Public Works / Finance Committee

Regular Meeting
~Agenda~

Laurie M. Hopkins
City Clerk

www.ci.moscow.id.us

208.883.7015

Monday **January 10, 2022**	**3:00 PM**	**Council Chambers** **206 E. Third St.**

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

REGULAR AGENDA

1. **Selection of Committee Chair and Vice Chair (ACTION ITEM)**
   Elect incoming Public Works / Finance Committee Chair and Vice chair.

   ACTION: Approve Committee Chair and Vice Chair

2. **Approval of Public Works/Finance Committee December 13, 2021 Minutes (ACTION ITEM) - Taylor Riedner**

3. **Disbursement Report December 2021 (ACTION ITEM) - Sarah Banks**
   Staff will present the Accounts Payable Report for the month ending December 2021.

   ACTION: Approve and authorize the use of digital signatures to sign the Disbursements Report for the month of December 2021.

4. **First Quarter Financial Report October 1, 2021 to December 31, 2021 for FY2022 (ACTION ITEM) - Sarah Banks**
   Staff will present the financial report for the first quarter of Fiscal Year 2022 (October 1, 2021 to December 31, 2021).

   PROPOSED ACTIONS: Approve the FY2022 First Quarter Report, or provide staff further direction.

5. **Transportation Alternatives Program (TAP) Grant Application #1 (ACTION ITEM) - Nate Suhr / Alisa Anderson**
   The City of Moscow staff have identified the area of Mountain View Road from 'F' Street to Sloanaker Drive as an excellent candidate for a Transportation Alternatives Program (TAP) grant. The current scope of the project includes the installation of approximately 1,600 LF of curb & gutter, green strip, and sidewalk on the west side of Mountain View Road from 'F' Street to Sloanaker Drive. The proposed improvements would close the second largest gap in the Mountain View pedestrian corridor and connect two existing pieces of pedestrian infrastructure, creating an additional north-south pathway for non-motorized road users.

PROPOSED ACTIONS: Authorize City staff to submit a Transportation Alternatives Program request of $500,000 with total project costs not to exceed $865,000; or provide staff further direction.

6. **Transportation Alternatives Program Grant Application #2 (ACTION ITEM) - Nate Suhr / Alisa Anderson**

   The City of Moscow staff have identified the area of Mountain View Road from Joseph Street to Heron's Hideout as an excellent candidate for a Transportation Alternatives Program (TAP) grant. The current scope of the project includes the installation of approximately 900 feet of curb, gutter and sidewalk on both sides of Mountain View Road, the installation of a pedestrian warning beacon where Paradise Path meets Mountain View Road and 900 feet of sidewalk along the Latah Fairgrounds access road. This corridor will connect to the south end of the Mountain View road project that is scheduled to be completed in Fall of 2022 and will close a gap in the pedestrian infrastructure between Joseph Street and White Avenue. Closing that gap will create a 1.2 mile long continuous pedestrian pathway on Mountain View Road from 'F' Street to White Avenue and will expand the north-south pathway options for non-motorized users. The maximum grant request is $500,000 and the current project costs are estimated at approximately $845,000.

   PROPOSED ACTIONS: Authorize City staff to submit a Transportation Alternatives Program request of $500,000 with total project costs not to exceed $845,000; or provide staff further direction.

7. **Request for Support and Financial Participation for Park Improvements to Virgil Phillips Farm Park (ACTION ITEM) - David Schott**

   In partnership with the Friends of Phillips Farm, Latah County is preparing an application to the Idaho Department of Parks and Recreation's Recreational Trails Program in the amount of $63,000 to complete trail improvements at the park. These improvements include maps and signage, weed treatment, and general access and amenity upgrades. Specifically, adding directional and informational signage along all trails, including an overlook sign at the top of the hill. Installing additional signage and protective plexiglass to complete the newly built kiosks that will be completed by Spring 2022. Improving access to the park, its trails, and its amenities by upgrading trash bins with animal-proof garbage enclosures, treating weeds along trails, and installing a new dock and safety ramp at the trailhead pond. Finally, increasing and improving parking capacity and conditions by installing permeable pavement for the upper parking lot to include 6 parking spots. Latah County is seeking the City's support for the project and has requested the City of Moscow to contribute $5,000 in cash matching funds.

   PROPOSED ACTIONS: Recommend approval of the park improvements and financial participation of $5,000 in grant matching funds; or provide staff further direction.

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

   The Arts Department seeks approval to apply for an annual grant administered by the Idaho Commission on the Arts (ICA). The Public Programs in the Arts (PPA) grant program is intended to provide general operating support for arts organizations in Idaho. These funds will represent off-setting revenue in the production of Arts Department events including Entertainment in the Park and Artwalk. If the application is successful, funds are typically available at the end of the City of Moscow's FY22, and would be held back for use in FY23.

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

REPORTS

Staff Report (if needed)

ADJOURN

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

Public Works / Finance Committee

Regular Meeting
~Minutes~

Laurie M. Hopkins
City Clerk

www.ci.moscow.id.us

208.883.7015

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

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

PRESENT: Maureen Laflin, Anne Zabala, Art Bettge
OTHERS: Mayor Bill Lambert, Council Member Gina Taruscio, Council Member Brandy Sullivan, Council Member Sandra Kelly (3:18pm)
STAFF: Gary Riedner, Bill Belknap, Alisa Anderson, Sarah Banks, Nate Suhr, Laurie Hopkins, Cody Riddle, Mia Bautista, Taylor Riedner

REGULAR AGENDA

1. **Approval of Public Works/Finance Committee November 22, 2021 Minutes (ACTION ITEM) - Taylor Riedner**

The minutes were approved as presented

2. **Disbursement Report November 2021 (ACTION ITEM) - Sarah Banks**

   Presentation of the Accounts Payable Report for the month ending November 2021

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

Banks introduced the item by highlighting major expenses for the previous month, including a public safety intelligence equipment payment, Whitcom quarterly payment, police services facility construction payment number 17. The committee approved the disbursement report, authorized the use of digital signatures, and placed it on the Council consent agenda.

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

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

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

Anderson corrected a date in the application from 2021 to 2022. Suhr shared background information of the program, including the previous grant that was approved in 2017 that assisted with 3rd Street improvements. Applications are due by December 16, 2021, and there is no local match requirement. This project would include reconfiguring the D Street and Mountain View intersection and the Cleveland and B Street intersection. Additional project details were shared, including reducing turn lanes in the Mountain View and Cleveland intersection and converting the dead-end located on North Cleveland into vegetation.

DRAFT

Staff will work with the Parks Department to tend to the vegetated areas. The engineer's estimate for this project was $285,000. Therefore, the City would need to cover the $35,000. Anderson shared that the Safe Routes to School Program, the school district, and SMART Transit have supported these changes.

Laflin suggested reaching out to the surrounding residences to inform them about the changes.

Staff anticipates receiving the results of the application around the middle of March. The Committee recommended approval and that it be placed on the Council consent agenda.

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

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

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

Belknap introduced the item by providing background and purpose of the ARPA program and revisited information shared from the previous Committee meeting on November 8th. The Committee had requested the formation of a Community and Social Services Non-Profit Grant Program. Eligible services include homelessness, behavioral health, nutritional assistance programs, and educational services. Non-profit grant awards are limited to $25,000, with the right to award a portion of the request. Belknap continued to review other program requirements. Council will receive a packet for each application received, including the initial application and the review committee's suggestions. Since the previous meeting, the Small Business program has been updated, reducing the eligibility from 200 or fewer employees to 50 or less.

Bettge suggested removing the non-profit program's employee requirement to allow additional entities to apply. Staff suggested keeping the condition but adding language to enable Council to make the exception when deemed appropriate. The Review Committee may also request a list of volunteers or the managing body of the organization should they need additional information.

Zabala requested to specify that City staff will form the Review Committee. She also suggested clarifying the fiscal year mentioned in the application is the business's fiscal year rather than the City's. Zabala made other additional wording recommendations as well.

With the direction of the recommended changes, the Committee asked that it be placed on the Council regular agenda.

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

   The Mayor and City Council have recognized "Lack of Affordable Housing Creates Economic Disadvantages" as a Major Challenge Area in their Strategic Plan; therefore, they allocated $30,000 in the adopted FY2022 Budget to address that issue. Based on this allocation, Staff presented to the Council Resolution No. 2021-22 including Exhibit A establishing the City of Moscow Affordable Homeownership Grant Program. Following the approval of Resolution No. 2021-22 including Exhibit A, letters requesting assistance under the newly established Program were received from two local non-profit organizations whose missions are to provide affordable housing. Staff has reviewed both requests and the supporting documentation provided by each non-profit and have determined both are qualified to receive assistance as outlined in the Resolution and Affordable Homeownership Grant Program.

DRAFT

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

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

Belknap introduced the item as written above and reviewed the previously approved Resolution and the received applications. MAHT is planning on installing five factory-made modular homes. Therefore, the time frame to complete them will be less of a concern. HH is working on a recapture-retention mechanism and will provide evidence before receiving the fund reimbursement. The Committee directed staff to consider allocating the entire $120,000 out of ARPA monies. With no recommendation, the Committee placed the item on the Council regular agenda.

