

Administrative Committee



Regular Meeting ~Agenda~

Laurie M. Hopkins
City Clerk

www.ci.moscow.id.us

208-883-7015

Monday, August 25, 2025

4:00 PM

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

The Moscow Mayor, City Council and Staff welcome you to today's meeting. 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. Please note that council committee meetings are televised, videotaped and/or recorded. Links to view the City Council meeting live can be found on the City website and the City's YouTube channel. Thank you for your interest in City government.

REGULAR AGENDA

1. Approval of Administrative Committee June 23, 2025 Minutes (ACTION ITEM) - Laurie M. Hopkins

2. Approval of Human Rights Commission Sponsorship Requests (ACTION ITEM) - Anthony Dahlinger

In observance of Inclusive Communities Month in September, the Human Rights Commission would like to sponsor three events, including two movie screenings and a community dinner event in September for Inclusive Communities Month. The City's adopted Policy requires that all requests with a monetary value of more than Five Hundred Dollars (\$500) and which are found to have a legitimate public purpose and are legally permissible shall be reviewed and approved or denied by the City Council. The sponsorship requests are now before the Council for consideration.

PROPOSED ACTIONS: Recommend approval of the proposed sponsorship requests, or provide staff further direction.

3. Hills and Rivers Housing Trust - Affordable Housing Grant Request (ACTION ITEM) - Alisa Anderson

On November 15, 2021, the Mayor and City Council approved Resolution 2021-22, establishing the "City of Moscow Affordable Homeownership Grant Program" governed by specific eligibility and disbursement guidelines. The Hills and Rivers Housing Trust (formerly the Moscow Affordable House Trust) initially requested funding for five homes in 2022, with the first award issued in January 2023 to support ongoing affordable housing development. Since then, the Trust has had no eligible applicants until the current submission, which involves a unique situation where down payment assistance from the buyer's parents and IHFA reduced the home's purchase price, but the requirement for a parent's name on the title, while meeting all other grant criteria, falls outside the program's standard parameters. The buyer meets the grant's requirements and obligations per Resolution 2021-22, and all documentation has been reviewed and verified. The assistance provided aligns with the program's goal of reducing barriers to home ownership and ensuring monthly payments remain manageable for low-to-moderate income households. Accordingly, staff recommends that the City Council approve the request, endorsing

the exception as being in accordance with the overarching objectives of the program.

PROPOSED ACTIONS: Recommend approval of the application submitted by the Hills and Rivers Housing Trust for the Affordable Housing Grant Program and authorize the Mayor to execute the necessary documentation to secure the City's property interest in the home for \$10,000, or provide staff with further direction.

4. Idaho Community Development Block Grant (ICDBG) – Affordable Housing Project (ACTION ITEM) - Alisa Anderson

City staff is working with a development corporation proposing a two-phase project on a 10-acre site at Warbonnet Drive, consisting of 92 affordable rental units targeted at households earning 30-80% AMI, with amenities such as gardens, a playground, and community rooms. City staff is proposing to support the effort by applying for a \$500,000 Idaho Community Development Block Grant to fund infrastructure extensions, with a \$50,000 in-kind match for grant administration. Staff seeks approval to begin planning and submit the application in November 2025 on behalf of the development corporation, with final awards announced in April 2026.

PROPOSED ACTIONS: Recommend approval for staff to prepare and submit an Idaho Community Development Block Grant application for Public Facilities to aid in developing affordable rental housing by extending necessary public infrastructure to the project, or provide staff with further direction.

5. Low-to-Moderate Income (LMI) Randomized Community Survey – (ACTION ITEM) - Alisa Anderson

On June 24, 2024, Staff received notice from the Idaho Department of Commerce that, effective August 1, 2024, the City of Moscow is no longer eligible to apply for Idaho Community Development Block Grant funds based on the 2020 (American Community Survey (ACS) data, which indicates a 50.9% Low to Moderate Income (LMI) rate; just below the 51% threshold required for area-wide benefit projects. To verify this, Staff proposes conducting a citywide Random Income Survey to confirm whether the actual LMI percentage meets or exceeds 51%. The survey would include multiple response methods and a public outreach campaign, with a target of 279 valid responses out of 372 surveys mailed. If successful, this new LMI designation would be valid for five years, which would allow the City to continue applying for future Idaho Community Development Block Grant (ICDBG) funds to support upcoming projects aimed at enhancing public parks, recreational facilities, and essential public infrastructure, including water systems, sewer systems, roadways, fire services, and downtown revitalization projects. Staff has prepared all necessary documentation and seeks approval to proceed with the survey.

PROPOSED ACTIONS: Recommend approval for Staff to proceed with the LMI Randomized Community Survey, or provide staff with further direction.

6. Open Budget for Fiscal Year 2024-2025 (FY2025) Review (ACTION ITEM) - Sarah Decker

The State of Idaho provides a process for cities to amend the original fiscal year budget appropriation ordinance in accordance with Idaho Code section 50-1003. The City completed its FY2025 budget adoption in August 2024 and headed into its FY2024 fiscal year-end. During the fiscal year-end, it was determined that multiple major operating funds accumulated unappropriated fund balances. Also, during FY2025, Information Systems performed an in-depth evaluation of future capital and minor IS equipment needs and determined excess unappropriated accumulation that should be returned to the contributing funds during the FY2025 fiscal year-end. Staff is proposing to amend Ordinance 2024-12 in the amount of \$5,710,476 to

accommodate the unappropriated fund balances.

PROPOSED ACTIONS: Recommend approval to amend Ordinance 2024-12 in the amount of \$5,710,476 to accommodate the unappropriated fund balances, or provide staff further direction.

ADJOURN

NOTICE: It is the policy of the City of Moscow that all City-sponsored public meetings and events are accessible to all people. If you need assistance in participating in this meeting or event due to a disability under the ADA, please contact the City's ADA Coordinator by phone at (208) 883-7600, TDD (208) 883-7019, or by email at adacoordinator@ci.moscow.id.us at least 48 hours prior to the scheduled meeting or event to request an accommodation. The City of Moscow is committed to ensuring that all reasonable accommodation requests are fulfilled.

Administrative Committee



Regular Meeting
~Minutes~

Laurie M. Hopkins
City Clerk

www.ci.moscow.id.us

208.883.7015

Monday, June 23, 2025

4:00 PM

Council Chambers
206 E. Third St.

The meeting was called to order at 4:00 p.m.

PRESENT: Bryce Blankenship, Drew Davis, Gina Taruscio

OTHERS: Mayor Art Bettge, Sandra Kelly, Julia Parker

STAFF: Mia Bautista, Dan Ellinwood, Amanda Argona, Alisa Anderson, David Schott, Laurie M. Hopkins

REGULAR AGENDA

1. Approval of Administrative Committee May 27, 2025 Minutes (ACTION ITEM) - Laurie M. Hopkins

The minutes were approved as presented.

2. Consideration of the Latah County Library District Lease Agreement (ACTION ITEM) – David Schott

The City of Moscow and the Latah County Library District wish to continue their longstanding lease arrangement for the property located at 110 South Jefferson Street, used exclusively for library operations. The proposed lease agreement has a ten-year term, extending from October 1, 2025, through September 30, 2035.

PROPOSED ACTIONS: Recommend approval of the proposed lease agreement between the City of Moscow and the Latah County Library District for a ten-year term beginning on October 1, 2025; or provide staff further direction.

Schott introduced the item as outlined above. The site has served as a library since 1906, when the City purchased the lot for that purpose. The City operated the library until 1979, when the Library District was formed and assumed management responsibilities. In 2004, the City and the Library District formalized this arrangement through a 10-year lease agreement. The current lease, which began on October 1, 2014, is set to expire on September 30, 2024. To allow time to negotiate a new long-term agreement, the City Council previously approved a one-year lease extension through September 30, 2025. The proposed lease agreement includes minor updates, such as clarifying language regarding the delineation of duties and fiscal responsibilities. It also introduces a Major Improvements section to more clearly outline responsibilities. Under the proposed agreement, the District will continue to pay the City one dollar per year as compensation for the lease, use, and occupation of the library facility. Major repairs remain the responsibility of the City, while minor improvements—such as new windows or carpet—will be completed and funded by the District. Blankenship expressed appreciation for the continued partnership. Committee members noted the proactive approach and supported the continuation of the longstanding collaboration. The Committee recommended approval and that it be placed on the Council consent agenda.

