, explain:	■ Yes	☐ No
Corp of Engineers 404 Permit and IDWR Stream Alteration Permit - Joint Application		
UTILITIES		
Is it apparent that the project will have utility conflicts? If yes, explain and identify affected utilities and how conflicts will be mitigated.	☐ Yes	■ No
IRRIGATION		
Is it apparent that the project will have crossings or conflicts with irrigation facilities? If yes, explain and identify affected irrigation facilities and how conflicts will be mitigated.	☐ Yes	■ No

PART 2: FORMS

A. Environmental Screening Form
B. Right-of-Way Certification
C. TAP: Project Estimating Worksheet (used during application process to establish initial estimate)
D. ITD-1150: Project Cost Summary Sheet (for infrastructure projects and used during development stage)

Instructions:

1. Line 16 of this form is for Mobilization, calculated as a percentage of the construction items listed on Lines 3 through 14. It is up to the Applicant to determine the appropriate percentage for the project, but 5 to 10% would be considered typical.

2. Line 17 of this form is for Construction Engineering and Contingencies, calculated as a percentage of the construction items listed on Lines 3 through 14 and the Mobilization cost listed on Line 16. Again, it is up to the Applicant to determine the appropriate percentage for the project, but 15%

would be considered typical, with 10% allocated to Construction Engineering and 5% allocated to Contingencies.

E. Cost Estimate for Non-Infrastructure Projects: Safe Routes to School (for safe routes to school non-infrastructure projects)
F. Has a traffic safety issue been identified in this project application? If so, knowing if the applicants and/or their community based law enforcement partners are already working with the ITD Office of Highway Safety (OHS) traffic safety grant programs. If so, please provide project Key Number and verify that the Scope of Work for that project is primarily connected with the area in the TAP application.
G. Project Schedule (for infrastructure projects)

PART 3: SUMMARY OF REQUIREMENTS FOR FEDERAL AID RECIPIENTS

Applicants should keep in mind that receipt of federal funds requires compliance with the following federal and state requirements (note: this is not an exhaustive list):

1. **Equal Opportunity** requirements (non-discrimination) for construction contracts in excess of $10,000. The non-discrimination requirements apply to a wide range of project elements, including contracting opportunities. A non-discrimination agreement must be signed as part of the award process, and records must be kept to show compliance. Disadvantaged Business Entity (DBE) requirements might apply.
2. Minimum wage requirements (**Davis-Bacon Act**) and anti-kickback requirements (**Copeland Act**) for construction contracts in excess of $2,000. Records must be kept to show compliance.
3. No use of federal funds for lobbying, for construction contracts in excess of $100,000.
4. National Environmental Policy Act (**NEPA**).
    a. The National Environmental Policy Act requires federal actions (including local transportation projects receiving federal aid) to be evaluated for potential impacts to the environment. ITD and the FHWA jointly conduct this review.
        i. For major actions that significantly affect the quality of the human environment, an Environmental Impact Statement (EIS) must be prepared. This is a lengthy (and expensive) process that requires consideration of alternatives, analysis of impacts, and compliance with a series of public notice and comment periods. Projects requiring an EIS would not be able to be completed within Community Choices time constraints.
        ii. For projects in which the significance of the environmental impact is uncertain, an Environmental Assessment (EA) must be prepared. This document is more limited in scope than an EIS, and the procedure is not as lengthy. If through the EA process it is determined that there will not be significant impacts, a Finding of No Significant Impact (FONSI) is issued. If it is determined that there will be significant impacts, an EIS must be prepared.
        iii. Most federal aid projects qualify for a "categorical exclusion," meaning that the project will not have a significant effect on the human environment. For these projects, neither an EIS nor an EA need be prepared. Federal regulations have identified several project types that typically receive a categorical exclusion (such as installation of utilities along a road; construction of bicycle and pedestrian paths; landscaping; installation of fences, signs, pavement markings and traffic signals, where no substantial land acquisition or traffic disruption would occur; alterations to facilities to make them accessible to elderly and handicapped persons; and other types of projects). Even though a proposed project might fall within an exclusion category, applicants must obtain clearance from ITD.
        iv. Contact District Environmental Staff (listed at http://itd.idaho.gov/enviro/District.Staff.htm) for assistance with navigating the environmental review process.
5. Compliance with audit requirements:

a. An entity expending $500,000 or more in a year in combined Federal awards (including any funds received from Federal sources outside ITD: US federal contracts, subcontracts, loans grants, subgrants, and/or cooperative agreements) requires an A-133 Single Audit or program-specific audit each fiscal year.
b. An entity whose annual budget (from all sources) exceeds $250,000 and expends any amount in a year in combined Federal awards are required to have a full and complete audit of financial statements each fiscal year.
c. An entity whose annual budget (from all sources) exceeds $100,000 but does not exceed $250,000 and expends any amount in a year of combined Federal awards has a minimum requirement of financial statements audit on a biennial basis. Biennial audits shall include an audit of each fiscal year since the previous audit.
d. An entity whose annual budget (from all sources) exceeds $50,000 but does not exceed $100,000 and expends any amount in a year of combined Federal awards has a minimum requirement of financial statements review on a biennial basis. Biennial review shall include a review of each fiscal year since the previous review.
e. An entity whose annual budget (from all sources) does not exceed $50,000 and expends any amount in a year of combined Federal awards has a minimum requirement of financial statements review by ITD on a biennial basis. Biennial ITD reviews shall include a review of each fiscal year since the previous review.

6. Compliance with **Americans with Disability Act** requirements. This includes a compliance Self-Evaluation, and for agencies with 50 or more employees, an ADA Transition Plan. Transition Plans identify physical obstacles to accessibility, describe methods to make facilities accessible, specify a schedule for completion, identify a responsible official, estimate the cost of each modification, and record completion dates.
7. Compliance with U.S. Office of Management and Budget (OMB) circulars on allowable costs, as follows:

For the costs of a:	Use the principles in:
State, Local or Indian Tribal Government	2 CFR 225
Private, nonprofit organization other than an (1) institution of higher education, (2) hospital, or (3) organization named in 2 CFR 230 as not subject to that circular	2 CFR 230
Educational institution	2 CFR 220
For-profit organization other than a hospital and an organization named in 2 CFR 230 as not subject to that circular	48 CFR Part 31, Contract Cost Principles and Procedures, or uniform cost accounting standards that comply with cost principles acceptable to the Federal agency.

8. Compliance with ITD Grant Administration Team reimbursement requirements. Recipients must request reimbursement of an expense within 60 days or the expense will not be reimbursed. ITD has up to 30 days to issue the reimbursement.
9. Compliance with minimum liability insurance requirements. Contractors must have comprehensive public and general liability insurance of at least $500,000.00 per occurrence, and $1,000,000.00 aggregate.

District TAP Coordinator Endorsement

According to the information provided by the sponsor and in this Site Checklist, the Idaho Transportation Department district office endorses this project as a potential TAP project candidate and would offer full support if project is selected.

Endorsement: _____ 11/07/2019 2:27:31 PM _____ 2 _____

District TAP Coordinator | District | Date

ITD 0211 (Rev. 9-10)
itd.idaho.gov

Environmental Screening

For Community Transportation Enhancement (CTE),
Safe Routes to School (SR2S) and Scenic Byway Projects

Background - All project actions which involve a federal nexus (federal funds, federal permits or federal lands) must have an approved environmental document. ITD follows Federal Highway Administration guidelines for environmental documentation.

Responsibility - ITD will be responsible for the review and approval of the environmental document. The sponsor is responsible for the preparation of the environmental document. Pre-application coordination with the district office (environmental) is needed. In some cases the sponsor may arrange for ITD to complete all or part of the environmental documentation.

Purpose of Form - This form is not an environmental clearance. The questions screen for issues that could require additional analysis or work. If you answer yes to any of the following questions, the environmental requirements or impacts may be greater than expected. The impacts may not be compatible with your budget or schedule. You should seek further assistance from ITD regarding the viability of the project.

Contacts - For assistance with the environmental process please contact the ITD District Environmental Planner. An abbreviated environmental clearance is available for pavement marking projects.

Answer the following questions and explain in detail any response that is not clear from simply marking the box. When completed electronically, the form will expand to allow room for explanations.

Project Type/Scope of Work (i.e., landscaping, bike/pedestrian path, etc.)	Project Name/Location
Bike/Pedestrian Underpass	South Main Pedestrian Underpass Project/Moscow, ID

	Yes	No
Right of Way/Property Impacts - Will the project require acquisition of temporary or permanent easements, or right of way? Is the project on, or through, federal lands or tribal lands? Will the project cause a temporary or permanent disruption to a commercial property or residential neighborhood? Explain: The project will require the acquisition of permanent easements.	☒	☐
Traffic - Does the project add traffic lanes or traffic capacity? Explain:	☐	☒
Ground Disturbance - Does the project disturb more than one acre of land? Explain: The project is projected to disturb slightly less than two acres.	☒	☐
Stormwater - Where does the water (rain, snowmelt) from this project area drain? ☒ Sheet flows to surface waters (canal, stream, lake) ☐ Conveyed by ditch or pipe to surface waters ☐ Storm Sewer System (Municipal system) ☐ Infiltrate in Place (retention pond or topography with no drainage outlet [low area]) ☐ Other – if none of the above conditions Explain:		
Surface Waters - Does the project site contain any boggy, swampy, or wetland areas?	☐	☒
Does the project impact (fill or temporarily impact) any wetland, stream, lake or other water body? Explain: The project will require the placement of fill material below the OHWM of Paradise Creek to faciliate the construction of the bike/pedestrian underpass.	☒	☐
Cultural Resources - Are there historical structures (such as buildings, bridges, canals, etc) over 45 years old within or adjacent to (in some cases within view) of the proposed project site? Explain: The Idaho State Historical Preservation Office conducted an inspection of the bridge (constructed in 1934) and determined it to be ineligible for listing in the National Register of Historical Places.	☐	☒

	Yes	No
Section 4f - Is the project site located next to or a part of a special designated land use (i.e., designated park, wildlife refuge, historic district, etc)? Check with local land use map for information. Explain:	☐	☒
Hazardous Waste - Is there any indication of waste spill or stain on the project site? Are there any gas stations, dry cleaner, or other industrial facilities adjacent to the project? Explain:	☐	☒
Public Involvement – Based on your public involvement, has any public controversy or issue been identified? Do you anticipate any temporary or permanent disruption to a commercial property or residential neighborhood (access changes or detours, construction noise etc?) Explain:	☐	☒
Irrigation - Does the project require irrigation? Describe whether the project will require watering and what source will be used for watering. Explain:	☐	☒
Right of Way Encroachment - Are there any signs, trees or other features you plan to locate within ITD right of way? Explain:	☐	☒
Offsite Work - Will the project require off-site grading, excavation or trenching for utilities, lighting, drainage or other work? Explain:	☐	☒
Describe any other known or suspected environmental issue that has not been covered		

Preparer's Printed Name	Title	Agency or Firm
Kyle Steele	Environmental Services Manager	City of Moscow, ID

Signature	Date
Kyle Steele	11/7/2019

– ITD Use Only –

Recommendation

X Based on the information in the project application and on this form, the project is likely to be eligible for a Categorical Exclusion.

☐ Based on the information in the project application and on this form, there were environmental areas of concern that should be further discussed prior to funding this project.

☐ There was not enough information in the project application and on this form to assess potential environmental issues.

Comment

Printed Name	Title
Shawn W. Smith	District Environmental Planner Senior

Signature	Date
Shawn W Smith	11/7/19

Your Safety • Your Mobility
Your Economic Opportunity

Local Public Agency's Certificate Of Completion Of Right-Of-Way Activities

Idaho Transportation Department

ITD 1983 (Rev. 08-19)
itd.idaho.gov

Key Number	Project Number	Project Name
		South Main Pedestrian Underpass

Local Public Agency
City of Moscow, Idaho

Complete the applicable section below and the Certification section.

Right of Way is Not Required

☐ All roadway work will be done within the existing right of way.

☐ No utilities are involved in this project and, _____, _____, _____, will be retained and protected.

☐ _____ (*Number*) utilities are impacted and agreements are in place.

Right of Way is Required

Number of ownerships acquired 0 Total amount paid $0

☒ 2 (*Number*) Temporary Easements are required, but will be acquired by the Sponsor.

Number of parcels in condemnation or pending final settlement 0

Number of Relocations 0

■ No utilities are involved in this project

☐ 0 (*Number*) utilities are impacted and agreements are in place for _____, _____, _____, _____, _____ utilities.

Certification

I hereby certify that all acquisitions and relocations, if any, were performed in accordance with our assurances to comply with state and federal laws and regulations related to the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 and amendments thereto.

It is further certified that in all cases where the real property rights were obtained through donation, that the property owner(s) was fully informed of the right to receive just compensation and the owner has released our agency from its obligation to appraise the property in the event that the estimated value may exceed $5,000.00.

I hereby certify that I have no knowledge of any previous hazardous materials use, or contamination discovered, on any of the lands to be utilized on this project.

Agency Contact's Name (Printed)	Phone Number	E-Mail Address	
Alisa J. Anderson	883-7600	aanderson@ci.moscow.id.us	
Attester's Signature (Clerk or Secretary)	Date	Chairman, President, or Mayor's Signature	Date

TAP: Project Estimating Worksheet (*Infrastructure*)

Project Name: Moscow US 95 Pedestrian Underpass Project

Instructions:

* *Only input information in grey shaded areas below only.*
* *Enter 0 in the percentages column if not seeking federal participation.*
* *For infrastructure projects, the maximum federal funding is $500,000.00.*
* *Only work performed after the execution of the State and Local agreement is eligible for federal reimbursement.*
* *The minimum local match amount is 7.34% of total project cost.*
* *Local match is limited to cash only. In-kind contributions are not eligible.*
* *Initial sponsor cash match payment is due prior to execution of the State and Local Agreement and counts towards the local cash match. (See amount below)*

Proposed Funding Match Rates	Local	Federal
	50.35%	49.65%

Infrastructure Project				Local Portion		Federal Portion	
Phase Code	Description (Include amounts for federal-aid items only)	Total Project Cost Percentage	Project Totals	Proposed Local Match Percentage	Local Cash Match	Proposed Federal Percentage	Federal Amount Requested
CN	Preliminary Construction Estimate (PCE) *(Construction cost only)*		$653,199.60	50.35%	$328,886.00	49.65%	$324,313.60
CN	Construction Contingency 20% of PCE *(Quantity overruns, change orders)*		$130,639.92		$65,777.20		$64,862.72
CE	Construction Engineering - Construction ITD construction admin. Expenses minimum *$4,500 (3% - 10% of PCE depending on the complexity of the project)*		$19,595.99		$9,866.58		$9,729.41
CL	Construction Engineering - Construction LHTAC construction admin. Expenses minimum *$10,000 depending on the complexity of the project*		$10,000.00		$5,035.00		$4,965.00
CC	Consultant Construction Inspection (Consultant) 5% - 20% of PCE or $30,000 minimum *(Consultants shall be selected through ITD established procedures)*		$65,319.96		$32,888.60		$32,431.36
PE	Preliminary Engineering - ITD Design ITD Expenses minimum *$4,500 (3% - 10% of PCE depending on the complexity of the project)*		$19,595.99		$9,866.58		$9,729.41
PL	Preliminary Engineering - LHTAC Design Expenses: *$10,000*		$10,000.00		$5,035.00		$4,965.00
PC	Preliminary Engineering - Consultant design Expenses: *$30,000 - $90,000 (Approximatly 5% - 30% of PCE based on complexity of project design)*		$97,979.94		$49,332.90		$48,647.04
	Total Estimate (Infrastructure):		**$1,006,331.40**		**$506,687.86**		**$499,643.54**

Total Project Estimate	Total Local Match	Total Federal Match
$1,006,331.90	$506,687.86	$499,643.54
Meets maximum federal limit for infrastructure.		

Initial cash match payment (10% of Total Local Match, $3,500 minimum): **$50,668.79**

Funding Year		
Activity	Fiscal Year (Option 1)	Fiscal Year (Option 2)
Design	2022	2023
Construction	2023	2024

** In this section, Indicate the fiscal years in which the project will be designed and constructed. Design activities should occur one year prior to construction. For scheduling flexibility, provide two options.*

Fiscal Year *- The fiscal year is the accounting period for the federal government which begins on October 1 and ends on September 30. The fiscal year is designated by the calendar year in which it ends; for example, fiscal year 2016 begins on October 1, 2015 and ends on September 30, 2016.*

Project Cost Summary Sheet

ITD 1150 (Rev. 06-17)
itd.idaho.gov

Round Estimates to Nearest $1,000

Key Number	Project Number	Date
TBD	South Main Pedestrian Underpass Project, Moscow, Idaho	11/8/2019
Location		District
South Main		2

Segment Code	Begin Mile Post	End Mile Post	Length in Miles

	Previous ITD 1150	Initial or Revise To
1a. Preliminary Engineering (PE)		$30,000
1b. Preliminary Engineering by Consultant (PEC)		$98,000
2. Right-of-Way: Number of Parcels Number of Relocations		
3. Utility Adjustments: ☐ Work ☐ Materials ☐ By State ☐ By Others		
4. Earthwork		$143,000
5. Drainage and Minor Structures		$8,000
6. Pavement and Base		$38,000
7. Railroad Crossing:		
Grade/Separation Structure _____		
At-Grade Signals ☐ Yes ☐ No		
8. Bridges/Grade Separation Structures:		
☐ New Structure Length/Width _____		
Location _____		
☐ Repair/Widening/Rehabilitation Length/Width _____		
Location		
9. Traffic Items (Delineators, Signing, Channelization, Lighting, and Signals)		$11,000
10. Temporary Traffic Control (Sign, Pavement Markings, Flagging, and Traffic Separation)		$24,000
11. Detours		
12. Landscaping		
13. Mitigation Measures		$43,000
14. Other Items (Roadside Development, Guardrail, Fencing, Sidewalks, Curb and Gutter, C.S.S. Items)		$327,000
15. Cost of Constructions (Items 3 through 14)		$594,000
16. Mobilization % of Item 15		$59,000
17. Construction Engineer and Contingencies % of Items 15 and 16		$226,000
18. Total Construction Cost (15 + 16 + 17)		$879,000
19. Total Project Cost (1 + 2 + 18)		$1,007,000
20. Project Cost Per Mile		

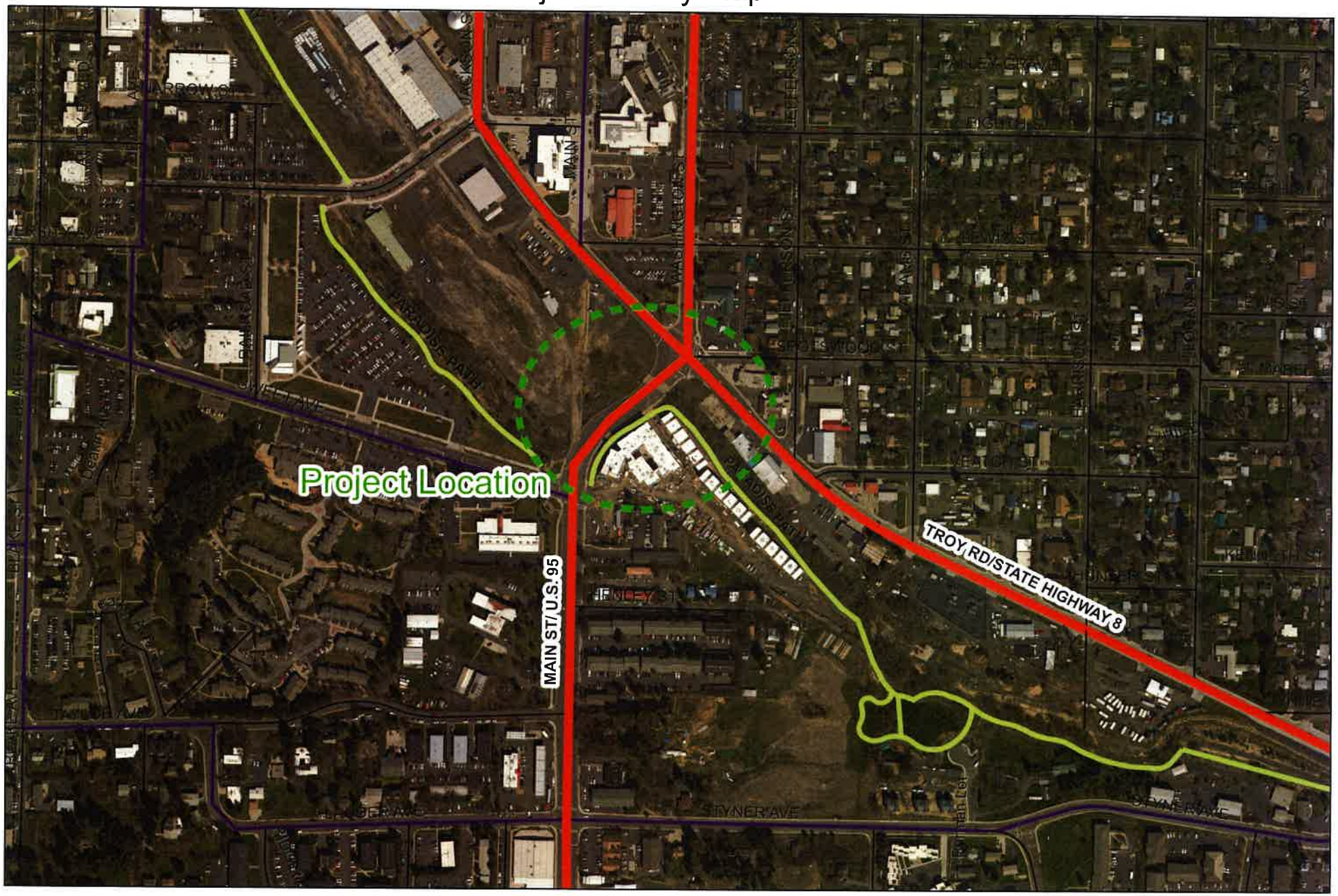
Prepared By:

Transportation Alternatives
Project Schedule

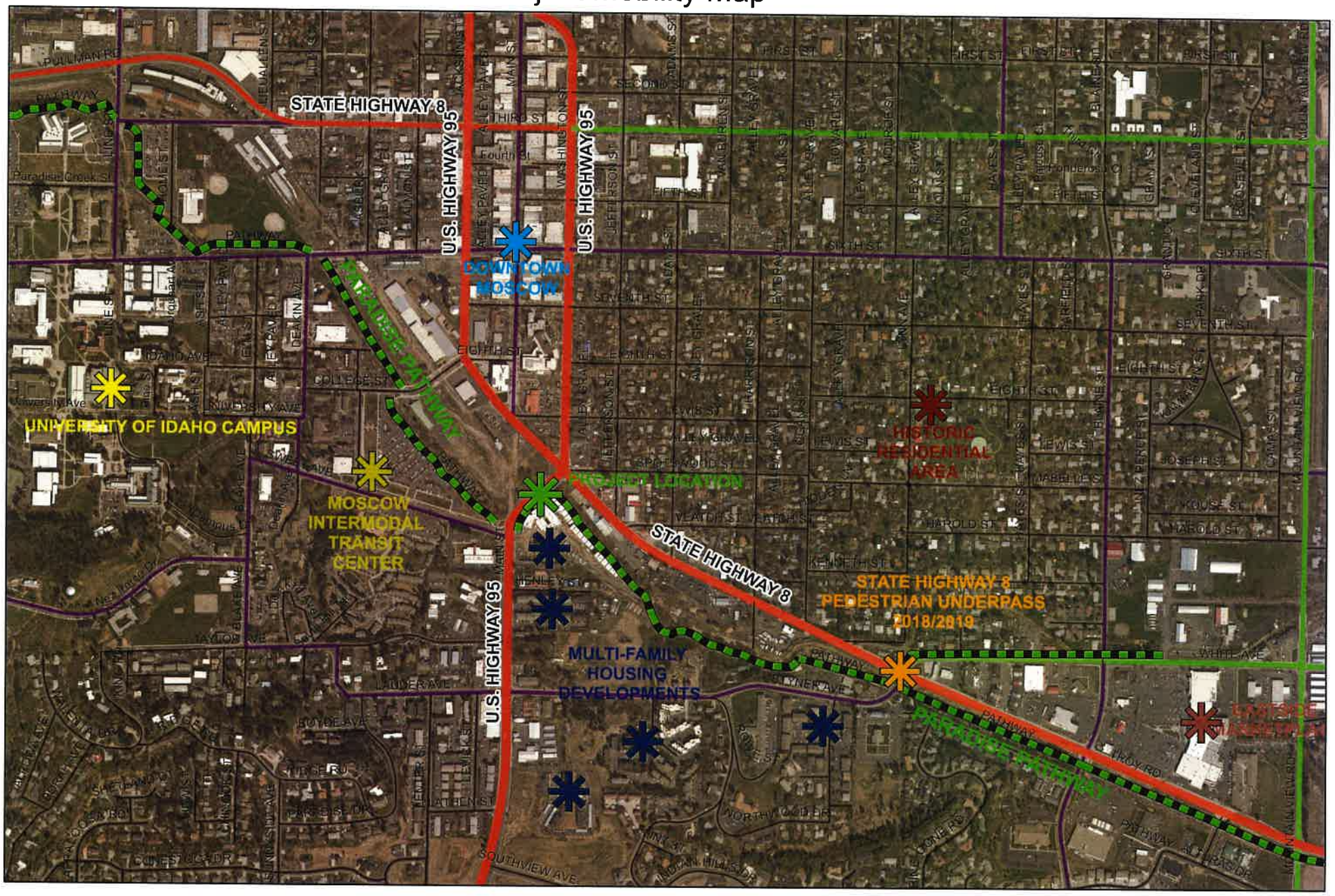
Project Function / Year / Quarter	2021				2022				2023			
	Jan-Mar	Apr-Jun	Jul-Sep	Oct-Dec	Jan-Mar	Apr-Jun	Jul-Sep	Oct-Dec	Jan-Mar	Apr-Jun	Jul-Sep	Oct-Dec
State/Local Agreement				X								
Obligate Design Funds				X								
Project Charter					X							
Environmental Evaluation					X							
Cultural Resources Evaluation					X							
Design Project						X						
Approval of plans, specifications & engineer's estimate							X					
Obligate Construction Funds								X				
Advertise & Award construction project									X			
Contract award									X			
Construct Project										X	X	
Project Completion												X

