Public Works / Finance Committee

Regular Meeting
~Agenda~

www.ci.moscow.id.us

Laurie M. Hopkins
City Clerk

208.883.7015

Monday December 13, 2021	**3:00 PM**	**Council Chambers 206 E. Third St.**

The Moscow Mayor, City Council and Staff welcome you to today's meeting. Attendees are subject to protocols established by Governor Littles' Stay Healthy Guidelines of the Idaho Rebounds Plan. If you do not have a mask, a disposable mask will be provided. We appreciate and encourage public participation. For regular agenda items, an opportunity for public comment is sometimes provided after the staff report. However, the formality of procedures varies with the purpose and subject of the agenda item and limitations may be placed on the time allowed for comments. If you plan to address the Committee, you will find a list of "Tips for Addressing the Council" in the door pocket outside the City Council Chambers. 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 Committee meetings are televised, videotaped and/or recorded. Links to view the Committee meeting live can be found on the City website, YouTube, Facebook and Spectrum Cable 1301. Thank you for your interest in City government.

REGULAR AGENDA

1. **Approval of Public Works/Finance Committee November 22, 2021 Minutes (ACTION ITEM) - Taylor Riedner**
2. **Disbursement Report November 2021 (ACTION ITEM) - Sarah Banks**
   Presentation of the Accounts Payable Report for the month ending November 2021

   PROPOSED ACTION: Approve and authorize the use of digital signatures to sign the Disbursements Report for the month of November 2021 or provide staff further direction.
3. **Child Pedestrian Safety Grant Application (ACTION ITEM) - Nate Suhr / Alisa Anderson**
   The Local Highway Technical Assistance Council (LHTAC) announced a new round of grant funding under the Children Pedestrian Safety (CPS) Program and the current maximum award is set at $250,000. Eligible projects must be related to maintenance and address safety and mobility. The projects need to be "shovel ready" and construction must be completed by late fall/early winter 2022. City Engineering staff has identified the area around Moscow Middle School as an excellent candidate for CPS grant. The current scope of the project includes pedestrian improvements at the intersection of 'D' Street and Mountain View Road and the intersection of 'B' Street and Cleveland Streets. The improvements will connect to previous safety improvements and provide additional pedestrian-friendly drop-off points to help reduce the congestion during the pick-up and drop-off times of the school day. Additional details are included in the staff report within the Committee packet.

   PROPOSED ACTIONS: Authorize City staff to submit a Child Pedestrian Safety Grant request of $250,000 with total project costs not to exceed $300,000; or provide staff further direction.
4. **ARPA Small Business and Nonprofit COVID-19 Assistance Grant Program Proposal (ACTION ITEM) - Bill Belknap / Alisa Anderson**
   Under the American Rescue Plan Act (ARPA), state and local governments were allocated funding to respond to the economic impacts of the COVID-19 pandemic. The City of Moscow was allocated $5,528,399 with a wide range of eligible uses including direct response to the pandemic, small business

and nonprofit assistance and water, sewer and broadband infrastructure. The City Council conducted a workshop on October 25, 2021 and provided guidance to allocate $750,000 for a small business and non-profit assistance program, $150,000 for affordable housing, $1,000,000 for stormwater infrastructure and $3,628,399 for water system infrastructure. Staff has prepared an outline for the small business and nonprofit assistance program for the Committee's review and direction.

PROPOSED ACTIONS: Recommend approval of ARPA Small Business and Nonprofit COVID-19 Assistance Grant Program or provide staff further direction.

5. Affordable Homeownership Grant Program Awards (ACTION ITEM) - Alisa Anderson / Bill Belknap

The Mayor and City Council have recognized "Lack of Affordable Housing Creates Economic Disadvantages" as a Major Challenge Area in their Strategic Plan; therefore, they allocated $30,000 in the adopted FY2022 Budget to address that issue. Based on this allocation, Staff presented to the Council Resolution No. 2021-22 including Exhibit A establishing the City of Moscow Affordable Homeownership Grant Program. Following the approval of Resolution No. 2021-22 including Exhibit A, letters requesting assistance under the newly established Program were received from two local non-profit organizations whose missions are to provide affordable housing. Staff has reviewed both requests and the supporting documentation provided by each non-profit and have determined both are qualified to receive assistance as outlined in the Resolution and Affordable Homeownership Grant Program. Habitat for Humanity is requesting assistance for one (1) home and Moscow Affordable Housing Trust requests funds to support five (5) homes. Based on these requests and the critical need for affordable housing, Staff is recommending approval of both to assist with six (6) homes within the City limits of Moscow. Staff is also recommending a grant funding allocation of $20,000 per home to address the immediate needs of the housing crisis. These requests would distribute a total of $120,000 which would need to be obligated by December 31, 2024, and fully disbursed no later than December 31, 2026, as required by the ARPA and included in Resolution 2021-25. If these requests are approved by City Council, Staff will submit a letter of award subject to the program requirements to both non-profit entities.

PROPOSED ACTIONS: Recommend approval to award $20,000 to Habitat for Humanity and $100,000 to Moscow Affordable Housing Trust, subject to the guidelines and requirements of Resolution No. 2021-22 including Exhibit A – City Moscow Affordable Homeownership Grant Program and Resolution 2021-25 requirements of the American Rescue Plan Act; or provide staff further direction.

6. PMRA Terminal Financing Proposal and Resolution - Gary J. Riedner

On November 8, 2021, the City Council held a workshop to discuss the potential for participation in the Pullman Moscow Regional Airport (PMRA) Terminal Project, and to provide direction to staff. The Terminal Project, as proposed by the PMRA Board of Directors, required $10 million of local participation in the form of match for FAA grants and for non-FAA eligible construction costs. City Council directed that Moscow would participate in the Project up to $2 million, subject to conditions. Mayor Lambert sent a letter to Pullman Mayor Glenn Johnson, outlining Moscow's proposal. The Pullman City Council met on November 30, 2021, and agreed to also participate in the Terminal Project up to $2 million. Staff has prepared a draft Resolution for consideration, and a financing proposal for Moscow's participation in the PMRA Terminal Project.

PROPOSED ACTIONS: Recommend adoption of the draft Resolution and financing proposal for participation in the Pullman Moscow Regional Airport Terminal Project, or provide staff further direction.

REPORTS

Staff Report (if needed)

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 **November 22, 2021**	**3:00 PM**	**Council Chambers** **206 E. Third St.**

The meeting was called to order at 3:00 p.m.
PRESENT: Anne Zabala, Gina Taruscio, Art Bettge
OTHERS: Council Member Sandra Kelly, Council Member Brandy Sullivan, Mayor Lambert
STAFF: Gary Riedner, Aimee Hennrich, Mia Bautista, Tyler Palmer, Karl Riedinger, Taylor Riedner

REGULAR AGENDA

1. **Approval of Public Works/Finance Committee November 8, 2021 Minutes (ACTION ITEM) - Taylor Riedner**

The minutes were approved as presented.

2. **Lot Line Adjustment: 2015 and 2021 Crestwood Drive (ACTION ITEM) - Aimee Hennrich**

   The applicant, Rafik Itani, is requesting a lot line adjustment between two properties located at 2015 and 2021 Crestwood Drive. The proposed lot line adjustment would reduce the lot addressed as 2015 Crestwood Drive from 10,507 sf to 9,903 sf and expand the lot addressed 2021 Crestwood Drive from 13,009 sf to 13,613 sf. The applicant is requesting the lot line adjustment in order to conform to side yard setback requirements for future construction of a single-family dwelling upon 2021 Crestwood Drive. A foundation is already in place for 2015 Crestwood Drive. The subject properties are located within the Moderate Density, Single-Family Residential Zoning District (R-2). Within the R-2 Zoning District, lots with single-family dwellings require a minimum area of 7,000 sf and a minimum lot width of 60 feet. The proposed lot line adjustment meets both of these standards.

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

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

3. **Resolution Opting in the Opioid Litigation (ACTION ITEM) - Gary J. Riedner / Mia Bautista**

   The Attorney General's Office has drafted a proposed Allocation Agreement to govern how settlement funds will be split between the State and participating local governments. This Allocation Agreement would govern how settlement funds from the Nationwide Settlements and the Purdue and Mallinckrodt Bankruptcies are allocated. In order to be effective, this Agreement will need to be adopted by the State and either (1) eligible local governments with a population of more than 60% of the total population, or (2) eligible local governments with a population of more than 50% of the total population and including at least 15% of the counties. Local Governments can sign-on to the Allocation Agreement by authorizing a representative to sign on behalf of the City and by executing the sign-on form that is attached as an Exhibit to the Resolution. For additional information regarding the nationwide settlements, please see the Idaho Attorney General's website https://www.ag.idaho.gov/consumer-protection/opioid-settlement/

   PROPOSED ACTIONS: Recommend approval of the Proposed Resolution authorizing the City Attorney to enter into and to sign on the City's behalf the Idaho Opioid Settlement Intrastate Allocation Agreement and the National Opioid Settlement, or provide staff further direction.

Bautista introduced the item by reflecting on the current opioid litigation and a law firm pursuing litigation that contacted the City a year ago. At that point, Latah County had already filed suit. On September 13th, 2021, a letter from the Attorney General informed that the state of Idaho would participate in the settlement and asked the City to participate in the settlement agreement. The Attorney General's office provides a dedicated website for opioid litigation, which the link is included above. The presentation shared during the meeting is also located on the website. The presentation described what would happen should the City opt into the agreement and the impact should the City decide not to. Opioid statistics for Latah County were shared, including six opioid-related overdose deaths in 2018, seven deaths in 2017, two deaths in 2016, three in 2015, and three in 2014. Drugs involved in these deaths included fentanyl, methamphetamine, morphine, and more. Bautista explained that the more eligible governments entities opt into the agreement, the larger the claim. If all local agencies opt into the agreement, the maximum funds available to Idaho would be roughly $120 million. Eligible entities include counties, cities with a population over 10,000, school districts with more than 25,000 students, fire districts with populations over 25,000, and hospital districts with at least 25 beds. The injunctive relief of the agreement includes significant changes to prescription distribution and sale, increased accountability and oversight, delivery monitoring, and the prohibition of Johnson & Johnson selling or promoting opioids. To participate, the City of Moscow will need to pass a resolution and sign the participation forms releasing all opioid-related claims against Johnson & Johnson. The participation deadline is January 2nd, 2022. Allocation of funds would go towards abatement purposes such as treatment, education, counseling, and rehabilitation. The City is eligible to opt into transferring the funds to the health district and let them determine the allocation of funds. The Committee recommended approval and that it be placed on the Council regular agenda.