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

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

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

Riedner introduced the item as written above. The four conditions include identifying local funds for the terminal project, the participation not to exceed Pullman's, allowing the City to phase in the participation, and sharing the tax revenues generated by the impact area. The Pullman City Attorney is currently working on the revenue sharing agreement details for the parcels of land located around the airport. Riedner reviewed the spreadsheet in the meeting packet explaining a proposed financing option for this agreement. Money generated by the airport, such as parking fees, must stay with the airport and cannot be distributed to the City. The Committee recommended approval and that it be placed on the Council regular agenda.

REPORTS

Staff Report (if needed)

No report needed.

ADJOURN

The meeting adjourned at 4:05 p.m.

DRAFT

COMMITTEE STAFF REPORT

DATE: Monday, January 10, 2022

RESPONSIBLE STAFF

ADDITIONAL PRESENTER(S) OTHER RESOURCES

AGENDA ITEM TITLE

Disbursement Report December 2021 (ACTION ITEM) - Sarah Banks

DESCRIPTION

Accounts Payable Report for the month ending December 31,2021. A summary of the major expenditures has been approximated by category and represents 96% of the total expenditure of $2,615,347.44

Payroll	$1,622,953.00
Professional Services	$101,121.00
Sanitation	$342,276.00
Capital Outlay	$17,034.00
Capital Outlay-Improvements	$37,562.00
Capital Outlay-Buildings	$95,403.00
Supplies	$111,588.00
Utilities	$75,736.00
Contractual Payments	$45,986.00
ACH Wells Fargo	$66,961.00
ACH's	$147.00
Total	**$2,516,767.00**

STAFF RECOMMENDATION

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

PROPOSED ACTIONS

ACTION: Approve and authorize the use of digital signatures to sign the Disbursements Report for the month of December 2021.

FISCAL IMPACT

PERSONNEL IMPACT

ATTACHMENTS

1. Disbursement Report for December 2021
2. Revenue Report December 2021
3. Cash & Investments Dec 2021
4. Major Expenditures Reports December 2021

DISBURSEMENTS REPORT FOR DECEMBER 2021

		ACCOUNTS PAYABLE	ACCOUNTS PAYABLE	ACCOUNTS PAYABLE	ACCOUNTS PAYABLE	ACCOUNTS PAYABLE	WELLSFARGO CC ACH	ACCOUNTS PAYABLE ACH	VOID CHECKS	PAYROLL	PAYROLL	PAYROLL	GRAND TOTALS
	FUND NAME						12/3/2021						
DATE		12/2/2021	12/9/2021	12/16/2021	12/22/2021	12/29/2021	12/17/2021	12/16/2021		12/3/2021	12/17/2021	12/30/2021	
							12/31/2021						
BATCH #		AP 12.3.2021	AP 12.10.2021	AP 12.17.2021	AP 12.22.2021	AP 12/30/2021	AP 12/3/2021	AP 12.17.2021		ID26	ID27	ID28	
							AP 12/17/2021						
							AP 12/31/2021						
CHECK #'s		100085-100139	100140-100227	100228-100292	100293-100317	100318-100359	December CC ACH's	December ACH's		21508-21509	21510-21513		
Fund #													
101	GENERAL	3,144.19	49,334.41	9,356.47	750.89	21,774.03	28,063.83			338,643.11	354,696.79	306,380.31	**1,112,144.03**
105	STREETS	924.45	31,015.44	202.85	795.11	241.77	618.58			24,130.84	23,631.28	22,585.48	**104,145.80**
120	RECREATION AND CULTURE	7,544.01	9,656.56	5,911.53	468.25	241.79	7,437.30			53,010.90	55,745.18	48,750.66	**188,766.18**
121	MSD COMM. PLAY FIELDS	135.38	61.77	16.19		598.60				2,362.60	2,329.96	1,979.45	**7,483.95**
123	1912 CENTER	10,750.00											**10,750.00**
128	TRANSIT CENTER		234.62	107.18		1,071.05	75.42						**1,488.27**
220	WATER	4,751.31	49,723.23	12,262.12	6,354.50	1,248.58	1,584.04			46,873.27	48,407.66	40,054.19	**211,258.90**
230	SEWER	13,200.82	28,970.16	40,646.37	4,086.14	7,829.01	7,078.64	18,131.38		45,086.91	46,575.85	40,499.85	**252,105.13**
235	STORMWATER	872.87	6,033.58	168.42	1,504.60		179.27			8,370.77	8,534.68	7,463.34	**33,127.53**
240	SANITATION	12,838.66	108,174.03					216,426.17		7,227.30	7,326.75	6,447.30	**358,440.21**
290	FLEET	353.07	21,165.19	3,367.13	3,075.61	3,379.85	2,412.87			11,850.32	12,252.54	11,102.54	**68,959.12**
295	INFORMATION SYSTEMS	22,499.06	27,100.80	9,567.95	6,000.00	4,115.60	15,219.70			18,113.25	11,945.65	10,574.28	**125,136.29**
320	WATER CAPITAL PROJECTS	301.98		147.72									**449.70**
330	SEWER CAPITAL PROJECTS	901.26											**901.26**
340	SANITATION CAPITAL PROJ												**0.00**
350	CAPITAL PROJECTS	39,081.29	107.90	39,136.34		57,426.80	4,291.43	147.31					**140,191.07**
355	LID CONSTRUCTION												**0.00**
380	HAMILTON - PARKS & REC												**0.00**
590	BONDS & INTEREST												**0.00**
	TOTAL	**117,298.35**	**331,577.69**	**120,890.27**	**23,035.10**	**97,927.08**	**66,961.08**	**234,704.86**	**0.00**	**555,669.27**	**571,446.34**	**495,837.40**	**2,615,347.44**

WIRE Transfers:

_____ **Maureen Laflin**

_____ **Anne Zabala**

_____ **Art Bettge**

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

RECEIPTS REPORT FOR DECEMBER 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	472,506.29	103,383.77	42,217.35	0.00	137,708.96	14,874.47	25,060.51	47,330.50	0.00	6,709.17	849,791.02
105	STREETS	63,698.36	0.00	0.00	0.00	24,910.43	0.00	0.00	0.00	0.00	0.00	88,608.79
120	RECREATION AND CULTURE	0.00	0.00	150.00	0.00	8,826.14	0.00	0.00	39.16	0.00	0.00	9,015.30
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	463,257.93	0.00	504.37	50.00	0.00	0.00	463,812.30
230	SEWER	0.00	0.00	0.00	0.00	589,234.39	0.00	224.44	549.04	0.00	0.00	590,007.87
235	STORMWATER	0.00	0.00	0.00	0.00	48,298.27	0.00	0.00	0.00	0.00	0.00	48,298.27
240	SANITATION	0.00	0.00	0.00	0.00	492,800.17	0.00	0.00	0.00	0.00	0.00	492,800.17
290	FLEET	0.00	0.00	0.00	0.00	75,240.26	0.00	0.00	1,661.66	0.00	0.00	76,901.92
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	627.05	0.00	0.00	0.00	627.05
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	167.98	0.00	0.00	0.00	167.98
590	BOND & INTEREST	75,149.85	0.00	0.00	0.00	0.00	0.00	1.70	0.00	0.00	0.00	75,151.55
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	**611,354.50**	**103,383.77**	**42,367.35**	**5,721.92**	**1,959,940.37**	**14,874.47**	**26,586.05**	**49,630.36**	**0.00**	**6,709.17**	**2,820,567.96**

City of Moscow
Cash and Investments
Balances as of 12/31/21

Fund		Year to Date Balance
General Fund	$	5,813,211.54
Street Fund	$	2,023,737.89
Culture & Recreation	$	1,186,547.74
MSDCPF	$	197,525.23
1912 Fund	$	57,141.54
Transit Center	$	112,522.97
Water Fund	$	2,709,170.81
Sewer / WRRF	$	3,284,133.47
Stormwater	$	(215,975.22)
Sanitation Fund	$	3,331,289.65
Fleet Fund	$	6,293,169.30
Information Systems	$	4,831,802.57
Water Capital	$	6,995,136.08
Sewer Capital	$	15,645,835.13
Stormwater Capital	$	418,600.00
Capital Projects	$	5,451,169.31
Sanitation Capital	$	6,861,732.04
LID construction	$	26,618.57
Hamilton	$	1,804,370.72
Bond & Interest	$	444,369.34
LID Funds	$	35,611.11
Payroll Service	$	1,169,452.15
Total Cash & Investments	**$**	**68,477,171.94**

Major Expenditures for December 2021

Professional Service

CDW Government, Inc.	$	3,940.00
NetMotion Annual Technical Support		
Financial Consulting Solutions Group	$	10,130.00
Rate Study update		
Industrial Software Solutions	$	18,290.00
Wonderware Software Annual Maintenance Sewer/Water		
J-U-B Engineers, Inc.	$	4,942.40
WRRF facility plan professional services 8.22-9.30.2021		
Latah Soil & Water	$	2,500.00
Contribution to the latah soil and water conservation district		
Sangria Moscow, Inc.	$	2,699.12
UB refund for Sangria		
BeyondTrust Corporation	$	3,427.78
Appliance Maintenance Renewal, Support Renewal Q-445985-3		
Coeur D'Alene Service Station Equipment, Inc.	$	10,437.03
Repair Auto limiter and perform Primary Release Detection Equip.		
Evcar, Inc.	$	5,573.33
Janitorial services for multiple City locations		
Roach Construction Co.	$	5,700.00
Soil Disposal		
Ziply Fiber	$	4,281.35
PRI phone lines and long distance and e911 - 11/19/21 - 12/18/21		
Blue Logix, LLC	$	3,805.50
PLC Programming and support WaterDept SE Booster		
ESO Solutions, Inc.	$	4,393.00
Emergency reporting - FIRE		
Pullman Softball Officials Association	$	4,642.00
December 15 2021 Basketball Official pay		
Hatfield & Dawson Consulting Eng., LLC	$	6,000.00
Trunking analysis report, well 10 maps		
HDR Engineering, Inc.	$	3,582.00
Task Order 2 Eddington Development water modeling		
HDR Engineering, Inc.	$	2,503.00
task order 3 SEL walter modeling		
Ziply Fiber	$	4,274.30
PRI phone lines, long distance, e911-- 11/19/21 -12/18/21		
	$	**101,120.81**

