

Public Works / Finance Committee



Regular Meeting ~Agenda~

www.ci.moscow.id.us

Laurie M. Hopkins
City Clerk

208.883.7015

Monday, July 8, 2019

4:00 PM

Council Chambers
206 E. Third St.

REGULAR AGENDA

1. Approval the June 24, 2019 Public Works / Finance Committee Minutes (ACTION ITEM) - Caylee Birge

Minutes presented for approval.

PROPOSED ACTIONS: Approve minutes, amend minutes, or provide staff further direction.

2. Disbursement Report June 2019 (ACTION ITEM) - Sarah Banks

Staff will present the Accounts Payable Report for the month ending June 2019.

ACTION: Sign the Disbursements Report for the month of June, 2019.

3. Third Quarter Financial Report April 1, 2019 to June 30, 2019 for FY2019 (ACTION ITEM) - Sarah Banks

Staff will present the financial report for the third quarter of Fiscal Year 2019 (April 1, 2019 to June 30, 2019).

PROPOSED ACTIONS: Approve the FY2019 Third Quarter Report, or provide staff further direction.

4. Ordinance Amending Educational Services within the Central Business District (ACTION ITEM) - Mike Ray

On August 20, 2018, City Council provided direction to staff to develop a survey for the community and property owners and businesses operating within the CBZD. A survey instrument was then prepared which contained questions designed to gauge the perceptions of the community and property owners and businesses operating within the CBZD in regards to a) current public/private universities and colleges in the CBZD and b) additional or expanded public/private universities and colleges in the CBZD. The survey was then sent out in the fall of 2018 to CBZD property and business owners as well as a random sample of the community. The results of the survey were then discussed at the City Council meeting on April 1, 2019 and the Council then directed the Planning and Zoning Commission to prepare an ordinance which would prohibit additional or expanded universities and colleges in the CBZD. The Commission then reviewed other uses which staff has encountered challenges with in the past year and expanded the ordinance to include additional amendments to the land use table. The

Commission conducted a public hearing on the proposed ordinance on June 12, 2019 and recommended approval to City Council. The proposed ordinance has been scheduled for a public hearing before City Council at the Council's upcoming July 15, 2019 meeting.

PROPOSED ACTIONS: Recommend forwarding the proposed ordinance for public hearing at the Council's upcoming July 15, 2019 meeting; or provide staff further direction.

5. Request for Engineering Variance from the University of Idaho for 7th Street from Elm Street to the Bruce Pitman Center (ACTION ITEM) - Tyler Palmer

The University received funding from the State of Idaho Permanent Building Fund for improvements to 7th Street, between Elm Street and the Bruce Pitman Center. The proposed improvements will include colored concrete pavers, new lighting, traffic calming and reconfiguration of five parking stalls. 7th Street will remain open to vehicles, but will be designated a "pedestrian priority zone". The alley portion adjacent to the rear entrance of the Pitman Center will also include enhanced pavers and will remain open to vehicles. The proposed construction is estimated to begin in 2020. Under the City/University Street Agreement, maintenance for 7th Street and the new improvements will be the responsibility of the University. The request for this variance was brought before the Transportation Commission at the June 13, 2019 meeting. The Commission made a recommendation to City Council to support the University's variance request.

PROPOSED ACTIONS: Recommend approval of the University's Engineering Variance request, or provide staff further direction.

ADJOURN

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

Public Works / Finance Committee



Regular Meeting ~Minutes~

Laurie M. Hopkins
City Clerk

www.ci.moscow.id.us

208.883.7015

Monday, June 24, 2019

3:00 PM

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

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

PRESENT: Art Bettge, Jim Boland, Anne Zabala
OTHERS: Mayor Bill Lambert
STAFF: Bill Belknap Mia Bautista, Bob Buvel, Tyler Palmer, Nate Suhr, Alisa Anderson,
Roger Lanier, Eric Warner, Caylee Birge

REGULAR AGENDA

**1. Approval of June 10, 2019 Public Works / Finance Committee Minutes (ACTION ITEM)
- Caylee Birge**

Minutes presented for approval.

PROPOSED ACTIONS: Approve minutes, amend minutes, or provide staff further direction.
The minutes were approved as presented.

2. Sanitary Sewer Service To Appaloosa Court (ACTION ITEM) - Bob Buvel / Tyler Palmer

The Appaloosa Trailer Court is located on the Old Pullman Highway outside of the Moscow city limits. The property currently contains approximately 66 mobile home spaces. The Idaho Department of Environmental Quality (DEQ) has notified the owner of the property that the septic system currently serving the trailer court is out of compliance with DEQ wastewater treatment regulations. In an effort to bring the property into compliance, the owner Mr. Rusty Olps, is proposing a plan to connect the property's sanitary sewer system to the City of Moscow's sewer system by constructing approximately 4,000 feet of sewer main across University of Idaho property. Should the City agree to serve the property, Mr. Olps is also requesting that he only be charged sanitary sewer general facility charges for only the 44 slots that are currently occupied and that the City of Moscow standard charge of double the normal monthly rates for properties outside city limits be reduced to one and a half times the monthly rate. It should be noted that Mr. Olps is not requesting annexation of the property.

PROPOSED ACTIONS: Consider request of Rusty Olps to be allowed to connect the existing Appaloosa Mobile Home Court to the City's sanitary sewer system and provide direction on the following items: 1. Will Serve Letter: Provide direction to staff to issue a Will-Serve letter for the Appaloosa Mobile Home Court without annexation; Provide direction to issue a Will-Serve letter for the Appaloosa Mobile Home Court upon the condition of annexation; or provide staff further direction. 2. Future Property Use Restriction: Require the property owner to enter development agreement restricting the use of the proposed sewer service to that of the existing mobile home development, and that any further development or redevelopment must be approved by the City Council; provide sanitary sewer service with no restrictions; or provide staff further direction. 3. General Facilities Charges: Require the payment of General Facilities Charges (GFC) for all occupied spaces and enter into an agreement with the owner to pay the

then current GFC fees at that time that any future dwelling units are installed upon the current vacant spaces; Required the owner to pay GFCs for all 66 available spaces; or provide staff further direction. 4. Monthly Sewer Service Fees: Direct staff to establish a special sewer service rate of 150% of the in-City service rates to be applied to the Appaloosa Mobile Home Court; Direct Staff to charge the current out-of-City rate of 200% of the in-City rate to the Appaloosa Mobile Home Court; or provide staff further direction.

Buvel and Palmer introduced the item as written above. When the University of Idaho conducted a surface water study they discovered that Appaloosa Court has unpermitted discharge and non-compliant lagoons. The current footprint of Appaloosa Court does not allow for the improvements required to bring the septic up to standards. The City Code allows services to properties outside of City limits. An annexation or no contest agreement is usually required at the time of the agreement in order to connect to the City's sanitation system. The owner is asking to connect to the City's sanitary sewer system without annexing the property. He is also asking to be charged for the active sites only at a rate of 150%, rather than 200%. The Committee had concerns regarding future development, chemicals from past activities negatively affecting the City septic system and treatment plant, no City control of the private line, and the standards of the County road with potential future annexation. It is staff's understanding the University of Idaho is in agreement for the sewer line to go through, however want the owner to go through the Will-Serve process before they will finalize routes.

Rusty Olps, the owner of Appaloosa Court said he purchased the park a couple of years ago. He was given a cease and desist operations and has been negotiating with the Department of Environmental Quality (DEQ) and working with them as well as the City of Moscow, Latah County, and the University. He has worked to reduce the number of spaces from 66 to 44 units to clean up the park and aid in his goal to provide affordable housing. He does not want to rebuild as a mobile home park, and instead create affordable housing. He has a sewer easement from 1986. Palmer stated that as long as the land is still one parcel, Olps would own and be in charge of maintenance for the sewer line. If the property was subdivided, the line would become public, not private. DEQ does allow privately owned but public operated systems so a home owners association could hire an operator to be in charge of the system. Water is not in close proximity but could be reviewed if requested. Unfortunately, the property is landlocked by the University. If Council recommends a development agreement, the owner and any subsequent owners would be obligated to the same conditions of the agreement. Boland is in favor of this especially because of the humanitarian issues but states it needs to be at current rates. Bettge is in favor as long as the area is cleaned up. He likes the idea of future affordable housing. The Committee recommended approval and that it be placed on the Council regular agenda with the conditions that staff recommends; to issue a Will-Serve letter without annexation, require a future property use restriction, only charge for the current 44 in-use stalls, and to charge the full 200% service rate.

3. Indian Hills 9th Phase 2 Design Standard Variance (ACTION ITEM) - Bob Buvel

The City of Moscow executed a Development Agreement with Indian Hills Trading Company, LLC on July 31, 2018. The agreement requires the developer to construct the standard public improvements along the Myrtle Street right-of-way. The improvements are expected to be constructed by October 31, 2019. Public Works received a request from the developer for a variance from the requirement that sidewalks be installed on both sides of Myrtle Street, and that they be required to construct sidewalk along the west side only. The development agreement for Indian Hills 8th Addition included a clause allowing deferment of the Myrtle Street public improvements. Similarly, the development agreement for Indian Hills 9th Addition, executed on July 31, 2018 restated the condition. Design standards for all City streets have long required the installation of sidewalk on both sides of the street. Staff has determined that no special conditions exist peculiar to the property that merit approval of the variance.

PROPOSED ACTIONS: Recommend denial of the variance request and require Indian Hills Trading Company to install sidewalks on both sides of Myrtle Street in accordance with City standards and the development agreement, or recommend approval of the variance request, or provide staff further direction.

Buvel introduced the item as written above. The developer states difficult topography, an additional burden on development and Myrtle Street not being intended for a full city street for his reasons for requesting this variance. Staff recommends denying the variance request because it would hinder pedestrian crossing, multi-modal transportation expansion, and future developments such as a bus stop. If the City were to develop at a later time then the tax payers would be burdened with the sidewalk development. There will be parking on both sides and they are allowed to do the road section from previous revision of road standards since this was a contract from 2014. There was a bus stop built into the initial plans at The Grove so the sidewalk would be necessary for that bus stop.

