

Moscow City Council



Regular Meeting ~Agenda~

Laurie M. Hopkins
City Clerk

www.ci.moscow.id.us

208.883.7015

**Monday
December 20, 2021**

7:00 PM

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

The Moscow Mayor, City Council and Staff welcome you to tonight's meeting. This meeting is open to the public. Attendees are subject to any protocols established by Governor Little's Stay Healthy Guidelines of the Idaho Rebounds Plan. 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; therefore, the Mayor may exercise discretion in deciding when to allow public comment during the course of the proceedings and limitations may be placed on the time allowed for comments. Citizens wishing to comment on business that is not on the agenda will be provided the opportunity to do so during the public comment item on the agenda. If you plan to address the Council, 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 Moscow City Council meetings are televised, videotaped and/or recorded. Links to view the City Council meeting live can be found on the City website, YouTube, Facebook and Spectrum Cable 1301. Thank you for your interest in City government.

PLEDGE OF ALLEGIANCE

PROCLAMATION

A Christmas Carol Proclamation

CONSENT AGENDA

1. All Consent Items (ACTION ITEM)

A. Approval of Moscow City Council December 6, 2021 Minutes - Laurie M. Hopkins

B. Disbursement Report November 2021 - Sarah Banks

Staff presented the November 2021 Accounts Payable Report to Public Works / Finance Committee on December 13, 2021. The Committee received the report and approved the disbursements as presented.

ACTION: Receive the Disbursements Report for the month of November 2021.

C. Classification and Retention of Public Records Resolution – Mia Bautista / Laurie M. Hopkins

Idaho Code requires the City Council adopt by Resolution a records classification and retention schedule listing the various types of City records and the retention period for each type of record. The current resolution was adopted in 2008 and included the list of permanent records, semipermanent records, and temporary records specifically included in Idaho Code 50-907. Idaho Code 50-907 also allows the City Council to deem additional documents or records as Permanent, Semipermanent and Temporary. The proposed resolution includes a more expansive list of records in each category than the 2008 resolution and provides an update to the list of transitory items. This was reviewed by the Administrative Committee on December 13, 2021 and recommended for approval.

ACTION: Approve the records classification and retention schedule resolution.

D. Public Records Request Guidelines Resolution – Mia Bautista / Laurie M. Hopkins

Idaho Code § 74-119 requires cities to adopt guidelines that identify the general subject matter of all public records maintained by the City, including the physical location of such records. Idaho Code also requires the designation of a custodian to receive public records requests and an alternate custodian to help members of the public who want to request public records. Staff has drafted a resolution detailing the location of records, a policy for requesting records, and the designation of a primary and alternate custodian. This was reviewed by the Administrative Committee on December 13, 2021 and recommended for approval.

ACTION: Approve the public records guidelines resolution.

E. Child Pedestrian Safety Grant Application - 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. This was reviewed by Public Works/Finance Committee at its meeting on December 13, 2021 and recommended for approval.

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

F. Winterfest Alcohol Use Request in Entertainment District - Amanda Argona

The Moscow Chamber of Commerce + Visitor Center is hosting the inaugural Winterfest on Saturday, January 22nd, from 12 pm to 4 pm on Main Street between 3rd and 6th Streets. The event is intended to be an annual event, with this year's theme '80s Ski. The applicant anticipates 9 (nine) beer and/or wine tents/vendors and ten (10) food vendor tents, putt-putt contest, Rubik's Cube contest, corn hole, snowball relay race, lip-sync battle, and more. The event was reviewed by the Administrative Committee on December 13, 2021, with a recommendation for approval. Following standard operating procedures for events with alcohol that are within the Entertainment District boundaries, Winterfest is requesting a temporary suspension of the open container law by resolution. Per Moscow City Code, Section 10-1-12; a draft resolution has been prepared for Council's consideration.

ACTION: Approve the resolution allowing for the temporary suspension of the open container law within the event footprint of Winterfest for the duration of the event.

REGULAR AGENDA

2. Staff Recognition Report - Gary J. Riedner

3. Mayors Appointments (ACTION ITEM)

4. Public Comment and Mayor's Response Period (limit 15 minutes)

5. Government Finance Officers Association (GFOA) Award Presentation (ACTION ITEM) - Gary J. Riedner

The City submitted the FY2020 Annual Comprehensive Financial Report (ACFR) to the Government Finance Officers Association (GFOA) for consideration for the Certificate of Achievement for Excellence in Financial Reporting Award. The GFOA reviewed the FY2020 ACFR and determined that it met the rigorous standards for the award and subsequently issued its certificate. This is the 18th consecutive year the City has received the GFOA Award for Excellence in Financial Reporting.

ACTION: Receive the Excellence in Financial Reporting Award from the Government Finance Officers Association for the City's FY2020 Annual Comprehensive Financial Report.

6. City of Moscow American Rescue Plan Act Small Business and Non-Profit COVID-19 Recovery Grant Program (ACTION ITEM) - 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 a Resolution detailing the City of Moscow American Rescue Plan Act Small Business and Non-Profit COVID-19 Recovery Grant Program for the Council's review and approval. This item was reviewed by the Public Works/Finance Committee on December 13, 2021 and recommended for approval.

PROPOSED ACTIONS: Approve the City of Moscow American Rescue Plan Act Small Business and Non-Profit COVID-19 Recovery Grant Program Resolution; or take such other action deemed appropriate.

7. Affordable Homeownership Grant Program Awards (ACTION ITEM) - Alisa Anderson

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. This was reviewed by the Public Works/Finance Committee on December 13, 2021 and recommended for approval.

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 take such other action deemed appropriate.

8. Records Management Policies and Procedures Code Amendment (ACTION ITEM) – Mia Bautista / Laurie M. Hopkins

In 2015 the City Council adopted Title 1 Chapter 10 Records Management Policies and Procedures, in compliance with Idaho Code, to ensure orderly and efficient management of municipal records. Since that time, the pertinent sections of Idaho Code dealing with public records has been amended. The proposed ordinance includes the changes the Legislature adopted, specifically through the enactment of the Public Records Act under Title 74 of the Idaho Code. The amendments include updates to the references of Idaho Code for the classification and retention of municipal records, digital media requirements, and the disclosure of public records.

PROPOSED ACTIONS: Approve the Ordinance amending Moscow City Code Title 1, Chapter 10 of the records management policies and procedures under suspension of the rules requiring three complete and separate readings and that it be read by title and published by summary; or consider the Ordinance on first reading and that it be read by title; or reject the Ordinance; or take such other action deemed appropriate.

9. PMRA Terminal Financing Proposal and Resolution (ACTION ITEM) - 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 prepared a draft Resolution for consideration, and a financing proposal for Moscow's participation in the PMRA Terminal Project. This was reviewed by the Public Works/Finance Committee on December 13, 2021 and recommended for approval.

PROPOSED ACTIONS: Approve the proposed Resolution and financing proposal for participation in the Pullman Moscow Regional Airport Terminal Project, or take such other action deemed appropriate.

REPORTS

City Council

Mayor

Staff

ADJOURN TO EXECUTIVE SESSION PER IDAHO CODE 74-206 (1)(F) - THE MEETING WILL NOT RECONVENE.

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.

CHRISTMAS CAROL PROCLAMATION

- WHEREAS,** *It's Beginning to Look a lot Like Christmas* and as we get ready to *Rock Around the Christmas Tree*, it is appropriate to share *Twelve Facts of Christmas* for this *Wonderful Christmas Time*; and
- WHEREAS,** 'Twas a *Silent Night* in 280 A.D., when St. Nicholas was born, and he would travel to give to the poor, the sick, and the children throughout *The Most Wonderful Time of the Year*; and
- WHEREAS,** St. Nicholas put gold in stockings that were hung by the chimney with care. Today, this tradition is accompanied by children writing letters to Santa saying "*All I Want for Christmas.*"; and
- WHEREAS,** the name Santa Clause was derived from the Dutch nickname Sinter Klaas, shortened from Sint Nikolaas, Dutch for Saint Nicholas; and
- WHEREAS,** In 1822, "*Twas the Night Before Christmas*" was told and described Santa as being a jolly old elf that ascended chimneys with a nod of his head after he left toys for children around the *O Christmas Tree*; and
- WHEREAS,** in 1850, *Jingle Bells* was composed for celebrating the annual sleigh races around Thanksgiving in Medford Massachusetts. Since then, families around the world celebrate their *Holly Jolly Christmas* with the *Jingle Bell Rock*; and
- WHEREAS,** in 1881, a drawing of Santa was found depicting a rotund cheerful man with a full white beard wearing a red suit trimmed with white fur and a sack of toys for children in a *Winter Wonderland*; and
- WHEREAS,** in 1927, the Macy's Thanksgiving Day Parade began and children and adults alike still line up today saying *Here Comes Santa Claus!*; and
- WHEREAS,** in 1939, young *Rudolph the Rednose Reindeer* emerged and since then has been translated into 25 different languages and made into a movie, bringing *Joy to the World!* However, it is still a mystery as to how *Grandma Got Run Over by a Reindeer.*
- WHEREAS,** in 1941, *The Little Drummer Boy* shared his music to baby Jesus *Away in a Manger* on the same *O Holy Night* that a little lamb asked a shepherd boy, *Do You Hear What I Hear?*; and
- WHEREAS,** in 1950, during a *Blue Christmas* season, *Frosty the Snowman* made his debut. The children dressed him up with a corncob pipe, a button nose, and eyes made out of coal; and

WHEREAS, health experts have determined that **You're a Mean One, Mr. COVID.** Santa Clause and his reindeer are immune from COVID-19 so **Go Tell It On The Mountain** that Santa can safely visit homes all across the Palouse this holiday season!; and

WHEREAS, our City staff will be ready to clear the roads for your safe travels and therefore I say **Let it Snow! Let it Snow! Let it Snow!** Tell your family members **I'll Be Home for Christmas** since **Last Christmas** we may not have been able to do so; and

NOW, THEREFORE, I, Bill Lambert, Mayor for the City of Moscow, do hereby proclaim that

CHRISTMAS TIME IS HERE

in the **Little Town of Moscow**, and I urge all citizens to **Deck the Halls** and **Have Yourself a Merry Little Christmas**, for **Santa Claus is Coming to Town!** From all of us here at the City, **We Wish You a Merry Christmas!**



DATED this 20th day of December 2021

Bill Lambert, Mayor

Moscow City Council



Regular Meeting
~Minutes~

Laurie M. Hopkins
City Clerk

www.ci.moscow.id.us

208.883.7015

**Monday
December 6, 2021**

7:00 PM

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

The meeting was called to order at 7:00 p.m.

PRESENT: Mayor Bill Lambert, Art Bettge, Sandra Kelly, Maureen Laflin, Brandy Sullivan, Gina Taruscio, Anne Zabala

STAFF: Gary J. Riedner, Mia Bautista, Bill Belknap, Cody Riddle, Tyler Palmer, Mike Ray, Laurie M. Hopkins

PLEDGE OF ALLEGIANCE

Council President Bettge led the Pledge of Allegiance.

CONSENT AGENDA

1. All Consent Items (ACTION ITEM)

A. Approval of Moscow City Council November 15, 2021 Minutes - Laurie M. Hopkins

B. Lot Line Adjustment: 2015 and 2021 Crestwood Drive - 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. This was reviewed and approved by the Public Works and Finance Committee on November 22, 2021.

ACTION: Approve the lot line adjustment request with no conditions.

Bettge moved and Laflin seconded to approve the consent agenda as presented. Roll Call Vote: Ayes: Unanimous. Nays: None. Abstentions: None. Motion carried.

REGULAR AGENDA

2. Staff Recognition Report - Gary J. Riedner

None offered.

3. Mayors Appointments (ACTION ITEM)

Mayor Lambert presented the following appointments for Council consideration: Cole Mize to the Board of Adjustment; Claire Friedrichsen to the Farmers Market Commission; Morgan Chaffee to the Human Rights Commission. Bettge moved and Kelly seconded approval of the appointments as presented. Roll Call Vote: Ayes: Unanimous. Nays: None. Abstentions: None. Motion carried.

Chaffee and Friedrichsen introduced themselves.

Mayor Lambert presented the following reappointments for Council consideration: Steve Bush to the Board of Adjustment; Samantha Martinet, Kerry Morsek and Jamie Hill to the Farmers Market Commission; Steve Taylor, Jack Porter and Laurabeth Landis to the Historic Preservation Commission; Rula Awwad-Rafferty, Erin Agidius and Elizabeth Stevens to the Human Rights Commission; Robert Heckendorn and Erin Bacon to the Moscow Pathways Commission; Jeanne Leffingwell, Daniel Cronan and Ellis Eifert to the Moscow Tree Commission; Richard Gayler, Sara Zaske, Jackson Landis and Theodore Kisha to the Parks & Recreation Commission; Drew Davis to the Planning & Zoning Commission; Victoria Seever and Jassen Bluto to the Sustainable Environment Commission; Mary DuPree and Bob Sanders to the Transportation Commission. Kelly moved and Taruscio seconded to approve the reappointments as presented. Roll Call Vote: Ayes: Unanimous. Nays: None. Abstentions: None. Motion carried.

Landis and Seever spoke on their enjoyment of their commissions.

4. Oath of Office for Cody Riddle as Deputy City Supervisor - Laurie M. Hopkins

Riedner introduced Riddle. Hopkins administered the Oath of Office to Cody Riddle.

5. Public Comment and Mayor's Response Period (limit 15 minutes)

Al Poplawksy, chair of Sierra Club. He honored Nicole Chou, Devin Conway and Ilan Cardon for their work on and support of the Ready for 100, a goal for 100% clean energy combating climate change. They helped gather signatures, letters to the editor, tabled at the Farmers Market, created a support video, distributed yard signs, and organized and led two walkouts for climate awareness. Nicole said she and Devon are co-chairs of the Climate Justice League (CJL). CJL is appreciative of the honor and shows commit from local leaders. She hopes this keeps the momentum going. Devon acknowledged the Mayor and Council for their interest in climate control, the climate justice league members, thanked the sierra club that started the 100 campaign. Ilan thanked the Mayor, Council and the public for continuing work on this issue and it is cool to be part of a community that cares about the current and future world.

6. Citizen Commission Report - Historic Preservation Commission - Mike Ray / Nels Reese

Ray introduced Nels Reese, chair of the HPC. Reese listed the members of the Commission, provided the winners of the Orchid awards, and spoke on installed and future interpretative signs.