Capital Outlay

Germer Construction, Inc.	$	6,993.71
3rd Street Emergency Sewer Repair		
VMI, Inc.	$	10,040.00
Council Chambers Video and Camera Upgrade		
	$	**17,033.71**

Sanitation

Finley Buttes Landfill	$	107,718.03
Garbage		
Latah Sanitation (ACH Payment)	$	234,557.55
	$	**342,275.58**

Supplies

Hach Company	$	5,309.37
CLT10 panel (budgeted item)		
K C Enterprises	$	4,518.45
Reversible Sports Jerseys		
CDA Redi Mix & Precast, Inc.	$	9,896.50
Retaining wall block to be added to the retaining wall @ Well #10		
Correct Equipment, Inc.	$	5,870.00
Meter replacements for 20+ year old meters		
GMCO Corporation	$	6,661.60
De-Icer (34.64 tons @ $192.31/ea		
H.D Fowler Company	$	6,529.82
Meter boxes to replace yokes in system		
L.N. Curtis & Sons	$	25,698.80
10 sets of turnouts (jackets $1468 ea. and pants $1092 per pair)		
Metroquip, Inc.	$	3,520.57
Jack Assembly and 10" caster for #2-17 (Streets)		
Oxarc, Inc.	$	2,629.88
Chlorine, SO2		
Cues, Inc.	$	37,333.06
Transporter Camera for sewer		
Oxarc, Inc.	$	3,620.18
Chlorine, Sulfur Dioxide		
	$	**111,588.23**

Capital Outlay- Improvement

HMH Engineering	$	3,927.62
Public Ave. Corridor safety improvement		
J-U-B Engineers, Inc.	$	11,429.51
Progress Report #5, Mountain View Rd.		
Motley-Motley, Inc.	$	13,842.95
Ghormley Pickle Ball Courts		
Motley-Motley, Inc.	$	2,836.55
6th & Logan Asphalt Improvement Project 2021		
Gropp, LLC	$	5,525.00
FS3 heat tape project		
	$	**37,561.63**

Utilities

Avista Utilities	$	75,735.73
November 2021		
	$	**75,735.73**

Payroll

$ 1,622,953.01

Contractual Payments

Heart of the Arts, Inc.	$	10,750.00
American Building Maintenance Co.	$	6,306.39
Civic Plus, Inc.	$	9,362.44
Alta Science and Engineering Inc.	$	9,870.73
Humane Society of the Palouse	$	4,434.67
Moscow Volunteer Fire Department	$	1,750.00
Infosend, Inc.	$	3,511.52
	$	**45,985.75**

ACH Wells Fargo

Commercial Card Expense- November 26th	$	11,990.81
Commercial Card Expense- December 3rd	$	5,479.03
Commercial Card Expense- December 10th	$	9,701.42
Commercial Card Expense- December 17th	$	13,663.44
Commercial Card Expense- December 24th	$	10,143.50
Commercial Card Expense- December 31st	$	15,982.88
	$	**66,961.08**

ACH

LCA Architects, LLC	$	147.31
Police Services Facility Design Services Nov 2021		
	$	**147.31**

Capital Outlay- Buildings

City North American	$	2,887.50
Moving Services from Paul Mann/Annex to Haddock		
Wellens Farwell, Inc.	$	35,351.54
Police Services Facility Construction Pay Application #18		
K & G Construction	$	43,760.70
Haddock Pay Application & Certificate #5		
K & G Construction	$	13,403.60
Haddock Pay Application & Certificate #6		
	$	**95,403.34**

Major Expenditures $ 2,516,766.18 96% of the total expenditures of $2,615,347.44

Large Expenditures

L.N. Curtis & Sons	$	25,698.80
10 sets of turnouts (jackets $1468 ea. and pants $1092 per pair)		
Cues, Inc.	$	37,333.06
Transporter Camera for sewer		
K & G Construction	$	43,760.70
Haddock Pay Application & Certificate #5		
Wellens Farwell, Inc.	$	35,351.54
Police Services Facility Construction Pay Application #18		
	$	**142,144.10**

COMMITTEE STAFF REPORT

DATE: Monday, January 10, 2022

RESPONSIBLE STAFF

ADDITIONAL PRESENTER(S) OTHER RESOURCES

AGENDA ITEM TITLE

First Quarter Financial Report October 1, 2021 to December 31, 2021 for FY2022 (ACTION ITEM) - Sarah Banks

DESCRIPTION

Staff will present the financial report for the first quarter of Fiscal Year 2022 (October 1, 2021 to December 31, 2021).

STAFF RECOMMENDATION

Approve the first quarter report for Fiscal Year 2022 (October 1, 2021 to December 31, 2021)

PROPOSED ACTIONS

PROPOSED ACTIONS: Approve the FY2022 First Quarter Report, or provide staff further direction.

FISCAL IMPACT

PERSONNEL IMPACT

ATTACHMENTS

1. 1st Qtr Financials FY22

City of Moscow

QUARTERLY FINANCIAL REPORT

Budget For Fiscal Year Ending 9/30/2022

SUMMARY FINANCIAL REPORT BY FUND - BUDGET AND ACTUAL

Fund	Original Budget	Final Budget	December-21 YTD	Percent of Year 25% Budget to Actual To Date
General Fund Revenues	18,625,348	18,625,348	3,458,471	18.57%
Salaries & Benefits	9,969,486	9,969,486	2,081,484	20.88%
Operations	4,183,651	4,183,651	749,159	17.91%
Capital Outlay	20,705	20,705	5,525	0.00%
Transfers	4,451,506	4,451,506	1,723,579	38.72%
Total General Fund Expenditures	18,625,348	18,625,348	4,559,747	24.48%
Street Department Revenues	3,453,593	3,453,593	388,057	11.24%
Salaries & Benefits	936,062	936,062	149,456	15.97%
Operations	1,299,881	1,299,881	201,524	15.50%
Capital Outlay	0	0	0	0.00%
Transfers	1,217,650	1,217,650	411,523	33.80%
Total Street Fund Expenditures	3,453,593	3,453,593	762,503	22.08%
Recreation & Culture Revenues	3,483,123	3,483,123	713,920	20.50%
Salaries & Benefits	2,077,936	2,077,936	325,666	15.67%
Operations	1,362,212	1,362,212	170,728	12.53%
Capital Outlay	29,300	29,300	3,150	0.00%
Debt Service	0	0	0	0.00%
Transfers	13,675	13,675	13,675	100.00%
Total Parks & Rec Expenditures	3,483,123	3,483,123	513,219	14.73%
MSD Community Playfields Revenues	157,331	157,331	35,336	22.46%
Salaries & Benefits	75,414	75,414	14,081	18.67%
Operations	77,906	77,906	5,153	6.61%
Transfers	4,011	4,011	4,011	100.00%
Total MSD Community Playfields	157,331	157,331	23,244	14.77%
1912 Center Revenues	156,700	156,700	34,806	22.21%
Operations	140,100	140,100	33,580	23.97%
Capital Outlay	16,600	16,600	0	0.00%
Total 1912 Center Expenditures	156,700	156,700	33,580	21.43%
Transit Center Revenues	30,946	30,946	23,162	74.85%
Operations	30,946	30,946	7,176	23.19%
Total Transit Center Fund	30,946	30,946	7,176	23.19%
Water Fund Revenues	7,198,234	7,198,234	1,502,549	20.87%
Salaries & Benefits	1,400,363	1,400,363	287,642	20.54%
Operations	2,230,890	2,230,890	324,843	14.56%
Capital Outlay	202,000	202,000	19,146	9.48%
Debt Service	268,222	268,222	97,438	0.00%
Transfers	3,096,759	3,096,759	896,088	28.94%
Total Water Fund Expenditures	7,198,234	7,198,234	1,625,156	22.58%
Sewer Fund Revenues	8,887,421	8,887,421	2,135,914	24.03%
Salaries & Benefits	1,331,675	1,331,675	276,860	20.79%
Operations	2,235,350	2,235,350	497,392	22.25%

