



Moscow City Council

Regular Meeting ~Minutes~

Laurie M. Hopkins
City Clerk

www.ci.moscow.id.us

208.883.7015

Monday
May 7, 2018

7:00 PM

Council Chambers
206 E. Third St.

The meeting was called to order at 7:00 PM

PRESENT: Kathryn Bonzo Council President, Art Bettge Councilmember, Jim Boland Councilmember, Brandy Sullivan Councilmember, Anne Zabala Councilmember, Bill Lambert Mayor

ABSENT: Gina Taruscio Council Vice President (Excused)

STAFF: Gary J. Riedner, Mia Vowels, Les MacDonald, Jen Pfiffner, David Schott, Laurie M. Hopkins

Pledge of Allegiance

Councilmember Zabala led the Pledge of Allegiance.

Mayor Lambert took a moment and spoke about Linda Pall, who passed away last week.

Bike Month Proclamation

Mayor Lambert read the proclamation and presented it to Margaret Dibble.

1. Consent Agenda

A. Approval of Moscow City Council April 16, 2018 Minutes – Laurie M. Hopkins

B. Lola Clyde Park Sign Design - David Schott

The Parks and Recreation Department is requesting Council approval of the proposed Lola Clyde Park sign design. The proposed sign design varies from the standard park sign with the inclusion of a plaque. The plaque will consist of a picture of Lola Clyde from the 1982 National Geographic Magazine. Moreover, the plaque will include the copyright permission from the photographer with the website inscribed into the plaque.

The estimated cost for the project is \$2,000 for a standard park sign, plaque, Plexiglas, and copyright permission. The project is included in the FY18 Budget under Parks and Recreation - Parks, 120-165-30-690-10, in the amount of \$2,125. The Clyde family has pledged to donate \$1,775 toward the Lola Clyde Park sign. The Parks and Recreation Commission considered and recommended approval of the Lola Clyde Park sign at their March 22, 2018 meeting.

The Administrative Committee considered and recommended approval of the Lola Clyde Park sign design on April 23, 2018.

ACTION: Approve the Lola Clyde Park sign design.

C. Request Authorization for Beer Garden for Rendezvous in the Park 2018 - Dwight Curtis

In accordance with Moscow City Code 5-13-4(B), Rendezvous in the Park is requesting that the City Council pass a Resolution allowing them to have a beer garden catered by a licensed vendor in East City Park for Rendezvous in the Park on July 19, 20 and 21, 2018, from 4:00 p.m. to 10:00

p.m. There will be food vendors, live music, and other activities at the event. As has been approved in the past, the entire fenced off area will be designated as the beer garden to allow families to be together to watch the music festivities, as well as a secured internal alcohol dispensing area. There have been no problems associated with this set-up. Also, the fenced off area will not block public access to the restroom facility. Police Chief James Fry is supportive of Rendezvous in the Park providing its own security as done previously. There have been no problems associated with alcohol at this event in the past. This item was reviewed and recommended for approval by the Administrative Committee on April 23, 2018.

ACTION: Approve beer garden request for Rendezvous in the Park 2018 per the attached Resolution.

D. Morgan's Orchard Park Playground Slab and Pathway - David Schott

Staff is requesting authorization to retain Knox Concrete, LLC for construction of the Morgan's Orchard Park Playground Slab and Pathway Project in the amount of \$18,780 with a ten percent contingency of \$1,878 for a total amount not to exceed \$20,658.

On April 9, 2018, the City issued a solicitation of bids for the Morgan's Orchard Park Playground Slab and Pathway Project to four concrete contractors with three bid proposals received ranging from \$18,780 to \$25,946. The project includes the installation of a concrete pad for the playground, authorized to purchase by Council on February 20, 2018, and a concrete pathway to the playground.

The funding source is the Hamilton Fund, and was approved through the FY2018 budget. The budgetary line item for expenses will be Capital Projects 350-165-30-770-76. Per City Council Resolution 2017-07, individual projects will be authorized through the annual budget authorization.

The Public Works / Finance Committee considered and recommended approval to retain Knox Concrete for the construction of Morgan's Orchard Park Playground Slab and Pathway on April 23, 2018.

ACTION: Accept the low bid from Knox Concrete, LLC for the construction of Morgan's Orchard Park Playground Slab and Pathway Project, award the contract in the amount of \$18,780 with a ten percent contingency of \$1,878 for a total amount not to exceed \$20,658 with funding source from the Hamilton Fund.

E. White Avenue Water Main Replacement - Les MacDonald

The City published an advertisement for bids on March 30, 2018 for the White Avenue Water Main Replacement - 2018 Project. The base bid for the project includes construction of approximately 1,200 linear feet of 12 inch ductile iron water main, new stormwater infrastructure, and reconstructing the westbound lanes road base along the north side of White Avenue from Blaine Street to State Highway 8. Construction of water main includes new service lines, hydrants, associated fittings, valves, and abandoning/connecting existing water main. Stormwater construction will include installation of six new catch basins and approximately 110 linear feet of 8 inch SDR 35 pipe. The Engineer's estimate for the project was \$319,784.63.

Bid opening for the project took place on April 17, 2018 at which 2 bids were received. Of the responsive bids received, numbers ranged from \$281,495.50 to \$313,328.00. Germer Construction Inc. of Moscow was the low bidder on the project and a bid tabulation is attached. This was reviewed and recommended for approval by the Public Works/Finance Committee on April 23, 2018.

ACTION: Accept the low bid from Germer Construction Inc., award the contract in the amount of \$281,495.50, and authorize staff approval for construction change orders in an amount not to exceed 10% of the contract amount.

