

Public Works / Finance Committee



Regular Meeting ~Agenda~

www.ci.moscow.id.us

Laurie M. Hopkins
City Clerk

208.883.7015

**Monday
January 11, 2021**

3:00 PM

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

The Moscow Mayor, City Council and Staff welcome you to today's meeting. Due to the rise in COVID-19 cases in the area, the meeting is open to the public, but is subject to social distancing protocols and masks will be required of attendees. If you do not have a mask, a disposable mask will be provided. Per the modified Stage 2 of the Idaho Rebounds Plan, the number of attendees at any one time is limited to no more than 10. We appreciate and encourage public participation. Citizens wishing to comment on business on the agenda are encouraged to communicate with the Mayor and City Council by phone or email (council@ci.moscow.id.us) in order to respect social distancing protocol. Please note that Moscow City Council meetings are televised, videotaped and/or recorded. Thank you for your interest in City government.

REGULAR AGENDA

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.

**2. Approval of December 14, 2020 Public Works/Finance Committee Minutes (ACTION ITEM)
- Taylor Riedner**

Minutes presented for approval.

PROPOSED ACTIONS: Approve minutes as presented; approve minutes with amendments; or take such other action deemed appropriate.

3. Disbursement Report December 2020 (ACTION ITEM) - Sarah Banks

Staff will present the Accounts Payable Report for the month ending December 2020.

ACTION: Sign the Disbursements Report for the month of December, 2020.

4. First Quarter Financial Report October 1, 2020 to December 31, 2020 for FY2021 (ACTION ITEM) - Sarah Banks

Staff will present the financial report for the first quarter of Fiscal Year 2021 (October 1, 2020 to December 31, 2020).

PROPOSED ACTIONS: Approve the FY2021 First Quarter Report, or provide staff further direction.

**5. Professional Service Prequalification Process Master Agreements Approval (ACTION ITEM)
- Scott Bontrager**

The City frequently requires the services of design professionals necessary for the design and construction of a variety of public utility, facility and other public construction projects. Idaho

requires that procurement of professional service contracts with design professionals (professional engineers, architects and landscape architects), construction managers and professional land surveyors shall be based upon the qualifications and demonstrated competence of the provider of the required services. City staff solicited a Request for Statements of Qualifications (SOQ) on September 26, 2020 for Engineering agencies looking to be included or updated as part of the Professional Services Roster. Submittals were accepted until October 23, 2020. The City received SOQs from a total of 18 engineering firms. Staff is requesting authorization for the City to enter into a Master Services Agreement with those firms, specifying the terms and conditions for the provision of professional services on an on-demand task order basis to the City.

PROPOSED ACTIONS: Recommend approval of Professional Services Roster and allow City to enter into Master Services Agreements with respondents to the City's Statement of Qualifications, or provide staff further direction.

4. Idaho Commission on the Arts (ICA) Arts Education Annual Project Grant Application (ACTION ITEM) - Megan Cherry

The Arts Department seeks approval to apply for an annual grant administered by the Idaho Commission on the Arts (ICA). The Arts Education Annual Project is a grant program that supports activities that unite education and the arts. These grant funds will sustain the Arts Department's growing MACTivities Toolbox program, which is part of the MAC's fulfillment of the arts education component of their mission. The Toolbox program was initiated during the early days of the 2020 pandemic as a way to support arts education while maintaining social distance. The Toolboxes contain art supplies and National Core Arts Standards-aligned curriculum designed to serve ages 5 - 13+. The program is produced in partnership with the Prichard Art Gallery and is also supported by the Moscow Arts Commission's FY2021 budget. If received, this grant funding would represent off-setting revenue for FY2021.

PROPOSED ACTIONS: Recommend approval of the Arts Education Annual Project grant application for the current cycle, or provide staff further direction.

7. Idaho Commission on the Arts Grant Applications Public Programs in the Arts (ACTION ITEM) - Megan Cherry

The Arts Department seeks approval to apply for an annual grant administered by the Idaho Commission on the Arts (ICA). The Public Programs in the Arts (PPA) grant program is intended to provide general operating support for arts organizations in Idaho. These funds will represent off-setting revenue in the production of Arts Department events including Entertainment in the Park and Artwalk.

PROPOSED ACTIONS: Recommend approval of the Public Programs in the Arts (PPA) grant application for the current cycle, or provide staff further direction.

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~

www.ci.moscow.id.us

Laurie M. Hopkins
City Clerk

208.883.7015

**Monday,
December 14, 2020**

3:00 PM

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

REGULAR AGENDA

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

PRESENT: Sandra Kelly, Gina Taruscio (Virtual), Brandy Sullivan (Virtual)

OTHERS: Mayor Bill Lambert, Council Member Art Bettge, Council Member Maureen Laflin (Virtual), Danelle Forseth (Virtual)

STAFF: Gary J. Riedner, Mia Bautista (Virtual), Aimee Hennrich, Tyler Palmer, Sarah Banks (Virtual), Bill Belknap (Virtual), Kyle Steele (Virtual), Laurie M. Hopkins (Virtual), Taylor Riedner (Virtual)

1. Approval of November 23, 2020 Public Works/Finance Committee Minutes (ACTION ITEM) - Taylor Riedner

Minutes presented for approval.

PROPOSED ACTIONS: Approve minutes as presented; approve minutes with amendments; or take such other action deemed appropriate.

The minutes were approved as presented.

2. Disbursement Report November 2020 (ACTION ITEM) - Sarah Banks

Presentation of the Accounts Payable Report for the month ending November 2020. An updated September report with final FY2020 revenue figures is also attached.

ACTION: Sign the Disbursements Report for the month of November 2020.

Banks introduced the report by highlighting the major expenses for the previous month including payroll, police facility construction payment, and Well #10 Phase 2 payment. The Committee recommended approval and that it be placed on the Council consent agenda.

3. Lot Line Adjustment: 1212 and 1226 W Pullman Road (ACTION ITEM) - Aimee Hennrich

The applicant, the Connelly family, is requesting a lot line adjustment between two properties located at 1212 and 1226 Pullman Road. The proposed lot line adjustment would increase the lot addressed as 1212 Pullman Road from 25,564 sf to 28,079 sf in size and reduce the lot addressed as 1226 Pullman Road from 29,926 sf to 27,411 sf in size. The applicant is requesting the lot line adjustment after a recent survey revealed that the building on the north lot (1212 Pullman Road) is encroaching onto the southern lot (1226 Pullman Road). The southern lot currently contains Zips Restaurant and the northern lot contains a portion of the Hope Center Thrift Store. The subject properties are located within the Motor Business (MB) Zoning District where there is no minimum lot size or lot width requirements. As a result of the proposed lot line adjustment, the

Hope Center will no longer be encroaching upon the common property line and will meet all setback requirements of the MB Zone.

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 reported the item as written above. Needing no discussion, the Committee recommended approval and that it be placed on the Council consent agenda.