Capital Outlay	168,000	168,000	46,898	27.92%
Debt Service	1,105,738	1,105,738	678,722	61.38%
Transfers	4,046,658	4,046,658	1,097,412	27.12%
Total Sewer Fund Expenditures	8,887,421	8,887,421	2,597,284	29.22%
Stormwater Fund Revenues	1,251,924	1,251,924	313,941	25.08%
Salaries & Benefits	444,500	444,500	40,806	9.18%
Operations	300,948	300,948	16,543	5.50%
Capital Outlay	25,000	25,000	0	0.00%
Debt Service	0	0	0	0.00%
Transfers	481,476	481,476	328,926	68.32%
Total Sewer Fund Expenditures	1,251,924	1,251,924	386,276	30.85%
Sanitation Fund Revenues	6,434,992	6,434,992	1,523,429	23.67%
Salaries & Benefits	192,284	192,284	43,534	22.64%
Operations	4,794,678	4,794,678	829,510	17.30%
Capital Outlay	0	0	0	0.00%
Transfers	1,448,030	1,448,030	362,018	25.00%
Total Sanitation Fund	6,434,992	6,434,992	1,235,062	19.19%
Fleet Management Revenues	4,283,466	4,283,466	1,876,443	43.81%
Salaries & Benefits	315,514	315,514	72,207	22.89%
Operations	2,878,452	2,878,452	69,559	2.42%
Capital Outlay	1,086,000	1,086,000	384	0.04%
Debt Service	3,500	3,500	0	0.00%
Transfers	0	0	0	0.00%
Total Fleet Management Expenditures	4,283,466	4,283,466	142,151	3.32%
Information Systems	3,936,689	3,936,689	838,554	21.30%
Salaries & Benefits	562,192	562,192	93,641	16.66%
Operations	1,707,230	1,707,230	251,417	14.73%
Capital Outlay	1,663,267	1,663,267	128,705	7.74%
Transfers	4,000	4,000	4,000	0.00%
Total Information Systems Expenditures	3,936,689	3,936,689	477,763	12.14%
Revenue for Miscellaneous Funds				
Water Construction Fund	11,703,861	11,703,861	1,149,596	9.82%
Sewer Construction Fund	16,339,858	16,339,858	544,198	3.33%
Stormwater Capital Fund	74,400	74,400	418,600	562.63%
Sanitation Construciton Fund	7,237,293	7,237,293	94,817	1.31%
Capital Projects Fund	7,733,551	7,733,551	651,264	8.42%
LID Construction Fund	28,840	28,840	19	0.07%
Hamilton P & R	318,443	318,443	362	0.11%
Bond & Interest Debt Service Fund	1,048,000	1,048,000	75,277	7.18%
LID Bonded Debt Service Fund	31,343	31,343	0	0.00%
Total Miscellaneous Fund Revenue	44,515,589	44,515,589	2,934,132	6.59%
Expenses for Miscellaneous Funds				
Water Construction Fund	11,703,861	11,703,861	1,852	0.02%
Sewer Construction Fund	16,339,858	16,339,858	1,278	0.01%
Stormwater Capital Fund	74,400	74,400	0	0.00%
Sanitation Construciton Fund	7,237,293	7,237,293	0	0.00%
Capital Projects Fund	7,733,551	7,733,551	461,483	5.97%
LID Construction Fund	28,840	28,840	0	0.00%
Hamilton P & R	318,443	318,443	294,449	92.47%
Bond & Interest Debt Service Fund	1,048,000	1,048,000	450	0.04%
LID Bonded Debt Service Fund	31,343	31,343	0	0.00%
Total Miscellaneous Fund Expenses	44,515,589	44,515,589	759,512	1.71%
Total City Revenue (1)	102,415,356	102,415,356	15,778,713	15.41%
Total City Expenses	102,415,356	102,415,356	13,122,672	12.81%

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

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

COMMITTEE STAFF REPORT

DATE: Monday, January 10, 2022

RESPONSIBLE STAFF

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

ADDITIONAL PRESENTER(S) OTHER RESOURCES

AGENDA ITEM TITLE

Transportation Alternatives Program (TAP) Grant Application #1 (ACTION ITEM) - Nate Suhr / Alisa Anderson

DESCRIPTION

The City of Moscow staff have identified the area of Mountain View Road from 'F' Street to Sloanaker Drive as an excellent candidate for a Transportation Alternatives Program (TAP) grant. The purpose of the TAP, formerly known as Community Choices for Idaho, is to provide for a variety of alternative transportation projects to address the needs of non-motorized users while maximizing the use of federal funds. The program will provide a mechanism to solicit locally identified projects and leverage potential federal funding opportunities for sponsored projects.The Local Highway Technical Assistance Council (LHTAC) administers this program, including the solicitation and awarding of projects.

The current scope of the project includes the installation of approximately 1,600 LF of curb and gutter, green strip, and sidewalk on the west side of Mountain View Road from 'F' Street to Sloanaker Drive. The proposed improvements would close the second largest gap in the Mountain View pedestrian corridor and connect two existing pieces of pedestrian infrastructure, creating an additional north-south pathway for non-motorized road users. This will provide increased pedestrian access to parks (Morgan's Orchard, Mountain View Park), recreation facilities (Hamilton Lowe Aquatic Center, Hamilton Indoor Recreation Center), and educational facilities (Moscow Middle School, Moscow Charter School, McDonald Elementary, St Mary's School).

The current project cost is not anticipated to exceed $865,000 and the Transportation Alternatives Program has a maximum funding amount of $500,000. The additional funding will come from the City's Roadway Improvement capital accumulation.

STAFF RECOMMENDATION

Authorize City staff to submit a Transportation Alternatives Program Grant request of $500,000 with total project costs not to exceed $865,000.

PROPOSED ACTIONS

PROPOSED ACTIONS: Authorize City staff to submit a Transportation Alternatives Program request of $500,000 with total project costs not to exceed $865,000; or provide staff further direction.

FISCAL IMPACT

The project costs are currently estimated at $865,000 with a maximum grant award of $500,000. The additional $365,000 will be expended from Roadway Improvements capital accumulation.

PERSONNEL IMPACT

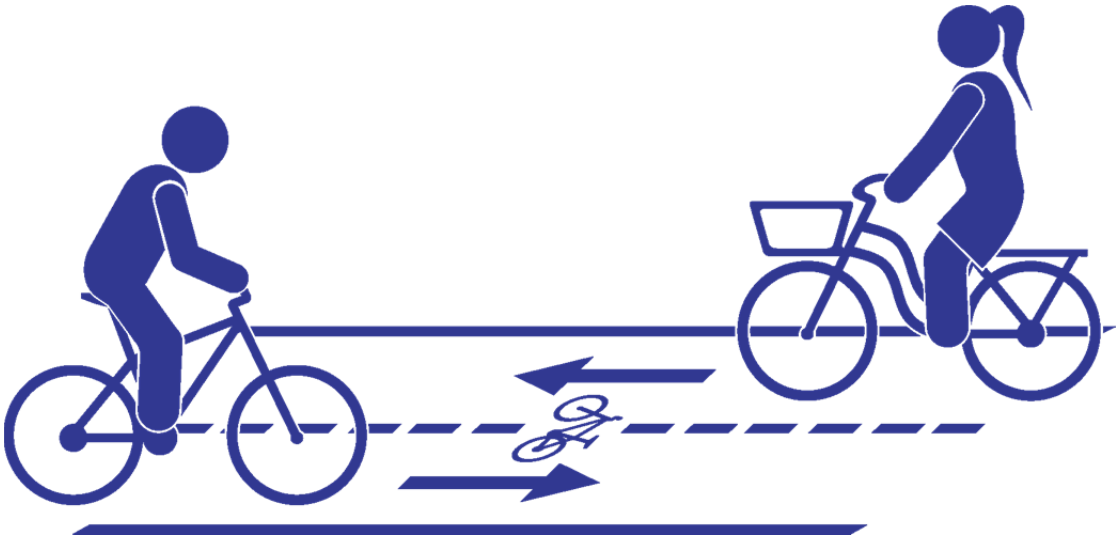
The project will be administered by LHTAC with support from City staff, designed and inspected by consultant staff to be determined at a later date.

ATTACHMENTS

1. TAP Application Info for Council

Transportation Alternatives Program (TAP): 2021 Application – Infrastructure Projects

Submittal Deadline: **Thursday, January 20, 2022, 4:00 pm MST**



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

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

4. **SCORING**

    4.1 Suggested Scoring

1. APPLICATION INFORMATION

1.1 PROGRAM BACKGROUND

The Local Highway Technical Assistance Council (LHTAC) in partnership with the Idaho Transportation Department is now soliciting applications for the Transportation Alternatives Program (TAP) to add projects to fiscal years 2024 and 2025. The purpose of TAP funding is to provide for a variety of alternative transportation projects and to advance ITD's strategic goals of Mobility, Safety and Economic Opportunity. The TAP program provides funding for programs and projects defined as transportation alternatives, including on- and off-road pedestrian and bicycle facilities, infrastructure projects for improving non-driver access to public transportation and enhanced mobility, and safe routes to school educational projects. $3.5M is available each year with up to 95% going toward infrastructure projects with the rest funding non-infrastructure Safe Routes to School (SR2S) projects. The $3.5M annual funding allocation is based from the FAST Act. If Congress approves a new transportation funding bill, then the amount dedicated to TAP may change, impacting fiscal years 2022 and beyond.

ELIGIBLE PROJECTS:

- Construction, planning, and design of on-road and off-road trail facilities for pedestrians, bicyclists, and other nonmotorized forms of transportation.
- Construction, planning, and design of infrastructure-related projects and systems that will provide safe routes for non-drivers, including children, older adults, and individuals with disabilities to access daily needs.
- Conversion and use of abandoned railroad corridors for trails for pedestrians, bicyclists, or other nonmotorized transportation users.