4. **Sewer General Facilities Charge (GFCs) Implementation (ACTION ITEM) - Tyler Palmer**

   The City of Moscow recently completed a utility rate and general facilities charge study with the assistance of FCS Group. A general facilities charge (GFCs) analysis was performed to calculate the allowable charges that the City may impose for new connections to both the water and sanitary sewer system. GFCs are one-time fees for new or redevelopment, and are used to recover a proportional share of the value of facilities required to provide service to those connections. A key component of the GFCs calculation is determining the number of users the system can support. As part of the study, FCS Group recommended that the City adopt an Equivalent Residential Unit (ERU) metric as the basis to calculate the per unit capacity demand of a new sewer connection. The City's sewer customer data was reviewed to determine the average sewage flow per single-family residential customer (unit), which in FY2019 was estimated at 131 gallons per day (gpd). City staff agreed that 131 gpd was a reasonable estimate for the City's sewer ERU value. In an effort to link the estimated capacity demand per unit to the assessment of GFCs in an equitable manner, staff are proposing that the City assess new GFCs on a plumbing fixture unit (PFU) basis, which is a measure of the maximum sewer flow potential of each customer by unit. One ERU, or 131 gpd, has been determined to be equivalent to 27 PFUs for Fiscal Year 2022, based on the three-year average (2018-2020) of PFUs per single-family unit. We will update the averages annually to calculate the PFU to ERU ratio. This results in a simple calculation of $96.89/PFU for FY22. This approach keeps our structure in compliance with established case-law for the application of GFCs. There is no minimum charge with this approach, allowing more equitable assessment of the costs for the impact of a given structure, resulting in savings for smaller units, which has a beneficial impact on affordable housing.

   PROPOSED ACTIONS: Recommend approval of amended sewer general facilities charges, or provide staff further direction.

Palmer introduced the item as written above and reflected on the rate study from 2020. This study ensures the rates being charged for services align with the cost of providing services. A recent case law in Northern Idaho where a municipality was charging for GFCs based on a specific equation. The court reviewed and established an equation and guidelines for which GFCs should be executed. When comparing this recommendation to the City's current charges, it indicated that it was charging less than the court formula allowed. However, this provided an opportunity to review the GFCs and align it with the case law. Accessory dwelling units (ADUs) would be charged just the additional plumbing fixtures. The Committee recommended approval and that it be placed on the Council regular agenda.

5. **FY2022 Fee Resolution Changes (ACTION ITEM) – Gary J. Riedner / Laurie M. Hopkins**

   On August 16, 2021, the City Council adopted Resolution 2021-15, establishing fees for services to take effect on October 1, 2021 (Fee Resolution). Since that time, staff discovered that there are four areas which are recommended for amendment. Those areas are: correcting the fee for water service rates for commercial accounts with 1.5 inch meter, amending Sewer General Facilities Charges (GFCs), adding the Magenta parking permit fee, and correcting the Sanitation tipping fee. Amendment of the Fee Resolution requires a public hearing pursuant to Idaho Code.

   PROPOSED ACTIONS: Recommend scheduling a public hearing at the regular City Council meeting of December 6, 2021 to consider adoption of 2021 Fee Resolution Amendments and adoption of the proposed Resolution, or provide staff further direction.

Riedner introduced the item as written above. The Magenta parking permit fee disappeared from the fee resolution roughly four or five years ago and must be reinstated. The lot is located near West Park School and is reserved for those teachers. Additional grammatical changes will also be made. A public hearing is required if there is a new fee or a fee increasing by greater than 5% and the reimplementation of the Magenta parking fee within the Resolution is considered new. The requirement for notice of a public hearing is two publications in the local newspaper no more than seven days apart. The committee forwarded the item to the full Council for public hearing.

REPORTS

Fleet Annual Report - Karl Riedinger

Palmer reflected on the Fleet department's expected levels of service and the staff available to accommodate. Riedinger introduced the Fleet's team members and their expertise they bring to the City. The most prominent aspect is preventative maintenance of all 240 pieces of equipment, including vehicles, generators, mowers, snowblowers, etc. They also perform tire services, fuel maintenance, and other small equipment maintenance throughout the City. Vehicle uplifting is also a significant focus in the department, particularly for police and fire vehicles. This eliminates the need to export vehicles for maintenance and repairs and saves substantial money. Technicians are provided with multiple training opportunities each year to keep up with new apparatuses, equipment upgrades, and certifications. Every applicable employee goes through eco driver training to promote carpooling, reduce idling, and improve overall vehicle operations. The Alternative Fuel Transition Plan involves transitioning each department's units to hybrid and eco-friendly vehicles. The department hopes to purchase their first fully electric pickup within the following year and a grant will also be submitted for an electric motor for the water treatment plant. Charging stations will be implemented at City facilities to allow overnight charging. Some larger equipment will require longer charge times and research is being done to maximize efficiency. The department's goal is to have training available for electric and hybrid vehicles to keep all maintenance in-house. Electric vehicles also have fewer moving parts, ultimately meaning fewer maintenance requirements.

Staff Report (if needed)

No report needed.

ADJOURN

The meeting adjourned at 3:55 p.m.

COMMITTEE STAFF REPORT

DATE: Monday, December 13, 2021

RESPONSIBLE STAFF

Sarah Banks, Finance Director

ADDITIONAL PRESENTER(S) OTHER RESOURCES

AGENDA ITEM TITLE

Disbursement Report November 2021 (ACTION ITEM) - Sarah Banks

DESCRIPTION

Accounts Payable Report for the month ending November 30,2021. A summary of the major expenditures has been approximated by category and represents 95% of the total expenditure of $2,557,468.82.

Payroll	$1,126,113.00
Professional Services	$84,870.00
Sanitation	$321,471.00
Capital Outlay	$158,347.00
Capital Outlay-Improvements	$39,262.00
Capital Outlay-Buildings	$262,238.00
Supplies	$115,697.00
Utilities	$74,210.00
Contractual Payments	$220,333.00
ACH Wells Fargo	$23,469.00
Total	**$2,426,010.00**

STAFF RECOMMENDATION

Approve the disbursement report and use of digital signatures to sign the Disbursements Report for the month of November 2021.

PROPOSED ACTIONS

PROPOSED ACTION: Approve and authorize the use of digital signatures to sign the Disbursements Report for the month of November 2021 or provide staff further direction.

FISCAL IMPACT

PERSONNEL IMPACT

ATTACHMENTS

1. Disbursement Report for November 2021
2. Cash & Investments Nov 2021
3. Revenue Report November 2021
4. Major Expenditures Report for November 2021

DISBURSEMENTS REPORT FOR NOVEMBER 2021

	FUND NAME	ACCOUNTS PAYABLE	ACCOUNTS PAYABLE	ACCOUNTS PAYABLE	ACCOUNTS PAYABLE	WELLSFARGO CC ACH	ACH	VOID CHECKS	PAYROLL	PAYROLL	GRAND TOTALS
DATE		11/4/2021	11/10/2021	11/18/2021	11/24/2021	11/9/2021 11/22/2021	11/18/2021	11/18/2021	11/5/2021	11/19/2021	
BATCH #		AP 11.5.2021	AP 11.12.2021	AP 11.19.2021	AP 11.26.2021	AP 11.9.2021 AP 11.22.2021	AP ACH 11.19.2021	AP 11.18.2021	ID24	ID25	
CHECK #'s		99807-99896	99897-99955	99956-100024	100025-100084	Novermber CC ACH's	Novermber ACH's	99884	21502-21503	21504-21507	
Fund #											**0.00**
101	**GENERAL**	33,926.71	169,834.00	25,994.31	28,170.58	10,019.59		(244.72)	341,215.08	355,782.74	**964,698.29**
105	**STREETS**	20,849.07	2,798.08	3,648.90	306.54	92.33			22,768.51	23,474.89	**73,938.32**
120	**RECREATION AND CULTURE**	9,352.96	474.76	8,227.80	644.64	1,595.08			55,177.93	52,790.93	**128,264.10**
121	**MSD COMM. PLAY FIELDS**								2,362.60	2,329.97	**4,692.57**
123	**1912 CENTER**	13,583.33									**13,583.33**
128	**TRANSIT CENTER**	469.32		2,364.85	1.99						**2,836.16**
220	**WATER**	27,462.78	6,646.94	37,803.56	15,617.63	560.34			48,735.35	47,366.50	**184,193.10**
230	**SEWER**	37,703.81	22,125.50	66,533.28	38,325.03	4,492.94	18,131.38		45,078.64	46,051.04	**278,441.62**
235	**STORMWATER**	436.74		293.69	103.50	33.03			5,482.31	8,646.21	**14,995.48**
240	**SANITATION**	946.64	108,993.51		11,747.50	272.88	196,326.10		7,227.39	7,326.62	**332,840.64**
290	**FLEET**	12,671.78	741.83	223.41	4,152.21	761.58			11,850.31	11,982.00	**42,383.12**
295	**INFORMATION SYSTEMS**	31,693.24	110,707.85	784.74	1,995.00	2,661.28		(8.54)	15,211.24	15,252.65	**178,297.46**
320	**WATER CAPITAL PROJECTS**			1,402.05							**1,402.05**
330	**SEWER CAPITAL PROJECTS**			18,919.67							**18,919.67**
340	**SANITATION CAPITAL PROJ**										**0.00**
350	**CAPITAL PROJECTS**	25,650.08		287,227.99	200.00	2,980.48	1,923.82				**317,982.37**
355	**LID CONSTRUCTION**										**0.00**
380	**HAMILTON - PARKS & REC**										**0.00**
590	**BONDS & INTEREST**										**0.00**
	TOTAL	**214,746.46**	**422,322.47**	**453,424.25**	**101,264.62**	**23,469.53**	**216,381.30**	**(253.26)**	**555,109.36**	**571,003.55**	**2,557,468.28**

WIRE Transfers:

______________________________ **Maureen Laflin**

______________________________ **Anne Zabala**

______________________________ **Sarah L. Banks, Finance Director**

______________________________ **Art Bettge**

City of Moscow
Cash and Investments
Balances as of 11/30/21

Fund		Year to Date Balance
General Fund	$	5,082,356.18
Street Fund	$	2,055,643.00
Culture & Recreation	$	1,184,412.96
MSDCPF	$	191,652.24
1912 Fund	$	58,645.17
Transit Center	$	129,507.27
Water Fund	$	2,574,454.72
Sewer / WRRF	$	4,049,545.03
Stormwater	$	(254,375.06)
Sanitation Fund	$	3,309,063.88
Fleet Fund	$	7,342,311.27
Information Systems	$	5,138,163.97
Water Capital	$	6,830,352.14
Sewer Capital	$	15,426,364.37
Stormwater Capital	$	418,600.00
Capital Projects	$	4,559,779.62
Sanitation Capital	$	6,861,351.85
LID construction	$	26,617.10
Hamilton	$	1,806,868.74
Bond & Interest	$	369,667.80
LID Funds	$	35,611.11
Payroll Service	$	1,169,452.15
Total Cash & Investments	**$**	**68,366,045.51**