Shelly Bennett, 2279 Moser Street Moscow, representing Indian Hills Trading Company, stated when The Grove was developed, the plan was for the lots to be developed into a grocery store. There is no access to the sidewalk as The Grove is gated. The engineer working with the Indian Hills Trading Company says it would be physically impossible to put the sidewalk in because of the slope.

Buvel said the grading is already in place for the sidewalk. The Committee recommended approval of staff's recommendation to denying the variance request and that it be placed on the Council consent agenda.

4. State/Local Agreement – Project Development – 3rd Street Safety Improvements Phase 1 (ACTION ITEM) Alisa Anderson / Nate Suhr

In 2017 the City applied for a grant through the Local Highway Technical Assistance Council (LHTAC) under the Local Highway Safety Improvement Program (LHSIP) which managed by LHTAC on behalf of the Idaho Transportation Department (ITD). The City has been awarded \$388,246 in federal funds requiring a 7.34% match of \$30,754 with total project costs estimated at \$419,000. The project is located on Third Street from Lieualen Street to 150' east of Lilly Street. The project will include installation of LED luminaries to increase night-time visibility, replacement of sidewalk, curb, and gutter while eliminating unused existing driveways. The Moscow Urban Renewal Agency will also contribute to the project in assisting with funding for the luminaries as part of their goal to improve infrastructure amenities within the Legacy Crossing District. An aerial map is attached to this report showing the location of the Phase 1 proposed improvements. The City has received a State/Local Agreement from ITD for Project Development of Phase I of this project which is attached to this report requiring a \$2,000 deposit for incidental services referred to in the Agreement. Funds to pay the 7.34% match are including in the FY2019 and proposed FY2020 budgets transferred from the 6th Street Pedestrian Improvements LHSIP project which has been deferred to be bid with this project scheduled for construction in FY2021.

PROPOSED ACTIONS: Recommend approval of the State/Local Agreement (Project Development) and corresponding Resolution, Project No. A020(483) 3rd Street Safety Improvements Phase 1, Moscow, Latah County, Key No. 20483, or provide staff further direction.

Anderson and Suhr introduced the item as written above. The original project submitted to the Local Highway Technical Assistance Council (LHTAC) was one large project. LHTAC asked the City to phase the project into two projects. The Moscow Urban Renewal Agency (MURA)

committed funds for illumination. The goal of this project is safety for pedestrians as well as updating the look and feel of the area similar to downtown. Suhr went through the details of the project construction from Lieuallen Street to Jackson Street. Seven light fixtures will be installed in conjunction with the credit union construction so not to tear up their sidewalk after completion. With that, two luminaires will be installed at the pedestrian crossing across the Pullman Highway in front of Papa Murphy's. The Committee recommended approval and that it be placed on the Council consent agenda.

5. State/Local Agreement – Project Development – 3rd Street Safety Improvements Phase 2 (ACTION ITEM) Alisa Anderson/Nate Suhr

In 2018 the City applied for a grant through the Local Highway Technical Assistance Council (LHTAC) under the Local Highway Safety Improvement Program (LHSIP) which managed by LHTAC on behalf of the Idaho Transportation Department (ITD). The City has been awarded \$285,393 in federal funds requiring a 7.34% match of \$22,607 with total project costs estimated at \$308,000. The project is located on Third Street 150' east of Lieuallen Street to Jackson Street. The project will include installation of LED luminaries to increase night-time visibility, replacement of sidewalk, curb, and gutter while eliminating unused existing driveways. The Moscow Urban Renewal Agency will also contribute to the project in assisting with funding for the luminaries as part of their goal to improve infrastructure amenities within the Legacy Crossing District. An aerial map is attached to this report showing the location of the Phase 2 proposed improvements. The City has received a State/Local Agreement from ITD for Project Development of Phase 2 of this project which is attached to this report requiring a \$2,000 deposit for incidental services referred to in the Agreement. Funds to pay the 7.34% match are including in the FY2019 and proposed FY2020 budgets transferred from the 6th Street Pedestrian Improvements LHSIP project which has been deferred to be bid with this project scheduled for construction in FY2021.

PROPOSED ACTIONS: Recommend approval of the State/Local Agreement (Project Development) and corresponding Resolution, Project No. A021(997) 3rd Street Safety Improvements Phase 2, Moscow, Latah County, Key No. 21997, or provide staff further direction.

Anderson said this is Phase II of the same project. Having no questions, the Committee recommended approval and that it be placed on the Council consent agenda.

REPORTS

Police Grants Update – Alisa Anderson / Roger Lanier / Eric Warner

Anderson and Warner gave an update on the police grants. There is a \$50,000 cap on grants for police programs which include Shop With a Cop, E-Ticket, Partnership for Success, and additional mobilizations. The Child Passenger Safety Program is not under this grant. For the Partnership for Success Moscow has been awarded a little over \$6,000 for a one year grant for increased enforcement. The programs would include extra party controls, shoulder tap operations to cut down on supplying underage drinking, and educational talks to University houses about drug and alcohol use. The Idaho Transportation Department (ITD) offers mini grants for enforcement during local extra traffic weekends such as Mom's weekend. The E-Ticket system isn't working correctly. Staff has been looking at State Wide E-Ticket (SWET) whereas ITD will offer 75% of the funding to help purchase equipment and the software is provided at no cost. There is a deadline to have the new system up and running by September 30, 2019. Boland would like to see the results from the emphasis patrols, however Zabala doesn't want to measure effectiveness by number of citations.

Belknap gave an update on the police facility project. The property closed on June 13, 2019. A request for qualifications for design professionals was advertised and the interview committee has recommended the selection of Lombard Conrad Architects based on their qualifications. Staff is working on negotiations with anticipated design contract before the Council at the July 1 meeting.

ADJOURN

The meeting closed at 4:11 p.m.

COMMITTEE STAFF REPORT

DATE: Monday, July 8, 2019



RESPONSIBLE STAFF

Sarah Banks, Finance Director

ADDITIONAL PRESENTER(S)

OTHER RESOURCES

AGENDA ITEM TITLE

Disbursement Report June 2019 (ACTION ITEM) - Sarah Banks

DESCRIPTION

Accounts Payable Report for the month ending June 30, 2019. A summary of the major expenditures has been approximated by category and represents 92% of the total expenditure of \$2,148,058.27.

Payroll	\$1,086,106.00
Professional Services	\$114,045.00
Sanitation	\$294,130.00
Capital Outlay - Vehicles	\$95,843.00
Capital Outlay	\$11,904.00
Capital Outlay - Improvements	\$67,638.00
Supplies	\$139,602.00
Utilities	\$66,853.00
Contractual Payments	\$66,880.00
ACH Wells Fargo	\$40,601.00
Total	\$1,983,602.00

STAFF RECOMMENDATION

Approve and sign the report.

PROPOSED ACTIONS

ACTION: Sign the Disbursements Report for the month of June, 2019.

FISCAL IMPACT

PERSONNEL IMPACT

ATTACHMENTS

1. Disbursement Report June 2019
2. Cash & Investments June 2019
3. Revenue Report June 2019

DISBURSEMENTS REPORT FOR JUNE 2019														
DATE	FUND NAME	ACCOUNTS PAYABLE	ACCOUNTS PAYABLE	ACCOUNTS PAYABLE	ACCOUNTS PAYABLE	ACCOUNTS PAYABLE	ACCOUNTS PAYABLE	ACCOUNTS PAYABLE	ACCOUNTS PAYABLE	ACH	VOID CHECKS	PAYROLL	PAYROLL	GRAND TOTALS
		6/3/2019	6/6/2019	6/6/2019	6/13/2019	6/13/2019	6/20/2019	6/27/2019	6/10/2019	6/19/2019	6/7/2019	6/21/2019		
		00003.06.2019	00001.06.2019	00004.06.2019	00007.06.2019	00005.06.2019	00008.06.2019	00009.06.2019	00006.06.2019 00010.06.2019	00001.06.2019 00003.06.2019	100.06.2019	200.06.2019		
CHECK #'s		91401	91402-91485	91486-91489	91490	91491-91589	91590-91644	91645-91711	June CC ACHs	91390,91594			20997-21005	
Fund #														
101	ACH for Wells Fargo to be Imported									4,428.72				4,428.72
105	GENERAL		25,167.23	6,891.66		25,878.80	5,986.88	36,088.79	12,803.69			319,877.02	313,159.89	745,853.96
120	STREETS	44.50	22,775.95			9,648.88	35,173.76	49,725.75	1,986.30	(229.02)		26,120.12	26,144.42	171,346.16
121	RECREATION AND CULTURE		11,753.95			21,322.81	12,301.67	13,010.06	7,571.79			63,150.43	89,833.41	218,988.62
123	MSD COMM. PLAY FIELDS		153.37			723.46		409.50	1,319.35			1,695.16	2,416.39	6,717.23
128	1912 CENTER		7,916.67											7,916.67
220	TRANSIT CENTER		227.51			1,095.37						0.00		1,322.88
230	WATER		42,750.60			31,294.12	9,371.61	22,069.74	3,869.80	(916.77)		44,883.78	46,013.09	199,335.97
240	SEWER		26,806.44	121.00		11,579.09	18,555.75	1,384.55	1,668.08			41,577.66	41,355.99	143,048.56
290	SANITATION		108,049.05				169,120.00	1,017.00				5,360.80	5,336.86	288,883.71
295	FLEET		57,265.53			61,358.22	13,713.32	13,060.09	195.27			11,382.62	11,897.74	168,872.79
320	INFORMATION SYSTEMS		52,674.25				2,109.75	7,667.67	6,635.03			17,629.01	18,271.43	104,987.14
330	WATER CAPITAL PROJECTS		604.45			8,560.00	5,482.31							14,646.76
340	SEWER CAPITAL PROJECTS		604.45			5,107.87	3,540.84	1,050.00						10,303.16
350	SANITATION CAPITAL PROJ													0.00
355	CAPITAL PROJECTS		26,731.14		503.82	9,185.58	175.88	24,712.13	122.65					61,431.20
380	LID CONSTRUCTION													0.00
590	HAMILTON - PARKS & REC													0.00
	BONDS & INTEREST													0.00
	TOTAL	44.50	383,480.59	7,012.66	503.82	185,754.20	275,531.77	170,195.28	40,600.68	(1,145.79)		531,676.60	554,429.22	2,148,083.53