Examples of eligible projects:

- Paths/sidewalks along or adjacent to an existing roadway
- Connecting sidewalks/paths between two terminal points
- Curb ramps and other horizontal and vertical barriers to accessibility
- Pedestrian crossing facilities across an existing roadway including signing and/or signalization
- Reconstructing an existing non-compliant pathway or sidewalk
- Pedestrian bridges or underpasses

APPLICATION:

The application for the Transportation Alternatives Program is included in this package, and can be found on the LHTAC website, www.LHTAC.org, under the Programs tab, then TAP Program.

The application is due Thursday January 20th at 4:00 p.m. (MST) and should be submitted electronically in a single PDF file to applications@lhtac.org. The applications will be scored by the Transportation Alternatives Program (TAP) Selection and Evaluation Committee. Applicants will be notified of award in March 2022.
Limit two applications per eligible applicant.

FUNDING:

Standard TAP infrastructure awards are capped at $500,000 in Federal-aid (plus 7.34% local match). You may submit up to two applications, however only one application will be funded per Jurisdiction. If a new transportation bill increases the size of the TAP funding, jurisdictions with a second application will be allowed a second award this application cycle. Preliminary drafts of the new Federal transportation bill show the program funding increasing, beginning with FY22. Because of this, multiple applications are encouraged. Jurisdictions may submit one application for a Large TAP project (up to $1M in federal funds), but if awarded, the jurisdiction would not be eligible for a standard TAP project award this application cycle. Competitive Large TAP projects are projects that are not easily scalable. Examples of Large TAP projects should include large elements like pedestrian bridges, underpasses, or pedestrian tunnels. Large TAP applications count toward the two-application limit per jurisdiction.

2. PROGRAM GUIDANCE

2.1 PROGRAM GUIDANCE FOR 2021

Statement of Purpose: To share guidelines for the Transportation Alternatives Program

Program Administration Team: Local Highway Technical Assistance Council and Idaho Transportation Department

Proposed Guidelines and/or Rules:

Basic Structure:

- Application available by October 1, 2021
- Application due January 20, 2022
- Applicant is required to submit a signed document stating everything in this application is accurate and they are able to pay the 7.34% federal match
- Projects on a state route require coordination with the ITD District TAP coordinator prior to application submittal
- Projects off-system require coordination with LHTAC TAP coordinator prior to application submittal
- Projects outside of ITD Right-of-Way may use ISPWC standards

Application:

- Applications can be on the local system, state system, or both systems
- Limit of two applications per City, County, or Highway District (includes up to 1 Large TAP application)

TAP Coordinators:

- District 1 (North Idaho): Bill Roberson (208) 772-8019 (through 2021) or Marvin Fenn (208) 772-1208
- District 2 (North-Central Idaho): Ken Helm, (208) 799-4223
- District 3 (Southwest Idaho): Aaron Bauges, (208) 334-8964
- District 4 (South-Central Idaho): Trey Mink, (208) 886-7848
- District 5 (Southeast Idaho): Melodie Halstead, (208) 239-3370
- District 6 (East Idaho): Mark Layton, (208) 745-5626
- LHTAC (Local roads statewide): Amanda LaMott, (208) 344-0565

Scoring:

- Transportation Alternatives Program (TAP) Selection and Evaluation Committee to score applications
    - TAP committee: 1 staff member from LHTAC, 1 Idaho Transportation Department Bike/Ped coordinator, 1 representative from the walk/bike community, and 1 additional subject matter expert
- LHTAC staff to provide project recommendations to the LHTAC Council in March 2022 and the ITD Board as part of the Idaho Transportation Investment Program (ITIP) at the June 2022 meeting.

Funding:

- Fund up to $3.5M* in projects annually
  **Amount of annual funding may increase with a new federal transportation bill*
- Funding available in 2024 & 2025 (*2022 & 2023 if we get additional funds with a new transportation bill*)
- Maximum award of $500k for standard project. Maximum award of $1M for Large project
- No in-kind match is allowed
- Local jurisdictions may design the project in-house if they have a licensed engineer who can complete Federal-aid compliant design, but this work cannot be reimbursed by the TAP grant

- Local jurisdictions may not complete the construction administration, but can augment the construction engineering and inspection agreement by providing additional inspection. This work cannot be reimbursed by the TAP grant.
- All projects will require a 7.34% local match for projects up to $500,000 in federal funds
- Project costs may exceed $539,000 ($500k + local match) but the local sponsor is required to pay all costs above the $500k federal funding limit

Eligible use of Funds:

- Hire an engineer off the ITD term agreement list to complete the design to Federal-aid standards
- Fund construction of the project through federally compliant acquisition process (state and federal procurement rules must be followed)
- Fund construction engineering and inspection (CE&I) services by a consultant off the ITD term agreement list. Local sponsor cannot perform the construction administration, but can help augment inspection on TAP projects.
- 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 to purchase ROW

Eligible applicants

- City, County, or Highway District
- Regional transportation authority
- Transit agency
- Natural resource or public land agency
- School district, local education agency, or school
- Tribal government

Sponsor certifies the following conditions of application:

- We are familiar with Transportation Alternatives Program eligibility criteria
- All Right-of-Way (ROW) is acquired and no environmental issues are known to exist
- This project doesn't impact any rail lines. If a track is being crossed, we have a documented agreement with the railroad and it's attached to this application
- Our budget accurately reflects the anticipated cost of the proposed project
- The information in the application accurately reflects available knowledge of our staff
- We understand this is a reimbursement grant and must furnish cash local match upfront and will be reimbursed as work progresses and invoices submitted with accompanying documentation
- The project must be brought to completion to receive funding
- If the applicant decides to remove this project after the project has begun, the sponsor may be required to pay for 100% of all federal funds expended
- We accept responsibility for future maintenance and operating costs of the completed project

COMMITTEE STAFF REPORT

DATE: Monday, January 10, 2022

RESPONSIBLE STAFF

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

ADDITIONAL PRESENTER(S) OTHER RESOURCES

AGENDA ITEM TITLE

Transportation Alternatives Program Grant Application #2 (ACTION ITEM) - Nate Suhr / Alisa Anderson

DESCRIPTION

The City of Moscow staff have identified the area of Mountain View Road from Joseph Street to Heron's Hideout as an excellent candidate for a Transportation Alternatives Program (TAP) grant. The current scope of the project includes the installation of approximately 900 feet of curb, gutter and sidewalk on both sides of Mountain View Road. This corridor will connect to the south end of the Mountain View road project that is scheduled to be completed in Fall of 2022 and will close a gap in the pedestrian infrastructure between Joseph Street and White Avenue. Closing that gap will create a 1.2 mile long continuous pedestrian pathway on Mountain View Road from 'F' Street to White Avenue and will expand the north-south pathway options for non-motorized users. This project will also install a pedestrian warning beacon for the Paradise Path crossing and 900 feet of sidewalk which will continue to the west and provide access to the fairgrounds and Lion's Park.

The area of focus for the proposed project is a high-use pedestrian route that provides access to shopping, entertainment, recreation, and low-income housing. Located between the Latah County Fairgrounds and the Joseph Street Playfields, this area experiences high volumes of pedestrian traffic, especially during games and events at the fairgrounds. The current project cost is not anticipated to exceed $845,000 and the Transportation Alternatives Program has a maximum funding amount of $500,000. The additional funding will come from the City's Roadway Improvement capital accumulation.

STAFF RECOMMENDATION

Authorize City staff to submit a Transportation Alternatives Program request of $500,000 with total project costs not to exceed $845,000.

PROPOSED ACTIONS

PROPOSED ACTIONS: Authorize City staff to submit a Transportation Alternatives Program request of $500,000 with total project costs not to exceed $845,000; or provide staff further direction.

FISCAL IMPACT

The project costs are currently estimated at $845,000 with a maximum grant award of $500,000. The additional $345,000 will be expended from Roadway Improvements capital accumulation.

PERSONNEL IMPACT

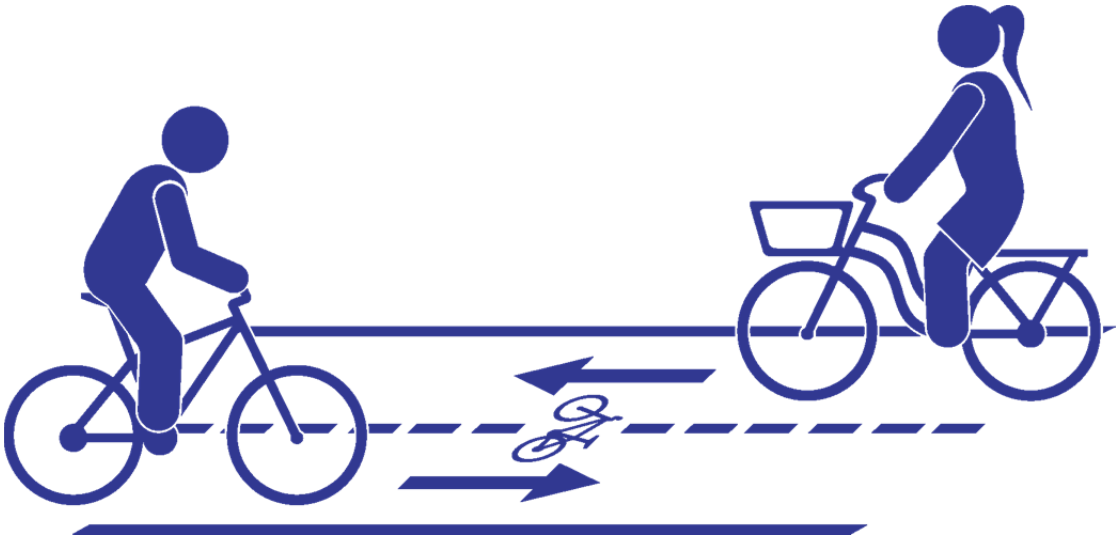
The project will be administered by LHTAC with support from City staff and will be designed and inspected by consultant staff to be determined at a later date.