Project Location Map

Project Vicinity Map



Project Mobility Map



Alisa J. Anderson

From: Bill Belknap
Sent: Monday, August 20, 2018 11:27 AM
To: Alisa J. Anderson
Subject: FW: [EXTERNAL] RE: South Main/US 95 pedestrian underpass

FYI

From: Jared Hopkins [mailto:Jared.Hopkins@itd.idaho.gov]
Sent: Monday, August 20, 2018 9:21 AM
To: Bill Belknap <bbelknap@ci.moscow.id.us>
Cc: Ken Helm <Ken.Helm@itd.idaho.gov>
Subject: RE: [EXTERNAL] RE: South Main/US 95 pedestrian underpass

Yes Bill. ITD is in support of this project

Jared

From: Bill Belknap [mailto:bbelknap@ci.moscow.id.us]
Sent: Thursday, August 16, 2018 10:22 AM
To: Jared Hopkins
Cc: Ken Helm
Subject: [EXTERNAL] RE: South Main/US 95 pedestrian underpass

--- This email is from an external sender. Be cautious and DO NOT open links or attachments if the sender is unknown. ---
Jared, I was wondering if the permits committee had a chance to review this to determine if ITD would support our potential grant request?
Thank you,
Bill

From: Bill Belknap
Sent: Thursday, August 2, 2018 1:33 PM
To: jared.hopkins@itd.idaho.gov
Cc: Ken Helm (ken.helm@itd.idaho.gov) <ken.helm@itd.idaho.gov>
Subject: South Main/US 95 pedestrian underpass

Jared, it was great visiting with you and Ken and today. Attached is the sketch of the potential underpass project, along with the hydraulic assessment and wetland reports.
I will forward you the concept design drawings when I receive them which is expected by the end of this month. The concept sketches were just something that I prepared.
It would be helpful for us to understand if District 2 would be supportive of the project before we take any further steps. If D2 and Ken as the District TAP Coordinator are supportive of the project, I expect that we would get an archeological assessment completed and submitted to SHPO to get their opinion, below is their initial take on what their opinion would likely be.
Thanks,
Bill

Bill J. Belknap

Community Development Director, City of Moscow
Executive Director, Moscow Urban Renewal Agency
221 E. Second Street
Moscow, ID 83843
208.883.7011

From: Tricia Canaday <Tricia.Canaday@ishs.idaho.gov>
Sent: Wednesday, July 18, 2018 1:41 PM
To: Jamee Fiore <Jamee.Fiore@ishs.idaho.gov>; Michael Ray <mray@ci.moscow.id.us>
Cc: Matt Halitsky <Matt.Halitsky@ishs.idaho.gov>
Subject: Re: Bridge Question

Hi Mike:

Just weighing in to add that, technically, it is the federal agency's responsibility to consult with our office - so whichever agency might be funding the project, or issuing a permit - and not you as the fund-receiver/permitee.

I'll further say that, while we would need more specific information about the bridge and the process would still need to be completed, given the fact that one of the bridge's sidewall's is missing, it has poor integrity and it's unlikely that we would have any concerns. But again, if there's federal involvement of any kind, you'll still need to go through the process and make sure all the ts are crossed, etc., etc.

tlc

Alta
Science & Engineering, Inc.

alta-se.com

220 East Fifth Street, Suite 325
Moscow, Idaho 83843
Ph: (208) 882-7858; Fax: (208) 883-3785

MEMORANDUM

To: Bill Belknap, City of Moscow, Moscow, ID

From: Jess Dzara, Alta Science & Engineering, Moscow, ID
Susan Firor, Alta Science & Engineering, Moscow, ID

Date: July 2, 2018

Job Code: 18059

Subject: **City of Moscow US95 Underpass Feasibility Memo**

The City of Moscow is investigating the feasibility of constructing a bike/pedestrian underpass on existing streambanks and within the current concrete bridge for Paradise Creek at the US Highway 95 (US 95) crossing. This underpass would allow pedestrians and bike traffic to cross under US 95 on Paradise Path without needing to cross US 95, disrupting traffic flow on the highway. A similar underpass was designed and is being built in summer 2018 in the concrete bridge for Paradise Creek at the intersection of Highway 8 and White Avenue/Styner Avenue. The success of this project has motivated the City of Moscow to consider additional underpass opportunities to enhance pedestrian movement and safety in Moscow.

Alta Science & Engineering (Alta) was tasked to complete a review of the site hydrology and develop a hydraulic model to ensure project feasibility prior to engineering design. This memorandum summarizes the tasks and analyses completed. Elements necessary for this analysis include existing field survey, hydrologic estimates, and developing and interpreting the hydraulic model.

In order to move forward with this project, it is assumed the proposed condition must have no negative effects on the existing bridge during the 50-year flood event. The modeled proposed condition is a concrete and asphalt path approximately 10 feet wide, with a top finished grade surface 8 feet below the bottom chord of the bridge, located along the left (southwest) side of the bridge. Alta assumed the following project constraints and conditions for this analysis:

- The underpass trail shall be a minimum of 8 feet wide.
- The trail surface shall be a minimum of 8 feet below the low chord of the bridge.
- The trail shall be placed along the south bank of the stream and inside the bridge.
- The project shall cause no new flooding impacts upstream or downstream of the project.
- The project shall meet FEMA requirements for construction in a floodway.

Section 1 Field Survey

Alta completed a topographic and cross-sectional survey in February 2018 as part of the LOMR analysis on Paradise Creek. Existing survey data were used to model and analyze the bridge, associated infrastructure, and Paradise Creek for the existing condition and proposed US 95 underpass. This survey included stream channel cross-sections, a thalweg profile, and infrastructure inventory. The US 95 bridge structure was surveyed, including the concrete wingwalls, road surface elevation, bridge bottom chord elevation, width, and height of the

structure. All of this information was used in the hydraulic model to assess the hydraulic capacity of the existing structure. A supplemental survey is tentatively planned for the beginning of July 2018 to survey the existing sidewalk, path, and topography for conceptual design.

Section 2 Hydrologic Analysis

The objectives of hydrologic modeling are to determine reasonable estimates of peak flood flows and ensure that the proposed project will meet the requirements set forth by the City of Moscow and Idaho Transportation Department (ITD) for the modified bridge structure. Alta used several methods to estimate peak flows for use in the hydraulic model. The same methods were used in the Highway 8 Paradise Creek underpass design, but this analysis adds four years of flow data.

A real-time U.S. Geological Survey (USGS) gauge, #13346800 (USGS 1979–Current), is located on Paradise Creek in Moscow at the University of Idaho. This gauge has been in operation since 1979 and collects daily streamflow data from which USGS derives annual peak streamflows. These 39 years of peak streamflow data were used in accordance with Bulletin 17b (Interagency Advisory Committee on Water Data 1982) to estimate the 10-, 25-, 50-, and 100-year (Q_{10}, Q_{25}, Q_{50}, and Q_{100}) return interval flood flows at the gauge. See Attachment A for a complete list of recorded peak flows and storm event estimates. Because the site is upstream from the gauge, Alta adjusted these data to the specific project location using the similar watersheds method (Berenbrock 2002) for this region. Table 1 summarizes the peak streamflows calculated using the gauge data.

Peak flows were also estimated using regional regression equations developed by the USGS for Idaho (Berenbrock 2002) using the web-based StreamStats program (USGS, 2009). This analysis resulted in the peak streamflow values shown in Table 1 and complete output is included in Attachment A.

Table 1. Peak Flow Estimates at US Highway 95 Paradise Creek Bridge

Peak Flow Estimates at US Highway 95 Paradise Creek Bridge				
Method	**Q_{10}**	**Q_{25}**	**Q_{50}**	**Q_{100}**
Gage Data Corrected for Watershed Size (cfs)	489	630	737	846
Regional Regression - StreamStats (cfs)	409	589	743	904
ITD Structure Survey (cfs)	n/a	n/a	890	1100
FEMA Flood Insurance Study (cfs)	540	n/a	890	1070

As shown in Table 1, the peak flow estimates for the 50- and 100-year storm events vary significantly. The ITD structure survey (included in Attachment A) has the highest flow rates of all methods compared (ITD 1978). It is not known what methods and calculations ITD used. The analysis was done over 30 years ago; since then, much more stream gauge data have been collected and can be used to refine the analysis. The FEMA Flood Insurance Study for the City of Moscow has similar 50- and 100-year flow rates to the ITD structure survey (City of Moscow, 2002). Therefore, the maximum 50-yr storm event, 890 cubic feet per second (cfs), and the 100-year FEMA FIS flow of 1070 cfs were chosen as the design flows to provide the

most conservative model results and to remain consistent with the method used in the Paradise Creek Highway 8 Underpass hydraulic analysis.

Section 3 Hydraulic Analysis

The steady-state hydraulic analyses for the existing and proposed conditions were modeled using HEC-RAS 4.1.0 (USACE 2010). The existing survey data and hydrologic analyses described above were used to develop the base existing condition model to define the current conditions of Paradise Creek and the bridge. The proposed condition was modeled by modifying the cross-sections immediately upstream and downstream of the bridge with the addition of the trail.

The existing conditions for Paradise Creek at the US 95 Highway bridge consist of a fairly deep channel, nearly trapezoidal in shape, with a smaller, low-flow channel at the bottom that conveys the summer baseflow. Channel slopes range from adverse to 1.2% in the project reach. Alta assumed Manning's roughness coefficients (Manning's n) ranging from 0.013 for concrete or asphalt to 0.060 where thick reed canarygrass covers the streambanks.

The hydraulic model was run for the range of peak flows for both the existing and proposed conditions but, for the purpose of this memorandum, the focus is on the 50-year event, which is the required design flood event set forth by ITD; the highest estimated 50-year flood event (ITD and FEMA Flood Insurance Survey) was used to get the most conservative model results.

Section 4 Results

After completion of the full hydraulic analysis for the existing bridge with and without the proposed underpass, Alta concludes the project will result in minimal change in flow characteristics as a result of changes through the structure. This conclusion is based on comparison of the 50-year and 100-year return interval flows in existing and proposed conditions. At Q_{50}, the model indicates the proposed project will increase water surface elevation by a maximum of 0.10 feet, while velocity increases by a maximum of 1.07 feet per second. At Q_{100}, the model shows an increase of 0.10 feet in water surface elevation at the cross section 13 feet upstream of the bridge inlet. This minimal increase is not considered an issue at this phase of the design and will be minimized as the design progresses. Complete HEC-RAS model output is provided in Attachment B.

The proposed path is expected to flood for at least a few days almost every year. Based on 39 years of mean daily discharge records from the USGS gauge, the trail would be inundated for an average of 4.1 days per year (Table 2). This analysis was based upon a project site flow rate of 73 cfs, which correlates to a gauge flow rate of 85 cfs. It is noteworthy that these flooding events mainly occur between January and April when pedestrian and bicycle activity is at its lowest due to inclement weather.

Table 2. Bike Path Inundation at the Upstream End of US Highway 95 Paradise Creek Bridge

Bike Path Inundation at US Highway 95 Paradise Creek Bridge			
Days with Mean Daily Discharge Above 85 cfs	**Minimum (Days/Year)**	**Maximum (Days/Year)**	**Average (Days/Year)**
Total Days	0	17	4.1
Consecutive Days	0	8	2.1

Section 5 References

Berenbrock, Charles, 2002. Estimating the Magnitude of Peak Flows at Selected Recurrence Intervals for Streams in Idaho, USGS Water-Resources Investigations Report 02–4170.

City of Moscow, 2002. Flood Insurance Study, Revised April 15, 2002. Federal Emergency Management Agency Community Number 160090V000.

Idaho Transportation Department (ITD), 1978. Hydraulic Structure Survey: Paradise Creek Bridge, July 18, 1978.

Interagency Advisory Committee on Water Data, 1982. Guidelines for determining flood flow frequency Bulletin 17B of the Hydrology Subcommittee: U.S. Geological Survey, Office of Water Data Coordination, 183 p.

U.S. Army Corps of Engineers (USACE), 2010. HEC-RAS, River Analysis System. Version 4.1.0

U.S. Geological Survey (USGS), 1979–Current. "USGS 13346800 Paradise Cr at University of Idaho at Moscow ID" <http://waterdata.usgs.gov/nwis/uv/?site_no=13346800&agency_cd=USGS> accessed June 2018.

USGS, 2009. "StreamStats for Idaho" < http://water.usgs.gov/osw/streamstats/index.html>, accessed June 2018.

Alta
Science & Engineering, Inc.

alta-se.com

220 East Fifth Street, Suite 325
Moscow, Idaho 83843
Ph: (208) 882-7858; Fax: (208) 883-3785

Attachment A

Hydrology

```
Z13346800                    USGS
H13346800      4643551170127001616057SW1706010817.7   17.7    2543.46
N13346800      PARADISE CR AT UNIVERSITY OF IDAHO AT MOSCOW ID
Y13346800
313346800      19790226    307              7.96
313346800      19800218    287              7.85
313346800      19810214    290              7.78
313346800      19820220    386              8.88
313346800      19830218    368              8.58
313346800      19840124    429              9.18
313346800      19850318    211              6.61
313346800      19860223    414              9.07
313346800      19870201    392              8.84
313346800      19871210    135              6.09
313346800      19890309    436              9.38
313346800      19900108    534             10.27
313346800      19910115    412              9.00
313346800      19920822    184              6.64
313346800      19930504    260              7.44
313346800      19940517   92.0              5.55
313346800      19950219    332              8.19
313346800      19960209    970             11.26
313346800      19970101    753             10.44
313346800      19971030    186              6.85
313346800      19981228    428              8.89
313346800      20000202    306              8.11
313346800      20010627    130              6.83
313346800      20020223    382              8.62
313346800      20030131    378              8.98
313346800      20040218    258              8.27
313346800      20050118     721
313346800      20060117    1101
313346800      20070103    1471
313346800      20080229    202              8.30
313346800      20090108    273              9.01
313346800      20100105    182              8.07
313346800      20110116    339              9.58
313346800      20120326    398             10.04
313346800      20130930    111              7.15
313346800      20140309    152              8.05
313346800      20150209    181              8.54
313346800      20151207     73              8.59
313346800      20170310    735             10.86
```

U OF I GAGE PEAK FLOWS_PEAKFQ_same specs as Uderpass 2014.PRT.txt

1

Program PeakFq U. S. GEOLOGICAL SURVEY Seq.002.000
Version 7.2 Annual peak flow frequency analysis Run Date / Time
3/28/2018 06/14/2018 09:01

--- PROCESSING OPTIONS ---

Plot option = Graphics device
Basin char output = None
Print option = Yes
Debug print = No
Input peaks listing = Long
Input peaks format = WATSTORE peak file

Input files used:
peaks (ascii) - P:\Engineering\City of Moscow US95 Underpass\Hydrology\Gage\PeakFQ\U OF I GAGE PEAK FLOWS_PEAKFQ.TXT

specifications - P:\Engineering\City of Moscow US95 Underpass\Hydrology\Gage\PeakFQ\PKFQWPSF.TMP

Output file(s):
main - P:\Engineering\City of Moscow US95 Underpass\Hydrology\Gage\PeakFQ\U OF I GAGE PEAK FLOWS_PEAKFQ.PRT

*** User responsible for assessment and interpretation of the following analysis ***

1

Program PeakFq U. S. GEOLOGICAL SURVEY Seq.001.001
Version 7.2 Annual peak flow frequency analysis Run Date / Time
3/28/2018 06/14/2018 09:01

Station - 13346800 PARADISE CR AT UNIVERSITY OF IDAHO AT MOSCOW ID

TABLE 1 - INPUT DATA SUMMARY

Number of peaks in record	=	39
Peaks not used in analysis	=	0
Gaged peaks in analysis	=	39
Historic peaks in analysis	=	0
Beginning Year	=	1979
Ending Year	=	2017

U OF I GAGE PEAK FLOWS_PEAKFQ_same specs as Uderpass 2014.PRT.txt

Historical Period Length	=	39
Skew option	=	WEIGHTED
Regional skew	=	-0.293
Standard error	=	0.550
Mean Square error	=	0.303
Gage base discharge	=	0.0
User supplied high outlier threshold	=	--
User supplied PILF (LO) criterion	=	--
Plotting position parameter	=	0.00
Type of analysis		BULL.17B
PILF (LO) Test Method		GBT
Perceptible Ranges	=	Not Applicable
Interval Data	=	Not Applicable

TABLE 2 - DIAGNOSTIC MESSAGE AND PILF RESULTS

WCF134I-NO SYSTEMATIC PEAKS WERE BELOW GAGE BASE. 0.0
WCF195I-NO LOW OUTLIERS WERE DETECTED BELOW CRITERION. 49.9
WCF163I-NO HIGH OUTLIERS OR HISTORIC PEAKS EXCEEDED HHBASE. 1383.0
**WCF164W-HISTORIC PERIOD IGNORED. 39.0
WCF002J-CALCS COMPLETED. RETURN CODE = 2

Kendall's Tau Parameters

	TAU	P-VALUE	MEDIAN SLOPE	No. of PEAKS
GAGED PEAKS	-0.217	0.053	-4.000	39

1

Program PeakFq U. S. GEOLOGICAL SURVEY Seq.001.002
Version 7.2 Annual peak flow frequency analysis Run Date / Time
3/28/2018 06/14/2018 09:01

Station - 13346800 PARADISE CR AT UNIVERSITY OF IDAHO AT MOSCOW ID

TABLE 3 - ANNUAL FREQUENCY CURVE PARAMETERS -- LOG-PEARSON TYPE III

FLOOD BASE LOGARITHMIC

U OF I GAGE PEAK FLOWS_PEAKFQ_same specs as Uderpass 2014.PRT.txt

	DISCHARGE	EXCEEDANCE PROBABILITY	MEAN	STANDARD DEVIATION	SKEW
SYSTEMATIC RECORD	0.0	1.0000	2.4193	0.2701	-0.249
BULL.17B ESTIMATE	0.0	1.0000	2.4193	0.2701	-0.263

BULL.17B ESTIMATE OF MSE OF AT-SITE SKEW 0.1488

TABLE 4 - ANNUAL FREQUENCY CURVE -- DISCHARGES AT SELECTED EXCEEDANCE PROBABILITIES

ANNUAL EXCEEDANCE PROBABILITY	BULL.17B ESTIMATE	SYSTEMATIC RECORD	<-- FOR BULLETIN 17B ESTIMATES --> LOG VARIANCE OF EST.	CONFIDENCE INTERVALS 5% LOWER	95% UPPER
0.9950	45.4	45.8	----	29.0	62.3
0.9900	54.8	55.2	----	36.5	73.4
0.9500	90.3	90.5	----	66.4	113.4
0.9000	116.5	116.6	----	89.8	142.4
0.8000	157.1	157.0	----	126.8	187.3
0.6667	205.5	205.3	----	171.2	242.3
0.5000	269.8	269.4	----	228.6	319.2
0.4292	301.1	300.7	----	255.6	358.4
0.2000	446.1	445.9	----	373.7	553.6
0.1000	571.4	572.1	----	469.2	737.1
0.0400	735.9	738.4	----	588.4	993.2
0.0200	861.4	865.8	----	676.1	1198.0
0.0100	988.6	995.3	----	762.6	1413.0
0.0050	1118.	1127.	----	848.6	1638.0
0.0020	1292.	1306.	----	961.8	1951.0

1

Program PeakFq Version 7.2 3/28/2018

U. S. GEOLOGICAL SURVEY
Annual peak flow frequency analysis

Seq.001.003
Run Date / Time
06/14/2018 09:01

Station - 13346800 PARADISE CR AT UNIVERSITY OF IDAHO AT MOSCOW ID

TABLE 5 - INPUT DATA LISTING

WATER YEAR	PEAK VALUE	PEAKFQ CODES	REMARKS
1979	307.0		

U OF I GAGE PEAK FLOWS_PEAKFQ_same specs as Uderpass 2014.PRT.txt

1980	287.0
1981	290.0
1982	386.0
1983	368.0
1984	429.0
1985	211.0
1986	414.0
1987	392.0
1988	135.0
1989	436.0
1990	534.0
1991	412.0
1992	184.0
1993	260.0
1994	92.0
1995	332.0
1996	970.0
1997	753.0
1998	186.0
1999	428.0
2000	306.0
2001	130.0
2002	382.0
2003	378.0
2004	258.0
2005	72.0
2006	110.0
2007	147.0
2008	202.0
2009	273.0
2010	182.0
2011	339.0
2012	398.0
2013	111.0
2014	152.0
2015	181.0
2016	73.0
2017	735.0

Explanation of peak discharge qualification codes

PeakFQ CODE	NWIS CODE	DEFINITION
D	3	Dam failure, non-recurrent flow anomaly
G	8	Discharge greater than stated value
X	3+8	Both of the above

U OF I GAGE PEAK FLOWS_PEAKFQ_same specs as Uderpass 2014.PRT.txt
L 4 Discharge less than stated value
K 6 OR C Known effect of regulation or urbanization
H 7 Historic peak

- Minus-flagged discharge -- Not used in computation
-8888.0 -- No discharge value given
- Minus-flagged water year -- Historic peak used in computation

1

Program PeakFq U. S. GEOLOGICAL SURVEY Seq.001.004
Version 7.2 Annual peak flow frequency analysis Run Date / Time
3/28/2018 06/14/2018 09:01

Station - 13346800 PARADISE CR AT UNIVERSITY OF IDAHO AT MOSCOW ID

TABLE 6 - EMPIRICAL FREQUENCY CURVES -- WEIBULL PLOTTING POSITIONS

WATER YEAR	RANKED DISCHARGE	SYSTEMATIC RECORD	B17B ESTIMATE
1996	970.0	0.0250	0.0250
1997	753.0	0.0500	0.0500
2017	735.0	0.0750	0.0750
1990	534.0	0.1000	0.1000
1989	436.0	0.1250	0.1250
1984	429.0	0.1500	0.1500
1999	428.0	0.1750	0.1750
1986	414.0	0.2000	0.2000
1991	412.0	0.2250	0.2250
2012	398.0	0.2500	0.2500
1987	392.0	0.2750	0.2750
1982	386.0	0.3000	0.3000
2002	382.0	0.3250	0.3250
2003	378.0	0.3500	0.3500
1983	368.0	0.3750	0.3750
2011	339.0	0.4000	0.4000
1995	332.0	0.4250	0.4250
1979	307.0	0.4500	0.4500
2000	306.0	0.4750	0.4750
1981	290.0	0.5000	0.5000
1980	287.0	0.5250	0.5250
2009	273.0	0.5500	0.5500
1993	260.0	0.5750	0.5750
2004	258.0	0.6000	0.6000

U OF I GAGE PEAK FLOWS_PEAKFQ_same specs as Uderpass 2014.PRT.txt

1985	211.0	0.6250	0.6250
2008	202.0	0.6500	0.6500
1998	186.0	0.6750	0.6750
1992	184.0	0.7000	0.7000
2010	182.0	0.7250	0.7250
2015	181.0	0.7500	0.7500
2014	152.0	0.7750	0.7750
2007	147.0	0.8000	0.8000
1988	135.0	0.8250	0.8250
2001	130.0	0.8500	0.8500
2013	111.0	0.8750	0.8750
2006	110.0	0.9000	0.9000
1994	92.0	0.9250	0.9250
2016	73.0	0.9500	0.9500
2005	72.0	0.9750	0.9750

1

End PeakFQ analysis.

Stations processed	:	1
Number of errors	:	0
Stations skipped	:	0
Station years	:	39

Data records may have been ignored for the stations listed below.
(Card type must be Y, Z, N, H, I, 2, 3, 4, or *.)
(2, 4, and * records are ignored.)