4. Master Agreement Extension for Professional Services with Aspect Consulting (ACTION ITEM) - Kyle Steele

In May of 2016, the firm of Cardno-GS (now Aspect Consulting) of Yakima, Washington was selected by a Statement of Qualifications rating committee to assist the City of Moscow in the structuring and eventual implementation of a Stormwater Utility. In September of 2016, the City executed a Master Agreement for Professional Services with Aspect and completed a Comprehensive Stormwater User Fee Study in anticipation of the National Pollutant Discharge Elimination System (NPDES) Phase II MS4 Permit that was issued by the United States Environmental Protection Agency and became effective October 1, 2019.

The Master Agreement with Aspect expired September 30, 2020. Staff anticipates executing an additional task order for Professional Services this winter to assist with the MS4 Permit requirements.

PROPOSED ACTIONS: Recommend approval of the Master Agreement Contract Extension for Professional Services with Aspect Consulting, or provide staff further direction.

The findings of the Stormwater User Fee Study were presented to the Council prior to the beginning of the pandemic back in February 2020. The previous agreement expired September 30 of this year and staff anticipates the need to execute an additional task force this winter to assist with some of the MS4 Permit requirements. The extension of this agreement will continue until December of 2022. The initial task list was broken into 2 phases. Phase 1 began in the fall of 2016 with items such as data gaps, development of a financial plan, legalities of the formation of a stormwater utility billing database and a stormwater ordinance which was discussed in front of the Council previously. Phase 2 will finalize the database, update the construction standards and management practices for stormwater runoff control which has not been updated since the late 1990's. COVID affected the permit by delaying funding on operational and maintenance tasks as well as the delay in hiring staff and purchasing equipment. In the meantime, a focus has been on educating the public, enhancing the street sweeping, and maintaining other activities with the existing staff on hand. The Committee recommended approval and that it be placed on the Council regular agenda.

REPORTS

CARES Act Reimbursement Update – Gary J. Riedner / Alisa Anderson

In late Spring, the City of Moscow was allotted \$887,100 for COVID related expenses or activities and has since been looking at ways to allocate those dollars. The subcommittee of the Coronavirus Financial Advisory Committee (CFAC) had been preapproving funding of emergency radios, which for

our volunteer fire fighters would eliminate cross contamination or infection. The submission for the radios was \$703,135 which had received Council authority previously. The CFAC is no longer preapproving radios, and the final day to make a submission according to the Idaho Treasurers Department was December 11. The radios were a piece of the strategic plan in the over hall of the Radio Access Program, therefore it will continue to be addressed in the strategic plan. The funding sources for the radios have not yet been mapped out, but will be proposed to Council before any purchases are made.

The previous approval that had been given by City Council to submit for Public Safety salaries was then the recommendation from the Idaho Treasurers Office. Latah County was doing exactly the same thing as of last week. The current proposal for reimbursement is for Information Systems expenses that Council had approved in regards to remote working, PPE, and public safety supplies and wages. This total is approximately \$1,082,000 which is more than what was allocated but if some of the request is deemed not fundable, then there is excess.

While waiting for approval, the Governor's Public Safety Initiative submittal will be addressed, which is also for public safety salary and benefits reimbursement in the approximate amount of \$1.64 million. In order to take advantage of the program and provide some property tax relief, the City had to reduce the L2 property tax certification by the same amount.

The mask fitting machine, as previously discussed by Council was retracted, and instead the City can receive the reimbursement through public safety. The intent is to purchase the mask machine as authorized by Council with the funding received. If funding is not authorized due to it being retracted, it will come to Council and request authorization again.

ADJOURN

The meeting adjourned at 3:26 p.m.

COMMITTEE STAFF REPORT

DATE: Monday, January 11, 2021



RESPONSIBLE STAFF

ADDITIONAL PRESENTER(S)

OTHER RESOURCES

AGENDA ITEM TITLE

Disbursement Report December 2020 (ACTION ITEM) - Sarah Banks

DESCRIPTION

Accounts Payable Report for the month ending December 31, 2020. A summary of the major expenditures has been approximated by category and represents 96% of the total expenditure of \$2,838,002.40.

Payroll	\$1,583,286.00
Professional Services	\$132,708.00
Sanitation	\$325,776.00
Capital Outlay	\$208,060.00
Capital Outlay - Vehicles	\$64,595.00
Capital Outlay - Improvements	\$2,563.00
Supplies	\$124,029.00
Utilities	\$72,721.00
Contractual Payments	\$51,707.00
ACH Wells Fargo	\$29,875.00
ACH	\$141,983.00
Total	\$2,737,303.00

STAFF RECOMMENDATION

Sign the Disbursements Report for the month of December, 2020.

PROPOSED ACTIONS

ACTION: Sign the Disbursements Report for the month of December, 2020.

FISCAL IMPACT

PERSONNEL IMPACT

ATTACHMENTS

1. Disbursement Report December 2020
2. Revenue Report December 2020
3. Cash & Investments Dec 2020

DISBURSEMENTS REPORT FOR DECEMBER 2020														
	FUND NAME	ACCOUNTS PAYABLE	ACCOUNTS PAYABLE	ACCOUNTS PAYABLE	ACCOUNTS PAYABLE	ACCOUNTS PAYABLE	ACCOUNTS PAYABLE	ACCOUNTS PAYABLE ACH	ACCOUNTS PAYABLE ACH	VOID CHECKS	PAYROLL	PAYROLL	PAYROLL	GRAND TOTALS
DATE		12/3/2020	12/8/2020	12/10/2020	12/10/2020	12/17/2020	12/23/2020	12/7/2020	12/3/2020		12/4/2020	12/18/2020	12/31/2020	
BATCH #		00001.12.2020	00004.12.2020	00003.12.2020	00006.12.2020	00007.12.2020	00008.12.2020	12/21/2020 1/4/2021 00006.11.2020 00009.12.2020 00010.12.2020	12/10/2020 00002.12.2020 00005.12.2020		00100.12.2020	00200.12.2020	00300.12.2020	
CHECK #'s		96642-96684	96685	96686-96772	96773	96774-96839	96840-96881	December CC ACH's	December ACH's		21353-21362	21363-21372	21373-21375	
Fund #	ACH for Wells Fargo to be Imported													
101	GENERAL	16,698.22		54,767.59		14,669.92	9,883.56	12,240.62			345,853.74	330,481.84	284,376.54	1,068,972.03
105	STREETS	28,486.95		7,334.57	3,524.63	6,551.60	920.79	312.05			26,974.77	25,930.99	22,198.08	122,234.43
120	RECREATION AND CULTURE	5,201.63		4,887.54		11,830.62	3,124.49	4,236.03			54,410.22	53,095.72	47,442.01	184,228.26
121	MSD COMM. PLAY FIELDS			200.36		601.56	1,800.00				1,963.18	2,021.55	1,693.40	8,280.05
123	1912 CENTER					7,916.67								7,916.67
128	TRANSIT CENTER	1,272.30		982.61		982.61								3,237.52
220	WATER	23,584.09		10,926.58		81,505.44	2,014.22	701.30	134,111.04		49,127.57	50,654.21	41,851.08	394,475.53
230	SEWER	57,190.55	239.80	7,735.03		43,531.75	37,165.21	3,513.16			47,605.37	48,389.33	40,064.35	285,434.55
240	SANITATION	93,400.41				215,528.58					5,516.92	5,615.16	4,925.41	324,986.48
290	FLEET	2,604.55		74,972.30		12,118.66	1,314.58	475.00			11,861.53	11,991.68	10,401.64	125,739.94
295	INFORMATION SYSTEMS	50.00		22,420.93		6,397.05		8,397.04			20,372.81	20,406.56	18,059.95	96,104.34
320	WATER CAPITAL PROJECTS			114,866.87		26,963.86								141,830.73
330	SEWER CAPITAL PROJECTS													0.00
340	SANITATION CAPITAL PROJ													0.00
350	CAPITAL PROJECTS	1,248.00		45,097.92		17,781.32	2,563.00		7,871.63					74,561.87
355	LID CONSTRUCTION													0.00
380	HAMILTON - PARKS & REC													0.00
590	BONDS & INTEREST													0.00
	TOTAL	229,736.70	239.80	344,192.30	3,524.63	446,379.64	58,785.85	29,875.20	141,982.67	0.00	563,686.11	548,587.04	471,012.46	2,838,002.40