ATTACHMENTS

1. TAP Application Info for Council

Transportation Alternatives Program (TAP): 2021 Application – Infrastructure Projects

Submittal Deadline: **Thursday, January 20, 2022, 4:00 pm MST**



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

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

4. **SCORING**

    4.1 Suggested Scoring

1. APPLICATION INFORMATION

1.1 PROGRAM BACKGROUND

The Local Highway Technical Assistance Council (LHTAC) in partnership with the Idaho Transportation Department is now soliciting applications for the Transportation Alternatives Program (TAP) to add projects to fiscal years 2024 and 2025. The purpose of TAP funding is to provide for a variety of alternative transportation projects and to advance ITD's strategic goals of Mobility, Safety and Economic Opportunity. The TAP program provides funding for programs and projects defined as transportation alternatives, including on- and off-road pedestrian and bicycle facilities, infrastructure projects for improving non-driver access to public transportation and enhanced mobility, and safe routes to school educational projects. $3.5M is available each year with up to 95% going toward infrastructure projects with the rest funding non-infrastructure Safe Routes to School (SR2S) projects. The $3.5M annual funding allocation is based from the FAST Act. If Congress approves a new transportation funding bill, then the amount dedicated to TAP may change, impacting fiscal years 2022 and beyond.

ELIGIBLE PROJECTS:

- Construction, planning, and design of on-road and off-road trail facilities for pedestrians, bicyclists, and other nonmotorized forms of transportation.
- Construction, planning, and design of infrastructure-related projects and systems that will provide safe routes for non-drivers, including children, older adults, and individuals with disabilities to access daily needs.
- Conversion and use of abandoned railroad corridors for trails for pedestrians, bicyclists, or other nonmotorized transportation users.

Examples of eligible projects:

- Paths/sidewalks along or adjacent to an existing roadway
- Connecting sidewalks/paths between two terminal points
- Curb ramps and other horizontal and vertical barriers to accessibility
- Pedestrian crossing facilities across an existing roadway including signing and/or signalization
- Reconstructing an existing non-compliant pathway or sidewalk
- Pedestrian bridges or underpasses

APPLICATION:

The application for the Transportation Alternatives Program is included in this package, and can be found on the LHTAC website, www.LHTAC.org, under the Programs tab, then TAP Program.

The application is due Thursday January 20th at 4:00 p.m. (MST) and should be submitted electronically in a single PDF file to applications@lhtac.org. The applications will be scored by the Transportation Alternatives Program (TAP) Selection and Evaluation Committee. Applicants will be notified of award in March 2022.
Limit two applications per eligible applicant.

FUNDING:

Standard TAP infrastructure awards are capped at $500,000 in Federal-aid (plus 7.34% local match). You may submit up to two applications, however only one application will be funded per Jurisdiction. If a new transportation bill increases the size of the TAP funding, jurisdictions with a second application will be allowed a second award this application cycle. Preliminary drafts of the new Federal transportation bill show the program funding increasing, beginning with FY22. Because of this, multiple applications are encouraged. Jurisdictions may submit one application for a Large TAP project (up to $1M in federal funds), but if awarded, the jurisdiction would not be eligible for a standard TAP project award this application cycle. Competitive Large TAP projects are projects that are not easily scalable. Examples of Large TAP projects should include large elements like pedestrian bridges, underpasses, or pedestrian tunnels. Large TAP applications count toward the two-application limit per jurisdiction.

2. PROGRAM GUIDANCE

2.1 PROGRAM GUIDANCE FOR 2021

Statement of Purpose: To share guidelines for the Transportation Alternatives Program

Program Administration Team: Local Highway Technical Assistance Council and Idaho Transportation Department

Proposed Guidelines and/or Rules:

Basic Structure:

- Application available by October 1, 2021
- Application due January 20, 2022
- Applicant is required to submit a signed document stating everything in this application is accurate and they are able to pay the 7.34% federal match
- Projects on a state route require coordination with the ITD District TAP coordinator prior to application submittal
- Projects off-system require coordination with LHTAC TAP coordinator prior to application submittal
- Projects outside of ITD Right-of-Way may use ISPWC standards

Application:

- Applications can be on the local system, state system, or both systems
- Limit of two applications per City, County, or Highway District (includes up to 1 Large TAP application)

TAP Coordinators:

- District 1 (North Idaho): Bill Roberson (208) 772-8019 (through 2021) or Marvin Fenn (208) 772-1208
- District 2 (North-Central Idaho): Ken Helm, (208) 799-4223
- District 3 (Southwest Idaho): Aaron Bauges, (208) 334-8964
- District 4 (South-Central Idaho): Trey Mink, (208) 886-7848
- District 5 (Southeast Idaho): Melodie Halstead, (208) 239-3370
- District 6 (East Idaho): Mark Layton, (208) 745-5626
- LHTAC (Local roads statewide): Amanda LaMott, (208) 344-0565

Scoring:

- Transportation Alternatives Program (TAP) Selection and Evaluation Committee to score applications
    - TAP committee: 1 staff member from LHTAC, 1 Idaho Transportation Department Bike/Ped coordinator, 1 representative from the walk/bike community, and 1 additional subject matter expert
- LHTAC staff to provide project recommendations to the LHTAC Council in March 2022 and the ITD Board as part of the Idaho Transportation Investment Program (ITIP) at the June 2022 meeting.

Funding:

- Fund up to $3.5M* in projects annually
  **Amount of annual funding may increase with a new federal transportation bill*
- Funding available in 2024 & 2025 (*2022 & 2023 if we get additional funds with a new transportation bill*)
- Maximum award of $500k for standard project. Maximum award of $1M for Large project
- No in-kind match is allowed
- Local jurisdictions may design the project in-house if they have a licensed engineer who can complete Federal-aid compliant design, but this work cannot be reimbursed by the TAP grant

- Local jurisdictions may not complete the construction administration, but can augment the construction engineering and inspection agreement by providing additional inspection. This work cannot be reimbursed by the TAP grant.
- All projects will require a 7.34% local match for projects up to $500,000 in federal funds
- Project costs may exceed $539,000 ($500k + local match) but the local sponsor is required to pay all costs above the $500k federal funding limit

Eligible use of Funds:

- Hire an engineer off the ITD term agreement list to complete the design to Federal-aid standards
- Fund construction of the project through federally compliant acquisition process (state and federal procurement rules must be followed)
- Fund construction engineering and inspection (CE&I) services by a consultant off the ITD term agreement list. Local sponsor cannot perform the construction administration, but can help augment inspection on TAP projects.
- 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 to purchase ROW

Eligible applicants

- City, County, or Highway District
- Regional transportation authority
- Transit agency
- Natural resource or public land agency
- School district, local education agency, or school
- Tribal government

Sponsor certifies the following conditions of application:

- We are familiar with Transportation Alternatives Program eligibility criteria
- All Right-of-Way (ROW) is acquired and no environmental issues are known to exist
- This project doesn't impact any rail lines. If a track is being crossed, we have a documented agreement with the railroad and it's attached to this application
- Our budget accurately reflects the anticipated cost of the proposed project
- The information in the application accurately reflects available knowledge of our staff
- We understand this is a reimbursement grant and must furnish cash local match upfront and will be reimbursed as work progresses and invoices submitted with accompanying documentation
- The project must be brought to completion to receive funding
- If the applicant decides to remove this project after the project has begun, the sponsor may be required to pay for 100% of all federal funds expended
- We accept responsibility for future maintenance and operating costs of the completed project

COMMITTEE STAFF REPORT

DATE: Monday, January 10, 2022

RESPONSIBLE STAFF

David Schott, Assistant Parks and Recreation Director

ADDITIONAL PRESENTER(S) OTHER RESOURCES

AGENDA ITEM TITLE

Request for Support and Financial Participation for Park Improvements to Virgil Phillips Farm Park (ACTION ITEM) - David Schott

DESCRIPTION

In partnership with the Friends of Phillips Farm, Latah County is preparing an application to the Idaho Department of Parks and Recreation's Recreational Trails Program in the amount of $63,000 to complete trail improvements at the park. These improvements include maps and signage, weed treatment, and general access and amenity upgrades. Specifically, adding directional and informational signage along all trails, including an overlook sign at the top of the hill. Installing additional signage and protective plexiglass to complete the newly built kiosks that will be completed by Spring 2022. Improving access to the park, its trails, and its amenities by upgrading trash bins with animal-proof garbage enclosures, treating weeds along trails, and installing a new dock and safety ramp at the trailhead pond. Finally, increasing and improving parking capacity and conditions by installing permeable pavement for the upper parking lot to include 6 parking spots. Latah County is seeking the City's support for the project and has requested the City of Moscow to contribute $5,000 in cash matching funds.