F. 2018 Pavement Management Program: Slurry Seal Award - Scott Bontrager

The Pavement Management Program for FY2018 includes the utilization of a \$477,450 grant through the Local Highway Technical Assistance Council's (LHTAC's) Local Strategic Initiative Program to apply a Slurry Seal road preservation treatment on multiple roadways throughout the City. A Slurry Seal is the application of a thin mixture of water, asphalt emulsion, aggregate (very small crushed rock), and additives to an existing asphalt surface. Slurry Seals are primarily applied on residential and collector streets with low to moderate distress to help preserve and protect the surface and underlying pavement structure. The City published an advertisement for bids on March 31, 2018 for the 2018 Slurry Seal road treatment project. The base bid for the project includes 265,300 square yards of Type II Slurry Seal. The Engineer's estimate for the project was \$477,540.

Bids were opened on Tuesday, April 17, 2018. Four responsive bids were received, ranging from \$443,051 to \$583,660. Of those, the low bid was submitted by Intermountain Slurry Seal of Salt Lake City in the amount of \$443,051. A bid tabulation is attached. This item was presented to the Public Works/Finance Committee on April 23, 2018 which recommended approval.

ACTION: Accept the low bid from Intermountain Slurry Seal, award the contract in the amount of \$443,051, and authorize staff approval for construction change orders in an amount not to exceed 10% of the contract amount.

G. Third Street- Polk to Hayes Phase II Bid Results and Contract Award - Scott Bontrager

The Third Street - Hayes Street to Polk Street Phase II project is the continuation of the City's efforts to address pavement failure issues along the Third Street corridor while upgrading those public utilities that are approaching the end of service life, and bringing the pedestrian routes up to current ADA Standards. The reconstruction of this segment of Third Street was originally included as an "Add Alternate" in the 2016 Third Street - Polk to Hayes Project, but was not awarded due to fiscal constraints.

This phase of the project will reconstruct the segment of Third Street from Monroe Street to Polk Street. The work includes full depth street replacement with subsurface drainage improvements, replacement of the existing 8 inch water main with a 24 inch diameter main, and replacement of the existing storm and sanitary sewers within the roadway. The project will also install traffic calming curb bulbs at four locations and replace seven deficient curb ramps to insure compliance with ADA requirements. The Engineer's estimate is \$782,687.50.

The City published an advertisement for bids for Phase II on March 31, 2018 and bids were opened on Tuesday, April 17, 2018. Three responsive bids were received, ranging from \$658,761 to \$828,727.50. Of those, the low bid was submitted by Crea Construction of Lewiston in the amount of \$658,761. A bid tabulation is attached. This item was presented to the Public Works/Finance Committee on April 23, 2018 and recommended for approval.

ACTION: Accept the low bid from Crea Construction, award the contract in the amount of \$658,761, and authorize staff approval for construction change orders in an amount not to exceed 10% of the contract amount

H. Colters Creek Request for Sidewalk Cafe - Laurie Hopkins

In 2007, the City Council formalized a process for the licensing of sidewalk cafés in the Central Business Zoning District. Minimum standards for all sidewalk cafés are included in the Moscow City Code and additional regulations are required for those licensees that intend to serve alcoholic beverages within the sidewalk café. One of those additional regulations is the requirement of a non-permanent physical barrier such as a railing, potted plants, decorative chain, fence, rope or other physical barrier, as required and approved by the City. Over the last couple years, staff has received inquiries regarding esthetically pleasing options for the barrier, including a more permanent structure. Due to the risk of damage to the City's right-of-way, the City does not allow drilling into the sidewalk. Colter's Creek has requested the installation of a deck-like base for their café area. The Deputy Director of Public Works Operations has reviewed the area and discussed options on how this proposal can work within the guidelines of the Code, as well as safety of the public and ADA requirements. Staff is bringing the proposal to City Council as a proposed pilot project to determine whether to proceed with a more robust, yet still non-permanent sidewalk café. Staff will continue to review requests and refine options for sidewalk cafes while putting together possible amendments to the sidewalk café regulations. This was reviewed and recommended for approval by the Administrative Committee on April 23, 2018.

ACTION: Approve the sidewalk café pilot project.

I. Request to Purchase Fire Truck - Gary J. Riedner

One of the City's Major Challenge Areas (MCA) in its Strategic Plan, was to replace its aging and deteriorating fire apparatus. To meet this MCA, City Council directed that a schedule for fire truck replacement be included within the City's budget process, rather than depend upon a bond election. This direction was implemented in 2016, and a schedule was developed to replace the fire truck fleet. A Pierce Manufacturing Saber pumper engine was ordered in FY2017 and is due for delivery in June, 2018. The FY2018 budget includes \$362,204 accumulation to be allocated toward the purchase of the second pumper engine scheduled to be ordered in FY2018 for delivery in 2019. In addition to the funding accumulation, the City applied for an Idaho Community Development Block Grant (ICDBG) in the amount of \$289,000, for which the City received notice of award last week. This brings the total available funding for purchase of the second pumper engine to \$651,204.

The City Fleet Department ordered the 2017 pumper engine through a purchasing consortium which provides the greatest discounts for the fire truck purchase. The Fleet Department has received notice from Hughes Fire Equipment (the dealer for Pierce Manufacturing), that recent tariffs imposed upon imports has had the effect of increasing the cost of certain components (mainly aluminum), which will consequently increase the cost of the pumper engine by \$15,638. This increase can be avoided if the purchase order is made prior to May 1, 2018, when the tariff takes effect.