For the station below, the following records were ignored:

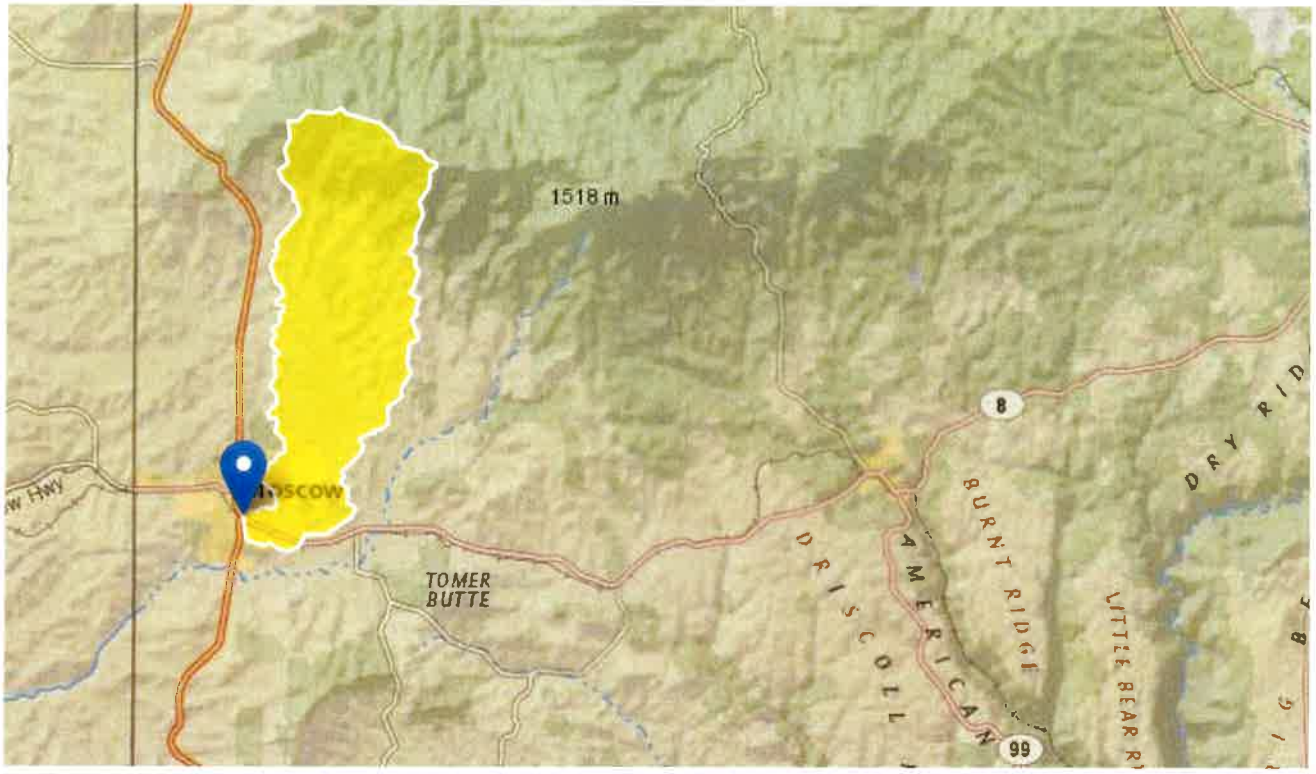
FINISHED PROCESSING STATION: 13346800 USGS PARADISE CR AT UNIVERSITY OF

For the station below, the following records were ignored:

FINISHED PROCESSING STATION:

Hwy 95 Underpass StreamStats Report with Basin Characteristics

Region ID: ID
Workspace ID: D20180613184445174000
Clicked Point (Latitude, Longitude): 46.72593, -117.00027
Time: 2018-06-13 11:45:01 -0700



Basin Characteristics

Parameter Code	Parameter Description	Value	Unit
DRNAREA	Area that drains to a point on a stream	14.68	square miles
AG_OF_DA	Agricultural Land in Percentage of Drainage Area (Idaho Logistic Regression Equations SIR 2006-5035	68.9	percent
BSLDEM10M	Mean basin slope computed from 10 m DEM	15	percent
BSLDEM30M	Mean basin slope computed from 30 m DEM	13.6	percent

Parameter Code	Parameter Description	Value	Unit
DV_OF_DA	Deve oped Land in Percentage of Drainage Area (Idaho Logistic Regression Equations S R 2006-5035	11.6	percent
ELEV	Mean Basin Elevation	2890	feet
ELEVMAX	Maximum basin e evation	4350	feet
FOREST	Percentage of area covered by forest	15	percent
MINBELEV	Minimum basin elevation	2560	feet
REL EF	Maximum - minimum elevation	1800	feet

Peak-Flow Statistics Parameters [Peak Flow Region 3 2016 5083]

Parameter Code	Parameter Name	Value	Units	Min Limit	Max Limit
DRNAREA	Drainage Area	14.68	square miles	2.13	2500

Peak-Flow Statistics F ow Report [Peak Flow Region 3 2016 5083]

PI : Prediction Interva -Lower, P u: Prediction Interva -Upper, SEp: Standard Error of Prediction, SE: Standard Error (other -- see report)

Statistic	Va ue	Unit	P I	P u	SEp
1.25 Year Peak Flood	73.4	ft^3/s	13.9	388	114
1.5 Year Peak Flood	102	ft^3/s	21.7	481	103
2 Year Peak F ood	146	ft^3/s	35.6	599	91.2
2 33 Year Peak F ood	169	ft^3/s	43.3	658	86.7
5 Year Peak F ood	287	ft^3/s	90.2	913	70.4
10 Year Peak F ood	409	ft^3/s	148	1130	60.4
25 Year Peak F ood	589	ft^3/s	251	1380	48.8
50 Year Peak F ood	743	ft^3/s	355	1550	41.5
100 Year Peak Flood	904	ft^3/s	482	1700	34.5
200 Year Peak Flood	1080	ft^3/s	624	1880	29.1
500 Year Peak Flood	1330	ft^3/s	853	2080	22.8

Peak-Flow Statistics Citations

Wood, M.S., Fosness, R.L., Skinner, K.D., and Vei eux, A.G.,2016, Estimating peak-flow frequency statistics for selected gaged and ungaged sites in natura y flowing streams and rivers in Idaho: U.S. Geologica Survey Scientific nvestigations Report 2016–5083, 56 p. (http://dx.doi.org/10.3133/sir20165083)

Application Version: 4.2.1

210 3-77

HYDRAULIC STRUCTURES SURVEY

BRIDGE ☒
CVERT ☐

PROJECT NO. BRM-7744(1) STATION 30+62 DATE OF SURVEY July 18, 1978

PROJECT TITLE Paradise Creek Bridge LOCAL NAME _____

LOCATION South-East portion of Moscow COUNTY Latah

ROADWAY IDENTIFICATION S.H. 8 CROSSING Paradise ☒ CREEK ☐ RIVER A TRIBUTARY OF Palouse River

HYDROLOGIC DATA

FOR: UNOBSTRUCTED STREAM (PREFERRED) ____ EXISTING STRUCTURE X ANTICIPATED STRUCTURE ____

Q_{MIN} - 0 - CFS; V - 0 - FPS; ELEV 2569.2 FT; SOURCE "A flood analysis of

*Q_{50} 890 CFS; V 3.68 FPS; ELEV 2578.4 FT; SOURCE Paradise Creek, an

Q_{100} 1,100 CFS; V 4.55 FPS; ELEV 2579.5 FT; SOURCE ungaged stream near

$Q_{MAX\ RECORDED}$ 680+ CFS; V 3.04 FPS; ELEV 2578.0[4] FT; DATE 1/29/65 Moscow, Idaho", by

+estimate by Abbott, 1968 [4]measured from photographs J.W. Abbott, 1968

CHARACTER OF WATERSHED 19% Forest, 81% Palouse Prairie DRAINAGE AREA 14.5 ☐ ACRES ☒ SQ MI

*(IF 500 CFS OR GREATER, A HYDRAULIC REPORT SHOULD ACCOMPANY THIS FORM)

HYDRAULIC DATA

NATURAL STREAM OR CANAL Natural stream (with rechanneled sections) MONTHS DRY, IF ANY Summer (some years)

IS STREAM CUTTING OR FILLING filling STREAMBED ELEV 2569.2 ℄

DOES STREAM CARRY AN APPRECIABLE AMOUNT OF ICE No ICE THICKNESS --- IN

DOES STREAM CARRY AN APPRECIABLE AMOUNT OF DRIFTWOOD No

CHARACTER OF STREAMBED MATERIAL silty-sand

IS FLOW CONTROLLED No IF SO, DESCRIBE MANNER AND DEGREE OF CONTROL: ----

AVERAGE GRADIENT OF EXISTING CHANNEL TO BE ALTERED 3.22 FEET PER THOUSAND FEET. DESCRIBE THE SECTION OF THE STREAM TO BE ALTERED BY REFERENCE TO A SECTION CORNER, OR OTHER PERMANENT REFERENCE.

PRESENT STRUCTURE

DESCRIPTION (BRIDGE, CULVERT SIZE, LENGTH, ETC) Bridge; 34.5' span, 29.8' wide, 30° skew

CONDITION Insufficient width for traffic volumes

BRIDGE: NUMBER AND TYPE OF PIERS None EFFECTIVE WATERWAY AREA 224 sq. ft.

SPREAD FOOTING OR PILES Piles CLEARANCE ABOVE DESIGN HIGH WATER ---

CULVERT: HAS EXISTING CULVERT CARRIED FLOW ADEQUATELY -----

REMARKS: Photographs of flood indicate that the existing effective waterway area should be retained if not increased.

PROPOSED STRUCTURE

REVERSE SIDE OF DH-210

TYPE RECOMMENDED Bridge, single span

BRIDGE: NUMBER AND LENGTH OF SPANS one, 34.5' span, (minimum) SKEW 30°

CLEARANCE ABOVE DESIGN HIGH WATER -0.0- WATERWAY AREA 224.0 min. F.

NUMBER OF PIERS -0- TYPE OF PIERS --- FLOW ANGLE TO PIERS ---

CHARACTER OF FOUNDATION MATERIAL blue clay*

*(From File No. 604, Drawing No. 2724, Proj. No. 190-A, 1935)

CULVERT: TYPE --- DIMENSIONS --- TYPE INLET ---

INLET ELEV --- OUTLET ELEV --- AVAILABLE HEADWATER --- FT

CULVERT FLOWING UNDER ☐ INLET CONTROL ☐ OUTLET CONTROL TAILWATER DEPTH --- FT

WILL ALL FLOOD WATER PASS THROUGH THE PROPOSED STRUCTURE Yes IF NOT, ATTACH PROVISIONS FOR OVERFLOW

MINIMUM ACCEPTABLE BALLAST AT SHOULDER _____ IS PAINTING OF CONCRETE RECOMMENDED _____

RECOMMENDED FILL SLOPE: UNDER STRUCTURE 2:1 max. AT WINGS 2:1 max.

IS RIPRAP REQUIRED Outlet channel IF SO, ATTACH RECOMMENDED SECTION, LIMITS, SIZE, TOE EMBEDMENT)

IS CANAL LINING REQUIRED --- (IF SO, ATTACH TYPICAL SECTION OF LINING AND LIMITS)

WILL STRUCTURE REQUIRE CANAL COMPANY APPROVAL --- COMPANY NAME ----

IN ADDITION TO THE ABOVE INFORMATION, SUBMIT AND CHECK EACH OF THE FOLLOWING:

- ☒ A TYPICAL PROPOSED ROADWAY SECTION AT THE STRUCTURE
- ☒ A 22"x36" CONTOUR MAP OF A (BRIDGE)(~~CULVERT~~) SITE; ~~A CANAL USED FOR NAVIGATION; OR THE EFFECTS OF A DIVERSION STRUCTURE~~; SHOWING 1-FOOT CONTOURS. IF THE STRUCTURE CROSSES A NATURAL STREAM, SHOW ON THE MAP THE NAMES AND ADDRESSES OF PROPERTY OWNERS WHO ADJOIN THE WATERWAY
- ☒ A CENTERLINE PROFILE TO THE SAME SCALE AS THE CONTOUR MAP
- ☒ IF THE STRUCTURE PROFILE CROSSES A NATURAL STREAM, A REPRODUCIBLE OF AN AREA MAP, SUCH AS A COUNTY MAP, WITH THE LOCATION OF THE STRUCTURE CLEARLY INDICATED
- ☒ A STREAMBED PROFILE 1000 FEET ABOVE AND BELOW THE STRUCTURE (OR WATERLINE PROFILE)
- ☐ IF PRACTICAL, PHOTOGRAPHS OF EXISTING STRUCTURE AND CHANNEL UPSTREAM & DOWNSTREAM FROM SITE

A LEGAL DESCRIPTION OF THE LOCATION

LOCATED IN THE NE 1/4, SW 1/4 (1/16 SECTION OR LOT NO.)
OF SECTION 17, TOWNSHIP 39N, RANGE 5 W, B.M.
IN Latah COUNTY.

APPROVALS

NOTES BY Lane Fortin

CONSULTANT'S SIGNATURE AND SEAL _____

NOTES AND RECOMMENDATIONS APPROVED BY D. J. McAtee
DISTRICT DESIGN ENGINEER

HYDRAULICS-RELATED DATA APPROVED BY _____
WATER RESOURCE ENGINEER

APPROVED _____
ROADWAY DESIGN SUPERVISOR

DISTRIBUTION: CONSULTANT - SIGNED ORIGINAL TO DISTRICT DESIGN ENGINEER
DISTRICT - SIGNED ORIGINAL TO WATER RESOURCE ENGINEER (NO ADDITIONAL COPIES REQUIRED)

Alta
Science & Engineering, Inc.

alta-se.com

220 East Fifth Street, Suite 325
Moscow, Idaho 83843
Ph: (208) 882-7858; Fax: (208) 883-3785

Attachment B

Hydraulics

50-yr Flow Event Hydraulic Model Outputs

Reach	River Sta	Profile	Plan	Q Total	Min Ch El	W.S. Elev	W.S. Elev Diff	Vel Chnl	Vel Chnl Diff	Flow Area	Top Width
				(cfs)	(ft)	(ft)	(ft)	(ft/s)	(ft/s)	(sq ft)	(ft)
PARADISECR	4099.7	FIS 50-yr	Existing	890	2570.39	2580.04		4.77		189.7	34
PARADISECR	4099.7	FIS 50-yr	Design	890	2570.39	2580.04	0.00	4.77	0.00	189.7	34
PARADISECR	4074	FIS 50-yr	Existing	890	2571.35	2579.98		4.82		186.2	39
PARADISECR	4074	FIS 50-yr	Design	890	2571.35	2579.98	0.00	4.82	0.00	186.2	39
PARADISECR	4026.7	FIS 50-yr	Existing	890	2571.02	2579.77		5.15		175.0	38
PARADISECR	4026.7	FIS 50-yr	Design	890	2571.02	2579.77	0.00	5.15	0.00	175.0	38
PARADISECR	3774.6	FIS 50-yr	Existing	890	2569.77	2579.10		4.56		200.4	42
PARADISECR	3774.6	FIS 50-yr	Design	890	2569.77	2579.10	0.00	4.56	0.00	200.4	42
PARADISECR	3588	FIS 50-yr	Existing	890	2569.20	2578.54		4.55		199.4	69
PARADISECR	3588	FIS 50-yr	Design	890	2569.20	2578.54	0.00	4.55	0.00	199.4	69
PARADISECR	3475.6	FIS 50-yr	Existing	890	2570.13	2578.03		5.12		175.0	40
PARADISECR	3475.6	FIS 50-yr	Design	890	2570.13	2578.03	0.00	5.12	0.00	175.0	40
PARADISECR	3368.5	FIS 50-yr	Existing	890	2569.34	2577.80		4.49		206.5	49
PARADISECR	3368.5	FIS 50-yr	Design	890	2569.34	2577.80	0.00	4.49	0.00	206.5	49
PARADISECR	3230.7	FIS 50-yr	Existing	890	2569.24	2577.25		5.30		170.3	48
PARADISECR	3230.7	FIS 50-yr	Design	890	2569.24	2577.25	0.00	5.30	0.00	170.3	48
PARADISECR	3147	FIS 50-yr	Existing	890	2571.97	2577.34		2.89		331.3	122
PARADISECR	3147	FIS 50-yr	Design	890	2571.97	2577.34	0.00	2.89	0.00	331.3	122
PARADISECR	3132.4	FIS 50-yr	Existing	890	2570.41	2577.13		4.40		227.4	106
PARADISECR	3132.4	FIS 50-yr	Design	890	2570.41	2577.13	0.00	4.40	0.00	227.5	106
PARADISECR	2954.9	FIS 50-yr	Existing	890	2566.39	2576.74		3.99		275.0	114
PARADISECR	2954.9	FIS 50-yr	Design	890	2566.39	2576.74	0.00	3.99	0.00	275.1	114
PARADISECR	2649.9	FIS 50-yr	Existing	890	2567.77	2576.28		3.11		413.1	244
PARADISECR	2649.9	FIS 50-yr	Design	890	2567.77	2576.28	0.00	3.11	0.00	413.4	244
PARADISECR	2375.9	FIS 50-yr	Existing	890	2565.97	2575.87		3.20		287.6	82
PARADISECR	2375.9	FIS 50-yr	Design	890	2565.97	2575.87	0.00	3.20	0.00	287.7	82
PARADISECR	2293.5	FIS 50-yr	Existing	890	2566.76	2575.58		4.30		206.9	51
PARADISECR	2293.5	FIS 50-yr	Design	890	2566.76	2575.58	0.00	4.30	0.00	207.0	51
PARADISECR	2140.8	FIS 50-yr	Existing	890	2566.79	2575.07		4.63		203.4	100
PARADISECR	2140.8	FIS 50-yr	Design	890	2566.79	2575.07	0.00	4.62	-0.01	203.7	100
PARADISECR	1977.7	FIS 50-yr	Existing	890	2566.44	2573.66		8.01		117.1	26
PARADISECR	1977.7	FIS 50-yr	Design	890	2566.44	2573.67	0.01	7.99	-0.02	117.4	26
PARADISECR	1723.3	FIS 50-yr	Existing	890	2564.70	2572.96		5.68		174.0	56
PARADISECR	1723.3	FIS 50-yr	Design	890	2564.70	2572.98	0.02	5.63	-0.05	175.6	56
PARADISECR	1453.9	FIS 50-yr	Existing	890	2563.95	2571.78		6.47		138.5	31
PARADISECR	1453.9	FIS 50-yr	Design	890	2563.95	2571.84	0.06	6.38	-0.09	140.6	31
PARADISECR	1413.65*	FIS 50-yr	Existing	890	2564.05	2571.75		5.44		164.0	40
PARADISECR	1413.65*	FIS 50-yr	Design	890	2564.05	2571.83	0.08	5.35	-0.09	166.9	40
PARADISECR	1373.4	FIS 50-yr	Existing	890	2564.15	2571.23		6.85		129.9	44
PARADISECR	1373.4	FIS 50-yr	Design	890	2564.15	2571.33	0.10	6.71	-0.14	132.7	45
PARADISECR	1360.4	FIS 50-yr	Existing	890	2564.04	2571.41		4.47		199.1	27
PARADISECR	1360.4	FIS 50-yr	Design	890	2564.04	2571.40	-0.01	5.54	1.07	160.6	27
PARADISECR	1313			Bridge							
PARADISECR	1266.4	FIS 50-yr	Existing	890	2562.91	2571.36		3.90		228.2	27
PARADISECR	1266.4	FIS 50-yr	Design	890	2562.91	2571.24	-0.12	4.73	0.83	188.0	27
PARADISECR	1246	FIS 50-yr	Existing	890	2562.66	2570.73		7.10		125.4	44
PARADISECR	1246	FIS 50-yr	Design	890	2562.66	2570.73	0.00	7.10	0.00	125.4	44
PARADISECR	1191.6	FIS 50-yr	Existing	890	2563.17	2569.61		9.05		99.0	30
PARADISECR	1191.6	FIS 50-yr	Design	890	2563.17	2569.61	0.00	9.05	0.00	99.0	30
PARADISECR	1111.1	FIS 50-yr	Existing	890	2564.17	2569.76		5.77		176.1	49
PARADISECR	1111.1	FIS 50-yr	Design	890	2564.17	2569.76	0.00	5.77	0.00	176.1	49
PARADISECR	1064.45*	FIS 50-yr	Existing	890	2563.05	2570.00		2.34		390.1	81
PARADISECR	1064.45*	FIS 50-yr	Design	890	2563.05	2570.00	0.00	2.34	0.00	390.1	81
PARADISECR	1017.8	FIS 50-yr	Existing	890	2561.92	2569.87		3.25		273.7	119
PARADISECR	1017.8	FIS 50-yr	Design	890	2561.92	2569.87	0.00	3.25	0.00	273.7	119
PARADISECR	972			Bridge							
PARADISECR	906.3	FIS 50-yr	Existing	890	2563.22	2568.52		7.72		115.3	36
PARADISECR	906.3	FIS 50-yr	Design	890	2563.22	2568.52	0.00	7.72	0.00	115.3	36
PARADISECR	817.4	FIS 50-yr	Existing	890	2560.97	2568.48		3.88		239.7	92
PARADISECR	817.4	FIS 50-yr	Design	890	2560.97	2568.48	0.00	3.88	0.00	239.7	92
PARADISECR	607.4	FIS 50-yr	Existing	890	2560.50	2568.31		2.56		362.2	109
PARADISECR	607.4	FIS 50-yr	Design	890	2560.50	2568.31	0.00	2.56	0.00	362.2	109