WIRE Transfers:

Brandy Sullivan

Gina Taruscio

Sandra Kelly

Sarah L. Banks, Finance Director

RECEIPTS REPORT FOR December 2020

Fund #	FUND NAME	Taxes	Franchise Fees	Licenses & Permits	Intergovernmental	Charges for Services	Fines & Penalties	Investment Income	Refunds & Reimbursements	Contributions & Donations	Other	Grand Total
101	GENERAL	150,100.15	132,062.91	48,583.94	8,238.99	136,947.35	13,531.72	6,650.50	26,795.64	0.00	4,472.25	527,383.45
105	STREETS	25,916.71	0.00	0.00	0.00	24,514.07	0.00	0.00	0.00	0.00	0.00	50,430.78
120	RECREATION AND CULTURE	0.00	0.00	300.00	4,826.00	3,525.52	0.00	0.00	-185.85	0.00	0.00	8,465.67
121	MSD COMMUNITY PLAY FIELDS	0.00	0.00	0.00	5,340.71	0.00	0.00	0.00	0.00	0.00	0.00	5,340.71
123	1912 CENTER	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
128	TRANSIT CENTER	0.00	0.00	0.00	0.00	1,474.30	0.00	0.00	0.00	0.00	0.00	1,474.30
220	WATER	0.00	0.00	0.00	0.00	467,212.72	0.00	3,060.94	0.00	0.00	0.00	470,273.66
230	SEWER	0.00	0.00	0.00	0.00	582,135.38	0.00	1,071.35	1,340.63	0.00	0.00	584,547.36
240	SANITATION	0.00	0.00	0.00	0.00	401,562.82	0.00	0.00	0.00	0.00	0.00	401,562.82
290	FLEET	0.00	0.00	0.00	0.00	76,431.15	0.00	0.00	0.00	0.00	0.00	76,431.15
295	INFORMATION SYSTEMS	0.00	0.00	0.00	0.00	111,976.00	0.00	0.00	0.00	0.00	0.00	111,976.00
320	WATER CAPITAL PROJECTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
330	SEWER CAPITAL PROJECTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
340	SANITATION CAPITAL PROJECTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
350	CAPITAL PROJECTS	0.00	0.00	0.00	0.00	0.00	0.00	4,229.79	500.00	0.00	0.00	4,729.79
355	LID CONSTRUCTION	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,523.10	2,523.10
380	HAMILTON P&R	0.00	0.00	0.00	0.00	0.00	0.00	1,033.93	0.00	0.00	0.00	1,033.93
590	BOND & INTEREST	24,652.30	0.00	0.00	0.00	0.00	0.00	4.96	0.00	0.00	0.00	24,657.26
595	LID FUNDS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	TOTAL	200,669.16	132,062.91	48,883.94	18,405.70	1,805,779.31	13,531.72	16,051.47	28,450.42	0.00	6,995.35	2,270,829.98

City of Moscow
Cash and Investments
Balances as of 12/31/20

Fund		Year to Date Balance
General Fund	\$	3,670,045.07
Street Fund	\$	1,241,181.06
Culture & Recreation	\$	1,055,683.58
MSDCPF	\$	163,674.75
1912 Fund	\$	54,894.19
Transit Center	\$	100,956.53
Water Fund	\$	2,803,147.55
Sewer / WRRF	\$	3,957,439.91
Sanitation Fund	\$	2,860,704.50
Fleet Fund	\$	4,657,607.55
Information Systems	\$	2,814,847.23
Water Capital	\$	7,357,157.67
Sewer Capital	\$	13,638,057.24
Capital Projects	\$	11,281,675.05
Sanitation Capital	\$	6,438,584.97
LID construction	\$	26,470.23
Hamilton	\$	2,114,657.92
Bond & Interest	\$	393,754.86
LID Funds	\$	31,656.75
Payroll Service	\$	995,181.46
Total Cash & Investments	\$	65,657,378.07

COMMITTEE STAFF REPORT

DATE: Monday, January 11, 2021



RESPONSIBLE STAFF

ADDITIONAL PRESENTER(S)

OTHER RESOURCES

AGENDA ITEM TITLE

First Quarter Financial Report October 1, 2020 to December 31, 2020 for FY2021 (ACTION ITEM) - Sarah Banks

DESCRIPTION

Staff will present the financial report for the first quarter of Fiscal Year 2021 (October 1, 2020 to December 31, 2020).

STAFF RECOMMENDATION

Approve the FY2021 First Quarter Report.

PROPOSED ACTIONS

PROPOSED ACTIONS: Approve the FY2021 First Quarter Report, or provide staff further direction.

FISCAL IMPACT

PERSONNEL IMPACT

ATTACHMENTS

1. 1st Quarterly FY2021 Detail

City of Moscow
QUARTERLY FINANCIAL REPORT
Budget For Fiscal Year Ending 9/30/2021
SUMMARY FINANCIAL REPORT BY FUND - BUDGET AND ACTUAL