WIRE Transfers:

_____ Jim Boland, Chair

_____ Art Bettge

_____ Anne Zabala

_____ Sarah L. Banks, Finance Director

City of Moscow
Cash and Investments
Balances as of 6/30/2019

Fund		Year to Date Balance
General Fund	\$	4,948,382.84
Street Fund	\$	1,557,608.33
Culture & Recreation	\$	1,541,689.63
MSDCPF	\$	147,935.64
1912 Fund	\$	46,614.96
Transit Center	\$	66,508.15
Water Fund	\$	3,057,715.44
Sewer/WWTP	\$	4,680,415.07
Sanitation Fund	\$	2,701,273.30
Fleet Fund	\$	2,985,551.68
Information Systems	\$	1,792,393.53
Water Capital	\$	6,655,867.02
Sewer Capital	\$	9,402,919.62
Capital Projects	\$	2,710,337.26
Sanitation Capital	\$	5,313,916.33
LID construction	\$	157,352.10
Hamilton	\$	2,387,472.90
Bond & Interest	\$	275,943.14
LID Funds	\$	22,028.10
Payroll Service	\$	554,123.85
Total Cash & Investments	\$	51,006,048.89

RECEIPTS REPORT FOR June 2019

FUND NAME		Taxes	Franchise Fees	Licenses & Permits	Intergovernmental	Charges for Services	Fines & Penalties	Investment Income	Refunds & Reimbursements	Contributions & Donations	Other	Grand Total
Fund #												
101	GENERAL	261,489.19	91,441.56	55,129.49	116,442.25	129,626.22	11,544.75	45,391.43	100,047.24	0.00	5,701.88	816,814.01
105	STREETS	35,387.10	0.00	0.00	0.00	24,731.49	0.00	0.00	164.00	0.00	0.00	60,282.59
120	RECREATION AND CULTURE	0.00	0.00	0.00	0.00	114,183.35	0.00	0.00	182.13	3,485.00	-13.38	117,837.10
121	MSD COMMUNITY PLAY FIELDS	0.00	0.00	0.00	13,722.05	0.00	0.00	0.00	0.00	0.00	0.00	13,722.05
123	1912 CENTER	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
128	TRANSIT CENTER	0.00	0.00	0.00	0.00	1,404.16	0.00	0.00	0.00	0.00	0.00	1,404.16
220	WATER	0.00	0.00	0.00	0.00	499,327.29	0.00	60,219.74	0.00	0.00	0.00	559,547.03
230	SEWER	0.00	0.00	0.00	0.00	590,847.44	0.00	0.00	734.23	0.00	0.00	591,581.67
240	SANITATION	0.00	0.00	0.00	0.00	417,101.58	0.00	0.00	2,000.00	0.00	0.00	419,101.58
290	FLEET	0.00	0.00	0.00	0.00	95,254.11	0.00	0.00	0.00	0.00	0.00	95,254.11
295	INFORMATION SYSTEMS	0.00	0.00	0.00	0.00	102,851.66	0.00	0.00	0.00	0.00	0.00	102,851.66
320	WATER CAPITAL PROJECTS	0.00	0.00	0.00	172,652.00	0.00	0.00	0.00	0.00	0.00	0.00	172,652.00
330	SEWER CAPITAL PROJECTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
340	SANITATION CAPITAL PROJECTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
350	CAPITAL PROJECTS	0.00	0.00	0.00	206,508.75	0.00	0.00	0.00	12,331.43	0.00	1,097.97	219,938.15
355	LID CONSTRUCTION	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	132.90	132.90
380	HAMILTON P&R	0.00	0.00	0.00	0.00	0.00	0.00	5,108.56	0.00	0.00	0.00	5,108.56
590	BOND & INTEREST	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
595	LID FUNDS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL		296,876.29	91,441.56	55,129.49	509,325.05	1,975,327.30	11,544.75	110,719.73	115,459.03	3,485.00	6,919.37	3,176,227.57

COMMITTEE STAFF REPORT

DATE: Monday, July 8, 2019



RESPONSIBLE STAFF

Sarah Banks, Finance Director

ADDITIONAL PRESENTER(S)

OTHER RESOURCES

AGENDA ITEM TITLE

Third Quarter Financial Report April 1, 2019 to June 30, 2019 for FY2019 (ACTION ITEM) - Sarah Banks

DESCRIPTION

Staff will present the financial report for the third quarter of Fiscal Year 2019 (April 1, 2019 to June 30, 2019).

STAFF RECOMMENDATION

Approve the FY2019 Third Quarter Report.

PROPOSED ACTIONS

PROPOSED ACTIONS: Approve the FY2019 Third Quarter Report, or provide staff further direction.

FISCAL IMPACT

PERSONNEL IMPACT

ATTACHMENTS

1. 3rd Quarterly FY2019 City Council
2. 3rd Quarterly FY2019 Newspaper

City of Moscow
QUARTERLY FINANCIAL REPORT
Budget For Fiscal Year Ending September 30, 2019
SUMMARY FINANCIAL REPORT BY FUND - BUDGET AND ACTUAL

Fund	Original Budget	Final Budget	June-19 YTD	Percent of Year 75% Budget to Actual To Date
General Fund Revenues	15,957,040	15,957,040	10,386,686	65.09%
Salaries & Benefits	8,959,744	8,959,744	6,287,612	70.18%
Operations	4,005,314	4,005,314	2,447,096	61.10%
Capital Outlay	29,564	29,564	4,009	13.56%
Transfers	2,962,418	2,962,418	2,366,034	79.87%
Total General Fund Expenditures	15,957,040	15,957,040	11,104,752	69.59%
Street Department Revenues	3,568,041	3,568,041	1,950,545	54.67%
Salaries & Benefits	879,634	879,634	486,546	55.31%
Operations	1,205,132	1,205,132	709,718	58.89%
Capital Outlay	0	0	0	0.00%
Transfers	1,483,275	1,483,275	1,148,275	77.41%
Total Street Fund Expenditures	3,568,041	3,568,041	2,344,539	65.71%
Recreation & Culture Revenues	3,290,264	3,290,264	1,969,612	59.86%
Salaries & Benefits	1,919,703	1,919,703	1,038,909	54.12%
Operations	1,301,703	1,301,703	622,226	47.80%
Capital Outlay	68,558	68,558	8,711	12.71%
Debt Service	0	0	0	0.00%
Transfers	300	300	300	100.00%
Total Parks & Rec Expenditures	3,290,264	3,290,264	1,670,147	50.76%
MSD Community Playfields Revenues	146,349	146,349	102,677	70.16%
Salaries & Benefits	62,838	62,838	33,988	54.09%
Operations	79,500	79,500	45,620	57.38%
Transfers	4,011	4,011	4,011	100.00%
Total MSD Community Playfields	146,349	146,349	83,619	57.14%
1912 Center Revenues	106,100	106,100	51,068	48.13%
Operations	106,100	106,100	77,791	73.32%
Capital Outlay	0	0	0	0.00%
Total 1912 Center Expenditures	106,100	106,100	77,791	73.32%
Transit Center Revenues	66,716	66,716	31,038	46.52%
Operations	66,716	66,716	16,688	25.01%
Total Transit Center Fund	66,716	66,716	16,688	25.01%
Water Fund Revenues	6,633,223	6,633,223	4,134,496	62.33%
Salaries & Benefits	1,379,490	1,379,490	889,665	64.49%
Operations	2,032,278	2,032,278	922,849	45.41%
Capital Outlay	330,800	330,800	94,108	28.45%
Transfers	2,890,655	2,890,655	2,194,985	75.93%
Total Water Fund Expenditures	6,633,223	6,633,223	4,101,607	61.83%
Sewer Fund Revenues	8,082,005	8,082,005	6,134,552	75.90%
Salaries & Benefits	1,366,860	1,366,860	876,643	64.14%
Operations	1,679,918	1,679,918	891,432	53.06%
Capital Outlay	525,000	525,000	0	0.00%

Debt Service	1,110,794	1,110,794	1,110,794	100.00%
Transfers	3,399,433	3,399,433	2,563,400	75.41%
Total Sewer Fund Expenditures	8,082,005	8,082,005	5,442,269	67.34%
Sanitation Fund Revenues	6,004,699	6,004,699	4,587,254	76.39%
Salaries & Benefits	100,692	100,692	97,904	97.23%
Operations	4,410,336	4,410,336	2,832,229	64.22%
Capital Outlay	0	0	0	0.00%
Transfers	1,493,671	1,493,671	1,120,253	75.00%
Total Sanitation Fund	6,004,699	6,004,699	4,050,386	67.45%
Fleet Management Revenues	2,210,115	2,210,115	1,578,553	71.42%
Salaries & Benefits	333,250	333,250	230,684	69.22%
Operations	1,056,195	1,056,195	293,096	27.75%
Capital Outlay	809,470	809,470	451,230	55.74%
Debt Service	11,200	11,200	0	0.00%
Transfers	0	0	0	0.00%
Total Fleet Management Expenditures	2,210,115	2,210,115	975,010	44.12%
Information Systems	1,581,637	1,581,637	1,028,483	65.03%
Salaries & Benefits	469,600	469,600	330,330	70.34%
Operations	1,092,305	1,092,305	495,211	45.34%
Capital Outlay	15,732	15,732	7,670	48.75%
Transfers	4,000	4,000	4,000	100.00%
Total Information Systems Expenditures	1,581,637	1,581,637	837,211	52.93%
Revenue for Miscellaneous Funds				
Water Construction Fund	6,839,895	6,839,895	1,256,859	18.38%
Sewer Construction Fund	8,695,601	8,695,601	1,614,226	18.56%
Sanitation Construction Fund	5,346,655	5,346,655	422,108	7.89%
Capital Projects Fund	6,854,736	6,854,736	1,386,172	20.22%
LID Construction Fund	180,313	180,313	2,433	1.35%
Hamilton P & R	239,792	239,792	38,762	16.16%
Bond & Interest Debt Service Fund	10,010,295	10,010,295	0	0.00%
LID Bonded Debt Service Fund	29,989	29,989	1,097	3.66%
Total Miscellaneous Fund Revenue	38,197,276	38,197,276	4,721,657	12.36%
Expenses for Miscellaneous Funds				
Water Construction Fund	6,839,895	6,839,895	808,763	11.82%
Sewer Construction Fund	8,695,601	8,695,601	299,554	3.44%
Sanitation Construcion Fund	5,346,655	5,346,655	0	0.00%
Capital Projects Fund	6,854,736	6,854,736	3,375,694	49.25%
LID Construction Fund	180,313	180,313	26,376	14.63%
Hamilton P & R	239,792	239,792	232,542	96.98%
Bond & Interest Debt Service Fund	10,010,295	10,010,295	0	0.00%
LID Bonded Debt Service Fund	29,989	29,989	11,250	37.51%
Total Miscellaneous Fund Expenses	38,197,276	38,197,276	4,754,179	12.45%
Total City Revenue (1)	85,843,465	85,843,465	36,676,621	42.73%
Total City Expenses	85,843,465	85,843,465	35,458,197	41.31%

