

SPECIAL COUNCIL

May 7, 2020

Mayor Kling called the meeting to order at 6:30 p.m.

Clerk made note that Councilmembers Bruner, Mutchie, Levi, Haverfield, Bower were present. Councilmember Rodriguez was absent. Councilmember Bower entered the meeting at 6:40 p.m.

❖ (1) Consent Agenda (Action Items) ❖

**MOVED** by Haverfield and **SECONDED** by Levi to **approve** the **Consent Agenda as presented; Item #1-1. - License for 2020:** a) *Renewal Alcohol:* **1) Bud's** - 16345 N. Merchant Way - Off Premise Beer & Wine; **Extra Mile #144** - 11950 W. Karcher Road - Off Premise Beer & Wine; **Extra Mile #179** - 1520 S. Middleton Road - Off Premise Beer & Wine; **Extra Mile #180** - 111 S. Midland Blvd. - Off Premise Beer & Wine; **Extra Mile #181** - 323 Caldwell Blvd. - Off Premise Beer & Wine; **Extra Mile #182** - 1604 2nd Street South - Off Premise Beer & Wine; **Extra Mile #183** - 1400 Franklin Blvd. - Off Premise Beer & Wine; **Extra Mile #184** - 4624 E. Amity Ave. - Off Premise Beer & Wine; **Tiny's Cocktail Lounge** - 10 12th Ave. South - On Premise Beer, Wine & Liquor; b) *New Alcohol:* **1) None; Item #1-2: Approval of Agenda.** Mayor Kling asked for a roll call vote with all Councilmembers present voting **YES.** Mayor Kling declared the

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❖ (5) New Business ❖

**Item #5-1.** - Mayor Kling presented the request to **authorize purchase of Emergency Fuel Tanks.**

Finance Director Doug Racine presented a staff report explaining that the Joint work product from Public Works, Building & Facilities and Finance for the Fuel Reserve construction project.

**Project Scope**

Scope of the Site and Electrical work for placing **two** 5,000 gallon above ground fuel tanks with pumps include:

- Asphalt demolition, safety bollards and signage
- New structural concrete slab with grounding and containment
- Trenching, core drilling & new electrical circuits
- Pump disconnects and emergency shunt switch
- Emergency generator power connection
- Sight lighting fixture and security camera.

**Cost Detail**

*Project costs were accumulated and reviewed by Public Works & Building/Facilities, as follows:*



## OPINION OF PROBABLE COST

<b>Project: Emergency Fuel Tank Design and Installation</b>		<b>Date: April 30, 2020</b>	
<b>Project #: TBD</b>		<b>File Code: TBD</b>	
<b>Department: Public Works - Fleet Services</b>			
ITEM	QUANTITY	UNIT PRICE \$	TOTAL \$
5,000 above ground fuel tanks with pumps	2	\$ 58,000.00	\$ 116,000
Construction Scope Cost Projection			\$ 36,960
		Bid Bond 5%	\$ 1,848
		Performance Bond @ 2%	\$ 739
		10% Estimating Contingency	\$ 3,955
<b>TOTAL BUILDING &amp; SITE CONSTRUCTION COST</b>			<b>\$ 43,502</b>
<b>ASSOCIATED PROJECT COSTS</b>			
Structural Engineering (Musgrove Engineering)			\$ 3,700
Electrical Engineering (Musgrove Engineering)			\$ 7,800
Security Camera with Installation with 5 year license (Facilities)			\$ 1,620
Signage (Facilities)			\$ 1,000
<b>TOTAL PROJECT COST</b>			<b>\$ 173,622</b>

### ***Proposed Funding Allocation:***

*Funding for the Emergency Fuel reserve will come through effective use and planning of capital resources in General Government and Public works. Savings created from existing General Gov projects and from the prioritization of Public works funds, will allow the city to develop the Emergency Fuel Reserve without exceeding our current budget authority.*

- Savings from General Government projects      \$70,000
- Prioritization of Public Works Funds      \$103,622
  - Water      \$65,243
  - Wastewater      \$34,541
  - Streets      \$ 3,838

(Based on the number of emergency generators by department)

### ***Fuel Usage***

*As discussed in a prior city council meeting, the maximum life for fuel storage is 1 year. The storage tanks will need to cycle their fuel through Fire, Police and other fuel reliant departments. Each department will be charged for this fuel accordingly in the normal course of business. Any fuel cost savings generated through bulk purchased will flow to the departments who use fuel.*

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Councilmembers asked questions and made comments.

**MOVED** by Haverfield and **SECONDED** by Mutchie to **authorize the purchase of the emergency fuel tanks with the elimination of the bonds**. The Mayor asked for a roll call vote with Councilmembers Levi, Mutchie, Haverfield voting **YES**. Councilmembers Bruner, Bower voting **NO** and Councilmember Rodriguez **ABSENT**. The Mayor declared the  
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**Item #5-2.** - Mayor Kling presented the request to **award the bid and authorize the Mayor to sign a contract with Consurco, Inc for the Phase 3 Deck Coating at Hugh Nichols Public Safety Building**

Patrick Sullivan presented a staff report explaining that Facilities Development has identified the need to repair damaged and spalling concrete at the parking garage in the Hugh Nichols Public Safety Building and install a deck coating system to seal and protect the concrete. The project is to be funded by Facilities Development. The expenditure was approved as part of the 2020 budget for an amount of \$356,950.00.