RECEIPTS REPORT FOR NOVEMBER 2021

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	759.73	98,543.91	63,001.44	0.00	135,779.90	13,854.99	23,174.49	-6,505.50	15,985.00	4,477.67	349,071.63
105	STREETS	144.26	0.00	0.00	0.00	24,658.78	0.00	0.00	150.00	0.00	0.00	24,953.04
120	RECREATION AND CULTURE	0.00	0.00	0.00	0.00	9,355.68	0.00	0.00	408.87	203.00	0.00	9,967.55
121	MSD COMMUNITY PLAY FIELDS	0.00	0.00	0.00	5,721.92	0.00	0.00	0.00	0.00	0.00	0.00	5,721.92
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	1,510.82	0.00	0.00	0.00	0.00	0.00	1,510.82
220	WATER	0.00	0.00	0.00	0.00	490,401.91	0.00	567.35	0.00	0.00	0.00	490,969.26
230	SEWER	0.00	0.00	0.00	0.00	613,078.13	0.00	225.80	1,097.60	0.00	0.00	614,401.53
235	STORMWATER	0.00	0.00	0.00	0.00	48,062.41	0.00	0.00	0.00	0.00	0.00	48,062.41
240	SANITATION	0.00	0.00	0.00	0.00	491,888.13	0.00	0.00	0.00	0.00	0.00	491,888.13
290	FLEET	0.00	0.00	0.00	0.00	74,087.80	0.00	0.00	0.00	0.00	0.00	74,087.80
295	INFORMATION SYSTEMS	0.00	0.00	0.00	0.00	118,153.00	0.00	0.00	0.00	0.00	0.00	118,153.00
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	630.86	0.00	0.00	0.00	630.86
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	194.19	0.00	0.00	0.00	194.19
590	BOND & INTEREST	124.78	0.00	0.00	0.00	0.00	0.00	1.34	0.00	0.00	0.00	126.12
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	**1,028.77**	**98,543.91**	**63,001.44**	**5,721.92**	**2,006,976.56**	**13,854.99**	**24,794.03**	**-4,849.03**	**16,188.00**	**4,477.67**	**2,229,738.26**

Major Expenditures for November 2021

Professional Service

Schweitzer Engineering Laboratories	$	8,246.70
Credit resulting; Incorrect construction type (IIA) listed on plans, corrected to (IIB)		
Financial Consulting Solutions Group	$	11,747.50
Sanitation Rate Study Update		
AlienVault, Inc.	$	7,849.38
USM Appliance, All in one annual support and maintenance subscription		
BetterBuilt, LLC	$	4,650.00
Kennel Roof Replacement for Humane Society		
Evcar, Inc.	$	6,052.13
Janitorial services for multiple City locations		
Idaho State Police	$	3,125.00
Ilets fees, Whitcom		
Shi International Corp.	$	4,140.36
Microsoft Windows User CAL - Annual renewal		
Time Clock Plus	$	5,670.00
Annual Clockable employee License		
Ziply Fiber	$	3,389.70
PRI phone lines and long distance 10/19/21 - 11/18/21		
Auto Body Super Center	$	2,500.00
Claim C-21-02122-14583 vehicle 2-09 collision with deer		
Duke's Root Control, Inc.	$	27,499.53
Root removal service		
	$	**84,870.30**

Capital Outlay

Spokane Restaurant Equipment	$	3,379.29
Police services facility refrigeration equipment		
W.M Smith and Associates, Inc.	$	22,528.08
HLAC Pay App 2 play structure installation		
Digital Intelligence	$	108,975.00
ICAC Setup		
Aspect Consulting, LLC	$	3,310.50
Paradise Creek Flood Hazard Mitigation Study		
Germer Construction, Inc.	$	20,153.75
7th to 6th Street Sanitary Replacement Project		
	$	**158,346.62**

Sanitation

Finley Buttes Landfill	$	107,013.12
Garbage		
Latah Sanitation (ACH Payment)	$	214,457.48
	$	**321,470.60**

Supplies

NCL of Wisconsin, Inc.	$	5,122.38
Biochemical Oxygen Demand Incubator Replacement (Budgeted item)		
Solid Rock Gate Supply, Inc.	$	19,801.00
WRRF Entrance gate		
Cues, Inc.	$	31,496.67
Transporter 8' & Transporter 6" Budgeted items for Conveyance Dept.		
H.D Fowler Company	$	3,859.16
restock of meter boxes for customer services & yoke upgrades		
Phillip R. Stradley	$	5,149.66
Replaced breaker panel for Water Department that was failing		
L.N. Curtis & Sons	$	12,226.08
Turnouts: boots, helmets, gear bags, gloves		
Oxarc, Inc.	$	3,125.53
Chlorine and SO2		
Galls, LLC	$	6,560.40
Police department badges		
Grainger, Inc.	$	2,602.53
Biosolids Moisture Analyzer (Budgeted item)		
Grainger, Inc.	$	3,828.40
Storage Racks (Budgeted Item)		
Gordon Products, Inc.	$	2,622.20
Council Chambers Dias Chairs		
Granich Engineered Products, Inc.	$	8,142.48
Rotating Assembly for pumps (Budgeted item)		
Oxarc, Inc.	$	3,796.08
Chlorine, SO2 with delivery charge		
Phillip R. Stradley	$	7,364.20
WRRF Entrance Gate Electrical		
	$	**115,696.77**

Capital Outlay- Improvements

Youmans Excavation Service LLC	$	19,146.08
Improvement to existing water line on Ridgeview Addition 2		
Jeremy Klas	$	20,115.88
"F" Street retaining wall repair participation		
	$	**39,261.96**

Utilities

Avista Utilities	$	74,210.14
October 2021		
	$	**74,210.14**

Payroll

$ 1,126,112.91

Contractual Payments

Moscow Volunteer Fire Department	$	1,750.00
University of Idaho Bursar	$	3,900.00
Infosend, Inc	$	3,524.15
Moscow Chamber of Commerce, Inc.	$	4,250.00
Humane Society of the Palouse	$	4,434.67
Heart of the Arts	$	13,583.33
Whitcom 911	$	157,143.75
HRA VEBA Trust	$	8,378.17
Alta Science and Engineering	$	17,246.30
American Building Maintenance, Co.	$	6,122.71
	$	**220,333.08**

ACH Wells Fargo

Commercial Card Expense- October 29th	$	8,493.51
Commercial Card Expense- November 5th	$	4,603.69
Commercial Card Expense- November 12th	$	5,762.12
Commercial Card Expense- November 29th	$	4,610.21
	$	**23,469.53**

Capital Outlay- Buildings

Wellens Farwell, Inc.	$	250,227.82
Police Services Facility Construction Pay App.#17		
Columbia Fitness	$	3,122.00
Police Services Factility Wellness Room Flooring FY22		
Canon Solutions America, Inc.	$	8,888.00
IMAGERUNNER ADVANCE DX C5840I for Police Department		
	$	**262,237.82**

Major Expenditures $ 2,426,009.73 95% of the total expenditures of $2,557,468.28

Large Expenditures

Duke's Root Control, Inc.	$	27,499.53
Root removal service		
W.M Smith and Associates, Inc.	$	22,528.08
HLAC Pay App 2 play structure installation		
Digital Intelligence	$	108,975.00
ICAC Setup		
Whitcom 911	$	157,143.75
Services October - December 2021		
Germer Construction, Inc.	$	20,153.75
7th to 6th Street Sanitary Replacement Project		
Solid Rock Gate Supply, Inc.	$	19,801.00
WRRF Entrance gate		
Cues, Inc.	$	31,496.67
Transporter 8' & Transporter 6" Budgeted items for Conveyance Dept.		
Youmans Excavation Service LLC	$	19,146.08
Improvement to existing water line on Ridgeview Addition 2		
Jeremy Klas	$	20,115.88
"F" Street retaining wall repair participation		
Wellens Farwell, Inc.	$	250,227.82
Police Services Facility Construction Pay App.#17		

Total: **$677,087.56**

COMMITTEE STAFF REPORT

DATE: Monday, December 13, 2021

RESPONSIBLE STAFF

Alisa Anderson, Grants Manager, Nate Suhr, Senior Engineering Technician

ADDITIONAL PRESENTER(S) | OTHER RESOURCES

AGENDA ITEM TITLE

Child Pedestrian Safety Grant Application (ACTION ITEM) - Nate Suhr / Alisa Anderson

DESCRIPTION

The City of Moscow staff have identified the area around Moscow Middle School as an excellent candidate for a Child Pedestrian Safety (CPS) grant. The current scope of the project includes pedestrian improvements at the intersection of 'D' Street and Mountain View Road and the intersection of 'B' Street and Cleveland Street. The improvements would connect to previous pedestrian safety improvements with the goal of closing gaps in the pedestrian pathway and sidewalk network while also providing additional pedestrian-friendly drop-off points to help reduce the congestion that happens during the pick-up and drop-off times of the school day.

The area of focus for the proposed project is home to many educational facilities for the City. Within one (1) mile of the 'D' Street and Mountain View Road intersection there are two public Elementary Schools, a Charter School that serves K-8th grade, a Private School that serves K-8th grade, and a Middle School. These schools serve approximately 55 percent of the public students in the Moscow School District and 78 percent of the K-8th grade group. With such a high percentage of younger students, ensuring that there is a comprehensive sidewalk and pathway system is critical to providing an opportunity for the more tentative pedestrians to walk or bike to school through the creation of a pedestrian-friendly corridor.

The 'D' Street and Mountain View Road intersection will be modified to eliminate the left-turn lanes, reducing the maximum number of drivers that can be stopped at the intersection from eight to four. The goal of the modification is to reduce the number of lanes that a student or crossing guard attempting to cross the intersection will have to monitor while crossing. This configuration will provide a similar lane setup as the current pilot program, but rather than placing islands in the center of the road, this project will reduce the number of lanes by extending the curb towards the center lane. This will provide more area behind the walk for pedestrians while reducing the visual clutter.

The 'B' Street and Cleveland Street intersection is located at the south end of the pathway through Oylear Field and is a common alternative drop-off location. In the proposed project, the 'B' Street curb will be extended and the spur of Cleveland Street will be reconstructed to optimize the drop-off area and promote the use of alternative drop-off locations. To promote pedestrian activity, the asphalt portion of the unused street spur will be removed and a pedestrian mixing area will be created to further the use of the pedestrian pathway that extends along Cleveland Street from 'F' Street in the north to Sixth Street in the south.

The current project cost is not anticipated to exceed $300,000 and the Child Pedestrian Grant has a maximum funding amount of $250,000. The additional funding will come from the City's Sidewalk Program accumulation.

STAFF RECOMMENDATION

Authorize City staff to submit a Child Pedestrian Safety Grant request of $250,000 with total project costs not to exceed $300,000.

PROPOSED ACTIONS

PROPOSED ACTIONS: Authorize City staff to submit a Child Pedestrian Safety Grant request of $250,000 with total project costs not to exceed $300,000; or provide staff further direction.

FISCAL IMPACT

There is no match required for the CPS Grant but the City would be responsible for any costs over $250,000. The additional funding would be expended from the City's Sidewalk Program accumulation.

PERSONNEL IMPACT

The project will be administered, designed, and inspected by City of Moscow staff.

ATTACHMENTS

1. Children-Pedestrian-application-2021_final_fillable

Children Pedestrian Safety Program: 2021 Application

Idaho Cities, Counties, and Highway Districts

Submittal Deadline: December 16, 2021, 4:00 p.m. MST

Local Highway Technical Assistance Council
3330 Grace Street
Boise, Idaho 83703
208-344-0565
Fax 208-344-0789
www.lhtac.org

INCLUDED IN THIS PACKET

1. APPLICATION INFORMATION

1.1 PROGRAM BACKGROUND

During Governor Little's 2021 State of the State address he requested one time funding for bicycle and pedestrian projects, herein called Children Pedestrian Safety. House Bill 308 provided one time money for Children Pedestrian Safety Program projects in the amount of $2M. The Local Highway Technical Assistance Council (LHTAC) will administer the Children Pedestrian Safety Program. Eligible projects must be related to maintenance, and address safety and mobility.