Fire Chief Brian Nickerson has been working with the Moscow Volunteer Fire Department (MVFD) Board of Directors and MVFD Company 7 (the Company which will receive the next pumper engine), and has obtained their approval of the specifications for the next pumper engine which will be identical to the Pierce Saber pumper engine ordered in 2017. This approval allows for the new pumper engine to be ordered immediately, if authorized.

Fleet Supervisor Rick Benjamin has been in contact with Hughes Fire Equipment and it is possible to order the new pumper engine prior to May 1, 2018, to avoid the price increase resulting from the tariff. The quoted purchase price is \$545,472. With the successful CDBG award, the purchase of the pumper engine could be made in advance of the 2019 schedule in order to avoid the tariff-related increase of \$15,638.

This agenda item was taken to both Public Works/Finance Committee and Administrative Committee last week in order to gain consensus to proceed with ordering the pumper engine prior to the Council meeting on May 7, 2018. Both Committees recommended approval of ordering the pumper engine last week and recommended ratification of the action at the City Council meeting May 7, 2018.

ACTION: Ratify the order and purchase of the Pierce Manufacturing Saber pumper engine.

Sullivan asked Item 1G to be removed from the consent agenda. Sullivan moved and Boland seconded to approve the consent agenda minus Item 1G.

RESULT:	ADOPTED CONSENT AGENDA [UNANIMOUS] MINUS ITEM 1G BY ROLL CALL VOTE
MOVER:	Brandy Sullivan, Councilmember
SECONDER:	Jim Boland, Councilmember
AYES:	Bonzo, Bettge, Boland, Sullivan, Zabala
EXCUSED:	Gina Taruscio

Brandy asked MacDonald to explain more about the bulb-outs. This contract with Crea Construction is a continuation of the reconstruction of Third Street and includes the replacement of the water line. In 2016, Hayes Street to just west of Monroe Street was completed. This contract will complete the street from west of Monroe Street to just west of Polk Street. The schedule is not completed yet but will generally start after the high school is out. The Third Street corridor also includes the Children Pedestrian Safety (CPS) improvements. The CPS program is only for pedestrian safety improvements such as raised pedestrian crosswalks, lights on speed zone signs, sidewalks where they don't exist, ADA ramps, etc. When the City applied for the CPS grant, staff was still looking at possible project options. MacDonald went through the locations of raised pedestrian walkways, what a curb is, and locations of the bulb outs. Sullivan asked if it is appropriate to have the Transportation Commission look at the design. Riedner explained that is not the intent of the Transportation Commission as design goes through the City Engineering Department. MacDonald explained the CPS grant has a general cost estimate for the CPS application and components and includes the bike facilities as the local match. The amount of monies from the CPS grant that will go towards bulb outs versus sidewalk versus raised crosswalks has not been broken out. Everything in Plan C is moving forward and the bulb-outs further enhance the corridor.

RESULT:	ADOPTED ITEM 1G BY ROLL CALL VOTE [UNANIMOUS]
MOVER:	Jim Boland, Councilmember
SECONDER:	Kathryn Bonzo, Council President
AYES:	Bonzo, Bettge, Boland, Sullivan, Zabala
EXCUSED:	Gina Taruscio

2. Staff Recognition Report - Gary J. Riedner

None offered.

3. Mayors Appointments

None offered.

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

Karen Burnett, 1423 Alpowa Ave Moscow, saw the public notice for weed spraying and has many questions and concerns regarding the list of pesticides, health and safety and environment related. She spoke with her neighbors and many of them have concerns as well. She read her concerns into the record and will provide a typed copy to the City Supervisor via email.

Joann Muneta, 203 S. Howard Moscow, said she is confused about the bulb-outs in the Third Street reconstruction contract and doesn't feel it was seen by the public nor Transportation Commission. What is design as opposed to construction and change of traffic patterns. Questions she would like answered are why wasn't the Transportation Commission involved and is any of the Child Protection Safety (CPS) grant money being used for these bulb-outs? She feels this is one more surprise to the citizens and perhaps not all of the bulb-outs are necessary.

MacDonald responded that some of the bulb-outs were included in the CPS grant application. The purpose of these bulb-outs is pedestrian safety for children walking on Third Street.

5. Citizen Commission Report - Moscow Pathways Commission - David Schott / Jonathan Gradin

Gradin went through the current Commission members and recent accomplishments including the concrete pad and benches at Blackbird Station; evaluated the underpass feasibility on US95 and provided planning feedback on the underpass at Styner/White and Highway 8. Future goals include becoming more active in pathway planning for new developments; developing guidelines for Community Development on implementation; research and propose safety improvements at road crossings; continuing work on orphan paths and donations for Blackbird Station.

6. Paradise Path Underpass & Multimodal Extension Bid Results and Contract Award - Les MacDonald

The intersection of State Highway 8 and White/Styner Avenues has long been problematic for bicyclists and pedestrians needing to cross the highway. In spring of 2016, application was made for federal funding to design and construct a bike/ped underpass at this location and to extend the Paradise Path to Blaine Street and the south entrance of the Latah County Fairgrounds. In February 2017, the City was notified in that the request had been approved for construction in FY 2018. With the assistance of the Local Highway Technical Assistance Council (LHTAC), which administers the State of Idaho Transportation Alternatives Program, City Staff enlisted a local engineering firm, Alta-SE, to design the project.

On March 31, 2018, the City published an advertisement for bids to construct the project. The base bid includes 1,295 linear feet of 10' wide asphalt path, 190 linear feet of concrete path underpass, 980 linear feet of curb and gutter, 295 linear feet of concrete block retaining wall, 72 linear feet of 6' wide concrete sidewalk, and 4 new pedestrian ramps. Due to potential budget constraints, the bid proposal was structured such that the section of 10' wide asphalt path, pedestrian ramps, and curb and gutter from Blaine Street to the Fairgrounds is included as an additive alternate that may be awarded at the discretion of the City. As a federally funded project, it is subject to prevailing wages and other mandatory federal compliance requirements. The Engineer's estimate is \$344,702.27 Base Bid (Hwy 8/Troy Rd to Blaine St.) and \$31,834.40 Add Alternative No. 1 Bid (Blaine St. to Fairgrounds).