3. Consideration of the 1912 Center Third Floor Development Concept (ACTION ITEM) - David Schott

Heart of the Arts, Inc. (HAI), managers of the 1912 Center for the greater Moscow community, are pleased to present a proposed conceptual schematic for the development of the third floor of the 1912 Center, located at 412 E. Third Street in Moscow. The third floor will offer four new spaces for the community to use in complimentary ways to the spaces that are currently available in the community and those that are already at the 1912 Center.

PROPOSED ACTIONS: Recommend approval of the conceptual schematic for the development of the third floor of the 1912 Center; or provide further direction.

Davis recused himself from this item. Schott introduced Jenny Kostroff, who presented a site plan for the third floor, which encompasses approximately 10,000 square feet. Kostroff described three primary areas within the proposed plan:

- Culinary Lab: This space will feature a farmhouse table and chairs, workstations equipped with small refrigerators and burners, multiple full-size refrigerators, and extensive counter space. It is envisioned for catering events, hosting classes, preparing meals for home delivery, or supporting Farmers Market vendors. Kostroff expressed interest in partnering with the school district to offer educational programs and classes.
- Ballroom: Located in the central portion of the floor, this large room will retain its vaulted ceiling and skylights, with benches lining each side. The design honors the historic integrity of the space.
- Studio and Sky Lounge: A studio with wood floors suitable for yoga, karate, and similar activities is included. In the southwest corner, a sky lounge with expansive windows offers panoramic views of Moscow, including the university campus. The lounge is intended for small family gatherings or events.

Kostroff emphasized that the culinary lab will supplement, not replace, the existing Great Room kitchen. Specific appliance selections are still under discussion. The next step is to develop construction documents, including renderings to share with the community. Fundraising is expected to begin in September or October and will be approached as a gradual process. With construction documents in hand, the project will be considered “shovel ready,” allowing for a phased construction approach. Phase I may include leveling the floor and stubbing in infrastructure. Future phases will proceed as funding is secured, with flexibility to begin construction on any of the rooms depending on donor interest—mirroring the phased approach used in the original construction of the building.

Taruscio and Blakenship appreciated the drawings and concept. The Committee recommended approval and that it be placed on the Council consent agenda.

4. MoscAuto Festival Alcohol Use Request in Entertainment District (ACTION ITEM) - Amanda Argona

Kick Elite Boosters LLC is hosting MoscAuto Festival on Sunday, July 13 from 10:00 am to 2:00 pm on Main Street between 3rd and 6th Streets, and portions of 4th and 5th Streets. This event, which is stylized as a classic car and motorcycle show, is a new event to the Entertainment District, with the applicant intending for the event to be hosted annually. The applicant is anticipating up to three licensed beer and/or wine vendors, two food trucks, and a variety of automobiles and vehicles. Live music is scheduled to be a part of the festivities in the form of a band or DJ. This event has been reviewed and approved as of March 10, 2025. Following standard operating procedures for events with alcohol that are within the Entertainment District boundaries, MoscAuto Festival 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.

PROPOSED ACTIONS: Recommend approval of the resolution allowing for the temporary

suspension of the open container law within the event footprint of MoscAuto Festival for the duration of the event; or provide staff with further direction.

Argona introduced the item as written above. This is the second year for this event. Alcohol use request resolutions reference a maximum amount of alcohol vendors, but an event can certainly have less alcohol vendors. The Committee recommended approval and that it be placed on the Council consent agenda.

5. Rendezvous in the Park Alcohol Use Request in East City Park (ACTION ITEM) - Amanda Argona

Rendezvous in Moscow, Inc. is hosting its annual music and arts festival, Rendezvous in the Park, on July 17-19, 2025, in East City Park. The festival features live, family-friendly concerts in the evenings, a two-day arts festival for children during the mornings, food vendors, and one licensed beer/wine vendor. Following standard operating procedures for events with alcohol within a City Park, Rendezvous in Moscow, Inc. is requesting the allowance of attendees to possess and consume alcoholic beverages within the event footprint during the hours of 4:30 p.m. and 10 p.m. during the aforementioned dates. Per Moscow City Code, Section 5-13-4, a draft resolution has been prepared by the Community Events Division and reviewed by the Legal Department for the Council's consideration.

PROPOSED ACTIONS: Recommend approval of the resolution allowing for the possession and consumption of alcoholic beverages in East City Park within the event footprint of Rendezvous in the Park during the listed times and dates of the event; or provide staff further direction.

Argona introduced the item as written above. There is no event application as this is just a request to have alcohol in the park. Parks and recreation handle the event itself. Having no questions, the Committee recommended approval and that it be placed on the Council consent agenda.

6. Firehouse Subs Grant Application (ACTION ITEM) - Alisa Anderson / Brian Nickerson

The Moscow Volunteer Fire Department (MVFD) is requesting approval to submit a grant application to the Firehouse Subs Public Safety Foundation (Foundation). This Foundation assists first responders and public safety organizations by providing lifesaving equipment and needed resources to help them be better prepared to save lives in the communities they serve. The funding request includes: 1) Ram Tool Package - Used for forcible entry and extrication; 2) Variable Speed Battery Power Blower - Used in several ways to include mop-up operations after a fire, creating a firebreak and as part of positive pressure ventilation (PPV) systems. The MVFD is requesting to submit a grant request in an amount not to exceed \$20,000.

PROPOSED ACTIONS: Recommend approval for the MVFD to submit a grant application to Firehouse Subs Foundation for equipment in an amount not to exceed \$20,000; or provide staff further direction.

Anderson introduced the item as outlined above. She noted that this grant opportunity is through an organization that provides equipment to fire departments with no local match required. The foundation only accepts 600 applications annually, and the process is completed via an online portal.

Ellinwood explained that the grant is highly competitive. Last year, Moscow was not selected due to an issue with a support letter. However, the department did receive a fully funded grant from the Dennis Leary Firefighter Foundation, which enabled the purchase of two out of three needed equipment replacements. Advancements in technology have resulted in more efficient and lightweight equipment. If awarded the Firehouse Subs grant, the department would be able to purchase the third and final piece of equipment.

The Committee expressed no concerns, recommended approval, and requested the item be placed on the Council's consent agenda.

ADJOURN

The meeting closed at 4:35 p.m.

DRAFT

COMMITTEE / CITY COUNCIL STAFF REPORT

DATE: Monday, August 25, 2025



AGENDA ITEM TITLE

Approval of Human Rights Commission Sponsorship Requests (ACTION ITEM) - Anthony Dahlinger

RESPONSIBLE STAFF

Anthony Dahlinger, Police Chief

ADDITIONAL PRESENTER(S)

DESCRIPTION

Under the City's adopted policy regarding donations, sponsorship, and other financial contributions to outside organizations, "All initial requests for City funding must be evaluated by the City Administrator to determine whether there is an identifiable public purpose to the request that also benefits the City. The request must be a cost-effective method of meeting a public need. Generally, the request must: a. Provide a service that the City legally could provide but chooses not to, or provide a service that complements or enhances a service that the City currently provides; and b. Be aligned with and support the City's mission and purpose; and c. Provide an identifiable public benefit." The City Administrator has reviewed the sponsorship requests and found that the proposed events have an identifiable public purpose, are a service the City could legally provide, present a public benefit, and are aligned with the City's mission and purpose. The Policy requires that all requests with a monetary value of more than Five Hundred Dollars (\$500) and which are found to have a legitimate public purpose and are legally permissible shall be reviewed and approved or denied by the City Council. The sponsorship requests are now before the Council for consideration.

The specific sponsorship requests include the following:

1. The film, "Won't You Be My Neighbor," is a documentary about Fred Rogers ("Mr. Rogers"), whose message and legacy encourage community connection, inclusivity, welcoming, non-discrimination, and kindness. A resource fair will also be held at the showing to connect community members with ways they can receive help and help others, which is in line with the HRC's mission to "improve human relations." This film will be free and open to the public. It was originally scheduled for showing on September 17; however, after the commission's vote on 8-19-2025, it will be shown in October or November with funds requested in September. Amount requested: \$800. This event will be free and open to the public.
2. The film, "Told in the Hills (1919)," is a major film restoration project and part of the Kenworthy's 2025 Silent Film Festival. It features over 100 Nez Perce actors and creative collaborators, and includes 25 minutes of surviving film footage in addition to over 200 archival photos shot on set and for publicity of this movie. Music scores will be performed and played at the two screenings on September 26 and 27. This restoration is an important partnership with our Nez Perce Tribe neighbors, and this festival is an opportunity for community members to learn about our region's history and people. It aligns with the commission's mission to "eliminate discrimination and improve human relations" in our community. The amount requested was

originally \$1,000; however, at the 8-19-2025 commission meeting, the commissioners voted and approved the request for \$750.00. This event will be free and open to the public.