Similar to the Local Strategic Initiatives program the project should be "shovel ready" and construction must be completed by late fall/early winter 2021.

ELIGIBLE PROJECTS:
Projects should be "bid ready" within 90 days of award. The bicycle and pedestrian projects must still be considered maintenance. This includes but is not limited to;

- paths/sidewalks along or adjacent to an existing roadway
- connecting sidewalks/paths between two terminal points
- ADA ramps
- pedestrian crossing facilities across an existing roadway including signing and/or signalization
- paving an existing pathway

APPLICATION:
The application for the Children Pedestrian Safety Program is included in this package, and can be found on the LHTAC website, www.LHTAC.org, under the Programs Heading. The submittal package consists of the application sheet, the signed program agreement and a schedule to complete the project.

The application is due Thursday December 16 at 4:00 p.m. MST and should be submitted electronically to applications@lhtac.org. The applications will be scored by members of the Transportation Alternatives Program (TAP) Selection and Evaluation Committee. Applicants will be notified of award in March, with funds available shortly thereafter. **Limit one application per City, County, or Highway District.**

FUNDING:
Funding for this program will be awarded as a grant, with a maximum of award of $250k. The awarded agency is responsible for the administration of the project, and for completing the project within the timeframe given. The grant funds CANNOT be used for development services fees, project match, education/outreach, or to reimburse the local agency for any equipment or employee cost.

All expenditures of these funds must follow the Idaho Local Governments "Procurement and Public Works Contracting" guidelines available on the LHTAC website in the Children Pedestrian Safety section. Idaho Statutes for Public Works Contractors and Idaho Code for procurement must be followed. For additional information, please contact LHTAC at (208) 344-0565.

2. PROGRAM GUIDANCE

2.1 PROGRAM GUIDANCE FOR 2021

Statement of Purpose: To share guidelines for the new program addressing Children Pedestrian Safety per House Bill 308.

Team: Idaho Local Highway Technical Assistance Council

Proposed guidelines and/or rules:

Basic Structure:
- Application available by September 20, 2021
- Application due Thursday December 16, 2021
- Projects should be “bid ready” within 90 days of award, approximately June 16th, 2022
- Project completed by December 9, 2022
- City, County, or Highway District required to submit a signed agreement with terms of program
- Projects along state route will require concurrence from the ITD District, and include a maintenance agreement

Application:
- One joint (state and local) application process for the program
- Applications can be on the local system, state system, or both systems
- Limit of one application per City, County, or Highway District

Scoring:
- Transportation Alternatives Program (TAP) Selection and Evaluation Committee to score applications
- LHTAC staff to provide project recommendations to the LHTAC Council

Funding:
- Fund up to $2M in projects
- Funding anticipated in early spring 2022
- Maximum award of $250K
- Provided as a “grant” for project awarded
- Unused funds to be returned
- No match required however local is responsible for project administration
- Local can contribute in-kind services to stretch limits of the project

Eligible use of funds:
- Purchase material (state procurement rules must be followed)
- Hire contractor to perform work (state procurement rules must be followed)
- CANNOT be used for salaries, equipment fees, or to reimburse sponsor agency for any work
- CANNOT be used for other project match, education, or outreach
- CANNOT be used for project development services or fees

Eligibility:
- Must be local agency to receive funds
- Must be “maintenance” of existing pedestrian facility or adjacent to an existing roadway
- Failure to complete project or comply with terms could jeopardize the opportunity for future funds

3. APPLICATION

CPS

3.1 APPLICATION QUESTIONS

Project Title:____
City, County, or Highway District Name: ____
Mailing Address (This can be a PO Box): ____
Physical address (we cannot send checks FedEx to a PO Box): ____________________________________

*Contact Name: ____
Phone: ____
Email: ____
*Please list the person from your agency we should call if we have any questions on this project application.

Amount Requesting: ____
Total Amount of Project: ____
Amount and source of other funds: ____

Include a copy of the project ***Schedule***.
Include a copy of the ***Program Agreement and Maintenance Agreement if applicable.***

Please provide the following supportive information in the order listed below.

1. How does your project provide direct impact to children pedestrians? (limit ½ page)

2. How does your project address safety? Do you have evidence or data to support your answer? (limit 1 page)

3. How does your project address mobility? Does it tie into an existing pedestrian system and/or provide connectivity? Is it supported by a transportation and/or pedestrian plan? (limit ½ page)

4. Do you own the right-of-way or easements for your project? If not, do you have commitment letters and/or agreements to ensure the right-of-way or easements can be acquired timely for assurance that the project can be completed within the specified time frame?

5. Do you have support from your community and/or neighboring agencies? Limit 5 pages (can be letters, emails, etc.).

6. Do you have letters of commitment from other partners to perform work or donate services/material to complete the project (beyond project funds)?

3.2 PROGRAM AGREEMENT FORM

Please complete the form and have a signing authority sign the bottom of the form.
Return this form with your completed application.

City, County or Highway District: ____

Signing Authority: ____

Position: ____

Project Name: ____

Receiving this grant requires the City, County, or Highway District agrees to the following program requirements;

- Receive concurrence from ITD if the project is in the state right-of-way or along a state route (provide verification with your application).
- Pay for and/or complete project design and plans.
- Provide LHTAC with a construction schedule before construction begins.
- Prepare mid-project update to LHTAC by September 9, 2022.
- Follow State Procurement Rules for advertising, bidding and award of contracts.
- Provide accounting, before and after pictures and close-out summary form upon project completion.
- Complete project construction by December 6, 2022.

ACKNOWLEDGED BY

____

SIGNATURE

4. SCORING

4.1 SUGGESTED SCORING

1. Children; 20 pts
   a. If project primarily impacts children; 16-20 pts
   b. Equal number of children and other users; 8-15 pts
   c. Primarily other recreational users; 1-7 pts

2. Safety; 20 pts
   a. If answer includes hard data (crashes, reported near misses, skid marks etc) and does an excellent job of explaining safety impacts; 16-20 pts
   b. If answer includes soft data, and excellent job of explaining safety impacts; 10-15 pts
   c. If answer includes no data, and does an excellent job of explaining safety impacts; 3-9 pts
   d. If answer does an adequate job of explaining safety impacts; 1-2 pts

3. Mobility; 20 pts
   ** If project is supported by a transportation/pedestrian plan, add 1 pt to score below **
   a. If project is connecting existing pedestrian system; 16-19 pts
   b. If project is providing connectivity between destinations/locations or improving existing facilities; 12-15 pts
   c. If project enhances mobility at a crossing; 8-11 pts
   d. ADA Ramps and/or other projects; 1-7 pts

4. R/W or easements; 10 pts
   a. If no R/W is needed (own property, have executed agreements, etc); 10 pts
   b. If agency has letters of commitments; 4-8 pts
   c. R/W needs to be acquired; 1-3 pts

5. Support; 10 pts
   a. Unique, diverse, and excellent letters or statement of support; 8-10 pts
   b. Form letters or non-diverse letters of support; 4-7 pts
   c. Poor community support; 1-3 pts

6. Partners; 5 pts
   a. Various commitments, letters, services, etc; 1-5 pts

COMMITTEE STAFF REPORT

DATE: Monday, December 13, 2021

RESPONSIBLE STAFF

Bill Belknap, Deputy City Supervisor - Community Planning and Design

ADDITIONAL PRESENTER(S) OTHER RESOURCES

Alisa Anderson, Grants Manager

AGENDA ITEM TITLE

ARPA Small Business and Nonprofit COVID-19 Assistance Grant Program Proposal (ACTION ITEM) - Bill Belknap / Alisa Anderson

DESCRIPTION

Under the American Rescue Plan Act (ARPA), state and local governments were allocated funding to respond to the economic impacts of the COVID-19 pandemic. The City of Moscow was allocated $5,528,399 with a wide range of eligible uses including direct response to the pandemic, small business and nonprofit assistance and water, sewer and broadband infrastructure. The City Council conducted a workshop on October 25, 2021 and provided guidance to allocate $750,000 for a small business and non-profit assistance program, $150,000 for affordable housing, $1,000,000 for stormwater infrastructure and $3,628,399 for water system infrastructure. Staff has prepared an outline for the small business and nonprofit assistance program for the Committee's review and direction.

STAFF RECOMMENDATION

Recommend approval of ARPA Small Business and Nonprofit COVID-19 Assistance Grant Program.

PROPOSED ACTIONS

PROPOSED ACTIONS: Recommend approval of ARPA Small Business and Nonprofit COVID-19 Assistance Grant Program or provide staff further direction.

FISCAL IMPACT

PERSONNEL IMPACT

ATTACHMENTS

1. Small Business Non-Profit Program Resolution Final Draft

RESOLUTION NO. 2021 -

A RESOLUTION OF THE CITY OF MOSCOW, IDAHO, A MUNICIPAL CORPORATION OF THE STATE OF IDAHO, AUTHORIZING AND ESTABLISHING THE CITY OF MOSCOW AMERICAN RESCUE PLAN ACT SMALL BUSINESS AND NON-PROFIT COVID-19 RECOVERY GRANT PROGRAM WITHIN THE CITY; PROVIDING THIS RESOLUTION TO BE EFFECTIVE UPON ITS PASSAGE AND APPROVAL

WHEREAS, the health and safety of all citizens of the city of Moscow is the greatest priority and is of the upmost importance to the Mayor and City Council; and

WHEREAS, Idaho Code § 50-302, enables cities to promote the general welfare of its citizens; and

WHEREAS, since the first case of coronavirus disease 2019 (COVID–19) was discovered in the United States in January 2020, the disease has infected over 48 million and killed 781,963 Americans as of December 1, 2021[1]; and

WHEREAS, as businesses weathered closures and sharp declines in revenue, many were forced to shut down, especially small businesses[2]; and

WHEREAS, the pandemic's impacts on behavioral health, including the toll of pandemic-related stress, have increased the need for behavioral health and other social and community resources; and

WHEREAS, on March 11, 2021, the American Rescue Plan Act (ARPA) was signed into law by the President, and referenced in 16 Section 9901 of ARPA amended Title VI of the Social Security Act 17 (the Act) to add Section 602, which establishes the Coronavirus State Fiscal Recovery Fund, and section 603, which establishes the Coronavirus Local Fiscal Recovery Fund (together, the Fiscal Recovery Funds).[3]

WHEREAS, the Fiscal Recovery Funds are intended to provide support to state, local, and tribal governments (together, recipients) in responding to the impact of COVID–19 and in their efforts to reduce COVID–19 impacts on their communities, residents, and businesses; and

WHEREAS, the Council supports this policy and wishes to adopt it by Resolution in order to accomplish the purposes stated herein;

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

[1] Centers for Disease Control and Prevention, COVID Data Tracker, http://www.COVID.cdc.gov/COVID-data-tracker/#datatracker-home (last visited December 12, 2021)
[2] 6 Joseph R. Biden, Remarks by President Biden on Helping Small Businesses (Feb. 22, 2021), https://www.whitehouse.gov/briefing-room/speeches- remarks/2021/02/22/remarks-by-president-biden-on-helping-small-businesses/.
[3] Sections 602, 603 of the Act

1. That the City of Moscow American Rescue Plan Act Small Business and Non-Profit COVID-19 Recovery Grant Program attached hereto as Exhibit "A" is adopted;

2. That this Resolution shall become effective as of the 20th day of December, 2021.

PASSED AND APPROVED by the Mayor and the City Council of the City of Moscow, Idaho, this 20th day of December, 2021.