100-yr Flow Event Hydraulic Model Outputs

Reach	River Sta	Profile	Plan	Q Total	Min Ch El	W.S. Elev	W.S. Elev Diff	Vel Chnl	Vel Chnl Diff	Flow Area	Top Width
				(cfs)	(ft)	(ft)	(ft)	(ft/s)	(ft/s)	(sq ft)	(ft)
PARADISECR	4099.7	FIS 100-yr	Existing	1070	2570.39	2580.58		5.25		208.2	35
PARADISECR	4099.7	FIS 100-yr	Design	1070	2570.39	2580.58	0.00	5.25	0.00	208.2	35
PARADISECR	4074	FIS 100-yr	Existing	1070	2571.35	2580.52		5.22		207.8	41
PARADISECR	4074	FIS 100-yr	Design	1070	2571.35	2580.52	0.00	5.22	0.00	207.8	41
PARADISECR	4026.7	FIS 100-yr	Existing	1070	2571.02	2580.30		5.57		195.5	40
PARADISECR	4026.7	FIS 100-yr	Design	1070	2571.02	2580.30	0.00	5.57	0.00	195.5	40
PARADISECR	3774.6	FIS 100-yr	Existing	1070	2569.77	2579.58		5.00		221.6	47
PARADISECR	3774.6	FIS 100-yr	Design	1070	2569.77	2579.58	0.00	5.00	0.00	221.6	47
PARADISECR	3588	FIS 100-yr	Existing	1070	2569.20	2579.06		4.68		240.0	97
PARADISECR	3588	FIS 100-yr	Design	1070	2569.20	2579.06	0.00	4.68	0.00	240.0	97
PARADISECR	3475.6	FIS 100-yr	Existing	1070	2570.13	2578.49		5.59		193.8	42
PARADISECR	3475.6	FIS 100-yr	Design	1070	2570.13	2578.49	0.00	5.59	0.00	193.8	42
PARADISECR	3368.5	FIS 100-yr	Existing	1070	2569.34	2578.25		4.90		229.1	50
PARADISECR	3368.5	FIS 100-yr	Design	1070	2569.34	2578.25	0.00	4.90	0.00	229.1	50
PARADISECR	3230.7	FIS 100-yr	Existing	1070	2569.24	2577.62		5.84		193.4	72
PARADISECR	3230.7	FIS 100-yr	Design	1070	2569.24	2577.62	0.00	5.84	0.00	193.4	72
PARADISECR	3147	FIS 100-yr	Existing	1070	2571.97	2577.74		3.09		383.5	137
PARADISECR	3147	FIS 100-yr	Design	1070	2571.97	2577.74	0.00	3.09	0.00	383.6	137
PARADISECR	3132.4	FIS 100-yr	Existing	1070	2570.41	2577.52		4.69		273.5	125
PARADISECR	3132.4	FIS 100-yr	Design	1070	2570.41	2577.52	0.00	4.69	0.00	273.5	125
PARADISECR	2954.9	FIS 100-yr	Existing	1070	2566.39	2577.14		4.17		323.3	126
PARADISECR	2954.9	FIS 100-yr	Design	1070	2566.39	2577.14	0.00	4.17	0.00	323.4	126
PARADISECR	2649.9	FIS 100-yr	Existing	1070	2567.77	2576.82		2.77		546.3	249
PARADISECR	2649.9	FIS 100-yr	Design	1070	2567.77	2576.82	0.00	2.77	0.00	546.6	249
PARADISECR	2375.9	FIS 100-yr	Existing	1070	2565.97	2576.43		3.40		337.2	97
PARADISECR	2375.9	FIS 100-yr	Design	1070	2565.97	2576.43	0.00	3.40	0.00	337.4	97
PARADISECR	2293.5	FIS 100-yr	Existing	1070	2566.76	2576.12		4.52		246.5	94
PARADISECR	2293.5	FIS 100-yr	Design	1070	2566.76	2576.13	0.01	4.52	0.00	246.7	94
PARADISECR	2140.8	FIS 100-yr	Existing	1070	2566.79	2575.73		4.56		278.2	128
PARADISECR	2140.8	FIS 100-yr	Design	1070	2566.79	2575.73	0.00	4.56	0.00	278.7	128
PARADISECR	1977.7	FIS 100-yr	Existing	1070	2566.44	2574.20		8.62		131.6	28
PARADISECR	1977.7	FIS 100-yr	Design	1070	2566.44	2574.21	0.01	8.60	-0.02	132.0	28
PARADISECR	1723.3	FIS 100-yr	Existing	1070	2564.70	2573.64		5.46		215.7	65
PARADISECR	1723.3	FIS 100-yr	Design	1070	2564.70	2573.67	0.03	5.41	-0.05	217.5	65
PARADISECR	1453.9	FIS 100-yr	Existing	1070	2563.95	2572.40		6.82		160.4	41
PARADISECR	1453.9	FIS 100-yr	Design	1070	2563.95	2572.48	0.08	6.73	-0.09	163.4	42
PARADISECR	1413.65*	FIS 100-yr	Existing	1070	2564.05	2572.42		5.64		191.4	44
PARADISECR	1413.65*	FIS 100-yr	Design	1070	2564.05	2572.49	0.07	5.55	-0.09	194.7	44
PARADISECR	1373.4	FIS 100-yr	Existing	1070	2564.15	2571.80		7.36		145.4	48
PARADISECR	1373.4	FIS 100-yr	Design	1070	2564.15	2571.90	0.10	7.22	-0.14	148.1	48
PARADISECR	1360.4	FIS 100-yr	Existing	1070	2564.04	2572.00		4.98		215.0	27
PARADISECR	1360.4	FIS 100-yr	Design	1070	2564.04	2571.98	-0.02	6.07	1.09	176.2	27
PARADISECR	1313			Bridge							
PARADISECR	1266.4	FIS 100-yr	Existing	1070	2562.91	2571.94		4.39		243.9	27
PARADISECR	1266.4	FIS 100-yr	Design	1070	2562.91	2571.80	-0.14	5.27	0.88	203.1	27
PARADISECR	1246	FIS 100-yr	Existing	1070	2562.66	2571.19		7.81		137.2	46
PARADISECR	1246	FIS 100-yr	Design	1070	2562.66	2571.19	0.00	7.81	0.00	137.2	46
PARADISECR	1191.6	FIS 100-yr	Existing	1070	2563.17	2570.10		9.54		114.3	33
PARADISECR	1191.6	FIS 100-yr	Design	1070	2563.17	2570.10	0.00	9.54	0.00	114.3	33
PARADISECR	1111.1	FIS 100-yr	Existing	1070	2564.17	2570.34		6.07		204.9	52
PARADISECR	1111.1	FIS 100-yr	Design	1070	2564.17	2570.34	0.00	6.07	0.00	204.9	52
PARADISECR	1064.45*	FIS 100-yr	Existing	1070	2563.05	2570.60		2.51		439.1	84
PARADISECR	1064.45*	FIS 100-yr	Design	1070	2563.05	2570.60	0.00	2.51	0.00	439.1	84
PARADISECR	1017.8	FIS 100-yr	Existing	1070	2561.92	2570.43		3.63		295.0	120
PARADISECR	1017.8	FIS 100-yr	Design	1070	2561.92	2570.43	0.00	3.63	0.00	295.0	120
PARADISECR	972			Bridge							
PARADISECR	906.3	FIS 100-yr	Existing	1070	2563.22	2569.00		8.11		132.0	38
PARADISECR	906.3	FIS 100-yr	Design	1070	2563.22	2569.00	0.00	8.11	0.00	132.0	38
PARADISECR	817.4	FIS 100-yr	Existing	1070	2560.97	2569.07		3.82		295.0	96
PARADISECR	817.4	FIS 100-yr	Design	1070	2560.97	2569.07	0.00	3.82	0.00	295.0	96
PARADISECR	607.4	FIS 100-yr	Existing	1070	2560.50	2568.92		2.61		429.7	113
PARADISECR	607.4	FIS 100-yr	Design	1070	2560.50	2568.92	0.00	2.61	0.00	429.7	113

Alta
Science & Engineering, Inc.

alta-se.com

220 East Fifth Street, Suite 325
Moscow, Idaho 83843
Ph: (208) 882-7858; Fax: (208) 883-3785

MEMORANDUM

To: Bill Belknap, City of Moscow

From: Tom Jenkins, Alta
Susan Firor, Alta

Date: July 16, 2018

Job Code: 18059

Subject: **Wetland Investigation – City of Moscow US-95 Path Underpass**

Section 1 Introduction

The City of Moscow is investigating the feasibility of constructing a bike/pedestrian underpass on existing streambanks and within the current concrete bridge for Paradise Creek at the US Highway 95 (US 95) crossing. In consideration of potential underpass construction, Alta has been tasked to perform a wetland investigation/delineation. The approximate project footprint is located in Moscow, Idaho, to the east and west of the bridge on US 95, and between Sweet Avenue and the existing Paradise Path to the south and Highway 8 to the northeast. Figure 1 shows the spatial extent of this wetland investigation.

The National Wetlands Inventory (USFWS 2018) indicates the potential for riverine wetlands to occur along the banks of Paradise Creek.

On July 5, 2018, field personnel conducted a visual assessment to determine whether wetlands occur in the project area. Determinations were based on the US Army Corps of Engineers guidance in the Wetland Delineation Manual (USACE 1987).

Section 2 Wetland Indicators

The presence of a wetland is determined based on three main characteristics as described in the Western Mountains, Valleys, and Coast Regional Supplement (USACE 2010): (1) site must exhibit dominance of hydrophytic vegetation, (2) site must have hydric soils, and (3) site must have evidence of wetland hydrology. This section presents observed site information for each of these wetland indicators.

2.1 Vegetation

Non-native vegetation is dominant within the proposed boundaries of the project area. Non-native species include reed canarygrass (*Phalaris arundinacea*), prickly lettuce (*Lactuca serriola*), stinking chamomile (*Anthemis cotula*), oxeye daisy (*Leucanthemum vulgare*), and spotted knapweed (*Centaurea stoebe*). Vegetation facultative to wetlands primarily exists within the stream channel and low stream banks. The dominant species within the stream channel is Pacific willow (*Salix lucida*). Identification of grasses outside the stream channel is made difficult due to regular mowing activities that occur during the growing season. Reed canarygrass and Pacific willow are both wetland plant species found within the banks of the creek.

2.2 Hydric Soils

A brief check of the U.S. Department of Agriculture (USDA) Web Soil Survey for this site indicates the soil properties have no hydric soil rating (USDA 2018). The man-made banks of Paradise Creek in the project reach consist primarily of riprap and do not promote water storage in the soils or flooding outside the existing stream channel. Within the channel, soils are too rocky to dig test pits and show no indicators of wetland hydrology. Hydrologic conditions that promote hydric soils along the banks are very short lived in this reach in most years. Visual observations made during annual peak-flow periods indicate no water migration beyond the banks of Paradise Creek. Due to a lack of inundation, soils outside the stream channel are not exposed to anaerobic conditions for periods long enough to develop hydric indicators.

2.3 Hydrology

Typical hydrologic indicators of wetlands include surface water, saturation, drainage patterns, and others as listed in the supplement (USACE 2010). None of these indicators were present at this site during the field visit. Even during wetter periods of the year, due to the hydrology of the Paradise Creek, no substantial water storage is likely to occur beyond the lowest portion of the stream channel.

Section 3 Conclusions

The presence or occurrence of wetlands in the project area is unlikely due to the factors discussed in Section 2. No formal wetland delineation is recommended due to conditions observed in the field.

Section 4 References

U.S. Army Corps of Engineers (USACE), 1987. Corps of Engineers Wetlands Delineation Manual.

USACE, 2010. Regional Supplement to the Corps of Engineers Wetlands Delineation Manual: Western Mountains, Valleys, and Coast Region (Version 2.0).

U.S. Department of Agriculture (USDA), 2018. Plants Database. Accessed July 12, 2018. https://plants.usda.gov/core/profile?symbol=RAAC3

USDA. 2018. Web Soil Survey website. Accessed July 5, 2018. http://websoilsurvey.sc.egov.usda.gov/App/WebSoilSurvey.aspx

U.S. Fish and Wildlife Service (USFWS) National Wetland Inventory wetland mapper. Accessed July 5, 2018, at http://www.fws.gov/wetlands/Data/Mapper.html

NO	DATE	REVISIONS	BY	CHK

DRAFTER	J. CZARA	COORDINATE SYSTEM	NA
DESIGNER	B. DAVIS	SCALE	1" = 60'
CHECKED	S. FIROR	APPROVED	—
DATE	8/7/2018	DATE	—

Alta Survey & Engineering, Inc.

CITY OF MOSCOW US95 PATH UNDERPASS

MOSCOW, IDAHO

FIGURE 1. US95 PARADISE PATH WETLAND INVESTIGATION AREA

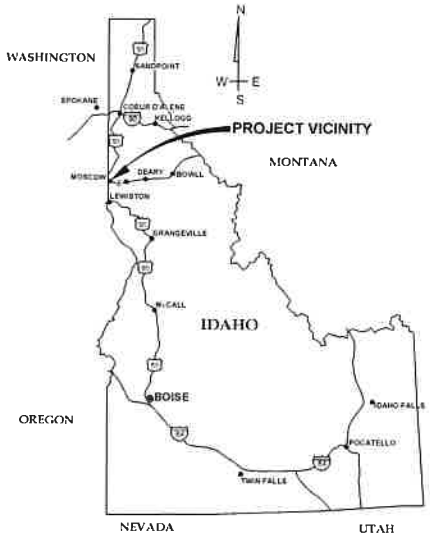
SHEET	1
DATE	8/7/2018
PROJECT NO	18019
SHEET NO	1 OF 1

P:\Engineering\City of Moscow US95 Underpass\Drawings\New folder\Moscow_US95 Bike Undercross_Design_2018-08-21.dwg 7/10/2018

CITY OF MOSCOW BIKE PATH US95 UNDERPASS

CONCEPTUAL DESIGN

AUGUST 2018



VICINITY MAP
SCALE: NTS

LOCATION MAP
SCALE: 1" = 500'

SHEET INDEX

SHEET #	SHEET NAME	SHEET INDEX
1	COVER SHEET	CS
2	PROJECT OVERVIEW & SHEET INDEX	C1
3	PATH PLAN & PROFILE - STA 0+00 TO 3+00	C2
4	PATH PLAN & PROFILE - STA 3+00 TO 7+00	C3
5	DETAILS	D1

PREPARED FOR:

CITY OF MOSCOW
206 EAST 3RD STREET
MOSCOW, IDAHO 83843
TELEPHONE: (208) 883-7019

ENGINEER:

Alta Science & Engineering, Inc.
220 EAST 5TH STREET, SUITE 325
MOSCOW, IDAHO 83843
TELEPHONE: (208) 882-7858

PRELIMINARY
NOT FOR CONSTRUCTION

NO.	DATE	REVISIONS	BY	CHK

DRAWN BY: J. OZARA
ENGINEER: B. DAVIS
CHECKED: S. FIROR
DATE: 08/15/2018
COORDINATE SYSTEM: ISP, WEST, NAD 83, US FT
SCALE: AS SHOWN
APPROVED: X. XXXX
DATE: XX/XX/XXXX

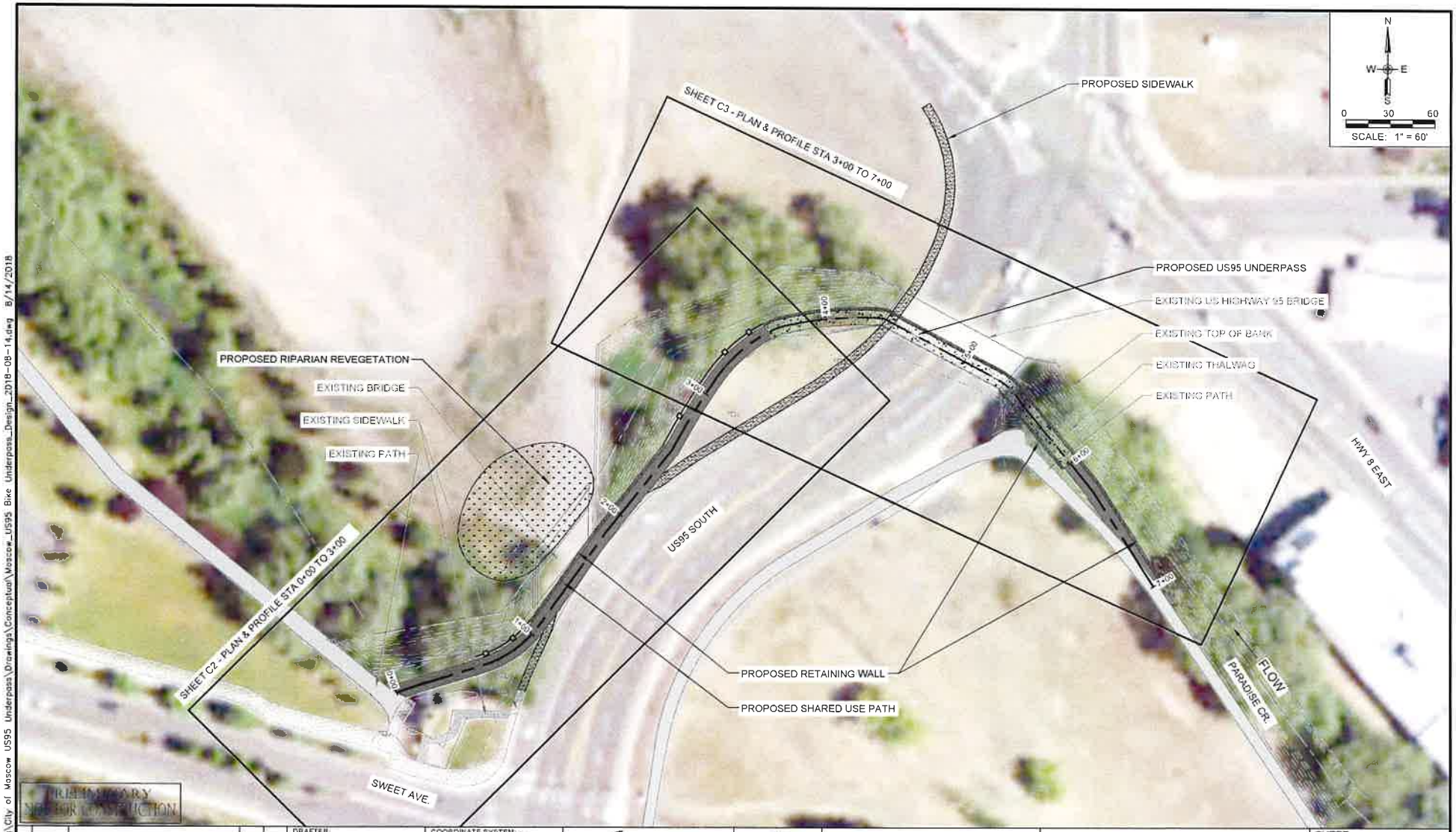
Alta Science & Engineering, Inc

CITY OF MOSCOW US95 PATH UNDERPASS
MOSCOW, IDAHO

COVER SHEET

SHEET NAME: CS
DATE: 8/14/2018
PROJECT NO. 18059
SHEET: 1 OF 05

P:\Engineering\City of Moscow US95 Underpass\Drawings\Conceptual\Moscow_US95 Bike Underpass_Cover_2018-08-14.dwg 8/14/2018



NO	DATE	REVISIONS	BY	CHK

DRAFTER:	J. DZARA
DESIGNER:	B. DAVIS
CHECKED:	S. FIROR
DATE:	8/15/2018
COORDINATE SYSTEM:	ISP, WEST, NAD 83, US FT
SCALE:	1" = 60'
APPROVED:	X. XXXX
DATE:	XX/XX/XXXX

Alta
Science & Engineering, Inc

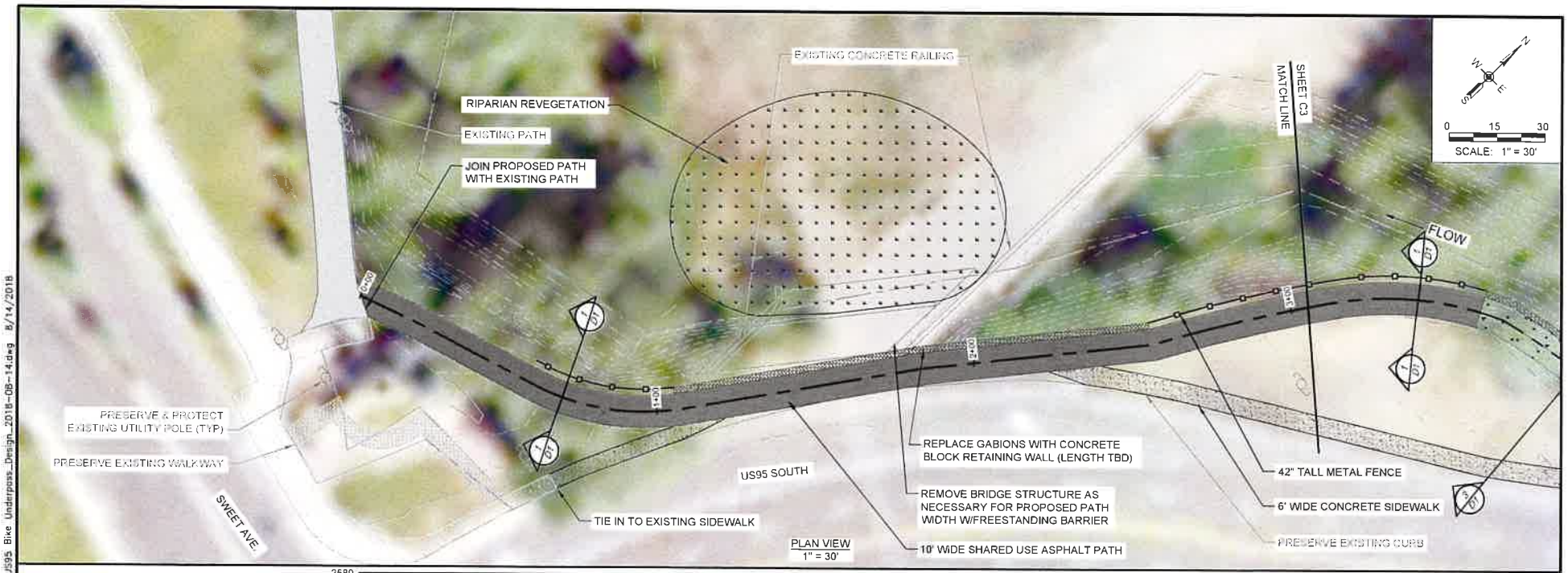
CITY OF MOSCOW US95 PATH UNDERPASS

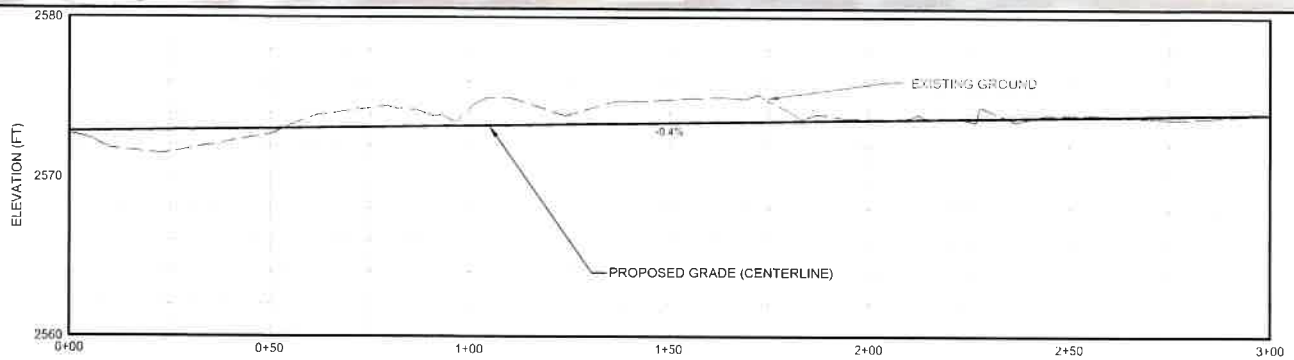
MOSCOW, IDAHO

PROJECT OVERVIEW & SHEET INDEX

SHEET:	C1
DATE	8/14/2018
PROJECT NO.	18059
SHEET NO.	02 OF 05

P:\Engineering\City of Moscow US95 Underpass\Drawings\Concepture\Moscow_US95 Bike Underpass_Design_2018-08-14.dwg 8/14/2018





PROFILE VIEW
SCALE: 1"=30' HORIZONTAL, 1"=7.5' VERTICAL

PRELIMINARY
NOT FOR CONSTRUCTION

NO	DATE	REVISIONS	BY	CHK

DRAFTER:	J. DZARA
DESIGNER:	B. DAVIS
CHECKED:	S. FIROR
DATE:	8/15/2018
COORDINATE SYSTEM:	ISP, WEST, NAD 83, US FT
SCALE:	1" = 30'
APPROVED:	X. XXXX
DATE:	XX/XX/XXXX

Alta Science & Engineering, Inc.