3. A Student Welcome Dinner is tentatively scheduled for September 29, in the 1912 Great Room. This dinner will be provided for University of Idaho students and university neighbors in an effort to build a stronger sense of welcome and belonging, particularly for those who may develop pressing needs due to the closure of identity-specific programming on campus, with consequent loss of services. A common theme across Moscow's student community is food security, with the commission's core mission being that we "eliminate discrimination and improve human relations." This event will be co-sponsored by the Latah County Human Rights Task Force (\$300), who will also be available to listen and learn about attendees' concerns so that the commission and Task Force may be able to help address them. Also to note: This dinner is the first in a series of dinners to be held throughout the coming year. Amount requested: \$1,200 which was voted and approved by the commission at their meeting on 8-19-2025.

The proposed sponsorship would be funded from the Commission's FY2025 approved budget allocation.

REVIEWED BY

HRC Chair Erin Agidius and Vice Chair Elizabeth Stevens

PROPOSED ACTIONS

PROPOSED ACTIONS: Recommend approval of the proposed sponsorship requests, or provide staff further direction.

STAFF RECOMMENDATION

Recommend approval of the proposed sponsorship requests.

OTHER RESOURCES

FISCAL IMPACT

PERSONNEL IMPACT

ATTACHMENTS

1. HRC Sponsorship Request - Community Dinner
2. HRC Sponsorship Request - Film, Told in the Hills
3. HRC Sponsorship Request - Film, Won't You Be My Neighbor (2)

Sponsorship Request Form

Name: Tara Roberts Date of Request: 7-21-2025

Event Title: Inclusive Community Month Film Night

Date and Time for Event: Wed. Sept. 17/ evening (6 or 7 p.m. start time)

Location: The Kenworthy Performing Arts Center

Description of Event: (include any links and/or attachments, if needed)

We will host a free showing of the 2018 film “Won’t You Be My Neighbor,” a documentary about Mr. Rogers, as part of our 2025 Inclusive Community Month events.

We would also like to assemble a small community resources fair in the Kenworthy lobby before the showing, with “neighborly” groups such as food pantries and the Recovery Center.

How does this event align with the Human Rights Commission’s mission to promote and protect civil rights and eliminate discrimination?

The filmmakers’ description of “Won’t You Be My Neighbor” is: “For over 30 years, Fred Rogers, an unassuming minister, puppeteer, writer and producer, was beamed daily into homes across America. In his beloved television program, Mister Rogers' Neighborhood, Fred and his cast of puppets and friends spoke directly to young children about some of life's weightiest issues, in a simple, direct fashion.”

Mr. Rogers’ message and legacy encourage community connection, inclusivity, welcoming, nondiscrimination, and kindness. Gathering together to share the film

is a perfect fit for Inclusive Community Month. Including a resources fair also helps connect community members with ways they can receive help and help others, which is in line with our mission to “improve human relations.”

Requested Sponsorship Amount \$800

Proposed funds will be utilized for: Renting the Kenworthy as a nonprofit entity (\$408) and licensing the film (\$250-400)

Date/Time of Commission Vote: August 19, 2025

Voting Results: _____

HRC Chair Signature: 

Staff Liaison Signature: 

City Supervisor Approval: Yes No

City Supervisor Signature: _____

Mayor Approval: Yes No

Mayor Signature: _____

Please provide the following information for the Sponsorship Agreement, between the City of Moscow and the organization receiving the funds:

Name of legal entity: Kenworthy Performing Arts Centre

Address: PO Box 8126 Moscow, ID 83843

Email address: executive@kenworthy.org

Phone number: 208-882-4127

Name of signatory: Colin Mannex, executive director

Breakdown/description of use of sponsorship funds:

\$1000 for Silent Film Festival sponsorship, to offset costs of the festival and make ticket prices more affordable for community members

Mayor Approval: **Yes** **No**

Mayor Signature: _____

Sponsorship Request Form

Name: Tara Roberts Date of Request: 7-21-2025

Event Title: Kenworthy 2025 Silent Film Festival

Date and Time for Event: Sept. 25-28, 2025

Location: The Kenworthy Performing Arts Center

Description of Event: (include any links and/or attachments, if needed)

The Third Annual Kenworthy Silent Film Festival runs Sept. 25-28 with a special slate of programs that highlight the early history of movies made in Idaho. We'll kick off with a welcome panel session featuring historians, archivists, and filmmakers, including Nez Perce cultural historian Nakia Williamson-Cloud, at 7 PM, Thursday, Sept. 25. This discussion will furnish some context for KPAC's first major film restoration project, *Told in the Hills* (1919), a Western romance featuring over 100 Nez Perce actors and creative collaborators. Drawing from 25 minutes of surviving film footage, plus over 200 archival photos shot on set and in publicity for the movie, we've painstakingly recreated the full cinematic experience with reference to the surviving film script. Diné composer Connor Chee will premiere a new score to be performed live at two screenings at 7 PM on Friday and Saturday, Sept. 26-27. To round out the program, KPAC has commissioned three LHSOM composers--Isabel Martin, Mallory Hunt, and Samuel Cooper--to produce new scores for a selection of shorts directed by Nell Shipman, the famed filmmaker and naturalist, who ran her own independent studio at Priest Lake. The shorts will play at 1 and 4 PM on Sunday, Sept. 28.

**Please provide the following information for the Sponsorship Agreement,
between the City of Moscow and the organization receiving the funds:**

Name of legal entity: Kenworthy Performing Arts Centre

Address: PO Box 8126 Moscow, ID 83843

Email address: executive@kenworthy.org

Phone number: 208-882-4127

Name of signatory: Colin Mannex, executive director

Breakdown/description of use of sponsorship funds:

\$408 theater rental

\$225 film licensing and delivery

Sponsorship Request Form

Name: Tara Roberts Date of Request: 7-21-2025

Event Title: Inclusive Community Month Film Night

Date and Time for Event: Wed. Sept. 17/ evening (6 or 7 p.m. start time)

Location: The Kenworthy Performing Arts Center

Description of Event: (include any links and/or attachments, if needed)

We will host a free showing of the 2018 film “Won’t You Be My Neighbor,” a documentary about Mr. Rogers, as part of our 2025 Inclusive Community Month events.

We would also like to assemble a small community resources fair in the Kenworthy lobby before the showing, with “neighborly” groups such as food pantries and the Recovery Center.

How does this event align with the Human Rights Commission’s mission to promote and protect civil rights and eliminate discrimination?

The filmmakers’ description of “Won’t You Be My Neighbor” is: “For over 30 years, Fred Rogers, an unassuming minister, puppeteer, writer and producer, was beamed daily into homes across America. In his beloved television program, Mister Rogers' Neighborhood, Fred and his cast of puppets and friends spoke directly to young children about some of life's weightiest issues, in a simple, direct fashion.”

Mr. Rogers’ message and legacy encourage community connection, inclusivity, welcoming, nondiscrimination, and kindness. Gathering together to share the film

is a perfect fit for Inclusive Community Month. Including a resources fair also helps connect community members with ways they can receive help and help others, which is in line with our mission to “improve human relations.”