____
Bill Lambert, Mayor

CERTIFICATION and ATTESTATION. I hereby certify that the above is a true copy of a Resolution passed at a regular meeting of the City Council, City of Moscow, held on __________ ______, 2021 and attest to the Mayor's signature.

____
Laurie M. Hopkins, City Clerk

Exhibit A

City of Moscow
American Rescue Plan Act Small Business and Non-Profit COVID-19 Recovery Grant Program

1) **Definitions:** For the purpose of the City of Moscow American Rescue Plan Act (ARPA) Small Business and Non-Profit COVID-19 Recovery Grant Program, the words and terms used herein are defined as follows:
   a) _Direct Costs:_ Direct costs shall include any costs incurred in response to the COVID-19 pandemic including infection prevention measures such as purchase of personal protective equipment, installation of physical barriers or partitions, enhanced cleaning efforts, COVID–19 vaccination, testing, or contact tracing programs, on-line service delivery programs, and similar expenses as approved by the City.
   b) _Operational Costs:_ Operational costs shall include rent, supplies, utilities, marketing, training, payroll and payroll expenses including healthcare premiums.
   c) _Substantial Reduction in Net Income:_ Substantial reduction in net income shall be demonstrated by documentation of a reduction of revenues and/or increase in expenses that resulted in a reduction of net income by twenty-five percent (25%) or more when compared to pre-pandemic conditions. For the purposes of this program recipients will compute the extent of the reduction in net income by comparing actual net income to what could have been expected to occur in the absence of the pandemic. This approach measures losses in net income relative to the most recent fiscal year prior to the COVID–19 public health emergency by using the most recent pre-pandemic fiscal year as the starting point for estimates of net income projections absent the pandemic.

Small Business and Non-Profit Grant Program

1) Program Description
Grant funding will be made available to small business and nonprofit organizations located within the City of Moscow that have experienced adverse economic impacts from the COVID-19 pandemic. Funding is intended to assist with increased expenses and/or reductions in revenues that have resulted from the COVID-19 pandemic.

2) Eligible Entities
Applicants must be a non-profit organization with at least one (1) employee or a small business with less than fifty (50) employees that is located within the City of Moscow. Entities who have previously been disbarred by any state or federal agency or who are actively involved in a bankruptcy proceeding shall not be eligible

3) Eligible Expenses
Eligible expenses shall include direct costs, and those costs incurred in response to the COVID-19 pandemic, as well as operational costs (including rent, supplies, utilities, marketing, training, payroll and payroll expenses to include healthcare premiums), where COVID-19 has resulted in a demonstrated substantial reduction in net income that has resulted from revenue reduction and/or

operational expense increases when compared to the pre-pandemic levels. Applicants may not request assistance with expenses/losses that have been previously claimed and reimbursed from prior state or federal assistance programs.

In order to be eligible for operational cost reimbursement the applicant shall provide the following documentation:

a) Three years of financial statements to demonstrate revenue reduction;
b) Bank statements for 2021 and 2022 to date;
c) Tax returns for last 3 tax years;
d) Personal financial statement;
e) Nonprofit organizations must provide 990 forms for the preceding three years; and
f) Form W-9.
g) Disclosure of private, local, state and federal assistance received, including the application for said assistance, along with all documentation affiliated with such request and grant of funding, for the last three years.

4) <u>Eligible Expense Period</u>

All requests for reimbursement shall be for expenses incurred in the 2021 calendar year, or to be incurred within the 2022 calendar year.

5) <u>Maximum Grant Award</u>

Maximum grant awards shall be limited to fifteen thousand dollars ($15,000), unless otherwise approved by the City Council, and shall depend upon available funding and program interest. The City reserves the right to award a portion of an applicant's request.

6) <u>Application Form</u>

All applications for grant funding shall be submitted upon the application form provided by the City and shall include all necessary documentation to ensure that the request for assistance is in conformance with this Program and all associated American Rescue Plan Act requirements.

7) <u>Application Review Process</u>

All applications for grant funding will be reviewed by a three-member Review Committee that will review the request and associated documentation to ensure conformance with the program as described herein. Applicants that may be recommended for denial will be provided with the opportunity to provide additional supporting information and may request reconsideration. The Review Committee shall make a recommendation to the City Council who will review the recommendation and make the final decision upon the grant request.

8) <u>Grant Agreement</u>

Applicants will be required to sign a Grant Agreement acknowledging and agreeing to comply with the grant terms; funds will then be disbursed to applicants within thirty (30) days of the Council approval of the award and receipt of the signed grant agreement.

9) <u>Grant Report</u>

All recipients shall file a report, upon a form provided by City, by no later than January 31, 2023, to document the use of the grant funds in compliance with the program and the American Rescue Plan Act requirements. The City reserves the right to request additional information of the recipients as deemed necessary and appropriate. If it is determined the recipient did not expend the funds in accordance with the Grant Agreement, it may constitute an Event of Default under the Grant Agreement, and the recipient may be required to repay the grant award to the City. By acceptance of the grant, recipient agrees to keep all documentation related to this program for a period of five (5) years and to comply with information requests that may include use of photos or business logos and participation in this program will be made available to the public.

Community and Social Services Non-Profit Grant Program

10) Program Description

Grant funding will be made available to non-profit organizations for the development and delivery of new or expanded service programs designed in response to the COVID-19 pandemic. Such programs shall be consistent with the non-profits mission and shall include evidenced based intervention measures that have been demonstrated to be successful in addressing the social and/or community need, and be responsive to the public health emergency and its negative social and economic impacts upon low-income and socially vulnerable communities.

11) Community Service Areas

Grant awards shall be limited to the following community service areas unless otherwise approved by the City Council:

- Services to address homelessness including the provision of emergency and transitional housing services, and access to stable and affordable housing;
- Behavior health services including mental health and substance misuse treatment, crisis intervention and domestic abuse intervention and prevention programs;
- Nutritional assistance services including food banks, food assistance programs and similar services provided to households in need; and
- Educational services and practices to address the academic needs of students including tutoring, summer school, afterschool and other extended learning programs that address the educational, social, emotional, and mental health needs of students.

12) Eligible Entities

Applicants must be a 501(c)(3) non-profit organization, must not be classified as a foundation, must provide direct assistance and services to Moscow residents, and must have a primary mission that is within one or more of the community service areas contained herein. The non-profit organization must have at least one (1) employee and must be registered with, and current in all required documentation by the Idaho Secretary of State.

13) Grant Awards

Maximum grant awards shall be limited to twenty-five thousand dollars ($25,000) and shall depend upon available funding and program interest. The City reserves the right to award a portion of an applicant’s request. In such cases, the City shall allow the applicant to amend their program and budget proposal to reflect the amount of the grant award.

14) Grant Agreement
Applicants will be required to sign a Grant Agreement acknowledging and agreeing to comply with the grant terms; funds will then be disbursed to the approved individual non-profit. The City will award grant funds in a single disbursement.

15) Eligible Expense Period
All grant funds shall be expended within two (2) years of the grant award or by December 31, 2023, which ever comes first. Any portion of the grant funds that are not expended by that time shall be returned to the City by no later than January 31, 2024.

16) Grant Report
The non-profit recipient will provide a Grant Report to the City once all funds are expended, providing documentation that funds were spent in compliance with the Spending Plan. The City will evaluate the non-profit's compliance with the Grant program. The City reserves the right to request additional information of the recipients as deemed necessary and appropriate. If it is determined the non-profit did not expend the funds consistent with the Spending Plan/Eligible Activities, it may constitute an Event of Default under the Grant Agreement.

In the twelve (12) months following execution of the Grant Agreement, information may be requested from each grantee. If contacted by the City, all awardees will be required to provide an update on their operations, including if additional employees have been hired or employees retained or if there has been an increase in the number of Moscow residents and/or businesses served. By acceptance of the grant, the non-profit agrees to keep all documentation related to this program for a period of five (5) years and to comply with information requests that may include use of photos or business logos and participation in this program will be made available to the public.

COMMITTEE STAFF REPORT

DATE: Monday, December 13, 2021

RESPONSIBLE STAFF

Alisa Anderson, Grants Manager

ADDITIONAL PRESENTER(S) OTHER RESOURCES

Bill Belknap, Deputy City Supervisor - Community Planning and Design

AGENDA ITEM TITLE

Affordable Homeownership Grant Program Awards (ACTION ITEM) - Alisa Anderson / Bill Belknap

DESCRIPTION

The Mayor and City Council have recognized "Lack of Affordable Housing Creates Economic Disadvantages" as a Major Challenge Area in their Strategic Plan; therefore, they allocated $30,000 in the adopted FY2022 Budget to address this issue. Based on this allocation, Staff presented to the Council Resolution No. 2021-22 to include Exhibit A establishing the City of Moscow Affordable Homeownership Grant Program, which was approved and went into effect November 15, 2021.

Additionally, the City Council conducted a workshop on October 25, 2021, to discuss the American Rescue Plan Act (ARPA) funding allocation to be received by the City to respond to the economic impacts of the COVID-19 pandemic. During the workshop, City Council provided guidance to Staff to allocate $150,000 to Affordable Housing. On November 8, 2021, Staff presented to the Public Works Finance Committee a Resolution adopting the uses for the City's allocation of ARPA funding. The Committee recommended the Resolution be reviewed by City Council on December 6, 2021. At this meeting, the City Council approved Resolution No. 2021-25 which included $150,000 allocated to Affordable Housing Assistance to be distributed according to the City of Moscow Affordable Homeownership Grant Program.

Following the approval of Resolution No. 2021-22 including Exhibit A, letters requesting assistance under the newly established Program were received from two local non-profit organizations whose missions are to provide affordable housing. The requests, which are attached to this report, were from Habitat for Humanity, received on November 19, 2021, and Moscow Affordable Housing Trust on November 29, 2021.

Staff has reviewed both requests and the supporting documentation provided by each non-profit and have determined both are qualified to receive assistance as outlined in the Resolutions and the Affordable Homeownership Grant Program. Habitat for Humanity is requesting assistance for one (1) home and Moscow Affordable Housing Trust is requesting funds to support five (5) homes. Based on these requests and the critical need for affordable housing, Staff is recommending approval of both to assist with six (6) homes within the City limits of Moscow. Staff is also recommending a grant funding allocation of $20,000 per home to address the immediate needs of the housing crisis. These requests would distribute a total of $120,000 which would need to be obligated by December 31, 2024, and fully disbursed no later than December 31, 2026 as required by the ARPA and included in Resolution 2021-25. If these requests are approved by City Council, staff will submit a letter of award subject to the program requirements to both non-profit entities.

STAFF RECOMMENDATION

Recommend approval to award $20,000 to Habitat for Humanity and $100,000 to Moscow Affordable Housing Trust subject to the guidelines and requirements of Resolution No. 2021-22 including Exhibit A – City Moscow Affordable Homeownership Grant Program and Resolution 2021-25 requirements of the American Rescue Plan Act.