Documents have been reviewed and approved by Legal.

The cost of the project will be \$199,992. The remaining budget amount will be used for design services and construction contingency.

The Proposer provides all management, supervision, labor, materials, supplies, and equipment, and will plan, schedule, coordinate and assure effective performance of all services described herein. Summarily they will repair damaged and spalling concrete at the parking garage in the Hugh Nichols Public Safety Building and provide new waterproofing to seal and protect.

Facilities Development procured bids for the project using a Formal Bid Process. A pre-bid walk through was conducted at the project site on March 19, 2020 at 10:00 a.m. A Public Bid Opening was held via live stream on April 10, 2020 at 2:00 p.m.

A total of one (1) bid was received on April 10, 2020.

The apparent low bid was received from Consurco, Inc.

Contractor will be required to provide necessary bonds, insurance and other documents before the agreement can be executed and the Notice to Proceed issued.

Councilmembers asked questions and made comments.

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**MOVED** by Haverfield and **SECONDED** by Bruner to **award the bid and authorize Mayor Kling to sign contract with Consurco, Inc.** for the HNPSB Phase 3 Concrete Repair and Waterproofing Project not to exceed the contract amount of **\$199,992**. The Mayor asked for a roll call vote with all Councilmembers present voting **YES**. The Mayor declared the  
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**Item #5-3.** - Mayor Kling presented the request to **authorize the Mayor to sign a contract with HCD Inc.** for the **Exterior Siding Replacement** project at **Fire Station 5**.

Patrick Sullivan presented a staff report explaining that the Facilities Department has identified the need to replace the Exterior Siding at Fire Station #5. The approved FY20 project budget is \$70,000. Design fees are \$8,530, the construction contract is \$78,704, the total project cost is \$87,234. Facilities will fund the overage of \$17,234 from budget saving on a different approved capital project from budget account 3101010.7730.

Documents have been reviewed and approved by Legal.

The cost of the construction will be \$78,704.

The Proposer provides all management, supervision, labor, materials, supplies, and equipment, and will plan, schedule, coordinate and assure effective performance of all services described herein. Summarily they will replace the exterior siding at Fire Station #5.

Facilities Development procured bids for the project using an Informal Bid Process. A pre-bid walk through was conducted at the project site on April 9, 2020 at 1:30 p.m. A Bid Opening was held on April 23, 2020 at 1:30 p.m.

A total of three (3) bids were received on April 23, 2020.

The apparent low bid was received from HCD, Inc.

Contractor will be required to provide necessary bonds, insurance and other documents before the agreement can be executed and the Notice to Proceed issued.

Councilmembers asked questions.

**MOVED** by Bruner and **SECONDED** by Bower to **award the bid and authorize Mayor Kling to sign the contract with HCD, Inc.** for the Fire Station #5 exterior siding project not to exceed the contract amount of **\$78,704**. The Mayor asked for a roll call vote with all Councilmembers present voting **YES**. The Mayor declared the

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**Item #5-4.** - Mayor Kling presented the request to **award the bid and authorize the Mayor to sign contract** for the **Zone F Annual Pipeline Replacement FY20** project. (approved in FY20 budget)

Tom Points presented a staff report explaining that the Engineering Division, as part of the Public Works Asset Management Program, identified the following deteriorated or undersized water lines to be replaced in asset management zone F. Improvements will occur in the near Northwest Nazarene University as well as the alley between Olive Street and 12<sup>th</sup> Avenue Road (see Exhibit A).

The project will address known issues identified within the Water Master Plan as well as undersized water main identified by the City of Nampa Waterworks Division. In total the project will replace approximately 3,700 feet of water main and appurtenances.

Parametrix has completed the design plans and specifications. Construction is scheduled for the Spring and Summer with improvements at Northwest Nazarene University to be completed during the summer to minimize impact to the university.

Parametrix has provided a construction estimate for the project of \$1,135,919, based on the budget of \$780,000 we did not anticipate that we can complete the project.

To reduce the costs and complete the project, the City performed the following actions:

- Waterworks Division dedicated 12” water main to be used on the project to reduce costs. They will provide an estimated 1,165 feet of pipe.
- Engineering split the bid into three sections to reduce the project limits if needed based on available budget.
  - Base bid for water line replacements around NNU campus is priority, this portion of the project will be awarded.
  - Bid alternate 1 is the water line replacement in the alley between Olive Street and 12<sup>th</sup> Avenue Road from W Sherman Avenue north to 14<sup>th</sup> Street South.
  - Bid alternate 2 is the water line replacement along 14<sup>th</sup> Street South then north along 11<sup>th</sup> Avenue South to 13<sup>th</sup> Street South tie in at the alley between 10<sup>th</sup> Avenue South and 11<sup>th</sup> Avenue South.
- Engineering and Waterworks increased the project budget to \$1,030,000 by reallocating \$250,000 from 8” water line upgrades in an alternate location at the

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alley between Locust Street and Juniper Street and Roosevelt Avenue and Dewey Avenue.