Requested Sponsorship Amount \$800

Proposed funds will be utilized for: Renting the Kenworthy as a nonprofit entity (\$408) and licensing the film (\$250-400)

Date/Time of Commission Vote: August 19, 2025

Voting Results: _____

HRC Chair Signature: 

Staff Liaison Signature: 

City Supervisor Approval: Yes No

City Supervisor Signature: _____

Mayor Approval: Yes No

Mayor Signature: _____

COMMITTEE / CITY COUNCIL STAFF REPORT

DATE: Monday, August 25, 2025



AGENDA ITEM TITLE

Hills and Rivers Housing Trust - Affordable Housing Grant Request (ACTION ITEM) - Alisa Anderson

RESPONSIBLE STAFF

Alisa Anderson, Grants Manager

ADDITIONAL PRESENTER(S)

DESCRIPTION

On November 15, 2021, the Mayor and City Council approved Resolution 2021-22, including Exhibit A, which established the “City of Moscow Affordable Homeownership Grant Program.” This program allocates \$50,000 annually (at a rate of \$10,000 per home), depending on available funding. The Resolution also sets forth guidelines regarding applicant eligibility, the application process, eligible activities, requirements and obligations, and the disbursement of funds.

On November 29, 2021, the Moscow Affordable House Trust, now known as the Hills and Rivers Housing Trust, submitted a grant request for five homes to be constructed in 2022. This request was approved by the City on December 20, 2021. The first award was issued on January 23, 2023, which included \$10,000 in ARPA funding, resulting in a total award of \$20,000. The funds were disbursed to the Trust to support their ongoing efforts to build affordable homes in Moscow, thereby fulfilling the intent of the grant program.

Since that initial award, the Trust has not received any eligible homeowner applications until the current one was submitted. This request presents a unique situation, as detailed in the attached letter from the Trust dated August 4, 2025. In summary, the down payment assistance provided to the buyer by the parents and the Idaho Housing and Finance Association (IHFA) reduced the purchase price of the home so that the monthly payment does not exceed 35% of the buyer’s income. However, IHFA required a parent’s name to be on the title, but the lender did not require it on the mortgage loan. As stated in the Trust’s letter, the buyer meets the “Grant Requirements and Obligations” outlined in No. 6 of Resolution 2021-22.

Staff has reviewed and verified all documentation submitted by the Trust, confirming that it meets the grant’s requirements and obligations outlined in Resolution 2021-22. Although the Trust’s request falls outside the usual parameters due to the inclusion of the parent’s name on the title, staff supports the request because it aligns with the program’s purpose and intent. The assistance offered helps reduce barriers to homeownership and ensures that monthly payments are manageable for low-to-moderate income households. Therefore, staff recommends that the City Council approve the request and endorse the exception, affirming that it aligns with the overall objectives of the program.

REVIEWED BY

PROPOSED ACTIONS

PROPOSED ACTIONS: Recommend approval of the application submitted by the Hills and Rivers Housing Trust for the Affordable Housing Grant Program and authorize the Mayor to execute the necessary documentation to secure the City’s property interest in the home for \$10,000, or provide staff with further direction.

STAFF RECOMMENDATION

Recommend approval of the application submitted by the Hills and Rivers Housing Trust for the Affordable Housing Grant Program and authorize the Mayor to execute the necessary documentation to secure the City’s property interest in the home for \$10,000.

OTHER RESOURCES

Not applicable.

FISCAL IMPACT

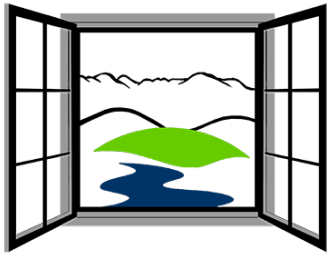
FY2025 Budget Non-Departmental Contractual 101-140-670-26 Affordable Housing Participation \$10,000

PERSONNEL IMPACT

Grants, Legal, Finance

ATTACHMENTS

- 1. Letter from Trust - Application
- 2. Resolution 2021-22 Adoption of Affordable Housing Program



HILLS & RIVERS
HOUSING TRUST
incorporated in 2009

627 N Van Buren St.
Moscow, ID 83843
509.336.1664 mobile
HillsRiversHousingTrust@gmail.com
501.c.3 nonprofit
Tax ID #27-0306873

Executive Director: Nils Peterson



*Language translation
available on request*

Board of Directors

Karl Johnson, President (2025)
Jonathan Carson, Vice President (2027)
Casey Holcomb, Treasurer (2025)
Teresa Heitmann, Secretary (2026)
Megan Guido (2027)
Janice Smith-Hill (2025)
Amanda Headtke (2026)
Vacant (2026)
Vacant (2027)
Terms expire Sept 30 of year stated

August 4, 2025

Alisa Anderson
Grants Manager/ADA Coordinator
Community Development - City of Moscow

This letter is an application for a City of Moscow Affordable Housing grant per Resolution No.2021-22.

This buyer is a little outside what may have been imagined when the program was designed. The situation is that the Buyer is on total disability and the Buyer’s Parent is trying to secure safe, affordable housing to last beyond the Parent’s lifetime. To that end, the Parent worked with Idaho Housing and Finance Association – the manager of the Federal HOME funds used for the construction of this house, to be able to combine down payment assistance from IHFA with a large down payment gifted by the Parent too the Buyer.

The net effect of these two forms of assistance is the Buyer can make a payment that is 31% of their income despite having a low income.

In the transaction, IHFA required the Parent be an additional person named on the title. The lender did not make a similar requirement, so the mortgage is in the name of the Buyer only.

The different number of people on title vs the loan, makes this transaction unusual and raises an issue of how to interpret the City’s grant requirements. Since the Buyer is the only name on the loan, hence having the sole liability for making payments, only the Buyer’s information was used to complete the application.

6) Grant Requirements and Obligations

The buyer’s household income shall be eighty percent (80%) or less of the Latah County AMI.

Requirement met: Buyer income is \$21,363/year; in FY25 the 80%AMI level is \$53,550/year (See attached HUD income limits)

A. 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.

2nd Requirement Met:

see attached 445 Powers Housing Cost Summary

- B. All housing units shall be required to be owner occupied. **Requirement Met:** Required in the ground lease between buyer and Hills & Rivers Housing Trust. Monitored by the Trust.
- C. 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. **Requirement Met:** The Trust has similar non-discrimination policies and used a licensed Realtor for the transaction.
- D. 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. **Requirement Met:** Deed of Trust with City of Moscow
- E. 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. **Requirement Met:** Grant agreement
- F. 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. **Requirement Met:** Ground Lease has provisions to control the maximum resale price to keep it affordable.

Sincerely



Nils Peterson
Executive Director

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 utmost 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;

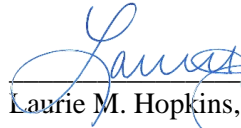
2. That this Resolution shall become effective as of the 15th day of November, 2021.

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

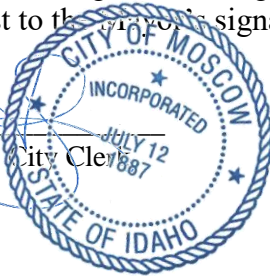


EXHIBIT A

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 successful 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.

COMMITTEE / CITY COUNCIL STAFF REPORT



DATE: Monday, August 25, 2025

AGENDA ITEM TITLE

Idaho Community Development Block Grant (ICDBG) – Affordable Housing Project (ACTION ITEM) - Alisa Anderson

RESPONSIBLE STAFF

Alisa Anderson, Grants Manager

ADDITIONAL PRESENTER(S)

DESCRIPTION

City staff have been in communication with a development corporation that has submitted an application to the Idaho Housing and Finance Association for Low-Income Housing Tax Credits for affordable housing. The proposed project involves constructing a two-phase development on a 10-acre parcel at the north end of Warbonnet Drive, comprising 92 affordable rental units with a mix of 1, 2, and 3-bedroom layouts. These units will primarily target households earning between 30% and 80% of the Area-Median-Income (AMI), with priority given to families with children, and housing authority and veterans waitlists.

Community amenities will include raised garden beds, a BBQ area, a playground, and open green space. An interior community room will feature a lounge, full kitchen, computer stations, and an on-site leasing and management office. The development team is also exploring partnerships with local non-profits to incorporate transitional housing and affordable homeownership programs.

The development corporation has requested the City's participation by applying for an Idaho Community Development Block Grant (ICDBG) through the Idaho Department of Commerce. The grant would support extending public infrastructure—water, sewer, power, gas, and streets—to the housing site. The funding category for this application is *Public Facilities*, with a maximum award of \$500,000. The application deadline is November 21, 2025, with final award announcements expected in April 2026. The City's contribution would include a \$50,000 or 10% in-kind match, covering grant administration for the project. Attached to this report are excerpts from the ICDBG Application Handbook outlining the requirements for this grant category.