PROPOSED ACTIONS

PROPOSED ACTIONS: Recommend approval to award $20,000 to Habitat for Humanity and $100,000 to Moscow Affordable Housing Trust, subject to the guidelines and requirements of Resolution No. 2021-22 including Exhibit A – City Moscow Affordable Homeownership Grant Program and Resolution 2021-25 requirements of the American Rescue Plan Act; or provide staff further direction.

FISCAL IMPACT

FY2022 Budget $30,000 Affordable Housing and ARPA $90,000.

PERSONNEL IMPACT

The City of Moscow Affordable Homeownership Grant Program will be managed and administered by the Grants Managers under the direction of the Deputy City Supervisor of Community Development and the City Supervisor. Financial oversight will also be provided by the Director of Finance.

ATTACHMENTS

1. Resolution 2021-22 Adoption of Affordable Housing Program
2. Resolution 2021-25 Allocation of ARPA Funds
3. City of Moscow Affordable Housing Letter of Interest
4. MAHT Cover Letter 11.29

RESOLUTION NO. 2021 – 22

A RESOLUTION OF THE CITY OF MOSCOW, IDAHO, A MUNICIPAL CORPORATION OF THE STATE OF IDAHO, AUTHORIZING AND ESTABLISHING AN AFFORDABLE HOUSING GRANT PROGRAM WITHIN THE CITY; PROVIDING THIS RESOLUTION TO BE EFFECTIVE UPON ITS PASSAGE AND APPROVAL.

WHEREAS, the health and safety of all citizens of the city of Moscow is the greatest priority and is of the upmost importance to the Mayor and City Council; and

WHEREAS, Idaho Code § 50-302, enables cities to promote the general welfare of its citizens; and

WHEREAS, the cost to rent or purchase housing has become less affordable for millions of people and families across the Pacific Northwest including residents within the City of Moscow; and

WHEREAS, according to Multiple Listing Service and the U.S. Bureau of Labor Statistics data, from 2015 to 2019, the average home sales price increased by more than 25%, while per capita incomes only grew by 10%, and the average home sale price in the City of Moscow increased an additional 12.2% between 2019 to 2020; and

WHEREAS, studies have shown affordable housing encourages social connection, reduces overcrowding, increases adjacent property values, attracts businesses and jobs, and lowers crime rates; and

WHEREAS, it is the policy of the City of Moscow (hereinafter "City") to encourage equal opportunity in housing for all persons regardless of race, color, religion, gender, national origin, disability, familial status, sexual orientation, or gender identity/expression; and

WHEREAS, The City of Moscow supports the development of affordable housing within Moscow, believes it is a benefit to the Moscow community as a whole and serves an important public purpose and has established an Affordable Homeownership Program to promote and encourage non-profit organizations to collaborate and work cohesively as a community on this issue; and

WHEREAS, the Mayor and City Council have recognized that "Lack of Affordable Housing Creates Economic Disadvantages" as a major challenge area in its Strategic Plan, and has included funding in its adopted Fiscal Year 2022 budget to address the issue; and

WHEREAS, the Council supports this policy and wishes to adopt it by Resolution in order to accomplish the purposes stated herein;

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

1. That the City of Moscow Affordable Homeownership Grant Program attached hereto as Exhibit "A" is adopted;

2. That this Resolution shall become effective as of the 15th day of November, 2021.

PASSED AND APPROVED by the Mayor and the City Council of the City of Moscow, Idaho, this 15th day of November, 2021.

Bill Lambert

____
Bill Lambert, Mayor

CERTIFICATION and ATTESTATION. I hereby certify that the above is a true copy of a Resolution passed at a regular meeting of the City Council, City of Moscow, held on November 15, 2021 and attest to the Mayor's signature.

CITY OF MOSCOW
INCORPORATED
JULY 12
1887
STATE OF IDAHO

Laurie

____
Laurie M. Hopkins, City Clerk

EXHIBIT A

City of Moscow Affordable Homeownership Grant Program

1) **Overview:** The cost to rent or purchase housing has become less affordable for millions of people and families across the Pacific Northwest, and Moscow is no exception. From 2015 to 2019, the average home sales price increased by more than 25%, while per capita incomes only grew by 10%, and the average home sale price in the City of Moscow increased an additional 12.2% between 2019 to 2020. Studies have shown affordable housing provides community stability, encourages social connection, increases adjacent property values, attracts businesses and jobs, and lowers crime rates. The City of Moscow supports the development of affordable housing within Moscow and has established an Affordable Homeownership Program to promote and encourage non-profit organizations to collaborate and work cohesively as a community on this issue.

1) **Definitions:** For the purpose of the Affordable Homeownership Grant Program, the words and terms used herein are defined as follows:
   a) *Affordable*. Where the cost of housing including principal, interest, taxes, private mortgage insurance, land leases payments, homeowner's association dues and utilities do not exceed thirty-five percent (35%) of the buyer's monthly gross income.
   b) *AMI*. The Latah County Annual Median Household Income as published by the U.S. Department of Housing and Urban Development.
   c) *Buyer*. The individual or family that is the intended purchaser of an affordable housing unit.
   d) *City*. The City of Moscow, Idaho.
   e) *Council*. The City of Moscow City Council
   f) *Non-Profit Housing Developer*. A non-profit organization with a mission that is focused on the creation, renovation, preservation, operation, and maintenance of affordable housing.
   g) *Owner Occupied*. A property owner, as reflected in real property records, who makes their legal residence at the property, as evidenced by voter registration or similar means and actually resides at the property for more than six (6) months out of any given year. Owner occupancy may also include a named natural person with an ownership or benefit in a private trust, but shall not extend to corporate trusts.
   h) *Community Land Trust*. A trust created to effectuate a real estate ownership arrangement in which the trustee holds legal and equitable title to the property subject to the provisions of a trust agreement setting out the rights of the beneficiaries whose interests in the trust are declared to be personal property.
   i) *Program*. The City of Moscow Affordable Homeownership Grant Program.
   j) *Subsidy Retention*. A mechanism which is a legally binding restriction upon the future housing unit sale price in accordance with an approved inflationary income index to ensure the housing unit remains affordable in perpetuity.
   k) *Subsidy Recapture*. A mechanism which includes a legally binding requirement to collect and return the City's original contribution to the housing unit upon future sale of the said unit.

2) **Annual Allocation:**
   a) The City Council intends to allocate funding for the Program each fiscal year subject to available funding and the Council's approved budget appropriation. The goal is to allocate Fifty Thousand Dollars ($50,000) annually to the Program depending upon available funding.
   b) The annual appropriation will be placed within a designated capital fund where it will be retained and accumulated until disbursements are approved in accordance with the Program.

3) **Organization Eligibility:**
   a) An eligible non-profit housing developer whose primary mission and purpose is the development and provision of affordable housing.
   b) Evidence of successfully completion of affordable housing projects.

4) **Grant Application Process**
   a) Grant applications will be accepted annually beginning October 1st of each year on a first come first served basis until the annual allocation has been obligated.
   b) The maximum grant award shall be Ten Thousand Dollars ($10,000) per housing unit, unless otherwise approved by the Council.
   c) Grant awards shall be effective for twenty-four (24) months from the date of approval, unless otherwise specified and approved by the City Council. If closing on the housing unit does not occur prior to the expiration date, the grant award will be null and void, and the allocated funds will be returned to the Affordable Homeownership Grant program budget.

5) **Eligible Activities**
   a) The development and provision of perpetual affordable homeownership opportunities which may include:
      i) Construction of new detached single-family homes, attached single-family homes, townhouses and/or condominium units;
      ii) Acquisition and rehabilitation/renovation of existing detached single-family homes, attached single-family homes, townhouses and/or condominium units;
      iii) Other uses as may be approved by the City Council.
   b) The development of affordable housing within a community land trust shall be allowed and encouraged.

6) **Grant Requirements and Obligations**
   a) The buyer's household income shall be eighty percent (80%) or less of the Latah County AMI.
   b) The housing unit must meet one of following affordability measures:
      i) The home sale price may not exceed what is deemed to be affordable to a family of three (3), based upon seventy percent (70%) of the AMI, as established by the City on an annual basis.

ii) The annual mortgage payment amount (inclusive of principle, interest, taxes, private mortgage and homeowner's insurance, and utilities) may not exceed 35% of the 70% AMI annual household income based upon the buyer's family size.

c) All housing units shall be required to be owner occupied.
d) The non-discrimination in employment and housing practices detailed in Moscow City Code Title 10, Chapter 19, along with all local, state and federal laws shall be followed.
e) All grant recipients shall provide a legally enforceable means to ensure either subsidy recapture or subsidy retention to guarantee the grant award will be retained to preserve affordability of the housing unit. All proposed retention or recapture obligations shall be in perpetuity and subject to City review and approval.
f) The subsidy recapture shall be accomplished by the placement of a lien, or other secured property interest, payable to the City of Moscow in the amount equal to the original grant award.
g) The subsidy retention shall be accomplished with a deed restriction upon the property which limits the future home resale amount to retain affordability, including the obligation to sell the home to a buyer who meets the same conditions and criteria of the original purchaser as specified herein.

7) Grant Disbursement

a) Unless otherwise specified, grant awards shall be disbursed on a reimbursement basis subject to final verification of sales price and buyer qualification at the time of closing.
b) The grant award shall be paid within thirty (30) days of receipt of notice of property closing and receipt of all necessary documentation to verify compliance with all conditions of this Program.

RESOLUTION NO. 2021 – 25

A RESOLUTION OF THE CITY OF MOSCOW, IDAHO, A MUNICIPAL CORPORATION OF THE STATE OF IDAHO, ADOPTING THE FOLLOWING USES OF THE CITY'S AMERICAN RESCUE PLAN ACT ALLOCATION; PROVIDING THIS RESOLUTION TO BE EFFECTIVE UPON ITS PASSAGE AND APPROVAL.