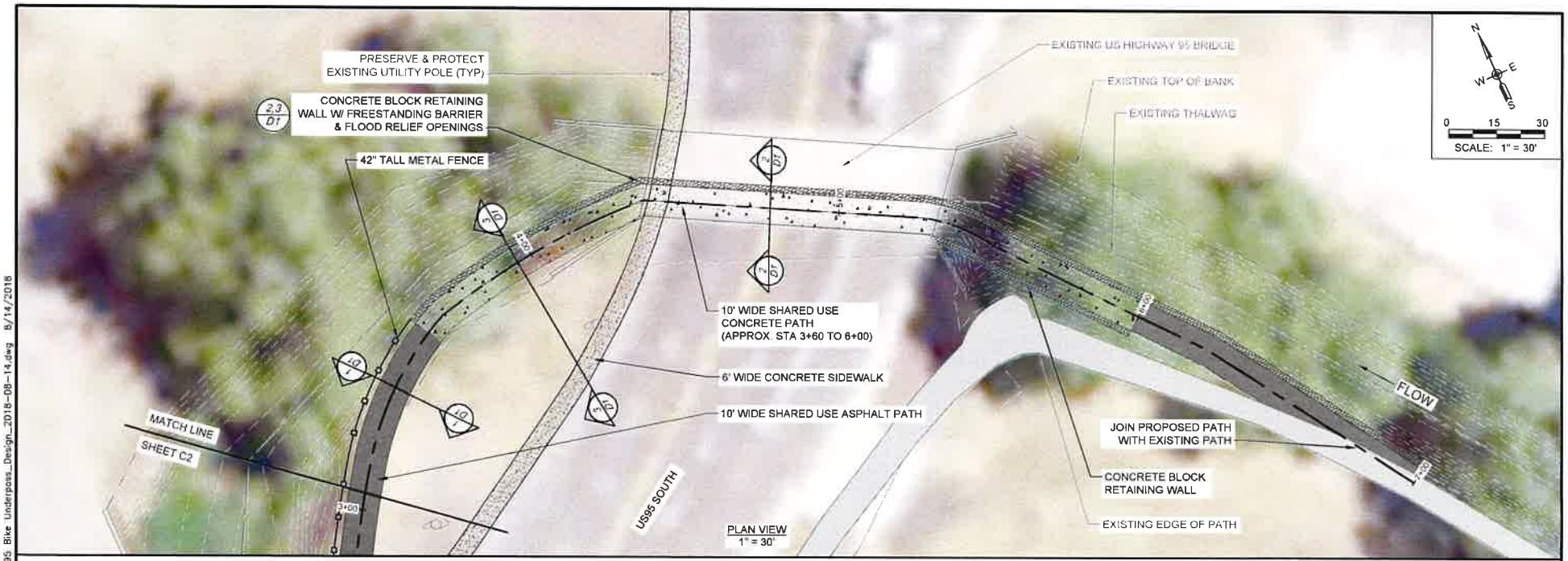
CITY OF MOSCOW US95 PATH UNDERPASS

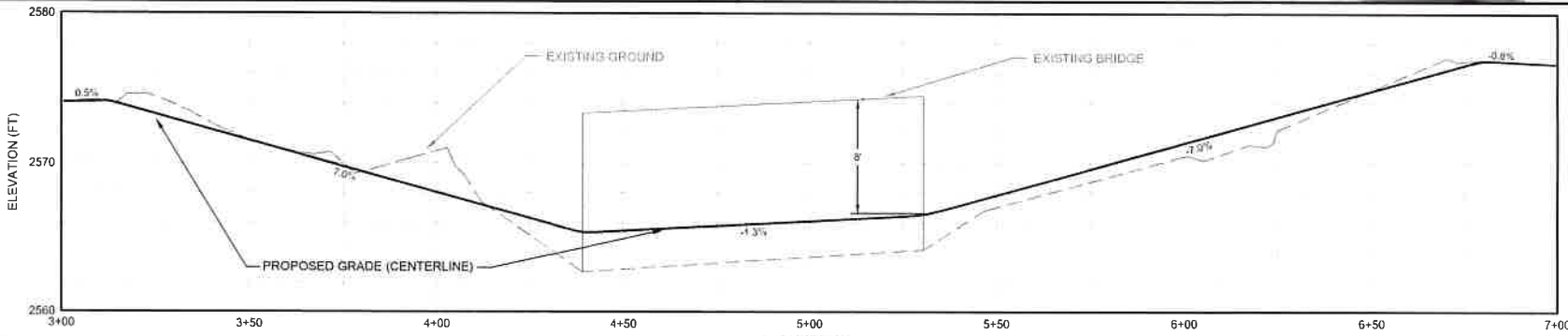
MOSCOW, IDAHO

PATH PLAN & PROFILE
STA 0+00 TO 3+00

SHEET:	C2
DATE	8/14/2018
PROJECT NO.	18059
SHEET NO.	03 OF 05

P:\Engineering\City of Moscow US95 Underpass\Drawings\Conceptual\Moscow_US95 Bike Underpass_Design_2018-08-14.dwg 8/14/2018





1 / - PROFILE VIEW
SCALE: 1"=30' HORIZONTAL, 1"=7.5' VERTICAL

PRELIMINARY
NOT FOR CONSTRUCTION

NO.	DATE	REVISIONS	BY	CHK

DRAFTER:	J. DZARA
DESIGNER:	B. DAVIS
CHECKED:	S. FIROR
DATE	8/15/2018
COORDINATE SYSTEM:	IDAHO WEST, NAD 83, US FT
SCALE	1" = 30'
APPROVED:	X. XXXX
DATE	XX/XX/XXXX

Alta Science & Engineering, Inc

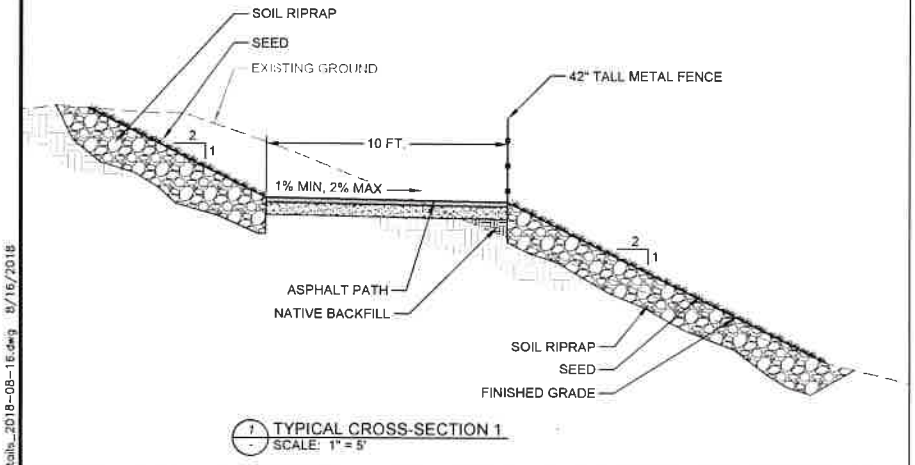
CITY OF MOSCOW US95 PATH UNDERPASS

MOSCOW, IDAHO

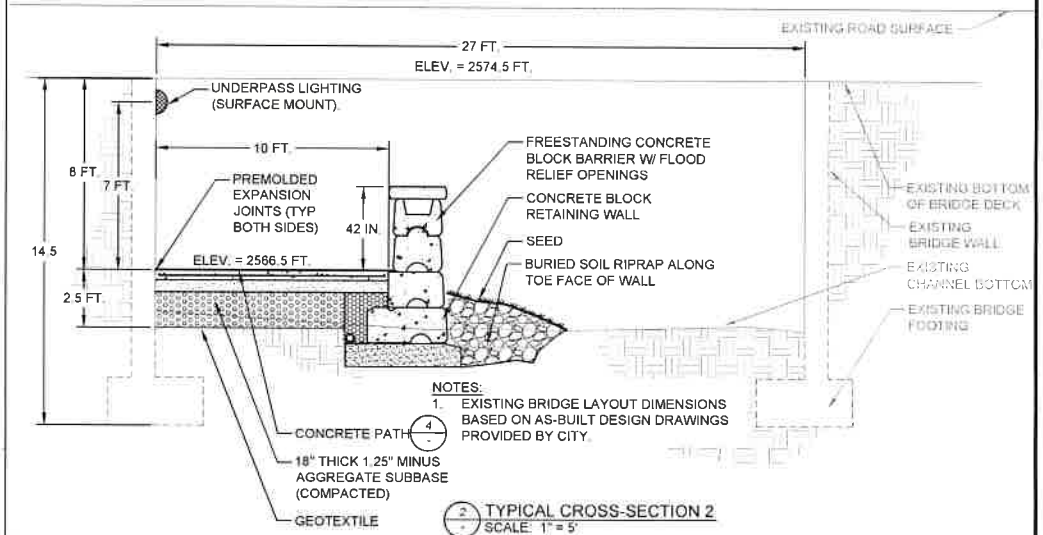
PATH PLAN & PROFILE
STA 3+00 TO 7+00

SHEET:	C3
DATE:	8/14/2018
PROJECT NO.	18059
SHEET NO.	04 OF 05

P:\Engineering\City of Moscow US95 Underpass\Drawings\Conceptual\Moscow_US95 Bike Underpass_Design_2018-08-14.dwg 8/14/2018

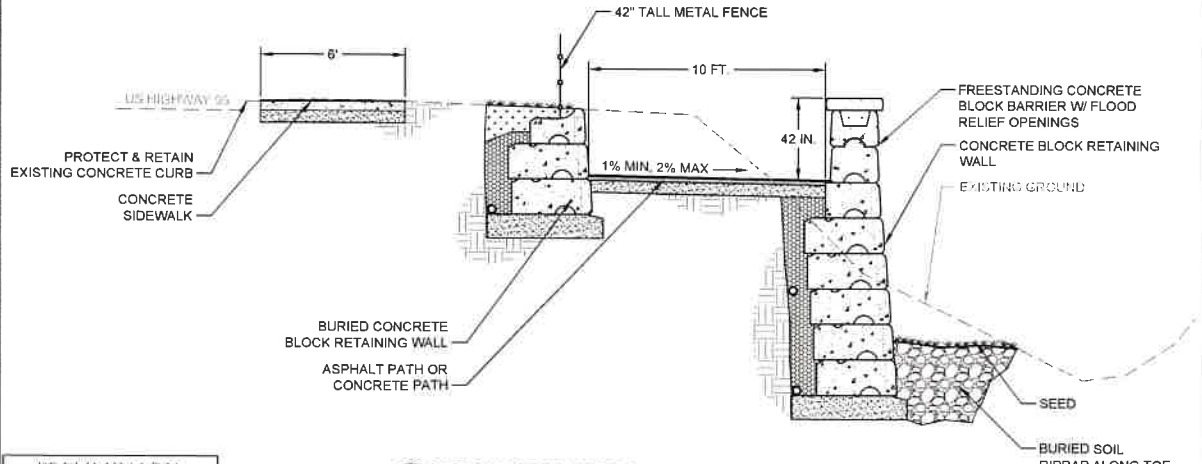


1 TYPICAL CROSS-SECTION 1
SCALE: 1" = 5'

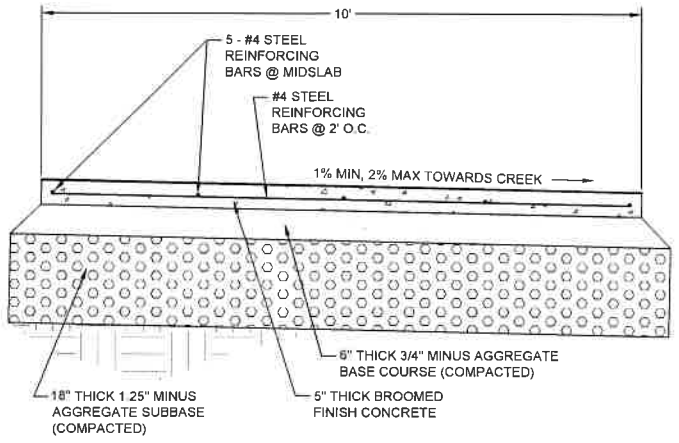


NOTES:
1. EXISTING BRIDGE LAYOUT DIMENSIONS BASED ON AS-BUILT DESIGN DRAWINGS PROVIDED BY CITY.

2 TYPICAL CROSS-SECTION 2
SCALE: 1" = 5'



3 TYPICAL CROSS-SECTION 3
SCALE: 1" = 5'



4 TYPICAL CONCRETE PATH SECTION
SCALE: 1" = 2'

PRELIMINARY
NOT FOR CONSTRUCTION

NO	DATE	REVISIONS	BY	CHK

DRAFTER	J. DZARA
DESIGNER	B. DAVIS
CHECKED	S. FIROR
DATE	8/15/2018
COORDINATE SYSTEM:	NAD83, ISP WEST, US FT
SCALE	AS SHOWN
APPROVED:	XXXX
DATE	XX/XX/XXXX

Alta Science & Engineering, Inc

CITY OF MOSCOW US95 PATH UNDERPASS

MOSCOW, IDAHO

DETAILS

SHEET:	D1
DATE:	8/16/2018
PROJECT NO.	18059
SHEET NO.:	05 OF 05

P:\Engineering\City of Moscow US95 Underpass\Drawings\Conceptual\Moscow_US95 Bike Underpass_Details_2018-08-16.dwg 8/16/2018

IDAHO STATE
HISTORICAL SOCIETY

25 September 2018

Bill Belknap, Director
Community Development Department
221 East Second Street
Moscow, Idaho 83843

Re: Paradise Creek Bridge, Moscow, Idaho

Dear Mr. Belknap:

On 18 September 2018, I conducted a site visit to confirm the eligibility of the Paradise Creek Bridge in Moscow, Idaho, for listing in the National Register of Historic Places. The historic bridge, constructed in 1934, was previously determined eligible for listing by this office in 1998.

While I concur that, at the time, the bridge was likely eligible, on-site evaluation revealed diminished integrity that unfortunately renders the bridge ineligible. Specifically, integrity of setting, feeling and association have all been lost. In addition, integrity of design has been diminished due to removal of much of the western railing. As indicated in National Register Bulletin 15, a property must possess several, and typically most, of the seven aspects of integrity in order to remain eligible for listing in the National Register.

If you have any questions, please contact me via phone or email at 208.488.7468 or matt.halitsky@ishs.idaho.gov.

Sincerely,

M. Halitsky

Matthew Halitsky, AICP
Historic Preservation Review Officer
Idaho State Historic Preservation Office

C.L. "Butch" Otter
Governor of Idaho

Janet Gallimore
Executive Director
State Historic
Preservation Officer

Administration:
2205 Old Penitentiary Rd.
Boise, Idaho 83712
208.334.2682
Fax: 208.334.2774

Idaho State Museum:
610 Julia Davis Dr.
Boise, Idaho 83702
208.334.2120

Idaho State Archives and State Records Center:
2205 Old Penitentiary Rd.
Boise, Idaho 83712
208.334.2620

State Historic Preservation Office:
210 Main St.
Boise, Idaho 83702
208.334.3861

Old Idaho Penitentiary and Historic Sites:
2445 Old Penitentiary Rd.
Boise, Idaho 83712
208.334.2844

HISTORY.IDAHO.GOV

COMMITTEE STAFF REPORT

DATE: Monday, January 27, 2020

RESPONSIBLE STAFF

Bill Belknap, Deputy City Supervisor, Community Planning and Design, Alisa Anderson, Grants Manager

ADDITIONAL PRESENTER(S)

OTHER RESOURCES

AGENDA ITEM TITLE

Approval of Subrecipient Agreement for the FEMA Advance Assistance Paradise Creek Flood Hazard Mitigation Study Project (ACTION ITEM) - Bill Belknap / Alisa Anderson

DESCRIPTION

Following flooding events in the spring of 2017, in consultation with FEMA officials, the City was encouraged to apply for a Flood Hazard Mitigation Grant to identify and construct potential flood hazard mitigation actions to reduce property damage from flooding events on Paradise Creek. After an extended review period and multiple requests for additional information, the City's application was shifted to FEMA's Advanced Assistance Program which is intended to fund advanced studies to assess and identify potential flood hazard mitigation actions.

Through the study, the City will explore potential flood hazard mitigation alternatives and determine the most viable method to resolve flooding issues extending from the northeast city limits near Mountain View Park to the Paradise Creek crossing of the Troy Highway near the intersection with Styner and White Avenue (the impacted area). The modeling extent of the proposed study will extend upstream to the area from Darby Road Bridge to south of the Troy Highway (Idaho State Highway 8) crossing. Alternatives will be developed and assessed to mitigate flooding within the impacted area. The results of study would be used to select an alternative, prepare 30% design documents, and complete a Benefit Cost Analysis of the selected alternative.

The City was recently notified it has been awarded $295,200 in grant funding to support the study. The total estimated study cost is $393,600 with $98,400 in local match (which includes $10,000 in pre-application engineering, $41,600 in City staff in-kind labor match for project administration, and $46,800 in local cash match). On January 22, the City received the attached subrecipient agreement from the Idaho Office of Emergency Management for review and execution by the City.

STAFF RECOMMENDATION

Recommend approval of the Subrecipient Agreement for the FEMA Advance Assistance Paradise Creek Flood Hazard Mitigation Study Project.

PROPOSED ACTIONS

PROPOSED ACTIONS: Recommend approval of the Subrecipient Agreement for the FEMA Advance Assistance Paradise Creek Flood Hazard Mitigation Study Project; or provide staff further direction.

FISCAL IMPACT

$41,600 in City staff in-kind labor match for project administration and $46,800 in local cash match.

PERSONNEL IMPACT

ATTACHMENTS

1. PWF Packet 1-27-2020

Idaho Office of Emergency Management

Federal Award Date

January 3, 2020

2019 Subrecipient Agreement

for

City of Moscow

Advance Assistance Paradise Creek Flood Mitigation Project

1. Subrecipient Name and Address	2. Prepared by: *Quarles, Mary*	3. Award Number: DR43133R
City of Moscow 206 East Third Street Moscow, ID 83843	**4. Federal Grant Information**	
	Federal Grant Title:	**D4313H - HMGP**
	Federal Grant Award Number/CFDA Number:	4313DRIDP00000005 / 97.039
	Federal Granting Agency:	Grant Programs Directorate Federal Emergency Management Agency U.S. Department of Homeland Security

5. Award Amount and Grant Breakdowns

Subrecipient DUNS Number:	**958856338**
Award Amount This Action:	**$295,200.00**
Subrecipient Match Amount:	**$98,400.00**
State Share Amount:	**$ 0.00**
Total Award Amount:	**$393,600.00**

D4313H - HMGP

Performance Period:

Jan 3, 2020 *through* Feb 12, 2021

6. Requirements: This Subaward is approved subject to such conditions or limitations as are set forth on the following pages of this document and in the Project-Specific Programmatic Conditions of Approval and Standard Administrative Provisions for Hazard Mitigation Grant Program. This is a not a Research & Development Subaward. Subrecipients must give the Idaho Office of Emergency Management (IOEM), Department of Homeland Security (DHS) and auditors access to and the right to examine and copy records, accounts, and other documents and sources of information related to the grant and permit access to facilities, personnel, and other individuals and information as may be necessary, as required by DHS regulations and other applicable laws or program guidance.

The Subrecipient certifies that the Subrecipient and its' contractors/vendors are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded by any federal department or agency and do not appear in the Debarred and Suspended list at http://www.sam.gov.

The Subrecipient certifies compliance with the 2CFR200 Subpart F – Audit Requirements and Idaho State Code 67-450B – Independent Financial Audits of Local Governmental Entities—Filing Requirements.

Acceptance of subaward certifies compliance with requirements detailed above.

7. Agency Approval

Approving IOEM Official: **Brad Richy, Director** **Idaho Office of Emergency Management** **(208) 258-6501**	**Signature of IOEM Director:** KH **Date:** 21 Jan 2020

8. Subrecipient Acceptance

I have read and understand the attached Terms and Conditions. Signature certifies compliance with requirements detailed on subaward subrecipient agreement.

Print name and title of Authorized Subrecipient official:	**Signature of Authorized Subrecipient Official:**

9. Enter Employer Identification Number (EIN) / Federal Tax Identification Number:	**10. Date Signed :**

11. DUE DATE: 2/18/2020

Signed award and Direct Deposit Form (if applicable) must be returned to IOEM on or before the above due date.

City of Moscow
Advanced Assistance Request
Paradise Creek Advance Assistance
Scope of Work

This Advance Assistance scope of work describes the primary task elements for completing a Hydrologic and Hydraulic Study (H & H Study) of Paradise Creek (Phase I), an alternatives analysis, local ordinance and permit review, LiDAR and data collection, environmental considerations, application development, benefit cost analysis, pre-engineering, and CLOMR application. The City will explore potential flood hazard mitigation alternatives and determine the most viable method to resolve flooding issues extending from the northeast city limits near Mountain View Park to the Paradise Creek crossing of the Troy Highway near the intersection with Styner and White Avenue (the impacted area). The H&H modeling extent of the proposed study will extend upstream to the area from Darby Road Bridge to south of the Troy Highway (Idaho State Highway 8) crossing. Alternatives will be developed and assessed to mitigate flooding within the impacted area. The results of H & H Study would be used to select an alternative, prepare 30% design documents, and complete a Benefit Cost Analysis (BCA) of the selected alternative. One of the objectives is to provide the City of Moscow (City) information to apply to FEMA for a Conditional Letter of Map Revision (CLOMR) upon the design of the selected mitigation alternative.

To the extent possible, the H & H Study will draw information from several past projects including the Paradise Creek enhancements on the University of Idaho campus, the Department of Environmental Quality funded restoration project at the Bridge Street Park, the City of Moscow Paradise Creek US 95 – Hwy. 8 LOMR, and the City of Moscow Highway 8 Underpass design. Mitigation efforts will focus on near-channel storage expansion locations through acquisition and restoration of prior disturbed riparian areas, enhanced stormwater detention facilities along with flow obstruction removal, and additional stormwater mitigation elements as deemed necessary in the H & H Study. The H & H Study will include the following:

- The field survey data will be collected to improve the accuracy of the updated hydraulic model and representation of the existing system. Survey data will include all FEMA Flood Insurance Study (FIS) and Flood Insurance Rate Map (FIRM) cross sections, all bridges, culverts and other related structures, and additional channel cross sections as needed. UAV-LiDAR based topography will be collected along the channel alignment. Survey data will be provided in both digital format and a certified topographic map in accordance with FEMA standards and requirements.

- The Paradise Creek hydrologic flows will be assessed utilizing more current and accurate methods including an analysis of historical gauge data for Paradise Creek and USGS regional regression analysis to ascertain the most accurate hydrologic input to be utilized in the study and flood hazard mitigation alternative assessment.

- The current effective HEC-2 hydraulic model will be obtained from FEMA and converted to the current HEC-RAS modeling platform. Field survey data described above will be utilized to update the hydraulic model to reflect current conditions and utilized to perform the duplicate effective model run in accordance with FEMA standards and requirements. The H & H Study may include adding 2-dimensional reaches to the model to gain more specific insights in critical locations.

- The flood hazard mitigation alternatives will be developed and examined using the hydraulic model and compared against a set of screening criteria that is developed with the City. The results of the alternatives analysis will be presented at a meeting with City leadership and stakeholders to select one of the alternatives or a hybrid of the preferred flood hazard mitigation measures as the preferred alternative.

- The H & H Study will document the methods and findings and describe the preferred flood hazard mitigation project. The intent is to be able to build upon the H & H Study through the design process and demonstrate the impacts of the selected alternative.

The Advance Assistance Scope of Work will be organized into the following primary tasks:

Task 1 - Project Management

a. Status reporting to the City.
b. Manage the consultant technical team.
c. Quality assurance review on deliverables to the City.
d. Preparation and participation in stakeholder meetings.
e. Interactions with FEMA as requested by the City.
f. Review local ordinances, codes, and permitting, update as needed.
g. Environmental Planning and Historic Preservation (EHP) Review process.

Task 2 - Surveying and Data Collection

a. Project Open House No. 1 – Community meeting to introduce the project scope, goals and objectives to property owners within the study area and other community members and stakeholders.
b. Access Agreements - Secure property owner approvals to survey or fly with UAV to collect design-level topographic data.
c. Acquire and incorporate the 2016 3DEP LiDAR mapping and tie into common control.
d. UAV-LiDAR flight and data process of floodplain:
    i. LiDAR mapping includes at least two flights, approximately 50’ apart, on each side of the approximate 8,500 LF channel yielding a maximum swath up to 500’ wide at the planned 60m altitude.
    ii. Approximately 150 channel sections including all FIS cross sections and additional channel sections up to 100’ wide at nominal 50-60’ intervals are estimated, with final locations moved up or down station to accommodate structures and avoid obstructions.
e. Prepare certified topographic map in accordance with FEMA standards and requirements.
f. Survey, inspect, and analyze all stormwater detention facilities contributing to the impacted area to ensure facility condition, discharge control rates and other design and function parameters.

Task 3 - Hydrologic Analysis

a. Review existing FEMA data and data gaps.
b. Statistical review of existing gauge data.
c. Integrate previous models.

Task 4 - Flooding Analysis and Characterization

a. Develop current 1-D Hydraulic Model.
b. Perform the duplicate effective model run in accordance with FEMA standards and requirements.
c. Add 2-D Hydraulics in key locations.
d. Analyze existing system and identify flood impacts and causes.

Task 5 - Develop Conceptual Flood Hazard Mitigation Alternatives

a. Workshop No. 1 – City, Stakeholder, Consultant workshop to review drainage characteristics and develop flood hazard mitigation alternatives. Mitigation alternatives to be assessed may include property buyouts, structure elevations, different approaches to stormwater management, stream channel/floodplain storage or conveyance improvements, or any combination thereof. Consultant will seek to incorporate green Infrastructure elements such as riparian enhancements or bioengineered features for each alternative (map locations and describe type of improvements).

b. Development of Alternative Assessment Criteria - City and the consultant will establish clear and objective evaluation criteria including, but not limited to, relative level of flood protection, relative benefit cost rating, floodplain beneficial function, impacts on the environment, impacts on existing developed properties, long-term effectiveness, cost of construction, and long-term operation and maintenance.

Task 6 - Alternatives Analysis and Evaluation

a. Consultant shall complete an assessment of the identified alternatives utilizing the criteria established in Task 5 and an updated BCA for each mitigation alternative. Alternative assessments shall include all costs and impacts on the flood plain within, upstream, and downstream of the project area.
b. Workshop 2 – City, Stakeholder, Consultant workshop to review the results of the alternatives assessment for all mitigation alternatives and to confirm the selection of the preferred alternatives.
c. Prepare a final benefit cost assessment and an alternative assessment with a selection report including the reasoning and rational behind the recommended preferred alternative as well as an explanation why the non-preferred alternatives were not feasible or practical.
d. Prepare proposed effective model based upon selected flood hazard mitigation alternative.
e. Prepare annotated FEMA FIRM map showing revised 500, 100 year, and floodway boundaries and cross section elevations for the selected flood hazard mitigation alternative.
f. Prepare a map of the sub-basins and stormwater facilities draining to Paradise Creek to include sub-basins with stormwater detention/retention facilities indicating what level of storm event the facilities are designed to detain.
g. Consider environmental and historical impacts, coordinate with necessary agencies, and gather documentation.
h. Prepare final concept level cost estimate for the selected flood hazard mitigation alternative.
i. Project Open House No. 2 – Community meeting to share the mitigation alternatives, alternative assessments and selected preferred alternative.
j. Prepare written report of the H & H Study to document the methods and findings and describe the preferred flood hazard mitigation project, including projected project costs, pre-and-post flood elevations at all FEMA cross sections, and an annotated FIRM map illustrating the projected changes to the location and extent of the floodway with 100 and 500-year floodplain boundaries.

Task 7 –Selected Alternative Construction Predesign and Conditional Letter of Map Revision

a. Prepare preliminary (30%) design and construction plans including construction staging areas, dewatering and bypasses, and location and mapping of any temporary facilities and other project details necessary for Environmental Planning and Historic Preservation (EHP) review.
b. Prepare a project Storm Water Management and Treatment Plan per applicable state and federal standards.
c. Identify, describe, and map any necessary property or easement acquisitions.
d. Prepare a final design and construction project budget based upon the FEMA approved selected alternative and preliminary construction design.
e. Prepare an updated effective model based upon the preliminary construction design including an updated annotated FEMA FIRM map showing revised 500, 100 year, and floodway boundaries and cross section elevations for the selected flood hazard mitigation alternative
f. Prepare all necessary supporting documentation and CLOMR application materials for the FEMA approved selected alternative.

