



Public Works/Finance Committee

Regular Meeting ~Agenda~

Laurie M. Hopkins
City Clerk

www.ci.moscow.id.us

208.883.7015

Monday
January 8, 2018

4:30 PM

Council Chambers
206 E. Third St.

1. Approval of Public Works/Finance Committee December 11, 2017 Minutes – Laurie M. Hopkins

2. Selection of Committee Chair and Vice Chair

3. Disbursement Report for December 2017 – Sarah Banks

Staff will present the Accounts Payable Report for the month ending December 2017.

PROPOSED ACTIONS: Sign the Disbursements Report for the month of December 2017.

4. First Quarter Financial Report October 1, 2017 to December 31, 2017 for FY2018 – Sarah Banks

Staff will present the financial report for the first quarter of fiscal year 2018 (October 1, 2017 to December 31, 2017).

PROPOSED ACTIONS: Approve the report or provide staff further direction.

5. 2309 and 2315 Itani Drive Lot Line Adjustment – Ryan Cash

Rafik Itani is requesting a lot line adjustment between two parcels of land currently addressed as 2309 and 2315 Itani Drive in order to accommodate future development at 2315 Itani Drive. 2309 Itani Dr is currently 9,192 square feet in size and 2315 Itani Dr is currently 7,472 square feet in size. The applicant is proposing to adjust the common lot line between the two parcels in order to convey a 9 ft by 116.46 ft area from 2309 Itani Dr to 2315 Itani Dr. The subject properties are located in the Moderate Density Single-Family Residential (R-2) Zoning District which has a minimum lot area of 7,000 sf and a minimum lot width of 60 feet. Both parcels will also meet the minimum lot area and width requirements for the R-2 Zone. 2309 Itani Dr currently has a single family dwelling constructed upon it, which will meet all setback requirements for the proposed lot line adjustment.

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

6. FY20 Local Highway Safety Improvement Program (LHSIP) Grant Application – Alisa Anderson

The Highway Safety Improvement Program (LHSIP) is a federally funded program aimed at reducing Fatal and Serious Injury (Type A) crashes on the roadway systems. Eligible entities for LHSIP include Local Highway Jurisdictions (LHJs) with at least one Fatal or Serious Injury (Type A) crash from 2011-2015. The City has been notified of its eligibility for the FY20 application process. Grant applications require a local match of not less than 7.34%. LHSIP funds can be used for a variety of safety related projects that can reduce the amount of crashes in a single location or in a larger project area.

In review and analysis of the citywide crash and accident data, staff has identified a project corridor

located on Third Street between Lieuallen Street and Lilly Street. This area is a walking and biking corridor frequently traveled by UI students to off-campus housing, restaurants, and many downtown businesses. Third Street is also a designated on street bike route, transitioning from bike lanes to shared lane markings at the intersection of Lieuallen and Third Streets just outside of the Phase 2 project area. A majority of the pedestrian facilities within the project area are hazardous due to deterioration and not compliant with current ADA standards which currently poses great risk to those who travel the corridor, especially at night.

The proposed Third Street/SH 8 Corridor safety improvements include the demolition and removal of deteriorated and non-ADA compliant infrastructure comprised of concrete sidewalks, outdated curb ramps, and unused vehicle access approaches. The Third Street, Phase 2, LHSIP Systemic Solution funding requested for safety improvements will replace approximately 430 square yards of deteriorated concrete sidewalk with widths ranging from 5 to 15 feet, and approximately 400 linear feet of curb and gutter including 4 ADA pedestrian curb ramps. The project will also install 8 new LED luminaires to improve night-time visibility. Total project costs are estimated not exceed to \$305,000 with a local match of 7.34% not to exceed \$22,500.

PROPOSED ACTIONS: Recommend approval to submit grant request for the FY20 Local Highway Safety Improvement Program for the SH8/Third Street Corridor Safety Improvement Project Phase 2 with total project costs estimated not exceed to \$305,000 with a local match of 7.34% not to exceed \$22,500 or provide staff further direction.

7. Task Order Agreement for Design and Construction Administration of Booster Stations Phase II - Les MacDonald

The City of Moscow has nearly completed the construction of the Taylor, White, and Vista Booster Stations in Phase I of the Booster Station Improvements Project. Phase II of the project will replace the remaining two existing water pressure booster stations, the Ponderosa Booster Station, and the Indian Hills Booster Station. Replacement of the Ponderosa and Indian Hills stations will allow us to achieve our long term goal of replacement of all of the City's booster stations as recommended in the City of Moscow Comprehensive Water System Plan. This project is being implemented to address current pressure limitations, improve pump efficiency and fire flow in the Indian Hills and Ponderosa pressure zones, upgrade the electrical systems, provide emergency power to both stations, and to improve maintenance access and safety by bringing both stations above grade. The project will include the design and construction of approximately 3,000 linear feet of new water main

The existing Ponderosa Station located on the north side of Ponderosa Drive near Orchard Avenue will be relocated to the southeast corner of Orchard Avenue and Lanny Lane. The existing Indian Hills Station located on Indian Hills Drive near its intersection with Northwood Drive will be relocated to property to be acquired on Southview Avenue.

Staff has negotiated the attached agreement with JUB Engineers for design and construction management of the project in the amount of \$425,750. The agreement provides for completion of a preliminary evaluation and engineering report, site surveying and easement acquisition, preparation of plans and specifications, bidding assistance, and construction inspection for the replacement of both pump stations. The project is expected to be advertised for construction in the summer of 2018 with construction occurring through the following fall and winter.

PROPOSED ACTIONS: Recommend approval of Task Order Agreement with JUB Engineers, Inc., or provide staff further direction.

Reports

Long-Term Disposal RFP Update - Tim Davis

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
December 11, 2017

3:00 PM

Council Chambers
206 E. Third St.

The meeting was called to order at 3:00 PM

PRESENT: Jim Boland Chair, Walter Steed Councilmember, Gina Taruscio Councilmember

OTHERS: Mayor Bill Lambert, Councilmember Art Bettge, Councilmember Brandy Sullivan

STAFF: Jen Pfiffner, Scott Bontrager, Sarah Banks, Les MacDonald, Rod Hall, Alisa Anderson, Nate Suhr, Ryan Cash, Kevin Lilly, Bill Belknap, Laurie M. Hopkins

1. Approval of Public Works/Finance Committee November 27, 2017 Minutes – Laurie M. Hopkins

RESULT:	ACCEPTED [UNANIMOUS]
AYES:	Jim Boland, Walter Steed, Gina Taruscio

2. Disbursement Report for November 2017 – Gary J. Riedner

Staff will present the Accounts Payable Report for the month ending November 2017. This was reviewed, signed and recommended for approval by the Public Works/Finance Committee on December 11, 2017.

ACTION: Sign the Disbursements Report for the month of November 2017.

Banks introduced the item by explaining the major expenditures in the report. The Committee recommended approval and that it be placed on the Council consent agenda.

RESULT:	RECOMMENDED TO COUNCIL CONSENT [UNANIMOUS]
AYES:	Jim Boland, Walter Steed, Gina Taruscio

3. 1810 Nursery Street Lot Division – Ryan Cash

Shelley Bennett has requested a lot division on behalf of Indian Hills Trading Company from a 10.36 acre parcel of land legally addressed as 1810 Nursery Street, located between the corners of Powers Avenue and Southview Drive within the City of Moscow. The applicant proposes to establish two parcels of approximately 3.26 acres, and 7.10 acres, from the 10.36 acre parcel. The subject property is located within the Farm, Ranch, and Outdoor Recreation (FR) Zone where the minimum lot area is 3 acres and the minimum lot width is 80 feet. The two proposed parcels will meet all minimum lot area and lot width requirements for the FR Zone. It was previously anticipated that Powers Avenue would be extended to the northeast to connect with the future extension of Southview Avenue in order to accommodate residential development. Since the current proposal did not include the extension of Powers Avenue, a cul-de-sac is required to be constructed at the terminus of Powers Avenue in order to meet City standards and the International Fire Code. In order to accommodate the cul-de-sac, the owner will need to dedicate additional right-of-way through a Deed of Dedication which would be approved by the Council at a future date. In accordance with City of Moscow requirements, property owners within 600 ft of the property have been notified of the proposed division and the site had been posted seven (7) days prior to the meeting date. This was reviewed by the Public Works/Finance Committee on December 11, 2017.

Minutes Acceptance: Minutes of Dec 11, 2017 3:00 PM (Regular Items)

PROPOSED ACTIONS: Take public comment if applicable and recommend approval of the lot division request with the condition that the owner dedicate property for, and construct, a 96 foot diameter cul-de-sac to City standards at the current terminus of Powers Avenue prior to any building permits being issued upon the subject property; or recommend approval of the lot division request with no conditions; or recommend denial of the lot division request; or provide staff further direction.

Cash introduced the item as written above adding that the map includes the parkland dedication and future booster station but the locations have not been determined and are still being worked out. Belknap added that as the owner of the property continues to develop adjacent properties, there will be additional parkland dedications that may be required.

Mike O'Bradley, 810 Palouse View, Pullman, owns a property on Indian Hills Dr that has a drop off from Indian Hills Drive which makes it difficult to build on. He would suggest allowing an easement to his property from Southview Avenue. He tried contacting the owner of the property to possibly purchase the adjoining property but have not heard an answer. Belknap responded the property owners would need to come to a private agreement as the Council does not have the right to grant or take a property right.

The Committee recommended that it be placed on the Council regular agenda.

RESULT:	RECOMMENDED TO COUNCIL REGULAR [UNANIMOUS]
AYES:	Jim Boland, Walter Steed, Gina Taruscio

4. ITD 5339 Capital Grant Project Funding Agreement - Bike & Bus Shelters - Alisa Anderson

In 2016 the City was awarded funding from the Idaho Transportation Department (ITD) for a Rural One-Time Capital Asset 5339 funding. ITD has issued the Grant Project Funding Agreement (Bike & Bus Shelters) for \$114,800 in federal funding to be approved and executed by the City in order to move forward with this phase of the project in the spring of 2018. The project is \$141,000 with a cash match of \$26,200 and the scope for this phase of work includes the purchase and installation of one (1) covered bike parking shelter, installation of five (5) covered bus shelters with ADA access sidewalk, curb, and gutter, and purchase and installation one (1) bench at various locations on the public transit fixed routes.

PROPOSED ACTIONS: Recommend for approval the Grant Project Funding Agreement (Bike and Bus Shelters) and Attachment A for \$114,800 in Capital Asset 5339 federal funds or provide staff further direction.

Anderson introduced the item as written above and went through the amounts of the project costs and grant match. The bus shelters have already been purchased but staff still has to purchase the bike shelters. Suhr went through the locations and details of the shelters. SMART Transit is agreeable with the locations. There is no resolution needed with the funding agreement and completion of project must be done by September 30, 2018. The Committee recommended approval and that it be placed on the Council consent agenda.