7. 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. This was reviewed by the Public Works/Finance Committee on November 22, 2021 and recommended for approval.

PROPOSED ACTIONS: Approve the amended sewer general facilities charges, or take such other action deemed appropriate.

Palmer introduced the item as written above and provided comparisons of FY2021 and the proposed FY2022. The number of PFU is assigned to appliances in the Idaho Code and calculated from there. Bettge moved to approve the amended sewer general facilities charges. Zabala seconded. Roll Call Vote: Ayes: Unanimous. Nays: None. Abstentions: None. Motion carried.

8. PUBLIC HEARING: Proposed Fee Amendments (ACTION ITEM) - Gary J. Riedner

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. Staff has prepared a draft amended Fee Resolution for the Council's review and consideration. This was reviewed by the Public Works/Finance Committee on November 22, 2021 and recommended to forward to City Council for public hearing.

PROPOSED ACTIONS: Conduct the public hearing and after considering testimony, approve the amended FY2022 Fee Resolution with or without changes; or take such other action deemed appropriate.

Riedner introduced the item as written above describing each update. Mayor Lambert opened the public hearing at 8:00 p.m. Hearing no testimony, the hearing was closed at 8:00 p.m. Taruscio moved to approve the amended FY2022 Fee Resolution. Kelly seconded. Roll Call Vote: Ayes: Unanimous. Nays: None. Abstentions: None. Motion carried.

9. Replacement of Ordinance 2021-16 with Ordinance 2021-16A (ACTION ITEM) - Mike Ray

On September 20, 2021, City Council approved Ordinance 2021-16, which pertained to the annexation of a 21.73-acre property generally located north of Slonaker Drive, east of Arborcrest Road, and south of Trail Road. The City subsequently received a letter from the Idaho State Tax Commission, dated October 5, 2021, stating that there were deficiencies in the legal description submitted by the applicant which was within the ordinance. The applicant has since corrected the items identified by the Tax Commission and the revised legal description has been inserted into the replacement Ordinance 2021-16A for the Council's consideration.

PROPOSED ACTIONS: Approve the replacement of Ordinance 2021-16 with Ordinance 2021-16A; or take such other action deemed appropriate.

Ray introduced the item as written above. Bettge moved, Taruscio seconded, to approve the replacement of Ordinance 2021-16 with Ordinance 2021-16A. Bettge amended the motion to include suspension of the rules requiring three complete and separate readings and that it be read by title and published by summary. Taruscio accepted the amendment. Roll Call Vote: Ayes: Unanimous. Nays: None. Abstentions: None. Motion carried.

Mayor Lambert read Ordinance 2021-16A by title:

AN ORDINANCE OF THE CITY OF MOSCOW, A MUNICIPAL CORPORATION OF THE STATE OF IDAHO; PROVIDING THAT LAND DESCRIBED IN SECTION 1 OF THIS ORDINANCE, AND GENERALLY SHOWN ON EXHIBIT "A" ATTACHED HERETO AND INCORPORATED BY THIS REFERENCE, BE ANNEXED TO THE CITY OF MOSCOW; PROVIDING THAT THE PROVISIONS OF THIS ORDINANCE BE DEEMED SEVERABLE; PROVIDING FOR THIS ORDINANCE TO BE IN FULL FORCE AND EFFECT FROM AND AFTER PASSAGE, APPROVAL AND PUBLICATION ACCORDING TO LAW.

10. Resolution for the Use of ARPA Funds (ACTION ITEM) - Gary J. Riedner

President Biden signed the \$1.9 trillion American Rescue Plan Act (HR 1319), (ARPA) into law on March 11, 2021. 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. The City of Moscow was allocated a total of \$5,528,399, to be paid in two installments. ARPA funding must be obligated by December 31, 2024, and fully expended by December 31, 2026. 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, which were considered by City Council in a workshop on October 25, 2021. Staff has prepared a proposed Resolution as a result of Council direction given at the workshop. This was reviewed by Public Works/Finance Committee on November 8 and forwarded on to City Council for consideration.

PROPOSED ACTIONS: Adopt the proposed Resolution directing the use of the City's allocated ARPA funds, or take such other action deemed appropriate.

Riedner introduced the item as written above and described the funding objectives and allowed uses for the ARPA funds. At the workshop on November 8, 2021, the Council provided direction that the following allocations be drafted into a resolution: \$750,000 will be allocated to business and non-profit assistance as directed by City Council; \$150,000 to affordable housing assistance with the intent of distributing \$50,000 over 3 years.; \$1,000,000 to the City's stormwater infrastructure with \$600,000 towards a new storm sewer jet truck and \$400,000 for the Lilly Street rehab project; remaining balance of the first installment plus the total of the second installment (\$3,628,399) allocated to water infrastructure. Water projects would assist with moving water from production (west side) to storage (east side) in multiple areas.

Water projects would be phased due to flow and sequencing. The downtown project would begin with consultant services. The Council can reevaluate if more funding becomes available or different needs are expressed. Because costs are escalating and the estimates are two years old, Belknap anticipates 30% additional costs to projects by the time they are at construction. Riedner said regular reports would go to Council however, staff is looking at the end of 2023, early 2024 for the final decision so there is time to design and allocate.

Bettge moved to adopt the proposed resolution directing the use of the it's allocated ARPA funds. Sullivan seconded. Roll Call Vote: Ayes: Unanimous. Nays: None. Abstentions: None. Motion carried.

11. 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>. This was reviewed by the Public Works/Finance Committee on November 22, 2021 and recommended for approval.

PROPOSED ACTIONS: Approve 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 take other such action deemed appropriate.

Bautista introduced the item as written above and provided definitions of opioid and opioid disorder and statistics from the Center for Disease Control and Prevention. These settlements resolve legal claims related to the opioid epidemic with Johnson & Johnson and three major pharmaceutical distributors. The State of Idaho, through the Governor and Attorney General, signed onto these settlements on August 20, 2021. Because the State is participating, eligible local governments in Idaho may now also participate in the settlement agreements. The Settlements will help the State address the opioid epidemic in two ways: (1) by providing funding for opioid remediation and (2) through broad injunctive relief. The more entities opting in the higher the incentive payments. Requirements for use of the funds include 85% of funds must be used for opioid remediation with 70% used for future opioid remediation; funds may not be allocated to a non-participating local governments; funds allocated to a local governments are reduced if they delay in participating until after July 15, 2022 or do not participate until after claims are barred. Laflin felt creating a coordinated effort between the City, Latah County, courts, and police with a committee to provide a larger impact.

Taruscio moved to approve 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. Zabala seconded. Roll Call Vote: Ayes: Unanimous. Nays: None. Abstentions: None. Motion carried.

12. Report on Airport Terminal Funding - Gary J. Riedner

Riedner reminded the Council of the workshop held on November 8, 2021. The local match includes \$2.9 million from the airport and additional local match of \$7.1 million from other entities. The funding focused on \$2 million as a sponsor. Council agreed if Pullman was willing to move forward with \$2 million, and Moscow's participation is phased, and that Pullman consider revenue sharing on the airport and surrounding impact area. Mayor Lambert sent a letter to Mayor Johnson with this information and Pullman City Council indicated they would commit \$2 million as well. They also agreed to do the cash flow so Moscow can phase in. The potential revenue sharing arrangement was not discussed at their meeting. The Pullman City Attorney is working on the agreement for the 50% ownership of the airport. The terminal funding obligation must be paid by end of 2025. Riedner explained the intrafund borrowing the City used for the realignment project which has one more payment in 2023. Staff has identified some unanticipated fund balance that could be available to make an early payment on the \$2 million obligation.

REPORTS

City Council

Moscow Urban Renewal Agency – Bettge reported 5 of the 6 lots sold in Alturas which provides for unanticipated funds to the City; 6th and Jackson property should have construction next spring.

Parks and Recreation Commission – Sullivan said the Commission had a presentation by Palouse Prairie School regarding a Milton Arthur park survey and what kind of play structures and equipment is desired. Staff will be moving forward with an RFP for it. The Commission is considering applying for Moscow to be a Bee City USA.

Moscow Tree Commission – Zabala said the Commission discussed native trees for carbon sequestering and possibility of using them for the Arbor Day tree give away as well.

Palouse Basin Aquifer Committee – Taruscio said the big discussion was regarding social media outreach.

Clearwater RC&D – Taruscio said the committee will be dissolved by September 30, 2022. Until then there is a 15 hour a week director and the youth core project is being transferred to CEDA.

Other meetings and events were reported on.

Mayor

Mayor Lambert spoke on the MVFD annual party; Association of Idaho Cities meeting; holiday parade;

Staff

Grand opening MPD December 16.

ADJOURN

It was moved, seconded and mutually agreed upon to adjourn at 9:23.

Bill Lambert, Mayor

ATTEST:

Laurie M. Hopkins, City Clerk

CITY COUNCIL STAFF REPORT

DATE: Monday, December 20, 2021



AGENDA ITEM TITLE

Disbursement Report November 2021 - Sarah Banks

RESPONSIBLE STAFF

Sarah Banks, Finance Director

REVIEWED BY

ADDITIONAL PRESENTER(S)

OTHER RESOURCES

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. This was reviewed by the Public Works/Finance Committee on December 13, 2021 and approved.

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

ACTION: Receive the Disbursements Report for the month of November 2021.

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											
DATE	FUND NAME	ACCOUNTS PAYABLE	ACCOUNTS PAYABLE	ACCOUNTS PAYABLE	ACCOUNTS PAYABLE	WELLSFARGO CC ACH	ACH	VOID CHECKS	PAYROLL	PAYROLL	GRAND TOTALS
BATCH #		11/4/2021	11/10/2021	11/18/2021	11/24/2021	11/9/2021 11/22/2021 AP 11.9.2021 AP 11.22.2021	11/18/2021 AP ACH 11.19.2021	11/18/2021 AP 11.18.2021	11/5/2021 ID24	11/19/2021 ID25	
CHECK #'s		99807-99896	99897-99955	99956-100024	100025-100084	Novemrber CC ACH's	Novemrber ACH's	99884	21502-21503	21504-21507	
Fund #											
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	0.00
105	STREETS	20,849.07	2,798.08	3,648.90	306.54	92.33			22,768.51	23,474.89	964,698.29
120	RECREATION AND CULTURE	9,352.96	474.76	8,227.80	644.64	1,595.08			55,177.93	52,790.93	73,938.32
121	MSD COMM. PLAY FIELDS								2,362.60	2,329.97	128,264.10
123	1912 CENTER	13,583.33									4,692.57
128	TRANSIT CENTER	469.32		2,364.85	1.99						13,583.33
220	WATER	27,462.78	6,646.94	37,803.56	15,617.63	560.34			48,735.35	47,366.50	2,836.16
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	184,193.10
235	STORMWATER	436.74		293.69	103.50	33.03			5,482.31	8,646.21	278,441.62
240	SANITATION	946.64	108,993.51		11,747.50	272.88	196,326.10		7,227.39	7,326.62	14,995.48
290	FLEET	12,671.78	741.83	223.41	4,152.21	761.58			11,850.31	11,982.00	332,840.64
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	42,383.12
320	WATER CAPITAL PROJECTS			1,402.05							178,297.46
330	SEWER CAPITAL PROJECTS			18,919.67							1,402.05
340	SANITATION CAPITAL PROJ										18,919.67
350	CAPITAL PROJECTS	25,650.08		287,227.99	200.00	2,980.48	1,923.82				0.00
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 Laffin

_____ 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

<u>Sanitation</u>		<u>Utilities</u>			
Finlev Buttes Landfill	\$	107,013.12	Avista Utilities	\$	74,210.14
Garbage			October 2021		
Latah Sanitation (ACH Payment)	\$	214,457.48		\$	74,210.14
	\$	321,470.60			
<u>Supplies</u>		<u>Payroll</u>		<u>\$ 1,126,112.91</u>	
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			\$ 220,333.08
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			\$ 23,469.53
Chlorine, SO2 with delivery charge					
Phillip R. Stradley	\$	7,364.20			
WRRF Entrance Gate Electrical					
	\$	115,696.77			
<u>Capital Outlay- Improvements</u>		<u>Capital Outlay- Buildings</u>			
Youmans Excavation Service LLC	\$	19,146.08			
Improvement to existing water line on Ridgeview Addition 2					
Jeremy Klas	\$	20,115.88			\$ 262,237.82
"F" Street retaining wall repair participation					
	\$	39,261.96			

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CITY COUNCIL STAFF REPORT

DATE: Monday, December 20, 2021



AGENDA ITEM TITLE

Classification and Retention of Public Records Resolution – Mia Bautista / Laurie M. Hopkins

RESPONSIBLE STAFF

Mia Bautista

REVIEWED BY

This was reviewed by the Administrative Committee on December 13, 2021 and recommended for approval.

ADDITIONAL PRESENTER(S)

Laurie Hopkins, City Clerk

OTHER RESOURCES

N/A

DESCRIPTION

Idaho Code requires the City Council adopt by Resolution a records classification and retention schedule listing the various types of City records and the retention period for each type of record. The current resolution was adopted in 2008 and included the list of permanent records, semipermanent records, and temporary records specifically included in Idaho Code 50-907. Idaho Code 50-907 also allows the City Council to deem additional documents or records as Permanent, Semipermanent and Temporary. The proposed resolution includes a more expansive list of records in each category than the 2008 resolution and provides an update to the list of transitory items.

STAFF RECOMMENDATION

Approve the records retention schedule resolution.

PROPOSED ACTIONS

ACTION: Approve the records classification and retention schedule resolution.

FISCAL IMPACT

N/A

PERSONNEL IMPACT

N/A

ATTACHMENTS

1. Resolution 2021- Classification and Retention of Public Records_final

RESOLUTION NO. 2021 –

A RESOLUTION OF THE CITY OF MOSCOW, IDAHO, A MUNICIPAL CORPORATION OF THE STATE OF IDAHO, PROVIDING FOR THE CLASSIFICATION AND RETENTION OF CERTAIN PUBLIC RECORDS PURSUANT TO IDAHO CODE; PROVIDING THIS RESOLUTION TO BE EFFECTIVE UPON ITS PASSAGE AND APPROVAL.