The City received 5 bids; the apparent low bid is from Cougar Excavation, LLC with a base bid of \$427,190.00 and an overall bid of \$910,491.20. The apparent low bid was based solely upon the base bid amount. The overall bid includes two bid alternates which are to be constructed based upon the bid values. (See Exhibit B).

The total costs for the project are:

Design	\$ 126,729.00
Construction	\$ 910,491.20
<u>Estimated Construction Engineering and Inspection (In House)</u>	<u>\$ 0.00</u>
<i>Total estimated costs</i>	<i>\$ 1,037,220.20</i>

A rollover request within a future budget amendment in the amount of \$86,773 will allow the City to construct the project with a 10 percent contingency available.

Engineering staff recommend awarding the base bid and bid alternates to Cougar Excavation, LLC for the Zone F Annual Pipeline Replacement FY20 project as the overall bid came in below budget.

**MOVED** by Bruner and **SECONDED** by Mutchie to **award the bid and authorize the Mayor to sign contract** for the Zone F Annual Pipeline Replacement FY20 project with **Cougar Excavation, LLC** in the amount of **\$910,491.20**. The Mayor asked for a roll call vote with all Councilmembers present voting **YES**. The Mayor declared the

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**Item #5-5.** - Mayor Kling presented the request to **award the bid and authorize the Mayor to Sign Contract**, Upon Receipt of **Idaho Department of Environmental Quality Bid Acceptance Letter**, for Construction of Nampa Wastewater Treatment Plant Phase II Upgrades Project Group E – Administration and Laboratory Building Renovation with Petra, Inc. (approved in FY20 budget) (with remaining budget request in FY2021)

Deputy Public Works Director Nate Runyan presented a staff report explaining that the Wastewater Treatment Plant (WWTP) Phase II Upgrades Project Group E (PGE) consists of the renovation of the existing administration and laboratory building including conversion of the existing maintenance garage/shop to a new laboratory.

Total budgets for Phase II Upgrade projects are \$189.9 million, of which \$165 million will be funded with the Idaho Department of Environmental Quality (IDEQ) Clean Water State Revolving Fund (SRF) loan. Upgrade projects consist of four construction contracts that are planned to be released between 2020 and 2025:

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- Project Group D – Primary Digester No. 5 and Waste Gas Burner (2020)
- Project Group E – Administration and Laboratory Building Renovation (2020)
- Project Group F – Recycled Water System consisting of new Aeration Basin No. 4, new blower building and blowers, new tertiary filtration pump station, new tertiary filtration, new Final Clarifier No. 4, replacement of the WAS (waste activated sludge) and RAS (return activated sludge) pumps, new Class A UV disinfection, new irrigation reuse pump station and force main, new industrial reuse pump station and force main, new internal mixed liquor recycle pumps, replace final clarifier mechanisms, replace post aeration basin structure and blower, new digested sludge storage tank, solids facility expansion, mechanical control center replacements, and demolition of trickling filters/secondary clarifier (2020)
- Project Group G – Headworks and Primary Clarifier (2023-2025, to be determined)

Consent to bid for PGE was approved by City Council on February 3, 2020.

Advertisement for bid began on March 17, 2020. Bids received for PGE construction were publicly opened on April 21, 2020.

The City received seven (7) bids. Six of the bid proposals ranged from \$1,963,577 to \$2,168,000 and the seventh bid proposal was \$3,425,000 as shown on the bid tabulation (Exhibit A).

The lowest responsive bidder is Petra, Inc., with a bid amount of \$1,963,577.00. All necessary public bidding requirements appear to be satisfied.

The budget for PGE is \$3,439,561. Below are the estimated project costs:

Design Fees	\$ 248,987
<b>Construction Contract</b>	<b>\$1,963,577</b>
Facility Division Commissioning	\$ 50,000
Architect's Services During Construction	\$ 111,523
Owner's Advisor Services	\$ 188,282
<u>Temporary/Permanent Office Furnishings</u>	<u>\$ 135,000</u>
<i>Total</i>	<i>\$2,697,369</i>

The Wastewater fund will incur project expenses and reimburse itself from the proceeds of the IDEQ Clean Water SRF loan.

Conditions of the SRF loan include the IDEQ approval of the contractor bid. IDEQ has been provided the bid proposal from Petra, Inc., and will authorize the issuance of the City's notice of award following City Council's authorization.

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The Wastewater Division fiscal year 2020 budget for PGE is \$996,982. The remaining budget for PGE is in the Wastewater program overall budget and will be requested in the fiscal year 2021 Wastewater budget.

Petra, Inc., will be required to provide necessary bonds, insurance certificates, and other documents as required before the agreement can be executed and the notice to proceed can be issued.

City consultants Brown and Caldwell (Owner's Advisor Services), Cushing Terrell (Architects Services During Construction), and City staff have reviewed the bids and recommend awarding the contract to the lowest responsive bidder, Petra, Inc., in the amount of \$1,963,577.00.

Councilmembers asked questions and made comments.