RESULT:	RECOMMENDED TO COUNCIL CONSENT [UNANIMOUS]
AYES:	Jim Boland, Walter Steed, Gina Taruscio

5. ITD 5339 Capital Grant Project Funding Agreement - Bike Sharrows and Signage - Alisa Anderson

In 2016 the City was awarded funding by the Idaho Transportation Department (ITD) for a Rural One-Time Capital Asset 5339 funding. ITD has issued the Grant Project Funding Agreement (Bike Sharrows and Signage) for \$29,250 in federal funds to be approved and executed by the City in order to move forward with this phase of the award in the spring of 2018. The project is \$32,500 with a

cash match of \$3,250 and the scope for this phase of work includes purchase and installation of bike sharrows and way-finding signage.

PROPOSED ACTIONS: Recommend for approval the Grant Project Funding Agreement (Bike Sharrows and Signage) and Attachment A for \$29,250 in Capital Asset 5339 federal funds or take provide staff further direction.

Anderson explained the project costs and grant and match amounts. These improvements are for the bike system that was already approved. The Committee recommended approval with corrected amounts and that it be placed on the Council consent agenda.

RESULT:	RECOMMENDED TO COUNCIL CONSENT [UNANIMOUS]
AYES:	Jim Boland, Walter Steed, Gina Taruscio

6. Local Strategic Initiatives Program - Grant Application - Alisa Anderson

Funding for the Local Strategic Initiatives Program was established in 2017 as part of the Idaho State Surplus Eliminator Program. This grant will fund “shovel ready” maintenance projects with the requirement that the project be published or ready for bid within 90 days of the Grant’s notice of award. This program will only fund maintenance projects and must address safety and mobility. The grant has no local match requirement and has a maximum award of \$1,000,000 with each municipality allowed a single application. The City is proposing an application of approximately \$477,400 to fund the 2018 Pavement Preservation Project which will entail the application of approximately 269,200 square yards of slurry seal at various locations throughout Moscow.

PROPOSED ACTIONS: Recommend approval to submit a grant request for the 2018 Application of the Local Strategic Initiatives Program to fund the 2018 Pavement Preservation Program not to exceed \$500,000 or provide staff further direction.

Anderson introduced the item as written above highlighting this is a maintenance grant which the City has not been able to do before. Suhr said we will be competing against local agencies that qualify, which may include state agencies. This grant is for maintenance on existing roadways or bridges, no new projects. No match requirement and any unused funds must be returned to the State and put back in the pool for the next grant cycle. Suhr described the proposal as written above and corrected the square yards of slurry seal to 265,300. Suhr went through the three areas of Moscow that will be focused on. MacDonald explained staff capped the amount requested to \$500,000 due to the capacity of the City crews to complete the slurry seal. The Committee recommended approval and that it be placed on the Council consent agenda.

RESULT:	RECOMMENDED TO COUNCIL CONSENT [UNANIMOUS]
AYES:	Jim Boland, Walter Steed, Gina Taruscio

7. Children Pedestrian Safety Program - 2018 Application - Alisa Anderson

Funding for the Children Pedestrian Safety Program was established in 2017 as part of the Idaho State Surplus Eliminator Program. This grant will fund “shovel ready” maintenance projects with the requirement that the project be published or ready for bid within 90 days of the Grant’s notice of award. This program will only fund maintenance projects which include pathways and sidewalks along an existing roadway, ADA ramps, and other pedestrian facilities. The grant requires no local match and has a maximum award amount of \$250,000. The City is proposing an application which will include pedestrian safety improvements throughout the corridor on Third Street from Jefferson Street to Mountain View Road. Currently, there are three possible configurations being reviewed by a working subcommittee of the Transportation Commission. Based upon their findings, a project scope will be finalized and a cost will be established not to exceed \$250,000. The grant application is due December 21, 2017.

PROPOSED ACTIONS: Recommend approval of the submittal of a grant funding request for the 2018 Application of the Children Pedestrian Safety Program not to exceed \$250,000 or provide staff further direction.

Anderson explained this is also a new program and it seemed to fit well with the proposed improvements for the Third Street corridor. MacDonald gave a brief background from establishing a subcommittee to specific areas of sidewalk that would be completed. The committee has come up with multiple plans that can fit within this grant. The Transportation Commission will review the committee recommendations and will then go out for public outreach. Most of the considerations for the corridor is pedestrian related thus fits this grant well. MacDonald presented Plan A concepts which included sidewalk improvements and possible crosswalk ramps, median islands, and bulb outs. See attached PowerPoint presentation.

The plan is to get the ideas into the grant application to show it is a viable project within the timelines specified by the grant. The narrative is limited to 2 pages but can add attachments up to five pages such as emails and letters. The application is due December 21, 2017. All three of these projects have some amount of funds budgeted in the FY2018 and the grants will supplement the projects. These specific improvements will still be completed with the bridge project. Engineering and design are not eligible expenses within the grant so will be done with City staff. The Committee recommended approval and that it be placed on the Council consent agenda.

RESULT:	RECOMMENDED TO COUNCIL CONSENT [UNANIMOUS]
AYES:	Jim Boland, Walter Steed, Gina Taruscio

8. Cancellation of December 26 City Council Public Works/ Finance Committee Meeting - Gary J. Riedner

Due to the fact that Christmas Day falls on a Monday, the Public Works/Finance Committee moves to Tuesday, December 26. With the holiday season, vacations, and school out of session, it would likely result in reduced attendance at such meeting. Traditionally committee meetings during this week have been cancelled.

PROPOSED ACTIONS: Cancel the City Council Public Works/Finance Committee meeting scheduled for December 26, 2017; or take other such action deemed appropriate.

The Committee was in consensus to cancel the Public Works/Finance Committee on December 26, 2017.

RESULT:	APPROVED [UNANIMOUS]
AYES:	Jim Boland, Walter Steed, Gina Taruscio

Adjourn

The meeting was closed at 4:08 PM

MOSCOW CITY COUNCIL AGENDA**Meeting Date:** 01/08/2018**Title:** Disbursement Report for December 2017**Responsible Staff:** Sarah Banks

Information

DESCRIPTION: Presentation of the Accounts Payable Report for the month ending December 31, 2017. A summary of the major expenditures has been approximated by category and represents 95% of the total expenditure of \$2,370,158.89.

Payroll	\$1,019,167.00
Professional Services	66,886.00
Sanitation	305,139.00
ACH Wells Fargo	8,123.00
Supplies	36,121.00
Capital Outlay	500,947.00
Contractual Payments	212,524.00
Utilities	80,581.00
<u>Capital Outlay-Improvements</u>	<u>31,209.00</u>
Total	\$2,260,697.00

STAFF RECOMMENDATION: Approve report.

PROPOSED ACTIONS: Sign the Disbursements Report for the month of December 2017.

Necessary Resources/Impacts

\$2,370,158.89

Attachments

Disbursements Report FY18
Cash & Investments Balances 2018
Revenue 2018

DISBURSEMENTS REPORT FOR DECEMBER 2017												
DATE BATCH # ACH CHECK #'s	FUND NAME	ACCOUNTS PAYABLE	ACCOUNTS PAYABLE	ACCOUNTS PAYABLE	ACCOUNTS PAYABLE	ACCOUNTS PAYABLE	ACCOUNTS PAYABLE	ACCOUNTS PAYABLE ACH	VOID CHECKS	PAYROLL	PAYROLL	GRAND TOTALS
		12/4/2017	12/7/2017	12/14/2017	12/20/2017	12/21/2017	12/28/2017	12/26/2017	12/21/2017	12/8/2017	12/22/2017	
		00003.12.2017	00002.12.2017	00006.12.2017	00007.12.2017	00009.12.2017	00010.12.2017	00008.12.2017	00001.12.2017	100.12.2017	200.12.2017	
		85898	85899-85972	85973-86052	86053-86097	86098-86099	86100-86122	12/15/17 & 12/22/17	85910	20619-20626	20627-20636	
Fund #												
101	GENERAL	1,242.54	72,134.76	45,753.45	144,232.93	71.13	7,822.94	5,592.86	(71.13)	298,412.23	315,354.61	890,546.32
105	STREETS		20,939.34	3,110.42	346.26		123.60	43.41		20,897.67	25,558.22	71,018.92
120	RECREATION AND CULTURE		7,112.56	19,847.47	4,906.84		737.26	437.62		45,955.98	47,690.46	126,688.19
121	MSD COMM. PLAY FIELDS		716.40	14.99	1,200.00		307.16			1,507.68	1,701.32	5,447.55
123	1912 CENTER			7,916.67								7,916.67
128	TRANSIT CENTER		226.11	1,010.03								1,236.14
220	WATER		60,259.05	8,686.89	4,980.36	877.24	1,485.46	912.69		44,890.24	45,674.06	167,765.99
230	SEWER		28,154.35	41,682.49	3,420.44	877.23	911.17	198.30		50,953.91	56,408.55	182,606.44
240	SANITATION		84,995.33	198,719.43				501.38		3,681.79	3,767.71	291,665.64
290	FLEET		7,746.74	7,512.57	136.53			386.49		11,722.49	11,872.46	39,377.28
295	INFORMATION SYSTEMS		38,087.69	14,596.75	9,976.73		2,091.00	50.27		16,492.63	16,624.82	97,919.89
320	WATER CAPITAL PROJECTS		9,236.50		373,592.44							382,828.94
330	SEWER CAPITAL PROJECTS		1,747.27	49,152.28	8,855.58							59,755.13
340	SANITATION CAPITAL PROJ											0.00
350	CAPITAL PROJECTS		921.25	8,323.23	36,264.91							45,509.39
355	LID CONSTRUCTION											0.00
380	HAMILTON - PARKS & REC											0.00
590	BONDS & INTEREST											0.00
	TOTAL	1,242.54	332,277.35	406,326.67	587,913.02	1,825.60	13,478.59	8,123.02	(71.13)	494,514.62	524,652.21	2,370,282.49

WIRE Transfers:

_____ Jim Boland, Chairperson

_____ Gina Taruscio, Vice Chair

_____ Kathryn Bonzo

_____ Gary J. Riedner, Acting Finance Director

City of Moscow
Cash and Investments
Balances as of 12/31/2017

Fund		Year to Date Balance
General Fund	\$	3,759,850.73
Street Fund	\$	1,233,021.46
Culture & Recreation	\$	1,304,584.21
MSDCPF	\$	143,524.15
1912 Fund	\$	82,262.73
Transit Center	\$	44,435.52
Water Fund	\$	2,414,275.49
Sewer/WWTP	\$	3,839,550.09
Sanitation Fund	\$	2,110,942.10
Fleet Fund	\$	3,141,305.82
Information Systems	\$	1,768,294.57
Water Capital	\$	5,748,787.37
Sewer Capital	\$	6,381,337.59
Capital Projects	\$	4,451,363.95
Sanitation Capital	\$	4,434,563.59
LID construction	\$	178,435.22
Hamilton	\$	2,765,527.60
Bond & Interest	\$	92,213.24
LID Funds	\$	34,199.17
Payroll Service	\$	548,220.69
Total Cash & Investments	\$	44,476,695.29