Bids were opened on Tuesday, April 17, 2018. Two responsive bids were received, with Base Bids ranging from \$392,847 to \$418,719.75 and Add Alternative No. 1 Bids ranging from \$28,873.50 to \$38,908.40. Of those, the low bid was submitted by Crea Construction of Lewiston in the amount of \$421,720.50 for Base Bid and Add Alternative No. 1. Bid tabulations are attached. This item was presented to the Public Works/Finance Committee on April 23, 2018 and was recommended for approval.

PROPOSED ACTIONS: Accept the low bid from Crea Construction, award the contract in the amount of \$421,720.50 for Base Bid and Add Alternative No. 1 Bid, and authorize staff approval for construction change orders in an amount not to exceed 10% of the contract amount, or take other action deemed appropriate.

MacDonald showed an aerial of the location. This project uses the existing structure to provide a path under the highway and along the north side of White Avenue to the entrance of the fairgrounds. The area from the fairgrounds entrance to the gas station is not included and staff anticipates eventually completing that project as a possible City-funded project in the next few years. The drawings were shown for the path and the road surface. Riedner added that staff is putting together a proposal for a hydraulic study for an underpass under US95 to come forward in the future. The low bid from Crea Construction, award the contract in the amount of \$421,720.50 for Base Bid and Add Alternative No. 1 Bid, and staff approval for construction change orders in an amount not to exceed 10% of the contract amount was approved by roll call vote.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Art Bettge, Councilmember
SECONDER:	Kathryn Bonzo, Council President
AYES:	Bonzo, Bettge, Boland, Sullivan, Zabala
EXCUSED:	Gina Taruscio

7. Professional Services Agreement Paradise Path Underpass Construction Inspection - Les MacDonald

The construction contract for the Paradise Path Underpass and Multimodal Extension Project was reviewed by the Public Works/Finance Committee on April 16, 2018, and was forwarded to the full Council's next meeting (May 7, 2018) with a recommendation to accept the low bid from Crea Construction of Lewiston and to award the contract.

City staff, with the assistance of the Local Highway Technical Assistance Council (LHTAC), has selected the engineering firm of J-U-B Engineers, Inc. to perform the construction inspection for the project. The attached professional services agreement with JUB in the amount not to exceed \$55,700.00 has been prepared by the Idaho Transportation Department's (ITD's) Consultant Services Section for this work. The agreement was not received by Staff until April 25, 2018, thus it could not accompany the construction agreement presented to the Public Works/Finance Committee as staff had hoped.

PROPOSED ACTIONS: Approve the Professional Services Agreement with J-U-B Engineers, Inc. in an amount not to exceed \$55,700.00, or take other such action deemed appropriate.

MacDonald introduced the item saying as part of the conditions in accepting grant funding, LHTAC will sometimes require certified people to complete the inspections. Boland pointed out this expense was not talked about during the construction contract and has concerns about liability should a situation come up and if they have the authority to require it be fixed. The inspection contractor acts as an extension of City staff. The inspector's role is to review the project; be sure construction is according to the plans and specifications; point out any issues; and provide documentation demonstrating what was reviewed and what is in/ out of compliance. Regardless of any comments from inspector, the contractor has to meet the requirements with the bid documents. If the inspector identifies any issues, they speak to staff. Staff, as the construction managers will work with the contractor to remedy the situation. The southwest sewer trunk line was the last project inspection services were contracted for. LHTAC requires state certification for some grants and the City is not state certified. This contract was not available for committee because LHTAC had not approved it in time. The professional services agreement with J-U-B Engineers, Inc. in an amount not to exceed \$55,700.00 was approved by roll call vote.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Kathryn Bonzo, Council President
SECONDER:	Art Bettge, Councilmember
AYES:	Bonzo, Bettge, Boland, Sullivan, Zabala
EXCUSED:	Gina Taruscio

8. Idaho Community Development Block Grant Agreement - Fire Engine - Gary J. Riedner

On April 23, 2018, the Idaho Department of Commerce (IDOC) notified the City of Moscow it had been awarded a \$289,000 Idaho Community Development Grant (ICDBG) for the Pumper Fire Engine Project. The letter included three items which needed to be completed and submitted to IDOC prior to execution of an ICDBG Agreement. Staff completed and submitted the documentation to meet those requirements and received approval to order the Fire Engine on April 26, 2018. Staff also subsequently submitted the purchase documents in order to receive the price quoted available until May 1, 2018, in order to avoid an additional aluminum tariff price increase and confirmation of the order and purchase was also received on April 26, 2018. On May 1, 2018, notification was received from IDOC stating the ICDBG Agreement was mailed to the City. In anticipation of the Agreement being received and reviewed for approval prior to City Council meeting on May 7, 2018, staff is submitting this request for approval to execute the forthcoming ICDBG Agreement.

PROPOSED ACTIONS: Approval to execute the Idaho Community Development Block Grant Agreement for award of \$289,000 for the purchase of a Fire Engine or take such other action deemed appropriate.