				Percent of Year 25%	
		Original	Final	Budget to	
	Fund	Budget	Budget	Actual	
				To Date	
101	General Fund Revenues	16,942,594	16,942,594	2,153,381	12.71%
	Salaries & Benefits	9,089,595	9,089,595	2,032,641	22.36%
	Operations	3,966,954	3,966,954	1,010,782	25.48%
	Capital Outlay	0	0	0	0.00%
	Transfers	3,886,045	3,886,045	1,366,486	35.16%
	Total General Fund Expenditures	16,942,594	16,942,594	4,409,909	26.03%
105	Street Department Revenues	2,956,724	2,956,724	321,552	10.88%
	Salaries & Benefits	925,850	925,850	161,075	17.40%
	Operations	1,080,404	1,080,404	210,170	19.45%
	Capital Outlay	0	0	0	0.00%
	Transfers	950,470	950,470	245,194	25.80%
	Total Street Fund Expenditures	2,956,724	2,956,724	616,439	20.85%
120	Recreation & Culture Revenues	3,331,880	3,331,880	677,612	20.34%
	Salaries & Benefits	2,132,838	2,132,838	343,151	16.09%
	Operations	1,175,242	1,175,242	164,021	13.96%
	Capital Outlay	0	0	0	0.00%
	Debt Service	0	0	0	0.00%
	Transfers	23,800	23,800	23,800	100.00%
	Total Parks & Rec Expenditures	3,331,880	3,331,880	530,972	15.94%
121	MSD Community Playfields Revenues	148,282	148,282	32,050	21.61%
	Salaries & Benefits	73,078	73,078	13,719	18.77%
	Operations	71,193	71,193	7,411	10.41%
	Transfers	4,011	4,011	4,011	100.00%
	Total MSD Community Playfields	148,282	148,282	25,141	16.95%
123	1912 Center Revenues	106,100	106,100	26,531	25.01%
	Operations	106,100	106,100	23,750	22.38%
	Capital Outlay	0	0	0	0.00%
	Total 1912 Center Expenditures	106,100	106,100	23,750	22.38%
128	Transit Center Revenues	29,626	29,626	25,514	86.12%
	Operations	29,626	29,626	4,429	14.95%
	Total Transit Center Fund	29,626	29,626	4,429	14.95%
220	Water Fund Revenues	6,912,676	6,912,676	1,504,074	21.76%
	Salaries & Benefits	1,401,007	1,401,007	299,703	21.39%
	Operations	1,872,883	1,872,883	312,456	16.68%
	Capital Outlay	90,000	90,000	2,462	2.74%
	Debt Service	0	0	95,906	0.00%
	Transfers	3,548,786	3,548,786	953,960	26.88%
	Total Water Fund Expenditures	6,912,676	6,912,676	1,664,487	24.08%
230	Sewer Fund Revenues	9,296,006	9,296,006	2,100,217	22.59%
	Salaries & Benefits	1,286,701	1,286,701	285,588	22.20%
	Operations	2,372,961	2,372,961	354,802	14.95%
	Capital Outlay	160,000	160,000	107,800	67.38%
	Debt Service	1,113,346	1,113,346	656,375	58.96%
	Transfers	4,362,998	4,362,998	1,092,038	25.03%
	Total Sewer Fund Expenditures	9,296,006	9,296,006	2,496,603	26.86%

240	Sanitation Fund Revenues	6,377,084	6,377,084	1,484,327	23.28%
	Salaries & Benefits	159,975	159,975	33,908	21.20%
	Operations	4,785,178	4,785,178	856,769	17.90%
	Capital Outlay	0	0	0	0.00%
	Transfers	1,431,931	1,431,931	357,988	25.00%
	Total Sanitation Fund	6,377,084	6,377,084	1,248,665	19.58%
290	Fleet Management Revenues	2,829,415	2,829,415	597,874	21.13%
	Salaries & Benefits	326,450	326,450	72,547	22.22%
	Operations	2,146,765	2,146,765	67,420	3.14%
	Capital Outlay	343,800	343,800	105,840	30.79%
	Debt Service	11,200	11,200	0	0.00%
	Transfers	1,200	1,200	1,200	100.00%
	Total Fleet Management Expenditures	2,829,415	2,829,415	247,007	8.73%
295	Information Systems	1,690,912	1,690,912	633,894	37.49%
	Salaries & Benefits	559,374	559,374	124,115	22.19%
	Operations	985,038	985,038	269,273	27.34%
	Capital Outlay	146,500	146,500	13,218	9.02%
	Transfers	0	0	0	0.00%
	Total Information Systems Expenditures	1,690,912	1,690,912	406,606	24.05%
	Revenue for Miscellaneous Funds				
320	Water Construction Fund	12,219,947	12,219,947	434,038	3.55%
330	Sewer Construction Fund	14,548,202	14,548,202	688,365	4.73%
340	Sanitation Construcion Fund	6,662,522	6,662,522	102,707	1.54%
350	Capital Projects Fund	10,750,618	10,750,618	484,924	4.51%
355	LID Construction Fund	29,166	29,166	30	0.10%
380	Hamilton P & R	227,700	227,700	2,116	0.93%
590	Bond & Interest Debt Service Fund	1,047,400	1,047,400	25,712	2.45%
595	LID Bonded Debt Service Fund	26,659	26,659	2,523	9.46%
	Total Miscellaneous Fund Revenue	45,512,214	45,512,214	1,740,415	3.82%
	Expenses for Miscellaneous Funds				
320	Water Construction Fund	12,219,947	12,219,947	700,426	5.73%
330	Sewer Construction Fund	14,548,202	14,548,202	0	0.00%
340	Sanitation Construcion Fund	6,662,522	6,662,522	0	0.00%
350	Capital Projects Fund	10,750,618	10,750,618	386,154	3.59%
355	LID Construction Fund	29,166	29,166	0	0.00%
380	Hamilton P & R	227,700	227,700	203,706	89.46%
590	Bond & Interest Debt Service Fund	1,047,400	1,047,400	450	0.04%
595	LID Bonded Debt Service Fund	26,659	26,659	0	0.00%
	Total Miscellaneous Fund Expenses	45,512,214	45,512,214	1,290,736	2.84%
	Total City Revenue (1)	96,133,513	96,133,513	11,297,441	11.75%
	Total City Expenses	96,133,513	96,133,513	12,964,744	13.49%

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

(1) Revenues do not include beginning fund balance as a resource available in this report

COMMITTEE STAFF REPORT

DATE: Monday, January 11, 2021



RESPONSIBLE STAFF

Scott Bontrager, Assistant City Engineer

ADDITIONAL PRESENTER(S)

OTHER RESOURCES

AGENDA ITEM TITLE

Professional Service Prequalification Process Master Agreements Approval (ACTION ITEM) - Scott Bontrager

DESCRIPTION

The City frequently requires the services of design professionals necessary for the design and construction of a variety of public utility, facility and other public construction projects. Idaho requires that procurement of professional service contracts with design professionals (professional engineers, architects and landscape architects), construction managers and professional land surveyors shall be based upon the qualifications and demonstrated competence of the provider of the required services. As a result, each time the City needed design services, the City historically published project specific requests for qualifications to identify a qualified provider, negotiated an agreement for the professional design services, and then brought it forward to the Council for approval. Idaho Code § 67-2320(2)(h) allows the option for public agencies to create a preapproved list of qualified professional service providers following a published request for qualifications. Once a list has been established, the City can then directly negotiate a professional services agreement with any of those preapproved professionals.

Resolution No. 2019-20 was created for providing the establishment of a prequalification process for the efficient and effective procurement of engineering and architectural design services in accordance with Idaho Law and was passed and approved by the Mayor and City Council on November 4, 2019. Following the guidelines of this Resolution, City staff solicited a Request for Statements of Qualifications (SOQ) on September 26, 2020 for Engineering agencies seeking to be included or updated as part of the Professional Services Roster. The Engineering Master Agreement for Professional Services included three categories that the Engineering agencies could apply for: Category 1.a – General Civil Engineering Design, Category 2.a – Water Supply and Operations Engineering, Category 3.a – Construction Management and Inspection Services.

Submittals were accepted until October 23, 2020. The City received SOQs from a total of 18 engineering firms. The review of Statements of Qualifications were completed by a committee of Engineering staff who used the criteria as obtained within the Request for Qualifications to evaluate the respondents' qualifications and demonstrated competence. After review, all respondents have been deemed qualified to provide the requested services published within the SOQ. Staff is requesting authorization for the City to enter into a Master Services Agreement with those firms, specifying the terms and conditions for the provision of professional services on an on-demand task order basis to the City.