RECEIPTS REPORT FOR DECEMBER 2017

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	421,016.30	103,432.51	22,398.85	591.00	125,694.52	5,902.39	0.00	10,982.60	0.00	4,056.78	694,074.95
105	STREETS	55,330.24	0.00	0.00	0.00	24,905.24	0.00	0.00	1,440.00	0.00	0.00	81,675.48
120	RECREATION AND CULTURE	0.00	0.00	100.00	0.00	11,556.92	0.00	0.00	0.00	0.00	0.00	11,656.92
121	MSD COMMUNITY PLAY FIELDS	0.00	0.00	0.00	6,631.55	0.00	0.00	0.00	0.00	0.00	0.00	6,631.55
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	3,529.54	0.00	0.00	0.00	0.00	0.00	3,529.54
220	WATER	0.00	0.00	0.00	0.00	399,277.06	0.00	0.00	243.95	0.00	0.00	399,521.01
230	SEWER	0.00	0.00	0.00	0.00	532,147.20	0.00	0.00	505.70	0.00	0.00	532,652.90
240	SANITATION	0.00	0.00	0.00	0.00	377,319.38	0.00	0.00	1,895.60	0.00	0.00	379,214.98
290	FLEET	0.00	0.00	0.00	0.00	73,572.14	0.00	0.00	0.00	0.00	0.00	73,572.14
295	INFORMATION SYSTEMS	0.00	0.00	0.00	0.00	97,568.34	0.00	0.00	3.16	0.00	0.00	97,571.50
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	0.00	0.00	700.00	0.00	700.00
355	LID CONSTRUCTION	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
380	HAMILTON P&R	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
590	BOND & INTEREST	13,399.74	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	13,399.74
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		489,746.28	103,432.51	22,498.85	7,222.55	1,645,570.34	5,902.39	0.00	15,071.01	700.00	4,056.78	2,294,200.71

Attachment: Revenue 2018 (1632 : Disbursement Report for December 2017)

MOSCOW CITY COUNCIL AGENDA**Meeting Date:** 01/08/2018**Title:** First Quarter Financial Report October 1, 2017 to December 31, 2017 for FY2018**Responsible Staff:** Sarah Banks

Information

DESCRIPTION: Staff will present the financial report for the first quarter of fiscal year 2018 (October 1, 2017 to December 31, 2017).

STAFF RECOMMENDATION: Approve the report.

PROPOSED ACTIONS: Approve the report or provide staff further direction.

Necessary Resources/Impacts

<Type your fiscal/personnel/miscellaneous impacts here or N/A>

Attachments

1st Qtr 2018 - Council Report

City of Moscow
QUARTERLY FINANCIAL REPORT
Budget For Fiscal Year Ending September 30, 2018
SUMMARY FINANCIAL REPORT BY FUND - BUDGET AND ACTUAL

					Percent of Year 25% Budget to Actual To Date
Fund	Original Budget	Final Budget	December-17 YTD		
101	General Fund Revenues	15,234,279	15,234,279	2,033,608	13.35%
	Salaries & Benefits	8,573,270	8,573,270	1,671,529	19.50%
	Operations	3,961,560	3,961,560	861,027	21.73%
	Capital Outlay	178,900	178,900	0	0.00%
	Transfers	2,520,549	2,520,549	892,637	35.41%
	Total General Fund Expenditures	15,234,279	15,234,279	3,425,193	22.48%
105	Street Department Revenues	3,332,922	3,332,922	313,681	9.41%
	Salaries & Benefits	749,600	749,600	123,851	16.52%
	Operations	1,176,193	1,176,193	220,106	18.71%
	Capital Outlay	0	0	0	0.00%
	Transfers	1,407,129	1,407,129	442,336	31.44%
	Total Street Fund Expenditures	3,332,922	3,332,922	786,293	23.59%
120	Recreation & Culture Revenues	2,893,637	2,893,637	513,720	17.75%
	Salaries & Benefits	1,737,595	1,737,595	270,061	15.54%
	Operations	1,069,797	1,069,797	164,587	15.38%
	Capital Outlay	80,970	80,970	6,194	7.65%
	Debt Service	0	0	0	0.00%
	Transfers	5,275	5,275	5,275	100.00%
	Total Parks & Rec Expenditures	2,893,637	2,893,637	446,117	15.42%
121	MSD Community Playfields Revenues	178,168	178,168	35,264	19.79%
	Salaries & Benefits	62,075	62,075	8,507	13.70%
	Operations	112,082	112,082	6,956	6.21%
	Transfers	4,011	4,011	4,011	100.00%
	Total MSD Community Playfields	178,168	178,168	19,474	10.93%
123	1912 Center Revenues	106,100	106,100	20,775	19.58%
	Operations	106,100	106,100	26,047	24.55%
	Capital Outlay	0	0	0	0.00%
	Total 1912 Center Expenditures	106,100	106,100	26,047	24.55%
128	Transit Center Revenues	142,682	142,682	6,289	4.41%
	Operations	142,682	142,682	6,011	4.21%
	Total Transit Center Fund	142,682	142,682	6,011	4.21%
220	Water Fund Revenues	5,801,630	5,801,630	861,605	14.85%
	Salaries & Benefits	1,241,055	1,241,055	251,704	20.28%
	Operations	1,772,975	1,772,975	255,710	14.42%
	Capital Outlay	252,500	252,500	47,901	18.97%
	Transfers	2,535,100	2,535,100	709,225	27.98%
	Total Water Fund Expenditures	5,801,630	5,801,630	1,264,540	21.80%
230	Sewer Fund Revenues	8,505,336	8,505,336	1,394,623	16.40%
	Salaries & Benefits	1,389,035	1,389,035	281,698	20.28%
	Operations	1,800,891	1,800,891	250,228	13.89%
	Capital Outlay	513,200	513,200	49,834	9.71%
	Debt Service	1,148,710	1,148,710	723,668	63.00%
	Transfers	3,653,500	3,653,500	957,625	26.21%
	Total Sewer Fund Expenditures	8,505,336	8,505,336	2,263,053	26.61%
240	Sanitation Fund Revenues	5,658,874	5,658,874	1,019,944	18.02%
	Salaries & Benefits	98,725	98,725	20,561	20.83%
	Operations	4,169,816	4,169,816	702,481	16.85%
	Capital Outlay	0	0	0	0.00%
	Transfers	1,390,333	1,390,333	347,583	25.00%
	Total Sanitation Fund	5,658,874	5,658,874	1,070,625	18.92%
290	Fleet Management Revenues	1,795,342	1,795,342	834,154	46.46%
	Salaries & Benefits	323,580	323,580	64,924	20.06%
	Operations	1,002,762	1,002,762	73,195	7.30%
	Capital Outlay	454,000	454,000	54,961	12.11%

Attachment: 1st Qtr 2018 - Council Report (1633 : First Quarter Financial Report October 1, 2017 to December 31, 2017 for FY2018)

	Debt Service		0	0	0.00%
	Transfers	15,000	15,000	15,000	100.00%
	Total Fleet Management Expenditures	1,795,342	1,795,342	208,080	11.59%
295	Information Systems	1,598,026	1,598,026	345,959	21.65%
	Salaries & Benefits	452,420	452,420	92,630	20.47%
	Operations	683,106	683,106	243,884	35.70%
	Capital Outlay	458,500	458,500	0	0.00%
	Transfers	4,000	4,000	4,000	100.00%
	Total Information Systems Expenditures	1,598,026	1,598,026	340,514	21.31%
	Revenue for Miscellaneous Funds				
320	Water Construction Fund	7,434,164	7,434,164	277,991	3.74%
330	Sewer Construction Fund	6,733,433	6,733,433	581,417	8.63%
340	Sanitation Construcion Fund	4,842,984	4,842,984	136,454	2.82%
350	Capital Projects Fund	4,955,720	4,955,720	296,341	5.98%
355	LID Construction Fund	177,000	177,000	122	0.07%
380	Hamilton P & R	229,000	229,000	4,748	2.07%
590	Bond & Interest Debt Service Fund	10,247,422	10,247,422	13,400	0.13%
595	LID Bonded Debt Service Fund	30,000	30,000	0	0.00%
	Total Miscellaneous Fund Revenue	34,649,723	34,649,723	1,310,474	3.78%
	Expenses for Miscellaneous Funds				
320	Water Construction Fund	7,434,164	7,434,164	1,048,852	14.11%
330	Sewer Construction Fund	6,733,433	6,733,433	20,671	0.31%
340	Sanitation Construcion Fund	4,842,984	4,842,984	0	0.00%
350	Capital Projects Fund	4,955,720	4,955,720	108,206	2.18%
355	LID Construction Fund	177,000	177,000	0	0.00%
380	Hamilton P & R	229,000	229,000	6,000	2.62%
590	Bond & Interest Debt Service Fund	10,247,422	10,247,422	0	0.00%
595	LID Bonded Debt Service Fund	30,000	30,000	7,500	25.00%
	Total Miscellaneous Fund Expenses	34,649,723	34,649,723	1,191,229	3.44%
	Total City Revenue (1)	79,896,719	79,896,719	8,690,094	10.88%
	Total City Expenses	79,896,719	79,896,719	11,047,176	13.83%

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

MOSCOW CITY COUNCIL AGENDA**Meeting Date:** 01/08/2018**Title:** 2309 and 2315 Itani Drive Lot Line Adjustment**Responsible Staff:** Ryan Cash

Information

DESCRIPTION: Rafik Itani is requesting a lot line adjustment between two parcels of land currently addressed as 2309 and 2315 Itani Drive in order to accommodate future development at 2315 Itani Drive. 2309 Itani Dr is currently 9,192 square feet in size and 2315 Itani Dr is currently 7,472 square feet in size. The applicant is proposing to adjust the common lot line between the two parcels in order to convey a 9 ft by 116.46 ft area from 2309 Itani Dr to 2315 Itani Dr. The subject properties are located in the Moderate Density Single-Family Residential (R-2) Zoning District which has a minimum lot area of 7,000 sf and a minimum lot width of 60 feet. Both parcels will also meet the minimum lot area and width requirements for the R-2 Zone. 2309 Itani Dr currently has a single family dwelling constructed upon it, which will meet all setback requirements for the proposed lot line adjustment.

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

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

Necessary Resources/Impacts

N/A

Attachments

Letter, Plat Map, Legal Description

To: The Mayor and Council of the City of Moscow

From: Rafik Itani, President of Itani Development IV, Inc.