WHEREAS, President Biden signed the $1.9 trillion American Rescue Plan Act (HR 1319), (herein after "ARPA") into law on March 11, 2021. The measure provides fiscal assistance to state and local governments in relief due to the COVID-19 pandemic; and

WHEREAS, ARPA supports local government's urgent COVID-19 response efforts to continue to decrease spread of the virus and bring the pandemic under control, replace lost revenue for eligible local governments in order to support vital public services and to retain jobs, support immediate economic stabilization for households and businesses, and address systemic public health and economic challenges that have contributed to the inequal impact of the pandemic; and

WHEREAS, The City of Moscow, as a non-entitlement unit of government (population less than 50,000) was allocated a total of $5,528,399, to be paid in two tranches (installments) of $2,764,199.50. The first tranche was received in June, 2021, and the second tranche will be received no later than one year after the first; and

WHEREAS, ARPA funding must be obligated by December 31, 2024, and fully expended by December 31, 2026. Obligated, means that an order is placed for property and services and entering into contracts, subawards, and similar transactions that require payment; and

WHEREAS, in light of the time constraints for obligation and full expenditure of the ARPA funds, City staff was directed to bring forward recommendations for potential uses of ARPA funding to be considered by City Council; and

WHEREAS, The City Council held a workshop on October 25, 2021 to receive such recommendations and to provide City staff direction as to what uses the City's allocation of ARPA funds would be put;

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

1. That the City of Moscow's ARPA allocation shall be expended as follows:

    a. $750,000 shall be allocated to business/non-profit assistance, to be distributed according to programs which are to be developed and approved by City Council;
    b. $150,000 shall be allocated for Affordable Housing Assistance, to be distributed according to the City of Moscow Affordable Housing Grant Program. It is intended that these funds shall be matched by annual funding in the amount of $50,000 per

year in the City's annual fiscal year budget, bringing the proposed annual affordable housing funding to $100,000 per year for the next three years;

c. $1,000,000 to be allocated for the City's stormwater infrastructure in support of the new stormwater utility. This allocation will allow the new utility to purchase necessary infrastructure, including a jet truck to assist in cleaning and inspecting storm sewers, and funding the relocation and daylighting of Hogg Creek as part of the reconstruction of Lilly Street between 3rd Street and A Street, which project will be constructed in the 2022 construction season;

d. $3,628,399 to be allocated to the City's water infrastructure to support several critical water transmission projects to assist with moving water from production (west side) to storage (east side), with a total estimated cost of $4,816,620, including:
   - Pullman Highway Transmission Phase II Project - $937,560
   - A Street Transmission Phase III and IV Projects - $943,774
   - Downtown Transmission Phase III and IV Projects - $1,623,729
   - Mountain View/Palouse River Drive Project - $1,311,557

2. It is understood that ARPA funding must be obligated by December 31, 2024, and fully expended by December 31, 2026, and that "obligated" means that an order is placed for property and services and entering into contracts, subawards, and similar transactions that require payment. Council also recognizes that the allocated funding for business and non-profit assistance may not be able to be obligated by December 31, 2024, due to the fact that programs have yet to be developed and approved, and that under the qualifying requirements of such programs, demands for assistance may be less than the allocated funding. Therefore, staff is directed to provide monthly updates to City Council detailing the use of such assistance programs, so that if Council determines that funding exceeds qualified requests for assistance, the excess funding may be allocated to the Water Infrastructure program as described in section 1.d. of this Resolution.

PASSED AND APPROVED by the Mayor of the City of Moscow, Idaho, this 6th day of December, 2021.

Bill Lambert

Bill Lambert, Mayor

CERTIFICATION and ATTESTATION. I hereby certify that the above is a true copy of a Resolution passed at a regular meeting of the City Council, City of Moscow, held on December 6, 2021 and attest to the Mayor's signature.

CITY OF MOSCOW INCORPORATED JULY 12 1887 STATE OF IDAHO

Laurie M. Hopkins

Laurie M. Hopkins, City Clerk

Palouse Habitat for Humanity®

We build strength, stability, self-reliance *and* shelter.

November 19, 2021

Attn:
Bill Belknap, Deputy City Supervisor
Executive Director, Moscow Urban Renewal Agency
221 E. Second St.
Moscow, ID 83843

Letter of Request to the City of Moscow

Entity Name: Palouse Habitat for Humanity

Contact: Jennifer Wallace, Executive Director

Address: 306 N. Main St. Moscow, ID 83843

Mailing Address: PO Box 3054 Moscow, Id 83843

Phone: 208-883-8502

Email: director@palousehabitat.org

Mission: To serve our neighbors in need by working to eliminate poverty housing on the Palouse and worldwide.

Allocation Requested: $10-20,000 to offset expenses of building affordable homes in Moscow.

Intended use: To cover City of Moscow fees and other related expenses required to build a 1200 sqft 3-bedroom 2-bathroom home at 1051 Lee Pike in Moscow starting April 2022.

Acknowledgement: I have reviewed, understand and will abide by the City's grant program requirements and obligations.

Attached please find:

- Articles of incorporation
- Bylaws
- Idaho Secretary of State Annual Report
- IRS 990

Let me know if I can provide any further information. Thank you!

Sincerely,

Jennifer Wallace, Executive Director

Moscow Affordable Housing Trust
510 W Palouse River Dr.
Moscow, ID 83843
(509) 336-1664 (cell)
Tax ID #27-0306873
DUNS 043371291

Nils Peterson, Executive Director

Nov 29, 2021

Bill Belknap
Deputy City Supervisor
504 S. Washington St
Moscow, ID 83843

Bill
This letter serves as a request from Moscow Affordable Housing Trust for an allocation of funds to support permanently affordable housing in Moscow.

Entity Name: Moscow Affordable Housing Trust, Inc
Contact Information: Nils Peterson, Executive Director Director@MoscowHousingTrust.org 509/336-1664
Organization Mission: The mission of the Moscow Affordable Housing Trust is to create and preserve safe, inclusive, and affordable housing opportunities in keeping with the character of the community.
Requested allocation: 5 houses to be constructed in 2022
Intended use: Funds will be part of the permanent subsidy retained by MAHT; funds nominally offset City fees for permits, utility hookups and GFC.
Acknowledgment: Moscow Affordable Housing Trust has reviewed and understands the grant program requirements and obligations, and will abide by the terms.

Attached documents
Articles of incorporation and bylaws
Most recent annual report from the Secretary of State's Office indicating current standing
Most recent IRS 990 Form.

COMMITTEE STAFF REPORT

DATE: Monday, December 13, 2021

RESPONSIBLE STAFF

Gary Riedner, City Supervisor

ADDITIONAL PRESENTER(S) OTHER RESOURCES

AGENDA ITEM TITLE

PMRA Terminal Financing Proposal and Resolution - Gary J. Riedner

DESCRIPTION

On November 8, 2021, the City Council held a workshop to discuss the potential for participation in the Pullman Moscow Regional Airport (PMRA) Terminal Project, and to provide direction to staff. The Terminal Project, as proposed by the PMRA Board of Directors, required $10 million of local participation in the form of match for FAA grants and for non-FAA eligible construction costs. City Council directed that Moscow would participate in the Project, up to $2 million, subject to conditions. Those conditions were: (1) That sufficient local funding is identified to meet current estimates for the Terminal Project; (2) That Moscow's local funding will not exceed the City of Pullman's commitment; (3) That Moscow's funding will be phased to allow the City to make its final payment on its $2 million commitment no later than the end of 2025; and (4) In consideration of Moscow's equal participation in PMRA improvements (including the Runway Realignment Project), which in turn is attracting development in and around PMRA, City of Pullman agrees to share tax revenues generated from the PMRA site and surrounding impact area. That impact area has yet to be defined.

On November 10, 2021, Mayor Lambert sent a letter to Pullman Mayor Glenn Johnson, outlining Moscow's proposal. The Pullman City Council met on November 30, 2021, and agreed to also participate in the Terminal Project up to $2 million, and agreed to the phased payment plan proposed by Moscow. Although the Pullman City Council did not address the tax revenue sharing condition, Mayor Glenn Johnson and City Administrator Mike Urban have indicated that the City is prepared to have the conversation about revenue sharing, however they would like to couple that conversation with the current request by Moscow to have the City of Pullman transfer to the City of Moscow an undivided one-half interest as tenants in common in PMRA's real property and fixtures. The city attorneys for Pullman and Moscow are facilitating that transfer.

Staff has prepared a draft Resolution for consideration and also a financing proposal.

STAFF RECOMMENDATION

Recommend adoption of the draft Resolution and financing proposal for participation in the Pullman Moscow Regional Airport Terminal Project.

PROPOSED ACTIONS

PROPOSED ACTIONS: Recommend adoption of the draft Resolution and financing proposal for participation in the Pullman Moscow Regional Airport Terminal Project, or provide staff further direction.

FISCAL IMPACT

PERSONNEL IMPACT

ATTACHMENTS

1. Commitment for Terminal Funding
2. Resolution 2021-PullmanMoscowAirportTerminalFunding_final
3. Proposed Terminal Payment Plan

Heart of the Arts

Bill Lambert
Mayor

Art Bettge
Council President

Sandra Kelly
Council Vice-President

Maureen Laflin
Council Member

Brandy Sullivan
Council Member

Gina Taruscio
Council Member

Anne Zabala
Council Member

Gary J. Riedner
City Supervisor

City of Moscow, City Hall
c/o Gary J. Riedner, City Supervisor
206 East 3rd Street
P.O. Box 9203
Moscow ID 83843
Phone (208) 883-7000
Fax (208) 883-7018

Website: www.ci.moscow.id.us
Hearing Impaired (208) 883-7019

November 10, 2021

Glenn Johnson, Mayor
City of Pullman
190 SE Crestview St
Pullman WA 99163

Re: Pullman-Moscow Regional Airport Terminal Project

Dear Glenn:

As you know, over here in Moscow we have been working diligently for the success of the Pullman-Moscow Regional Airport (PMRA). We have been proud to serve as partners with the City of Pullman in the operations of PMRA since 1939, and most recently as co-sponsors for the much-needed runway realignment project, which is finally nearing completion.

As you recall, the cities of Moscow and Pullman committed to local match funding of $2.5M each for the runway realignment project, which amounted to one-half of the total local match necessary to proceed with the project. As a result of the leadership of our two communities, and our partnership in the PMRA Airport Board, PMRA is well positioned to serve as a Commercial Service Airport for decades to come.

The improvements to the PMRA runway allow capacity for larger passenger and cargo aircraft, as well as more options for multiple service providers, which in turn means that there will more travelers and cargo moving through the airport. It was inevitable that the next step for PMRA was the improvement of the current substandard terminal facility. This was recognized by the PMRA Board early on, and an FAA grant was obtained to conduct a study to determine the need and the feasibility of a terminal improvement project. That study was completed and the Board determined that because of space limitations, the current terminal could not be expanded or improved to meet the anticipated need, and a new terminal facility was identified as the preferred alternative.

The process for moving forward with the new terminal was two-fold. The first was to identify funding sources for a new terminal facility, which consists of FAA funding, CARES Act funds and local matching funds. The second task was to appoint a Technical Advisory Committee to help Mead & Hunt, the project architect, to scope the project and submit a design. That task was accomplished as well.

The original Terminal Project estimate came in with a price tag of over $52M. The architects were instructed to present a project which would maximize FAA funding and CARES Act funding, as well as local match of $10M. That project is being submitted for consideration by the PMRA Board and the sponsors.

As you know, Moscow will be coming forward with a request to exercise its option to have the City of Pullman deed one-half of PMRA's real property and fixtures to the City of Moscow, per section 2.2 of the 2014 Joint Operating Agreement for the Pullman-Moscow Regional Airport. Our City Council will consider a Resolution to that effect at its meeting of November 15, 2021.

As you and I have discussed, Moscow is very interested in the operations and improvements to the PMRA, recognizing its value to our public, from the standpoints of both transportation and economic development. Our commitment is evidenced by our long-time annual budgetary support of PMRA, in addition to support of the runway realignment project.

At a workshop on November 8, 2021, PMRA Executive Director Tony Bean and Mead & Hunt Architect Brett Kudlicki presented the Terminal Project to our City Council. The message was clear; because of time constraints relating to funding, Mead & Hunt needed to proceed with final design, which means that financing for the project must be finalized before the end of 2021. Moscow City Council members were unanimous in their positive feedback regarding the Terminal Project program and the current design as presented.

After the presentation, City Council was requested to provide direction, which was given to staff to convey to you in advance of Pullman's City Council meeting of November 16, 2021.