August 28, 2019

Submitted Cost Estimate

SF-424C	Item	Units	Quantity	Unit Cost	Total Cost
Pre-Award					
5-p	Pre- Application Engineering (Alta) ($10,000 Local Match)**		1	$ 10,000.00	$10,000.00
Advanced Assistance Program					
	Task 1 - Project Management				
1	Consultant	HRS.	350	$ 175.00	$61,250.00
1	City Staff (Toward Local Match $41,600) **	HRS.	520	$ 80.00	$41,600.00
	Task 2 - Surveying and Data Collection				
4	Historical Record Data Collection (HRS) - Consultant	HRS.	60	$ 175.00	$10,500.00
4	Field Survey Data Collection (LS)	LS.	1	$ 21,000.00	$21,000.00
11	Aerial Lidar Data Collection (LS)	LS.	1	$ 16,500.00	$16,500.00
4	Task 3 - Hydrologic Analysis (HRS) - Consultant	HRS.	140	$ 175.00	$24,500.00
4	Task 4 - Flooding Analysis and Characterization (HRS) - Consultant	HRS.	185	$ 175.00	$32,375.00
4	Task 5 - Develop Conceptual Flood Hazard Mitigation Alternatives (HRS) - Consultant	HRS.	250	$ 175.00	$43,750.00
4	Task 6 - Alternatives Analysis and Evaluation - Consultant	HRS.	325	$ 175.00	$56,875.00
4	Task 7 - Selected Alternative Predesign and CLMR - Consultant ($46,800 Local Match)**	HRS.	430	$ 175.00	$75,250.00
	**Designates Local Match Contribution				
	Pre- Application Engineering				$10,000.00
	Task 1 - City Staff				$41,600.00
	Task 7 -Selected Alternative Predesign and CLMR				$46,800.00
	Total Local Match**				$98,400.00

--->

SF-424C Construction Programs Cost Estimate

Cost Category (p represents pre-award cost)	Total Cost
1 Administrative and legal expenses	$102,850.00
2 Land, structures, rights-of-way, appraisals, etc.	$0.00
3 Relocation expenses and payments	$0.00
4 Architectural and engineering fees	$264,250.00
5 Other architectural and engineering fees	$0.00
6 Project inspection fees	$0.00
7 Site work	$0.00
8 Demolition and removal	$0.00
9 Construction	$0.00
10 Equipment	$0.00
11 Miscellaneous	$16,500.00
1-p Administrative and legal expenses	$0.00
2-p Land, structures, rights-of-way, appraisals, etc.	$0.00
4-p Architectural and engineering fees	$0.00
5-p Other architectural and engineering fees	$10,000.00
6-p Project inspection fees	$0.00
11-p Miscellaneous	$0.00
Total	**$393,600.00**

Total Project Costs	$393,600.00
Local Match	
In-Kind Local Labor Match	$41,600.00
Local Cash Match	
Pre-Application Engineering	$10,000.00
Task 7	$46,800.00
Total Local Match**	$98,400.00
Total Federal Funds	$295,200.00
Total Local Match Percentage	25%

CITY OF MOSCOW - PROJECT SCHEDULE
FEMA Advanced Assistance Application

PARADISE CREEK FLOOD MITIGATION PROJECT

Project Components	Qtr. 1 Oct-Dec 2019	Qtr. 2 Jan-Mar 2020	Qtr.3 Apr-June 2020	Qtr. 4 July-Sept 2020	Qtr. 5 Oct-Dec 2020	Qtr. 6 Jan-Mar 2021	Qtr. 7 Apr-June 2021	Qtr. 8 July-Sept 2021	Qtr. 9 Oct-Dec 2021
	YEAR 1				YEAR 2+Q				
H&H Study and Predesign Advanced Assistance to HMPG Submittal/Review									
Surveying, Data Collection, Hydraulic Analysis and Characterization									
Mitigation Alternative Development and Assessment									
Preferred Alternative Predesign									
CLOMR Application and Approval									
Finalize Advanced Assistance SOW Tasks & Submit to FEMA for Review									
Update and Submit HMPG Application to Implement Preferred Mitigation Alternative									

Moscow Arts Commission Strategic Planning

Mission Statement

The mission of the Moscow Arts Commission is to enrich the community by celebrating and cultivating the expression of all art forms and culture.

Values:

- Recognize and promote artists' value by creating opportunities for work to be experienced.
- Facilitate and promote the social, educational, and economic value of all art forms and culture in the community.
- Provide leadership and act as a resource in the conversation of all art forms and culture with partner agencies, city leaders, and the community.

Major Goals for the MAC and Arts Staff:

- To align program development with artist, audience, and community needs
- To raise the community's awareness of existing Arts programs
- To improve the quality and effectiveness of promotional efforts
- To increase artist engagement and audience attendance at events
- To ensure that Arts programs are broadly representative of all art forms
- To create opportunities for creative people at all levels of experience
- To compensate creative business partners according to arts industry standards
- To elevate the quality and consistency of internal and external communications
- To establish metrics for qualitative and quantitative assessments of success

Communication and Collaboration

Arts Department P.R. Materials and Practices

The Moscow Arts Commission and the Arts Department have four main focus areas: community events and programs, arts and culture education, public art, and exhibitions at the Third Street Gallery. Programming has expanded greatly over the last decade, and the outreach and promotional efforts have grown organically over time. The result is that graphic design elements used by Arts staff do not present the programs as a visually unified whole. For example, the design work for Entertainment in the Park bears little resemblance to that of Artwalk, making it unclear that both events are promoted by the City. Further, the promotional graphics and images do not accurately reflect the MAC mission and the unique character of Arts Department programming. Creating a unified marketing and outreach strategy would elevate the community's regard for City of Moscow Arts programming and would save on city staff time, allowing for focus on communications with community partners and the orchestration of event details.

There is an enthusiastic audience for many of the Program's events, but through the strategic planning process, staff and the MAC have identified some areas of lower attendance or participation. These include Third Street Gallery reception attendance and responses for public art calls. Both of these areas are being addressed by a reinvigorated use of the City's email distribution list system called Civic Send. In early 2019, staff reorganized these lists, making one for emails related to calls to artists and another for events and programs. In concert with a goal of bolstering the City's internal database of artists in all media, staff efforts to increase membership in these email lists have set a positive trajectory for the future. Membership in these lists has grown from a total of 97 email recipients in January 2019 to 279 in October 2019. Continued growth in this area will increase awareness and attendance for Arts programming across the board.

There is a need to improve the reach, timing, and professionalism of Arts promotions throughout the program, but public art and Third Street Gallery are areas of heightened focus. Public art constitutes a large percentage of the City's investment in art, and sustained efforts to increase awareness about Moscow's1% for the Arts Ordinance, the Public Art Masterplan, and the economic development benefits of art investments are needed. Moscow is an art-loving community, and while that affection certainly does extend to the public collection, it is important to keep acquisition processes as well as the social and economic impact of the arts central in the City's attention.

In terms of the Third Street Gallery, improved marketing materials and practices could better announce its identity and elicit increased engagement with artists and audience members. Promotional efforts for the gallery in recent years have lacked polish and professionalism, which has led to an antipathy amongst the artist community for showing in the exhibition space. Improvements to gallery promotional strategies will increase reception and speaker event attendance, foster greater artist enthusiasm for showing at the gallery, and bring the Third Street Gallery into alignment with gallery industry standards.

Elevating promotional practices for all MAC and Arts Department efforts is necessary. Not only will the improvements generate greater awareness and attendance for Arts programming, but they will also increase the chances of soliciting grant and sponsorship support for the arts. In this case, the need for improved promotion goes far beyond one newspaper ad or one exhibition postcard; an updated, professional, and unified strategy is needed to definitively announce the Moscow Arts Department as a leader in the arts on the Palouse.

Goal/Objective

- Provide clear and well-designed messaging to the public.
- Present an identity for the Arts Department that is consistent across all programs and promotional efforts.

  Actions/Strategies
  - Contract with a marketing and promotion professional to design and operate:
    - a unified style guide for Arts Department marketing and outreach materials
    - design elements to include logos, colors, and typography
    - promotions for Arts programming across a variety of media
  - Design promotional materials for each individual program or event in alignment with both the comprehensive brand and the unique identity of the event in question.
  - Establish a plan for maintaining the contemporary appearance of the Arts style guide.

Goal/Objective

- Raise awareness of and engagement with the MAC and Arts Department programs.

  Actions/Strategies
  - Study existing promotional structure to analyze the efficacy of the timing and reach of current efforts.
  - Establish a clear and consistent schedule for promoting events and programs.
  - Expand and maintain a comprehensive and complete internal database of artists across multiple media.
  - Increase the use of Civic Send email lists for Events & Programs and Calls to Artists, with a goal of increasing membership by at least 20% each year.

Goal/Objective

- Increase the community's knowledge of public art planning, accession, and maintenance processes.
- Develop greater awareness for the aesthetic, economic development, and social benefits of public art.

  Actions/Strategies
  - Contract with a design and marketing professional to create a brochure highlighting works in the City's public collection as well as the 1% for Arts Ordinance and Public Art Master Plan.
  - Research options for a digital public art app to guide visitors around the City of Moscow public art collection.
  - Incorporate information about Moscow's public art planning, selection processes, and maintenance practices into promotional efforts for each new project.

- Develop a study of the arts' economic and social impact in Moscow.

Goal/Objective

- Increase artists' enthusiasm for showing at the Third Street Gallery.
- Develop larger audiences for gallery receptions and other presentations.

  Actions/Strategies
  - Create a gallery promotion checklist to standardize information on all exhibition postcards and social media images, including but not limited to:
    - Gallery address and exhibition locations on 1st and 2nd floors.
    - City Hall's ADA accessible entrances
    - Exhibition and reception dates, curator statement, participant lists
  - Design each exhibition's materials to complement the gallery's marketing and outreach materials as well as the form and content of the artworks in each exhibition.
  - Present exhibitions in a regular schedule of no more than 6 per calendar year.
  - Promote exhibitions locally and regionally using the following avenues as budget allows:
    - City website, social media, and email distribution lists
    - Community calendars
    - News and radio advertisements
    - Printed postcards

Definition of Advisory and Operational Roles is Unclear and Inconsistent

The Moscow Arts Commission has been the beating heart of Moscow's arts community since its inception on October 2, 1978. In the 41 years since it was created by ordinance 1370, the group has shared their passion and vision for the arts with the City, often rolling up their sleeves to do the work of creating programs they wished to see in the community. The purpose of the MAC is similar to that of all advisory committees: to advise City Council and staff on the vision and guiding principles of the City's efforts. This citizen involvement is essential precisely because it connects staff with those whose perspectives and voices reflect the values of the community. In the case of the Arts at the City of Moscow, the MAC pre-dated the existence of paid Arts staff, and this sequence of events set a course for some confusion about advisory and operational roles.

Ideally, an advisory committee provides vision, and, with City Council approval, the corresponding staff members provide operational support for bringing that vision to fruition. In the case of the MAC and Arts staff, however, there is an ingrained institutional habit of role reversal, which has resulted in the MAC's disconnection from advisory opportunities and staff's over-reliance on commission members for operational tasks. A lack of clear and well-communicated expectations for the Commission (advisory) and staff (operational) has resulted in an inefficient model for making the best use of resources, primarily operations planning and reporting. MAC members assume a considerable amount of operational planning and decision-making that staff could more appropriately support. This blurring of lines is resulting in the Commission's time being spent focusing on operational activities, which has impacted the time and

energy more appropriately allocated to visioning and long-term planning. This lack of long-term planning in turn hampers the operational capacity of staff.

For example, many gallery exhibitions were installed by MAC members in the last ten years, but those same volunteers had limited opportunities to provide vision for the exhibition schedule. Artist communications were often initiated by MAC members, which created confusion for staff and participating artists during the process of developing exhibitions. The spirit of volunteerism that drove this system is admirable, and is undoubtedly in alignment with Moscow's incredible level of civic engagement. Years of this role reversal between staff and commission have, however, created an Arts Department suffering for disconnection from MAC vision and a lack of paid staff to accomplish operational tasks. On one hand, overreliance on MAC members for operational duties has distorted the understanding of the Arts Department's true staffing needs, but even more importantly, Moscow Arts Department programs have lost some of their alignment with the MAC's and the community's vision.

Communication between the MAC and Arts staff is essential for building and maintaining trust as well as for promoting event and program information in the community. In recent years, poor communication of essential information has sapped the MAC's outreach capacity. For example, the MAC has been asked to register participants in the annual Palouse Plein Air painting competition, but because they were not included in the ongoing development of that program's structures, commission members reported an inability to answer the public's questions accurately. Clarity and consistency of information sharing is important, as is the maintenance of a respectful and celebratory tone. After years of messages marked by curtness and brevity, a renewal of the MAC's esprit de corps is dependent on consistent and amiable communications of accurate information from staff. Now is the time to reinvigorate the joyful spirit of collaboration and communication between MAC and Arts staff; enacting this change will result not only in improved team relations but also in greater service to a community that values excellence in the arts.

Goal/Objective

- Create a structure for MAC members to advise on the vision and direction of all Arts Department programs.
- Increase the quality and consistency of MAC and Arts Department staff communications while clarifying expectations for commission member and staff roles.

  Actions/Strategies
  - Reorganize sub-committees and steering committees to align with all elements of Arts Department programs, events, and initiatives, and create a clear organizational chart for MAC subcommittees.
  - Identify MAC members to participate in all community steering committees related to Arts Department programming.
  - Collaborate to create standard operating procedures for delivering MAC and subcommittee meeting reminders and for soliciting agenda items.

Goal/Objective

- Increase knowledge of MAC policies, procedures, and responsibilities in the community.
- Use planning tools like the Strategic Plan and the Public Art Master Plan to articulate clear programming priorities.

  Actions/Strategies

  - Provide introductory training materials and/or informational sessions for new MAC members to introduce MAC SOPs, Public Art Master Plan, 1% for Arts ordinance history and procedures, MAC steering and subcommittee organization, Strategic Plan, open meeting law, and MAC history.
  - Assign mentors to new commission members in their first year of service to help them learn the commission's policies and procedures.
  - Communicate how commission members are responsible to the community including:
    - Knowing when and where to take action
    - Educating the public about commission procedures when applicable

Goal/Objective

- Encourage full membership and participation on the Commission, with members representing all forms of art media and cultural knowledge.
- Increase public's understanding of the MAC's role in City of Moscow Arts programming.

  Actions/Strategies

  - Improve community outreach and awareness of the MAC and its responsibilities in the City's Arts program.
  - Recruit new members when vacancies exist on the MAC with consideration for the need to balance of art forms represented by the Commission.
  - Create and emphasize service opportunities for younger MAC members.
  - Track MAC and other community member volunteer hours to enumerate the value of their participation for City Council reports, public outreach, and grant writing purposes.
  - Track MAC membership from year to year along with the arts and cultural media each member represents.

Arts and Culture Education

Educational Component of the MAC Core Values is Unfulfilled

The MAC core values, adopted in May 2018, state that the Commission will "Facilitate and promote the social, educational, and economic value of all art forms and culture in the community." Many MAC members have passion and energy to offer in this area, yet the educational component of the core values has not been fully addressed in recent years. Historically, the MAC and Arts Department staff presented an event called the Young People's Arts Festival, which featured arts educational opportunities for one day in the spring and one day in the fall. Many in the community are eager to see the resurrection of this festival, but there are also reservations due to the difficulty of organizing and staffing this event. Whatever shape the MAC's educational outreach

may take, a reinvestment of time and focused energy in arts education is needed to fulfill the MAC's core values.

Goal/Objective

- To create an organized and comprehensive approach to arts education leadership, support, and programming.

  Actions/Strategies

  - Create a MAC subcommittee dedicated to advising on existing programs like Moscow Poet Laureate to support the strategic development of more Arts and Culture educational programming.
  - Consider ways to support arts education for people of all ages, abilities, and levels of accomplishment in the arts field.
  - Identify community partners interested in arts education
  - Develop methods for soliciting, receiving, and recording suggestions from the public regarding arts education programming opportunities in Moscow.

Youth Arts Education Offerings & Funding are Lacking in the Community

Arts education in Idaho has decreased in consistency in recent decades, and as a result, many elementary age students lack the fluency in art making and viewing appropriate to their grade level. Middle and high school students have more consistent access to arts education in comparison to that provided to younger children, but could still be served by access to additional arts education.

Arts education aids people in developing collaborative skills and emotional intelligence. For example, meaningful engagement with the arts assists at-risk students by providing social-emotional learning, thereby increasing their chances of completing secondary education and continuing on to post-secondary opportunities. There are groups in Moscow that work to address the need for additional arts education for young people, and the MAC may find strength in its own efforts by aligning with existing initiatives. Additionally, there are local and regional models for educational artist-in-residence programs that could provide powerful points of reference. The MAC's mission and values include the promotion of the educational value of all art forms, so addressing the need for increased arts education for youth is well within the Commission's purview.

If the gap in elementary arts education persists, young peoples' lack of fluency in the language of art carries on into their adulthood. Making and viewing art yields benefits in aesthetic and human terms, of course, but learning art making and viewing strategies has also been shown to support learning in other subjects. As the MAC expands its efforts in arts education, it will contribute to students' personal, academic, and professional growth, to the future of the arts field, and to Moscow's identity as a hub for arts and culture in the region.

Goal/Objective

- Encourage the establishment of art classes, offered at frequent and regular intervals, in Moscow's public spaces and events.
- Support teaching opportunities for experienced artmakers in the region.

- Create an artist-in-residence program to support arts education in Moscow.

  Actions/Strategies

  - Identify grants and community partners that have the potential to support Moscow Arts Department efforts in arts education.
  - Align workshop offerings and other arts educational efforts with community partners (e.g. Prichard Art Gallery, 1912 Center, Parks & Rec) to avoid overlapping programming and/or conflicts in the community.
  - Research municipal arts educational initiatives offered in other locations in Idaho and throughout the Pacific Northwest and Intermountain West.
  - Research artist-in-residence or similar programs that have the potential to benefit both the community's younger artists and the resident artist's career.
  - Consider the creation of a mobile classroom, or Art Cart, that could be present at arts events or other community functions.
  - Record attendance at all events to measure community engagement and survey relevant stakeholders to evaluate program effectiveness, as outlined in the Arts Department Operations area of this Strategic Plan.

Goal/Objective

- Connect youth with art exhibitions, performances, or other site-specific programs.

  Actions/Strategies

  - Identify educators and parents in the community likely to facilitate arts-related field trips.
  - Connect educators and parents with City of Moscow Arts email lists.
  - Inventory existing mass transportation options to connect student groups with arts offerings in the region.
  - Explore funding options for supporting arts-related field trips for student groups.

Moscow Artists Lack Local Opportunities for Professional Development, Community Working Spaces, and Economic Sustainability

Moscow is full of innovative, motivated, and community-minded artists. Many of these valuable community members are either native residents or came to the City as students of the University of Idaho, Washington State University, or New Saint Andrews College. The City brims with creative potential. Artists do struggle to grow their careers on the Palouse, however, and that is due to the lack of local and affordable professional development support as well as the absence of community workshops and studios.

One of Moscow's greatest traits is its regard for the value of the arts and artists. The creative people of the region excel in creating community with one another and with their audiences. Many struggle, however, to expand their careers from emerging artist endeavors to a professional, established artistic practice. Those who do seek professional development training for artists often do so in other cities, and then go on to exhibit or perform their work outside the Palouse region. The MAC could extend its arts and culture education efforts to support these emerging artists in creating stable and growing careers. By offering professional development training and carefully targeted exhibition and performance opportunities, the MAC could help artists to keep

their careers rooted in Moscow rather than seeking opportunity in other locations. In addition, these efforts will make Moscow a hub for artists' professional development training and the incubation of creative sector businesses.

Another barrier to economic success for Moscow artists is the lack of community workshop and studio space. This affects the artist community in several ways. For example, artists emerging into the field from various educational institutions often have the skills to make art, but not the space, tools, or financial resources to pursue their work. These artists are likely to move to cities where emerging artist performance spaces, workshops, and community studios are in abundance. In that scenario, Moscow loses the exuberant energy of artists ready to take their practice to the next level. Those who remain may shift to media that fit into home studios or worse, they may even stop their practice altogether. While it is unlikely that the MAC can single-handedly address these barriers to artists' success, it would be wise to stay attuned to community partnership and grant opportunities that could assist in the effort.

In sum, a lack of professional development training and opportunities for emerging artists to advance their practice results in artists' economic instability and, often, artists' departure from Moscow. Arts Department programs, guided by the vision of the MAC, have the potential to lead the community in this regard. By providing professional development and paid opportunities for artists, the City of Moscow will contribute to the sustainability of its creative innovators. Artists, given the proper training, paid opportunities, and working spaces, drive economic development and increase the aesthetic value of the City by creating art in all of its forms.

Goal/Objective

- Foster an economically-sustainable arts industry in Moscow.
- Build all Moscow Arts Department programs on a standard of fair market compensation for artists' work.

Actions/Strategies

- Conduct market research about prices and project/event standards.
- Pay all art professionals a fair market value for their service to Moscow Arts Department events and programs.
- Share City market research and artist compensation structures with partner organizations in Moscow.
- Develop individual artist support for all ages, media, and stages of art career by adopting one or both of the following approaches:
  - Utilize the MAC's fundraising capacity to administer small grants to support local artists, thereby assisting them in establishing resume records to support state and national-level grant applications. This could be administered by Arts staff with programming advice from the MAC.
  - Provide grant writing training for artists seeking funds available at local, state, and national levels.

Goal/Objective

- Provide professional development for individual artists, supporting all ages and stages of an art career, from emerging to established.

- Create a variety of exhibition and/or performance opportunities to help artists in establishing a fruitful and sustainable career in Moscow.

Actions/Strategies

- Research administrative structures, curricula, community and City department partners, and funding strategies for the following options:
  - MAC Sponsored Artist Education Series: an integrated curriculum of professional development workshops taught by local art professionals, to be held once per month between September and May. Topics could include resume and artist statement writing, portfolio development, photographic strategies, preparation of artwork for shipping and exhibition, and vendor booth design.
  - Idaho Commission on the Arts Artrepreneur program
- Survey the artist community to evaluate interest in professional development training options as identified in the research described above.
- Increase the quality, variety, and quantity of exhibition and performance opportunities for local/regional artists by:
  - Evaluating service provided by existing MAC and Arts Department programs (e.g. Third Street Gallery, Entertainment in the Park, Artwalk)
  - Add artist opportunities where gaps in programming exist.
  - Consider the sponsorship and administration of an Artist Studio Tour
- Lead the community in increasing awareness for professional standards in creating a gallery/artist relationship a well as navigating gallery commissions, sales tax, and income tax.

Goal/Objective

- Create a sustainable community workshop and classroom as a home base for artists' ongoing education and practice.

Actions/Strategies

- Survey artist, educational, and business communities to evaluate interest in a community workshop.
- Identify community business partners and artist stakeholders to develop the vision, administrative and operational structures, funding, and reasonable timelines for implementation.
- Inventory existing City spaces (e.g. 1912 Center, City Hall Council Chambers) that are appropriate for workshops and lectures.
- Research and develop a permanent physical space for artist studios, residencies, and workshops, to be marketed as a center for artists' work and continuing education on the Palouse (e.g. "Moscow Arts Institute").

Moscow Poet Laureate Program Requires Greater Operational Structure, MAC Advisory Input, and Alignment with Other Arts Program Areas

The Moscow Poet Laureate program began in 2015 with guidance from UI professor, poet, and Moscow Arts Commissioner Alexandra Teague. The program increases awareness of the role that poetry and literature play in the community, creates a record of Moscow's distinctive character, and supports the work of excellent poets in the City. The Moscow Poet Laureate (MPL) writes poems that are reflective of local landscapes, social situations, or events. These are read at City-sponsored events such

as the Mayor's Arts Awards or Third Street Gallery receptions. Poets apply for the position by providing a resume and writing samples, which are reviewed by a selection panel. The MPL's contract is for three years, to include three poems written for the city, two readings given at city events, and one workshop taught during each year of service. The MPL also updates the MAC on events and outreach efforts two times per year.

The operational elements of MPL are still developing, as the program is still relatively new to the City. There are no records or anecdotal accounts indicating that MPL contractual parameters and compensation are based on market research. While there are clear contractual terms for payment and services to be rendered, there is no job description outlining the parameters of the Poet Laureate's interactions with the MAC and Arts staff. This has led to a confusion about operational vs. aesthetic ambassadorial roles, which unnecessarily complicates the planning and execution of events. The selection process also requires a more robust structure, as there are no records of selection panel membership or deliberation methods for the selection of the 2015-2018 and 2018-2021 Poets Laureate.