Staff is presenting this item to seek approval to initiate the planning process and prepare the grant application, which the City will submit in November on behalf of the development corporation as a designated subrecipient.

REVIEWED BY

PROPOSED ACTIONS

PROPOSED ACTIONS: Recommend approval for staff to prepare and submit an Idaho Community Development Block Grant application for Public Facilities to aid in developing affordable rental housing by extending necessary public infrastructure to the project, or provide staff with further direction.

STAFF RECOMMENDATION

Recommend approval for staff to prepare and submit an Idaho Community Development Block Grant application for Public Facilities to aid in developing affordable rental housing by extending necessary public infrastructure to the project.

OTHER RESOURCES

N/A

FISCAL IMPACT

N/A

PERSONNEL IMPACT

Grants

ATTACHMENTS

1. ICDBG Affordable Housing

The following information are sections from the handbook that apply to Public Facilities Grant Request for Low to Moderate Income Housing Assistance

Idaho Community Development Block Grant

**Application
Handbook**

Chapter 1: Overview

Introduction

The Idaho Community Development Block Grant (ICDBG) program is a **competitive** grant program administered by the Idaho Department of Commerce. Each year the U.S. Department of Housing and Urban Development allocates Idaho's share of the State Community Development Block Program as determined by the funding formula contained in the Housing and Community Development Act of 1974L as amended. The formula is based on Idaho's population, poverty, and age of housing.

Commerce distributes the federal CDBG funding to counties and (non-entitlement) cities through a **competitive** grant process. Therefore, cities and counties may submit an application to Commerce for ICDBG funding for a qualifying project. Qualifying projects must meet an ICDBG national objective and ICDBG funding is typically used for the design and construction of public infrastructure or facilities. The most competitive application factors are matching funds, need, and readiness to proceed.

Funding Categories & Thresholds:

There are five funding categories or set asides. Each funding category has a maximum amount that can be requested. These categories and their corresponding request limits are:

- A. Public Facility (public infrastructure, facilities and utilities) – Maximum Award = \$500,000

Chapter 2: Eligibility

Introduction

For an application to be eligible it must meet three requirements. The application must:

- be submitted by an eligible applicant,
- consist of eligible ICDBG activities, and
- address an ICDBG national objective

Applicant Eligibility

Idaho "non-entitlement" cities and counties are the only eligible applicants for the Idaho Community Development Block Grant (ICDBG) funds.

Cities and Counties may only apply for ICDBG for a project which lies within their jurisdiction or impact area boundary. The project must address the needs of the residents within their jurisdiction or impact area.

Sub-recipients

Entities other than cities or counties may not apply directly for ICDBG funding. However, entities such as special purpose districts (such as water, fire, or sewer districts) or non-profits (such as senior citizens association) may want to utilize ICDBG funding for eligible improvements. To do so, the entities would need to partner with their representative city or county. The applicable city or county

would then submit the application, and the district or non-profit would be considered the sub-recipient. The relationship between the city or county and the sub-recipient would need to be formalized with an agreement. The city or county must recognize that they are not simply a 'pass-through'—*cities and counties are responsible to comply with national objective, fiscal, civil rights, and environmental requirements*. Sub-recipients are the representatives of the beneficiaries and must comply with all ICDBG regulations and rules.

Public Facility Grants (public infrastructure, community facilities, and public utilities)

Eligible Activities:

Use of CDBG to support affordable (benefiting LMI Households) housing;

- a. Rehabilitation and Reconstruction to support the preservation of affordable housing.
- b. Conversion of Existing Structures for Housing: A community may increase its supply of housing by converting buildings to affordable housing units.
- c. Support of New Housing Construction which is limited to:
 - i. Acquisition of land for housing.
 - ii. Extending public infrastructure, including streets, to housing.
 - iii. Site Improvements.
 - iv. Water / sewer hook-ups – connecting individual properties (such as private homes) to service collection or distribution lines. Includes the construction or installation of water wells or septic tanks.
 - (a) Eligibility based on individual household income (not LMI area-wide) and ownership.
 - (b) Environmental and Davis Bacon rules apply.
- d. Using CDBG for New Housing Construction is generally prohibited with the exception of two unique provisions under 24 CFR 570.204 and 207.

LMI Housing

Requires that an eligible ICDBG activity supporting affordable permanent residential structures qualify as benefiting LMI households only to the extent that the housing is occupied by LMI households. Housing assisted by ICDBG funds can be either owner or renter-occupied and can be either one family or multi-unit structures. When housing is to be rented, in order for a dwelling unit to be considered to benefit a LMI household it must be occupied by the household at affordable rents.

Occupancy of the assisted housing by LMI households must meet the following general rules:

- All assisted single units structures must be occupied by LMI households,
- An assisted two-unit structure (duplex) must have at least one unit occupied by a LMI household, and
- An assisted structure containing more than two units must have at least 51 percent of the units occupied by LMI households.
Exception: The new construction of non-elderly, multi-family rental structures need only have at least 20 percent of the units occupied by LMI households. The ICDBG percentage of total development costs may not be greater than the percentage of units occupied by LMI households.
- ICDBG assistance to two or more structures may be considered to meet the occupancy-by-structure test as though all of the assisted structures were in a single structure if buildings used for rental housing are under common ownership and management is located on the same or contiguous property.

COMMITTEE / CITY COUNCIL STAFF REPORT

DATE: Monday, August 25, 2025



AGENDA ITEM TITLE

Low-to-Moderate Income (LMI) Randomized Community Survey – (ACTION ITEM) - Alisa Anderson

RESPONSIBLE STAFF

Alisa Anderson, Grants Manager

ADDITIONAL PRESENTER(S)

DESCRIPTION

On June 24, 2024, Staff received notification from the Idaho Department of Commerce (IDOC) that, effective August 1, 2024, the City of Moscow is no longer eligible to apply for Idaho Community Development Block Grant (ICDBG) funds. This determination is based on the updated 2020 American Community Survey (ACS) Low-to-Moderate Income (LMI) data, which is utilized by the U.S. Department of Housing and Urban Development (HUD) to assess income levels across geographic areas and determine eligibility for activities benefiting LMI individuals and communities.

Most activities funded through the ICDBG programs aim to benefit low to moderate income (LMI) persons, either directly, such as through housing, jobs, and services, or indirectly, by benefitting residents of primarily residential areas where at least 51% of the residents are LMI. Area-wide benefit projects are evaluated based on the LMI percentage within the targeted areas. Historically, Moscow's LMI percentage has been at or above 51% for over 20 years; however, the 2020 ACS data indicate a rate of 50.9%, effectively disqualifying the City from receiving funds. HUD does not permit rounding up to a two-digit number to ensure data integrity.

HUD allows eligible entities to conduct their own LMI surveys to verify or challenge the ACS data. The process for this is outlined in Chapter 3: Surveys and Methodology of the ICDBG Application Handbook, attached to this report. Given that the current LMI rate is just below the 51% threshold, Staff recommends conducting a citywide (area-wide) LMI survey to confirm whether the true rate meets or exceeds 51%. If confirmed, this new designation would be valid for five years from the date the survey results are verified by IDOC. Maintaining eligibility would enable the City to continue applying for ICDBG funds for future projects aimed at enhancing public parks, recreational facilities, and essential public infrastructure, including water systems, sewer systems, roadways, fire services, and downtown revitalization projects.

Staff has gathered all necessary information, prepared the required documentation, and obtained review and approval from IDOC. The estimated cost of conducting the survey is less than \$1,000, excluding Staff wages. A detailed project schedule and staffing plan have been developed to ensure efficient management and accurate data collection. Additionally, a comprehensive public outreach campaign has been prepared using various methods to inform residents about the survey and encourage participation.

Survey responses can be submitted via mail using the provided prepaid envelopes, through an online portal accessed via QR code, by phone using a unique identifier number, or through in-person door-to-door field visits to those addresses that have not responded within three weeks of the initial mailing. The

process begins with an initial mailing including a letter and survey, followed by a reminder postcard 12 days later, and a final “last chance” postcard on day 22. Door-to-door surveys by City Staff will commence after day 22 and continue through day 45 or until the required number of responses are collected.

Per HUD requirements, Staff will mail 372 surveys but will only need to receive at least 279 valid responses (75%). The purpose of this presentation is to address any questions regarding the survey process and to seek approval to proceed with the LMI Randomized Community Survey.