Riedner explained the Council ratified the order and purchase of the fire truck in the consent agenda. The notice of approval for the ICDBG grant was received and the Council needs to accept the grant by contract. The contract was received this morning from the Department of Commerce. It is their standard agreement and Riedner passed it out prior to the meeting. The authorization to execute the Idaho Community Development Block Grant Agreement for award of \$289,000 for the purchase of a Fire Engine was approved by roll call vote.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Art Bettge, Councilmember
SECONDER:	Jim Boland, Councilmember
AYES:	Bonzo, Bettge, Boland, Sullivan, Zabala
EXCUSED:	Gina Taruscio

9. Authorization to Proceed with Purchase of Magyar Building - Gary J. Riedner

The City of Moscow Water & Sewer Departments have occupied the office building located at 201 North Main Street in Moscow (owned by Magyar Investments, Inc.) since 2008. The City leased the building for an initial term of 6 years, and that lease has been renewed on year-to-year extensions since 2013. The annual rate for the current lease is \$54,000 per year.

When the City originally leased the building, the location was optimal, as it provided office space in close proximity to the City's Water Operations building and filter plant located at the intersection of "A" and Jackson streets. Magyar investments has offered the building for City purchase for the amount of \$422,214.00. Assuming no increase in the current lease rate, and a projected rate of return on investment of 3%, the City will amortize the purchase price of the building in approximately ten years. Based upon the City's occupancy of the building for the past 10 years, and the favorable structural assessment, it should serve the City's current needs for a Water and Sewer office building for many years to come.

Staff is recommending the purchase of the building for the amount of \$422,214.00. The recommended source of funding for the purchase will come from the Water Capital Projects and Sewer Capital Projects line items from accumulations for Public Works Facilities. This was reviewed and recommended for approval by the Public Works/Finance Committee on April 23, 2018.

PROPOSED ACTIONS: Approve purchase of the Water & Sewer office building from Magyar Investments, Inc. for the price of \$422,214.00 or take other such action deemed appropriate.

Riedner introduced the item as written above. While the structural assessment was favorable, there will be some improvements needed such as some beam work, HVAC, carpets and other cosmetic modifications. If the Council approves, the City Attorney will prepare the purchase and sale agreement for the Mayor to sign and the repairs will be proposed in the FY2019 budget. The purchase of the Water & Sewer office building from Magyar Investments, Inc. for the price of \$422,214.00 was approved by roll call vote.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Kathryn Bonzo, Council President
SECONDER:	Anne Zabala, Councilmember
AYES:	Bonzo, Bettge, Boland, Sullivan, Zabala
EXCUSED:	Gina Taruscio

10. Strategic Planning Update - Jen Pfiffner

Pfiffner explained the City began strategic planning in 2014 and it was adopted in 2015. There have been several updates since. She presented the Major Challenge Areas (MCA), both external which is more forward facing to community, and the internal which are more specific to the City organization and how each City department has worked toward those MCA's. See attached presentation. Since 2014, the strategic planning process has been introduced and used by the Moscow Farmers Market Commission, the Moscow Volunteer Fire Department, SMART Transit, and the Partnership for Economic Prosperity. Sullivan asked for an update on the sanitation survey. Pfiffner said it was mailed out two weeks ago and it is left open for four to six weeks. Tallying will begin next week. Boland said some have a lot of progress and thought the MCA's may need to be looked at again. Riedner explained review of the MCA's is the next step and then integrate in the FY2020 budget. A strategic plan is a much longer process. The operational overviews are what staff do every day where the long range goals are in addition to every day jobs. The Council asked questions on some specific MCA's and thanked Pfiffner for the report.

Reports

City Council

Farmers Market Commission - Bonzo reported the Commission worked their strategic planning; discussed a business survey; there were 350 dog incidents last market year and 50 incidents regarding smoking. The Commission is working on an education program about service dogs.

Parks & Recreation Commission - Bettge said the Commission had an upcoming summer events report; discussed Lena Whitmore playground equipment and other locations for off lease dog parks.

Palouse Knowledge Corridor - Bettge reported they are planning for the annual Bootcamp to take place on June 11-14 at the Idaho Commons and Schweitzer.

Planning & Zoning Commission - Zabala said they discussed the PUD densities and rural lot access.

Fair & Affordable Housing Commission - Zabala reported the Commission held their first housing fair and discussed how to make it more successful. The event had plenty of vendors but would like more public attendance.

Palouse Basin Aquifer Committee - Boland said the Committee had a discussion of the current research project on how to determine how much water is in the ground and research on the North Fork and how much turbidity is in the water in order to find out how usable it is.

Human Rights Commission - Boland reported the Moscow High School organized the walk for life and school walk out and also sponsored the Food Chain film at the Kenworthy.

Historic Preservation Commission - Sullivan said the Commission finalized the location for the 1912 interpretive signage; discussion of Orchid Awards and the Fort Russell expansion ceremony; meeting with U of I representatives in June to discuss a historic district potential.

Sustainable Environment Commission - Sullivan reported they are working with P&R Commission on a pesticide free test area in Otness Park; discussed a letter from the Citizens' Climate Lobby-Palouse Region encouraging effective climate/energy legislation.

Councilmembers reported on other events attended.

Mayor

Mayor Lambert said he attended the Airport Board meeting. He and a few others are making a trip on May 4th to Seattle to meet with Alaska Air and discuss what kind of possibilities there may be for flights to Boise. No answer but the presentation seemed well received. He also attended the Association of Idaho Cities spring district workshop; rang the bell to begin the first Farmers Market of the season; fundraiser auction for the Lena Whitmore playground.

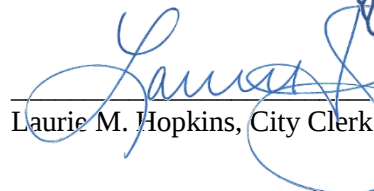
Staff

Riedner said the annual Champs awards were last week. The annual Public Service Recognition Week BBQ is this Friday. Commission training will take place tomorrow at 6:30 p.m. and will include the Commission awards.