Re: Petition to adjust the boundary line between lots 8 and 9, Block 5, Rolling Hills Subdivision #8

Date: December 6, 2017

Dear Mayor and City Council Members:

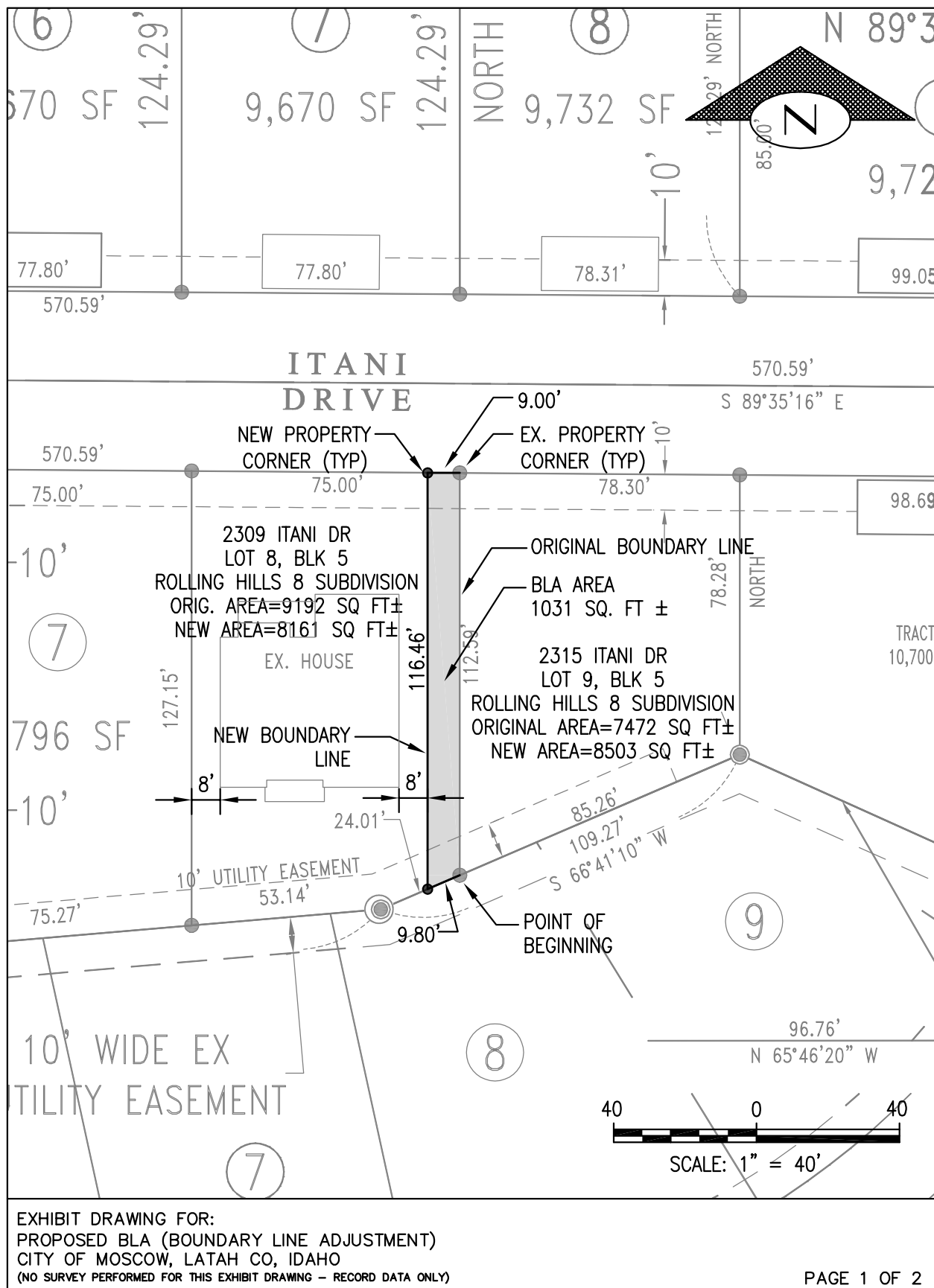
We are submitting this petition for the purpose of adjusting the location of the property line between lots 8 and 9 Block 5, of Rolling Hills Subdivision #8.

For the current condition, lot 8 has a 75' frontage on Itani Drive while that of lot 9 being 78.30'. The area of lot 8 is 9792 sq. ft. and that of lot 9 being 7472 sq. ft. We propose to move the entire lot line between the two lots 9' to the west which will adjust the frontage of lot 8 on Itani Dr. to 66' and increasing the frontage of lot 9 to 87.3'. The resulting areas of lot 8 and 9 are 8161 sq. ft. and 8503 sq. ft., respectively.

Both of these lots are conforming to the City standard before and after the boundary line adjustment. However, lot 9 is a very difficult lot to build on. Its depth starts at 78.28' on the east side and becomes 112.59' along the west boundary line. With the City setbacks requirement of 20' in the front and 20' at the back of the lot, that lot becomes very narrow on the east side and restrictive to fit a reasonable house plan compatible with other neighborhood houses. By approving this request, we can have adequate depth and back yard for future houses built on lot 9. With the adjustment, there will be no impact on lot 8 as it will remain rectangular with its average new dimensions being 66'x 120'.

Thanks you and we look forward to your decision about this request.

Attachment: Letter, Plat Map, Legal Description (1629 : 2309 and 2315 Itani Drive Lot Line Adjustment)



Attachment: Letter, Plat Map, Legal Description (1629 : 2309 and 2315 Itani Drive Lot Line Adjustment)

Legal Descriptions (prior to boundary line adjustment)

PARCEL A (2309 Itani Dr)

Grantor: Tax Parcel Number RPM08810050080

Lot 8 Block 5 of Rolling Hills 8 Subdivision, Moscow, Idaho

PARCEL B (2315 Itani Dr)

Grantee: Tax Parcel Number RPM08810050090

Lot 9 Block 5 Rolling Hills 8 Subdivision, Moscow, Idaho

Legal Descriptions (after the boundary line adjustment)

PARCEL A (2309 Itani Dr)

Grantor:

Lot 8 Block 5 of Rolling Hills 8 Subdivision, Moscow, Idaho

Excepting therefrom a parcel of land located in a portion of Lot 8 Block 5 of Rolling Hills 8 Subdivision, City of Moscow, Latah County, Idaho and being more particularly described as follows:

Beginning at the Southeast Corner of Lot 8 Block 5, said Rolling Hills 8 Subdivision, thence along the easterly line of said Lot 8 Block 5, N0°0'0"W, 112.59' feet, thence along the northerly line of said Lot 8, Block 5, N90°0'0"W, 9.00', thence S0°0'0"W, 116.46', thence along the southerly line of said Lot 8 Block 5, N66°41'9"E, 9.80' to the POINT OF BEGINNING, the area being 1030 SF +/-.

PARCEL A (2309 Itani Dr)

Grantee:

Lot 9 Block 5 of Rolling Hills 8 Subdivision, Moscow, Idaho

And a parcel of land located in a portion of Lot 8 Block 5 of Rolling Hills 8 Subdivision, City of Moscow, Latah County, Idaho and being more particularly described as follows:

Beginning at the Southeast Corner of Lot 8 Block 5, said Rolling Hills 8 Subdivision, thence along the easterly line of said Lot 8 Block 5, N0°0'0"W, 112.59' feet, thence along the northerly line of said Lot 8, Block 5, N90°0'0"W, 9.00', thence S0°0'0"W, 116.46', thence along the southerly line of said Lot 8 Block 5, N66°41'9"E, 9.80' to the POINT OF BEGINNING, the area being 1030 SF +/-.

EXHIBIT DRAWING FOR:
PROPOSED BLA (BOUNDARY LINE ADJUSTMENT)
CITY OF MOSCOW, LATAH CO, IDAHO
(NO SURVEY PERFORMED FOR THIS EXHIBIT DRAWING - RECORD DATA ONLY)

PAGE 2 OF 2

Attachment: Letter, Plat Map, Legal Description (1629 : 2309 and 2315 Itani Drive Lot Line Adjustment)

MOSCOW CITY COUNCIL AGENDA

Meeting Date: 01/08/2018

Title: FY20 Local Highway Safety Improvement Program (LHSIP) Grant Application

Responsible Staff: Alisa Anderson

Information

DESCRIPTION: The Highway Safety Improvement Program (LHSIP) is a federally funded program aimed at reducing Fatal and Serious Injury (Type A) crashes on the roadway systems. Eligible entities for LHSIP include Local Highway Jurisdictions (LHJs) with at least one Fatal or Serious Injury (Type A) crash from 2011-2015. The City has been notified of its eligibility for the FY20 application process. Grant applications require a local match of not less than 7.34%. LHSIP funds can be used for a variety of safety related projects that can reduce the amount of crashes in a single location or in a larger project area.

In review and analysis of the citywide crash and accident data, the City of Moscow (City) staff has identified a project corridor located on Third Street between Lieuallen Street and Lilly Street. This area is a walking and biking corridor frequently traveled by UI students to off-campus housing, restaurants, and many downtown businesses. Third Street is also a designated on street bike route, transitioning from bike lanes to shared lane markings at the intersection of Lieuallen and Third Streets just outside of the Phase 2 project area. A majority of the pedestrian facilities within the project area are hazardous due to deterioration and not compliant with current ADA standards which currently poses great risk to those who travel the corridor, especially at night.

The proposed Third Street/SH 8 Corridor safety improvements include the demolition and removal of deteriorated and non-ADA compliant infrastructure comprised of concrete sidewalks, outdated curb ramps, and unused vehicle access approaches. The Third Street, Phase 2, LHSIP Systemic Solution funding requested for safety improvements will replace approximately 430 square yards of deteriorated concrete sidewalk with widths ranging from 5 to 15 feet, and approximately 400 linear feet of curb and gutter including 4 ADA pedestrian curb ramps. The project will also install 8 new LED luminaires to improve night-time visibility. Total project costs are estimated to not exceed \$305,000 with a local match of 7.34% not to exceed \$22,500.

The replacement of the curb and sidewalk will have a twofold advantage of improving the pedestrian pathway while eliminating 4 unused driveways (vehicles access to motor businesses) and replacing 3 of the non-compliant driveways. This will reduce the number of locations where vehicles are allowed to directly enter Third Street thus improving safety for pedestrians/cyclists and motorists by reducing SH8 access conflict points. The installation of ADA-compliant infrastructure and new roadway lighting where none currently exists will also significantly increase and improve the safety of pedestrians of all abilities utilizing the corridor by increasing nighttime visibility of pedestrians and bicycles to reduce the potential for vehicle/pedestrian and vehicle/bicycle crashes. The proposed project is located within the Legacy Crossing Urban Renewal District (District) which was formed in 2008 by the Moscow Urban Renewal Agency (Agency) and which is a stakeholder in the proposed safety improvements. The Idaho Transportation Department, District 2 is also a stakeholder and supporter of the proposed request as this project is located on SH8 as stated above. Many elements of the proposed safety improvements are included in the City of Moscow and State of Idaho Transition Plans for Facilities in the Public Right-of-Way with the shared interest in maintaining joint public infrastructure. Phase I completing similar infrastructure improvements from SH8 to Lilly Street was approved for funding under the FY19 LHSIP grant cycle.