That direction is as follows:

a. The City Council stated its intent to participate in PMRA Terminal Project as a Co-sponsor with the City of Pullman for FAA funding, if sufficient local match funding is identified to meet the current estimates for the project.

b. The City Council stated its intent to fund up to $2M in local match, conditional upon:
   - Moscow's local match funding will not exceed Pullman's commitment;
   - Moscow local match funding is to be phased in consideration of current obligations for PMRA Realignment Project, but must be completed by the end of calendar year 2025; and
   - In consideration of Moscow's equal participation in PMRA improvements, which in turn is attracting development in and around PMRA, City of Pullman agrees to share tax revenues generated from the PMRA site and surrounding impact area. That impact area has yet to be defined. I am aware that finalization of the tax-sharing arrangement will not be completed before the local match funds for the Terminal Project

need to be committed, but a Council Resolution or Memorandum of Understanding could be the vehicle to bridge the gap while the arrangement is completed.

Glenn, again I appreciate your leadership as chair of the PMRA Board, and the collaboration of our two communities in this very important enterprise. I look forward to the deliberations and decision of the Pullman City Council in response to our proposal.

Thank you.

Sincerely,

Bill Lambert
Mayor

c: Moscow City Council
Gary J. Riedner, City Supervisor

RESOLUTION NO. 2021 –

A RESOLUTION OF THE CITY OF MOSCOW, IDAHO, A MUNICIPAL CORPORATION OF THE STATE OF IDAHO, TO AUTHORIZE CITY FINANCE DIRECTOR TO MAKE INTER-FUND INVESTMENTS PURSUANT TO IDAHO CODE AND CITY INVESTMENT POLICY FOR THE PURPOSE OF MEETING CITY'S OBLIGATIONS IN FEDERAL GRANT MATCHING REQUIREMENTS FOR THE PULLMAN MOSCOW AIRPORT TERMINAL PROJECT; PROVIDING THIS RESOLUTION TO BE EFFECTIVE UPON ITS PASSAGE AND APPROVAL.

WHEREAS, since 1939, the Cities of Pullman and Moscow have jointly operated the Pullman-Moscow Regional Airport (PMRA) through the PMRA Board, and both cities continue to serve as joint sponsors of PMRA; and

WHEREAS, PMRA is one of seven airports designated by the state of Idaho as a Commercial Service Airport; and

WHEREAS, the City of Moscow ("Moscow") and the City of Pullman, Washington ("Pullman") jointly operate the Pullman-Moscow Regional Airport ("Airport") pursuant to a Joint Operating Agreement dated July 22, 2014; and

WHEREAS, in 2014, the PMRA Board began a comprehensive runway realignment project, supported by the Federal Aviation Administration (FAA) and the cities of Moscow and Pullman as local sponsors of PMRA. In support of the runway realignment project, the cities of Moscow and Pullman each contributed $2.5 million, which amounted to one-half of the total local match necessary to proceed with the project. The City of Moscow passed Resolution 2015-13 on July 6, 2015 authorizing the Moscow City Finance Director to make inter-fund investments for the purpose of the Realignment Project in an amount not to exceed $2.5 million dollars; and

WHEREAS, the runway realignment project is nearing completion, and gives PMRA the runway and taxiway capacity to accommodate larger passenger and cargo aircraft, in addition to improved take-off and landing, and navigation capabilities. The improvements resulting from the runway realignment project will assure that PMRA meets regulations to continue its designation as a Commercial Service Airport into the future, serving the citizens of Moscow and the region; and

WHEREAS, several years ago, it was recognized that the passenger terminal at PMRA was inadequate, and although many interim improvements have been made (including expanding the secure passenger boarding area to add both capacity and a bathroom in the secure area, and a separate luggage building, among other improvements), it was determined that a new larger and modern terminal was likely the most efficient solution; and

WHEREAS, the PMRA Board secured grant funding from the FAA for preliminary studies, and retained Mead & Hunt to conduct the preliminary study and further work on the Terminal Project.

The PMRA Board engaged community stakeholders to serve on a Technical Advisory Committee (TAC), to assist in scoping the Terminal Project; and

WHEREAS, funding for the Terminal Project has been identified through the use of FAA funds, Coronavirus Aid, Relief and Economic Security (CARES) and local funds. PMRA has secured $51 million in FAA Airport Improvement Program (AIP)/CARES funding for design / construction of the terminal; and

WHEREAS, at the conclusion of the TAC process, Mead & Hunt has completed a schematic design to define a project that can be completed within the budget identified by the PMRA Board. At the direction of the Board, Mead & Hunt has proceeded with full design of the terminal building and associated site improvements and aircraft apron; and

WHEREAS, the PMRA Airport Board is proceeding to move forward with the design and eventual construction of a new air service terminal (the Terminal Project), and the cities of Moscow and Pullman, as sponsors of PMRA, are requested to accept financial obligations to the FAA and to provide local funding, including match funding to finance the Terminal Project, as the sponsors had previously committed to the runway realignment project; and

WHEREAS, the City of Moscow held an Airport Terminal Workshop on November 8, 2021 in Council Chambers, where Executive Director of PMRA, Tony Bean and the Mead & Hunt Architect Brett Kudlicki presented the Terminal Project and stated because of time constraints related to funding, Mead & Hunt needed to proceed with final design, which means financing for the project must be finalized before the end of 2021. The Executive Summary provided by Mead & Hunt showed the following:

1. Total Project Cost is projected at $61,264,600
2. Federal Funds available are $51,264,600
3. Leaving $10,000,000 deficit; and

WHEREAS, City Council provided City Staff direction stating its intent to participate in the PMRA Terminal Project as a Co-sponsor with the City of Pullman for FAA funding, if sufficient local match funding is identified to meet the current estimates for the project; and

WHEREAS, City Council stated its intent to fund up to $2 Million in local match, conditional upon the following:

1. Moscow's local match funding will not exceed the City of Pullman's commitment;
2. Moscow's local match funding is to be phased in consideration of current obligations for PMRA Realignment Project, but must be completed by the end of calendar year 2025; and
3. In consideration of Moscow's equal participation in PMRA improvements, which in turn is attracting development in and around PMRA, City of Pullman agrees to share tax revenues generated from the PMRA site and surrounding impact area. That impact area has yet to be defined.

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

1. Pursuant to Idaho Code § 50-1013 concerning authorization of a municipal corporation's finances for Deposit and Investment of funds, City of Moscow's Investment Policy adopted by Resolution No. 2010-02, City's Financial policy adopted by Resolution No. 2011-11, and in accordance with the principles of GAAP and the standards of GASB; the Moscow City Finance Director is authorized to make inter-fund investments for the purpose of the Terminal Project in an amount not to exceed Two Million Dollars ($2,000,000);

2. Repayment of any investment for any outstanding balance shall be paid in equal installments and shall not exceed a ten (10) year repayment schedule;

3. The total sum of not to exceed Two Million Dollars ($2,000,000) shall be transferred by the Moscow Finance Director to the City of Pullman for transfer to the Pullman-Moscow Regional Airport Fund as such funds are authorized and become available in the City of Moscow Annual Budget and for purposes of providing Moscow's share of the local match for FAA grants allocated to the Airport Terminal Project;

4. The Two Million Dollars ($2,000,000) shall be distributed as follows:
    a. A minimum of Six Hundred Sixty-Seven Thousand Dollars ($667,000) shall be paid in fiscal year 2022;
    b. The balance of One Million Three Hundred Thirty-Three Thousand Dollars ($1,333,000) shall be distributed in fiscal year 2024 and/or 2025, with a minimum amount of Six Hundred Sixty-Seven Thousand Dollars ($667,000) being paid in fiscal year 2024, with the option of increasing the payment upon the recommendation of the City Supervisor and Finance Director after consideration of current financial conditions.

5. All funds paid by Moscow to the City of Pullman for transfer to the Pullman-Moscow Regional Airport Fund for use as match for FAA grants for the Airport Terminal Project shall be restricted funds and shall be used only for the payment of FAA approved Project expenditures and shall only be expended in the minimum amount necessary to meet local match funding requirements of FAA grants allocated and awarded to the Project;

6. All funds paid by Moscow for transfer to the Pullman-Moscow Regional Airport Fund for use to finance the Airport Terminal Project shall be restricted funds and shall be used only for approved Project expenditures;

7. That upon reasonable request an accounting of all deposits and payments specific to the Project can be obtained within 30 days from the City of Pullman;

8. That this resolution is complementary to and contingent upon the fulfillment of City of Pullman's commitment of $2 million dollars approved by the Pullman City Council on November 30, 2021 and that the City of Pullman agrees to share tax revenues generated from the PMRA site and a surrounding impact area that has yet to be defined;

9. The Moscow Finance Director is hereby directed to take all steps necessary to implement the restrictions set forth herein; and

That this Resolution shall become effective as of the ______day of __________, 2021.

PASSED BY CITY COUNCIL AND APPROVED by the Mayor of the City of Moscow, Idaho, this ____ day of __________, 2021.

____
Bill Lambert, Mayor

CERTIFICATION and ATTESTATION. I hereby certify that the above is a true copy of a Resolution passed at a regular meeting of the City Council, City of Moscow, held on __________, 2021 and attest to the Mayor's signature.

____
Laurie M. Hopkins, City Clerk

Airport Terminal Project Option 4 - 3 year payout ($666,667/ year) with General Fund making the first payment & 5 year payback @ 1.2% Interest

	AIRPORT TERMINAL PROJECT									
	General Fund	NONE	Sewer	Sanitation	Sewer	Sewer	ewer/Sanitatio	Sanitation	Sanitation	
	2022	2023	2024	2025	2026	2027	2028	2029	2030	Total
Airport terminal amount	666,667		666,667	666,666						2,000,000
Property Tax originally foregone in FY2015			(216,705)	(216,705)	(216,705)	(216,705)	(216,705)	(216,705)	(33,103)	
General Fund	666,667									
Annual Loan			449,962	449,961						
Interest 1.2%	0		5,400	10,799	5,201	7,801	8,000	10,402	1,986	33,390
	0	0	449,962	449,961	233,256	16,551	(200,154)	(416,859)	(449,962)	82,755

Total Expense to the General Fund above foregone: $700,057 (including interest) over 8 years

Original Airport Realignment Internal Financing Model @ 2.5% Interest

	AIRPORT REALIGNMENT PROJECT									
	General Fund	Payroll	Sanitation	Sewer	IS	Payroll	Sanitation	Sewer	IS	
	2015	2016	2017	2018	2019	2020	2021	2022	2023	Total
Airport realignment amount	500,000	500,000	500,000	500,000	500,000					2,000,000
										0
Property Tax originally foregone in FY2015	(216,705)	(216,705)	(216,705)	(216,705)	(216,705)	(216,705)	(216,705)	(216,705)	(216,705)	
General Fund	283,295	33,295	33,295	33,295	33,295	33,295	33,295	33,295	33,295	
Annual Loan		250,000	250,000	250,000	250,000	(250,000)	(250,000)	(250,000)	(250,000)	
Interest 2.5%		6,250	12,500	18,750	25,000	25,000	25,000	25,000	25,000	100,000
		250,000	500,000	750,000	1,000,000	750,000	500,000	250,000	0	4,000,000

Total expense to the General Fund above foregone: $649,655 (including interest) over 9 years