WHEREAS, Idaho Code § 50-907 allows for the classification, retention, preservation and destruction of certain municipal records as “permanent”, “semipermanent” and “temporary”; and

WHEREAS, Idaho Code requires the City Council adopt by Resolution a records retention schedule listing the various types of City records and the retention period for each type of record; and

WHEREAS, the City Council did adopt Resolution No. 2008-12 on August 4, 2008 providing for the classification and retention of certain public records pursuant to Idaho Code; and

WHEREAS, the City desires to provide an updated resolution providing for the classification and retention of certain public records pursuant to Idaho Code;

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

I. Permanent Records

A. The following records are classified as permanent records:

1. Adopted meeting minutes of the city council and city boards and commissions;
2. Ordinances and resolutions;
3. Building plans and specifications for commercial projects and government buildings;
4. Fiscal year-end financial reports;
5. Records affecting the title to real property or liens thereon, including recorded documents;
6. Poll books, excluding optional duplicate poll books used to record that the elector has voted, tally books, sample ballots, campaign finance reports, declarations of candidacy, declarations of intent, notices of election, and records of voting results by precinct;
7. Affirmative Action records;
8. Affidavits of Publications;
9. LID's (Local Improvement District);
10. Oaths of Offices;
11. Final reports of city-wide surveys;
12. Land use and floodplain development records; and
13. Water Reclamation and Reuse treatment records.

B. Retention Schedule

1. Permanent records shall be retained by the City in perpetuity or may be transferred to the Idaho State Historical Society's permanent records repository upon Resolution of the City Council authorizing such transfer.

2. Pursuant to I.C. § 50-907(7)(a), permanent records shall not be destroyed, except for paper originals of permanent records retained in a non-paper medium as provided in I.C. § 50-907(6)(e).

II. Semipermanent Records

A. The following records are classified as semipermanent records:

1. Claims, canceled checks, warrants, duplicate warrants, purchase orders, vouchers, duplicate receipts, utility and other financial records;
2. Building applications for commercial projects and government buildings;
3. License applications and issued licenses;
4. Departmental reports;
5. Bonds and coupons;
6. Executed contracts;
7. City Council and commission agenda and packets;
8. Policies and procedures;
9. Recruitment and employee personnel records;
10. Grant records;
11. Fire inspection, investigation and incident records;
12. Police investigation and incident records (Infraction/City Code/Misdemeanor-related require 5-year retention; Felony related may require 10 years up to permanent retention depending on the nature of the alleged crime);
13. Chemical/pesticide application records;
14. Playground inspections; and
15. Public Works and Services regulatory documents.

B. Retention Schedule

1. Semipermanent records shall be kept for not less than five (5) years after the date of issuance, expiration, separation or completion of the matter contained within such semipermanent record. Per federal regulations and/or at the discretion of the City Clerk, some semipermanent records may be kept for longer periods of time.
2. Semipermanent records may only be destroyed by Resolution of the City Council and upon the advice of the City Attorney. Such disposition shall be under the direction and supervision of the City Clerk. The Resolution ordering destruction of semipermanent records shall list in detail such semipermanent records to be destroyed.
3. Prior to destruction of semipermanent records, the City Clerk shall provide written notice, including a detailed list of the semipermanent records proposed for destruction, to the Idaho State Historical Society thirty (30) days prior to the destruction of any records.

III. Temporary Records

A. The following records are classified as temporary records:

1. Building applications, plans, and specifications for noncommercial and non-government projects after the structure or project receives final inspection and approval;
2. Cash receipts subject to audit;
3. Election ballots and duplicate poll books;
4. The most current draft of an unexecuted contract until such contract is executed;
5. Records which are normally believed to be the subject of litigation discovery and determined to be so after consultation with the City Attorney;
6. Public record requests;
7. Invitations to Bid and submittals;

8. Public Hearing Notices, Press Releases and City Social Media Posts;
9. Electronic mail and written correspondence;
10. Commission and board applications;
11. Auction and surplus requests and approvals;
12. Individual citizen/commission survey forms;
13. Right-of-way permits; and
14. Parks & Recreation sign-in sheets.

B. Retention Schedule

1. Temporary records shall be retained for not less than two (2) years, but in no event shall financial records be destroyed until completion of the City's financial audit as provided in Idaho Code § 67-450B related to such financial records and in no event shall records related to litigation be destroyed until completion of litigation. At the discretion of the City Clerk, some temporary records may be kept for longer periods of time.
2. Temporary records may only be destroyed by Resolution of the City Council and upon the advice of the City Attorney. Such disposition shall be under the direction and supervision of the City Clerk. The Resolution ordering destruction of temporary records shall list in detail such temporary records to be destroyed.
3. Prior to destruction of temporary records, the City Clerk shall provide written notice, including a detailed list of the temporary records proposed for destruction, to the Idaho State Historical Society thirty (30) days prior to the destruction of any records.

IV. Historical Records

- A. Pursuant to I.C. § 50-907(4), historical records shall consist of records which, due to age or cultural significance, are themselves artifacts of historical value. Historical records have enduring value based on the administrative, legal, fiscal, evidential or historical information they contain.
- B. Retention Schedule
- Historical records shall be retained by the City in perpetuity or may be transferred to the Idaho State Historical Society's permanent records repository pursuant to subsection 8. And 9. of I.C. § 67-4126, upon Resolution by City Council.

V. Transitory Items

- A. The following items are considered transitory:
1. Drafts of all permanent, semipermanent and temporary records;
 2. Unapproved minutes;
 3. "post-it" notes and all other work product;
 4. Duplicates of all permanent, semipermanent and temporary records;
 5. Phone call and message slips;
 6. Voicemail and desk phone call history;
 7. To-do lists;
 8. Text messages;
 9. Email and all other communications unrelated to City business;
 10. Calendars; and
 11. All other material which to a reasonable person would not be considered to have historical, legal, fiscal, administrative or other value, do not fit within the classification of permanent, semipermanent or temporary records and are not the subject of litigation discovery.

B. Transitory Items are not required to be retained and may be destroyed at any time the holder of the transitory record deems appropriate.

VI. Method of Retention.

Pursuant to I.C. § 50-907(6), the City may reproduce, retain and manage records in a photographic, digital or other non-paper medium. The medium in which a document is retained shall accurately reproduce the record in paper form during the period for which the document must be retained and shall preclude unauthorized alteration of the document.

SEVERABILITY. Provisions of this Resolution shall be deemed severable and the invalidity of any provision of this Resolution shall not affect the validity of the remaining provisions.

EFFECTIVE DATE. This Resolution shall be effective upon its passage and approval.

PASSED 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

CITY COUNCIL STAFF REPORT

DATE: Monday, December 20, 2021



AGENDA ITEM TITLE

Public Records Request Guidelines Resolution – Mia Bautista / Laurie M. Hopkins

RESPONSIBLE STAFF

Mia Bautista

REVIEWED BY

This was reviewed by the Administrative Committee on December 13, 2021 and recommended for approval.

ADDITIONAL PRESENTER(S)

Laurie Hopkins, City Clerk

OTHER RESOURCES

NA

DESCRIPTION

Idaho Code § 74-119 requires cities to adopt guidelines that identify the general subject matter of all public records maintained by the City, including the physical location of such records. Idaho Code also requires the designation of a custodian to receive public records requests and an alternate custodian to help members of the public who want to request public records. Staff has drafted a resolution detailing the location of records, a policy for requesting records, and the designation of a primary and alternate custodian.

STAFF RECOMMENDATION

Approve the public records guidelines resolution.

PROPOSED ACTIONS

ACTION: Approve the public records guidelines resolution.

FISCAL IMPACT

NA

PERSONNEL IMPACT

NA

ATTACHMENTS

1. Resolution 2021 - Public Records Act Guidelines_final

RESOLUTION NO. 2021 –

A RESOLUTION OF THE CITY OF MOSCOW, IDAHO, A MUNICIPAL CORPORATION OF THE STATE OF IDAHO, APPROVING GUIDELINES THAT IDENTIFY THE GENERAL SUBJECT MATTER OF ALL PUBLIC RECORDS MAINTAINED BY THE CITY; IDENTIFYING THE PHYSICAL LOCATION OF ANY SUCH PUBLIC RECORDS; DESIGNATING A CUSTODIAN TO RECEIVE PUBLIC RECORDS REQUESTS AND AN ALTERNATE CUSTODIAN; AUTHORIZING THE CITY CLERK TO TAKE APPROPRIATE ACTION; PROVIDING FOR THE CITY’S PUBLIC RECORDS REQUEST PROCESS; AND PROVIDING THIS RESOLUTION SHALL BE IN EFFECT UPON ITS PASSAGE AND APPROVAL.

WHEREAS, Idaho Code § 74-119 requires the City of Moscow, Idaho as a municipal corporation of the state of Idaho (hereinafter “City”), to adopt guidelines that identify the general subject matter of all public records maintained by the City, including the physical location of such records; and

WHEREAS, Idaho Code § 74-119 further requires the City to designate a custodian to receive public records requests and an alternate custodian to help members of the public who want to request public records; and

WHEREAS, the City has not formally adopted any guidelines, but complies with the requirements set forth in Chapter 1, Title 74, Idaho Code (the “Public Records Act”), concerning custody, retention and disclosure of public records and relies upon Moscow City Code Title 1, Chapter 10 for the Records Management Policies and Procedures; and

WHEREAS, the City has prepared formal guidelines as required by Idaho Code § 74-119 as set forth in full below; and

WHEREAS, the City Council has passed and approved Resolution 2021-__ regarding the classification, retention, preservation and destruction of certain records as “permanent”, “semipermanent” and “temporary”; and

WHEREAS, the City desires to clarify the process for requesting and releasing public records as required by the Public Records Act and followed by the City; and

WHEREAS, the City finds it in the best interests of the City and the public to approve and adopt the Guidelines;

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

I. Guidelines Under the Public Records Act as per Idaho Code § 74-119:

A. General Subject Matter. The following are considered public records:

1. All Permanent Records as identified in Resolution 2021-__ or its replacement.
2. All Semipermanent Records as identified in Resolution 2021-__ or its replacement.
3. All Temporary Records as identified in Resolution 2021-__ or its replacement.

- B. The physical location of the public records kept or maintained by the City is City Hall, 206 East Third Street, Moscow, Idaho 83843, generally, and more specifically as listed in Attachment “A”, known as the Records Location Table, to include the following:
1. References in Attachment “A” to City Clerk’s Office, Vault, Administration Office, City Supervisor’s Office, Finance Department, Basement Cage, Assistant Finance Director’s Office, Receivables Specialist’s Office, Treasury Management Technician’s Office, Payroll Specialist’s Office, Utility Billing Specialist’s Office, Mayor’s Office, Legal Office, Arts Office, Community Events Manager’s and Administrative Specialists Offices, and Human Resource (HR) Office are physically located in the City Hall building at 206 East Third Street, Moscow, Idaho 83843.
 2. References in Attachment “A” to Fire Department are physically located at Station 3, 229 Pintail Lane, Moscow, Idaho 83843 and at Station 1, 603 S. Main Street, Moscow, Idaho 83843.
 3. References in Attachment “A” to Community Development, Engineering File Cabinets, Engineering Archive, Engineering Counter, Engineering Library, and Grants Managers Office are physically located in the Haddock Building at 504 S. Washington Street, Moscow, Idaho 83843.
 4. References in Attachment “A” to Parks and Recreation Department are physically located at the Hamilton Indoor Recreation Center (HIRC) at 1724 East F Street, Moscow, ID 83843.
 5. References in Attachment “A” to the Hamilton Lowe Aquatics Center (HLAC) are physically located at 830 N. Mountain View Road, Moscow, Idaho 83843.
 6. References in Attachment “A” to the Parks Shop are physically located at 650 N. Van Buren Street, Moscow, ID 83843.
 7. References in Attachment “A” to the City Fleet Shop are physically located at 650 N. Van Buren St., Moscow, ID 83843.
 8. References in Attachment “A” to Public Works and Services Admin. Building and Water Building are physically located at 120 W. A Street, Moscow, Idaho 83843.
 9. References in Attachment “A” to Water Reclamation and Reuse Office are physically located at 2221 Pullman Road, Moscow, Idaho 83843.
- C. That the City Clerk is designated as the primary records custodian to receive public records requests for the City, with the exception of police records, with various Records Administrators listed in Attachment “A” responsible for the daily maintenance and organization of the records within their purview.
- D. That the Executive Assistant be designated as the alternate custodian for contingencies regarding all City records other than those maintained by the Moscow Police Department (MPD).
- E. That the Administrative Specialist located in the front lobby of MPD be designated as the primary records custodian to receive public records requests for police records.
- F. That the Records Coordinator be designated as the alternate custodian for contingencies regarding public record requests for police records.
- II. City of Moscow Records Request Process
- A. All requests for public records must be submitted to the City in writing that specifically describes the subject matter and records sought, including a specific date range for when the records sought were created (I.C. 74-102(4)).

- B. A request must describe records sought in sufficient detail to enable the City to locate such records with reasonable effort (I.C. 74-102(4)).
- C. A request must provide the requesters name, mailing address, e-mail address and telephone number (I.C. 74-102(4)).
- D. The City prefers that requests for police records be made through the Moscow Police Department via the online or handwritten form provided by MPD and that all other requests be made via the online or handwritten form provided by the City Clerk.
- E. The City charges fees for reasonable labor costs necessarily incurred in responding to public records requests after the first two (2) hours at the per hour pay rate of the lowest paid administrative staff employee or public official who is necessary and qualified to process the request (I.C. 74-102(10)).
- F. Should a requestor desire to have the fee waived, they must demonstrate that the request is likely to contribute significantly to the public's understanding of the operations or activities of the City, is not primarily in the requestor's interest, and that the requestor has insufficient financial resources to pay the fee (I.C. 74-102(10)(f)). The determination of whether the fee should be waived is at the discretion of the City Clerk or designee.
- G. A requestor may not file multiple requests for public records solely to avoid payment of fees and the City may aggregate requests that it reasonably believes to be related in time and subject and charge the appropriate fees (I.C. 74-102(11)).
- H. The City shall either grant or deny a person's public records request within three (3) working days of the date of the receipt of the request unless it is determined by the City that a longer period of time is needed, in which case the City shall so notify in writing the requestor and shall provide the public records to the person no later than ten (10) working days from the date of receipt of the request. If the request cannot be completed within ten (10) working days, the City shall work with the requester to find a time mutually agreed upon to fulfill the request (I.C. 74-103).
- I. The City shall follow Title 74 of Idaho Code, in addition to other relevant laws and regulations in exempting from disclosure certain records.