In terms of advisory input, there has been very little in the way of MAC input to guide the MPL's role in the community. There remains room to grow in terms of the MAC's visioning and outreach capacity with the MPL program; many in the community report unfamiliarity with the program's goals and, in some cases, its very existence. The MPL has often been assigned reading and writing assignments without regard to alignment with other MAC programs or contractual obligations. Some of these assignments have been made without regard for situations that will best highlight the MPL's work. The Moscow Poet Laureate program has the potential to add literary value to the City of Moscow Arts Program, and once these operational and advisory challenges are solved, it will be poised to grow into a lasting tradition.

Goal/Objective

- Align Moscow Poet Laureate compensation and responsibilities with similar programs in the literary industry.

  Actions/Strategies

  - Research the structure and compensation of other civic and state-level Poet Laureate programs.
  - Adjust Poet Laureate compensation and responsibilities according to:
    - MAC and Staff input
    - Potential for alignment with other Moscow Arts Program elements
    - Budgetary considerations
    - Analysis of market standards for poet laureate programs in the region

Goal/Objective

- Improve Moscow Poet Laureate selection and onboarding processes.
- Clarify the roles and responsibilities of the Poet Laureate and Arts Staff.

  Actions/Strategies

  - Create MPL application with advice from MAC members whose areas of expertise include the literary arts.

- Create a standard structure for selection panel membership, perhaps using the Public Art Guidelines as a model.
- Invite past Moscow Poets Laureate to sit on the selection panel, thereby encouraging a sense of tradition and connection with others in the program.
- Develop a job description for the MPL that clearly delineates Arts staff's operational vs. MPL's outreach roles.

Goal/Objective

- Increase opportunities for MAC members to provide advice about the MPL program.
- Align MPL program with other events and programs when appropriate.
- Bolster outreach and education efforts about the MPL program.

Actions/Strategies

- Create a subcommittee of the MAC to advise on MPL and other Arts and Culture Education components of the Arts Program.
- Develop a plan for reaching a widespread and varied audience for the MPL program.
- Establish an operational habit of considering optimal settings and timings for each MPL presentation with particular emphasis on:
  - Ample advance notice provided to MPL to facilitate preparation
  - Presentation settings with minimal sound distractions
  - Event timings scheduled with respect to typical work days
- Increase community outreach to educate the public about what a Poet Laureate is and why it is important for cities to celebrate poetry and the other literary arts.
- Increase the volume and quality of MPL promotions as outlined in the Arts Department PR Materials and Practices section of this Strategic Plan.

Events & Programs

Structure, Communication, and Evaluation of Arts Events & Programs

The last decade of programming in the Arts Department reveals incredible growth. Due to the rapid pace of that expansion, however, some areas of programming have lacked input from MAC members and, on the staffing side, have lacked consistent operational structure. Promotional efforts for Arts programs, initiatives, and events have grown organically, resulting in marketing and outreach appearances that do not present the Arts Department as a cohesive whole. Additionally, many events and programs have gone for years without essential data gathering such as attendance and volunteer hour tracking. Audience surveys have also been scanty in the last decade, and while there is a plethora of anecdotal evidence in support of Arts programming, there is little in the way of data to enumerate the success of each program element. Such information is crucial to evaluating the impact of the Moscow Arts Department's and Commission's efforts, which aim to serve the needs of all citizens in the community. Thoughtful development of comprehensive programming depends on consistent promotion, operations, and evaluation methods. These three elements assist the MAC, Arts staff, and City Council in understanding the success and inclusivity of existing programs as well as justifying the allocation of resources for new programs. With a more robust visioning, evaluation, and accountability structure, the Arts

Department will have a foundation of consistent process and data analysis to demonstrate its value to City Council and to the community.

Goal/ Objective

- To provide Arts programs and events that serve the needs of all citizens in the community, including people of all ages, cultures, racial groups, gender and sexual identities, levels of ability, and creative interests.

  Actions/Strategies:
  - Analyze existing public art programs in Moscow to determine gaps in services.
  - Survey the public to study the need and/or desire for programming to fill any gaps identified.
  - Identify any areas of the program not in compliance with the Americans with Disabilities Act (ADA) and Section 504 accessibility requirements.
  - Research and develop new programs to grow into new areas of programming.

Goal/ Objective

- Create a consistent structure for ensuring that the MAC has the opportunity to provide advice on each event or program produced by the Arts Department.
- Generate trust with the public and the Commission by maintaining consistent operational approaches to arts events and programs.

  Actions/Strategies
  - Begin work on each program or event earlier in the year to accommodate MAC deliberation and input at regular Commission and Subcommittee meetings.
  - Provide existing program descriptions and/or histories to all stakeholders annually and facilitate any changes agreed upon by the group.
  - Designate MAC members from the Events and Programs Subcommittee to attend Community Steering Committee meetings when appropriate (e.g. Artwalk, Entertainment in the Park, Palouse Plein Air).
  - Maintain and share regularly updated project timelines that communicate important dates and sequences of events.
  - Create project notes for each event or program to aggregate all MAC, staff, City Council, and public input.

Goal/ Objective

- Increase public awareness of and audience engagement with each program.

  Actions/Strategies
  - Increase quality and effectiveness of promotions as outlined in the Arts Department P.R. Materials and Practices section of this Strategic Plan.
  - Establish a baseline measurement of attendance at annual events and programs (e.g. Artwalk, Entertainment in the Park, Palouse Plein Air).
  - Evaluate health of each event by considering its baseline attendance.
  - Set a goal for increasing attendance at each event where such increase is deemed necessary.

Goal/ Objective

- Study the effectiveness of each event or program based on public input, including feedback from artists, performers, and audience members.

Actions/Strategies

- Conduct either digital or paper surveys to gather feedback about each event.
- Compile surveys in a concise summary for use as a point of discussion in MAC and Community Steering Committee meetings.
- Shape subsequent presentations of each event based on the survey results whenever possible.
- Conduct similar surveys each year to create an extended record of public input.

Community Partnership and Outreach Events Require Greater Consideration and Consistency

The Moscow Arts Commission has a long history of supporting arts and culture programming in the City. Since its creation by Ordinance 1370 on October 2, 1978, the MAC has not only initiated arts events and programs, but has also reached out in support of individual and partner organization efforts and has raised awareness for MAC events, programs, and initiatives. The implementation of these efforts has lacked structure and consistency, however, and requires re-envisioning to more completely address community needs.

The MAC participates in or otherwise supports other organizations' efforts, including Art Affair in July and the Lionel Hampton Jazz Festival in February. These events are not produced by the Commission, but the MAC aims to amplify the goals of their organizers. While participation in Art Affair is relatively simple, MAC involvement has been inconsistent. This event is an opportunity to connect with hundreds of people in the arts community while advancing the goals of multiple MAC subcommittees, so a more organized approach will bring the MAC into greater alignment with its mission. In the case of the Lionel Hampton Jazz Festival, the MAC and City Arts staff have made multiple attempts to support the annual University of Idaho event. The Third Street Gallery has presented the festival's posters for several years running, and in early 2019 there were efforts to create a city-wide project in support of the festival. These attempts at partnership and mutual support have snagged on conflicting interests and varying priorities for resource allocation.

The MAC also celebrates arts and culture excellence by recognizing individuals and organizations in the community at the biannual Mayor's Arts Awards. This event is a longstanding Moscow tradition that began in 1998. The spirit in which this event is intended is aligned with the MAC mission, though its implementation has become disorganized over the years. The public's response to calls for nominations has waned, and the rules governing prize winners are due for re-evaluation by the MAC.

Finally, the MAC has made outreach efforts in the form of table presentations at events such as the Moscow Farmers Market. This type of activity is essential for sharing MAC news and promotional materials with community members throughout the calendar year. It also provides registration support for Palouse Plein Air and raises awareness for Artwalk, Entertainment in the Park, and events at the Third Street Gallery. Poor organization of promotional and other outreach materials has sapped the strength of these tabling efforts in recent years, however, and greater organizational strategy is required to fully serve the public with information about MAC and City arts events.

Goal/Objective

- Build an organized system for tabling and art activity instruction at community events (e.g. Art Affair and Moscow Farmers Market).

Actions/Strategies

- Establish a system for providing up-to-date promotions and materials for event tabling and other outreach.
- Set tabling event schedules far enough in advance to facilitate MAC volunteer efforts.
- Equip all MAC members with knowledge sufficient to perform outreach for all relevant program areas.
- Acquire professional tabling materials, including table runner with MAC branding and display fixtures for promotional materials.
- Create an easy transportation system for tabling supplies, to be stored in the Arts office and filled with appropriate supplies prior to each tabling event.
- Research additional opportunities for MAC tabling throughout the calendar year (e.g. 1912 Winter Market and Latah County Fair)

Goal/Objective

- Improve community and artist engagement with the Mayor's Arts Awards.
- Elevate the appearance and reverent qualities of the event.

Actions/Strategies

- Raise awareness for July – September nomination period using improved promotion strategies outlined in the Arts Department P.R. Materials and Practices section of this Strategic Plan.
- Review the rules regarding award eligibility to assess their service to the community and to goals of the event.
- Simplify nomination process to shift the burden of producing supporting materials (e.g. work samples and resumes) from the nominators to the nominees.
- Clarify MAC and staff roles in creating the event.
- Establish an elevated standard for the following event components:
  - Promotional materials
  - Awards
  - Event decorations and refreshments
- Create a better organizational structure for the event, with clearly established schedules for:
  - Design, print and promotional efforts
  - Procurement of awards
  - Event set-up and tear-down
  - Speaking and presentation of awards

Artwalk

Artwalk is a centerpiece of Moscow's summer arts programming, and with 2019 marking the 15th year of the event, it is firmly established as a tradition in the City. It is a season of art displays around the City, with exhibitions typically on display for at least two months. Opening night events have taken center stage in terms of event planning

and prioritization in recent years. The event's size, focus, and timing has shifted significantly over time, and in the early years of development the event was produced without a structure for significant input from the MAC or members of the business community. The addition of a community steering committee in 2013 assisted with greater alignment between Arts Department operations and the needs of the community, though the MAC's visioning capacity remains underutilized.

The event consists of artwork displayed in host businesses throughout the City as well as music and other forms of performance, food vendors, and art demonstrations on Main Street. Artwalk's success depends on participation from community businesses and creative partners, and often their experience begins with participant registration. In the early years of the event, Arts staff paired businesses with artists, which produced conflict and dissatisfaction. Artists and host locations are now asked to find one another without the City as intermediary. Once the participants find their partners for the event, the host location is asked to complete the registration. This model has been met with some frustration on the part of both artists and businesses, as many artists wish to register on behalf of their hosts. Similarly, some hosts would prefer for Arts staff to select exhibiting artists for their business. All seem to seek greater simplicity in engaging with the event. It is likely that no single solution will be perfectly agreeable to all involved, but a greater peace may be achieved by clearly communicating the existing procedures.

Over the course of its history, event timing has ranged in length from 10 hours (2010) to 5 hours (2019), and event duration has significant impacts on host locations and other downtown businesses, budgets, and staff. In terms of budget, the event has historically relied on creative labor contracted at compensation levels lower than industry standard. For example, graphic design for the event has been greatly supported by in-kind sponsorship from the designer. Also, the budget for musician contracts stretched thinner with the addition of a second stage in Downtown North in 2015. Ultimately, with Moscow's identification with creative excellence and its recognition of the arts as a driver of economic development, it is essential that artist compensation is aligned with industry standards (i.e. those whose work spurs prosperity must also have the opportunity to prosper). On the staffing front, compensation practices are fair, but limited and untimely communication of tasks and longer event durations have resulted in flagging enthusiasm. This leads to a display of burnout that does not represent City staff's best face to the public.

Another central feature of Artwalk is the Poster Art selection, which offers a paid publication opportunity to local artists. In 2012, 2013, 2014, 2017, 2018, and 2019 the Third Street Gallery featured exhibitions by the Artwalk Poster artist. The Poster Art application and selection process has traditionally been held in the same calendar year as the corresponding Artwalk, leaving the artist relatively little time to prepare for a full solo exhibition. This short timeline for exhibition development produces stress for the Poster Artist and Arts Department staff as they rush to fill the gallery walls for the June exhibition. Additionally, some artists in the community are reluctant to display work at the Third Street Gallery for a longer exhibition due to the lower foot traffic, a perceived lack of commercial viability, and limited community awareness of the gallery.

Artwalk's Main Street closure footprint has grown over the years, with the 2019 event stretching from A street to 6th on Main. While this expanded footprint does unite the length of Moscow's downtown, it creates a larger space to fill with meaningful programming. The relationship between street closures and parking opportunities has also been discussed in the community and in steering committee meetings. The predominant sentiment is that if the streets are closed, they should be occupied by performances, demonstrations, or other activities. Many businesses would prefer that parking spots remain available to customers in instances when they are not filled with Artwalk programming. Host locations in the greater Moscow area offer yet another perspective; increased focus on Main Street activities decreases the chance that the public will visit locations farther afield.

The accumulated evidence suggests that Artwalk is beloved but that its identity needs to be re-envisioned by the MAC and the Community Steering Committee. There has been some debate about whether the event's focus should be on host locations or on Main Street attractions. Some host locations and artists report frustration with the public's enthusiasm for complementary refreshments which, at times, appears to eclipse any interest in art viewing or purchase. Others note that with a strong presence of music and visual art, other art forms such as dance, theater, and performance art are underrepresented. Artwalk participants are regularly surveyed following the event, but there is no established critical framework for either qualitative or quantitative assessment of Artwalk's success.

The event's identity and scope have grown organically, though the promotional materials have maintained a consistent appearance since Artwalk's inception in 2004. The Moscow-Pullman Daily News has sponsored the printing of the brochure, which is inserted in the paper on the day of Artwalk. Additionally, copies are provided to the Arts Department for distribution throughout the City. Many in the community have commented on both the quality and quantity of these brochures, so public accessibility and design/print style are topics ripe for discussion.

Artwalk is an essential element of Moscow's arts and cultural programming. Attention to the issues identified above will increase alignment with MAC visioning, community needs, and arts industry standards as Artwalk grows into the future.

Goal/Objective

- Solidify Artwalk's identity and establish frameworks for measuring the event's success.

  Actions/Strategies

  - Form an Events and Programs subcommittee of the MAC to advise on Artwalk's identity and to recommend program evaluation structures.
  - Share subcommittee findings with the full MAC and Artwalk community steering committee and move forward with recommendations from each group.
  - Update City Arts website and other promotional tools to reflect refreshed identity and vision for Artwalk
  - Create a structure for annual review of Artwalk identity and effectiveness.

Goal/Objective

- Increase the volume, accessibility, and effectiveness of promotional matierials.

Actions/Strategies

- Re-design the appearance of Artwalk promotions to achieve a more contemporary style.
- Create a structure for periodic revision of the Artwalk promotional style.
- Study the quantity and function of existing promotional materials, streamlining where possible.
- Obtain larger quantities of brochures and establish additional access points for the public to procure these resources.
- Simplify the apparatus for host location signage and align its appearance with an updated design.

Goal/Objective

- Increase clarity and efficiency of registration processes.
- Provide multiple points of access for participating businesses and artists.

Actions/Strategies

- Use Submittable for all Artwalk registration and fee collection.
- Clarify registration and point-of-contact expectations for host locations.
- Invite artists without host locations to present demonstrations on Main Street.
- Invite businesses in the greater Moscow area to host art demonstrations on Main Street.

Goal/Objective

- Foster improved interactions between artists and host locations.
- Improve communications between Arts staff and Artwalk registrants.

Actions/Strategies

- Create a promotional campaign to raise awareness for Artwalk registration options and administrative procedures (i.e. introduce Submittable as a registration/content management system).
- Host an Artwalk Meetup early in the registration process to acquaint host locations and artist with one another and with the registration process.
- Create a FAQ sheet for Artist/Gallery interactions.
- Use Submittable to clarify and standardize event communications with registrants, including the following topics:
  - Access to promotional materials
  - Sales tax compliance

Goal/Objective

- Design Main Street activity layout to activate the core of the Moscow Downtown Historic District from 1st to 6th, increase event unity, and encourage audience connectivity across Third Street.
- Increase accessibility and interest for multiple generations and audiences.

Actions/Strategies

- Activate gateways to the event with Artwalk-branded signage.
- Hire performers who can travel the length of the event to unify the two halves (e.g. dancers or magicians)

- Place high-interest or interactive art demonstrations directly behind the barriers on both sides of Third Street to draw attendees to visit both sides of the event.
- Integrate City of Moscow Public Works features in the layout of 6th to 3rd on Main St.

Goal/Objective

- Increase the Poster Artist's interest in and ability to create a high-quality solo or small group exhibition.
- Increase quantity and duration of gallery visits during Artwalk.

Actions/Strategies

- Begin the Artwalk Poster Art application period in late July of each year, with a deadline in mid-October.
- Complete the selection process by mid-November so that the Poster Artist has six months to craft artwork for the June-July show in the following year.
- Clearly articulate all the benefits to participating as the Artwalk Poster artist, including solo exhibition with professional promotions and catering, video about the artist made by City Staff, along with the purchase amount.
- Increase the volume and quality of Third Street Gallery promotions as outlined in the Arts Department PR Materials and Practices section of this Strategic Plan.
- Improve reception timing and hospitality details as outlined in the Third Street Gallery section of this Strategic Plan.

Goal/Objective

- Represent all forms of art and culture in Main Street activities, performances, and demonstrations.
- Align artist contracts and compensation with industry standards appropriate to their field and level of experience.

Actions/Strategies

- Work with the MAC and Artwalk Steering Committee to establish a balance of theater, literature, dance, performance, music, and visual art programming.
- Add larger scale, paid anchor demonstrators on Main Street (e.g. asphalt roller printmaking, painting demonstration, etc.)
- Study industry standards for compensation across a multitude of artmaking media.
- Identify funding sources to support programming desired by the public, the MAC, and the Artwalk Steering Committee, including:
  - General Fund resources
  - Grants
  - Community sponsors or partnerships

Entertainment in the Park and the MAC Band

Entertainment in the Park and the MAC Band are featured on Thursday evenings throughout the month of June at Moscow's East City Park. The event consists of two elements: children's entertainment and musical programming, both of which are free

and open to the public. The MAC Band also typically plays at the Moscow Farmers Market at least once in June. Magicians, clowns, animal handlers, and other educational entertainers have become favorites among the younger audiences, with the Reptile Man noted as an especially treasured performer. Most of the children's entertainers repeat from year to year, and all are hired from outside the Palouse region. In terms of the musical portion of the event, years of weekly MAC Band performances have established a tradition, but the lack of variety may have eroded the public's interest in attending. The MAC Band director is paid to lead the group in five performances, though the band members play on a volunteer basis.

Partners and sponsors for Entertainment in the Park include the Latah County Library District, which funds half of the children's entertainment as part of their summer reading program. Avista has sponsored the printing of promotional bookmarks for many years, and the University of Idaho Lionel Hampton School of Music provides the rehearsal space for the MAC Band.

The event setting at East City Park is beautiful and accessible, but some practical limitations have developed over the years. The stage faces west, and as a result, sunlight shines directly in the performers' eyes when they play downstage. In 2019, some performers elected to set up a portable stage behind the East City Park stage to avoid the blinding sunlight. The venue has also proven challenging for the MAC Band on rainy days, as the designated back-up location (the HIRC) is not ideal for big band performances.

Scheduling and promotion for Entertainment in the Park and the MAC Band overlap greatly, though the MAC Band performances at Moscow Farmers Market are challenging to communicate clearly to the public. This promotional difficulty leads to confusion for the public about which performances are being offered at MFM and which are part of Entertainment in the Park. Also in the realm of promotional challenges, the language of the press releases and social media posts for Entertainment in the Park has been the same for the last 10 years, and the appearance of the promotions has centered on clip art from the Library's summer reading program. In terms of both writing and design, a marketing and outreach overhaul would greatly contribute to revitalizing this event.

Attendance records for the event are spotty, but the records that do exist show a range of 200 – 400 audience members for the children's entertainment portion and 50 – 150 attendees for the MAC Band. The disparity in attendance numbers between the two halves of Entertainment in the Park suggest that the musical programming needs to be reconsidered by the MAC and City Arts staff. MAC Band performances at the Moscow Farmers Market during the June show an attendance rate ranging from 40 – 50 audience members.

Entertainment in the Park and the MAC Band are among the Arts Department programs that have gone for years without active input from the Moscow Arts Commission. A focused re-envisioning of the identity and purpose of both program components would increase their capacity to serve artists and audience members in the Moscow community.

Goal/Objective

- Clarify event identity, scheduling, promotion, and budgeting.

Actions/Strategies

- Develop a scope and vision statement for Entertainment in the Park.
- Condense the MAC Band and Entertainment in the Park into a single program and budget line item.
- Clarify the scheduling and promotion by highlighting only the Thursday evening events in June.
- Improve the quality of promotions as outlined in the Arts Department P.R. Materials and Practices section of this Strategic Plan.

Goal/Objective

- Honor and continue the tradition of the Moscow Arts Commission Band.
- Provide variety for audiences and create opportunities for more local and regional musicians.

Actions/Strategies

- Work with the MAC Band Director to determine:
  - Better performance venues for the group.
  - Rain-day plans that do not require performance cancellations
- Research funding sources and fair market values for paying MAC Band members.
- Consider reducing the number of MAC Band performances to 4 total:
  - 2 at Entertainment in the Park
  - 2 at Moscow Farmers Market
- Engage other local and regional musical artists to perform at the remaining Entertainment in the Park events.

Goal/Objective

- Improve program alignment with community needs and interests.
- Increase MAC outreach efforts to Entertainment in the Park audiences.

Actions/Strategies

- Present MAC tabling at every Entertainment in the Park event.
- Survey audiences each year to study preferences for both the children's entertainment and musical programming portions of the event.

Palouse Plein Air

Palouse Plein Air is an annual painting event that takes place each September. The program was started in 2010 at the suggestion of local plein air artist and MAC member Aaron Cordell Johnson. Since that time, Palouse Plein Air has experienced moderate growth and development. Artist engagement has waned in recent years, partially due to delayed release of event information and registration. In 2017, the event was canceled altogether due to low pre-registration and staffing limitations related to illness. Despite this dip in artist engagement, this event is an excellent example of the MAC's and Arts Department's capacity to partner with other organizations in the community. The City Arts Department leads the registration process and provides funding for artist

awards, and the University of Idaho College of Art + Architecture supports the event with Prichard Art Gallery exhibition space and sponsorship of the guest juror.

Registration requirements include a paper application, a notarized release and hold harmless contract, and stamping of all artists' canvases to authenticate the provenance of the works made during the event. Many artists and event organizers identify the notarizing of the release and hold harmless form as a barrier to artist participation, especially for student artists on the University of Idaho campus. There are stamping and registration locations at Moscow Farmers Market, LCSC Center for Arts and History, and the City of Moscow Arts office. Some artists from areas on the north and west boundaries of the region have requested stamping and registration opportunities closer to their location.

Palouse Plein Air has been promoted primarily online, and the appearance and timing of promotions has been identified as a deterrent to participation. The addition of well-known jurors for the exhibition has been a positive change, as they offer demonstrations and workshops for participating artists. Improved promotion of and better locations for the juror's presentations would likely increase artist participation. In addition, cultural tourism is one area of Palouse Plein Air's potential; better scheduling and promotion of juror and exhibition activities would encourage artists from outside the region to plan extended visits to Moscow.

The location and timing of the Palouse Plein Air exhibition has been the center of lively debate in the artist community, with approximately half desiring the Prichard as a location for reception and awards, and the other half preferring the Third Street Gallery. The exhibition was held at the Third Street Gallery between 2010 and 2014, but moved to the Prichard Art Gallery Children's Education Studio for the exhibitions in 2015, 2016, and 2018. The exhibition has typically been of shorter duration than others at the Third Street Gallery, and its timing is at odds with the existing annual gallery schedule. The Third Street Gallery's hanging system is an additional concern, as it does not accommodate the speedy artwork installation that is required for Palouse Plein Air. The Prichard Children's Education Studio represents a rich opportunity for partnership with the University of Idaho, and the parameters of the space allow for faster installation (i.e. artwork can be hung on nails). This space is small, however, and as Palouse Plein Air registrations grow in number, it may become necessary to move to a larger location.

As with other areas of Arts Department programming, Palouse Plein Air was initiated by MAC members. In the intervening years since its inception, however, the event has become disconnected from the Commission's advisory strength. Connecting Palouse Plein Air with community and artist needs as well as with MAC vision is vital to accessing this event's untapped potential.

Goal/Objective

- Increase MAC, community, and artist input on Palouse Plein Air's scope and vision.

  Actions/Strategies

  - Study and adjust the structure and vision of the event in the full MAC and appropriate subcommittees.

- Research similar events in Idaho and Intermountain West annually to align event parameters, registration, and award amounts with industry standards.
- Conduct regular surveys of local and regional artists to align program's foundational values and structures with community needs.

Goal/Objective

- Improve the appearance and clarity of promotional materials.
- Expand the reach of Palouse Plein Air promotions beyond existing local outreach efforts.