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

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

City of Moscow

QUARTERLY FINANCIAL REPORT

Budget For Fiscal Year Ending September 30, 2019

SUMMARY FINANCIAL REPORT BY FUND - BUDGET AND ACTUAL

	Original Budget	Final Budget	June-19 YTD	Percent of Year 75% Budget to Actual To Date
General Fund				
Revenues	15,957,040	15,957,040	10,386,686	65.09%
Salaries & Benefits	8,959,744	8,959,744	6,287,612	70.18%
Operations	4,005,314	4,005,314	2,447,096	61.10%
Capital Outlay	29,564	29,564	4,009	0.00%
Transfers	2,962,418	2,962,418	2,366,034	79.87%
Total General Fund Expenditures	15,957,040	15,957,040	11,104,752	69.59%
Bond & Interest Debt Service Revenue	10,040,284	10,040,284	1,097	0.01%
Bond & Interest Debt Service Expenditures	10,040,284	10,040,284	11,250	0.11%
Other Governmental Funds				
Revenues	7,177,470	7,177,470	4,104,940	57.19%
Salaries & Benefits	2,862,175	2,862,175	1,559,443	54.48%
Operations	2,759,151	2,759,151	1,472,043	53.35%
Capital Outlay	68,558	68,558	8,711	12.71%
Transfers	1,487,586	1,487,586	1,152,586	77.48%
Debt Service	0	0	0	0.00%
Total Other Governmental Expenditures	7,177,470	7,177,470	4,192,784	58.42%
All Capital Projects Funds				
Revenues	28,156,992	28,156,992	4,720,560	16.77%
Capital Outlay	28,156,992	28,156,992	4,742,929	16.84%
Total Capital Projects Expenditures	28,156,992	28,156,992	4,742,929	16.84%
Enterprise Funds				
Revenues	20,719,927	20,719,927	14,856,302	71.70%
Salaries & Benefits	2,847,042	2,847,042	1,864,212	65.48%
Operations	8,122,532	8,122,532	4,646,510	57.21%
Capital Outlay	855,800	855,800	94,108	11.00%
Debt Service	1,110,794	1,110,794	1,110,794	100.00%
Transfers	7,783,759	7,783,759	5,878,638	75.52%
Total Enterprise Fund Expenditures	20,719,927	20,719,927	13,594,262	65.61%
Internal Service Funds				
Revenues	3,791,752	3,791,752	2,607,036	68.76%
Salaries & Benefits	802,850	802,850	561,014	69.88%
Operations	2,148,500	2,148,500	788,307	36.69%
Capital Outlay	825,202	825,202	458,900	55.61%
Debt Service	11,200	11,200	0	0.00%
Transfers	4,000	4,000	4,000	100.00%
Total Fleet Management Expenditures	3,791,752	3,791,752	1,812,221	47.79%
Total City Revenue (1)	85,843,465	85,843,465	36,676,621	42.73%
Total City Expenses	85,843,465	85,843,465	35,458,197	41.31%

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

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

COMMITTEE STAFF REPORT

DATE: Monday, July 8, 2019



RESPONSIBLE STAFF

Michael Ray, Assistant CD Director/Planning Manager

ADDITIONAL PRESENTER(S)

OTHER RESOURCES

AGENDA ITEM TITLE

Ordinance Amending Educational Services within the Central Business District (ACTION ITEM) - Mike Ray

DESCRIPTION

On August 20, 2018, City Council provided direction to staff to develop a survey for the community and property owners and businesses operating within the CBZD. A survey instrument was then prepared which contained questions designed to gauge the perceptions of the community and property owners and businesses operating within the CBZD in regards to a) current public/private universities and colleges in the CBZD and b) additional or expanded public/private universities and colleges in the CBZD. The survey was then sent out in the fall of 2018 to CBZD property and business owners as well as a random sample of the community. The results of the survey were then discussed at the City Council meeting on April 1, 2019 and the Council then directed the Planning and Zoning Commission to prepare an ordinance which would prohibit additional or expanded universities and colleges in the CBZD. The Commission then reviewed other uses which staff has encountered challenges with in the past year and expanded the ordinance to include additional amendments to the land use table. The Commission conducted a public hearing on the proposed ordinance on June 12, 2019 and recommended approval to City Council. The proposed ordinance has been scheduled for a public hearing before City Council at the Council's upcoming July 15, 2019 meeting.

STAFF RECOMMENDATION

Recommend forwarding the proposed ordinance for public hearing at the Council's upcoming July 15, 2019 meeting.

PROPOSED ACTIONS

PROPOSED ACTIONS: Recommend forwarding the proposed ordinance for public hearing at the Council's upcoming July 15, 2019 meeting; or provide staff further direction.

FISCAL IMPACT

PERSONNEL IMPACT

N/A

ATTACHMENTS

1. mem- Use Table Amendments
2. LandUseTableAmended;T04C03(pm1)
3. NPH Use Table Amendments CC 07-15-19

4. PZ Minutes 06-12-19

Memo

To: Mayor and City Council

From: Mike Ray, AICP, Planning Manager

Date: June 25, 2019

Re: Amendment of Title 4, Chapter 3 Regarding Amendments to the Land Use Table for Educational Services, Health Care Services, Self-Storage Facilities, Commercial and Industrial Machinery and Equipment Repair and Maintenance, Off-Street Parking Areas, and Parking Lots and Garages

During the Zoning Code update that was approved by the City Council on May 21, 2018, questions were raised by the Council regarding the allowance of Educational Institutions (colleges and universities) within the Central Business Zoning District (CBZD). The City Council approved the Zoning Code amendment at the time, but requested that the Administrative Committee of the City Council continue the discussion regarding the allowance of educational uses within the CBZD.

On August 20, 2018, staff provided a presentation upon the history of the CBZD and the 2005 City Code amendment that addressed educational uses including schools, commercial schools and educational institutions within the CBZD to City Council. At that meeting, Council provided direction to staff to develop a survey for the community and property owners and businesses operating within the CBZD. A survey instrument was then prepared which contained questions designed to gauge the perceptions of the community and property owners and businesses operating within the CBZD in regards to a) current public/private universities and colleges in the CBZD and b) additional or expanded public/private universities and colleges in the CBZD. The survey was then sent out in the Fall of 2018 to CBZD property and business owners as well as a random sample of the community.

The results of the survey were then discussed at the City Council meeting on April 1, 2019 and the Council then directed the Planning and Zoning Commission to prepare an ordinance which would prohibit additional or expanded universities and colleges in the CBZD. An ordinance was prepared and the Commission also reviewed other uses which staff has encountered challenges with in the past year and expanded the ordinance to include additional amendments to the land use table. The amendments include:

- *Business, Professional, Political, Social Advocacy, Grantmaking, and Similar Organizations (NAICS 8132/8133/8139)* – Staff encountered an issue recently when reviewing the use of Palouse Clearwater Environmental Institute (PCEI)

which was previously determined to be an educational institution. Staff reviewed how PCEI would be classified now after adoption of the NAICS classification system and determined that they would be classified as an environmental, conservation, and wildlife organization which is under NAICS 8133 – Social Advocacy. Therefore, staff is proposing to add that use as a conditional use under the Agriculture Forestry (AF) and Farm Ranch (FR) Zones to allow PCEI a route to expand or amend their existing conditional use permit in the future.

- *Educational Services (NAICS 611)* – The Commission recommended expanding the universities and colleges to also exclude elementary and secondary schools as conditional uses in the CBZD. The Commission felt like the impacts of universities, colleges, elementary, and secondary schools were similar and they should all be excluded.
- *Health Care Services (Ambulatory) (NAICS 621)* – Prior to the adoption of the NAICS system, ambulatory health care facilities like offices of doctors, chiropractors, acupuncturists, massage therapists, etc. were classified as professional offices and were allowed within the Multi-family Residential (R-4) Zone, but limited to 2,000 sf in size. When the NAICS system was adopted, the ambulatory health care services were under a different category than professional offices and were excluded from the R-4 Zone. Staff is recommending that those ambulatory healthcare facilities be permitted again within the R-4 Zone and that they be limited to 2,000 sf in size, as was previously allowed.
- *Self-Storage Facilities (NAICS 531130)* – Self-storage facilities were previously a use that was permitted by right in the Motor Business (MB) Zone and were changed to a conditional use with the use table ordinance. Staff previously had concerns over self-storage facilities taking up prime retail space within the MB Zone, thus necessitating a conditional use permit to potentially mitigate this issue. However, this has not been the case in the last couple self-storage facilities that have been constructed, and Staff would like to shift self-storage facilities back to a permitted use within the MB Zone.
- *Commercial and Industrial Machinery and Equipment Repair and Maintenance (NAICS 811310)* – There are a number of heavy equipment repair businesses within the City including St. John Hardware, Pape Machinery, and Hasan’s Tractor Service and many are within the MB Zone. The use table currently does not allow heavy equipment repair within the MB Zone, so Staff is recommending that these repair uses be added as conditional uses.
- *Parking Lots and Garages (NAICS 812930)* – When the NAICS system was adopted, parking lots and commercial parking garages became NAICS category 812930 – Parking Lots and Garages. The NAICS definition of Parking Lots and Garages is, “establishments primarily engaged in providing parking space for motor vehicles, usually on an hourly, daily, or monthly basis and/or valet parking services. For the purposes of this Code, a parking lot is an off-street parking facility designed for more than four (4) parking spaces.” Based upon this definition, this use is really intended to be pay-to-park parking

lots and garages that are more commonplace in larger metropolitan areas. Most of the parking lots that are within Moscow are parking lots associated with a particular use, but there are public parking lots owned by the City and a couple pay-to-park lots. So, since most of the parking lots within the City are not pay-to-park lots, an additional use category of *Off-Street Parking Areas* needed to be added to correct this issue. For the new Off-Street Parking Areas use, the following is what is allowed:

- “PA” – Means parking lots that are accessory to a use that is permitted within the zone. Per the off-street parking section of the Zoning Code, these parking lots are allowed to be on the same lot as the use, a lot adjacent to the use, or on a lot within 500ft measured by the safe walking distance and approved by the Zoning Administrator.
- “P” – Means parking lots that are the principal use of the property, but must serve uses that are allowed within the same zoning district that the parking lot is within.