SEVERABILITY. Provisions of this Resolution shall be deemed severable and the invalidity of any provision of this Resolution shall not affect the validity of the remaining provisions.

EFFECTIVE DATE. This Resolution shall be effective upon its passage and approval.

PASSED BY THE 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

Attachment A

Subject Matter	Location	Records Administrator
ADMINISTRATION, FINANCE AND PUBLIC SAFETY		
Administration		
City Council agendas, minutes and packets; Committee agendas, minutes and packets; Commission agendas, minutes and packets	Electronically, City Clerk's office and/or Vault	City Clerk
Ordinances, resolutions, contracts, recorded documents, affidavits of publications, oaths of office, LID's, public hearing notices, Tax Commission annexation information	Electronically, City Clerk's office and/or Vault	City Clerk
Campaign finance reporting and election information	Electronically, City Clerk's Office and/or Vault	City Clerk
Insurance claims and policies; public records requests; alcohol licenses and other business licensing; invitations to bid	Electronically, City Clerk's Office and/or Vault	City Clerk
Clerk correspondence	Electronically, City Clerk's Office and/or Vault	City Clerk
Commission member applications and appointment information	Administration Office, Vault, and/or electronically	Executive Assistant
<u>Administration working files:</u> conference files, history of Moscow, City property, community development projects and plans, economic development organizations, City memberships, budget documents, department operations and projects, standard operating procedures, Idaho Transportation Department Information, Moscow School District documents, Palouse Ice Rink information, public safety records such as fire truck grants, emergency planning, auction approvals, surplus, etc.; water conservation; University of Idaho parking and collaboration; U of I VP of Finance meetings; police contract information, downtown restroom and	Electronic and/or physically in Administration Dept filing cabinets or City Hall Basement	Executive Assistant

revitalization, Board of County Commissioners correspondence		
<u>City Supervisor:</u> Comprehensive Sewer System Plans, Citizen Surveys, URA, Comprehensive Annual Financial Reports, Police Annual Reports, Downtown Revitalization Plan, Public/Private Partnerships, Strategic Planning, Airport Documents, PEP Documents, Organizational Bylaws	Physically in City Supervisor's Office	Executive Assistant
<u>Executive:</u> Mayor Correspondence, Leadership Meetings, Mayor and Council History, Mayor Challenges, Biographies, Memberships	Electronic and/or physically in Administration Dept filing cabinets or City Hall Basement	Executive Assistant
<u>Legislative:</u> Council Correspondence, Council History, Goal Setting, Orientation, Council Structure, Memberships	Electronic and/or physically in Administration Dept filing cabinets or City Hall Basement	Executive Assistant
Finance		
City Budget, City Financial Statements, URA Budget, URA Financial Statements	Basement cage and vault and Finance department back cabinet	Assistant Finance Director
City Journal Entries, URA Journal Entries, URA Monthly Reports	Basement cage and Assistant Finance Director's office	Assistant Finance Director
Accounts Receivable	Basement cage, Receivables Specialist's office and/or electronically in BS&A	Receivables Specialist
Bank Reconciliations, Investment Reconciliations, Bank Agreements, Investment Account Agreements, Voided & Spoiled Checks	Basement cage, Treasury Management Technician's office, and/or electronically in BS&A	Treasury Management Technician
Accounts Payable	Basement cage, file cabinets outside of cage, file cabinets in Finance copier area, and/or electronically in BS&A	Payables Clerk
Payroll	Basement cage, Payroll Specialists' office and/or electronically in BS&A	Payroll Specialist
Special Assessments	Basement cage and file cabinet under cash box	Payroll Specialist

Utility Billing	Basement cage, Utility Billing Specialists' office and/or electronically in BS&A	Utility Billing Specialist
Cash Receipts	Basement cage, file cabinets under letter opener, Receivables Specialist's office and/or electronically in BS&A	Receivables Specialist
Fire		
Fire plan reviews	Community Development	Administrative Specialist
Career Personnel Records	Human Resources	Administrative Specialist
Inspections and call incident records	Fire Department	Administrative Specialist
Fire investigation reports	Fire Department	Administrative Specialist
Fire Incident Reports	Fire Department	Administrative Specialist
Legal		
Most recent 10 years of public records requests	Electronic only	Legal Assistant
Active criminal cases, including probation and warrant	Electronic and physically in Legal Department filing cabinet	Department Specialist
Closed criminal cases for past 15 years	Electronic only	Department Specialist
Civil Suits against Moscow	Electronic and physically in Legal Department filing cabinet or City Hall Basement for large closed cases	Legal Assistant
Memoranda, correspondence, and research files	Electronic and Legal Department filing cabinet	City Attorney
Asset Forfeiture and Civil Case Files	Electronic and Legal Department filing cabinet	Legal Assistant
COMMUNITY PLANNING AND DESIGN		
Building Safety		
Building Files; Water/Sewer Permits, ROW Permits & Traffic Control Plans; Commercial & Residential Plans; Subdivision Files; Daycare Records; Public Records Requests	Electronic and/or physically in Haddock Bldg., & City Hall Basement filing cabinets	Permit Coordinator

Engineering		
Record Update Folders: Zoning, Annexations, Lot Divisions, Vacations, etc.	Engineering File Cabinets	Record Specialist
Current Project Files	Electronic and/or physically in Haddock Bldg.	Project Managers
Archive/completed Project Files	Electronic and/or physically in Haddock Building or City Hall Basement	Record Specialist, Project Managers
Infrastructure Maps: Current, Archived, Historic	Electronic and/or physically in Haddock Building or City Hall Basement	Record Specialist, GIS Coordinator
Proposed Construction Plans	Engineering Counter	Record Specialist, Project Managers
Reference Maps such as address, zoning, precinct	Engineering Counter	Record Specialist
Traffic studies, traffic counts and other traffic data	Engineering File Cabinet, Electronic	Record Specialist, Traffic Intern
Plats	Engineering Counter	Record Specialist
Survey & Inspection Books	Engineering Library	Record Specialist, Project Managers & Inspectors
State Construction Projects	Engineering Archive	Record Specialist
Construction Photos	Engineering File Cabinet, Electronic (project folders), City Hall Basement	Record Specialist, Project Managers & Inspectors
Bridge Inspection Folders	Engineering File Cabinet	Record Specialist
Water & Sewer Project Files	Engineering File Cabinets	Project Managers
Software & Equipment Files	Engineering File Cabinets	Record Specialist
Facilities Plans & Manuals	Engineering Archive and Library	Record Specialist
Previous employees project notes, calculations, and reference materials	City Hall Basement	Record Specialist
Grants		
Grant Applications and Administration Records 2007 to Current	Electronic and physically in Grants Managers Office and City Hall Basement	Department Specialist, Grants Manager, or City Clerk

ADA Transition Plans, ADA Requests, and Civil Rights Records	Electronic and physically in Grants Managers Office	Grants Manager
DEQ Revolving Loan Fund Records	Electronic and in Grants Manager Office	Grants Manager
Planning		
Land Use Files; Vacate Requests; Floodplain Development Files; Elevation Certificates; LOMAs and LOMRs; Public Records Requests	Electronic and/or physically in Haddock Building filing cabinets	Administrative Assistant
CULTURE, RECREATION & EMPLOYEE SERVICES		
Arts		
Arts grants materials, Public art project files and master plan documents, Program records and MAC history	Electronic and Filing cabinet in the first floor Arts office in City Hall	Arts Program Manager
Strategic planning records, artist directory, arts and city promotional imagery and copy,	Electronic	Arts Program Manager
Community Events		
Community Events applications, permits, and supporting materials; Moscow Farmers Market vendor paperwork such as registration forms, release and hold harmless, and supporting documents; prospective vendor and artist registrations and applications; volunteer paperwork including release and hold harmless; special event participant and sponsor registration such as Mayor's Golf Tournament, Vandal Town Block Party, and Light Up The Night/Moscow Winter Carnival	Electronic and physically in Community Events Manager's and Administrative Specialist's offices, City Hall Basement for overflow, and software applications used for management of registration	Community Events Manager and Administrative Specialist
Human Resources		
Recruitment Records, Employee Personnel Records, Benefit Records, Affirmative Action Records, Position Description, Classification & Compensation Records	Most recent 2 years HR Office	HR Director
Recruitment Records, Employee Personnel Records, Benefit Records, Affirmative Action Records, Position Description, Classification & Compensation Records	Older than 2 years in Vault in City Hall Basement	HR Director

Information Systems		
All email sent and received by City addresses	Electronic only	IS Director
Helpdesk tickets	Electronic only	IS Director
Desk phone call history	Electronic only	IS Director
Equipment and software inventory	Electronic only	IS Director
Parks & Recreation		
Facility agreement forms, sign in sheets for HIRC, park/facility reservation waivers, community garden forms, employee/coach background checks, coaches' applications.	Physically in filing cabinet at Hamilton Indoor Recreation Center	Department Specialist
Sports rosters, sports waivers, Kids Kamp waivers.	Electronic and physically in filing cabinet at HIRC	Department Specialist
Parks Shop		
Pesticide application records, tree permits, SDS sheets, playground inspections, pool water chemistry records.	Physically at the Parks Shop and HLAC.	Assistant Parks and Recreation Director
PUBLIC WORKS AND SERVICES		
Environmental Services		
Cross-Connection Control program reports; stormwater management and compliance/response records; Fats, Oils, and Grease program records; water and wastewater correspondence; regulatory information.	Electronic and physical filing in PWS Admin. Building	ESD Admin. Assistant
Fleet		
Fleet records including; specifications, purchases, materials, parts, accident reports, service history, and maintenance records.	Electronic and physical filing at City Fleet Shop	Streets/Fleet Administrative Assistant
Sanitation		
Sanitation related contracts and agreements.	Electronic and physical filing in Finance Department	Sanitation Manager
Streets & Stormwater		
Streets and Storm related agreements; programmatic information; work orders; banner applications; roadside litter pick-up program applications; event barrier use contracts.	Electronic and physical filing at City Shop	Streets/Fleet Administrative Assistant

Water		
Pumping, treatment, water leak, work orders, contracts, and regulatory information	Electronic and physical filing at Water Building	Water Administrative Assistant
Water Reclamation & Reuse		
Conveyance, treatment, water leak, work orders, contracts, sewer backup onsite reports, and regulatory information	Electronic and physical filing at Water Reclamation and Reuse Office	Sewer Administrative Assistant

CITY COUNCIL STAFF REPORT

DATE: Monday, December 20, 2021



AGENDA ITEM TITLE

Child Pedestrian Safety Grant Application - Nate Suhr / Alisa Anderson

RESPONSIBLE STAFF

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

REVIEWED BY

ADDITIONAL PRESENTER(S)

OTHER RESOURCES

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. This was reviewed by Public Works/Finance Committee at its meeting on December 13, 2021 and recommended for approval.

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

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

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](#)

2. [PROGRAM GUIDANCE](#)

2.1 [Program Guidance for 2021](#)

3. [APPLICATION](#)

3.1 [Application Questions](#)

3.2 [Program Agreement Form](#)

4. [SCORING](#)

4.1 [Suggested Scoring](#)

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 2022.

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

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 20, 2021



RESPONSIBLE STAFF

Amanda Argona, Community Events Manager

ADDITIONAL PRESENTER(S)

Jen Pfiffner, Deputy City Supervisor - Culture, Recreation and Employee Services

OTHER RESOURCES

AGENDA ITEM TITLE

Winterfest Alcohol Use Request in Entertainment District - Amanda Argona

DESCRIPTION

The Moscow Chamber of Commerce + Visitor Center is hosting the inaugural Winterfest on Saturday, January 22nd, from 12 pm to 4 pm on Main Street between 3rd and 6th Streets. The event is intended to be an annual event, with this year's theme '80s Ski. The applicant anticipates 9 (nine) beer and/or wine tents/vendors and ten (10) food vendor tents, putt-putt contest, Rubik's Cube contest, corn hole, snowball relay race, lip-sync battle, and more. The event was reviewed by the Administrative Committee on December 13, 2021, with a recommendation for approval.

Following standard operating procedures for events with alcohol that are within the Entertainment District boundaries, Winterfest is requesting a temporary suspension of the open container law by resolution. Per Moscow City Code, Section 10-1-12; a draft resolution has been prepared for Council's consideration.

STAFF RECOMMENDATION

Approve the resolution allowing for the temporary suspension of the open container law within the event footprint of Winterfest for the duration of the event.

PROPOSED ACTIONS

ACTION: Approve the resolution allowing for the temporary suspension of the open container law within the event footprint of Winterfest for the duration of the event.

FISCAL IMPACT

PERSONNEL IMPACT

ATTACHMENTS

1. Resolution 2022 - Beer-Wine_The Entertainment District_Winterfest_clean

RESOLUTION NO.

A RESOLUTION OF THE CITY OF MOSCOW, A MUNICIPAL CORPORATION OF THE STATE OF IDAHO, TO ALLOW FOR THE TEMPORARY VENDING OF BEER AND/OR WINE AND EXEMPTION TO THE OPEN CONTAINER PROHIBITION IN THE ENTERTAINMENT DISTRICT UNDER SPECIFIC REGULATIONS AND UNDER CERTAIN LIMITED CONDITIONS PURSUANT TO MOSCOW CITY CODE 10-1-12; PROVIDING THIS RESOLUTION TO BE EFFECTIVE UPON ITS PASSAGE AND APPROVAL.