STAFF RECOMMENDATION

Recommend approval of Professional Services Roster and allow City to enter into Master Services

Agreements with respondents to the City's Statement of Qualifications.

PROPOSED ACTIONS

PROPOSED ACTIONS: Recommend approval of Professional Services Roster and allow City to enter into Master Services Agreements with respondents to the City's Statement of Qualifications, or provide staff further direction.

FISCAL IMPACT

PERSONNEL IMPACT

ATTACHMENTS

1. Professional Services Roster
2. MasterAgreementForProfessionalServices-BLANK - 2021

Engineering Roster List

Business	Categories
Alta Science & Engineering	1, 2, 3
Century West Engineering Corp	1, 2
GeoProfessional Innovation Corporation	1
Great West Engineering	1, 2, 3
HDR Engineering, Inc.	1, 2
HMH Engineering	1, 3
Hodge and Associates, Inc.	1, 3
Horrocks Engineers, Inc.	1, 2
JUB Engineers, Inc.	1, 2, 3
Keller Associates	1, 2, 3
Keltic Engineering, Inc.	1
Morrison-Maierle, Inc.	1, 2
Mountain Waterworks	3
RH2	1, 2, 3
SynTier Engineering, Inc.	1
TD&H Engineering	1, 2, 3
T-O Engineering, Inc.	1, 2
Welch Comer	1, 2, 3

((subject matter))

THIS MASTER AGREEMENT FOR PROFESSIONAL SERVICES (hereinafter "Agreement") shall become effective _____, 2021, between the City of Moscow, a municipal corporation of the State of Idaho, 206 East Third Street, Moscow, Idaho, 83843 (hereinafter "CITY"), and (insert name of engineering firm here), whose business address is (insert address here) (hereinafter "ENGINEER").

INTRODUCTION

WHEREAS, CITY has a need for (list the Appropriate Category here; various engineering services) (hereinafter “Project”) to be defined by individual Task Orders which will set forth Specific Services, Time of Performance and Payment; and

WHEREAS, ENGINEER is specially trained, experienced and competent to perform and has agreed to provide such Services;

NOW, THEREFORE, in consideration of the mutual promises, covenants, terms and conditions hereinafter contained, the parties agree as follows:

TERMS AND CONDITIONS

1. Scope of Services:

1.1 Upon execution of this Master Agreement AND any associated Task Order(s) and receipt of CITY's written notice to proceed, ENGINEER shall comply in all respects and perform and furnish to CITY, all Services listed in any corresponding task order(s) incorporated herein by this reference, together with any amendments that may be agreed to in writing by the parties.

1.2 All documents or materials acquired or produced by the ENGINEER in conjunction with the Project shall become the property of, and be delivered to, CITY without any restrictions or limitations with respect to their further use thereof. All documents or materials prepared for CITY shall not be distributed by ENGINEER, sub-engineers, their agents, representatives or employees to any third party without the express written consent of CITY. Use of these documents by CITY on any other project, without written verification or adaptation by ENGINEER for the specific purpose intended, will be at CITY's sole risk and shall be without liability or legal exposure to ENGINEER. CITY shall indemnify and hold harmless ENGINEER from all claims, damages, losses and expenses including attorney's fees arising out of or resulting from the use of such documents. Any verification

or adaptation requested by CITY to ENGINEER will entitle ENGINEER to further compensation at rates to be agreed upon by CITY and ENGINEER.

1.3 ENGINEER shall provide Services and work under this Agreement consistent with the requirements and standards established by applicable Federal, State and local laws, ordinances, regulations, and resolutions. ENGINEER represents and warrants that ENGINEER will perform work in accordance with generally accepted industry standards and practices for the profession or professions that are used in performance of this Agreement, and resulting task order(s) in effect at the time of performance of this Agreement, and associated task order(s). Except for that representation and any representations made or contained in any proposal submitted by ENGINEER and any reports or opinions prepared or issued as part of the work performed by ENGINEER under this Agreement, ENGINEER makes no other warranties, either express or implied, as part of this Agreement.

1.4 Services and work provided by ENGINEER at CITY's request under this Agreement will be performed in a timely manner in accordance with a Schedule of Work, which the parties hereto shall agree to. The Schedule of Work may be revised from time to time upon mutual written consent of the parties.

2. Consideration

2.1 ENGINEER shall perform the Services for a Not-To-Exceed total fee as outlined in any corresponding Task Order.

2.2 ENGINEER shall provide CITY with a monthly statement, as Services warrant, of fees earned and costs incurred for Services provided during the billing period, which CITY will pay within thirty (30) days of receipt of a correct invoice and approval by CITY. CITY will not withhold any Federal or State income taxes or Social Security Tax from any payment made by CITY to ENGINEER under the terms and conditions of this Agreement. Payment of all taxes and other assessments on such sums is the sole responsibility of ENGINEER.

2.3 Except as expressly provided in this Agreement and any corresponding Task Orders, ENGINEER shall not be entitled to receive from CITY any additional consideration, compensation, salary, wages, or other type of remuneration for Services rendered under this Agreement, including, but not limited to, meals, lodging, transportation, drawings, renderings or mockups. Specifically, ENGINEER shall not be entitled by virtue of this Agreement to consideration in the form of overtime, health insurance benefits, retirement benefits, paid holidays or other paid leaves of absence of any type or kind whatsoever.

2.4 Any out-of-town travel required by individual Task Orders must be pre-approved by the Project Manager and included in the task order. All travel expenses will be reimbursed at cost, per CITY's existing travel policy. Any requested travel related/meal reimbursement must be accompanied by itemized receipts.

*Optional**** For the purposes of this Agreement and resulting task orders, travel between the ENGINEER'S offices and the Project site is not considered out-of-town travel.

3. Time of Performance:

This Agreement shall become effective upon execution by both parties, and shall automatically renew annually on ____ (date / year) ____ for two (2) additional one (1) year periods unless sooner terminated in writing.

4. Independent Contractor:

4.1 In all matters pertaining to this Agreement, ENGINEER shall be acting as an independent contractor, and neither ENGINEER nor any officer, employee or agent of ENGINEER will be deemed an employee of CITY. Except as expressly provided in Exhibit "A", ENGINEER has no authority or responsibility to exercise any rights or power vested in CITY. The selection and designation of the personnel of CITY in the performance of this Agreement shall be made by CITY.

4.2 ENGINEER shall determine the method, details and means of performing the work and Services to be provided by ENGINEER under this Agreement. ENGINEER shall be responsible to CITY only for the requirements and results specified in this Agreement and, except as expressly provided in this Agreement, shall not be subjected to CITY's control with respect to the physical action or activities of ENGINEER in fulfillment of this Agreement.