**MOVED** by Bruner and **SECONDED** by Bower to **award the bid and authorize the Mayor to sign contract**, upon receipt of Idaho Department of Environmental Quality bid acceptance letter, for the construction of the Nampa Wastewater Treatment Plant Phase II Upgrades Project Group E – Administration and Laboratory Building Renovation with **Petra, Inc.**, in the amount of **\$1,963,577.00**. The Mayor asked for a roll call vote with all Councilmembers present voting **YES**. The Mayor declared the

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**Item #5-6. –to authorize the Mayor and Public Works Director to Sign Task Order with CTA Architects Engineers dba Cushing Terrell for Nampa Wastewater Treatment Plant Phase II Upgrades Project Group E - Administration and Laboratory Building Renovation Services During Construction (approved in FY20 budget) (with remaining budget request in FY2021) was postponed until the next council meeting of May 18, 2020.**

**Item #5-7. - Mayor Kling presented the request to approve the proposed allocation of 2018 program year CDBG grant funding to the 2019 program year Lions Park Shelter activity.**

Matt Jamison presented a staff report explaining that on August 5, 2019, City Council adopted the 2019 Program Year funding allocation which included \$32,064.24 in grant funding for the Lions Park Shelter project. The original request was for \$108,000.00 which left a shortfall of (\$75,935.76). Due to the availability of CDBG funding at the time Council approved the \$32,064.24 with the understanding that an alternative would need to be identified that would more closely align with the funding available. The Parks Department have identified a shelter option with an estimate of approximately \$46,000.00. CDBG staff will be asking Council to allocate an additional \$14,000.00 to the Lions Park Project to allow the shelter to be completed. Below is a detail of the funding recommendation for the 2019 Program Year Lions Park Project.



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**CDBG Lions Park Shelter Project Funding**

2019 PY Current Allocation	\$	32,064.24
2018 PY funds to be reallocated	\$	14,000.00
<b>Total CDBG Funds Allocated</b>	<b>\$</b>	<b>46,064.24</b>

**MOVED** by Bruner and **SECONDED** by Haverfield to **approve** the **proposed allocation** of 2018 program year grant funding to the 2019 program year **Lions Park Shelter activity**. The Mayor asked for a roll call vote with all Councilmembers present voting **YES**. The Mayor declared the **MOTION CARRIED**

**Item #5-8.** - Mayor Kling presented the request to **approve** the **proposed allocation** for **CDBG-CV** funding and authorize staff to proceed with an **action plan amendment** and the solicitation of non-profit partners to implement the proposed allocation.

Councilmember Mutchie said that she would be abstaining from the vote.

Beth Ineck presented a staff report explaining that in respond to the growing effects of the current public health crisis the Community Development Block Grant Entitlement Communities have received a special allocation of funding to prevent, prepare for, and respond to the coronavirus (COVID—19). The City of Nampa has received \$471,700.00 in CDBG-CV funding as part of the first round of stimulus funding specifically awarded to entitlement communities using the existing allocation formula process.

Additionally, the CARES Act provides Grantees with specific flexibilities to make it easier to use CDBG-CV funding for coronavirus response. Specifically, the flexibilities as they relate to this funding recommendation are as follows:

- **Public Service 15% Cap** – The CARES Act has eliminated the 15% cap for public service activities for the 2019 and 2020 program year.
- **Citizen Participation** – The CARES Act provides grantees the ability to amend their citizen participation plans to establish expedited procedures to draft, propose, or amend consolidated and annual action plans. Expedited procedure to include a comment period of no less than 5 days. Public comment for action plan and amended citizen participation plans can run concurrently.
- **Public Hearings** – In person public hearings are not required and Grantees may meet public hearing requirements with virtual public hearings.

In conjunction with feedback from community stakeholders and businesses staff recommends the following allocation for the CDBG-CV funding.

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	<b>Total Allocation</b>	<b>\$ 471,700.00</b>	
<b>Administration</b>			<b>Budget</b>
CDBG Administration and Planning	<b>\$ 60,000.00</b>		12.72%
<b>Max Available 20% Cap</b>	<b>\$ 94,340.00</b>		20.00%
<b>Difference</b>	<b>\$ 34,340.00</b>		

*\*The funding may need to be adjusted or reprogrammed to another activity if the final HUD guidance does not allow the use of CDBG-CV funding for administration and planning activities. Staff will make every effort to minimize the amount required for the administration and oversight of the programs.*

<b>Public Service Activities</b>	<b>Recommended</b>
Rental and Utility Assistance - Subsistence Payments (Up to 3 months)	\$ 101,700.00
Homeless Assistance Activities	\$ 50,000.00
Youth Services - Day Care Providers	\$ 35,000.00
Food Access	\$ 40,000.00
<b>Total Public Service</b>	<b>\$ 226,700.00</b>

*\*Public Service activities funding recommendation will be utilizing the elimination of the 15% cap as provided for under the CARES Act.*

CDBG staff have considered both the 2019 and forthcoming 2020 program year allocations to guide the CDBG-CV stimulus funding recommendation.

The anticipated increases in need for rental/utility assistance have led to a recommendation of funding at \$101,700.00. The City of Nampa does not currently have rental assistance funding available in the 2019 or 2020 program years. The anticipated need coupled with no current funding available is why it has received the largest recommendation for funding. This will likely include some staff time for program delivery costs and the remaining made available to the beneficiary in the form of rent and utility assistance.