WHEREAS, Moscow City Code 9-6-35 and 9-8-17 prohibit any person from selling, serving, giving away, dispensing, consuming or carrying any beer or wine in open containers on or in any public street, highway, alley, lane, sidewalk, public or private parking lot, conveyance, or primary and secondary school facility in the City of Moscow, Idaho (hereinafter “City”) except in accordance with specific regulations adopted by the Council by Resolution; and

WHEREAS, The Entertainment District is defined in Moscow City Code 10-1-12 as an exemption to the Open Containers Prohibition (hereinafter “The Entertainment District”); and

WHEREAS, Moscow Chamber of Commerce and Visitor Center (hereinafter “the Event Sponsor”) desires to have its sponsored event, Moscow Winterfest (hereinafter “the Permitted Event”), in The Entertainment District (see Attachment “A”); and

WHEREAS, the Permitted Event is an event or series of events sponsored by the Event Sponsor, intended to promote family and community fellowship; and

WHEREAS, Council wishes to allow for the vending and responsible consumption of beer and/or wine under certain conditions, contained herein and during limited hours during the Permitted Event; and

WHEREAS, Council wishes to prohibit the sale and/or consumption of liquor during the Permitted Event; and

WHEREAS, Council believes the regulations contained herein are appropriate; and

WHEREAS, Council believes that the specific regulations contained herein balance health and safety concerns of citizens with the desire to promote responsible use of alcoholic beverages; and

WHEREAS, nothing contained in this Resolution is intended to waive other laws and regulations applicable to the sale and consumption of alcohol within City limits (including a requirement for a catering permit; a beer and wine permit for benevolent, charitable and public purpose events; or a winery sponsored event permit); and

WHEREAS, nothing contained within this Resolution is intended to endorse or support any particular belief, philosophy, or political position of the Event Sponsor or of the Permitted Event, and/or its affiliates, associations, contributors, supporters, participants, etc.;

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

SPECIFIC REGULATIONS ON THE SALE AND/OR CONSUMPTION OF BEER AND/OR WINE DURING MOSCOW WINTERFEST 2022:

Intent:

This Resolution is intended to allow the sale and consumption of beer and wine only (not liquor), pursuant to these specific regulations and is not intended to amend or expand the Moscow City Code or any other applicable law or regulation beyond the scope of the particulars of this Resolution or beyond the hours of the Permitted Event. Other than as specifically provided herein, park, sanitary, health, litter, police, fire, sidewalk café, alcohol vending, and other laws and regulations shall be unaffected by this Resolution. This Resolution is not a waiver of any State, County, or local requirement of a permit or licensure related to sales and/or distribution of alcohol including a requirement for a catering permit; a beer and wine permit for benevolent, charitable and public purpose events; or a winery sponsored event permit. This Resolution shall not establish precedent nor shall it apply to any event other than the Permitted Event held on the 22nd day of January, 2022, from 12:00 p.m. to 4:00 p.m.

Liability, Insurance and Safety:

1. No less than ten (10) days prior to the Permitted Event at which the licensed vendor will sell beer and/or wine, the Event Sponsor shall deliver to the City Clerk one (1) copy of written proof that the licensed vendor(s) has current, paid up, off-premise liquor liability insurance or special event insurance in an amount not less than One Million Dollars (\$1,000,000) combined single limits.
2. No less than ten (10) days prior to the first activity of the Permitted Event herein described, the Event Sponsor shall deliver to the City Clerk one (1) copy of written proof that the Permitted Event has obtained current, paid up, general liability insurance or special event insurance in an amount not less than One Million Dollars (\$1,000,000) combined single limits. Such general liability insurance or special event insurance policy shall be primary to any other insurance related to these events and to that of any potential party subject to a claim related to the Permitted Event.
3. City shall be named as an additional insured on the insurance policy of the licensed vendor.
4. No less than ten (10) days prior to the Permitted Event, the Event Sponsor shall deliver to the City Clerk the signed original of the Application, attached as Attachment “B”, with City to defend, hold harmless and indemnify City of Moscow, Idaho, its agents, servants, employees, officers and contractors from any and all claims, causes of action or damages which may arise from the Event Sponsor’s use of The Entertainment District.
5. The Moscow Police Chief or designee is hereby empowered to order the immediate cessation of all activities allowed under this Resolution at any time he/she reasonably determines that it is in the best interest of City to do so. There shall be no appeal from a determination by the Moscow Police Chief or his designee to terminate all or part of the Permitted Event.

Vendor:

1. The number of licensed vendor’s selling beer and/or wine allowed at the Permitted Event, will be reviewed and approved as part of the permitting process.
2. All beer and/or wine shall be sold only by a licensed vendor.

3. Every licensed vendor shall obtain and shall comply with all alcohol related laws and regulations, including, but not limited to, the City requirement of a City catering permit; a State beer and wine permit for benevolent, charitable, or public purpose events; or a winery sponsored event permit.
4. The name, address, telephone number, alcohol license permit number of every licensed vendor, and proof of insurance covering the vendor's activities (as required herein) shall be provided to the City Clerk no less than ten (10) days prior to the Permitted Event at which such licensed vendor shall sell beer and/or wine.
5. The City shall play no role in determining which vendor shall be selected to sell alcoholic beverages in the Entertainment District during the Permitted Event, unless it is a City sponsored event.
6. The Event Sponsor shall provide at least two (2) persons to check proper identification for those who shall be consuming beer and/or wine during the Permitted Event. These persons shall be clearly identified and shall be stationed at a central identification checking station where they shall issue one (1) wristband per individual 21 years of age or older.
7. The Event Sponsor shall provide at least two (2) law enforcement officers or two (2) guards from a recognized private security firm to provide security for the Permitted Event. Such officers or guards shall be clearly identified as such and shall be on duty at all times beer and/or wine is being served during the Permitted Event. The Event Sponsor shall have sole discretion on who will provide security at the Permitted Event and shall be responsible for all payment and costs associated with such security services.
8. The Event Sponsor and City both specifically understand and acknowledge that the Event Sponsor shall be solely responsible for any and all liability resulting from action or inaction, and/or negligence, and/or gross negligence by security provided by the Event Sponsor for the Permitted Event.

Sales and Consumption:

1. No less than ten (10) days prior to the Permitted Event at which the licensed vendor will sell beer and/or wine, the Event Sponsor shall deliver to the City Clerk three (3) copies of a site map which shall be drawn to show the locations, dimensions of, and relative distances between the following: (a) the beer and/or wine sales and dispensing area within The Entertainment District; (b) food sales and service areas; (c) location of identification checking station where wristbands will be issued. Said site design and any subsequent alterations shall be approved in writing by Moscow Deputy City Supervisor – Recreation, Culture, and Employee Services or his/her designee, and by the Moscow Chief of Police prior to the Permitted Event.
2. All beer and/or wine sales and dispensing shall take place within the area designated by the Event Sponsor and as shown on the site map required by this Resolution.
3. All food sales and service shall have a space of no less than ten feet (10') between the approved beer and/or wine sales and dispensing area and the food sales or service area.
4. Identification checking station shall include a minimum of two (2) persons to check proper identification. These persons shall be clearly identified and be responsible for the issuance of wristbands denoting attendees are of legal drinking age.
5. No person shall be allowed to purchase, possess or consume open containers of beer and/or wine other than within the Permitted Event footprint as shown on the Event Site Map required by this Resolution and only persons with a designated wristband shall be allowed to purchase, possess or consume beer and/or wine.

6. All beer and/or wine shall be dispensed in and consumed from an opaque plastic, paper, or glass container. Such container shall be a readily identifiable container not more than sixteen ounces (16 oz.) in size which shall not bear a logo for an alcoholic beverage.
7. Every occupant within The Entertainment District shall provide identification to law enforcement officers or City employees at any point in time or location when requested to do so.
8. No person under twenty-one (21) years of age shall be allowed to wear the designated wristband at any time during the Permitted Event.
9. A sign shall be prominently posted at or near the area designated for beer and/or wine sales and dispensing stating that service to persons under twenty-one (21) years of age is prohibited.
10. Beer and/or wine shall be sold only within the designated area in The Entertainment District and only between the hours of 12:00 p.m. and 4:00 p.m. local time on the 22nd day of January, 2022, during the Permitted Event.
11. Beer and/or wine shall be consumed only within The Entertainment District between the hours of 12:00 p.m. and 4:00 p.m. local time on the 22nd day of January, 2022, during the Permitted Event.
12. No person shall carry or consume any alcoholic beverage within The Entertainment District which is not purchased or dispensed from the licensed vendor(s) at the Permitted Event. Consumption of alcohol outside of The Entertainment District, in any public street, highway, alley, lane, sidewalk, public or private parking lot, conveyance, or primary and secondary school facility in the City of Moscow, shall be considered a violation of the City's open container ordinance.

Fee:

The Event Sponsor shall submit to the City Clerk, within ten (10) days of the event, the required fee established by Council that is associated with this Resolution.

Failure To Comply:

Failure to comply with this Resolution shall expose any such person to all relevant civil and criminal consequences and may result in denial of subsequent applications for alcohol permits in public parks for a period of no less than five (5) years.

PASSED AND APPROVED by the Mayor of the City of Moscow, Idaho, this ___ day of ____, 2022.

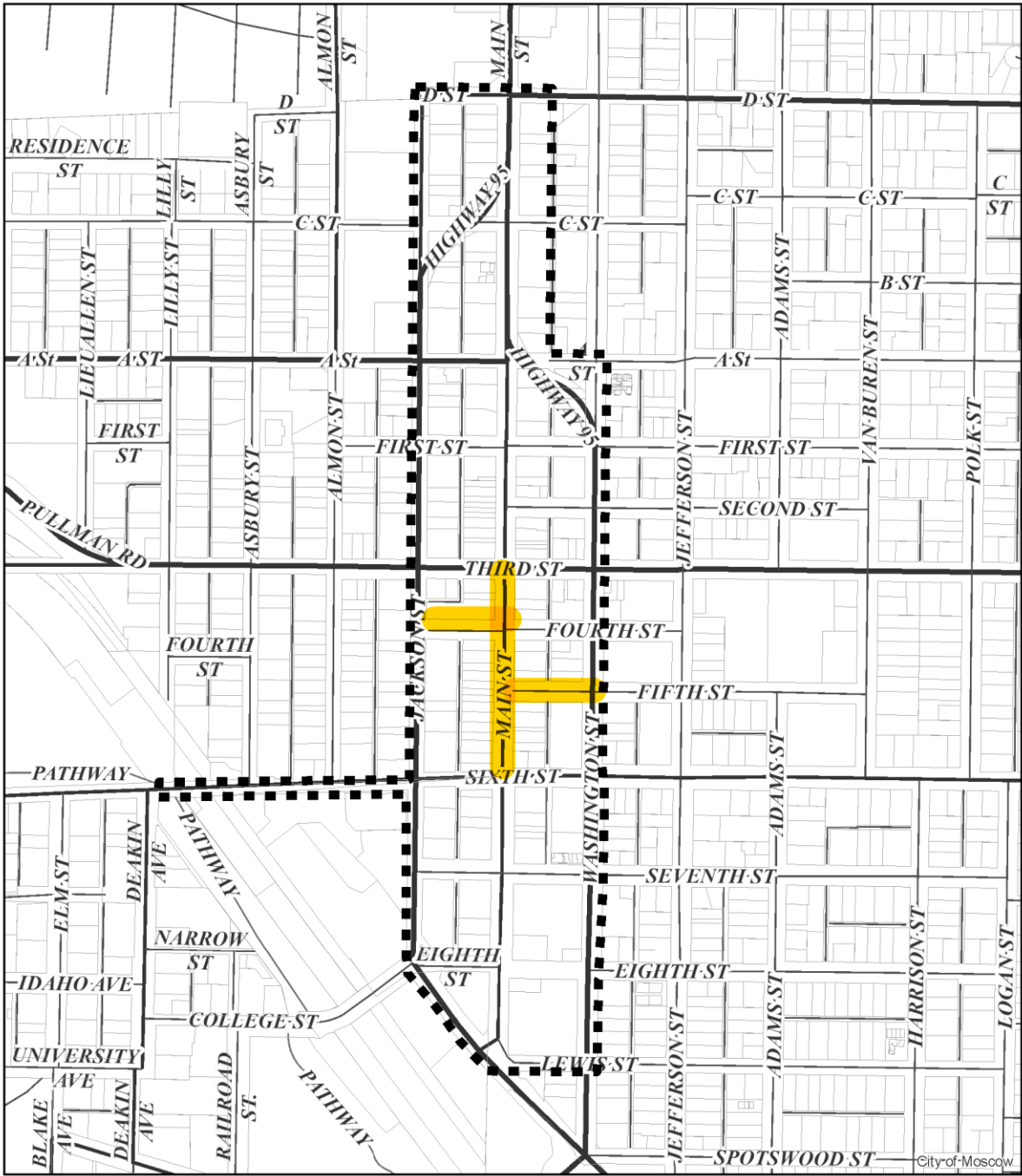
Bill Lambert, Mayor

CERTIFICATION. 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 _____, 2022.

ATTEST:

Laurie M. Hopkins, City Clerk

Exhibit 'A' - Entertainment District Boundary



Legend
 Entertainment District Boundary



Attachment B

City of Moscow Community Events Division EVENT APPLICATION



*Thank you for your interest in organizing/sponsoring an Event in the City of Moscow!
Events by local citizens add to the cultural wealth of our town and may range from fun runs to political marches,
neighborhood block parties to street fairs.*

Submit completed forms electronically or physically to the Community Events office:
communityevents@ci.moscow.id.us or 206 E. Third Street, Suite 300, Moscow. All applications must be legible.

The City reserves the right to request additional information reasonably necessary to a fair determination as to issuance of a permit. Permits are issued on a first-come, first-served basis. According to Moscow City Code Title 10 Section 17-4, event applications for regular or recurring events must be submitted at least sixty (60) days and not more than one hundred eighty (180) days before the proposed date of the event. Event applications for single, non-recurring events must be submitted at least ten (10) days and not more than one hundred eighty (180) days before the proposed date of the event.

Events with alcohol are to be submitted at least two (2) months prior to the event date to allow for adequate review and presentation to Administrative Committee and City Council. Administrative Committee meets on the 2nd and 4th Monday of each month and City Council meets on the 1st and 3rd Monday of each month pending no holiday delays or rescheduling of meetings.

1. Name of Event: Moscow Winterfest
2. Event Date(s): January 22nd, 2022
3. Event Location: Main St. from 3rd - 6th St.
4. Are you requesting a street closure for Event? Yes ☒ No ☐

If yes, provide street closure location(s). List cross streets, intersections, building addresses, etc. Include these details on your site map (see item 27.)

Main St. from 3rd - 6th st. Also blocking the intersection of 5th & Main.

We would also like to close the first turn into the Jackson St. parking lot in order to include the friendship square bathrooms in our event footprint, as well as host additional bathrooms.

5. Do you require parking restrictions for the Event? Yes ☒ No ☐

If yes, list parking restrictions (i.e. no parking on day of event, parking restricted to a particular area, etc.).

No parking on Main St. from 3rd - 6th on the day of the event.