5. Indemnification and Insurance:

ENGINEER shall indemnify and save and hold harmless CITY from and for any and all losses, claims, actions, judgments for damages, or injury to persons or property and losses and expenses and other costs including litigation costs and attorney's fees, arising out of, resulting from, or in connection with the negligent acts and/or errors or omissions by ENGINEER, its servants, agents, officers, employees, guests, and business invitees, and not caused by or arising out of the tortuous conduct of CITY or its employees. ENGINEER shall maintain, and specifically agrees that it will maintain, throughout the term of this Agreement, liability insurance in the minimum amounts as follow: General Liability One Million Dollars (\$1,000,000) per incident or occurrence, Professional Liability / Professional errors and omissions One Million Dollars (\$1,000,000) aggregate, Automobile Liability Insurance One Million Dollars (\$1,000,000) per incident or occurrence, and Workers' Compensation Insurance, in the statutory limits as required by law. CITY shall be named as an additional insured on both General Liability and Automotive policies. The limits of insurance shall not be deemed a limitation of the covenants to indemnify and save and hold harmless CITY; and if CITY becomes liable for an amount in excess of the insurance limits, herein provided, ENGINEER covenants and agrees to indemnify and save and hold harmless CITY from and for all such losses, claims, actions, or judgments for damages or injury to persons or property and other costs, including litigation costs and attorneys' fees, arising out of, resulting from, or in connection with the negligent performance of this Agreement by ENGINEER or ENGINEER's officers, employees, agents, representatives or subcontractors and resulting in or attributable to personal injury, death, or damage or destruction to tangible or intangible property. ENGINEER shall provide CITY with a Certificate of Insurance, or other proof of

insurance evidencing ENGINEER's compliance with the requirements of this paragraph and file such proof of insurance with CITY at least ten (10) days prior to the date ENGINEER begins performance of its obligations under this Agreement. In the event the insurance minimums are changed, ENGINEER shall immediately submit proof of compliance with the changed limits. Evidence of all insurance shall be submitted to CITY Engineer with a copy to CITY's Finance office, and the City Clerk, 206 East Third Street, P O Box 9203, Moscow, Idaho, 83843.

6. **Notices:** Any and all notices required to be given by either of the parties hereto, unless otherwise stated in this Agreement, shall be in writing and be deemed communicated when mailed in the United States mail, certified, return receipt requested, addressed as follows:

CITY

City of Moscow

206 East Third Street

P O Box 9203

Moscow, ID 83843

(208) 883-7028

ENGINEER

(Company)

(Attn)

(Address)

(City / State / Zip)

(Phone)

(Email)

Either party may change their address for the purpose of this paragraph by giving written notice of such change to the other in the manner herein provided.

7. **Assignment:** It is expressly agreed and understood by the parties hereto, that ENGINEER shall not have the right to assign, transfer, hypothecate or sell any of its rights under this Agreement except upon the prior express written consent of CITY.
8. **Discrimination Prohibited:** In performing the Services required herein, ENGINEER shall not unlawfully discriminate in violation of any Federal, State or local law, rule or regulation against any person on the basis of race, color, religion, gender, pregnancy, national origin, ancestry, age, marital status, veteran status, disability, sexual orientation, genetic information, or any other basis prohibited by Federal, State or local law.
9. **Reports and Information:**

9.1 At such times and in such forms as CITY may require, there shall be furnished to CITY such statements, records, reports, data and information as CITY may request pertaining to matters covered by this Agreement.

9.2 ENGINEER shall maintain all writings, documents and records prepared or compiled in connection with the performance of this Agreement for a minimum of five (5) years from the termination or completion of this Agreement. This includes any handwriting, typewriting, printing, photo static, photographic and every other means of recording upon any tangible thing, any form of communication or representation including letters, words, pictures, sounds or symbols or any combination thereof.

- 10. Audits and Inspections:** At any time during normal business hours and as often as CITY may deem necessary, there shall be made available to CITY for examination, all of ENGINEER's records with respect to all matters covered by this Agreement. ENGINEER shall permit CITY to audit, examine, and make excerpts or transcripts from such records, and to make audits of all contracts, invoices, materials, payrolls, records of personnel, conditions of employment and other data relating to all matters covered by this Agreement.
- 11. Publication, Reproduction and Use of Material:** No material produced in whole or in part under this Agreement shall be subject to copyright in the United States or in any other country. CITY shall have unrestricted authority to publish, disclose and otherwise use, in whole or in part, any reports, data or other materials prepared under this Agreement.
- 12. Compliance with Laws:** In performing the scope of Services required hereunder, ENGINEER shall comply with all applicable laws, ordinances, and codes of Federal, State, and local governments.
- 13. Public Information:** Pursuant to Idaho Code Section 74-124, et seq., information or documents received from ENGINEER may be open to public inspection and copying unless exempt from disclosure. ENGINEER shall clearly designate individual documents as "exempt" on each page of such documents and shall indicate the basis for such exemption. CITY will not accept the marking of an entire document as exempt. In addition, CITY will not accept a legend or statement on one (1) page that all, or substantially all, of the document is exempt from disclosure. ENGINEER shall indemnify and defend the CITY against all liability, claims, damages, losses, expenses, actions, attorney fees and suits whatsoever for honoring such a designation or for ENGINEER's failure to designate individual documents as exempt. ENGINEER's failure to designate as exempt any document or portion of a document that is released by CITY, shall constitute a complete waiver of any and all claims for damages caused by any such release.
- 14. Changes:** CITY may, from time to time, request changes in the Scope of Services to be performed hereunder. Such changes, including any increase or decrease in the amount of ENGINEER's compensation, which are mutually agreed upon by and between CITY and ENGINEER, shall be incorporated in written amendments to this Agreement.
- 15. Termination:**
 - 15.1 If, through any cause, ENGINEER, its officers, employees, or agents fails to fulfill in a timely and proper manner its obligations under this Agreement, violates any of the covenants, agreements, or stipulations of this Agreement, falsifies any record or document required to be prepared under this Agreement, engages in fraud, dishonesty, or any other act of misconduct in the performance of this Agreement, or if the City Council determines that termination of this Agreement is in the best interest of CITY, CITY shall thereupon have the right to terminate this Agreement by giving written notice to ENGINEER of such termination and specifying the effective date thereof, at least fifteen (15) days before the effective date

of such termination. ENGINEER may terminate this Agreement at any time by giving at least sixty (60) days' notice to CITY.

15.2 In the event of any termination of this Agreement, all finished or unfinished documents, data, and reports prepared by ENGINEER under this Agreement shall, at the option of CITY, become CITY's property, and ENGINEER shall be entitled to receive just and equitable compensation for any work satisfactorily completed hereunder.

15.3 Notwithstanding the above, ENGINEER shall not be relieved of liability to CITY for damages sustained by CITY by virtue of any breach of this Agreement by ENGINEER, and CITY may withhold any payments to ENGINEER for the purposes of set-off until such time as the exact amount of damages due CITY from ENGINEER is determined. This provision shall survive the termination of this Agreement and shall not relieve ENGINEER of its liability to CITY for damages.