REVIEWED BY

PROPOSED ACTIONS

PROPOSED ACTIONS: Recommend approval for Staff to proceed with the LMI Randomized Community Survey, or provide staff with further direction.

STAFF RECOMMENDATION

Recommend approval for Staff to proceed with the LMI Randomized Community Survey.

OTHER RESOURCES

N/A

FISCAL IMPACT

\$1,000 or less plus Staff wages.

PERSONNEL IMPACT

Grants and Community Development Staff

ATTACHMENTS

- 1. ICDBG 03-App.-Handbook-Surveys-Methodology

**Idaho Community Development Block Grant
Application Handbook
Chapter 3: Surveys and Methodology**

I. Area Wide Survey Methodology:

All communities who are using a survey to determine their eligibility for a project must follow strict survey guidelines. This chapter provides instructions on how to conduct an income survey for the Community Development Block Grant (CDBG) Program. Contact your community development specialist before conducting the survey.

Definition: Household means all persons who occupy a housing unit. The occupants may be a single family, one person living alone, two or more families living together, or any other group of related or unrelated persons who share living arrangements.

A. When to Use a Survey:

To determine if a proposed projects' beneficiaries meet the 51% low-to-moderate income (area-wide) national objective you may need to conduct an income survey. Income surveys are typically done for service areas whose boundaries do not match up with census tracts or local governments that don't believe the current American Community Survey (ACS) data accurately reflects their community's LMI percentage.

Income surveys are not easy to set up. The City/County needs to consider their current LMI percentage to evaluate the likelihood that an income survey will result in an LMI percentage over 51%. Has there been a downturn in the local economy or job loss? If current LMI percentage is under 41% chances are the survey results will not come in over 51%.

The proposed survey process needs to be approved by Commerce at least 32 calendar days prior to the deadline date of the applicable application. The maximum number of days allowed to complete an approved survey is 75 calendar days.

Temporary and seasonal residents must be included in income surveys for Idaho CDBG projects such as the installation of sewer or water lines, treatment plants, fire stations, etc.

Survey results are good for five (5) years from the date the survey was conducted if there has not been a change to the service area.

B. Census Survey vs. Random Survey:

A census survey is performed when a community is made up of 75 households or less. When you conduct a census survey, you survey every household in the project service area.

A random survey is performed when your community consists of more than 75 households. When you conduct a random survey, you do not survey every household in the project service area.

C. Census Survey Guidelines:

In areas with 75 households or less, you must use a census survey, therefore, survey every household. You will need at least an 80% response rate for the survey to be considered valid. When doing a census survey follow the Random Survey guidelines, except for step 3 below (Select the Sample). When calculating the low-to-moderate income percentage for the census survey, the number of persons in the service area becomes the denominator for calculating the low-to-moderate income percentage.

Example: Your small community, which has 67 households (134 persons), is applying for a grant to help fund a wastewater system upgrade. Therefore, when you perform the census survey you need to use the total project service area population as the denominator (134 persons). In order for your community to be considered eligible, the completed surveys must show that at least 69 persons indicated that they were low-to-moderate income ($69/134 = 51\%$).

D. Random Survey Guidelines:

A random survey needs to be used when a community is made up of more than 75 households. The following steps (1-8) should be followed when organizing a survey in your community:

1. Select the Methodology

There are three different survey methods that your community may choose to use: telephone, door-to-door, or mailed surveys. A combination of the methodologies could also be utilized such as mailings with phone-call follow-ups. Each of these methods has a range of benefits and drawbacks, and your community must decide which type is best for them.

2. Develop the Questionnaire

The Idaho Department of Commerce has developed a survey (Exhibit A) for your community to use. When using this survey, be sure to use the most recent income data that Commerce has available on their website. There is also a sample combined survey for USDA Rural Development and Idaho Department of Commerce in Exhibit A. This is just a general example of a combined survey; any actual survey will need to be reviewed and approved by both agencies.

Note: HUD's income data has three categories: extra low income, very low income and low income. Use the **LOW-INCOME** limits by family size for your survey. **LOW-INCOME** is considered moderate income for the CDBG program.

	1 person	2 person	3 person	4 person	5 person	6 person	7 person	8 person
EXTRA LOW INCOME	13,100	16,020	20,160	24,300	28,440	32,580	36,730	40,890
VERY LOW INCOME	21,850	25,000	28,100	31,200	33,700	36,200	38,700	41,200
LOW-INCOME	34,950	39,950	44,950	49,900	53,900	57,900	61,900	65,900

3. Select the Sample

- i. First define the project service area. Create a map with the boundaries of the service area.
- ii. Next identify the persons to benefit. Determine how many persons live in the service area, and how many households are in the service area. You will be using the number of households to determine your sample size.
- iii. Determine the sample size; in order to do this, visit www.surveysystem.com/sscalc.htm. Choose “95 percent” confidence level; enter “5” in the space for confidence interval, and then enter the number of households in the population field. Hit the calculate button, and the site will tell you how many households you must survey.
- iv. You will use a random number generator to determine who to call, mail, or interview. To do this, number each household’s address or phone number 1 through however many there are within the area (this will be referred to as your original list).

Visit www.random.org and click on “Sequence Generator” under “FREE Services – Numbers” box. Enter 1 in the smallest value box, and however many households there are in your service area in the largest value box. Click on “Get Sequence” and the site will give you a random list of numbers that correlate to the households in your service area.

Print this list (this will be referred to as your random list). If the sample size calculator told you to survey 200 households, you would use the first 200 randomly selected numbers. If the first number on the random list was 96, then that would be the first of the 200 households you would contact. You would complete this process for the first 200 households from your random list, matching them to the addresses or phone numbers from your original list.

Note: household list and surveys must contain identifier tying the surveys and addresses together for verification purposes.

4. Conduct the Survey

The goal of the survey is to gather accurate, usable data for your community, but in order to do that you must have a high level of participation. In order to encourage high levels of participation HUD recommends using publicity to create public awareness. When doing this, it is important that publicity does not bias the results. For example, it is better to say that the community is applying for an Idaho CDBG grant, and that, as part of the application, the community has to provide current estimates of the incomes of residents within the service area. It is not appropriate to say that, in order for the community to receive the desired funding, a survey must be conducted to show that most of the residents of the service area have low-to-moderate income.

If you are going to use interviewers, it is important to remember to choose interviewers that will make the respondents feel comfortable. Your community does not need to employ professional interviewers but may utilize volunteers from the local

communities or a nearby college. If your interviewers are going door-to-door, it is important that they have all necessary materials:

- Map of the service area
- Sufficient copies of the survey (in both English and Spanish if applicable)
- Official identification
- A phone number the respondent can call to verify the interviewer's authenticity

HUD provides these guidelines to help ensure a successful interview:

- Make sure that the person you are interviewing has sufficient knowledge to answer the questions being asked.
- Don't ask, suggest what you want. Instead of saying, "May I come in to do an interview?" say, "I'd like to take a few minutes of your time to interview you for a very important study."
- Introduce yourself, the organization you are representing, show your ID and assume the respondent will be interested in participating.
- If the respondent is interested in participating, briefly describe the study.
- Read the questions exactly as they are written. If the respondent doesn't understand the question, just repeat the question. Do not guide the respondent to a particular answer. At the end of the interview, review the respondent's answers with the respondent to ensure accuracy.

Whether your interviewers are going from door-to-door or conducting a phone interview, it is important that they plan to contact local residents at a time when they are most likely to get a high rate of response. Telephone interviews are usually conducted early in the evening when most people are at home. Door-to-door interviews are generally conducted in the early evening (before dark) and on weekends. You should try again, at a different time, to reach anyone in the initial sample who was missing during the first effort. It is important to avoid conducting interviews during times that may yield biased results (for example, only conducting interviews during the weekdays when most residents would be at work).

5. Replacement Households (if 75% response rate has not been achieved)

In order to ensure that your survey has at least a 75% response rate, it may be necessary to replace households that are unreachable or refuse to participate. Only after at least two tries or an outright refusal should a household be replaced. Document when a household is unreachable or refuses to participate.

To replace a household, go to the next household on your random list that was part of the initial sample and survey that household.