The Commission conducted a public hearing on the proposed ordinance on June 12, 2019 and recommended approval to City Council. The proposed ordinance has been scheduled for a public hearing before City Council at the Council’s upcoming July 15, 2019 meeting.

ORDINANCE NO. 2019 -

AN ORDINANCE OF THE CITY OF MOSCOW, IDAHO, A MUNICIPAL CORPORATION OF THE STATE OF IDAHO; PROVIDING FOR THE AMENDMENT OF MOSCOW CITY CODE TITLE 4, CHAPTER 3; PROVIDING FOR AMENDMENTS TO THE LAND USE TABLE FOR EDUCATIONAL SERVICES, HEALTH CARE SERVICES, SELF-STORAGE FACILITIES, COMMERCIAL AND INDUSTRIAL MACHINERY AND EQUIPMENT REPAIR AND MAINTENANCE, OFF-STREET PARKING AREAS, AND PARKING LOTS AND GARAGES; PROVIDING THAT THE PROVISIONS OF THIS ORDINANCE BE DEEMED SEVERABLE; AND PROVIDING FOR THIS ORDINANCE TO BE IN FULL FORCE AND EFFECT FROM THE DATE OF ITS PASSAGE, APPROVAL AND PUBLICATION ACCORDING TO LAW.

WHEREAS, on August 20, 2018, City Council directed staff to develop a survey designed to gauge the perceptions of the community, property owners, and businesses operating within the Central Business Zoning District (CBZD) regarding current public/private universities and colleges within the CBZD, and additional or expanded public/private universities and colleges within the CBZD; and

WHEREAS, the survey was then sent out in the fall of 2018 to CB property and business owners as well as a random sample of the community; and

WHEREAS, the results of the survey were then discussed at the City Council meeting on April 1, 2019 and the Council then directed the Planning and Zoning Commission to prepare an ordinance which would prohibit additional or expanded universities and colleges in the CBZD; and

WHEREAS, the Planning and Zoning Commission then prepared the proposed ordinance which would eliminate certain educational services as permitted uses in the CBZD; and

WHEREAS, the Commission also reviewed other uses which staff has encountered challenges with in the past year and expanded the ordinance to include additional amendments to the land use table;

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

SECTION 1: That Moscow City Code Title 4, Chapter 3 be amended as follows:

• • •

Sec. 3-4. Land Use Table.

LAND USE TABLE																			
P = Permitted Use PA = Permitted Accessory Use C = Conditional Use Permit Blank = Not Permitted																			
RESIDENTIAL USES	NAICS 2012 Code No.	AF	FR	SR	R-1	R-2	R-3	R-4	RO	NB	RTO	CB	GB	MB	I	UMC	U		
Dwellings in Residential Zones²																			
Single Family (up to 4 unrelated individuals)		P	P	P	P	P	P	P											
Two Family							P	P											
Twinhome							P	P											
Townhouse ¹							P	P											
Single Family (up to 6 unrelated individuals)		C	C	C	C	C	C	P											
Multiple Family (3 or more units)								P											
Mobile Home Parks								P											
Dwellings in Commercial Zones																			
Above or behind a commercial use or on a secondary street frontage		See above, Dwellings in Residential Zones							P	P		P/C ³	P	P	PA ⁴	P/C ³	P		
On the ground floor on primary street frontage									P	C		C	C	C	PA ⁴	C	P		
Group Living																			
Boarding House (occupied by owner, up to 6 boarders)		P	C	C	C	C	C	P											
Dormitories																		P	
Fraternity, Sorority, and Cooperative Houses	721310							C										P	
Accessory Uses																			
Accessory Buildings or Structures (up to 1,000 sq ft)		PA	PA	PA	PA	PA	PA ¹⁵	PA ¹⁵	PA										
Accessory Buildings or Structures (1,001 to 1,500 sq ft)		C	C	C	C	C	C	C	C										
Accessory Buildings or Structures (no size limitation)										PA	PA	PA	PA	PA	PA	PA	PA	PA	
Accessory Dwelling Unit ¹		PA	PA	PA	PA	PA	PA	PA											
Accessory Home Occupations Type I ¹		PA	PA	PA	PA	PA	PA	PA	PA	PA		PA	PA	PA	PA	PA	PA	PA	
Accessory Home Occupations Type II ¹		C	C	C	C	C	C	C	PA	PA		PA	PA	PA	PA	PA	PA	PA	
Accessory Gardens		PA	PA	PA	PA	PA	PA	PA	PA	PA	PA	PA	PA	PA	PA	PA	PA	PA	
NON-RESIDENTIAL USES	NAICS 2012 Code No.	AF	FR	SR	R-1	R-2	R-3	R-4	RO	NB	RTO	CB	GB	MB	I	UMC	U		
Agricultural Uses																			
Agriculture, Animal Production	112	P/C ¹⁸	C ⁵															P	
Agriculture, Crop Production	111	P																P	
Animals and Fowl (as permitted by City Code Title 10)		PA	PA	PA	PA	PA	PA	PA	PA										
Animal Slaughtering and Processing	31161	C													P			P	
Gardens (Market and Community) no on-site retail sales ¹		P	P	P	P	P	P	P	P	P		P	P	P	P	P	P	P	
With on-site retail sales ¹		P	P	C	C	C	C	C	P	P		P	P	P	P	P	P	P	
Sawmills	321113	C													C				
Amusement and Recreation Facilities																			
Archery/Shooting Ranges (indoor only)	713990											P	P	P	P	P	P	P	
Bowling Centers	713950											P	P	P		P	P	P	
Dance Halls	713990											P	P	P		P	P	P	
Fitness Centers	713940									P		P	P	P		P	P	P	
Golf Courses and Country Clubs	713910	C	C	C	C	C	C	C	C									P	
Miniature Golf Facilities	713990											P	P	P		P	P	P	
Movie Theaters	512131											P	P	P		P	P	P	
Riding Stables	713990	C										P	P	P	P	P	P	P	
Stadiums and Sports Arenas (Ice/Roller Rinks, Gymnasiums, Ballfields)	713940						C	C				P	P	P		P	P	P	
Animal-Related Business																			
Veterinary Services	541940	C	C						P	P			P	P	P				
Pet Care Services ¹	812910	C	C							P ¹⁰				P	P				
Financial, Technology, and Professional Services																			
Agencies, Brokerages and Other Insurance Related Activities	5242							P ⁶	P	P	P	P	P	P		P			
Broadcasting Studios	515										P	P	P	P		P			
Business, Professional, Political, Social Advocacy, Grantmaking, and Similar Organizations	8132/8133/8139	C	C					P ⁶	P	P	P	P	P	P		P			
Commercial Banking, Credit Unions, and Savings Institutions	522110/120/130											P	P	P					
Construction Contractor Services	238											P	P	P	P	P	P	P	
Data Processing, Hosting, and Related Services	518								P	P	P	P	P	P	P	P	P	P	
Professional, Scientific, and Technical Services	541							P ⁶	P	P	P ¹¹	P ¹¹	P	P	P	P ¹¹	P	P	
Publishing Industries (except Internet)	511										P	P	P	P	P	P	P	P	
Real Estate Services	531							P ⁶	P	P	P	P	P	P	P		P		
Securities, Commodity Contracts, and Other Financial Investments	523							P ⁶	P	P	P	P	P	P		P			
Software Publishers	5112							P ⁶	P	P	P	P	P	P	P	P	P	P	
Food and Beverage Service																			
Coffee/Esspresso Stand										P		C	C	P		C	P		
Drinking Places (Alcoholic Beverages)	722410											P	P	P		P	P	P	
Restaurants	72251								P ⁹	P		P	P	P		P	P	P	