In April 2000, Latah County began leasing the Virgil Phillips Farm Park property from the City of Moscow in order to develop recreational programs, improve recreational facilities, and maintain the park for Latah County residents. Since then, with the help of the City of Moscow, Idaho Parks and Rec, US Forest Service, Idaho Native Plant Society, Latah County Historical Society, Palouse Audubon Society, Palouse-Clearwater Environmental Institute, Palouse Land Trust, Friends of Phillips Farm, and many other partners, Latah County has managed a park and made significant improvements that hundreds of citizens enjoy. Staff is supportive of the proposed project and recommends approval of the $5,000 matching funding which would come from the City's Parks Improvement capital accumulations.

STAFF RECOMMENDATION

Recommend approval of the park improvements and financial participation of $5,000 in grant matching funds.

PROPOSED ACTIONS

PROPOSED ACTIONS: Recommend approval of the park improvements and financial participation of $5,000 in grant matching funds; or provide staff further direction.

FISCAL IMPACT

This project and funding are not included in the FY2022 budget. However, with City Council approval, funding will come from FY2022 Parks Capital accumulation.

PERSONNEL IMPACT

ATTACHMENTS

1. Request for Match_Latah County_12.27.2021
2. PROJECT_RTP_Virgil-Phillips-Park

Latah County Grants
Request for Funding

December 27, 2021

To: City of Moscow
Attn: Alisa Anderson
Grants Manager

To Whom It May Concern at the City of Moscow,

In April 2000, Latah County began leasing the Virgil Phillips Farm Park property from the City of Moscow in order to develop recreational programs, improve recreational facilities, and maintain the park for Latah County residents.

Since then, with the help of the City of Moscow, Idaho Parks and Rec, US Forest Service, Idaho Native Plant Society, Latah County Historical Society, Palouse Audubon Society, Palouse-Clearwater Environmental Institute, Palouse Land Trust, Friends of Phillips Farm, and many other partners, Latah County has managed a park and made significant improvements that hundreds of citizens enjoy.

Next year, we aim to make a few more. In partnership with the Friends of Phillips Farm, Latah County is preparing an application to the Idaho Department of Parks and Recreation's Recreational Trails Program in the amount of $63,000 to complete the projects outlined in the attached document.

Of this request, Latah County plans to contribute $7,680 in both cash ($5,500) and in-kind ($2,180) match and Friends of Phillips Farm plans to contribute $1,400 in both cash ($1,000) and in-kind ($400) match.

We'd like to request the City of Moscow considers contributing $5,000 in cash matching funds. If the City is amenable to this request, we've also attached a draft letter of commitment to this end.

Friends of Phillips Farm informally reports hundreds of regular recreators who reside in the City of Moscow, making up a significant portion of Phillips Farm trail and park users. Their board is also made up of Moscow residents. As the park is a critical community asset to Moscow residents, we hope you'll consider contributing to this improvement project.

If there is other documentation needed to support this request, please let me know.

Thank you in advance for your consideration of this request — we are grateful for your partnership.

Sincerely,

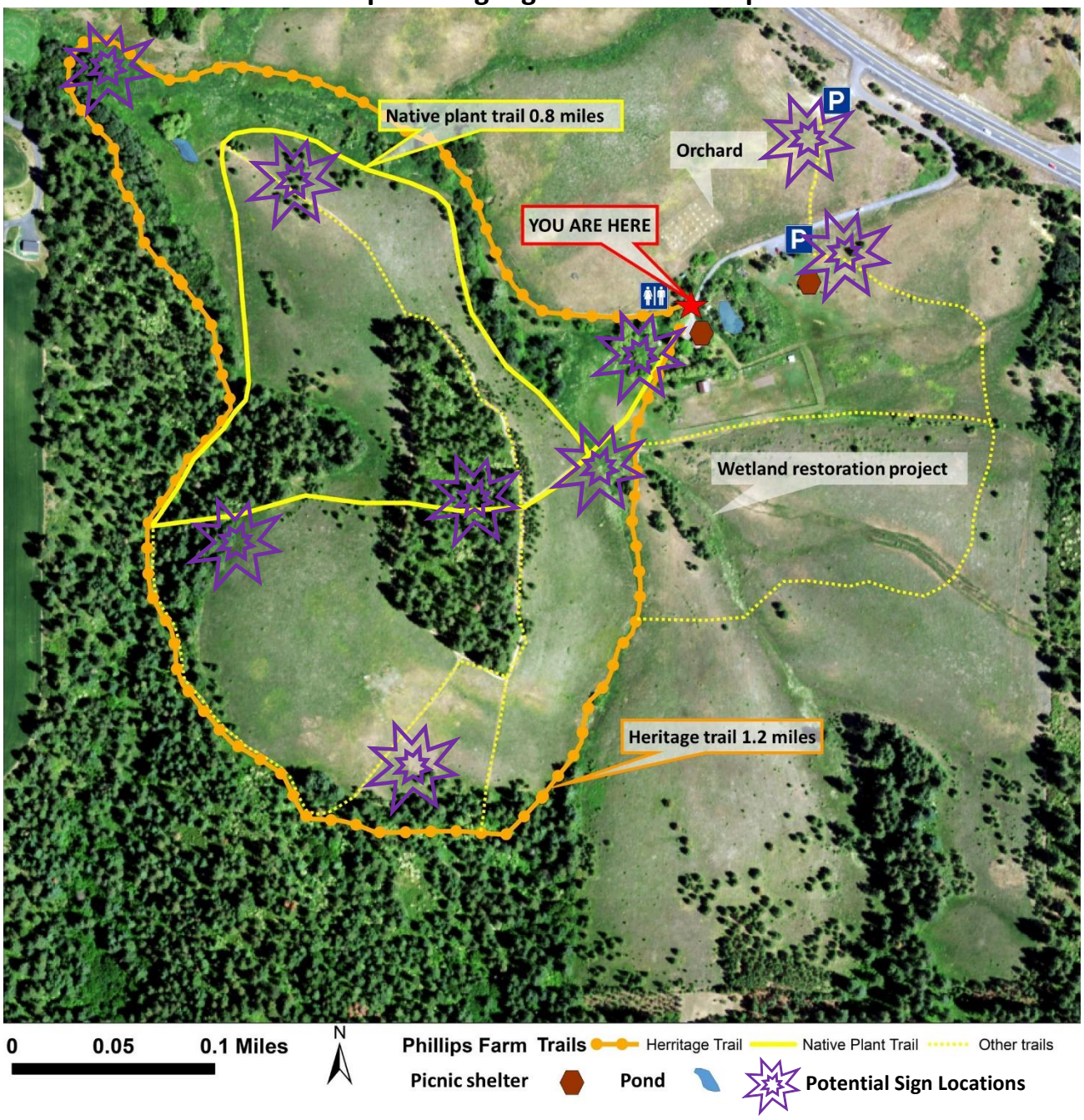
Christina Mangiapani
Grants, Latah County
grants@latah.id.us
208-310-0547

Public Comment
Proposed Project at Phillips Farm

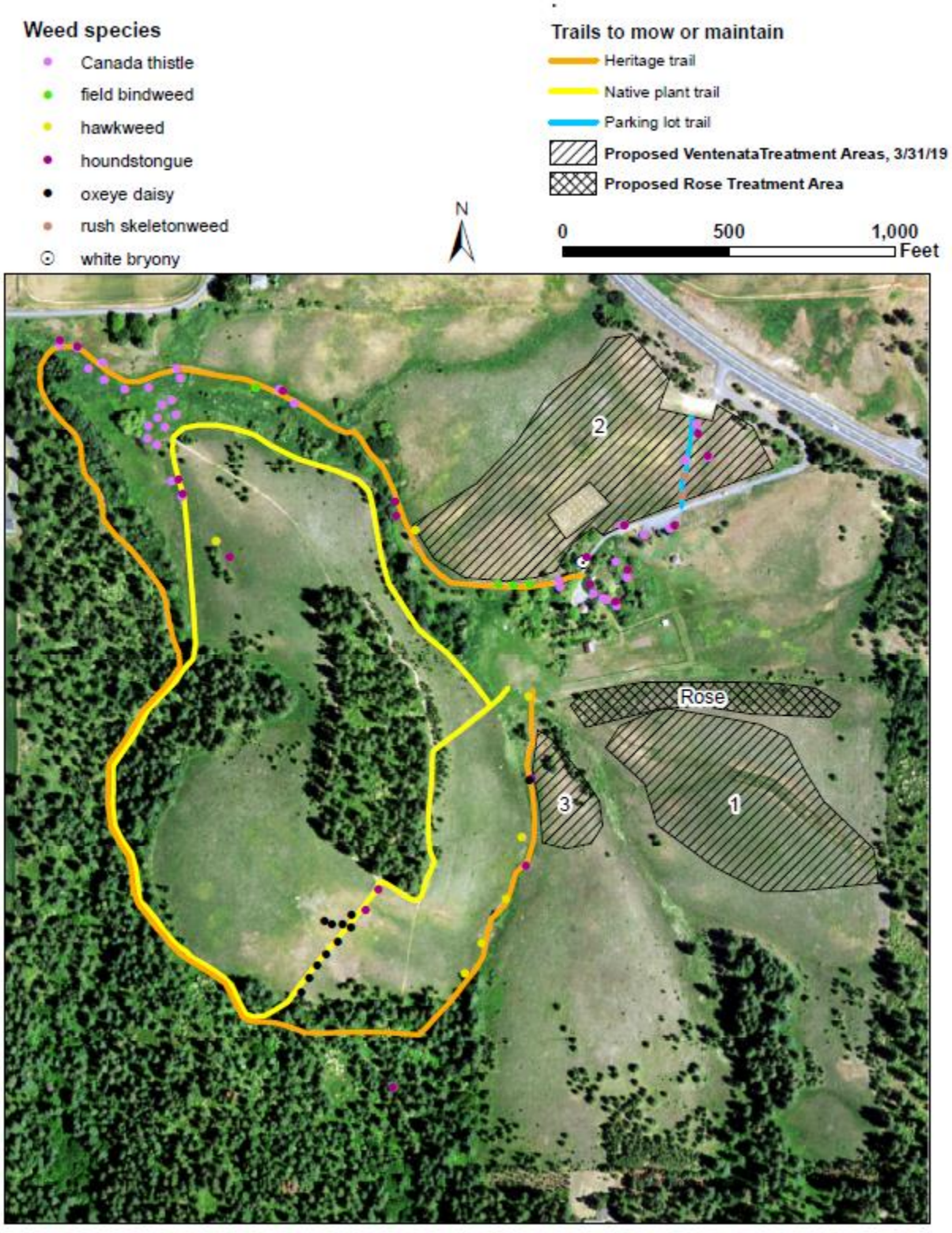
Virgil Phillips Farm Park is located at 4709 Hwy 95 N., Moscow, ID.