Adjourn

The meeting was closed at 9:13 PM

ATTEST:


Laurie M. Hopkins, City Clerk




Bill Lambert, Mayor



Strategic Planning

SPRING 2018 UPDATE

MCAs –External Tier 1

Department	Issue	Status
Public Works	Deteriorating Pavement Conditions	Funding Levels: 2016 - \$342K; 2017 - \$700K 2018 - \$815K City; 2018 - \$3.9M State
Administration	Declining Enrollment at the University of Idaho Negatively Impacts Moscow	City participation in Strategic Enrollment Plan development efforts. Ongoing support for U of I recruitment and community branding.
Information Systems	Inadequate Law Enforcement Radio Infrastructure	Long-term planning to address need, grant funding being sought.
Public Works	Deteriorating Wastewater Collection System	Inventory of existing and prioritization of replacement completed, cost estimates and implementation plan being developed.
Administration	Declining Revenue Jeopardizing Service Levels	Fleet long range plan Fire truck purchase Streets funding – ITD 2019 Bond Decision No services or programs discontinued
Economic Development	Declining Employment Base Weakens the Local Economy	Development of Partnership for Economic Prosperity organization.

MCAs –External Tier 2

Department	Issue	Status
Administration	Poor Aesthetic Condition of City's Main Highway Entryways	Shifted from Community Development to Administration for future work.
Economic Development	Lack of Access to Diverse Business Transportation Infrastructure	Airport realignment project ongoing and on schedule; Support for Highway 95 connections continues
Community Development	Aging Downtown Infrastructure	Revised activity due to removal of project from proposed bond initiative; Downtown art to be implemented at Third and Main Streets in 2019; Community Development Block Grant being evaluated; Legacy Crossing District to expand to include Main Street
Public Works	Aging Storm Drain System	Maintenance procedures analyzed, projects prioritized, next steps include development of storm water utility.
Public Works	Declining City Water Supply	Alternative water supply alternative options study completed, analysis for options currently underway.
Public Works	National Pollutant Discharge Elimination System Wastewater Violations	Temperature reduction alternative pilot studies study complete, findings currently in review.

MCAs –External Tier 3

Department	Issue	Status
Fire	Inadequate Annual Facility Inspections and Commercial Pre-Plans	Full-time fire inspector hired July of 2017
Public Works	Lack of Backup Power for Drinking Water Wells	Construction funding identified for proposal in FY19, consultant design process in progress.
Community Events	Farmers Market is Currently Unsustainable	Addressed – Moscow Farmers Market Strategic Plan
Administration	Insufficient Public Information and Community Engagement	Addressed – New Website and enhanced Social Media Team
Parks & Recreation	Lack of a Formalized Urban Forestry Program	Classes and events are ongoing; request for Arborist Position made annually

MCAs – Internal Tier 1

Department	Issue	Status
Police	Insufficient Law Enforcement Staffing To Meet Community Demand	Requesting additional staffing in FY19 budget
Police	Deteriorating, Substandard PD Building in Vulnerable, Unsafe Location	Bond election anticipated in 2019
Public Works	Inadequate Fleet Facility Reduces Efficiency	A two-day planning workshop was held in October 2017. Concept was developed, but funding will likely require phasing and take place over a number of years. No decisions have been made as of yet.
Parks	Inadequate Shop Work Space	

MCAs – Internal Tier 2

Department	Issue	Status
Information Systems	Insufficient Technology Capacity to Maintain Service Demands	The department has focused on the day to day tasks and issues that arise and have been able to maintain the general work load but required maintenance, updates, however new projects have continued to slip farther behind.
Fire	Aging/Deteriorating Emergency Fire Apparatus/Vehicle Fleet	Issue to be retired due to long-range financial planning. Two fire trucks have been purchased to date.
Public Works	High Cost of Aging Equipment	Reviewing long-range planning approach to accumulate for fleet replacements throughout life of the units; short-term work includes funding decisions and deferral of purchase where condition and use allow.
Fire	Inadequate Residential and Training Facilities at Fire Station 2	Study was completed to address Station 2 accommodations and issues in 2017.

MCAs – Internal Tier 3

Department	Issue	Status
Administration	Service Growth Demands are Outpacing Resources	Providing support to local funding initiatives (grants, partnerships & collaborations) and organizational efficiencies (SOPs, restructuring, etc.)
Administration	Insufficient Use of Strategic Planning to Inform Management & Budgeting	Strategic planning is used regularly to information management, phasing in of data collection has begun to further support management and budgeting decisions.
Finance	Inequitable and Non-Compliant Billing Classification System	Although delayed due to staff turnover and restructuring, assessment and proposals will proceed in FY2019
Finance	Property Owners Responsibility for Utility Billing	Administration & Finance staff coordinating proposal with Legal Department.