Example: You were supposed to conduct 200 interviews for your mail survey, and the 99th household on your random list refused to participate. You would then use the 201st household on your random list to replace household #99. Each time a refusal or unreachable household is encountered, this process should be followed.

6. Analyze the Results

After you have completed your survey, it is important to analyze the results in order to utilize the information you have gathered. Follow these steps:

- i. Review the surveys you have collected and determine how many are valid responses and how many are invalid responses (an invalid response may include surveys that were filled out incompletely or unclearly)
- ii. In order for your survey to be considered valid, you must have at least a 75% response rate of the sample size. To calculate your response rate, divide the number of valid household responses by the sample size.
- iii. Using the “Survey Tabulation Form” (Exhibit B), fill out the table using the valid responses. Utilizing the form will help you convert households to persons. The CDBG program rules require the low-to-moderate income percentage to be based on persons, only.
- iv. Although the form does request to know how many invalid responses were received, all calculations should be made using only the valid responses. In order to calculate the low-to-moderate income percentage, divide the total number of low-to-moderate income persons surveyed by the total number of persons surveyed. Do not use households!
- v. After you have calculated your low-to-moderate income percentage it is important to verify your data a number of ways:
 - First, compare the percentages of low-to-moderate income persons with the percentage of the above low-to-moderate income households. The more similar the two distributions are, the more confident you can be that you survey captured accurate information.
 - Compare your results to the American Community Survey data. If there is a more than a 15% discrepancy in the two low-to-moderate income percentage figures, you may be required to identify the contributing factors, i.e., significant job loss in the community.
 - After completing your data collection, analyze the occurrence of non-respondents to see if they were reasonably random. If you do not detect any major gaps in the coverage of your sample or any anomalies in the characteristics of your non-respondents, you can be more certain of the accuracy of your results.

7. Create Survey Report

This is required to be submitted with your application. See Page 6 of this chapter.

8. Document and Save Your Results

You must document and save the results of your survey. Commerce may request copies or view the actual surveys for verification. Keep in mind the surveys are confidential and should be kept separate from publicly viewable files. Survey data should be saved in accordance with CDBG rules.

II. Survey Report:

A written report of the survey process **MUST BE** included in the application. The report should be approximately a page in length and must include:

A. A narrative of the survey process:

- What type of survey was conducted (**census** for 75 or fewer households or **random** for more than 75 households)?
- What survey method was used (mail, phone, door to door, etc.)?
- When was the survey conducted?
- Who conducted the survey?
- How was the Survey Systems website utilized?
- What was the sample size indicated?
- How were the residential addresses tied to the random number generator?
- What was your first rate of return (percentage)?
- If 75% was not achieved, describe second attempt follow-up survey process to achieve the required 75% return rate.
- What is the total after your second attempt?
- Did you have to go above initial survey sample size after second attempt?

B. The following attachments:

- Copy of Sample Size Calculator page <http://www.surveysystem.com/sscalc.htm>
- Copy of the random numbers generated and corresponding addresses <http://www.random.org/>
- A map of the survey area
- A map of the project benefit area
- Copy of the actual survey and the completed survey tabulation form

Compare your results to the American Community Survey data. If there is a more than a 15% discrepancy in the two low-to-moderate income percentage figures, you may be required to identify the contributing factors, i.e., significant job loss in the community.

All Topics	Moscow city, Idaho
Median households income (in 2023 dollars), 2019-2023	\$56,497
PEOPLE	
Population	
Population estimates, July 1, 2024, (V2024)	NA

Per capita income in past 12 months (in 2023 dollars), 2019-2023	\$31,768
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EXHIBIT A
EXAMPLE AREA WIDE SURVEY

Idaho Community Development Block Grant Survey
City/County of _____

The City/County of _____ is conducting this survey to obtain the information necessary to apply for an Idaho Community Development Block Grant to partially fund improvements. Please help us by carefully answering the following questions. Your response will aid the City/County of _____ in assessing the benefit of this project to the community. Your cooperation is essential for the city's block grant application. All responses will be kept confidential. Thank you for your help.

INSTRUCTIONS:

1. Using the chart below, **CIRCLE** the number of people in your household.
2. After indicating the number of people in your household, review the amount in the second (2nd) column (same line). Then, in the third (3rd) column, determine if your household income (same line as # of persons in Your Household) is ABOVE or BELOW that amount.

NOTE: Total household income is the same as the **ADJUSTED GROSS INCOME** stated on your IRS income tax return (Form 1040).

# of Persons in Your Household	Household Income	Is your Total Household Income ABOVE or BELOW the amount to the left? (same line as # of Persons in Household) Circle correct description
1	\$ __, ____	ABOVE OR BELOW
2	\$ __, ____	ABOVE OR BELOW
3	\$ __, ____	ABOVE OR BELOW
4	\$ __, ____	ABOVE OR BELOW
5	\$ __, ____	ABOVE OR BELOW
6	\$ __, ____	ABOVE OR BELOW
7	\$ __, ____	ABOVE OR BELOW
8	\$ __, ____	ABOVE OR BELOW

3. Number of persons in your household? _____

Exhibit B

SURVEY TABULATION FORM

Total Number of Households in Project Benefit Area _____

Household Size	ABOVE		BELOW		Total	Total
	Households	Persons	Households	Persons	Households	Persons
One						
Two						
Three						
Four						
Five						
Six						
Seven						
Eight						
Nine						
Ten						
Eleven						
TOTALS						

Total Number of Surveys Distributed _____
 Total Number of Valid Household Responses _____
 Total Number of Invalid Responses Received _____
 Total Number of Persons Surveyed _____
 Total Number of LMI Persons Surveyed _____
 Total LMI Person Surveyed ÷ Total Persons Surveyed = LMI % _____

COMMITTEE / CITY COUNCIL STAFF REPORT

DATE: Monday, August 25, 2025



AGENDA ITEM TITLE

Open Budget for Fiscal Year 2024-2025 (FY2025) Review (ACTION ITEM) - Sarah Decker

RESPONSIBLE STAFF

Sarah Decker, Director of Finance & Employee Services

ADDITIONAL PRESENTER(S)

DESCRIPTION

The State of Idaho provides a process for cities to amend the original fiscal year budget appropriation ordinance in accordance with Idaho Code section 50-1003. The City completed its FY2025 budget adoption in August 2024 and headed into its FY2024 fiscal year-end. During the fiscal year-end, it was determined that multiple major operating funds accumulated unappropriated fund balances. Also, during FY2025, Information Systems performed an in-depth evaluation of future capital and minor IS equipment needs and determined excess unappropriated accumulation that should be returned to the contributing funds during the FY2025 fiscal year-end. Staff is proposing to amend Ordinance 2024-12 in the amount of \$5,710,476 to accommodate the unappropriated fund balances.

REVIEWED BY

PROPOSED ACTIONS

PROPOSED ACTIONS: Recommend approval to amend Ordinance 2024-12 in the amount of \$5,710,476 to accommodate the unappropriated fund balances, or provide staff further direction.

STAFF RECOMMENDATION

Recommend approval to amend Ordinance 2024-12 in the amount of \$5,710,476 to accommodate the unappropriated fund balances.

OTHER RESOURCES

FISCAL IMPACT

PERSONNEL IMPACT

ATTACHMENTS

1. FY2025 Open Budget Memo

MEMORANDUM



To: Bill J. Belknap, City Supervisor
From: Sarah L. Decker, Director of Finance & Employee Services
CC: Mayor & City Council
Date: August 18, 2025
Re: Open Budget FY2025

This year there are seven changes totaling \$5,710,476 recommended for the FY2025 open budget process. These recommended changes are in anticipation of the public hearing scheduled for September 2, 2025.

General Fund:

During the City's FY2024 year-end, the General Fund had an unanticipated and unappropriated remaining fund balance of approximately \$726,888. The most notable expense that contributed to this unanticipated fund balance was Moscow PD wage and benefits. The police department ended FY2024 with several vacant patrol positions which created an excess in PD wage and benefits of approximately \$682,000.

In anticipation of FY2025 year-end, we would like to open the FY2025 budget to increase appropriated revenue and expense by \$326,888. This will allow for FY2024 General Fund unanticipated fund balance of \$326,888 to be pulled into General Fund – beginning fund balance (101-000-900-00) and flow through to General Fund - ending fund balance (101-140-990-01). There is \$400,000 of unanticipated and unappropriated fund balance that will remain in the General Fund for anticipated future expenses.