Purpose: Idaho Department of Parks and Recreation's Recreational Trails Program application
Project Description: Trail and trailhead improvements at Virgil Phillips Farm Park to include maps and signage, weed treatment, and general access and amenity upgrades. Add directional and informational signage along all trails, including an overlook sign at the top of the hill. Install additional signage and protective plexiglass to complete the newly built kiosks that will be completed by Spring 2022. Improve access to the park, its trails, and its amenities by upgrading trash bins with animal-proof garbage enclosures, treating weeds along trails, and installing a new dock and safety ramp at the trailhead pond. Finally, increase and improve parking capacity and conditions by installing permeable pavement for the upper parking lot to include 6 parking spots.

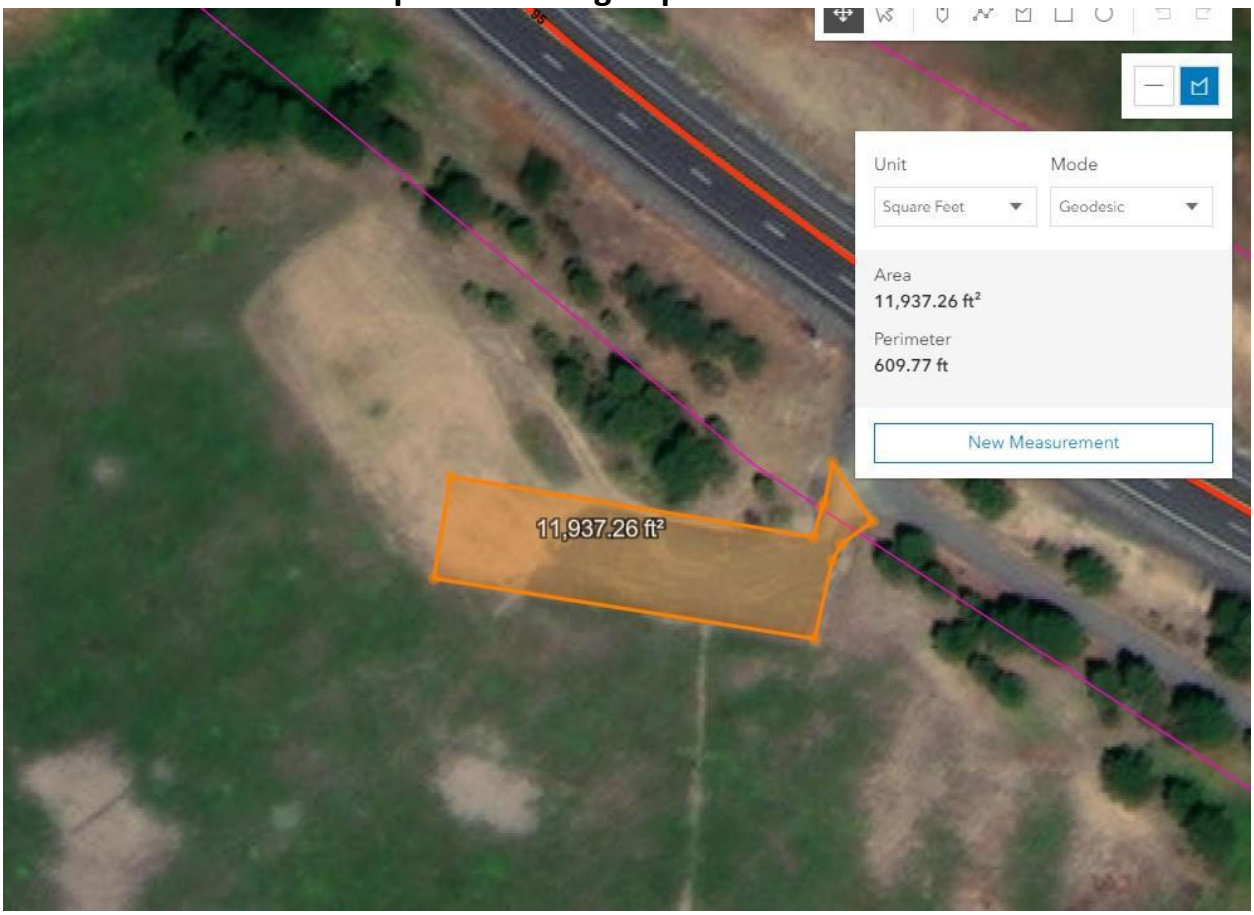
Proposed Signage Placement Map



Proposed Weed Treatments (along trails)



Proposed Parking Improvement Area



COMMITTEE STAFF REPORT

DATE: Monday, January 10, 2022

RESPONSIBLE STAFF

Megan Cherry, Arts Program Manager

ADDITIONAL PRESENTER(S) OTHER RESOURCES

AGENDA ITEM TITLE

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

DESCRIPTION

The Arts Department seeks approval to apply for an annual grant administered by the Idaho Commission on the Arts (ICA). The Public Programs in the Arts (PPA) grant program is intended to provide general operating support for arts organizations in Idaho. These funds will represent off-setting revenue in the production of Arts Department events including Entertainment in the Park and Artwalk. If the application is successful, funds are typically available at the end of the City of Moscow's FY22, and would be held back for use in FY23.

STAFF RECOMMENDATION

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

PROPOSED ACTIONS

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

FISCAL IMPACT

This grant program provides general operating support for arts organizations, and in the City of Moscow's case, would be used to offset the costs of producing Arts Department events during FY23. Grant awards are assigned by the ICA according to the Arts Department's annual budget and do not require matching funds. Based upon the award in FY22, the FY23 award amount may be up to $6000.

PERSONNEL IMPACT

ATTACHMENTS

1. 2023_ICA_PPA_Program Description
2. 2023_ICA_PPA_Application BLANK

Opportunities

Current Applications

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

ID	Application Title	Status
	No existing applications	

Opportunity Details

Copy Existing Application | Start a New Application

04800-Public Programs in the Arts - FY 2023

Entry Track / PPA
Application Deadline: 01/31/2022 11:59 PM

Award Amount Range:	Not Applicable	**Program Officer:**	Michael Faison
Project Start Date:	07/01/2022	**Phone:**	208-334-2119 x
Project End Date:	06/30/2023	**Email:**	michael.faison@arts.idaho.gov
Award Announcement Date:			

Description

Description

Purpose

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

Process

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

Amount

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

Program Dates

July 1, 2021 – June 30, 2022

Eligibility and Restrictions

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

PPA CYCLE

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

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

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

(cycle repeats)

Evaluation Criteria

Artistic Merit (40 points)

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

Community Involvement and Access (40 points)

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

Management (20 points)

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

Dulles Technology Partners Inc.
© 2001-2017 Dulles Technology Partners Inc.
WebGrants 6.10 - All Rights Reserved.

Application

Application: 04856 - City of Moscow Arts Department

Program Area: Entry Track / PPA

Opportunities: 04800 - Public Programs in the Arts - FY 2023

Application Deadline: 01/31/2022 11:59 PM

Instructions

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

Eligibility

Verify your eligibility to apply.

We are a 501(c)(3) nonprofit, or a school, or unit of local, county, tribal, or state government, and have had this tax exempt status for 36 months prior to the application deadline* ○ Yes ○ No

We employ paid administrative staff* ○ Yes ○ No

Summary

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

Budget

Enter the most recently completed fiscal year (actual)

Annual Operating Revenue $0.00

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

Return to Top

Dulles Technology Partners Inc.
© 2001-2017 Dulles Technology Partners Inc.
WebGrants 6.10 - All Rights Reserved.