6. Street Closure set-up/Load-in time: 10am Event(s) Start time: 12:00pm
7. Event(s) End time: 4:00pm Street Closure take-down/Load-out time: 6:00pm
8. Is this a recurring Event (i.e. every 1st Thurs. or every Sat. May thru Oct.)? Yes ☐ No ☒
9. Is this an annual Event? Yes ☒ No ☐
10. Are you planning on having refreshments and/or food? Yes ☒ No ☐

EVENT APPLICATION – LAST UPDATED AUGUST 11, 2021

Page 1 of 8

City of Moscow Community Events Division
EVENT APPLICATION



If **yes**, describe your waste and recycling plan. Applicants are responsible for removing all waste from their event footprint and disposing of properly, including emptying permanent trash receptacles in the downtown area. Dumpsters located downtown are for private use.

We will empty the city trash cans throughout the event. We will also have additional trash and recycling bins placed throughout the event. We will have event volunteers to help keep trash and recycling bins usable throughout the event.

11. Are you planning on serving alcohol/having alcohol available for purchase at the Event?

Yes ☒ (continue to Q.12)

No ☐ (skip to Q.14)

All events with alcohol are required to have a Catering Permit.

This process is to be handled by your licensed alcohol Vendor.

Catering Permit applications are to be submitted to the City Clerk/Deputy City Clerk for approval.

12. Is the Event taking place in the public right-of-way (i.e. sidewalks, streets, etc.) within the City of Moscow Entertainment District? The Entertainment District allows for a temporary suspension of the Open Container law by Resolution of the City Council. See page 6 for a map of the Entertainment District.

Yes ☒ (continue to Q.13)

No ☐ (skip to item B.)

13. Are the Event organizers interested in pursuing a temporary suspension of the Open Container law by City Council Resolution?

Yes ☒ (see item A.)

No ☐ (skip to item B.)

A. Event organizers pursuing a temporary suspension by City Council Resolution of the Open Container law for their Event within the public right-of-way of the Entertainment District boundaries must satisfy the following conditions with their Event listed below, in addition to any requirements detailed in the Moscow City Code, as set forth by City Council Resolution, and/or Catering Permit:

- ☒ Include an identification checking station and its general location on Event Site Map. Identification checking station shall include a minimum of two (2) persons to check proper identification. These persons shall be clearly identified and be responsible for the issuance of wristbands denoting attendees are of legal drinking age.
- ☐ Submit the Alcohol Use Application and \$100 non-refundable fee upon approval of Event.
- ☐ Be present at City of Moscow Administrative Committee and City Council meetings regarding authorization of alcohol at Event by Resolution.
- ☐ Post signage and waste receptacles at Event entry and exit points. Signage to clearly state "No Alcohol Permitted Beyond this Area". Additional requirements may be mandated by City Council Resolution.

City of Moscow Community Events Division
EVENT APPLICATION



B. Event organizers requesting for alcohol use for their Event that takes place in the public right-of-way NOT within the Entertainment District boundaries must satisfy the following conditions with their Event, in addition to following any requirements set forth by Resolution and/or Catering Permit. This option is also available to Event organizers who are NOT pursuing a temporary suspension by City Council Resolution of the Open Container law:

- ☐ Include the location and estimated size of the beer garden on Event Site Map. Please note: barricades required for beer gardens are 8' in length.
- ☐ Complete and submit a Barrier Use Contract with this application.
- ☐ Submit the Alcohol Use Application and \$100 non-refundable fee upon approval of Event.
- ☐ Be present at City of Moscow Administrative Committee and City Council meetings regarding authorization of alcohol at Event by Resolution.

Upon approval from Council, remaining Event fees will be due, and applicant's vendor(s) are required to submit a Catering Permit application to the City Clerk/Deputy City Clerk. Any additional required paperwork outlined by the City Council Resolution and/or this process will also be due upon approval.

14. Are you planning on having a band or music? Yes ☒ No ☐

If yes, describe below any recording equipment, sound amplification equipment, etc. Submit a completed **Noise Exemption Permit Request** with this Event application.

DJ with PA system

15. Approximate number of persons, animals, and/or vehicles comprising the Event, the type(s) of animals and description of vehicles, and approximate number of participants and spectators in viewing attendance:

19 vendors - 10 food & N/A beverages, 9 alcohol vendors

2,000 attendees

16. Do you plan on having banners, signs, or other attention-getting devices in the Event? Yes ☒ No ☐

17. Do you plan on using any designated public facilities or infrastructure for the Event? Yes ☒ No ☐
If yes, list public facilities or infrastructure (i.e. public restrooms, picnic shelters, stages, etc.).

City of Moscow Community Events Division
EVENT APPLICATION



friendship square bathrooms
friendship square
city electric outlets in friendship square

18. Are you requesting additional City Police services for escort services, traffic, and/or crowd control?
Yes ☒ No ☐

If yes, contact City of Moscow Police Department at 208-883-7059 to discuss and see attached Fee Schedule.

19. Please use this area to include more detail or attach additional pages for additional information about Event that is pertinent for us to know.

Activities w/ location TBD:

- 1-3 hole putt putt, ski themed
- corn hole
- snow ball relay race (walking)
- pin the skis on John curak
- newbiks cube contest
- lip-sync battle

20. Organization Sponsoring Event: Moscow Chamber of Commerce & Visitor Center
21. Organization Address: 411 S. Main St. Moscow, ID 83843
22. Organization Officers/Authorized Representatives: Dre Arman
23. Individual Responsible for Event Organization: Dre Arman
24. Individual's Address: 411 S. Main St Moscow ID 83843
25. Individual's Day, Message, or Cell Phone Number: 419-966-7153
26. Individual's E-mail: marketing@moscowchamber.com
27. City reserves the right to alter your route if the City determines the proposed route will require significant City services and/or severely limit transit opportunities in high traffic areas. Applicant understands and agrees that the City is reserving that right? If answers no, application may be denied. Yes ☒ No ☐
28. **Submit a Site Map with this application.** Event Applications without a Site Map will not be processed. Details on a Site Map may include but are not limited to locations of desired street closures, walking routes, assembly points, start and finish points, locations of food and beverage vendors, stages, service areas, etc. A blank map of downtown Moscow is available on page 7.
29. **Residential Neighborhood Block Parties:** Provide Proof of Insurance (Requirement may be waived at Discretion of City)
30. **All other Event Types (except Public Assembly):** Provide Proof of Insurance (Required – Certificate of Insurance must include the City of Moscow as an Additional Insured and list \$500,000 as the minimum amount of general liability or \$1,000,000 if alcohol is included.)

**City of Moscow Community Events Division
EVENT APPLICATION**



HOLD HARMLESS AGREEMENT:

The applicant/group/organization (hereinafter "SPONSOR"), through its duly and specifically authorized agents, hereby releases City of Moscow, Idaho (hereinafter "CITY") and agrees, contracts and covenants not to bring suit and agrees to defend, hold harmless, and indemnify CITY, its officers, employees, agents and representatives from any and all claims, costs, judgments, awards, or liability to any person, including claims by SPONSOR's own agents, officers, employees and representatives, to which SPONSOR might otherwise be immune, arising from the Community Event, Block Party, Public Assembly, Parade or Sidewalk Walking Parade scheduled to occur as indicated on this application (hereinafter "Event"), including any Street Closure permitted under the terms of CITY's Policy on Street Closure. No SPONSOR shall be required to indemnify or hold harmless CITY for claims, actions and demands that arise out of CITY's sole negligence. Inspection, review and/or acceptance by CITY of any activity performed by or during the Event, or any activity or non-activity by CITY Police officers or other officers, employees, agents or representatives of CITY, shall not be grounds for avoidance of any of the covenants of defense, indemnification or hold harmless by SPONSOR on behalf of CITY.

SPONSOR acknowledges that he/she has read and understands the current Idaho Governor's Idaho Rebounds Plan which includes any existing Stay Healthy Order and/or Guidelines and has read the protocols for social/physical distancing, use of face masks/face coverings, and sanitation requirements and guidelines. SPONSOR agrees to comply with the Governor's Order and/or Guidelines and ensure that all participants will comply with the Order and/or Guidelines. SPONSOR acknowledges any and all City of Moscow Public Health Directives and/or Regulations in effect at the time of the Event. SPONSOR agrees to comply with any and all City of Moscow Public Health Directives and/or Regulations in effect at the time of the Event and ensure that all participants comply with the City of Moscow Public Health Directives and/or Regulations in effect at the time of the Event. SPONSOR agrees that if CITY determines she/he and/or any participant is not in compliance with the Governor's Orders and Guidelines and/or is not in compliance with City of Moscow Public Health Directives and/or Regulations in effect at the time of the Event, CITY reserves the right to revoke the Event permit.

I, SPONSOR, certify under penalty of perjury pursuant to the law of the State of Idaho, that the foregoing is true and correct and that I have the authority to bind the group or organization, if applicable, to this Agreement.

NAME: Dre Arman

DATE: 11-19-21

EVENT SPONSOR ELECTRONIC SIGNATURE:

☐ By checking this box as an electronic signature, I agree to all the terms and conditions that apply to the Community Event /Residential Neighborhood Block Party/Public Assembly/Street Parade/Sidewalk/Pathway Event, Permitting Process, and Hold Harmless Agreement. I certify under penalty of perjury pursuant to the law of the State of Idaho that everything in the application is true and correct and that I have authority to bind the group or organization, if applicable, to this Agreement.

EVENT SPONSOR NON-ELECTRONIC SIGNATURE:

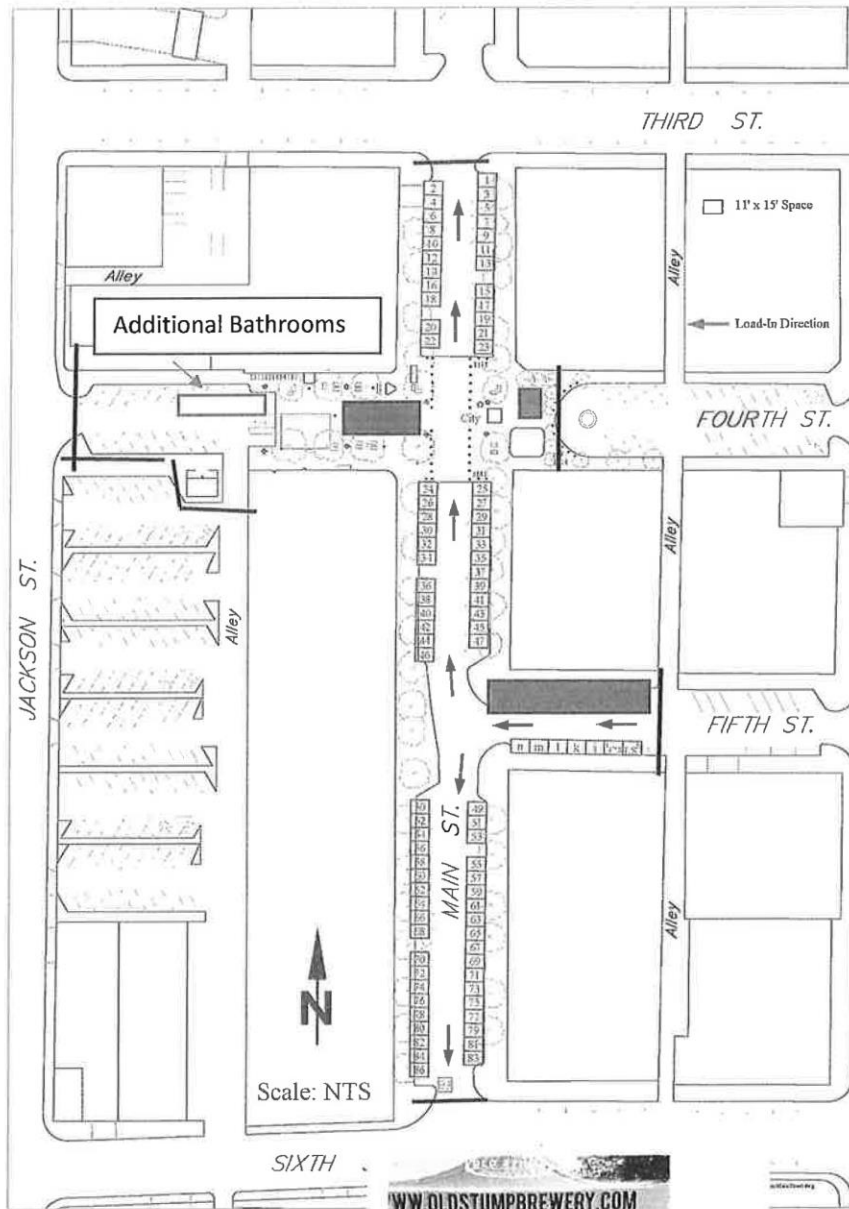
Dre Arman
(Required only if printing and submitting in person)

The information on this form is Public Record and may be posted to a public website.
Moscow City Code Title 10, Chapter 17 is available from the City Clerk at PO Box 9203, Moscow, ID, 83843, or on the City's web page at <https://www.ci.moscow.id.us/393/City-Code>.

FOR OFFICE USE ONLY

☐ Community Event without alcohol	☒ Community Event with alcohol	☐ Street Parade Event
☐ Sidewalk/Pathway Event (fun runs, trail runs, walk-a-thons)	☐ Public Assembly – no fee (march, picket, rally, demonstration, etc.)	☐ Residential Neighborhood Block Party Event
Date App Rec'd: <u>11/22/2021</u>	Fees Due: <u>\$274</u>	Fees Paid: _____

Moscow Winterfest Proposed Event Layout



Alcohol Vendors:

Hunga Dunga 21/23
 Pour Company 50/52
 Shattuck Brewing 2/4
 Moscow Brewing Co 24/26
 Moscow Ale House 61/63
 Garden Lounge 20/22
 Colters Creek 69/71
 Lindsey Creek 7/9
 Vin 15/17

Food and N/A Beverage Vendors:

Café Artista 1/3
 One World Café 84/86
 Sushi Man 8/10
 Patty's 73/79
 Humble Burger 78/80
 HS Environmental Club 55/57
 Rotary Club 66/68
 Paradise Grill 43/45
 Maialina 20/22
 Battleground Food Truck 25/27/29

Event Check in 81/83

Vendors are assigned spaces. Tables will face towards Main St. All alcohol will be served on Main St. Some vendors may have 2 tents to fill space and some 1 tent. All vending tents are standard market tents. Vendors will only accept event tickets for alcohol and will serve into event glassware.