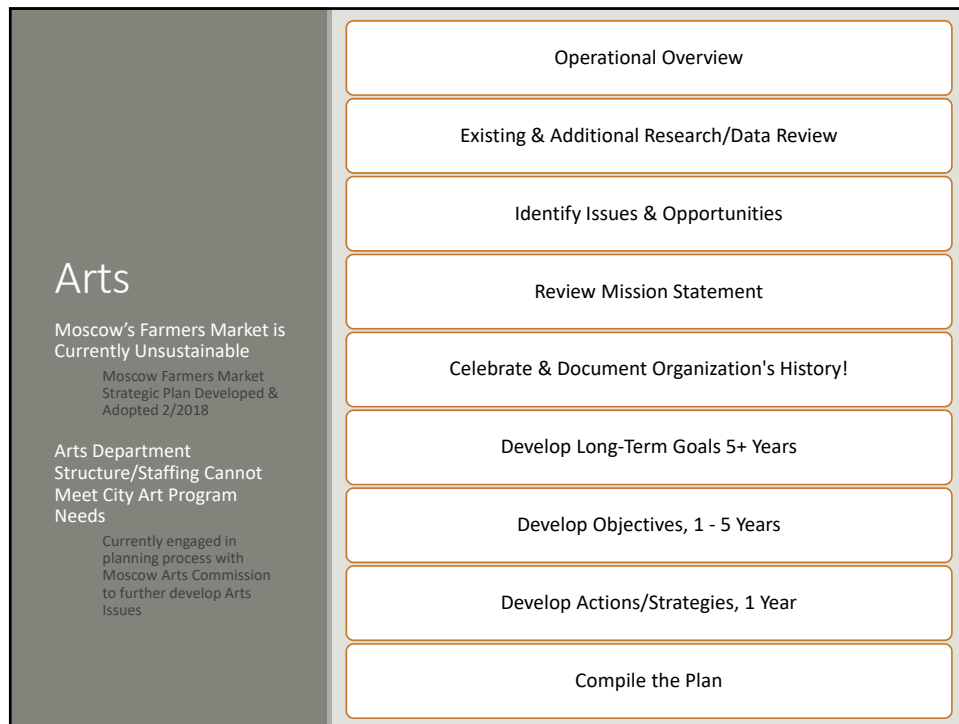
Administration

CURRENT

- Inconsistent Council/Staff Delegation
 - Standard Operating Procedures being developed
- Insufficient Revenues Jeopardize Service Levels
 - Enhanced messaging through correspondence with legislators as appropriate
 - State of the City highlights challenges
- Service Growth Demands are Outpacing Resources
 - Seek out collaboration and partnership opportunities to provide efficient use of limited resources
 - Identify grants and other funding sources
- Insufficient Use of Strategic Planning to Inform Management & Budgeting
 - Strategic Plan is referred to regularly in planning and budgeting decisions
 - Bond election considerations
 - Street Maintenance funding
 - Public Information and Community Engagement
 - Fire Truck acquisition and long-range planning

RECOMMENDED FOR OPERATIONAL OVERVIEW

- Insufficient Number of Productive Community Partnerships
 - Community partnerships are stronger than ever
 - Request shifting Strategic Plan tasks to Operational Overview
- Insufficient Public Information and Community Engagement
 - Social media use has increased to include Facebook, Twitter, Instagram and YouTube
 - Website has been redeveloped
 - List serves have been developed to more efficiently share messages
 - Request shifting Strategic Plan tasks to Operational Overview



Moscow Farmers Market

Advisory and Operational Expectations are Unclear and Lack Boundaries

- Training provided for Commission and staff
- Operational Overview developed as part of Strategic Planning process
- Work processes established for Commission input including policies, survey projects, fees, etc.

Market Integrity Threatened by Lack of Clear Policies

- Vendor Handbook developed for 2018 season

Inequitable and Inefficient Allocation and Distribution of Market Costs

- Fee structure revised for 2018 season, will undergo annual review via Commission work process

The Market Faces Immediate and Severe Infrastructure Needs

- Inventory of Market infrastructure and needs to be completed

Market Layout is Unsafe, Restrictive and Limits Growth Decisions

- FMPP grant to be submitted to request assistance with the research and development of a current layout and future expansion plan

Community Development

Aging Downtown Infrastructure in the Center of Community Social and Cultural Activity

- Revised activity due to removal of project from proposed bond initiative
- Downtown art to be implemented at Third and Main Streets in 2019
- Community Development Block Grant being evaluated pending direction from Administration
- Legacy Crossing District to expand to include Main Street

Poor Aesthetic Condition of City's Main Highway Entryways

- Community Development has completed it's work on this issue future work is to be contemplated by Administration

Negative Development Community Perception of Difficult and Costly Development Process

- Community Development continues to conduct continuous communication and outreach activities including the Development Advisory Group and Building Code Advisory Committee
- Actions/strategies to address this issue are complete and have been integrated into the Department's standard operation procedures

Low Community Awareness and Satisfaction with Planning and Zoning Services

- Zoning code updates schedule for spring 2018, outreach to address will follow

Antiquated and Poorly Structured Zoning Code

- Zoning code updates schedule for spring 2018

Slow Transition to Digital Record Storage

- Will address as City-wide document management system becomes available

Finance

RETIRED ISSUES

Inequitable and Non-Compliant
Billing Classification System

Property Owners' Responsibility
for Utility Billing

Insufficient Expansion Capacity at
Moscow Recycling Center

- To be addressed in 2019 bond initiative

Theft of Service

PROPOSED ISSUES – IN PROGRESS

Long-Range Planning

Internal Auditing

Fire

Inadequate Annual Facility Inspections and Commercial Pre-Plans

- Full-time fire inspector hired July of 2017
- While some pre-fire planning is being conducted the need for additional staff is still needed to adequately perform and update on a regular basis the needed information

Insufficient Location of Records/File Storage

- Records and file storage consolidated at Fire Station 1
- Issue has been addressed and is proposed to be retired

Inadequate Residential and Training at Facilities Station 2

- Study was completed to address Station 2 accommodations and issues in 2017
- Data collection is ongoing and will continue to map the community for response to incident in the community

Inadequate Resident Program

- No Update

Insufficient Certification Advanced Training Courses Offered

- Evaluating further under MVFD Strategic Planning Process

Unclear Expectations between the City of Moscow Fire Department and Moscow Volunteer Fire Organization