Similarly, there is currently no public service CDBG funding available for youth services in either the 2019 or 2020 program years. With individuals such as first responders and those going back to work as part of phase one reopening process, we anticipate a need for increased childcare for these workers. The costs associated with the increased sterilization requirements and staffing needs that will be required to operate youth service facilities. As we see this as an essential part of getting the economy back to work, we recommend funding youth services with CDBG-CV funding.

The City of Nampa has funded food access, homelessness assistance, and domestic violence assistance with regular grant funds for both 2019 and 2020 program years. Additional CDBG-CV funding will help supplement the funded activities in order to be able to meet anticipated demand.

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If allocation approved staff will work to identify partner non-profit entities that can best leverage the staff costs associated with the services and allow for the maximum amount of money to reach beneficiaries. Sub-recipient entities will be identified and presented to Council by June 1.

<b>Non Public Service Activities</b>	<b>Recommended</b>
Microenterprise Loans	\$ 185,000.00

Please see detailed memo for additional details regarding the Microenterprise loan programs proposed.

**MOVED** by Bruner and **SECONDED** by Haverfield to **approve** the **proposed allocation** for **CDBG-CV funding** and authorize staff to proceed with an action plan amendment and the solicitation of non-profit partners to implement the proposed allocation.

Beth Ineck explained that there were two items that changed from the items that were in the council packet the reduction of \$40,000 in the CDBG Administration and Planning which would leave \$20,000 in the fund and an additional \$40,000 in the Rental and Utility Assistance – Subsistence Payment (Up to 3 months) fund which would then be \$141,700.00.

**MOVED** by Bruner and **SECONDED** by Haverfield to **amend** the previous motion by **approving** the **proposed allocation** for **CDBG-CV funding** to include the additional \$40,000 in the Rental and Utility Assistance – Subsistence Payment (Up to 3 months) fund which is \$141,700 and the removal of the \$40,000 in the CDBG Administration and Planning leaving that fund at \$20,000 and authorize staff to proceed with an action plan amendment and the solicitation of non-profit partners to implement the proposed allocation. The Mayor asked for a roll call vote with Councilmembers Levi, Bower, Haverfield, Bruner voting **YES**. Councilmember Mutchie **ABSTAINED** and Councilmember Rodriguez was **ABSENT**. The Mayor declared the **MOTION CARRIED**

**Item #5-9.** - Mayor Kling presented the request to **authorize staff** to proceed with the **creation of standard operating procedures** and required documentation in accordance with the initial outline for the creation of a Microenterprise Loan Program and a Micro Loan Program funded through CDBG-CV grant funds.

Beth Ineck presented a staff report explaining that the CARES Act has made available \$471,700 in Community Development Block Grant Coronavirus (CDBG-CV) funds to the City of Nampa. The CDBG-CV funds are to be used to help with the immediate needs faced by our community due to the COVID-19 pandemic. HUD has asked communities to prioritize the unique needs of low-and-moderate income persons and the development of partnerships between all levels of government and the private for-profit and nonprofit sectors. Nampa has been encouraged by HUD area representation to consider a microenterprise loan program for small businesses. As with regular CDBG funds, CDBG-CV grants will be subject to oversight, reporting, and requirements that each grantee have

adequate procedures to prevent the duplication of benefits by our community due to the COVID-19 pandemic.

CDBG staff proposes using \$185,000 of the CDBG-CV funds to create “Microenterprise Loan Program” and a “Micro Loan Program” to help small business in the City of Nampa. The goal of both programs is to assist small businesses who have been greatly impacted by COVID-19 and to help those businesses stay in business. The programs will focus on small businesses experiencing greater than 50% decline in revenue due to COVID-19 business limitations, social distancing and stay at home orders. Participants meeting requirements can receive \$7,500 as standard loan that would be repaid over three year or could be eligible for the loan to be forgiven if they meet certain benchmarks. The Microenterprise Loan Program would focus on small businesses with 5 or less employees and business owners that qualify as low-to-moderate income as identified by HUD. The Micro Loan Program would focus on providing loans to businesses with 15 employees or less and 51% of the jobs that are retained and created are held or made available to low-to-moderate income individuals. Please see the chart below to see a side-by-side comparison of the two programs.

	<b>Microenterprise Loan Program</b>	<b>Micro Loan Program</b>
<b>HUD National Objective</b>	Benefit to Low-to-Moderate Income persons(LMI)	Benefit to Low-to-Moderate Income persons (LMI)
<b>National Objective Category</b>	Limited Clientele (LMC) Owner must qualify as Low-to Moderate- Income with family income and family size	LMI Job Retention/Creation (LMJ) At least 51% of the jobs created or retained as a result of a Micro-Loan award must be taken by persons of low to moderate income. For retained jobs, there must be sufficient information documenting that the jobs would have been lost without the CDBG assistance. LMI individual is qualified with family income and family size.
<b>Certification of Benefit</b>	Require income documentation on family	Certification of jobs retained at origination of the

	size and income. Owners prior year tax returns.	loan. Jobs created will be assessed quarterly.
<b>People employed</b>	5 or less	15 or less
<b>Qualifies as a forgivable loan</b>	Yes with the retention or creation of job/s	Yes-with retention or creation of job/s
<b>Annual Recertification of LMI requirement</b>	No	Yes
<b>Loan Repayment Period</b>	3 years	3 years
<b>Amount of the loan</b>	\$7,500	\$7,500