Actions/Strategies

- Improve the quality of promotions as outlined in the Arts Department P.R. Materials and Practices section of this Strategic Plan.
- Use visually coordinated and well-timed save-the-date and registration promotions to reach artist participants, and exhibition promotions to increase connections with audiences.
- Advertise event regionally as well as promoting it to local artists and groups.
- Increase post-event promotions and communications to include:
  - Lists of award winners
  - Photographs of reception and award-winning artworks
  - Post-event surveys for participating artists

Goal/Objective

- Streamline registration and fee payment processes.
- Improve artist experience with canvas stamping, artwork drop-off, and exhibition.

Actions/Strategies

- Utilize Submittable for online registration and fee collection.
- Eliminate notarizing requirement from release and hold harmless form.
- Establish stamping opportunities at multiple locations within the painting area.
- Schedule juror events to complement, not overlap with artwork drop-off time.
- Identify a larger exhibition space that fits the need for quick installation.
- Establish a simpler system for staff to facilitate artwork sales.

Goal/Objective

- Increase artist, juror, and community engagement during the event week.
- Improve quality and timing of artist engagement materials.
- Expand the cultural tourism component of the event.

Actions/Strategies

- Establish a Monday Meet-Up for information sharing and artist networking.
- Create gift bags for all participants with commonly used items like sunscreen, hand wipes, local food and beverage gift certificates.
- Create a newsletter for participants highlighting arts and culture events in Moscow during Palouse Plein Air week.
- Partner with local hotels to secure block reservations for artist participants traveling to Moscow for Palouse Plein Air.
- Increase registrations by 10 – 15% annually until the event consistently serves 50 artists or more.

Public Art

Lack of Maintenance Planning for Moscow Public Art Investments

Current policy provides funding for public arts as outlined in the 1% for public arts ordinance (2004-30) adopted in 2004. The Public Art Master Plan, adopted in 2015, outlines purposes and strategic locations for public art in Moscow along with guidelines for the process of its acquisition. A draft of a comprehensive inventory is in progress, but revisions are needed to increase its clarity and completeness. At this point, however, neither a maintenance and repair plan nor funding is in place to protect Moscow's investment in public art. This lack of repair and maintenance funding may result in severe impact to the Moscow public art portfolio. Staffing challenges exist in this area, as there are no members of City staff with the time and/or expertise required to fulfill all of the maintenance and repair needs. City Facilities and Arts staff can consult with independent contractors who complete maintenance tasks for pieces in the collection, but funding is required to contract with these professionals. Creating sustainable and consistent solutions for public art maintenance will not only protect the City's investment in public art for years to come, but will also alleviate the financial burden of unexpected repair costs.

Goal/Objective

- To create and maintain a comprehensive and accurate inventory of all works in the permanent, portable, and temporary public art collections.

  Actions/Strategies:

  - Locate/organize photographs of all pieces in permanent collection.
  - Establish and implement a standardized system for naming all photo files
  - Create a master inventory list of the entire collection, separated into the following categories:
    - Permanent Collection
    - Portable Collection
    - Temporary Collection

Goal/Objective

- Plan for preventative maintenance to reduce unanticipated conservation costs associated with caring for Moscow's public art investments.

  Actions/Strategies:

  - Create a schedule for inspection and rotation or replacement of exterior temporary works including the vinyl traffic box wraps, bus shelters, and Intermodal Transit Center Sculpture Garden.
  - Review records of all projects in the permanent collection and complete a Commissioned Artwork Detailed Report to record maintenance requirements and as-built info where possible.
  - Create an individual maintenance record for all pieces in the permanent collection, listing any past repair costs or maintenance efforts.
  - Set standard operating procedures in place to support staff in keeping accurate records going forward.

Goal/Objective

- Maintain the structural quality of artworks in the City's portable collection.

- Increase the public's familiarity with works in the collection
  Actions/Strategies:
  - Create a policy for assigning works in the portable collection to City offices.
  - Develop guidelines to help staff take appropriate caution with art in their office spaces.
  - Display the portable collection works in exhibitions at the Third Street Gallery.

Goal/Objective

- To increase the availability and quality of resources for public art maintenance and repair.
  Actions/Strategies:
  - Align annual budget requests with the maintenance and repair plan for the Moscow public art collection.
  - Identify staffing and independent contractors who can assist with maintenance and conservation tasks.
  - Support staff with professional development opportunities related to maintenance and conservation of a public art collection.

Confusion in Identifying Public Art Locations

Space allocation for public art installations throughout Moscow is sometimes stymied by the absence of a policy regarding identification and dedication of public art space in the community. The City of Moscow's Public Art Master Plan (PAMP), adopted on June 1, 2015, includes a Project Prioritization outlining locations prioritized for installation between 2017 – 2026 (26). These were developed over time with input from the public, but the PAMP does not outline a method for pursuing unexpected opportunities that are sometimes identified and prioritized by staff and commission. The PAMP is an invaluable resource, though staff from Arts, Community Development, and Administration all agree that it is a living document in need of periodic revision. The absence of a stated schedule for such revisions presents the PAMP as a rigid policy, while the occasional pursuit of projects not on the plan undermines the PAMP's value as a foundational document. Community and Moscow Arts Commission members as well as City staff often share ideas for new public art projects not on the PAMP, which reveals valuable enthusiasm for the creative and community-building potential of the arts. An example of this is the interest, originating from various quarters of the community, in creating a program to support the creation of murals in the alleyways between Washington and Main Streets. A lack of a structure for receiving and recording these types of citizen suggestions for art not already listed on the Public Art Master Plan has resulted in grave misunderstandings and frustrations for City staff, members of the Moscow Arts Commission, and the community. This state of confusion and consternation results, at least in part, from an inconsistency in the approaches to projects and locations not included on the Public Art Master Plan. Clarifying standard operating procedures in this area will foster an increased trust in the transparency and fairness of the City's Public Art Program.

Goal/Objective

- To prioritize the development and installation of public art in locations outlined in the Public Art Master Plan while increasing the availability of dedicated public arts space.

  Actions/Strategies:

  - Review and update current space inventory for public art projects in Moscow.
  - Increase public outreach to educate the public about public art locations prioritized in the Public Art Master Plan.
  - Research other communities' processes for dedicating space to public art installation.
  - Develop standard method for suggesting public art locations to be considered in the next Public Art Master Plan revision.
  - Establish a schedule for updates to the Public Art Master Plan.

Goal/Objective

- Develop standard operating procedures and an accountability structure for pursuing projects not yet listed as priorities in the Public Art Master Plan.

  Actions/Strategies:

  - Create a method of recording community, staff, and MAC suggestions for the pursuit of unplanned public art projects and/or locations between Public Art Master Plan revisions.
  - Create a standard operating procedure for the MAC to use in considering the pursuit of projects not listed on the Public Art Master Plan.

Gaps in the Range of Artist Opportunities in the Public Art Program

The Moscow Public Art Program includes both temporary and permanent installations in a range of budgets and locations. While this variety is on a positive trajectory, further work is needed to create a program that provides a range of opportunities for artists at all levels of practice. The Program's first goal must be to tend a collection that serves the public's aesthetic needs while enacting responsible stewardship of funds. The artist's role is also important, however, as the maintenance of a thriving artist community is central to a city's culture and capacity for economic development. At present, the Moscow Public Art Program offers paid opportunities for emerging artists in the form of the Intermodal Transit Center Sculpture Garden and the traffic box vinyl wraps. Calls for larger gateway installations for the permanent public collection typically target fully established, professional artists. There are artists who fall in the gap between those emerging into the field and those firmly established within it. These artists, whether they be community members or recent graduates of the University of Idaho College of Art + Architecture, seek to build their art careers in Moscow, but feel stymied by the lack of access to larger projects and exhibition opportunities. Building a more comprehensive range of artist opportunities will broaden the scope of the public art program and assist in retaining artistic talent in the City of Moscow.

Goal/Objective

- Create opportunities for public artists moving into established professional practice without sacrificing the aesthetic and structural integrity of the Moscow Public Arts Program.

Actions/Strategies

- Work in alignment with the Arts and Culture Education subcommittee's artist development goals to help UI art students bring their skills from school into the community.
- Offer smaller projects with more stringent engineering and oversight components, but looser requirements in terms of portfolio examples (i.e. consider the merits and potential of artists whose past works are of a different scale than the project at hand)
- Build a collection of portable pieces in the public art collection
- Create an art-on-loan program for works to be displayed in public City buildings that offers paid opportunities for artists whose work is not appropriate for display in outdoor settings.
- Share the art-on-loan program model and processes with local organizations that may want to institute a similar program.

Public Art Program Requires Connection with Industry Standards and Funding Opportunities

The City of Moscow is fortunate to have a firmly established public art program, and its presence in the community is an important factor in civic identity and economic development. The development of some program components, such as the vinyl traffic box wraps and the Intermodal Transit Center Sculpture Garden, has been guided by research into the approaches used by other municipal arts programs. Other elements, namely project budget development, art selection, and promotion practices, would benefit from greater alignment with pubic art industry standards. This alignment, coupled with educational outreach about Moscow Public Art selection procedures, will improve the quality of the collection and increase transparency about its growth.

Professional public artists have many options to choose from when it comes to art opportunities, so all public art programs must align with the standards of the market when creating calls for public artworks. The Moscow Arts Program has had low response rates to its requests for proposals, with as few as 5 or 6 artist submissions for major projects like the one at the Moscow Public Library. Other cities in the region report well over one hundred submissions for similar projects, and while quantity does not equate quality, it is beneficial for public art selection panels to have plenty of submissions to consider.

Two key elements that impact a project's visibility and attractiveness to artists are the budget and method of RFQ distribution. Most arts organizations use call-for-entry systems to facilitate content management (e.g. CaFE or Submittable). The Moscow Public Art Program has used social media to promote artist opportunities, but the result has been an audience limited to those who choose to follow the City of Moscow on Facebook. Arts listing and content management services like those listed above not only streamline file handling, but also promote arts opportunities to their large lists of

artist subscribers. Adopting the use of this kind of system will certainly reach a larger audience, but it will also increase the pressure the align Moscow public art project budgets with the broader market. When the Moscow Public Art Program aligns with these elements, there may be a need to pursue additional grant or other partnership funding, but attracting more engagement with public art calls is necessary. Further, the Moscow Arts Program as a whole is in a unique position to be an Idaho leader in arts advocacy and programming, and alignment with industry standards will confirm that leadership role.

Goal/Objective

- Align Moscow public art budgets and project parameters with art industry standards.

  Actions/Strategies

  - Research budget, description, and technical requirements of projects of similar scale in other cities within Moscow's public art eligibility area (Idaho, Washington, Oregon, Utah, Wyoming, and Montana).
  - Adopt a method for analyzing and comparing Moscow Public Art budgets with those offered by other municipal entities.
  - Present cost per square foot or other relevant price comparisons along with budget recommendations to City Administration and City Council.

Goal/Objective

- Improve processes for listing and promotion of public art opportunities.
- Standardize and clarify selection panel deliberation methods.

  Actions/Strategies

  - Adopt an arts industry-specific call-for-entry system for listing and content management.
  - Promote public art calls to local artists by using print and social media.
  - Use RFQ promotions as an opportunity to raise awareness in the community for the standard operating processes that guide public art acquisition.
  - Create clear, thoughtful, and unhurried methods for selection panel deliberation processes.
  - Use clear rubrics for evaluating the merits of each applicant's submission.
  - Provide summarized selection panel notes to artists upon requests to staff.

Goal/Objective

- Clarify funding sources for public art projects as well as any related limitations.
- Create pathways for public/private partnerships in support of public art.
- Pursue grant options to augment public art project budgets.

  Actions/Strategies

  - Clarify the communication between public works, arts, and the MAC in regard to the allocation and usage of 1% funds.
  - Dedicate professional development resources for staff training in creating productive and legally-viable public/private partnerships in the arts.
  - Identify areas established in the Public Art Master Plan that would benefit from public/private partnership.
  - Identify commercial and non-profit partners that share similar goals and vision for public art.

- Apply for smaller grants (e.g. Idaho Commission on the Arts) to support public art budgets when necessary.
- Seek partnerships in the community to apply for larger grants (e.g. NEA Our Town Grant).

Third Street Gallery

Lack of Clear Purpose and Identity for the Gallery

The Third Street Gallery (TSG) was established on the second and third floors of Moscow City Hall in 1998. Since that time, the TSG has become a community space for sharing the work of local artists as well as traveling exhibitions created by organizations such as the Smithsonian or the Idaho Watercolor Society. The gallery's location in the Moscow City Hall facilitates public viewing and is beneficial as an aesthetic presence in municipal processes. In this way, it is similar to public galleries in other cities in the region; the Spokane, WA and Hayden, ID City Halls both feature public exhibition spaces. While it does have some strengths, the TSG does not have a clear vision for the scope of its programming. This results in an exhibition schedule that lacks comprehensive curatorial vision and, at times, risks overlapping or competing with the efforts of other gallery spaces in the Palouse region. In addition, this lack of a clear identity for the gallery sometimes hinders the pursuit of the MAC mission to enrich the community by celebrating and cultivating the expression of all art forms and cultures. There are underrepresented artists and media in the community, but lacking a mission-aligned curatorial framework, TSG programming sometimes falls short of full inclusivity. Creating a clear purpose and identity for the TSG will not only foster greater alignment with the MAC mission and provide a stronger guide for programming efforts, but will also build healthier relationships with other galleries in the regional arts ecosystem.

Goal/Objective

- Clarify the Third Street Gallery's niche within the community of art exhibition venues in the region.

  Actions/Strategies:

  - Survey regional artists about their needs and desires for exhibition and art viewing opportunities.
  - Study the mission and vision statements of other art exhibition venues.
  - Draft a Third Street Gallery Scope and Vision statement in the TSG subcommittee of the MAC, to be reviewed annually and approved by the full Commission.
  - Use the TSG Scope and Vision statement and the MAC mission as a curatorial framework when building annual gallery schedules.

Goal/Objective

- Create Third Street Gallery exhibition schedules with consideration for the programming at other art exhibition venues in the region.
- Establish a track record of fully-inclusive and broadly-representative exhibitions.

  Actions/Strategies:

  - Study the exhibition schedules of other art exhibition venues.
  - Create TSG exhibitions that do not compete with those at other venues, or complement other organizations' programming when appropriate.

- Develop a checklist of artmaking media and groups to guide each year's gallery schedule planning.
- Announce TSG exhibition schedules up to 6 months in advance as a resource for the community and for regional arts organizations.

Artist and Community Engagement with Third Street Gallery Suffers Due to Inconsistent Programming and Operational Strategies

The Third Street Gallery's history of programming stretches over two decades, and in that time there has been a variety of approaches to the curation and scheduling of exhibitions. In recent years, artists and community members report feelings of disconnection from the gallery's purpose, location, and scheduling. Curatorial decisions have lacked artist responsiveness or connection to over-arching vision, leaving the impression that the gallery exists to fill space or provide decoration for those who work at City Hall. Additionally, the timing of exhibitions and related receptions has been irregular, leading to confusion for the public. The lack of scheduling consistency does not give viewers a structure they can count on, and acts as a deterrent for those who might wish to show in the gallery.

Community members have also noted that TSG event hospitality lacks grace and intention. The Moscow arts community appreciates and turns out for events that provide refreshments, with successful examples of such events including the 1912 Center and the Prichard Art Gallery; both provide food and a no-host bar during receptions. The Third Street Gallery has historically offered simpler refreshments for events (e.g. ice water and pretzels), but could benefit from a more polished and consistent approach to this element of the receptions. While it is true that more elaborate catering for events would impact the arts budget, this kind of service would increase artist and audience engagement with the gallery.

Artists report a reluctance to participate in gallery shows because curatorial details have been out of alignment with industry standards. These comments from artists provide at least partial explanation for the inconsistency of attendance at gallery receptions and speaking events. Artists not only provide work for display at the gallery but they also comprise a large percentage of any gallery's viewership, so sub-optimal gallery practices may explain flagging community engagement. Attendance tracking for the Third Street Gallery has fallen out of practice in recent years, though anecdotal reports reveal public reception participation in the single digits.

Addressing these programming and operational concerns will require careful attention over the course of years, but doing so will result in better community and artist relations as well as an elevation of the Third Street Gallery's standing amongst regional arts organizations.

Goal/Objective

- Build public familiarity and engagement with the Third Street Gallery.
- Establish a baseline average for reception attendance in FY19, and increase that average by 20% each year from FY20 – FY22.

Actions/Strategies:

- Attract more artists and viewers into the gallery with:
  - Inventive, inclusive, and well-curated exhibitions
  - Professionally-designed and well-timed promotional materials
  - Catered receptions with no-host bar
- Align the gallery's annual exhibition schedule with City of Moscow fiscal calendar, and establish a rotation of 4 - 6 exhibitions per fiscal year.
- Present receptions close to the opening of the exhibition whenever possible.
- Establish standard starting and ending times for receptions and the speaking or music portions contained within them.
- Schedule gallery receptions closer to beginning of exhibition to draw on the show's novelty and to avoid promotion fatigue in the public.
- Condense gallery events (e.g. present a speaker or discussion panel *during* a reception rather than scheduling two separate events)
- Implement a standard operating procedure for counting and recording attendance at each gallery event.

Goal/Objective

- Increase artist interest in showing at the Third Street Gallery.
- Increase staff focus on customer service to artists (i.e. artists are to be regarded as valued business partners.)
- Reintroduce the Third Street Gallery as a place where artists can build relationships with other creative people in Moscow and the broader North Idaho/Eastern Washington region.

Actions/Strategies:

- Build a structure for receiving and recording art exhibition ideas from artists, Commission members, and the community.
- Establish a workflow for MAC and Arts staff members to set the gallery schedule further in advance.
- Begin communications between staff and artists on each exhibition roster earlier to give artists more preparation time.
- Improve attention to detail in curating shows by ensuring that artwork hangs level and plumb, and by presenting professional artwork labels.
- Serve artists with undivided attention and assistance with artwork load-in, load-out, and shipping.
- Engage artists in a broader range of media in larger group shows.
- Invite artists from around the region to exhibit works alongside those from Moscow and/or Latah County.

Third Street Gallery Communications Lack Clarity and Consistency

Communications for the Third Street Gallery (TSG) are conducted internally among MAC members and Arts staff as well as externally with artists, gallery partners, and the public. Both types of communications have lacked quality and consistency in recent years. Some MAC members report feelings of disconnection from gallery scheduling and events, indicating that such programming lacks their advisory input. This absence of communication between Arts staff and the MAC also hampers commission members' abilities as spokespeople in the community. In terms of communications with

artists, some situations have arisen in which artists feel ill-informed about gallery processes, procedures, and schedules.

In the realm of external communications with the public, there is room to grow in terms of interactions with artists and with the viewing audience. Promotions have historically lacked a cohesive, consistent, professional standard, causing upset for artists, MAC members, and arts lovers in the community. Artists feel ill-represented by unattractive or poorly timed promotions, and, in the absence of professional design, audiences do not regard the gallery as a major player in the regional arts community.

These communication challenges have resulted in MAC and community disengagement with the Third Street Gallery. Some are completely unaware of the gallery's presence, others are ambivalent about the exhibitions, and a sector of the public even reports feelings of antipathy toward this area of Arts Department programming. Addressing the internal and external communication issues will not only increase attendance, but will also elevate the gallery's service to Moscow's enthusiastically art-loving public.

Goal/Objective

- Improve the collaborative quality and consistency of internal communications about Third Street Gallery programming.

  Actions/Strategies:

  - Create a TSG subcommittee of the MAC to advise on annual gallery schedule, exhibition rosters, and long-term visioning for City exhibitions.
  - Elicit formal MAC approval of all gallery schedules.
  - Utilize the TSG subcommittee and full MAC meetings to distribute gallery promotions and to communicate exhibition updates and changes.

Goal/Objective

- Improve the quality and consistency of external communications about Third Street Gallery programming.

  Actions/Strategies:

  - Build exhibition prospectuses containing exhibition statement, important dates, gallery presentation parameters, gallery commission and sales tax standards, and submission requirements for each show.
  - Assign specific staff members to communicate with artists and other event partners to avoid organizational confusion.
  - Begin communications between staff and artists on each exhibition roster earlier to give artists more preparation time.
  - Increase the quality and consistency of Gallery outreach to the art-viewing public by using the City of Moscow Civic Send email lists.
  - Improve marketing and outreach efforts as outlined in the Arts Department P.R. Materials and Practices section of this Strategic Plan.

Gallery Facilities and Signage are a Barrier to Engagement

The Third Street Gallery has a long history of investing the public space of City Hall with artwork. The building itself is a beautiful piece of architecture, though some

improvements to the facility would improve the quality of gallery programming. Addressing challenges with lighting, display fixtures, signage and sales mechanisms will increase artist enthusiasm for showing in the space and will improve audience engagement.

The gallery visitor's experience begins at the entrances to City Hall, and the lighting conditions vary from a utilitarian fixture on the parking lot entrance, to a single recessed fixture on the Washington Street entrance, to no lighting at all on the Third Street entrance. Lighting inside the gallery is also an issue, as west-facing windows fill the space with natural light. Though beautiful, this direct sunlight poses risks to artworks made from light-sensitive media such as watercolors and other works on paper. In the summertime, this sunlight also raises the temperature in the gallery, making the space uncomfortably warm for viewing and socializing during artist receptions. The light fixtures in the gallery are also less than optimal, and are not available to light artworks on each of the display walls. Artworks on the west wall of the second floor are illuminated only by ambient light. A comprehensive study of the lighting fixtures inside the Gallery and on the building's exterior entrances would create a more functional and beautiful space for art viewers and all visitors to City Hall.

The display fixtures in the gallery have served for many years, and some are showing significant wear while others are unattractive or time-consuming to operate. Pedestals and vitrines are, for the most part, old and worn. Years of re-painting, often done by volunteers, has left the pedestals looking ragged. Many of the vitrines that are fitted to the pedestals are scratched, and some do not fit the pedestals at all. Other vitrines are new, but even those were built in such a way that the glue at the seams distracts from the artwork contained within. The hanging system features a large oak picture rail built to accommodate brass-colored hanging rods. This system is unwieldy and unsightly, which contributes to artists' ambivalence about opportunities to exhibit works in the gallery. Not only is the wide oak rail a visual distraction from the work, but the hanging system also limits the weight and design of artworks that can be shown in the space. Not only would a new system create a more elegant appearance, but it would also create labor savings during gallery installations. Importantly, this hanging system has also been identified as a clear barrier to hosting the City-sponsored Palouse Plein Air exhibition, which requires a speedy installation process.

Audience engagement has been consistently below expectations for the Gallery. While it is a public space in a beautiful building, and events are presented free of charge, receptions have historically had attendance in the single digits. Further, many members of the community report an unfamiliarity with the Gallery's existence and location. Once inside the building, gallery visitors often struggle to connect with the idea that the Gallery offers viewing on both the second and third floors of City Hall. This causes a lack of interest amongst artists about showing on the third floor, many of whom are vocally unenthusiastic about having their artwork placed in this location. The gallery misses opportunities for audience engagement with poorly designed and located signage inside and outside of the building. Also, gallery sales procedures are opaque, leading to the loss of potential sales. This situation is frustrating for artists and would-be collectors alike.

Finding solutions for these concerns about facilities and signage would produce benefits far beyond aesthetic satisfaction. By making the exhibition space more functional in terms of signage, lighting, and display equipment, the Gallery will attract more artist participants. This increased interest on the part of artists will lead to greater audience attendance and engagement.

Goal/Objective

- Improve the lighting on the exterior of City Hall and inside the gallery.

  Actions/Strategies:

  - Install historically-appropriate light fixtures at all three exterior entrances.
  - Install blinds on the second floor windows.
  - Install lighting fixtures on the west wall of the second floor.
  - Research ideal bulbs for energy efficiency and art illumination.
  - Install new bulbs throughout all gallery track fixtures.
  - Analyze color temperature of bulbs in chandelier/pendant lights on the second floor, and if necessary, obtain new bulbs to match the track lighting.

Goal/Objective

- Elevate the functional quality and visual appeal of the display fixtures, including hanging system, pedestals, and vitrines.

  Actions/Strategies:

  - Research alternate hanging systems for the gallery space on the second and third floors.
  - Inventory existing pedestals and vitrines.
  - Identify ideal pedestal sizes and coatings.
  - Create a funding strategy for replacing hanging system and pedestals.
  - Build a system for careful handling and maintenance of all gallery fixtures.

Goal/Objective

- Increase community and artist engagement with the Gallery.

  Actions/Strategies:

  - Reconsider the Gallery's name in the TSG subcommittee and the full MAC.
  - Install permanent and highly visible gallery signage on the exterior of City Hall.
  - Develop a practice of using an attractive sandwich board or other temporary signage on the sidewalk to announce receptions and other events.
  - Improve Gallery signage on the first, second and third floor landings, as well as in the elevator areas of each floor.
  - Consider an art-on-loan program for the third floor in which local artists groups (e.g. Palouse Watercolor Socius, Artisans at the Dahmen Barn, Palouse Women Artists, etc.) are paid a rental fee to exhibit artworks for longer periods of time.
  - Invest in a contemporary point-of-sale system for art sales.
  - Consider the possibility of a gallery office located on the second floor to facilitate gallery staffing, installation, and visitor interactions.