- Working on a Moscow Volunteer Fire Department Strategic Plan

City of Moscow Fire Department support for EMS is Undefined

- EMS Coordinator hired 2017
- Evaluating further under MVFD Strategic Planning Process

Improved Volunteer Engagement by City of Moscow Fire Department Needed

- Evaluating further under MVFD Strategic Planning Process

Aging/Deteriorating Emergency Fire Apparatus/Vehicle Fleet

- Issue to be retired due to long-range financial planning. Two fire trucks have been purchased to date

Human Resources

RETIRED ISSUES

Lack of Fully Operational HR Functions

Limited Office Space for Optimal Operations

Limited Automation of HR Tasks, Transactions, and Records

Inadequate HR Policies and Standard Operating Procedures

Inadequate Employee Development and Training Program

Unclear Organizational Culture

Organizational Micromanagement

Small Department Sustainability

UPDATED ISSUES - 2018

Limited Automation of HR Tasks, Transactions, and Records

Lack of clarity and standardization of Human Resource Processes and Procedures

Current Medical Benefit Model is Unsustainable

Information Systems

Insufficient Capacity to Maintain Service Demands

- The Information Systems department continues struggle to meet the ongoing demands being placed on the department. The department has focused on the day to day tasks and issues that arise and have been able to maintain the general work load but required maintenance, updates, and new projects have continued to slip farther behind.

Growing Difficulty of Staying Current with Evolving Security Challenges

- Upon further review this issue is directly related to the above. Adjustments to the issue will be developed by July 2018.

Inadequate Policies and Master Plan to Guide Technology Services

- Several policies have been developed since this issue was adopted. Policies are developed as needed to meet the operational needs of the Department. Operations and developing needs drive the development and adoption of new policies. An Information Systems master plan would be beneficial and will be developed as time allows.

Lack of Mobility Plan, Protocols and Management

- New tools and processes around mobility management have changed since the adoption of this issue and we are now able to effectively manage this issue. It is now just an operational issue.

Parks & Recreation

Shortage of Recreation Facilities

- Parks and Recreation Master Plan to be updated for 2019

Recreational Program Assessment Tool

- Began using Survey Monkey to gather customers input in 2016
- Formal evaluation of process scheduled for June 2018

Limited On-Line Presence

- Tracking of registrations completed are ongoing
- Social media presence enhanced, to be formally evaluated in June 2018

Ball Field Lighting

- On hold until such time the City/School District decide it is prudent to go forward with field lighting. The fields are developed and fully active at this time.

Inadequate Shop Work Space

- A two-day planning workshop was held in October 2017.
- Concept was developed, but funding will likely require phasing and take place over a number of years. No decisions have been made as of yet.

Lack of a Formalized Urban Forestry Program

- Classes and events are ongoing
- Request for Arborist Position made annually

Declining Facility Maintenance Efficiency/ Effectiveness

- No update

Inadequate Facility Maintenance Efficiency

- No update

Unclearly Defined Responsibilities

- No update

Accelerated Decline of Vehicles and Equipment

- No update, pending completion of plan to address Shop Facility

Park System Lacks Cohesive Landscape Planning & Execution

- No update

Police

Increasing Property Crime Rates

- 34% decrease in property crimes 2013 to 2016

Inadequate Emergency Notification System

- Enhanced outreach via social media
- Option for Emergency Alerts via the City's new website

Inadequate Radio Infrastructure

- Move to Information Systems

Inadequate and Unsecured Parking

- Review of vehicle alarms proved cost prohibitive
- Anti-theft switches have been requested in the FY19 budget

Deteriorating, Substandard Building in Vulnerable, Unsafe Location

- Bond election anticipated in 2019

Insufficient Staffing To Meet Community Demand

- Requesting additional staffing in FY19 budget

Investigations

- 2012 - 22 investigations completed
 - 0 cases referred for prosecution
- 2017 - 126 investigations completed
 - 8 cases referred for prosecution

Insufficient Code Enforcement Coverage

- Issue addressed through cross-training efforts

Nonexistent Secondary Radio Coverage for Community Events and Emergency Incidents

- No update, postponed

Insufficient Training and Professional Development

- Newly-promoted corporal mentoring program completed and implemented.

Inadequate Property and Evidence Management System

- No update, postponed

Lack of Accurate Officer Documentation

- No update, postponed

Public Works

*Task Deadline Extended

Issue	Percentage Completed
Aging Storm Drain System	12%
Deteriorating Pavement Conditions	71%
Inadequate, Aging, and Unsafe Facility	65%
Declining Service Coverage	75%
Inadequate Fleet Facility Reduces Efficiency	83%
Inadequate Fleet resources impacts repair response time	40%
Lack of Backup Power for Drinking Water Wells*	21%
Declining City Water Supply	50%
Deteriorating Fire Hydrants	75%
Aging/Deteriorating Water System	50%
Inadequate, Dated Water Meter System	75%
Wastewater Treatment Chlorine Process Potentially Unsafe/Unsupported*	7%
NPDES Wastewater Violations*	25%
Deteriorating Wastewater Collection System	50%
Deteriorating Manhole System	61%
Insufficient Sewer System Access*	50%
Workload/Resource Disparity*	86%
Ineffective, Inefficient Engineering Facilities*	8%
Inability to Complete Planned/ Mandated Sidewalk Program*	75%
Inadequate, Inefficient GIS System*	62%
Non-Compliance with the Americans with Disabilities Act (ADA)	50%
Inadequate Bicycle/Pedestrian/Transit Facilities	90%
High Cost of Aging Equipment*	73%
Inadequate Codes/ Ordinances to Support City Development*	0%



Questions?

THANK YOU!