Other event activities, location TBD:

- 1-3 hole putt putt (ski themed)
- Cornhole
- Snowball walking relay race
- Pin the skis on john cusak
- Rubiks cube contest
- Lip-sync battle



Above is an example of how tents will be set up with one way serving.

NOISE EXEMPTION PERMIT REQUEST
(Moscow City Code 10-11-2)

Requested Event Date(s): 1-22-2022 Begin time: 12pm End time: 4:00pm
6:00pm

Event Location: _____

Amplified Music (DJ, party, etc.) ☐ No ☒ Yes

Alcoholic Beverages Available ☐ No

(Marking this box does not mean your request will be denied)

☒ Yes - Purchaser: See attached event layout
(If hosted or catered, name of serving organization) for vendor

Live Band Performing ☒ No

☐ Yes - Group: _____

Describe the event: MOSCOW WINTERFEST - an 80's ski-themed
celebration of winter in Moscow.

(use back of this form if more space is needed)

Name of requesting person/Group/Organization: MOSCOW Chamber of Commerce + Visitor Center

Person responsible for Group or Organization: DRE ARMAN

Requesting Person's Address: 411 S. MAIN ST. MOSCOW, ID 83843

Home phone: 208-882-1800 Work phone: 208-882-1800 Cell phone: 419-966-7153 Pager: N/A
Daytime phone number is required

Responsible person available AT AND DURING this event: DRE ARMAN

Cell- or contact-phone during event. 419-966-7153

Your signature is unconditional acceptance of all terms and conditions. This permit may be modified or revoked by City at any time if permit conditions are violated. Read the following carefully:

The applicant/group/organization hereby agrees to indemnify and hold harmless City of Moscow, Idaho from all claims, actions and demands of any kind whatsoever related to and/or arising out of the activity(ies) specified in this application and does hereby accept all risk and responsibility for any damage(s) stemming from such activity. Every Applicant requesting a noise Exemption Permit shall cooperate with law enforcement by adjusting the noise level in the event of any citizen complaint(s). In the event of non-compliance, law enforcement may revoke this permit. No applicant/group/organization shall be required to indemnify or hold harmless City of Moscow, Idaho for claims, actions and demands that arise out of City's sole negligence.

Date: 1-22-2022 Requesting Person's Signature: [Signature]

☒ APPROVED ☐ DENIED

Conditions:

Date permit valid: 01/22/22

Hours permit valid: 12pm-4pm

Noise level (dBA) shall not exceed 85 DbA at ☒ source at ☐ property line

Other Conditions: _____

James Fry Jr.
Chief of Police (208) 882-7054



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
10/08/2021

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Troy Insurance Agency Inc 1822 18th Ave P.O. Box 796 Lewiston ID 83501		CONTACT NAME: Amanda Nelson PHONE (A/C, No, Ext): (208) 743-3541 FAX (A/C, No): (208) 743-3542 E-MAIL ADDRESS: amtroy@troyins.com	
INSURED Moscow Chamber of Commerce 411 South Main St Moscow ID 83843		INSURER(S) AFFORDING COVERAGE INSURER A: Hartford Casualty Insurance Co INSURER B: Penn-Star Insurance Co INSURER C: INSURER D: INSURER E: INSURER F:	
		NAIC # 00914	

COVERAGES CERTIFICATE NUMBER: 2021-2022 LIABILITY REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☒ POLICY ☐ PRO-JECT ☐ LOC ☐ OTHER:			34 SBA PB3695 DX	10/11/2021	10/11/2022	EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 2,000,000 GENERAL AGGREGATE \$ 4,000,000 PRODUCTS - COMPIOP AGG \$ 4,000,000 \$
	AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS ☒ HIRED AUTOS ONLY ☐ NON-OWNED AUTOS ONLY			34 SBA PB3695 DX	10/11/2021	10/11/2022	COMBINED SINGLE LIMIT (Ea accident) \$ 2,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB ☐ OCCUR EXCESS LIAB ☐ CLAIMS-MADE OED ☐ RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/ MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		N/A				PER STATUTE ☐ OTH-ER ☐ E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
B	Special Event Liability	Y		PAC-7210033	01/30/2021	01/30/2022	General Aggregate 2,000,000 Each Occurrence 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
CITY OF MOSCOW IS LISTED AS ADDITIONAL INSURED ON THE SPECIAL EVENT LIABILITY POLICY REFERENCED ABOVE.

CERTIFICATE HOLDER CITY OF MOSCOW 206 E 3RD ST MOSCOW ID 83843	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
--	--

ACORD 25 (2016/03)

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THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

**ADDITIONAL INSURED – STATE
OR GOVERNMENTAL AGENCY OR SUBDIVISION
OR POLITICAL SUBDIVISION – PERMITS
OR AUTHORIZATIONS RELATING TO PREMISES**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

State Or Governmental Agency Or Subdivision Or Political Subdivision:

CITY OF MOSCOW
PO BOX 9203
MOSCOW, ID 83843

Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

A. Section II –Who Is An Insured is amended to include as an additional insured any state or governmental agency or subdivision or political subdivision shown in the Schedule, subject to the following additional provision:

This insurance applies only with respect to the following hazards for which the state or governmental agency or subdivision or political subdivision has issued a permit or authorization in connection with premises you own, rent or control and to which this insurance applies:

1. The existence, maintenance, repair, construction, erection or removal of advertising signs, awnings, canopies, cellar entrances, coal holes, driveways, manholes, marquees, hoist away openings, sidewalk vaults, street banners or decorations and similar exposures; or
2. The construction, erection or removal of elevators; or
3. The ownership, maintenance or use of any elevators covered by this insurance.

However:

1. The insurance afforded to such additional insured only applies to the extent permitted by law; and
2. If coverage provided to the additional insured is required by a contract or agreement, the insurance afforded to such additional insured will not be broader than that which you are required by the contract or agreement to provide for such additional insured.

B. With respect to the insurance afforded to these additional insureds, the following is added to Section III –Limits Of Insurance:

If coverage provided to the additional insured is required by a contract or agreement, the most we will pay on behalf of the additional insured is the amount of insurance:

1. Required by the contract or agreement; or
2. Available under the applicable limits of insurance; whichever is less.

This endorsement shall not increase the applicable limits of insurance.

Event Name	Date(s)/Time(s)
Moscow Winterfest	1/22/22 12 pm - 4 pm

RESOLUTION 2022-
BEER-WINE SALES – ENTERTAINMENT DISTRICT- MOSCOW WINTERFEST

City of Moscow Community Events Division
ALCOHOL USE APPLICATION



This application is required for Events requesting Alcohol Use within the Moscow Downtown Central Business Zoning District. Applicants are to submit their completed Event Application to the Community Events Division first. Upon approval of Event, Applicants may then submit this form along with the non-refundable fee to begin the review process by City Council for their Alcohol Use request. City Council has the ability to deny Alcohol Use requests, but applicants may still move forward with their approved Event without alcohol.

Ideal timeline for Events requesting Alcohol Use:

1. At least two months prior to event, Applicant submits Event Application for review.
2. Upon approval of Event, Applicant submits Alcohol Use Application and pays \$1 00 non-refundable fee.
3. Staff drafts a Resolution for the beer/wine garden request OR a Resolution for the temporary suspension of open container law. Applicants must provide their licensed alcohol providers to staff to include in the draft Resolution.
4. Applicant must be present at Administrative Committee meeting (meetings are held on the 2nd and 4th Mondays of each month pending no holiday delays).
5. Applicant must be present at City Council meeting (meetings are held on the 1st and 3rd of each month pending no holiday delays).
6. Upon approval, Applicant pays any remaining fees and is issued permit for Event.

Name of Event: Moscow Winterfest

Event Date(s): January 22, 2022

Event Location: Main Street, 3rd to 6th including 5th to Alley and 1st parking bay of Jackson Street lot

Event Start time: 12:00 pm Event End time: 4:00 pm

Responsible Individual listed on Event Application: Dre Arman

By signing this Alcohol Use Application, Applicant understands that their Event may not have alcohol unless approved by City Council and that City Council has the right to deny Alcohol Use Requests for Events. Applicant also understands that the Alcohol Use Fee of \$1 00 is non-refundable regardless of the decision issued by City Council.

A handwritten signature in black ink, appearing to read "Dre Arman".

12-8-21

Signature of Responsible Individual for Event Organization

Date

Date Received: 8 Dec. 2021 Date non-refundable fee paid: 8 Dec. 2021 ___

CITY COUNCIL STAFF REPORT

DATE: Monday, December 20, 2021



AGENDA ITEM TITLE

Government Finance Officers Association (GFOA) Award Presentation (ACTION ITEM) - Gary J. Riedner

RESPONSIBLE STAFF

Gary Riedner, City Supervisor

REVIEWED BY

ADDITIONAL PRESENTER(S)

OTHER RESOURCES

DESCRIPTION

The City submitted the FY2020 Annual Comprehensive Financial Report (ACFR) to the Government Finance Officers Association (GFOA) for consideration for the Certificate of Achievement for Excellence in Financial Reporting Award. The GFOA reviewed the FY2020 ACFR and determined that it met the rigorous standards for the award and subsequently issued its certificate. This is the 18th consecutive year the City has received the GFOA Award for Excellence in Financial Reporting.

STAFF RECOMMENDATION

Receive the Excellence in Financial Reporting Award from the Government Finance Officers Association for the City's FY2020 Annual Comprehensive Financial Report.

PROPOSED ACTIONS

ACTION: Receive the Excellence in Financial Reporting Award from the Government Finance Officers Association for the City's FY2020 Annual Comprehensive Financial Report.

FISCAL IMPACT

PERSONNEL IMPACT

ATTACHMENTS

1. FY20 ACFR Award Letter
2. FY20 ACFR Finance Department Award Certificate
3. FY20 ACFR Award Certificate



Government Finance Officers Association
203 North LaSalle Street, Suite 2700
Chicago, Illinois 60601-1210
312.977.9700 fax: 312.977.4806

12/1/2021

Sarah Banks
Finance Director
City of Moscow, Idaho

Dear Ms. Banks:

Congratulations!

We are pleased to notify you that your annual comprehensive financial report for the fiscal year ended September 30, 2020 has met the requirements to be awarded GFOA's Certificate of Achievement for Excellence in Financial Reporting. The GFOA established the Certificate of Achievement for Excellence in Financial Reporting Program (Certificate Program) in 1945 to encourage and assist state and local governments to go beyond the minimum requirements of generally accepted accounting principles to prepare annual comprehensive financial reports that evidence the spirit of transparency and full disclosure and then to recognize individual governments that succeed in achieving that goal. The Certificate of Achievement is the highest form of recognition in governmental accounting and financial reporting. Congratulations, again, for having satisfied the high standards of the program.

Your electronic award packet contains the following:

- **A "Summary of Grading" form and a confidential list of comments and suggestions for possible improvements.** We strongly encourage you to implement the recommended improvements in your next report. Certificate of Achievement Program policy requires that written responses to these comments and suggestions for improvement be included with your 2021 fiscal year end submission. If a comment is unclear or there appears to be a discrepancy, please contact the Technical Services Center at (312) 977-9700 and ask to speak with a Certificate of Achievement Program in-house reviewer.
- **Certificate of Achievement.** A Certificate of Achievement is valid for a period of one year. A current holder of a Certificate of Achievement may reproduce the Certificate in its immediately subsequent annual comprehensive financial report. Please refer to the instructions for reproducing your Certificate in your next report.
- **Award of Financial Reporting Achievement.** When GFOA awards a government the Certificate of Achievement for Excellence in Financial Reporting, we also present an Award of Financial Reporting Achievement (AFRA) to the department identified in the application as primarily responsible for achievement of the Certificate.
- **Sample press release.** Attaining this award is a significant accomplishment. Attached is a sample news release that you may use to give appropriate publicity to this notable achievement.

In addition, award recipients will receive via mail either a plaque (if first-time recipients or if the government has received the Certificate ten times since it received its last plaque) or a brass medallion to affix to the plaque (if the government currently has a plaque with space to affix the medallion). Plaques and medallions will be mailed separately.

As an award-winning government, we would like to invite one or more appropriate members of the team that put together your annual comprehensive financial report to apply to join the Special Review Committee. As members of the Special Review Committee, peer reviewers get exposure to a variety of reports from around the country; gain insight into how to improve their own reports; achieve professional recognition; and provide valuable input that helps other local governments improve their reports. Please see our website for [eligibility requirements](#) and [information on completing an application](#).

Thank you for participating in and supporting the Certificate of Achievement Program. If we may be of any further assistance, please contact the Technical Services Center at (312) 977-9700.

Sincerely,

A handwritten signature in black ink that reads "Michele Mark Levine". The signature is written in a cursive, flowing style.

Michele Mark Levine
Director, Technical Services



**The Government Finance Officers Association of
the United States and Canada**

presents this

AWARD OF FINANCIAL REPORTING ACHIEVEMENT

to

Finance Department
City of Moscow, Idaho



The Award of Financial Reporting Achievement is presented by the Government Finance Officers Association to the department or individual designated as instrumental in the government unit achieving a Certificate of Achievement for Excellence in Financial Reporting. A Certificate of Achievement is presented to those government units whose annual financial reports are judged to adhere to program standards and represents the highest award in government financial reporting.

Executive Director

Christopher P. Morrell

Date: 12/1/2021



Government Finance Officers Association

Certificate of
Achievement
for Excellence
in Financial
Reporting

Presented to

**City of Moscow
Idaho**

For its Annual Comprehensive
Financial Report
For the Fiscal Year Ended

September 30, 2020

Christopher P. Morill

Executive Director/CEO

CITY COUNCIL STAFF REPORT

DATE: Monday, December 20, 2021



AGENDA ITEM TITLE

City of Moscow American Rescue Plan Act Small Business and Non-Profit COVID-19 Recovery Grant Program (ACTION ITEM) - Alisa Anderson

RESPONSIBLE STAFF REVIEWED BY

Alisa Anderson, Grants Manager This item was reviewed by the Public Works/Finance Committee on December 13, 2021 and recommended for approval.

ADDITIONAL PRESENTER(S) OTHER RESOURCES

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 a Resolution detailing the City of Moscow American Rescue Plan Act Small Business and Non-Profit COVID-19 Recovery Grant Program for the Council's review and approval. This was reviewed by the Public Works Finance Committee on November 9 and December 13 and recommended for approval.