### Microenterprise Loan Program

#### Eligibility Requirements for business to apply for funding

1. Experienced greater than 50% decline in revenue due to COVID-19 business limitations, social distancing or stay-at-home orders as measured by comparison of March & April 2019 vs 2020.
2. Priority will be given to businesses that have been open for at least 2 years prior to March 1, 2020, or owner has at least 7 years of industry experience.
3. Employed less than 5 employees in January 2020
4. Demonstrated profitability from financials in 2019.
5. Business did not receive funding through the SBA Emergency Injury Disaster Loan program including the grant advance.
6. Business did not receive funding through the Payroll Protection Program
7. Business Owner must qualify as LMI, LMI individual is qualified with family income and family size.

#### Eligible Uses of funds:

1. Rent/mortgage expense
2. Payroll expenses
3. Inventory expenses
4. Cleaning and sanitation supplies to adhere to CDC guidelines for disinfecting spaces
5. Adjustments required to adhere to COVID-19 social distancing standards

#### Eligibility for Forgiveness of the Loan

Businesses may be eligible for loan forgiveness after *one year* than the date of the origination of the loan by:

- Retaining the same amount of positions, the company had when the loan was originated as certified by the business payroll.
- Creating more positions than the number in place when the loan was originated as certified by the business payroll.

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\*Consideration of the forgiveness of the loan will be given to business that jobs have been reduced because of changes in business model. If through the business consultation with Small Business Development Center or Women's Business Center the business model and plan change significantly, staff will review the changes to the business plan in conjunction with the business consultant to validate that the changes were necessary to keep the business viable.

Participation requirements:

SBMP awardees will be required to work with the Small Business Development Center or the Women's Business Center to receive a minimum of 5 hours of technical assistance and mentoring within one year of the date of origination of the loan.

**Micro Loan Program**

Eligibility Requirements for business to apply for funding

1. Experienced greater than 50% decline in revenue due to COVID-19 business limitations, social distancing or stay-at-home orders as measured by comparison of March & April 2019 vs 2020.
2. Priority will be given to business open for at least 2 years prior to March 1, 2020, or owner has at least 7 years of industry experience.
3. Employed less than 15 employees in January 2020
4. Demonstrated profitability from financials in 2019.
5. Business did not receive funding through the SBA Emergency Injury Disaster Loan program including the grant advance.
6. Business did not receive funding through the Payroll Protection Program
7. At least 51% of the jobs created or retained as a result of a Micro-Loan award must be taken or held by persons of low to moderate income. For retained jobs, there must be sufficient information documenting that the jobs would have been lost without the CDBG assistance. LMI individual is qualified with family income and family size.

Eligible Uses of funds:

1. Rent/mortgage expense
2. Payroll expenses
3. Inventory expenses
4. Cleaning and sanitation supplies to adhere to CDC guidelines for disinfecting spaces
5. Adjustments required to adhere to COVID-19 social distancing standards

Eligibility for Forgiveness of the Loan

Businesses may be eligible for loan forgiveness if the business can meet the criteria as set in HUD's requirements for Job Creation and Retention as stated in 24 CFR Part 570.203

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Participation requirements:

SBMP awardees will be required to work with the SBDC or the Women’s Business Center to receive 5 hours of technical assistance and mentoring within one year of the date of origination of the loan.

**MOVED** by Haverfield and **SECONDED** by Levi to **approve** the use of **\$185,000 CDBG-CV funds** for the Microenterprise and Micro Loan Programs. It is anticipated that up to \$40,000 of the \$185,000 will be needed for program administration including staff time. It is the goal of staff to minimize the administration costs. The Mayor asked for a roll call vote with all Councilmembers present voting **YES**. The Mayor declared the

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❖ (7) **Unfinished Business** ❖

**Item #7-1.** – The following Resolution was presented:

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF NAMPA, IDAHO, PURSUANT TO IDAHO CODE § 46-1011(1), CONSENTING TO AN ADDITIONAL EXTENSION OF MAYOR DEBBIE KLING’S DECLARATION OF EMERGENCY DATED MARCH 16, 2020 CONCERNING THE NOVEL CORONAVIRUS KNOWN AS COVID-19.

**MOVED** by Mutchie and **SECONDED** by Haverfield to pass the **resolution** as presented. Mayor Kling asked for a roll call vote with Councilmembers Bruner, Levi, Haverfield, Mutchie voting **YES**. Councilmember Bower voting **NO**. and Councilmember Rodriguez **ABSENT**. The Mayor declared the resolution passed, numbered it **30-2020** and directed the clerk to record it as required.