NON-RESIDENTIAL USES	NAICS 2012 Code No.	AF	FR	SR	R-1	R-2	R-3	R-4	RO	NB	RTO	CB	GB	MB	I	UMC	U
Manufacturing																	
Beverage Manufacturing	3121									C		P	P	P	P	P	
Manufacturing, Heavy															C		
Manufacturing, Light															P	P	
Aerospace Product and Parts Manufacturing	3364										P		C	P	P	C	
Computer and Electronic Product Manufacturing	334										P		C	P	P	C	
Electrical Equipment, Appliance, and Component Manufacturing	335										P		C	P	P	C	
Medical Equipment and Supplies Manufacturing	3391										P		C	P	P	C	
Pharmaceutical and Medicine Manufacturing	3254										P		C	P	P	C	
Public/Institutional Uses																	
Antenna Towers (new)		C	C	C	C	C	C	C	C	C		C	C	C	C	C	C
Co-Location ¹⁴		P	P	P	P	P	P	P	P	P		P	P	P	P	P	P
Cemeteries	812220	C	C	C	C	C	C	C	C	C				C			
Child Day Care Services ¹																	P
Family, 5 or fewer children		PA	PA	PA	PA	PA	PA	PA	PA	PA	PA	PA	PA	PA	PA	P	
Group, 6 to 12 children		P	P	P	P	P	P	P	P	P	C	C	C	C	C	P	
Small, 13 to 20 children		C	C	C	C	C	P	P	P	P	C	C	C	C	C	P	
Large, 21 or more children		C	C	C	C	C	C	C	C	P	C	C	C	C	C	C	
Civic and Social Organizations	813410											P	P	P		C	P
Community/Neighborhood Center		C	C	C	C	C	C	C	P	P		P	P	P			P
Correctional Institutions	922140														C		
Educational Services	611	C ¹⁹	C ¹⁹	C ¹⁹	C ¹⁹	C ¹⁹	C ¹⁹	C	C	C	C ¹⁶	C	C	C	C	C	P
Elementary and Secondary Schools ¹	6111	C	C	C	C	C	C	C	C	C			C	C	C	C	P
Colleges, Universities, and Professional Schools	6112/6113							C	C	C			C	C	C	C	P
All Other Schools and Instruction	6114-6117								C	C	C ¹⁶	C	C	P	C	C	P
Fairgrounds		C	C	C	C	C	C	C	C					C			
Funeral Homes and Funeral Services	81221							C	C	P		C	P	P			
Government Office Buildings		C	C	C	C	C	C	C	C	P		P	P	P	P	P	P
Health Care Services (Ambulatory) (excluding 624410)	621							P ⁶	P	P	P ⁸	P	P	P	P	P	P
Hospitals	622											C	P	C			P
Museums and Art Galleries	712110							C	C	P		P	P	P		P	P
Nursing and Residential Care Facilities	623			C	C	C	C	C	C				P	P			
Public Parks & Recreational Facilities (operated by local government) ⁷		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
Public Service and Utility Facilities		C	C	C	C	C	C	C	C	C	C	C	C	C	P	C	P
Religious Facilities	813110	C	C	C	C	C	C	C	C	P		P	P	P		C	P
Telecommunications Services ¹	517							P ⁶	P	P	P	P	P	P	P	P	
Retail and Personal Services																	
Consumer Goods Rental	5322									P		P	P	P	P	P	P
Laundries and Drycleaners	812310/ 812320									P		P	P	P	P	P	P
Personal Care Services	8121								P	P		P	P	P	P	P	P
Retail Sales (excluding 4411, 444, 447, & 453930)	44-45								PA	P	PA	P	P	P	P	P	P
Large Retail Establishment ¹														P	P		
NON-RESIDENTIAL USES																	
Storage Services																	
Self-Storage Facilities	531130	C	C											CP	P		
Warehousing and Storage	493										PA ¹²			C	P		
Wholesale Uses	423										PA ¹²			C	P		
Temporary Uses¹																	
Vehicles and Equipment																	
Automobile and RV Dealers	4411											C	C	P	P		
Automotive Repair and Maintenance	8111											C	C	P	P		
Building Material Sales & Garden Equipment/Supplies	444													P	P		
Commercial and Industrial Machinery and Equipment Repair and Maintenance	811310													C	P		
Electronic and Precision Equipment Repair and Maintenance	8112								P	P		P	P	P	P		
Gasoline Stations	447											C	C	P	P		
Heavy Equipment Sales (manufactured home dealers, farm and garden equipment)	453930 423820													C	P		
Off-Street Parking Areas		PA	PA	PA	PA	PA	PA	PAC	P	P	PA	PA	P	P	P	P	P
Parking Lots and Garages	812930	PA	PA	PA	PA	PA	PA	PA	P	P	PA	P	P	P	P	P	P
Personal and Household Goods Repair and Maintenance	8114									P		P	P	P	P	P	
Railroad Yards and General Freight Trucking	488210/4841																
Rental and Leasing Services (excluding 5322)	532											C	C	P	P		
Scrap Yards/Material Recycling	423930														C		
Visitor Accommodations																	
Bed and Breakfast Inns		P	P	C	C	C	C	P	P	P		P	P	P		P	
Hotels and Motels	721110											P	P	P		P	P
RV Parks and Campgrounds	721211	C	C					C					P	P	P		P

USE ELEMENTS & EXCEEDANCES TO BULK & DIMENSIONAL REQUIREMENTS		AF	FR	SR	R-1	R-2	R-3	R-4	RO	NB	RTO	CB	GB	MB	I	UMC	U
Drive-Through Facilities ¹												P/C ¹³	C	P		C	
Exceedance of maximum building height (for permitted non-residential uses)		C	C	C	C	C	C	C	C	C	C	C	C			C ¹⁷	

NOTES

¹ Subject to Specific Use Standards within Section 4-3-4 of this Zoning Code

² Only one principal dwelling permitted per building lot in AF, FR, SR, R-1, and R-2 Zones

³ Residential dwellings located on ground floor on secondary street frontages require a Conditional Use Permit in CB and UMC Zone

⁴ One dwelling unit per lot is allowed where accessory to a permitted principal use

⁵ Feedlots must be on at least 20 acres of land and associated buildings must be set back at least 500 ft from the nearest property line

⁶ Use shall not exceed 2,000 sq ft of office space

⁷ Including all public facilities operated by local government (including but not limited to parks, recreational facilities, and recycling centers)

⁸ Excluding Outpatient Care Centers, Home Health Care Services, and Other Ambulatory Health Care Services (NAICS 6214, 6216, and 6219)

⁹ Restaurants shall not exceed 1,500 sq ft in the RO Zone

¹⁰ Indoor kennels only

¹¹ Excluding Veterinary Services

¹² Indoor storage only

¹³ Drive-up windows permitted for financial institutions only, Conditional Use Permit is required for drive-up windows associated with all other uses in the CB Zone

¹⁴ Antenna shall not extend more than 18 ft above, and shall not project more than 8 ft horizontally away from the existing tower or support structure

¹⁵ Or 600 sq ft per dwelling unit in R-3 and R-4 Zones

¹⁶ Business Schools and Computer and Management Training, and Technical and Trade Schools only, as defined by NAICS code number 6114 and 6115, and excluding aviation and flight training instruction schools, modeling schools, nursing schools, cosmetology schools, and truck driving schools

¹⁷ Residential or commercial uses may obtain a Conditional Use Permit for exceedance of the maximum building height in the UMC Zone

¹⁸ Feedlots with up to 20 animals are permitted by right. Feedlots between 20 and 200 animals require a Conditional Use Permit

¹⁹ Elementary Schools, Secondary Schools, and Other Schools and Instruction only, as defined by NAICS code number 6111 and 6116

• • •

SECTION 2: SEVERABILITY. Provisions of this Ordinance shall be deemed severable and the invalidity of any provision of this Ordinance shall not affect the validity of remaining provisions. The remaining sections of Title 4 shall be in full force and effect.

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

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

PASSED by the City Council and APPROVED by the Mayor this _____ day of _____, 2019.

Bill Lambert, Mayor

ATTEST:

Laurie M. Hopkins, City Clerk

NOTICE OF PUBLIC HEARING

Legislative Hearing Providing for the Amendment of Title 4, Chapter 3 of Moscow City Code
Regarding the Land Use Table

A public hearing at which you may be present and speak will be conducted before the Moscow City Council at which time the following proposals will be considered:

Legislative Hearing Providing for the Amendment of Title 4, Chapter 3 Regarding Amendments to the Land Use Table for Educational Services, Health Care Services, Self-Storage Facilities, Commercial and Industrial Machinery and Equipment Repair and Maintenance, Off-Street Parking Areas, and Parking Lots and Garages.

The City of Moscow Planning and Zoning Commission conducted a public hearing for the proposed amendments on June 12, 2019 and recommended approval to City Council.

HEARING DATE: Monday, July 15, 2019

HEARING LOCATION: Council Chambers on the Second Floor of Moscow City Hall
206 East Third Street, Moscow, Idaho

MEETING TIME: 7:00 p.m.

Note: Meeting start time is not necessarily indicative of hearing start time for the proposal advertised in this notice. Multiple hearings and/or agenda items may make it difficult to determine hearing start time, which could occur late in the meeting.

The file containing information on this matter is available for public review at the Community Development Department located in the Paul Mann Building at 221 East Second Street, Moscow, Idaho. Call 883-7035 to get a meeting agenda and further information about the matter.

Verbal testimony at the hearing is generally limited to three (3) minutes time. Minor amounts of written materials (less than two (2) pages) may be submitted to the hearing body at any time prior to the close of comments, as determined by the hearing body. More in-depth written materials require at least five (5) calendar days for review prior to the hearing. You may obtain further information about the public hearing process and procedures on the City's Website at: www.ci.moscow.id.us/505/Public-Hearing-Notices

Laurie M. Hopkins, City Clerk


Anne Peterson, Deputy City Clerk

Publish: Saturday, June 22, 2019

PLANNING & ZONING COMMISSION



Wendy McClure
Commission Chair

~Meeting Minutes~
June 12, 2019

Mike Ray
Staff Liaison

p&z@ci.moscow.id.us

<http://id-moscow.civicplus.com/agendacenter>

208.883.7008

The meeting was called to order at 7:01 PM.

MEMBERS PRESENT: Wendy McClure, Chair; Scott Gropp, Joel Hamilton, Robb Parish, Victoria Seever, Dennis Wilson
MEMBERS ABSENT: Mike Nelsen, Nels Reese
ALSO IN ATTENDANCE: Mike Ray, Anne Peterson, Anne Zabala (for Brandy Sullivan)

1. Approval of minutes from May 22, 2019

Parish moved approval of the minutes as presented.

RESULT:	ACCEPTED BY ACCLAMATION [UNANIMOUS]
MOVER:	Parish
SECONDER:	Hamilton
ABSTENTION:	Wilson

2. Public Comment

None.

3. Approval of Reasoned Statement of Relevant Criteria and Standards [ACTION ITEM]:

- Preliminary Subdivision Plat of a 41,151 square foot parcel located at 1330 Indian Hills Drive referred to as the Indian Hills East Addition.
- Planned Unit Development of a 41,151 square foot parcel located at 1330 Indian Hills Drive, providing for 10 single-family dwellings on lots ranging from 2,660 sf to 3,910 sf in size.