STAFF RECOMMENDATION: Recommend approval to submit grant request for the FY20 Local Highway Safety Improvement Program for the SH8/Third Street Corridor Safety Improvement Project Phase 2 with total project costs estimated not exceed to \$305,000 with a local match of 7.34% not to exceed \$22,500.

PROPOSED ACTIONS: Recommend approval to submit grant request for the FY20 Local Highway Safety Improvement Program for the SH8/Third Street Corridor Safety Improvement Project Phase 2 with total project costs estimated not exceed to \$305,000 with a local match of 7.34% not to exceed \$22,500 or provide staff further direction.

Necessary Resources/Impacts

FY2020 Capital Projects Budget

Attachments

2020-LHSIP-ApplicationFillable

Local Highway Safety Improvement Program: LHSIP FY20 Application

Idaho Local Highway Jurisdictions

Submittal Deadline: January 18, 2018 4:30 p.m. MST



Local Highway Technical Assistance Council

3330 Grace Street

Boise, Idaho 83703

208-344-0565/ 1-800-259-6841

Fax 208-344-0789

www.lhtac.org



INCLUDED IN THIS PACKET

1. APPLICATION INFORMATION

1.1 [Program Background](#)

1.2 [Use of Funds](#)

1.3 [Eligibility](#)

2. APPLICATION CHECKLIST

2.1 [Analyzing the Data](#)

2.2 [Completing the Application](#)

2.3 [Limit and Exclusions](#)

3. APPLICATION

3.1 [FY20 Local Highway Safety Improvement Program Application](#)

3.2 [ITD 2435 Federal-aid Project Request](#)

3.3 [ITD 1150 Cost Summary Sheet](#)

3.4 [ITD 1983 Local Public Agency's Certificate of Completion of Right-of-Way Activities](#) (if applicable)

4. ADJUSTMENTS AND DISTRIBUTION

4.1 [Project Adjustments](#)

4.2 [Distribution](#)

1. APPLICATION INFORMATION

1.1 PROGRAM BACKGROUND:

Local Highway Safety Improvement Program (LHSIP)

The Highway Safety Improvement Program (HSIP) is a federally funded program aimed at eliminating Fatal and Serious Injury (Type A) crashes on the roadway system. LHJs receive approximately \$3.7M of the state HSIP funds through the Local Highway Safety Improvement Program (LHSIP), a program administered through LHTAC. Eligibility for the LHSIP is based on Local Highway Jurisdictions (LHJs) with a Fatal and Serious Injury (Type A) crash from 2012-2016. LHJs with at least one Serious Injury (Type A) or Fatal crash over the last five years are eligible to apply. Qualifying LHJs are identified by LHTAC and notified each fall to begin the application process. This federally funded program requires a local match, not to exceed 7.34%.

1.2 USE OF FUNDS:

Successful applicants are awarded funds for a project based on estimated costs. LHTAC will make every effort to cover cost over-runs; however the applicant is ultimately responsible for costs exceeding the estimate. Changes to the project scope that alter the LHSIP project originally applied for may not be eligible to receive additional funding and applicant may be responsible for the cost.

LHSIP funds can be used for a variety of safety related projects that can reduce the amount of crashes in the area identified. Your project can be systemic or single site, and shall be aimed at improving safety at location/s which experienced a Fatal or Serious Injury (Type A) over the past five years.

Some examples of potential projects include:

New durable pavement markings	Split new signals, signal timing	Pedestrian crossing
New or increased signing	Access control	Shoulder widening
Flashing beacon	Guardrail	Retroreflective backplates
Lighting improvements	Road safety audit	Road diets

1.3 ELIGIBILITY:

Eligibility is based on qualifying crashes your LHJ has had over the past five-year period. LHJs that have experienced at least one Fatal and/or Serious Injury (Type A) crash in that period are eligible to apply. A list of eligible jurisdictions is posted on our website. Jurisdictions will be notified of their eligibility.

2. APPLICATION CHECKLIST

2.1 ANALYZING THE DATA

1. The crash data is available online at <http://gis.lhtac.org/safety> or by visiting <http://lhtac.org/programs/lhsip/>, scrolling to the bottom of the page and selecting “crash data”.
2. Once you have accessed the site, select your ITD District, and then your jurisdiction in the upper left corner.
3. The map will zoom to your Local Highway Jurisdiction and the crashes can be viewed. You may select an individual crash or using the mouse, select a group of crashes. Crash information will display below the map.
4. You may sort your crash information by selecting any of the headings.
5. You may apply additional filters to crash data by selecting “Crash Filters” from the top left corner. (If assistance is needed, please contact LHTAC.)
6. Determine the type of crash you would like to address with your improvement.
7. Count amount of each type of crash severity, in desired area/location of safety improvements (Fatal, Type A, Type B, Type C, PDO).
8. Using your experience, area knowledge, and the FHWA Crash Reduction Factor Toolkits or CMF Clearinghouse, select a Crash Reduction Counter Measure and Crash Reduction Factor (CRF) for the area/location you have chosen to address. You may propose implementing more than one Counter Measure in an area. The CRFs will be added together but are capped at a total CRF of 60% (will automatically add and cap at 60% on application).
 - We highly encourage you to look at systemic (grouped location or corridor) improvements rather than single site locations. Example: Using crash data at one intersection and applying improvements to multiple intersections with the same characteristics.
 - If you cannot determine what counter measure is appropriate, please contact LHTAC for assistance.
 - A small amount of funds may be used for Road Safety Audits (RSA). Contact LHTAC to discuss your potential RSA application prior to submittal.

2.2 COMPLETING THE APPLICATION

1. Complete the application worksheet (excel form) with data collected. The top portion is the Local Highway Jurisdiction (LHJ) contact information.

Access application online <http://lhtac.org/programs/lhsip>, or email lkral@lhtac.org for a copy to be emailed to you.

- Line 1 – Type of project (Single Site, Systemic, or Road Safety Audit)
- Line 2 – Number of Fatal Crashes
- Line 3 – Number of Type A Crashes
- Line 4 – Number of Type B Crashes
- Line 5 – Number of Type C Crashes
- Line 6 – Number of Property Damage Only (PDO) Crashes
- Line 7 – Counter Measure 1, Crash Reduction Factor 1, Service Life 1, Project Cost 1
- Line 8 – Counter Measure 2, Crash Reduction Factor 2, Service Life 1, Project Cost 2
- Line 9 – Counter Measure 3, Crash Reduction Factor 3, Service Life 1, Project Cost 3
- *Please note that project cost should include Environmental, LHTAC, CE&I and ITD portion of costs. Cost adjustments can be made by LHTAC staff after the application has been received.
- RESULT (Red Box) – Automatically calculates Cost/Benefit Ratio.
- Additional Question – Does your jurisdiction have a Title VI plan that complies with 28 CFR 35.105 regarding Americans with Disabilities Act and complying with 23 CFR 200, Civil Rights Title VI Program?
 - Who is the point of contact for your plan?

2. Complete a one page project description explaining need, location, type of counter measure, calculated match amount and other pertinent information to your project. If installation of signs is part of your safety project application, include in the project description the post type and/or mounting requirements used in your jurisdiction. Be sure to indicate if there are additional stakeholders (BLM, Forrester Service, Tribal, etc.) and if they have already been contacted.

3. Complete [ITD 2435 Form](#), [ITD 1150 Form](#), and [ITD 1983 Form](#) (if applicable) for your proposed project.

4. Include a one page vicinity map showing project location(s).

5. Funded projects are for the Fiscal Year 2020. The projects are federally funded and may require a 7.34% local match. Please include the estimated match amount in your one page project description.

6. Minimal right-of-way acquisition is now an eligible item for LHSIP funding. To be eligible, right-of way acquired must be directly related to the Crash Reduction Factor (CRF) indicated on the application. If the project does not require right-of way please submit the ITD 1983 form with the application. If right-of way acquisition is anticipated then omit the ITD 1983 form. If the project does not require right-of way please submit the ITD 1983 form with the application.

7. LHSIP funds can be used for design and/or construction. To assist in managing the LHSIP program, LHTAC may place the project development and construction of awarded projects in different Fiscal Years. Applicant will be made aware of any proposed changes prior to them being executed. All projects must meet Federal and State standards, signal warrants and ADA requirements.

2.3 LIMITS AND EXCLUSIONS

1. Applications for projects must include a Fatal or Serious Injury (Type A) crash. Projects without a Fatal or Serious Injury (Type A) crash will be removed from consideration.
2. Typically, you cannot apply to improve an intersection or location if that location has previously been awarded LHSIP funds. Some exceptions may be made. If you think you may be eligible for additional funding, contact LHTAC to discuss prior to submitting an application.
3. If applying for a signal, a current warrant analysis must have been completed, and warrants must be met. A copy of the warrant analysis is required with the application submittal.
4. If applying for a project at the intersection of a state road, the LHJ must have contacted ITD and ITD must agree to pay their appropriate share.
5. **Applications for project with wetland impacts will be reviewed and considered.** Anticipated project impacts are to be clearly defined on the application and have a direct correlation to the safety improvement for which you applied. Wetland impacts must be less than 1/10 acre or the project will not be considered for LHSIP funding.

3. APPLICATION

3.1 FY20 LOCAL HIGHWAY SAFETY IMPROVEMENT PROGRAM APPLICATION

The actual application is in Microsoft Excel and has built-in formula calculators. A copy of the form can be found online at www.lhtac.org/programs/lhsip/.

Eligible jurisdictions are not limited to the number of applications they can submit.

Please submit applications electronically by emailing the package to applications@lhtac.org. The application package should include the following:

- Application (Microsoft Excel)
- A one page project description
- A vicinity map
- [ITD 2435 Form](#)
- [ITD 1150 Form](#)
- [ITD 1983 Form](#) (if applicable)
- A completed signal warrant analysis if applying for signal work

FY 2020 Local Highway Safety Improvement Program Application

Please respond to the following questions:

Local Highway Jurisdiction:	
Contact Person:	
Mailing Address:	
Phone:	
E-Mail Address:	

1 Is this safety project for a single site or a systemic solution?

2 How many fatalities have occurred at this site/s in the past 5 years?

*Fatal Crashes

3 How many serious (A) injury crashes have occurred at this site/s in the past 5 years?

*Serious Injury Crashes

4 How many evident injury (B) crashes have occurred at this site/s in the past 5 years?

Evident Injury Crashes

5 How many crashes with possible injury (C) have occurred at this site/s in the past 5 years?

Possible Injury Crashes

6 How many crashes involved property damage only (PDO) in the past 5 years?

Property Damage Only Crashes

** To be eligible, a project must have at least one Fatal or Type A Injury Accident*

Select Countermeasures:

7	Countermeasure 1 (from Toolbox)	Crash Reduction Factor 1 (percentage)	Service Life 1 (years)	*Project Cost 1 (dollars + match)
	Install Raised Median	25.00%	10	\$ 400,000
8	Select Countermeasure 2	Crash Reduction Factor 2	Service Life 2	Project Cost 2
9	Select Countermeasure 3	Crash Reduction Factor 3	Service Life 3	Project Cost 3

Result: 16.9 to 1 Benefit-Cost Ratio

Estimated LHJ Cost: \$ 29,360 (7.34% Match)

** Project cost should include environmental, LHTAC, CE&I and State administrative cost. Estimated cost may be adjusted upon receipt and review of application by LHTAC staff.*

Additional Questions:

Does your jurisdiction have a Title VI plan that complies with 28 CFR 35.105 regarding Americans with Disabilities Act and complying with 23 CFR 200, Civil Rights Title VI Program? Yes No

Who is your point of contact for your plan?