MOTION CARRIED

❖ **(8) Pending Ordinances (Postponed Due to Lack of Supporting Documentation)** ❖

- 8-1. Annexation and Zoning to BC (Community Business) for .525 acres or 22,866 sq. ft. located in the SE ¼ Section 10, T3N, R2W, BM, Franklin Tracts Plot C at 0 N. Franklin Blvd.; Zoning Map Amendment from AG (Agricultural) to BC (Community Business) for 2.24 acres or 97,574 sq. ft. located in the SE ¼ Section 10, T3N, R2W, BM, Franklin Tracts Plot B at 1414 E. Karcher Rd. for Dean Anderson. (ANN 122-19, ZMA 107-19) **(PH was 8-5-2019)**
- 8-2. Annexation and Zoning to RA (Suburban Residential) for 2.30 acres or 100,188 sq. ft. located at 1460 Lake Lowell Ave in a portion of the SW ¼ of the SE ¼ of Section 30, T3N, R2W, BM for Jared and Melissa Lindsay for a 2-parcel split. (ANN 125-19) **(PH was 8-19-2019)**
- 8-3. Annexation and Zoning to BC (Community Business) for the southerly 7.0 acres and to IL (Light Industrial) for the northerly 26.13 acres at 0 Midland Blvd. and 9778 E Cherry Lane (A 33.13 acre portion of the East ½ of the SW ¼ SW ¼ and a portion of

- the South ½ of the NW ¼ SW ¼, Section 4, T3N, R2W, BM) for Hatch Design Architecture representing Kiwi Enterprises, LLC (ANN-00 135-2019) (PH was 02-18-2020)
- 8-4. Annexation and Zoning to RS8.5 (Single Family Residential – 8,500 sq. ft.) at 2413 Sunnyridge Rd. for a new home (A 1.11 acre portion of the NE corner of the NW ¼, Section 3, T2N, R2W, BM, Canyon County, Idaho and Tax 8 in Lot 3 of Asselins Subdivision) for Travis Adams representing Ironwood Homes. The Planning and Zoning Commission recommends approval (ANN 138-19) (PH was 03-02-2020)
- 8-5. Annexation and Zoning to IL (Light Industrial) for a Small-Scale Home Occupation Auto Transmission Repair Shop in the freestanding pole building behind and west of the dwelling at 16545 Madison Rd. (A .96-acre or 41,818 sq. ft. portion of the SE ¼ NW ¼, Section 10, T3N, R2W, BM, Canyon County, Idaho) for Glenn and Judith Watts. The Planning and Zoning Commission recommends approval (ANN 137-19) (PH was 03-02-2020)
- 8-6. Annexation and Zoning to RS6 (Single Family Residential – 6,000 sq. ft.) at 4100 E. Greenhurst Rd. (A .52-acre or 22,651 sq. ft. portion of the SE ¼, Section 36, T3N, R2W, BM, Canyon County, Idaho also being Tax 58) for David E. Hird for connection to city sewer. The Planning and Zoning Commission recommends approval (ANN 140-19) (PH was 03-02-2020)
- 8-7. Modification of Annexation and Zoning Development Agreement between Hunter’s Point Golf Community LLC and the City of Nampa recorded 5/19/2006 as Inst. No. 200638438 amending Exhibit “B” Conceptual Plan changing the use of a previously designated Apartment area to Single Family Residential use; Zoning Map Amendment from RMH (Multiple-Family Residential) and RP (Residential Professional) to RS6 (Single Family Residential – 6,000 sq. ft.) for Red Hawk Ridge Subdivision No. 6 for Parcel R 3207200000 on the west side of S. Middleton Rd. north of W. Greenhurst Rd. (15 single family detached lots on 4.18 acres for 3.59 dwelling units per gross acre – A portion of the south half of the southeast quarter of Section 31, T3N, R2W, BM) for JUB Engineers representing MD ID RHR Middleton LLC. The Planning and Zoning Commission recommended approval (DAMO 034-19, ZMA 114-19) (PH was 03-16-2020)
- 8-8. Annexation and Zoning to RS4 (Single Family Residential - 4,000 sq. ft.) at 922 and 946 W. Maryland Avenue (A 1.66 acre parcel of land being a portion of the SW ¼ of Section 33, T3N, R2W, BM) and Subdivision Plat Preliminary Approval for Anchor Point Subdivision – 9 Single Family Residential Lots on 1.66 acres or 5.42 dwelling units/gross acre) for Sawyer Eckhardt-Anchor Homes LLC. The Planning and Zoning Commission recommended approval (ANN 161-19 and SPP 052-19) (PH was 04-27-2020)
- 8-9. Annexation and Zoning to RS22 (Single Family Residential - 22,000 sq. ft.) on the west side of N. Kings Rd. adjacent and north of 39 N. Kings. Rd. at 0 N. Kings Rd. (A 2.43-acre parcel in Plat A Tax 04145 in Lot 37 in the SE ¼, SE ¼, Section 33, T3N, R2W,