Parish moved approval of the RCS for the Preliminary Plat as presented.

RESULT:	APPROVED BY ACCLAMATION [UNANIMOUS]
MOVER:	Parish
SECONDER:	Seever

Parish moved approval of the RCS for the Planned Unit Amendment as presented.

RESULT:	APPROVED BY ACCLAMATION [UNANIMOUS]
MOVER:	Parish
SECONDER:	Seever

4. Public Hearing: Ordinance Amending Educational Services within the Central Business District [ACTION ITEM]

Based on direction from Council, the Commission has been reviewing educational services in the CB District, and as part of that revision a few other clean-up items of the zoning code were also discussed, resulting in the ordinance presented tonight. Ray pointed out one change since Commissioners last reviewed it which arose from review of the PCEI property on Rodeo Drive. Staff recommended PCEI's operations should fall under the Businesses, Professional/Political/Social Advocacy and Grant Making NAICS category, and be a conditionally permitted use, as was required previously. Staff recommended approval to City Council.

McClure opened the public hearing at 7:17 p.m.

David Hall, 1334 Wallen Road, expressed concern that there had been essentially no discussion regarding parking garages and pay-for-park lots, and wondered if the Transportation Commission had been consulted. Ray stated that parking lots are a land use issue and therefore fall under the Planning & Zoning purview rather than Transportation Commission. The Commission discussed the proposed amendments over the last few meetings and the off-street parking changes are intended to clean-up an issue that was created when the NAICS classification system was adopted. The modifications are also intended to ensure that there will not be any complications with the idea of satellite parking lots that could help alleviate downtown parking issues.

Public hearing closed at 7:21 p.m. Parish appreciated that these minor changes were included during review of educational services in the downtown area, and thought the Commission had sufficiently discussed all topics. Wilson moved to recommend approval of the Ordinance as presented.

RESULT:	APPROVED BY ACCLAMATION [UNANIMOUS]
MOVER:	Wilson
SECONDER:	Gropp

5. Accessory Dwelling Unit (ADU) Review [ACTION ITEM]

Ray provided a review of ADU activities since the ordinance was approved in April, 2015. Eight ADUs have been permitted. Ray showed example plans and pictures for both attached and detached ADUs. The main problem staff has identified is people being able to meet the minimum lot size within the core of town, which is the area the Commission considered as most appropriate for ADUs. Hamilton suggested if the lots were in conformity at the time the principal dwelling was constructed, he thought they should be allowed to have an ADU under a "grandfathered" ruling. Ray said that quite a few of the ADU inquiries that have been made over the years are from people that have non-conforming lots in older areas of town that are within the R-2 Zone, which were likely platted in the 1940's or 50's. Most of the sites are alley-loaded and owners wish to covert or do an addition onto an existing garage. Seever wanted to discuss the matter further before removing the minimum lot size requirement. She thought providing for some exception for nonconforming lots (e.g. alley loaded) would be better, but Parish thought it would be simplest to eliminate the minimum lot size. Commissioners will discuss again at a later meeting.

6. Subdivision Code Review [ACTION ITEM]

Ray reviewed highlights of the past several months' discussions regarding traditional and cluster subdivisions, and presented the entire code chapter in ordinance format. There was additional conversation about the number of subdivision access points as well as pedestrian paths connecting neighborhoods. Gropp suggested perhaps pedestrian paths should count toward parkland dedication to encourage developers to create more of them.

7. Continuing Education

Deferred to the July 10 meeting.

4. Transportation Commission Meeting Report

The Commission meets tomorrow but Hamilton will not be able to attend. Parish mentioned that the Commission chair Michael Kyte made an interesting presentation at last Monday's Council meeting, which people could reference on the City Youtube channel if they wished.

5. Announcements

None.

The meeting adjourned at 8:30 p.m.



Robb Parish, Vice Chair

COMMITTEE STAFF REPORT

DATE: Monday, July 8, 2019



RESPONSIBLE STAFF

Tyler Palmer, Deputy Director - Operations

ADDITIONAL PRESENTER(S)

OTHER RESOURCES

AGENDA ITEM TITLE

Request for Engineering Variance from the University of Idaho for 7th Street from Elm Street to the Bruce Pitman Center (ACTION ITEM) - Tyler Palmer

DESCRIPTION

The University received funding from the State of Idaho Permanent Building Fund for improvements to 7th Street, between Elm Street and the Bruce Pitman Center. The proposed improvements will include colored concrete pavers, new lighting, traffic calming and reconfiguration of five parking stalls. 7th Street will remain open to vehicles, but will be designated a "pedestrian priority zone". The alley portion adjacent to the rear entrance of the Pitman Center will also include enhanced pavers and will remain open to vehicles. The proposed construction is estimated to begin in 2020. Under the City/University Street Agreement, maintenance for 7th Street and the new improvements will be the responsibility of the University. The request for this variance was brought before the Transportation Commission at the June 13, 2019 meeting. The Commission made a recommendation to City Council to support the University's variance request.

STAFF RECOMMENDATION

Recommend approval of the Engineering Variance.

PROPOSED ACTIONS

PROPOSED ACTIONS: Recommend approval of the University's Engineering Variance request, or provide staff further direction.

FISCAL IMPACT

PERSONNEL IMPACT

None

ATTACHMENTS

1. 7th street presentation city of moscow transportation commission 13 jun 19
2. U of I 7th Street Variance Request Letter - Signed



University
of Idaho

7TH STREET IMPROVEMENTS

City of Moscow Transportation
Commission

June 13, 2019

Raymond Pankopf, NCARB
Director, Architectural & Engineering Services

University of Idaho Facilities

DESIGN TEAM



Project Administration

- State of Idaho Division of Public Works

Design & Construction Agency

Architect / Engineers

- Welch-Comer Engineers
- Bernardo Wills Architects

Civil Engineer

Landscape Architect

University of Idaho

- Architectural & Engineering Services

Agency Representative

General Contractor

- TBD

Traditional Design / Bid / Build



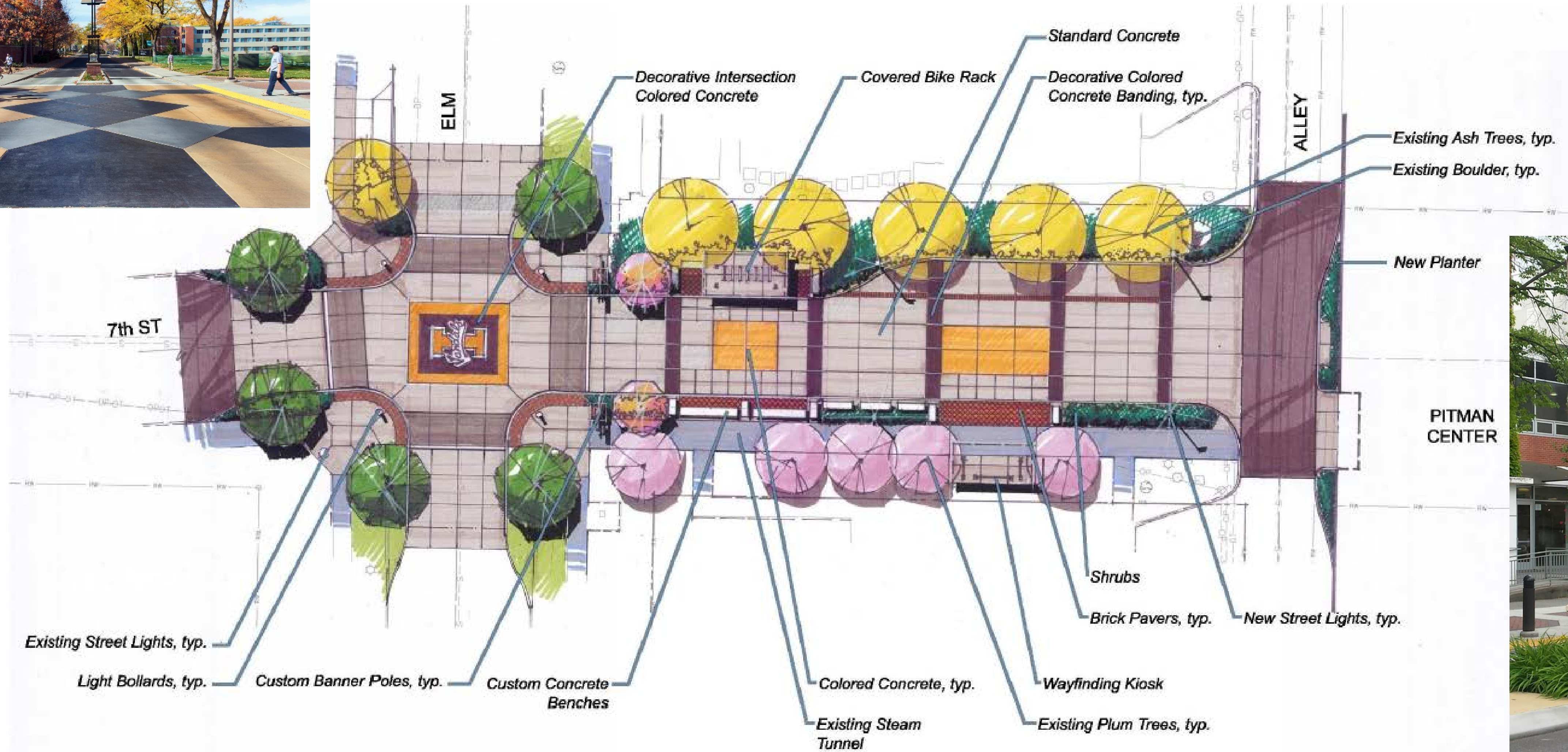
EXISTING CONDITIONS / SITE PHOTOS



View Looking West from Pitman Alley



View Looking East from Elm Street Intersection

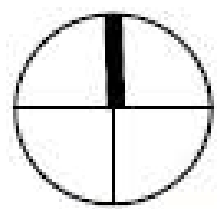


DESIGN CONCEPT

7th Street Improvements, University of Idaho, Moscow, Idaho

UI CP190030, DPW PN 19-253

18 April 2019



NORTH

PROJECT MILESTONES



I Design Phase

- | | |
|---|----------------|
| ■ Funding Request Submitted, FY2019 State PBF Process | August 1, 2017 |
| ■ Funding Approved, 2018 Legislative Session | Mar 2018 |
| ■ Funds “Green” | July 1, 2018 |
| ■ A/E Selection | Dec 2018 |
| ■ Programming & Preliminary Design Phase | Jan - Mar 2019 |
| ■ Preliminary Approval Presentation to PBFAC | April 2, 2019 |
| ■ Design Development Phase | Apr – Jul 2019 |
| ■ Presentation to Moscow Transportation Commission | Jun 13, 2019 |
| ■ Presentation to Moscow City Council | TBD |
| ■ Construction Document Phase | Jul – Dec 2019 |