Please Include with this Application:

- A one page project description
- A Vicinity Map with Project Area clearly marked
- An ITD 1150 Form (financial estimate)
- An ITD 1983 Form (right-of-way) if applicable
- An ITD 2435 Form (Federal-aid project request)

3.2 ITD 2435 Local Federal-Aid Project Request

Instructions

1. Under Character of Proposed Work, mark appropriate boxes when work includes Bridge Approaches in addition to a Bridge.
2. Attach a Vicinity Map showing the extent of the project limits.
3. Attach an ITD 1150, Project Cost Summary Sheet.
4. Signature of an appropriate local official is the only kind recognized.

Note: In Applying for a Federal-Aid Project, You are Agreeing to Follow all of the Federal Requirements Which Can Add Substantial Time and Costs to the Development of the Project.

Sponsor (City, County, Highway District, State/Federal Agency)				Date	
Project Title (Name of Street or Road)		F.A. Route Number	Project Length	Bridge Length	
Project Limits (Local Landmarks at Each End of the Project)					
Character of Proposed Work (Mark Appropriate Items)					
Excavation	Bicycle Facilities	Utilities	Sidewalk		
Drainage	Traffic Control	Landscaping	Seal Coat		
Base	Bridge(s)	Guardrail			
Bit. Surface	Curb & Gutter	Lighting			
Estimated Costs (Attach ITD 1150, Project Cost Summary Sheet)					
Preliminary Engineering (ITD 1150, Line 1) \$					
Right-of-Way (ITD 1150, Line 2) \$					
Construction (ITD 1150, Line 18) \$					
Preliminary Engineering By: Sponsor Forces Consultant					
Checklist (Provide Names, Locations, and Type of Facilities)					
Railroad Crossing					
Within 2 miles of an Airport					
Parks (City, County, State or Federal)					
Environmentally Sensitive Areas					
Federal Lands (Indian, BLM, etc.)					
Historical Sites					
Schools					
Other					
Additional Right-of-Way Required: ☐ None ☐ Minor (1-3 Parcels) ☐ Extensive (4 or More Parcels)					
Will any Person or Business be Displaced: ☐ Yes ☐ No ☐ Possibly					
Standards	Existing	Proposed	Standards	Existing	Propose
Number of Lanes			Roadway Width (Shoulder to Shoulder)	ft	f
Pavement Type			Right-of-WayWidth	ft	f
Sponsor's Signature			Title		

Additional Information to be Furnished by the District

Functional Classification	Terrain Type	20	ADT/DHV
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3.3 ITD 1150 (Rev. 6-17) Project Cost Summary Sheet

Round Estimate to Nearest \$1,000

Key Number		Project Number				Date	
Location						District	
Segment Code		Begin Mile Post		End Mile Post		Length in Miles	

	Previous ITD 1150	Initial or Revised To
1a. Preliminary Engineering (PE)		
1b. Preliminary Engineering by Consultant (PEC)		
2. Right-of-Way: Number of Parcels Number of Relocations		
3. Utility Adjustments: Work Materials By State By Others		
4. Earthwork		
5. Drainage and Minor Structures		
6. Pavement and Base		
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)		
10. Construction Traffic Control (Sign, Pavement Markings, Flagging, and Traffic Separation)		
11. Detours		
12. Landscaping		
13. Mitigation Measures		
14. Other Items (Roadside Development, Guardrail, Fencing, Sidewalks, Curb and Gutter, C.S.S. Items)		
15. Cost of Constructions (Items 3 through 14)		
16. Mobilization % of Item 15		
17. Construction Engineer and Contingencies % of Items 15 and 16		
18. Total Construction Cost (15 + 16 + 17)		
19. Total Project Cost (1 + 2 + 18)		
20. Project Cost Per Mile	N/A	N/A
Prepared By:		

Attachment: 2020-LHSIP-ApplicationFillable (1635 : FY20 Local Highway Safety Improvement Program (LHSIP) Grant Application)

3.4 ITD 1983 (Rev. 10-15-10)
itd.idaho.gov

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

Idaho Transportation Department



Key Number	Project Number	Project Name
Local Public Agency		

Complete the applicable section below and the Certification section.

Right-of-Way is Not Required

- ☐ All work will be done within the existing right-of-way
- ☐ No utilities are involved in this project
- ☐ Utilities are impacted and agreements are in place. Number of Utilities _____

Right-of-Way is Required

Number of ownerships acquired _____ Total amount paid
\$ _____

Number of parcels in condemnation or pending final settlement _____

Number of Relocations _____

- ☐ No utilities are involved in this project
- ☐ Utilities are impacted and agreements are in place. Number of 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.

Agency Contact's Name (Printed)	Phone Number	E-Mail Address	
Attester's Signature (Clerk or Secretary)	Date	Chairman, President, or Mayor's Signature	Date

4. ADJUSTMENTS AND DISTRIBUTION

4.1 PROJECT ADJUSTMENTS

LHTAC staff will review each application for accuracy. This will include crashes used on the application as well as cost estimates. Please note that project cost estimates should account for Environmental, LHTAC, CE&I and ITD cost. If staff feels that adjustments should be made, they will coordinate with the LHJ for approval. The adjusted applications will be ranked.

4.2 DISTRIBUTION

All awarded applications are considered public information and may be distributed.

Final Note:

Submission of an LHSIP application by a local highway jurisdiction represents acknowledgment and acceptance of terms and conditions indicated in the application instructions.

MOSCOW CITY COUNCIL AGENDA**Meeting Date:** 01/08/2018**Title:** Task Order Agreement for Design and Construction Administration of Booster Stations Phase II**Responsible Staff:** Les MacDonald

Information

DESCRIPTION: The City of Moscow has nearly completed the construction of the Taylor, White, and Vista Booster Stations in Phase I of the Booster Station Improvements Project. Phase II of the project will replace the remaining two existing water pressure booster stations, the Ponderosa Booster Station, and the Indian Hills Booster Station. Replacement of the Ponderosa and Indian Hills stations will allow us to achieve our long term goal of replacement of all of the City's booster stations as recommended in the City of Moscow Comprehensive Water System Plan. This project is being implemented to address current pressure limitations, improve pump efficiency and fire flow in the Indian Hills and Ponderosa pressure zones, upgrade the electrical systems, provide emergency power to both stations, and to improve maintenance access and safety by bringing both stations above grade. The project will include the design and construction of approximately 3,000 linear feet of new water main

The existing Ponderosa Station located on the north side of Ponderosa Drive near Orchard Avenue will be relocated to the southeast corner of Orchard Avenue and Lanny Lane. The existing Indian Hills Station located on Indian Hills Drive near its intersection with Northwood Drive will be relocated to property to be acquired on Southview Avenue.

Staff has negotiated the attached agreement with JUB Engineers for design and construction management of the project in the amount of \$425,750. The agreement provides for completion of a preliminary evaluation and engineering report, site surveying and easement acquisition, preparation of plans and specifications, bidding assistance, and construction inspection for the replacement of both pump stations. The project is expected to be advertised for construction in the summer of 2018 with construction occurring through the following fall and winter

STAFF RECOMMENDATION: Recommend approval of Task Order Agreement with JUB Engineers, Inc.

PROPOSED ACTIONS: Recommend approval of Task Order Agreement with JUB Engineers, Inc., or provide staff further direction.

Necessary Resources/Impacts

\$425,750 from budget line item 320-320-70-770-54.

Public Works staff time for consultant management, design reviews, advertising, bid award, and construction administration.

12/04/17	320.320.70.770.54 · Water Capital Booster Stations	\$425,750.00
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Attachments

TASK ORDER 2-Boosters Phase II;JUB(pm2)

TASK ORDER NO. 2

Pursuant to the

MASTER AGREEMENT FOR PROFESSIONAL SERVICES BETWEEN CITY OF MOSCOW, IDAHO AND J-U-B ENGINEERS, INC.

This Task Order is made this ____ day of _____, 20____, and entered into by and between the City of Moscow, a municipal corporation of the State of Idaho (hereinafter “City”), and accepted by J-U-B ENGINEERS, Inc. (hereinafter “Engineers”), pursuant to the mutual promises, covenant and conditions contained in the Master Agreement Category 2.a, Water Supply and Operations Engineering between the above mentioned parties dated the 6th day of February, 2017. The Project Name for this Task Order 2 is as follows:

CITY OF MOSCOW

BOOSTER STATIONS, PHASE II

PROJECT UNDERSTANDING

The City of Moscow plans to replace two (2) existing booster stations (BPS), the Ponderosa Booster Pump Station, and the Indian Hills Booster Pump Station. The Ponderosa BPS is located north of Ponderosa Drive, and the Indian Hills BPS is located on Indian Hills Drive near the intersection with Northwood Drive. The existing stations are below grade and will be replaced with above grade buildings. The Project will include the installation of approximately three thousand (3,000) linear feet of new water main.

The Scope of Work for this Project includes completion of a preliminary evaluation and engineering report, site surveying, design, bidding assistance, construction administration, start-up and close-out services for replacement of the pump stations described as Ponderosa BPS and Indian Hills BPS, as well as associated water mains.

The pump stations, electrical, and improvements to the water mains and appurtenances will conform to all applicable City of Moscow and Idaho Standards for Public Works (ISPWC) specifications as well as the requirements of the Idaho Department of Environmental Quality (IDEQ) in effect at the time of contract initiation.

It is understood that part of the funding for the Project will come from the IDEQ’s Drinking Water State Revolving Loan Fund.