STAFF RECOMMENDATION

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

PROPOSED ACTIONS

PROPOSED ACTIONS: Approve the City of Moscow American Rescue Plan Act Small Business and Non-Profit COVID-19 Recovery Grant Program Resolution; or take such other action deemed appropriate.

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, 2021¹; and

WHEREAS, as businesses weathered closures and sharp declines in revenue, many were forced to shut down, especially small businesses²; 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 reduced housing and food security for many people; 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 ____ 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

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 applicant's most recent fiscal year prior to the COVID-19 public health emergency by using the applicant's 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 (unless otherwise approved by the City Council) 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) Eligible Expense Period

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

5) Maximum Grant Award

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) 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 applicants within thirty (30) days of the Council approval of the award and receipt of the signed grant agreement.

7) Grant Report

All recipients shall file a report, on a form provided by the City, that will be due annually no later than January 31 of each year through 2025, 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

1) 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.

2) 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.

3) 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 (unless otherwise approved by the City Council) and must be registered with, and current in all required documentation by the Idaho Secretary of State.

4) 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.

5) 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.

6) Eligible Expense Period

All grant funds shall be expended within two (2) years of the grant award or by March 31, 2024, whichever 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 April 31, 2024.

7) 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.

Application Process

1) Application Form

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. Applications for the Community and Social Services Non-Profit Grant Program shall detail the proposed evidenced based intervention measures and a proposed Spending Plan that details how the grant funds are proposed to be utilized.

2) Application Review and Approval Process

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 submit 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 all grant requests.

COMMITTEE STAFF REPORT

DATE: Monday, December 20, 2021



RESPONSIBLE STAFF

Alisa Anderson, Grants Manager

ADDITIONAL PRESENTER(S)

Bill Belknap, Deputy City Supervisor - Community Planning and Design

OTHER RESOURCES

AGENDA ITEM TITLE

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

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

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 take such other action deemed appropriate.

FISCAL IMPACT

City of Moscow's ARPA Allocation \$120,000.

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;

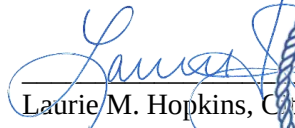
2. That this Resolution shall become effective as of the 15th day of November, 2021.

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



Bill Lambert, 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.



Laurie M. Hopkins, City Clerk

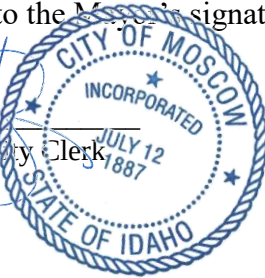


EXHIBIT A

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 unequal 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

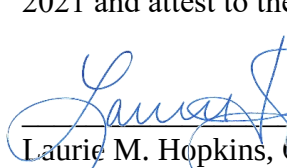
- year in the City's annual fiscal year budget, bringing the proposed annual affordable housing funding to \$100,000 per year for the next three years;
- c. \$1,000,000 to be allocated for the City's stormwater infrastructure in support of the new stormwater utility. This allocation will allow the new 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.

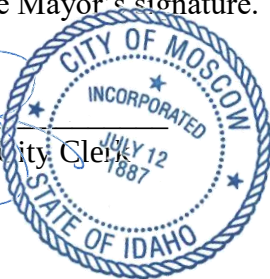


Bill Lambert, Mayor

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.



Laurie M. Hopkins, City Clerk





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



Board of Directors

Karl Johnson, President (2022)
Bob Ries, Vice President (2021)
Vacant, Treasurer (2022)
Teresa Heitmann, Sec'y (2023)
Jonathan Carson (2021)
Casey Holcomb-Hawkes (2022)
Katrina Johnson (2023)
Anne Zabala (2021)
Vacant (2023)

Terms expire 9/30 of year stated

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 20, 2021



RESPONSIBLE STAFF

Mia Bautista

ADDITIONAL PRESENTER(S)

Laurie Hopkins, City Clerk

OTHER RESOURCES

AGENDA ITEM TITLE

Records Management Policies and Procedures Code Amendment (ACTION ITEM) – Mia Bautista / Laurie M. Hopkins

DESCRIPTION

In 2015 the City Council adopted Title 1 Chapter 10 Records Management Policies and Procedures, in compliance with Idaho Code, to ensure orderly and efficient management of municipal records. Since that time, the pertinent sections of Idaho Code dealing with public records has been amended. The proposed ordinance includes the changes the Legislature adopted, specifically through the enactment of the Public Records Act under Title 74 of the Idaho Code. The amendments include updates to the references of Idaho Code for the classification and retention of municipal records, digital media requirements, and the disclosure of public records.

STAFF RECOMMENDATION

Approve the Ordinance amending Moscow City Code Title 1, Chapter 10 of the records management policies and procedures under suspension of the rules requiring three complete and separate readings and that it be read by title and published by summary.

PROPOSED ACTIONS

PROPOSED ACTIONS: Approve the Ordinance amending Moscow City Code Title 1, Chapter 10 of the records management policies and procedures under suspension of the rules requiring three complete and separate readings and that it be read by title and published by summary; or consider the Ordinance on first reading and that it be read by title; or reject the Ordinance; or take such other action deemed appropriate.

FISCAL IMPACT

PERSONNEL IMPACT

ATTACHMENTS

1. Ordinance 2021- Amending T1C10 Records Management_final

ORDINANCE NO. 2021 –

AN ORDINANCE OF THE CITY OF MOSCOW, IDAHO, A MUNICIPAL CORPORATION OF THE STATE OF IDAHO; PROVIDING FOR THE AMENDMENT OF TITLE 1 CHAPTER 10 ON RECORDS MANAGEMENT POLICIES AND PROCEDURES; PROVIDING THAT THE PROVISIONS OF THIS ORDINANCE BE DEEMED SEVERABLE; AND PROVIDING FOR THIS ORDINANCE TO BE IN FULL FORCE AND EFFECT FROM THE DATE OF ITS PASSAGE, APPROVAL AND PUBLICATION ACCORDING TO LAW.

WHEREAS, the City wishes to ensure orderly and efficient management of municipal records in compliance with Idaho Code; and

WHEREAS, the Idaho Code has been updated as it pertains to public records since the establishment of Moscow City Code Title 1, Chapter 10 through the enactment of the Public Records Act; and

WHEREAS, the proposed amendments reflect revisions to the Idaho Code after passage of Title 1, Chapter 10;

NOW, THEREFORE, BE IT ORDAINED BY THE MAYOR AND COUNCIL OF THE CITY OF MOSCOW, IDAHO, AS FOLLOWS:

SECTION 1: That Moscow City Code Title 1, Chapter 10 shall be amended as follows:

...

Sec. 10-7. City Offices to Use Records Schedules.

All City departments shall adopt records retention and disposition schedules and destroy, transfer, or otherwise dispose of records in accordance with ~~policies set forth by the records schedules~~the records retention resolution adopted by City Council.
(Ord. 2015-09, 06/15/2015)

Sec. 10-8. Development of Records Retention and Disposition Schedules.

The City Clerk shall follow the classification and retention of municipal records pursuant to Idaho Code 50-907, and pursuant to the records retention resolution adopted by City Council. Retention periods to be included in records schedules shall be submitted by the City Clerk to the City Attorney. The City Attorney shall notify the City Clerk within ten (10) working days of the approval or of any objection to a retention period. At the expiration of the ten (10) day period, if no objection has been submitted, the records schedule shall be adopted by resolution of the City Council and shall have full force as sufficient authorization for records destruction or other action. If objection is made, the City Clerk, in consultation with and upon the advice of the City Attorney, shall determine a retention period satisfactory to the office or department concerned.

When a records retention and disposition schedule is adopted by resolution of the City Council, it shall thenceforth constitute full authority to transfer, microfilm, image, prepare for destruction or take other actions, with respect to City records. The City Council hereby directs

that such action be taken by the City Clerk or under his or her supervision. The City Clerk shall provide written notification to the pertinent department, State Historical Society, and the City Council of intended destruction, as required by law.

(Ord. 2015-09, 06/15/2015)

...

Sec. 10-14. Records Using Photographic and Digital Media.

- A. City may reproduce, ~~and~~ retain and manage documents in a photographic, digital or other non-paper medium, as provided by Idaho Code § 50-~~909~~907(6). The medium in which a document is retained shall accurately reproduce the document record in paper form during the period for which the document must be retained and shall preclude unauthorized alteration of the document.
- B. If the medium chosen for retention is photographic, all film used must meet the quality standards of the National Archives and Records Administration Technical Guidelines for Digitizing Archival Materials for Electronic Access: Creation of Production Master Files, June 2004 and records management software that meets Department of Defense's Design Criteria Standard for Electronic Records Management Software to meet the standards set for the State of Idaho ~~American~~ National ~~Standards~~ Institute (ANSI), pursuant to Idaho Code § 50-907(6)(a). If the medium chosen for retention is digital, the medium must provide for reproduction on paper at a resolution of at least two hundred (200) dots per inch, pursuant to Idaho Code § 50-907(6)(b).
- C. A document retained by the City in any form or medium permitted under this Section shall be deemed an original public record for all purposes. A reproduction or copy of such a document record, certified by the City Clerk, shall be deemed to be a transcript or certified copy of the original and shall be admissible before any court or administrative hearing.
- D. Once a paper document semipermanent or temporary record is retained in a non-paper medium as authorized by this Section, the original paper document shall be considered a duplicate of the record, and may be disposed of or returned to the sender, ~~except in the case of~~ Once a permanent records, as defined in Idaho Code § 50-907, is retained in a non-paper medium as authorized by this section, the City Clerk shall follow the procedure in Idaho Code § 50-907(6)(e), prior to any destruction of permanent records. Paper originals of permanent historic records shall be retained by the City in perpetuity, or may be transferred to the Idaho State Historical Society's permanent records repository upon resolution of the City Council.

(Ord. 2015-09, 06/15/2015)

Sec. 10-15. Accessibility of Records on Microfilm or Digital Media.

The public is hereby given identical access to records on microfilm, or digital media to which they would be entitled under law if the records were in any other medium. A reasonable fee is to be charged for reproduction of official or unofficial copies from records on microfilm or digital media.

(Ord. 2015-09, 06/15/2015)

Sec. 10-16. ~~Public~~ Disclosure of Licensing Public Records.

- A. ~~Except as provided in paragraph B (hereinbelow), the City Clerk or designee is authorized to release or disclose to parties other than those to whom the record pertains, all information~~

~~received by or retained by the City Clerk's office, including names, addresses, and criminal records (other than N.C.I.C. reports and Latah County Arrest/Non-Arrest records) of applicants, licensees, child care operators, child care workers, child care volunteers, and juvenile child care workers, a child care facility's owners, officers and chief agents, if any, and persons residing in a child care facility.~~ The City shall follow the requirements under Idaho Code Title 74, Chapter 1, titled "Public Records Act" as it pertains to the disclosure of public records.

B. The City Clerk or designee shall ~~not disclose or release the following:~~

- ~~1. Any personal information, including, but not limited to, parentage, race, religion, sex, height, weight, tax identification number, social security number, financial worth or medical condition;~~
- ~~2. Reports and correspondence received from the Idaho Department of Health and Welfare or a similar agency of another state relating to child protection matters;~~
- ~~3. Complaints, reports and records concerning incidents which the City Clerk's office verifies are unfounded or unsubstantiated or do not fall within the purview of duties assigned the City Clerk's office by ordinance; and follow the Public Records Act and any pertinent laws and regulations regarding what records are exempt from disclosure and what information may be redacted.~~
- ~~4. Investigatory records of a law enforcement agency, as required by Idaho Code § 9-335.~~

C. The City Clerk or designee may require that ~~a requests for information-public records contained in the records of the City Clerk's office~~ be made in writing, that specifically describes the subject matter and records sought, including a specific date range for when the records sought were created. A request shall describe records sought in sufficient detail to enable the City Clerk or designee to locate such records with reasonable effort. A request may shall also require the name, and address, e-mail address and telephone number of the requesting party and may rely on requests submitted by email and facsimile transmission. All such written requests shall be retained and are subject to disclosure under the Idaho Public Records Act upon proper request.
(Ord. 2015-09, 06/15/2015)

SECTION 2: SEVERABILITY. Provisions of this Ordinance shall be deemed severable and the invalidity of any provision of this Ordinance shall not affect the validity of remaining provisions which can be given effect without the invalid provision.

SECTION 3: EFFECT ON OTHER ORDINANCES. Where the definitions contained in this Ordinance are in conflict with relevant portions of the City of Moscow, Idaho, Municipal Code, the definitions contained within those portions of the Moscow Municipal Code will be unaffected until such time, if any, as they are amended to be consistent with this Ordinance.

SECTION 4: EFFECTIVE DATE. This Ordinance shall be effective upon its passage, approval, and publication according to law.

PASSED by the City Council and APPROVED by the Mayor this ____ day of _____, 2021.

Bill Lambert, Mayor

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

Laurie M. Hopkins, City Clerk

CITY COUNCIL STAFF REPORT

DATE: Monday, December 20, 2021



AGENDA ITEM TITLE

PMRA Terminal Financing Proposal and Resolution (ACTION ITEM) - Gary J. Riedner

RESPONSIBLE STAFF REVIEWED BY

Gary Riedner, City
Supervisor

This was reviewed by the Public Works/Finance Committee on
December 13, 2021 and recommended for approval.

ADDITIONAL PRESENTER(S)

OTHER RESOURCES

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

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

PROPOSED ACTIONS

PROPOSED ACTIONS: Approve the proposed Resolution and financing proposal for participation in the Pullman Moscow Regional Airport Terminal Project, or take such other action deemed appropriate.

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



Ltr-Mayor Johnson, Glenn; airport terminal
November 10, 2021
Page 3 of 3

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	Sewer/Sanitation	Sanitation	Sanitation	
	2022	2023	2024	2025	2026	2027	2028	2029	2030	Total
Airport terminal amount	666,667		666,667	666,666						2,000,000
General Fund	666,667									
Property Tax (originally foregone in FY2015)			(216,705)	(216,705)	(216,705)	(216,705)	(216,705)	(216,705)	(33,103)	
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
General Fund	283,295	33,295	33,295	33,295	33,295	33,295	33,295	33,295	33,295	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)	
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