- BM, Nampa, Canyon County, Idaho) for a parcel split for 2 new dwellings for Jay Walker representing Miguel Ballesteros. The Planning and Zoning Commission recommended approval (ANN 164-20) (PH was 04-27-2020)
- 8-10. Annexation and Zoning to IL (Light Industrial) adjacent and east of 3502 E. Victory Rd. on the north side of E. Victory Rd. at 0 N Picard Lane for split for future light industrial use (A 10.17-acre parcel situated as Tax 19043 in the SW ½ SE ¼, Section 24, T3N, R2W, BM, Nampa, Canyon County, Idaho) for William Bauscher. The Planning and Zoning Commission recommended approval (ANN 165-20) (PH was 04-27-2020)
- 8-11. Annexation and Zoning to IL (Light Industrial) at 16658 Northside Blvd. for future industrial use (A 1.52-acre parcel situated in the SW ¼ of the NW ¼ of Section 10 T3N, R2W, BM, Nampa, Canyon County, Idaho) for Kent Brown representing Adler Revocable Family Trust (ANN 166-20) (PH was 04-27-2020)
- 8-12. Annexation and Zoning to RMH (Multiple-Family Residential) at 1002 N. Happy Valley Rd. and 4719 Stamm Lane for multiple family residential use (A 3.53-acre portion of the SW ¼ of Section 18, T3N, R1W, BM, Nampa, Canyon County, Idaho also recognized as Tax 7 and Tax 16272 in Lots 1 and 2 of Orchalara Heights) for Blake Wolf – Wolf Building Co. (ANN 167-20) (PH was 04-27-2020)
- 8-13. Annexation and Zoning to RS18 (Single Family Residential - 18,000 sq. ft.) at the southwest corner of the intersection of W. Dooley Lane and S. Stanford St., adjacent and north of 3125 S. Stanford St. (A 1.08-acre portion of the E ¼ of the SW ¼ of Section 4, T2N, R2W, BM, Canyon County, ID) for single-family residential lots for Blake Wolf, Wolf Building Co. (ANN 168-20) (PH was 04-27-2020)
- 8-14. Annexation and Zoning to RML (Limited Multiple-Family Residential) at 1165 S. Powerline Road (A 2.02-acre portion of Block 169, Kurtz Addition, also known as Tax 04696 in the NE ¼ of Section 34, T3N, R2W, BM, Nampa, Canyon County, ID) for multiple-family residential zero lot line buildings and multiple-family residential 4-plex buildings for Zenith Homes (ANN 169-20) (PH was 04-27-2020)
- 8-15. Development Agreement Zoning Map Amendment from RS6 (Single Family Residential – 6,000 sq. ft.) to RMH (Multiple-Family Residential) at 916 E. Colorado Ave., 915 E. Bird Ave. and 908 and 912 S. Elder St. (Parcels R11455011, R11455010, R11451012, R11451013 totally an approximate 2.53 acre portion of the NE ¼ of Section 34, T3N, R2W, BM, Nampa, Canyon County, Idaho) for Randy Haverfield, Architecture Northwest P.A. representing Ron Kennedy for Colorado Avenue Apartments. The Planning and Zoning Commission recommended approval with DA for 2 story only (ZMA 116-19) (PH was 04-27-2020)

❖ (9) Executive Session ❖

Item #9-1. - Mayor Kling presented the request to **adjourn** into **Motion to Adjourn** into **Executive Session Pursuant** to Idaho Code 74-206 (1) (j) To consider labor contract matters authorized under section 67-2345A [74-206A](1) (a) and (b), Idaho Code.

Special Council  
May 7, 2020

**Item #9-2.** - Mayor Kling presented the request to **adjourn** into **Motion to Adjourn** into **Executive Session Pursuant** to Idaho Code 74-206 (1) (a) To consider hiring a public officer, employee, staff member or individual agent, wherein the respective qualities of individuals are to be evaluated in order to fill a particular vacancy or need. This paragraph does not apply to filling a vacancy in an elective office or deliberations about staffing needs in general.

**MOVED** by Haverfield and **SECONDED** by Mutchie to **adjourn** into **executive session** at 8:14 p.m. pursuant to Idaho Code 74-206 (1) (j) To consider labor contract matters authorized under section 67-2345A [74-206A](1) (a) and (b), Idaho Code and (a) To consider hiring a public officer, employee, staff member or individual agent, wherein the respective qualities of individuals are to be evaluated in order to fill a particular vacancy or need. This paragraph does not apply to filling a vacancy in an elective office or deliberations about staffing needs in general. The Mayor asked for a roll call vote with all councilmembers present voting **YES**. The Mayor declared the  
**MOTION CARRIED**

**MOVED** by Mutchie and **SECONDED** by Haverfield to **conclude the executive session** at 9:43 p.m. during which discussion was held regarding Idaho Code 74-206 (1) (j) To consider labor contract matters authorized under section 67-2345A [74-206A](1) (a) and (b), Idaho Code and (a) To consider hiring a public officer, employee, staff member or individual agent, wherein the respective qualities of individuals are to be evaluated in order to fill a particular vacancy or need. This paragraph does not apply to filling a vacancy in an elective office or deliberations about staffing needs in general. The Mayor asked for a roll call vote with all Councilmembers present voting **YES**. The Mayor declared the

**MOTION CARRIED**

**MOVED** by Mutchie and **SECONDED** by Haverfield to **adjourn** the **meeting** at 9:44 p.m. The Mayor declared the

**MOTION CARRIED**

Passed this 18th day of May 2020.

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MAYOR

ATTEST:

\_\_\_\_\_  
NAMPA CITY CLERK