I Bidding, Award, and Construction Phases

- | | |
|------------------------------------|----------------|
| ■ Advertisement & Bidding Phase | Jan – Feb 2020 |
| ■ Bid Reconciliation & Award Phase | Feb – Apr 2020 |
| ■ Break Ground / NTP | May 2020 |
| ■ Construction Phase | May – Sep 2020 |
| ■ Substantial Completion | Sep 2020 |

PROJECT COSTS



University of Idaho Funds

I 000 – Project Support	\$	5,000.00
--------------------------------	----	----------

State of Idaho Permanent Building Funds FY2019 A & R Category

I 100 - Professional / Design Fees	\$	34,100.00
---	----	-----------

I 200 - Professional Services	\$	14,500.00
--------------------------------------	----	-----------

- | | | |
|-------------------------------|----|-------|
| ■ Site Survey | \$ | 4,500 |
| ■ Soils | \$ | 4,000 |
| ■ Testing During Construction | \$ | 6,000 |

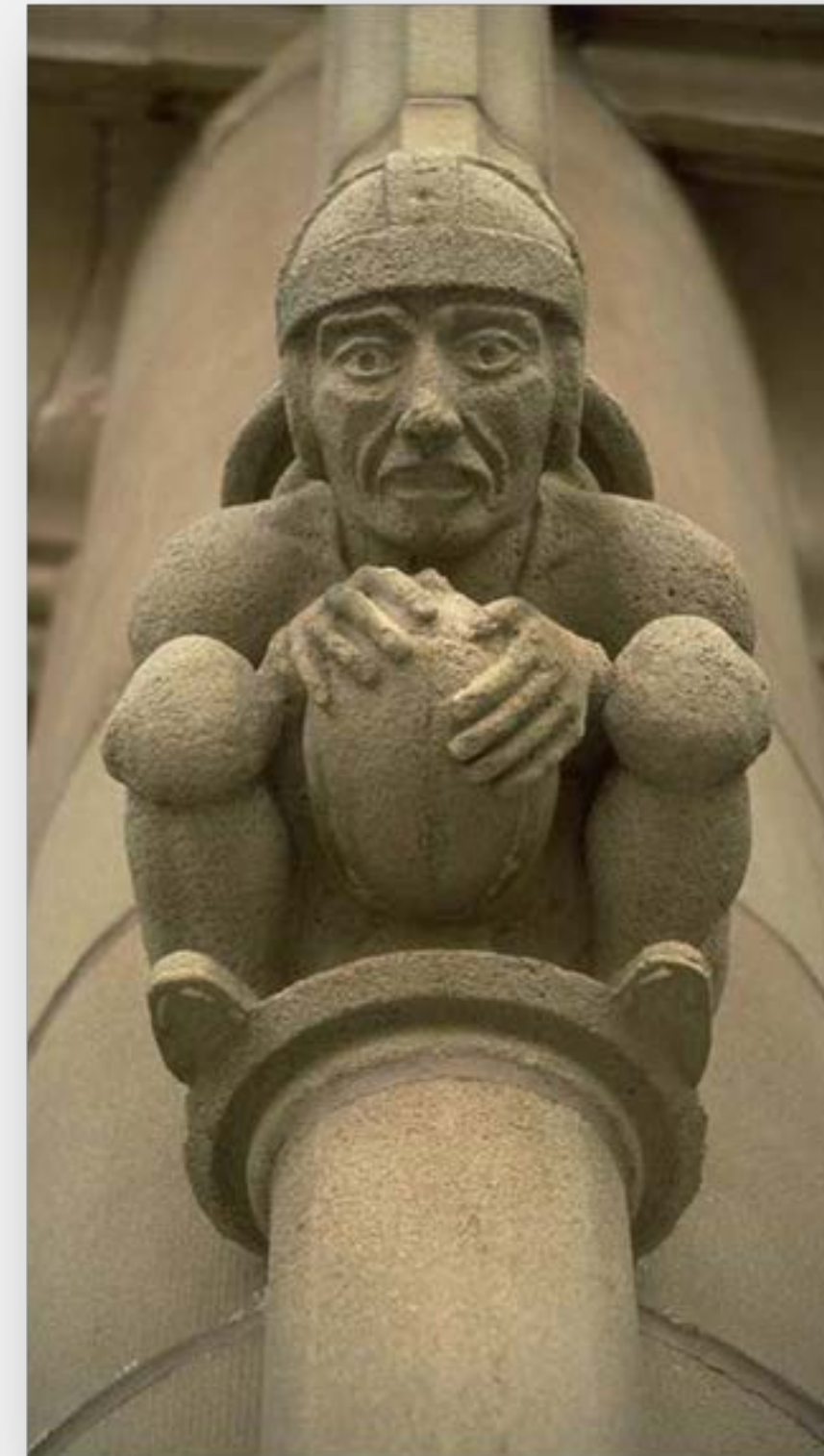
I 300 - Construction Costs: Contracted	\$	408,450.00
---	----	------------

- | | | |
|----------------------------|----|---------|
| ■ Construction Contract | \$ | 371,300 |
| ■ Construction Contingency | \$ | 37,150 |

I 400 - Misc. & Project Contingency	\$	<u>2,950.00</u>
--	----	-----------------

I Total PBF Funds	\$	460,000.00
--------------------------	----	------------

end



Questions?

University of Idaho

Facilities

875 Perimeter Drive MS 2281
Moscow ID 83844-2281

Phone: 208-885-6246
facilities@uidaho.edu

June 18, 2019

Mr. Tyler Palmer
Acting Director, Public Works
City of Moscow
221 E. Second Street
Moscow, Idaho 83843

Re: Request for Variance

7th Street, Elm Street Intersection to Pitman Center Alley, University of Idaho, Moscow, Idaho DPW
Project No. 19-253, UI CP190030

Dear Tyler:

The University of Idaho respectfully requests a variance from Moscow City Street Standards in regard to the proposed improvements to a portion of 7th Street, ranging from Elm Street, east to the Bruce M. Pitman Center Alley on the campus of the University of Idaho, Moscow Idaho.

The purpose and intent of the proposed improvements is to render this reach of 7th Street as a pedestrian priority zone, while still allowing for service traffic and fire access, to better connect the Bruce M. Pitman Center to the core of campus, calm traffic, reduce vehicle trips, and improve pedestrian safety. The project limits for the intended improvements includes modifications to the intersections of 7th Street and Elm Street, and 7th Street and the Pitman Center Alley.

The character and scope of the desired improvements are described in the attached concept sketch prepared by the design team of Welch-Comer Engineers, Coeur d'Alene, Idaho and Bernardo Wills Architects, Spokane, Washington. Elements of scope under consideration include:

- Raised speed tables at both the intersections of 7th Street and Elm Street, and 7th Street and the Pitman Center Alley;
- Raising 7th Street grade to pedestrian levels between the intersections;
- Enhanced paving (colored concrete and concrete unit pavers;
- Landscape elements, both hardscape and softscape;
- Street furniture, to include benches, information kiosks, and bicycle racks;
- Pedestrian protection bollards;
- Street lighting;
- Narrowing of the Pitman Center Alley and insertion of a planter intended to provide pedestrian protection at the entry to the Pitman Center, and;

- Pedestrian zone signage.

The intent is to maintain a 26' wide clear path of travel for purposes of fire access, and to also provide greater width as necessary in strategic locations to support service access needs to the Pitman Center. It is not intended that there be any general parking on the street section.

This project is part of the goals and objectives to improve and upgrade campus linkages and pedestrian malls as described in the university's Long Range Campus Development Plan (LRCDP). It is part of an overall, strategic effort related to enrollment and retention, and to improve campus in appearance and generate positive first impressions amongst potential students and their families.

The project is funded via the State of Idaho Permanent Building Fund, and is administered by the State of Idaho Division of Public Works. University of Idaho Architectural & Engineering Services (AES) is the Agency Representative to the Division of Public Works, and Raymond Pankopf is the AES Project Manager.

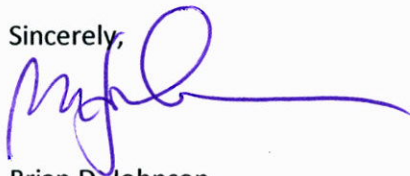
The University of Idaho presented this project to the City of Moscow Transportation Commission during the regular meeting of the Commission June 13, 2019. The Commission endorsed and supported the project.

The application fee of \$125.00 will be forwarded to the city under separate cover.

We are excited for this improvement to campus and look forward to presenting it further to staff and Council.

If you have any questions, please let me know.

Sincerely,



Brian D. Johnson
Assistant Vice President, Facilities

atch: City of Moscow Transportation Commission Conceptual Design Presentation Materials
Application Fee, \$125.00 (under separate cover)

c: Sandra Collins, City of Moscow
Rebecca Couch, UI PTS
Elaine Hill, DPW
Mark Schlickemeyer, DPW
File DPW Project 19-253, UI CP190030
AES Read

S:\Facilities\AES\Campus\L000-Moscow Campus\01 Cap Proj\CP190030 - 7th St Ped Mall Imp DPW 19 253\Proj Mgmt\Corr\request for street variance FINAL 18 jun 19.docx