SCOPE OF WORK

Task 1 BOOSTER PUMP STATION DESIGN

Both BPSs will include concrete masonry buildings, separate electrical rooms, space for an on-site sodium hypochlorite generation system, Supervisory Control and Data Acquisition (SCADA) to monitor operations, plus related piping, plumbing, HVAC, backup power supply, electrical, and sitework. The new well-house architectural design will match the style selected by the City on other similar projects. Specific tasks include:

- 1.1 Client Kick-Off Meeting** – J-U-B will first meet with City and operations staff at the City's office and on site to review available record information, control strategy, operational criteria, field conditions, facility siting, flow data and projections, projected budget, schedule, and construction staging issues that need to be considered in developing and implementing this Project. The full team will establish pump station design criteria including emergency power requirements, pump redundancy, station flow capacity and flow range **for current and future conditions**, fire flow needs, equipment removal, and condition sensing equipment. The location and configuration of both pump stations will also be defined.
- 1.2 Internal Kick-Off Meeting** – Complete an in-house coordination meeting to discuss Project goals and establish milestones with J-U-B staff and subconsultants.
- 1.3 Booster Pump Station Design** – Both BPS will be replaced and reconnected to the City's water system.
 - **Preliminary Engineering Evaluation** – Complete a Technical Memorandum evaluating preliminary engineering considerations including pump sizing, building layouts, site layout and access considerations, schematic piping layout and control descriptions.
 - **Topographic survey** - Complete a topographic survey of the Project areas to provide information for design and a base map for the drawings. Survey of surface features including, **but not limited to**, drainages, roads, fences, structures, valves, building corners, utility poles, equipment, signs, and underground utilities marked in the field by City.

A boundary survey is not included in this Scope of services. Property pins will be identified and located by the field crews in this survey wherever they are readily recoverable as part of their overall survey effort.

J-U-B will request locates from Digline and City. Existing utilities identified and located by others will be surveyed as marked and available; utilities identified in record drawings will be included in the Project base map in an approximate way only.
 - **Base Plan Development** - Utilize site survey information to develop contours and identify surface features including break lines and site utilities.

- **Geotechnical Evaluation** - J-U-B and an authorized subconsultant (GeoProfessional Innovation (GPI)) will conduct research that, in their professional opinion, is necessary for this Project's expected Scope of Work and will prepare a report to provide design recommendations for earthwork, foundation design, asphalt design, and site drainage. Such services will be performed in a manner consistent with the ordinary standard of care.

J-U-B / GPI will perform the following work: coordinate access to the site with the City; complete two (2) dynamic cone penetrometer (DCP) soundings near the proposed location of the pump station to an approximate depth of ten feet (10'), or to refusal due to bedrock (if encountered); perform standard penetration testing in the borings; obtain samples from the borings; backfill borings roughly level with existing ground surface (temporary landscaping to be provided by City); complete laboratory testing on collected samples; review and analyze the collected data for the purposes of subsequent design. Should additional borings be required or requested by City for this Project, or potential future projects, the work shall be performed as an Additional Service.

Provide a final geotechnical report for City's records and for inclusion in the Bid Documents.

- **Site Work** – Review **site** constraints and design site work to facilitate drainage and long term access.
- **Booster Pump Station Buildings** – Complete structural design of a concrete masonry unit structure based on geotechnical design recommendations provided by GPI. Incorporate architectural elements similar to other recent Booster Station Project design.
- **Pump Selection** – Select pump, motor and control combinations using City-provided system design head conditions (based on existing modelling results). Review pump selections with City during the thirty percent (30%) design review meeting (summarized elsewhere in scope).
- **Mechanical Design** – Identify required mechanical components, including pressure gages, flow meter and isolation valves. Design pump station piping based on anticipated maximum flows defined in the preliminary engineering report to meet the minimum demands and provide emergency flows when necessary.
- **Standard Details** – Utilize City-provided details as required to detail specific contract requirements.
- **Electrical and HVAC** – Complete electrical, heating and ventilation design to conform to standard design guidelines. Coordinate with Avista Utilities to provide appropriate power service to both the Ponderosa BPS and the Indian Hills BPS. Project will include design, procurement, and installation of backup power source for both sites.
- **Controls** – Provide control system design for operation of both Pump Stations in accordance with City standards. Design will interface with City's new, updated SCADA system.

1.4 Permitting

- Complete draft application for a City of Moscow Building permit. The application will be finalized and submitted by the Contractor to the City.

1.5 **Booster Pump Station Design** – Prepare Project plans incorporating identified components of the booster pump station replacements design. Prepare plan reviews for submittal to entities identified at the following milestones. Incorporate and respond to comments as required.

- **Thirty Percent (30%) Progress Preparation and Meeting** – Review includes City meeting and review of progress prints including site plan and building layout; technical memorandum including pump selections; geotechnical considerations; pump station location; building configuration; and preliminary control description. Design will not proceed until pump and design flow rate are established. Submittals to:
 - City of Moscow
- **Ninety Percent (90%) Progress Preparation and Meeting** – Includes City meeting and review of progress prints. Discuss final items and answer questions to finalize Project design. Submittals to:
 - City of Moscow
 - IDEQ

1.6 **Specifications** – Prepare contract requirements and specifications based on standard EJCDC format, City of Moscow Standard Construction Specifications and Drawings, IDEQ SRF Loan prevailing wage, American Steel, and other required documents, and Project specific requirements. Utilize CSI 16-Division format for technical specifications.

1.7 **QA/QC** – Conduct internal QA/QC prior to each milestone submittal. Address comments and finalize draft documents for external review.

1.8 **Opinion of Probable Cost** – Prepare Association for Advancement of Cost Engineering (AACE) class estimates as identified per each milestone:

- **Thirty Percent (30%) submittal** – Class 3 (-10% to +30%) Estimate
- **Ninety Percent (90%) submittal** – Class 2 (-5% to +20%) Estimate
- **Bid Documents** – Class 1 (-5% to +15%)

1.9 **Agency Coordination** – Complete Agency coordination as required to replace the Ponderosa and Indian Hills Booster Pump Stations as follows:

- **IDEQ** – Prepare the following checklists for IDEQ submittal:
 - General Plan and Specification Checklist
 - Pumping Station Design Checklist

- 1.10 Finalize Contract Documents** – Review and incorporate comments to finalize Bid Documents. Coordinate with Agencies as required to answer questions and clarify design documents.

Task 2 BOOSTER PUMP STATION REPLACEMENTS BID AND CONSTRUCTION MANAGEMENT SERVICES

Provide bidding and construction management services as follows:

2.1 Bidding Phase – Bidding Phase Services include:

- **Bid Document Preparation** – Produce ten (10) copies of the Contract Documents for use by the City, ENGINEER, and Contractor. Distribute to the City and IDEQ. Prepare a complete pdf of plans and specifications. Utilize Quest CDN to distribute electronic documents to prospective bidders. Hard copies will not be distributed to prospective bidders.
- **Advertisement and Solicitation of Bids** – Assist the City by preparing an advertisement for bids. Notify responsible bidders of Project advertisement.
- **Pre-Bid Conference** – Prepare for and conduct an on-site pre-bid conference to discuss the Project and bid requirements. Distribute conference notes to meeting attendees.
- **Bidder Questions and Addenda** – Receive and answer bidder questions arising during the bid advertisement timeframe. Issue Project addenda as required to clarify the Contract Documents.
- **Bid Opening and Evaluation** – Assist the City at a bid opening located at City's office. Review and evaluate the apparent low bid for compliance with the bid requirements. Review available budget and prepare a summary letter to the City of any items not in compliance with the bid requirements for the City's consideration prior to Project Award.

2.2 Construction Phase – Construction Phase Services include:

- **Construction Agreement Preparation** – Coordinate with City and successful bidder to assist with preparation and execution of the construction agreement.
- **Notice to Proceed Coordination** – Coordinate with the City and Contractor to issue a Notice to Proceed in accordance with the Contract Documents.
- **Pre-Construction Conference** – Conduct an on-site pre-construction conference with the Contractor prior to the Notice to Proceed. Prepare and distribute meeting notes to all meeting attendees.
- **Survey and Project Control** – Provide construction staking with two (2) site mobilizations to establish Project control and construction layout survey for location, line and grade. First mobilization will include offset stakes for building corners, piping layout, and rough grading. Second mobilization will include final site work

and grading. Once the survey is completed, it will be the responsibility of the Contractor to protect and maintain all staking and control.

- **Project Administration and Updates** – Perform general Project administration tasks including City updates and monthly invoice preparation.
- **Construction Management** – Assist the City by providing Construction Management Services as follows. ENGINEER will provide part-time observation.
 - **Contractor Questions & RFI's** – Receive and answer Contractor questions and issue Requests for Information (RFI's) as required to clarify the contract documents.
 - **Submittal Review** – Review Project submittals presented by the Contractor for conformance with Design.
 - **Progress Meetings** – Prepare for and complete bi-weekly progress meetings on-site to facilitate communications. Prepare and distribute meeting notes to all attendees and interested parties.
 - **Pay Requests** – Receive, review, and coordinate with the Contractor as required to present a monthly recommendation for payment to the City.
 - **Construction Support and Oversight** – Periodic Site Visits by J-U-B. Make visits to the site at intervals appropriate to the various stages of construction, as J-U-B deems necessary, to observe as an experienced and qualified design professional the progress and quality of the Work. Such visits and observations, if any, are not intended to be exhaustive or to extend to every aspect of the Work or to involve detailed inspections of the Work beyond the responsibilities specifically assigned to J-U-B in the Agreement, but rather are to be limited to spot checking, selective sampling, and similar methods of general observation of the Work based on J-U-B's exercise of professional judgment. Based on information obtained during such visits and observations, J-U-B will determine in general, for the benefit of City, if the Work is proceeding in accordance with the Contract Documents, and J-U-B shall keep City informed of the progress of the Work. Fee assumes six (6) hours per week for a six (6) month period of time.
 - **Special Inspection Coordination** – Coordinate with City and Contractor to obtain recommended inspections including compaction testing. The cost of special inspections will be paid by City.
 - **Start-up Testing** – Provide start-up testing services to facilitate integration of the Project and system controls.
 - **Construction Closeout** – Assist the City in identifying when the Project is complete and issue the Certificate of Substantial Completion. Prepare final contract documents book including all pertinent Project contracts and closeout materials.

2.3 Project Closeout – Complete the following tasks to finalize the Project:

- **Record Drawings** – Prepare final, electronic drawings for submittal to DEQ per IDAPA 58.01.16 Section 400.05. Provide one (1) full size and three (3) half size prints to the City, together with an electronic copy of the record drawings. All information within the record drawings will be provided by the Contractor.
- **Operations & Maintenance Manual** – Prepare O&M Manual including both stations for City use, integrating Contractor provided O&M manuals together with a narrative of design intent and operational scenarios.
- **Warranty Walkthrough** – Complete a warranty walkthrough with the City and Contractor prior to termination of the warranty period.

Task 3 MANAGEMENT RESERVE FUND

- At the request of the City's authorized representative, additional services may be performed by J-U-B (upon mutual agreement of scope, additional fees, and schedule) under the Management Reserve Fund task. An initial budget has been established herein, but may be adjusted upon mutual agreement by City and J-U-B.
- This Agreement will pre-authorize an amount not to be exceeded without City approval for the Additional Services completed under this task.