16. **Construction and Severability:** If any part of this Agreement is held to be invalid or unenforceable, such holding will not affect the validity or enforceability of any other part of this Agreement so long as the remainder of the Agreement is reasonably capable of completion.
17. **Advice of Attorney:** Each party warrants and represents that in executing this Agreement, it has received independent legal advice from its attorneys or the opportunity to seek such advice.
18. **Entire Agreement:** This Agreement contains the entire agreement of the parties and supersedes any and all other agreements or understandings, oral or written, whether previous to the execution hereof or contemporaneous herewith.
19. **Appropriations and Approval:** Any and all obligations of CITY under this Agreement may be subject to annual approval and/or budgeting and appropriation by CITY.
20. **Resulting Task Orders and Survival:** All Task Orders resulting from this Agreement and executed by both parties during the term of this Agreement will be bound to the terms and conditions of the Agreement until all tasks are completed and accepted by CITY, whether or not the Agreement is terminated or unless tasks are canceled via a change order.
21. **Applicable Law:** It is agreed that this AGREEMENT shall be construed under and governed by the laws of the State of Idaho. In the event of litigation concerning it, it is agreed that proper venue shall be the District Court of the Second Judicial District of the State of Idaho, in and for the County of Latah. Should any litigation be commenced between the parties hereto concerning this Agreement, the prevailing party shall be entitled, in addition to any other relief as may be granted, to court costs and reasonable attorneys' fees as determined by a Court.
22. **Approval Required:** This Agreement shall not become effective or binding until approved by the City of Moscow.

(COMPANY)

CITY OF MOSCOW, IDAHO

Bill Lambert, Mayor

Dated: _____

Dated: _____

ATTEST:

Laurie M. Hopkins, City Clerk

Approved as to form

Mia Bautista, City Attorney

ACKNOWLEDGMENT

STATE OF IDAHO)
 : ss.
County of _____)

On the ____ day of _____, 2021, before me, the undersigned Notary Public, personally appeared _____, known to me to be the person whose name is subscribed to the foregoing instrument, and acknowledged to me that ____ executed the same.

IN WITNESS WHEREOF, I have set my hand and seal the day and year as above written.

Notary Public for Idaho
Residing at _____
Commission Expires: _____

COMMITTEE STAFF REPORT

DATE: Monday, January 11, 2021



RESPONSIBLE STAFF

Megan Cherry, Arts Program Manager

ADDITIONAL PRESENTER(S)

OTHER RESOURCES

AGENDA ITEM TITLE

Idaho Commission on the Arts (ICA) Arts Education Annual Project Grant Application (ACTION ITEM) - Megan Cherry

DESCRIPTION

The Arts Department seeks approval to apply for an annual grant administered by the Idaho Commission on the Arts (ICA). The Arts Education Annual Project is a grant program that supports activities that unite education and the arts. These grant funds will sustain the Arts Department's growing MACTivities Toolbox program, which is part of the MAC's fulfillment of the arts education component of their mission. The Toolbox program was initiated during the early days of the 2020 pandemic as a way to support arts education while maintaining social distance. The Toolboxes contain art supplies and National Core Arts Standards-aligned curriculum designed to serve ages 5 - 13+. The program is produced in partnership with the Prichard Art Gallery and is also supported by the Moscow Arts Commission's FY2021 budget. If received, this grant funding would represent off-setting revenue for FY2021.

STAFF RECOMMENDATION

Recommend approval of the Arts Education Annual Project grant application for the current cycle.

PROPOSED ACTIONS

PROPOSED ACTIONS: Recommend approval of the Arts Education Annual Project grant application for the current cycle, or provide staff further direction.

FISCAL IMPACT

These grants will offset the costs of producing Arts Department events and the MACTivities Toolbox during FY21.

PERSONNEL IMPACT

ATTACHMENTS

1. ICA FY22_Arts Education Grant_Application & Evaluation Rubric

IDAHO COMMISSION ON THE ARTS

[Menu](#) | [Help](#) | [Log Out](#)
[Back](#) | [Print](#) | [Add](#) | [Delete](#) | [Edit](#) | [Save](#)

Opportunities

Current Applications

Any previously created applications, for this opportunity, appear below. To start a new application for this opportunity, Click the Start a New Application link or to copy data from an old application, click on the Copy Existing Application link.

ID	Application Title	Status
No existing applications		

Opportunity Details

[Copy Existing Application](#) | [Start a New Application](#)

03381-Arts Education Annual Project - FY 2022

Arts Education Annual Projects

Application Deadline: 02/01/2021 11:59 PM

Award Amount Range: \$1,000.00 - \$15,000.00

Project Start Date: 07/01/2021

Project End Date: 06/30/2022

Award Announcement Date:

Program Officer: Michael Faison

Phone: 208-334-2119 x

Email: michael.faison@arts.idaho.gov

Description

Description

Purpose

This annual grant opportunity supports activities that unite effective practices in education and in the arts, enriching teaching and learning opportunities for K-12 students.

Process

Applications are adjudicated by a panel of community arts professionals. Award amounts depend on panel scores and available funds and may be less than the amount requested. A final report is due July 31 to remain eligible for future funding.

Grant amount

The grant requires a 1:1 match with cash or in-kind donations, and funds up to 50% of projected expenses. Maximum request is \$15,000.

Eligibility and Restrictions

- Applicant must be a nonprofit, IRS tax exempt 501(c)(3) organization or be represented by applying through a fiscal agent; or a unit of local, county, tribal, or state government, including schools and school districts
- Nonprofit organizations (and fiscal agents) must have been in operation in Idaho for at least one year and have a valid 501(c)(3) Determination Letter with an effective date at least 1 year prior to the grant application deadline date
- Applicant must compensate professional artists and administrators
- Applicant must have submitted all final reports for past Commission grants

Narrative questions

- 1) Briefly describe the organization's or school's educational mission and the project or activities for which funds are sought.
- 2) What student NEEDS will be addressed by this project?
 - Describe the population expected to benefit from the project. Specify the number of participants and, if applicable, how they will be chosen.
 - Identify important student learning needs that this project will address.
 - Describe your systems, practices, and actions that encourage participation of diverse members of your community and individuals with disabilities, including activities designed to minimize barriers to participation.
- 3) IMPACT – How will the project contribute to what students will know and be able to do in the arts? Reference your response to the National Core Arts Standards: nationalartsstandards.org.
 - Identify the Artistic Process and Essential Question from the National Core Arts Standards that will focus student learning.

- Specify up to three discipline-specific knowledge and skill standards (eg. VA:Cr1.2PKa) that students will know and be able to do in the arts as an outcome of your planned activities or experiences. Please provide the full statement(s).

4) Describe how EVIDENCE of student learning will be captured, documented, and shared.

- What assessment tools will be used to determine if the identified standards are understood and/or applied in the student work?
- Describe how evidence of student learning will be documented and shared with wider audiences such as peers, parents, funders, school personnel, or other stakeholders.

5) Describe the project activities in detail.

- Identify which individual artists, performing groups, educators, or consultants will be involved, including their roles, qualifications, and responsibilities.
- What activities will build student interest and curiosity before the project begins?
- Describe a clear sequence of activities that will deepen students' interests, skills, and understanding to achieve the project's identified outcomes.
- How will students be guided in responding to/reflecting on their work or the work of others?

Budget

Applicant must submit a budget form.