At FY2025 year end, \$326,888 will move to Capital Projects – beginning fund balance (350-000-900-01) and flow through to Capital Projects – ending fund balance (350-130-900-00) in anticipation of future Capital Project needs.

During the FY2026 budget, \$326,888 was appropriated in FY2026 Capital Projects – beginning fund balance (350-000-900-01) and ending fund balance (350-130-900-00) in anticipation of moving these funds.

Street Fund:

During the City's FY2024 year-end, the Street Fund had an unanticipated and unappropriated remaining fund balance of approximately \$468,006. The most notable revenue that contributed to this unanticipated fund balance is higher than anticipated disbursement of funds from Idaho Transportation Department (ITD) for the City's portion of House Bill (HB) 354. HB 354 transferred a portion of the state's General Fund to ITD for road, bridge and airport projects.

In anticipation of FY2025 year-end, we would like to open the FY2025 budget to increase appropriated revenue and expense by \$468,006. This will allow for FY2024 Street Fund unanticipated fund balance of \$468,006 to be pulled into Street Fund – beginning fund balance (105-000-900-00) and flow through to Street Fund - ending fund balance (105-150-990-01).

During FY2025 year-end, \$468,006 will move to Capital Projects – beginning fund balance (350-000-900-01) and flow through to Capital Projects – ending fund balance (350-130-900-00) in anticipation of future Capital Project needs.

During FY2026 budget, \$468,006 was appropriated in FY2026 Capital Projects – beginning fund balance (350-000-900-01) and ending fund balance (350-130-900-00) in anticipation of moving these funds.

Recreation & Culture Fund:

During the City's FY2024 year-end, the Recreation & Culture Fund had an unanticipated and unappropriated remaining fund balance of approximately \$201,026. During the FY2026 budget, 1% Public Art moved from Recreation & Culture Fund to Capital Projects Fund due to the size and cost associated with future public art projects. Moving this budgeted fund balance out of the Recreation & Culture fund requires the City to backfill the balance to ensure appropriated revenues over expenses net either a positive or neutral fund balance.

In anticipation of FY2025 year-end, we would like to open the FY2025 budget to increase appropriated revenue and expense by \$201,026. This will allow for FY2024 Recreation & Culture Fund unanticipated fund balance of \$201,026 to be pulled into Recreation & Culture Fund – beginning fund balance (120-000-900-00) and flow through to Recreation & Culture Fund - ending fund balance (120-160-990-01).

During FY2025 year-end, the 1% Public Art fund balance of \$239,114 will move to Capital Projects – beginning fund balance (350-000-900-01) and flow through to Capital Projects ending fund balance (350-130-900-00) in anticipation of future 1% Public Art Capital Project needs.

During FY2026 budget, \$239,114 was appropriated in FY2026 Capital Projects – beginning fund balance (350-000-900-01) and split, \$150,000 Capital Projects – 1% Public Art (350-165-770-20) and \$89,114 Capital Projects – ending fund balance (350-130-900-00) in anticipation of moving these funds.

Water Fund:

During the City's FY2024 year-end, the Water Fund had an unanticipated and unappropriated remaining fund balance of approximately \$915,484. This fund balance is due to a combination of growth over the last few fiscal years, anticipation of the second DEQ Loan, FY2024 budget holdbacks due to the timing of expenses towards the advanced metering infrastructure project and due to the timing of expenses towards the water comprehensive plan update.

In anticipation of FY2025 year-end, we would like to open the FY2025 budget to increase appropriated revenue and expense by \$915,434. This will allow for FY2024 Water Fund unanticipated fund balance of \$915,434 to be pulled into Water Fund – beginning fund balance (220-000-900-03). The offsetting expenses will be \$97,235 Water Fund – Professional Services (220-220-

642-10), \$100,000 Water Fund – Meters (220-220-770-78), \$172,426 Water Fund – Principal – DEQ Loan 2024 (220-220-790-87), \$95,773 Water Fund – Interest – DEQ Loan 2024 (220-220-791-86), and \$450,000 will flow through to Water Fund – ending fund balance (220-220-990-03).

During FY2025 year-end, \$450,000 will move to Water Capital – beginning fund balance (320-000-900-05) and flow through to Water Capital – ending fund balance (320-220-990-05) in anticipation of future Water Capital Project needs.

During FY2026 budget, \$450,000 was appropriated in FY2026 Water Capital – beginning fund balance (320-000-900-05) and Water Capital - ending fund balance (320-220-990-05) in anticipation of moving these funds.

Sewer Fund:

Over the last few fiscal years, Sewer Fund unanticipated and unappropriated fund balance has grown to approximately \$1,279,769. In anticipation of FY2025 year-end, we would like to open the FY2025 budget to increase appropriated revenue and expense by \$1,279,769. This will allow for FY2024 Sewer Fund unanticipated fund balance of \$1,279,769 to be pulled into Sewer Fund – beginning fund balance (230-000-900-03) and flow through to Sewer Fund – ending fund balance (230-230-990-03).

During FY2025 year-end, \$1,279,769 will move to Sewer Capital – beginning fund balance (330-000-900-03) and flow through to Sewer Capital – ending fund balance (330-230-990-05) in anticipation of future Sewer Capital Project needs.

During FY2026 budget, \$1,279,769 was appropriated in FY2026 Sewer Capital – beginning fund balance (330-000-900-03) and Sewer Capital - ending fund balance (330-230-990-05) in anticipation of moving these funds.

Sanitation Fund:

Over the last few fiscal years, Sanitation Fund unanticipated and unappropriated fund balance has grown to approximately \$1,125,403. In anticipation of FY2025 year-end, we would like to open the budget to increase appropriated revenues and expense by \$1,125,403. This will allow for Sanitation Fund FY2024 unappropriated fund balance of \$1,125,403 to be pulled into Sanitation Fund – beginning fund balance (240-000-900-03) and flow through to Sanitation Fund - ending fund balance (240-255-990-00).

During FY2025 year-end, \$1,125,403 will move to Sanitation Capital-beginning fund balance (340-000-900-03) and flow through to Sanitation Capital – ending fund balance (340-240-990-05) in anticipation of future Sanitation Capital needs.

During FY2026 budget, \$1,125,403 was appropriated in FY2026 Sanitation Capital – beginning fund balance (340-000-900-03) and ending fund balance (340-240-990-05) in anticipation of moving these funds.

Information Systems:

During FY2025, Information Systems performed an in-depth evaluation of future funding needs for the City’s capital and minor IS equipment. \$1,393,950 was identified as excess accumulation that

should be returned to the contributing funds. In anticipation of FY2025 year-end, we would like to open the budget to increase appropriated revenues and expense by \$1,393,950. This will allow for Information Systems unappropriated fund balance of \$1,393,950 to be pulled into Information Systems Fund – beginning fund balance (295-000-900-05) and flow through to Information Systems Fund - ending fund balance (295-130-990-05).

During FY2025 year-end, Information Systems will pay back each fund’s contribution of the accumulated \$1,393,950. Each contribution amount will move to the corresponding Capital Fund – beginning fund balance and will flow through to the corresponding Capital Fund – ending fund balance. The distribution is as follows:

- \$966,762 - Capital Projects – beginning fund balance (350-000-900-01) and Capital Projects – ending fund balance (350-130-990-00).
 - o General Govt – \$720,511
 - o Recreation & Culture – \$176,503
 - o Streets – \$69,748
- \$193,222 - Water Capital – beginning fund balance (320-000-900-05) and Water Capital – ending fund balance (320-220-990-05).
- \$173,185 - Sewer Capital – beginning fund balance (330-000-900-03) and Sewer Capital ending fund balance (330-230-990-05).
- \$25,660 - Stormwater Capital – beginning fund balance (335-000-900-05) and Stormwater Capital – ending fund balance (335-235-990-05).
- \$13,148 - Sanitation Capital – beginning fund balance (340-000-900-03) and Sanitation Capital – ending fund balance (340-240-990-05).
- \$21,973 - Fleet Fund – beginning fund balance (290-000-900-05) and Fleet Fund – ending fund balance (290-130-990-05).

During the FY2026 budget, these contribution amounts were appropriated in each Capital Fund – beginning fund balance and Capital Fund – ending fund balance in anticipation of moving these funds.