Task 4 ADDITIONAL SERVICES

The following additional services will be completed as specifically authorized by City:

4.1 Design Funding Source Requirement

- **Green Project Reserve Memorandum** – Prepare a Green Project Reserve Memorandum as required by the Idaho Department of Environmental Quality as part of the SRF Loan requirements. Complete a City and Agency review draft followed by a final document to incorporate comments. If additional information is requested by DEQ (for example, during the course of construction or at Project closeout), the work will be completed as an Additional Service.

4.2 VFD Analysis – Review of pump performance using a variable frequency drive. Analysis will include energy usage and operational benefits.

4.3 Permitting and Property Acquisition – Complete required permitting to facilitate pump station construction. City will pay all required permit and review fees directly as required at the time of submittal

- **Indian Hills Site Property Acquisition** – Acquire property or easements for the preferred location for the Indian Hills Booster Pump Station. This will include developing the appropriate legal descriptions for the required easements or participating in the negotiations for required property acquisition.

4.4 Waterline Design – Complete waterline design and construction administration services to relocate stations as necessary based on hydraulic evaluation completed by others. The estimated waterline lengths are:

- **Ponderosa** – The estimated length of pipe is approximately one thousand three hundred (1,300) linear feet of water main broken down as follows:
 - Eighty feet (80') of ten inch (10") main
 - Three hundred feet (300') of six inch (6") main
 - Nine hundred feet (900') of ten inch (10") main
- **Indian Hills Site** – Length of pipeline ranges from one thousand six hundred (1,600) Linear Feet to three thousand six hundred (3,600) Linear Feet of eight inch (8") main depending on site selection. This is based on information described in the draft Technical Memorandum prepared by HDR titled Indian Hills Booster Pump Station Alternatives Analysis, dated November 30, 2016.

The labor estimate is based on a total design length of approximately three thousand (3,000) linear feet.

4.5 Waterline Construction Administration Services – Complete waterline construction administration services as outlined in Task 2 above concurrently with the construction of the pumping stations.

CITY PROVIDED DATA, TASKS, AND SERVICES

- **Access to Project Site** – Provide access to the site as required to complete the Scope of Work.
- **Available Pump Station Records** – Provide available pump flow and pressure records for both stations for the previous thirty six (36) months.
- **Active Participation** – Provide prompt notice to the ENGINEER whenever the City observes or otherwise becomes aware of any other development that affects the Scope or time of performance of ENGINEER Services, or any detect or non-conformance in ENGINEER Services or the work.
- **Permits** – City will coordinate, obtain and pay any fees associated with any building or other permits required for this Project.

EXCLUSIONS

- Cost of Special Inspections
- SWPPP Coordination/Documentation
- Expenses for outside vendors or regulatory fees
- Coordination with Funding Agencies not identified by this Scope of Work is not expected or anticipated.

- Legal Services
- Unanticipated tasks or public hearing assistance not otherwise identified in this Scope of Work
- Davis-Bacon prevailing wage documentation including certified payrolls, wage interviews, and Davis Bacon compliance reporting
- IDEQ State Environmental Review Process (SERP)
- American Iron and Steel required construction contract language, on-site inspections, pay application Letter of Certifying Product Compliance

SCHEDULE OF SERVICES

Predicated upon timely receipt of City-provided information, typical review periods, and active direction during work, J-U-B anticipates the following schedule for the services listed.

J-U-B has no control over contractor performance, and the following is based on reasonably anticipated construction timeframes:

Task No.	Task Description	Anticipated Completion
2	Thirty percent (30%) design	Ninety (90) days following Notice to Proceed
	Ninety percent (90%) Design	Sixty (60) days following approval of thirty percent (30%) design
	Final bidding documents	Thirty (30) days following approval of ninety percent (90%) design

BASIS OF FEE

J-U-B's Basis of Fee for the services listed in the Agreement is as follows:

Task Description	Fee Type	Amount
Task 1 – Pump Station Design	Lump Sum	\$159,290
Task 2 – Pump Station Replacement Bid and Construction Management Services	Time & Materials	\$152,910
Task 3 – Management Reserve Fund	Time & Materials	\$25,000
Total Base Tasks		\$337,200
Task 4 – Additional Services		

4.1 Green Project Reserve Memorandum	Time & Materials	\$3,220
4.2 VFD Analysis	Time & Materials	\$4,240
4.3 Permitting and Property Acquisition	Time & Materials	\$16,750
4.4 Waterline Design	Time & Materials	\$37,470
4.5 Waterline Construction Management (3,000 Linear Feet)	Time & Materials	\$26,870
Additional Services Total		\$88,550
TOTAL PROJECT COSTS		\$425,750

The Not-To-Exceed amount to complete all services listed above for this Task Order No. 002 is four hundred twenty five thousand seven hundred fifty dollars (\$425,750); this includes Time and Materials and Lump Sum tasks. No compensation will be paid over the Not-To-Exceed amount without prior written approval by City in the form of a contract amendment. Monthly invoices shall be billed as a percentage of work completed. Any and all travel will only be reimbursed if pre-approved by City's Project Manager, and only per the City of Moscow Travel Policy. Reimbursable expenses will be paid at cost and only if pre-approved by the Project Manager, and accompanied by an itemized receipt. Any travel and/or reimbursables paid will be paid as part of the Not-To-Exceed Task Order Total per the Compensation Schedule above.

CONSULTANT

J-U-B Engineers, Inc.

CITY

City of Moscow, Idaho

Cory R. Baune, Area Manager

Bill Lambert, Mayor

Dated: _____

Dated: _____

SIGNATURE BLOCKS MAY CHANGE WITH THE DOLLAR VALUE OF THE TASK ORDER

City of Moscow
Replacement of Ponderosa and Indian Hills Booster Pump Stations
(Labor Day Estimate)

JUB Classification	Principal Engineer	Project Manager	Design / Structural Engineer	Project Engineer I	Project Engineer II	Drafting & Design	Funding Coordinator	Clerical	PLS	Tech	Subconsultant Expenses	Direct Expenses	Task Totals
Task 1 - Booster Pump Station Design													
1.1 Client Kick-off Meeting		1		1	0.5			0.5			\$ 800		
1.2 Internal Kick-off Meeting	0.5	0.5	0.25	1		0.5		0.5				\$ 225	
1.3 Pump Station Completion Design													
Preliminary Engineering Evaluation	0.25	2		1	2	1		1.5			\$ 1,000	\$ 125	
Topographic Survey		0.5			0.5				0.5	1.5		\$ 150	
Basemap Development					0.5	2			0.25	1.5			
Geotechnical Evaluation		0.25	0.25	1							\$ 6,000		
Sitework	0.5	0.25		1	4	4							
Pump Station Buildings		1	4	2		6					\$ 8,720		
Pump Selection	0.5	1		2	4	1		2					
Mechanical Design	0.5	1		2	4	11							
Standard Details				0.5	1	2							
Electrical & HVAC		0.5		1.5		1					\$ 13,000		
Controls		1		2		1					\$ 2,500		
1.4 Permitting		0.25		1				1					
1.5 Pump Station Design													
30% Progress Preparation & Meeting		1		1		4		0.5					
90% Progress Preparation & Meeting		0.5		1		4		0.5					
1.6 Specifications		0.5	1	1.5	2			4			\$ 4,500		
1.7 QA/QC	1										\$ 1,450		
1.8 Opinion of probable cost		0.25		0.5							\$ 500		
1.9 Agency Coordination		0.5			1								
1.10 Finalize Contract Documents	0.25	0.5	0.5	1		2		1					
TASK 1 LUMP SUM SUBTOTAL	3.50	12.50	6.00	21.00	19.50	39.50	0.00	11.50	0.75	3.00	\$38,470	\$500	\$159,290
Task 2 - Pump Station Replacements Bid and Construction Management Services													
				6 Months		Active Construction Timeframe							
2.1 Bidding Phase													
Bid Document Preparation				0.5				1.5					\$1,340
Advertisement & Solicitation of Bids		0.5		0.25				0.5					\$1,330
Pre-Bid Conference		0.5		1				0.5					\$2,080
Bidder Questions & Addenda		0.5		1	1	0.5		1		\$ 1,000			\$4,760
Bid Opening & Evaluation		0.5		0.5				0.5					\$1,580
2.2 Construction Phase													\$0
Construction Agreement Preparation		0.5		0.5	0.5			0.5					\$2,020
Notice to Proceed Coordination		0.5						0.5					\$1,080
Pre-Construction Conference		0.5						1		\$ 700			\$2,130
Survey & Project Control					0.5				0.5	2		\$ 150	\$2,780
Project Administration & Updates		3		3				1.5					\$8,640

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Page 1 of 2

City of Moscow
Replacement of Ponderosa and Indian Hills Booster Pump Stations
(Labor Day Estimate)

JUB Classification	Principal Engineer	Project Manager	Design / Structural Engineer	Project Engineer I	Project Engineer II	Drafting & Design	Funding Coordinator	Clerical	PLS	Tech	Subconsultant Expenses	Direct Expenses	Task Totals
Construction Management													\$0
Contractor Questions & RFI's		1		3	20			1			\$ 2,500		\$25,510
Submittal Review		1	0.5	2	4						\$ 2,750		\$10,850
Progress Meetings		5			5			2.5			\$ 2,000		\$16,000
Pay Requests		1		3				1.5					\$5,440
Construction Support & Oversight		5			20						\$ 7,500	\$ 1,000	\$34,850
Special Inspection Coordination													\$0
Start-up Testing		2			2			0.5			\$ 2,000		\$7,440
Construction Closeout				0.5	1			1					\$1,940
2.3 Project Closeout													\$0
Record Drawings		0.25	0.5	2		5		0.5	0.5	1	\$ 1,000		\$10,080
Operations & Maintenance Manual	0.25	1		2	4	2		2		1	\$ 500		\$11,760
Warranty Walkthrough			0.5	0.5									\$1,300
TASK 2 T&M SUBTOTAL	0.25	23.25	1.00	19.75	58.00	7.50	0.00	16.50	1.00	4.00	\$19,950	\$1,150	\$152,910
Task 3 - Management Reserve Fund													
Management Reserve													\$ 25,000
TASK 3 T&M SUBTOTAL													\$ 25,000
Task 4 - Additional Services													
4.1 Funding Source Coordination - Design Phase													
Green Project Reserve Memorandum		0.25		0.5	1			1			\$ 800		\$3,220.00
4.2 VFD Analysis	0.25	0.5		1.5				1			\$ 800		\$4,240.00
4.3 Permitting and Property Acquisition													
Permitting		0.25		1				1					\$1,960.00
Property Acquisition		4		2				1	4	1		\$ 125	\$14,790.00
4.4 Waterline Design Per 3,000 feet	0.5	2		5	15	12			1.5	4			\$37,470.00
4.5 Waterline Construction Services Per 3,000 feet		2		4	20			0.5	0.5	1.5			\$26,870.00
TASK 4 T&M SUBTOTAL	0.75	9.00	0.00	14.00	36.00	12.00	0.00	4.50	6.00	6.50	\$1,600	\$125	\$88,550