Required Attachments

- List of key personnel
- Résumés for key personnel. ICA Teaching Artist résumés may be omitted
- Three letters of support
- Work samples, if applicable, ICA Teaching Artist work samples not required (*show the quality of art or services and must be from the last five years*)
- Support materials (*confirm the narrative by providing key evidence, recommended materials include schedules, lesson plans, and letters of support*)

Evaluation Criteria

[Download the evaluation rubric for this grant category.](#)

ARTS EDUCATION PROJECT**Evaluation Form**

EDUCATIONAL/ARTISTIC MERIT	5	4	3	2	1
The proposal identifies an Essential Question that will focus student learning					
Outcomes identify specific knowledge and skills that students will master.					
Activities are appropriate to deepen student's skills and understanding.					
Assessment is designed to determine if outcomes are understood and applied.					
Personnel involved (artists, consultants, teachers) are highly qualified.					
Support materials are high quality, aligned, and appropriate.					

Clarifying Comments or Questions:

Total

PLANNING, IMPLEMENTATION and EVALUATION	5	4	3	2	1
Outcomes reflect the identified needs of learners.					
The project description is clear and complete.					
Learning activities are clearly sequenced.					
Activities are designed to achieve project's identified outcomes.					
Evidence of student learning will be documented and shared.					
Evaluation findings inform ongoing planning and program refinement.					

Clarifying Comments or Questions:

Total

MANAGEMENT	5	4	3	2	1
The budget is complete, clear, and aligns with the narrative.					
Support is broad-based, including public and private sources.					
Roles and responsibilities of collaborating parties are identified and defined.					
Plan for communication with all parties is evident.					

Clarifying Comments or Questions:

Total

COMMUNITY INVOLVEMENT and ACCESS	5	4	3	2	1
Planning includes broad-based participation (teachers, parents, administrators).					
Plan includes appropriate publicity and community involvement.					
Plan includes accommodations for persons with disabilities.					
Plan includes efforts to identify and include underserved populations.					

Clarifying Comments or Questions:

Total

COMMITTEE STAFF REPORT

DATE: Monday, January 11, 2021



RESPONSIBLE STAFF

Megan Cherry, Arts Program Manager

ADDITIONAL PRESENTER(S)

OTHER RESOURCES

AGENDA ITEM TITLE

Idaho Commission on the Arts Grant Applications Public Programs in the Arts (ACTION ITEM) -
Megan Cherry

DESCRIPTION

The Arts Department seeks approval to apply for an annual grant administered by the Idaho Commission on the Arts (ICA). The Public Programs in the Arts (PPA) grant program is intended to provide general operating support for arts organizations in Idaho. These funds will represent off-setting revenue in the production of Arts Department events including Entertainment in the Park and Artwalk.

STAFF RECOMMENDATION

Recommend approval of the Public Programs in the Arts (PPA) grant application for the current cycle.

PROPOSED ACTIONS

PROPOSED ACTIONS: Recommend approval of the Public Programs in the Arts (PPA) grant application for the current cycle, or provide staff further direction.

FISCAL IMPACT

These grants will offset the costs of producing Arts Department events and the MACTivites Toolbox during FY21.

PERSONNEL IMPACT

ATTACHMENTS

1. ICA FY22_Public Programs in the Arts_Application & Program Description

Opportunities

Current Applications

Any previously created applications, for this opportunity, appear below. To start a new application for this opportunity, Click the Start a New Application link or to copy data from an old application, click on the Copy Existing Application link.

ID	Application Title	Status
03451	City of Moscow Arts Department	Editing

Opportunity Details

[Copy Existing Application](#) | [Start a New Application](#)

03383-Public Programs in the Arts - FY 2022

Entry Track / PPA

Application Deadline: 02/01/2021 11:59 PM

Award Amount Range: Not Applicable

Program Officer: Jutta Geurtsen

Project Start Date: 07/01/2021

Phone: 208-334-2119 x

Project End Date: 06/30/2022

Email: jutta.geurtsen@arts.idaho.gov

Award Announcement Date:

Description

Description

Purpose

This annual grant opportunity supports Idaho's established arts organizations that provide public programs in the arts by assisting them in business stabilization. An organization must first apply in Entry Track before being eligible for PPA as determined by staff and panel recommendation.

Process

Applications are adjudicated by a panel of community arts professionals. Award amounts depend on available funds. A final report is due July 31 to remain eligible for future funding.

Amount

Grant amounts are based on a funding formula that includes a panel review assessment, organizational budget, and past Commission funding.

Program Dates

July 1, 2021 – June 30, 2022

Eligibility and Restrictions

- Applicant must be a nonprofit, IRS tax exempt 501(c)(3) organization or applying through a fiscal agent; or be a unit of local, county, tribal, or state government, including schools and school districts. Nonprofit organizations must have a valid 501(c)(3) Determination Letter with an effective date at least three years prior to the grant application deadline date.
- Applicant must have a minimum of a three-year program history as of the grant application deadline date.
- Applicant must compensate professional artists and administrators.
- The organization's primary purpose must be the production, presentation, or support of the arts and it must demonstrate a history of maintaining high artistic standards.
- Applicant must have completed at least one year of Entry Track funding and have received notification of PPA status.
- Applicant must have submitted all final reports for past Commission grants

PPA CYCLE

New PPA recipients may enter during any year of the cycle once PPA notification has been received from staff. PPA is reviewed on a three-year cycle.

	FY 2022	FY 2023	FY 2024
January	application due	application due	application due

	FY 2022	FY 2023	FY 2024
April	interim (staff) review	full panel review	interim (staff) review
July	final report due	final report due	final report due

(cycle repeats)

Evaluation Criteria

Artistic Merit (40 points)

- Organization produces programs of artistic merit appropriate to its mission
- Describes process used to ensure excellence in artistic programs and services

Community Involvement and Access (40 points)

- Identifies the community served and understands the needs of that community
- Describes how new, nontraditional, and underserved audiences are reached
- Provides evidence of community support for programs, as demonstrated by initiatives, partnerships, or collaborations
- Complies with ADA and Section 504 accessibility requirements

Management (20 points)

- Provides organizational structure, board and staff responsibilities, and consistent volunteer involvement
- Planning is appropriate for reaching the target audience (marketing, audience development, long range, etc.)
- Evaluation methods indicate programs are effective
- Budget is clear and indicates stability and diverse income sources
- Explains significant changes in budget amounts, deficits, multi-year grants, etc.

IDAHO COMMISSION ON THE ARTS

 [Menu](#) |  [Help](#) |  [Log Out](#)

 [Back](#) |  [Print](#) |  [Add](#) |  [Delete](#) |  [Edit](#) |  [Save](#)

Application

Application: 03451 - City of Moscow Arts Department

Program Area: Entry Track / PPA

Opportunities: 03383 - Public Programs in the Arts - FY 2022

Application Deadline: 02/01/2021 11:59 PM

Instructions

Click "Edit" to change your answers, "Save" as you go, and "Mark as Complete" when finished.

Eligibility

Verify your eligibility to apply.

[Mark as Complete](#) | [Go to Application Forms](#)

We are a 501(c)(3) nonprofit, or a school, or unit of local, county, tribal, or state government, and have had this tax exempt status for 36 months prior to the application deadline*

We employ paid administrative staff*

Summary

In 50 words or less, describe what you will do with grant funding.*

Budget

Enter the most recently completed fiscal year (actual)

Annual Operating Revenue \$0.00

This is the only information required for the PPA application. When finished, "Save", then "Mark as Complete" and submit the application.

Last Edited By: