

Public Works / Finance Committee



Regular Meeting ~Agenda~

Laurie M. Hopkins
City Clerk

www.ci.moscow.id.us

208.883.7015

**Monday, September 14,
2020**

3:00 PM

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

REGULAR AGENDA

1. Approval of August 24, 2020 Public Works / Finance Committee Minutes (ACTION ITEM) - Taylor Riedner

Minutes presented for approval.

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

2. Disbursement Report August 2020 (ACTION ITEM) - Sarah Banks

Staff will present the Accounts Payable Report for the month ending August 2020.

ACTION: Sign the Disbursements Report for the month of August 2020.

3. Proposed Pool Employee Stipend and Lifeguard Re/Certification Reimbursement for 2020 Pool Season (ACTION ITEM) - Dwight Curtis

During the 2020 pool season, many of the employees waited patiently through a considerable portion of the summer for a possible pool opening only to find out the pool would only be partially opening due to the COVID-19 pandemic. The window for a good summer job for many had passed. Employees who were able to continue with the pool faced reduced hours limits as compared to a full pool season as well.

Staff is recommending that the City provide employees who had been hired for the 2020 pool season a small stipend as a good faith gesture to many of our community's young people who counted on employment with the City at the Hamilton-Lowe Aquatics Center (HLAC) during the 2020 pool season. These are also possible future employees for next year and even years to come. This gesture will convey that the City, Parks and Recreation Department, and the Moscow community, cares and appreciates their efforts to prepare for the season and the financial effect of the COVID-19 pandemic.

PROPOSED ACTIONS: Authorize a \$150 stipend for each of the 69 pool employees for the 2020 pool season, as well as reimbursement for lifeguard certification at \$164.50 x 16 employees and reimbursement of certification costs at \$66 x 26 employees, or provide staff further direction.

4. Proposed Fee Amendments (ACTION ITEM) - Gary J. Riedner / Laurie M. Hopkins

Following the adoption of the FY2021 Fee Resolution Staff has identified the need to amend and clarify fees related to food vendor, sidewalk café and alcohol licensing. Additionally, the Council recently provided direction to adjust the downtown parking permit fees. Staff has

prepared a draft amended Fee Resolution for the Council's review and consideration.

PROPOSED ACTIONS: Review the proposed amendments and forward to the full Council for public hearing, 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, August 24, 2020

3:00 PM

Council Chambers
206 E. Third St.

REGULAR AGENDA

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

PRESENT: Sandra Kelly, Brandy Sullivan, Art Bettge

OTHERS: Mayor Bill Lambert, City Council Members Anne Zabala and Maureen Laflin

STAFF: Gary Riedner, Mia Bautista, Jen Pfiffner, Bill Belknap, Sarah Banks, Tyler Palmer, Alisa Anderson, David Schott, Nathan Suhr, Tim Davis, Laurie Hopkins, Taylor Riedner

**1. Approval of August 10, 2020 Public Works / Finance Committee Minutes (ACTION ITEM)
- Laurie M. Hopkins**

Minutes presented for approval.

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

The minutes were approved as presented.

2. Open Budget for Fiscal Year 2019-2020 (FY2020) (ACTION ITEM) - Gary J. Riedner / Sarah Banks

The State of Idaho provides a process for cities to amend the original fiscal year budget appropriation ordinance in accordance with Idaho Code section 50-1003. Throughout the year, the City has received additional federal, and/or state, and/or local grant awards, and the City Council has authorized expenditures, including fleet purchases including a Sewer Jet-Vac truck, police body cameras and equipment for employees working remotely and unanticipated capital projects. Staff is proposing to amend Ordinance 2019-09 in the amount of \$2,201,207 to accommodate the authorized appropriations.

PROPOSED ACTIONS: Review the ordinance and forward to the full Council for a public hearing to take place September 8, 2020, or provide staff further direction.

Gary Riedner presented the item as above and explained in detail the unanticipated revenue and expenses authorized by the Council throughout the year and are listed in the packet memo. The Haddock building is mentioned in the packet memo but is not required to be in the ordinance. The Committee forwarded the item to the full Council for a public hearing and recommended approval.

3. Paradise Creek Flood Hazard Mitigation Study Professional Services Agreement (ACTION ITEM) - Bill Belknap

As authorized by City Council, following a flooding event in 2017, the City applied for a Flood Hazard Mitigation Grant to study Paradise Creek from the Troy Highway to Darby Road to assess potential mitigation actions to reduce the risk of property damage within the study area. In January of 2020, the City received notice of award for the grant in the amount of \$295,200. The local

match for the study totals \$98,400 including \$46,800 in cash match and \$51,600 in in-kind staff time for project administration. The City issued a request for statements of qualifications for a consultant to perform the study. Two responses were received and the review committee recommended the selection of Aspect Consulting for the project. Staff and Aspect have negotiated the professional services agreement scope and budget for the Council's review and approval. It is anticipated that the project will take approximately 14 months to complete.

PROPOSED ACTIONS: Recommend approval of the professional services agreement with Aspect Consulting; or provide staff further direction

Belknap introduced the item as written above and included a brief history of the review process for the grant, which resulted in the application shifting to FEMA's Advanced Assistance Program (AAP). The AAP program is intended for communities that do not have the most cost-efficient solutions fully identified for their . Different alternatives may develop including overflow bypass channels, flood storage creation, and flood plain restoration activities to determine their effectiveness. The Committee recommended approval and that it be placed on the Council consent agenda.

4. Community Development Block Grant Application (ACTION ITEM) - Alisa Anderson, Nate Suhr

The City's Capital Improvement Plan (CIP) encourages combining future projects that share common goals to allow for the greatest efficiency and to maximize funding opportunities. These combined projects are excellent candidates for grant funding and if successful, grant funding can be leveraged to complement local funding and allow projects to be constructed ahead of schedule. After analyzing the Parks Department Capital Improvement Plan, staff identified four separate projects at both Mountain View and Indian Hills Parks that align well with the goals of the Idaho Community Development Block Grant (ICDBG) program to enhance ADA access to these public park facilities. Staff will present the proposed park improvements and grant application for the Council's consideration

PROPOSED ACTIONS: Recommend approval of the Community Development Block Grant application for the Mountain View Park and Indian Hills Park ADA Access Projects; or provide staff further direction.

Suhr introduced the item as written above adding the four projects under consideration would be constructed in Spring 2021. Proposed at Indian Hills Park is a bathroom, ADA parking and allowance for future installation of park benches and bike racks. The Mountain View Park project would have an installation of ADA standard pathways to the basketball court and restroom area. Also included at Mountain View Park will be minor updates to the bathroom to bring it up to ADA standards. The total cost estimate will exceed the grant value. Staff proposes Parks Capital accumulation for the excess cost. The eligibility for this grant is based on over 51% low to moderate income for city. The match requirement for the grant is \$225,000 of which \$22,500 is in-kind administration. The application is due September 21st and requires a public hearing. The Indian Hills bathroom will be constructed as a single unisex restroom. The Committee forwarded the application to City Council for the public hearing with a recommendation for approval.

5. Solid Waste Franchise Agreement Amendment (ACTION ITEM) - Tim Davis / Tyler Palmer

There are four areas within the Solid Waste Franchise Agreement between the City of Moscow and Latah Sanitation, Inc. (LSI), being proposed to be amended. LSI has requested financial relief from the City for revenue losses experienced from the operations of the Moscow Recycling Center and additional compensation for necessary extra garbage and recycling routes, resulting from the 2016 decision by City Council, electing not to eliminate residential alley collection of solid waste and recycling, as had been proposed by LSI at that time. The current proposal removes tires and household hazardous waste disposal costs from the current miscellaneous rate. These items would be compensated as they had been prior to 2013, as a direct reimbursement to LSI for actual costs of disposal. The City will also relieve LSI of the majority of the recycling education duties and shift the education role in-house for efficiency and cost savings.

PROPOSED ACTIONS: Recommend approval of the Resolution Amending the Solid Waste Franchise Agreement Exhibits A, C, D E, and G, or provide staff further direction.

Palmer provided a brief history of the disruption of recycling due to China's National Sword policy banning imports of most recyclables. The goal of the amendments is to continue maintaining recycling programs but not take large losses. Davis described the amendments to the exhibits to the franchise agreement. The first amendment will implement a compensation program based on an independent market index and a 10-year average price compared to current year's price. A 10-year average will provide a smoother volatility curve in comparison to different timeframes. If current year falls below the 10-year average, the City will compensate Moscow Recycling 50% of lost revenue. If current year exceeds the 10-year average, Moscow Recycling will share 50% increase in revenue with the City. This formula will be recalculated at the end of each fiscal year. The Committee discussed the volatility of the market. The second amendment is in response of consumers requesting the continuation of alleyway garbage pickup services. LSI has revamped their routes in an attempt to maximize efficiency resulting in an average of 14 hours per week for these pickups. LSI is requesting compensation for the additional hours. Next, the tire and household hazardous waste disposal cost in the miscellaneous rate is no longer covering the entire cost of disposal. LSI is asking these items go to direct reimbursement such as they were prior to 2013. Lastly, now that the City has a sanitation manager and environment education staff, the City will take over public education from LSI to save cost and increase efficiency. The Committee forwarded the resolution amending the Solid Waste Franchise to the Council regular agenda.

6. Downtown Parking Permit Fee Adjustment Discussion (ACTION ITEM) - Bill Belknap

Parking has long been perceived as an issue in the downtown area and the matter has been studied and surveyed on several occasions in the past. In 2009 the Council consolidated the parking permits to one class of permit and the price of that permit was reduced from \$375 per year to \$75 per year. Since 2009, the permit fees have only been increased once to the current rate of \$30 per quarter or \$85 per year. There are currently 155 permits authorized for sale. All permits are sold or in the process of sale, and there is a waiting list of 81 applicants.

At the City's FY2021 budget workshop, the Council expressed a desire to revisit the cost of Parking permits, and staff was directed to bring the item before the Public Works/Finance Committee on July 27, 2020. The matter was discussed at that meeting and requested to be

brought back to the Committee's August 24 meeting.

PROPOSED ACTIONS: Provide staff direction.

Belknap introduced the item as written above. The City Council approved the 2009 Transportation Commission study recommendations to remove the restrictions of overnight parking in certain areas of downtown and reduction of the permit fees as mentioned above. The largest user groups for the downtown parking permits are employees (56%) and residents (30%) followed by customers for the remainder. An increase in permit fees may cause changes in transportation choices and increase use in the Jackson Street lots. Should Council approve a fee increase, staff proposes a phased approach over a span of three years. Any increase greater than 5% would require a Public Hearing prior to implementation. The increase would apply proportionately to the daily, monthly, quarterly and annual permits. The Committee feels demand out ways the supply and a phased price adjustment would bring it in balance. The permits are undervalued compared to the University of Idaho permits. The Committee recommends staff draft a 3-year increase proposal and move forward with a public hearing no sooner than the second meeting in September.

ADJOURN

The meeting adjourned at 4:20 p.m.

COMMITTEE STAFF REPORT

DATE: Monday, September 14, 2020



RESPONSIBLE STAFF

ADDITIONAL PRESENTER(S)

OTHER RESOURCES

AGENDA ITEM TITLE

Disbursement Report August 2020 (ACTION ITEM) - Sarah Banks

DESCRIPTION

Accounts Payable Report for the month ending August 31, 2020. A summary of the major expenditures has been approximated by category and represents 96% of the total expenditure of \$2,712,374.49.

Payroll	\$1,151,794.00
Professional Services	\$101,603.00
Sanitation	\$296,365.00
Capital Outlay	\$633,411.00
Capital Outlay -Buildings	\$160,055.00
Supplies	\$93,645.00
Utilities	\$73,318.00
Contractual Payments	\$72,979.00
ACH Wells Fargo	\$32,697.00
Total	\$2,615,867.00

STAFF RECOMMENDATION

Sign the Disbursements Report for the month of August 2020.

PROPOSED ACTIONS

ACTION: Sign the Disbursements Report for the month of August 2020.

FISCAL IMPACT

PERSONNEL IMPACT

ATTACHMENTS

1. Disbursement Report August 2020
2. Cash & Investments Balances August 2020
3. Revenue Report August 2020

DISBURSEMENTS REPORT FOR AUGUST 2020														
	FUND NAME	ACCOUNTS PAYABLE	ACCOUNTS PAYABLE	ACCOUNTS PAYABLE	ACCOUNTS PAYABLE	ACCOUNTS PAYABLE	ACCOUNTS PAYABLE	ACCOUNTS PAYABLE	ACCOUNTS PAYABLE ACH	VOID CHECKS	VOID CHECKS	PAYROLL	PAYROLL	GRAND TOTALS
DATE		8/5/2020	8/10/2020	8/14/2020	8/14/2020	8/21/2020	8/27/2020	8/28/2020	8/17/2020 8/21/2020 8/31/2020	8/10/2020 8/17/2020 8/28/2020	8/28/2020 8/28/2020 8/28/2020	8/14/2020	8/28/2020	
BATCH #		00001.08.2020	00008.08.2020	00004.08.2020	00009.08.2020	00010.08.2020	00013.08.2020	00014.08.2020	00011.08.2020 00012.08.2020 00015.08.2020	00001.08.2020 00002.08.2020 00003.08.2020	00004.08.2020 00005.08.2020	00100.08.2020	00200.08.2020	
CHECK #'s		95486-95555	95556-95560	95561-95641	95642	95643-95720	95721-95778	95779-95780	August CC ACHs	95558 95604	95754 95707	21277-21285	21286-21294	
Fund #		13,082.19		44,788.36		18,538.89	16,620.87	2,419.78	4,237.72	(30.00)	(2,317.62)	331,274.36	348,115.19	776,729.74
101	GENERAL	22,097.32		7,572.46		7,126.33	937.02		352.75			27,388.41	27,548.92	93,023.21
105	STREETS	23,495.37	10,207.00	5,848.40		16,109.67	5,888.76		5,086.32	(10,207.00)		71,400.63	66,223.68	194,052.83
120	RECREATION AND CULTURE	361.60		153.37		528.13			638.99			2,972.15	3,011.96	7,666.20
121	MSD COMM. PLAY FIELDS			7,916.67		92.34								8,009.01
123	1912 CENTER					953.99								4,522.84
128	TRANSIT CENTER	3,568.85												196,164.51
220	WATER	44,106.18		5,074.64		6,386.87	34,680.16		4,973.54			49,081.46	51,861.66	229,107.27
230	SEWER	30,931.22		58,959.02		28,306.26	12,766.61		983.60			48,094.25	49,066.31	272,383.67
240	SANITATION	104,674.45		174,304.38		174,068.26			91.14	(191,886.70)		5,516.95	5,615.19	56,663.22
290	FLEET	4,782.82		4,203.19		5,081.37	18,677.09		65.46			11,861.58	11,991.71	88,768.51
295	INFORMATION SYSTEMS	6,069.37		13,412.00		4,250.53	8,000.00		16,267.10			20,428.13	20,341.38	225,473.51
320	WATER CAPITAL PROJECTS	170,981.93		31,219.13		23,272.45								7,308.84
330	SEWER CAPITAL PROJECTS	4,903.78			375.19	2,029.87								0.00
340	SANITATION CAPITAL PROJ													552,501.13
350	CAPITAL PROJECTS	4,137.19		170,703.12		10,936.02	366,724.80							0.00
355	LID CONSTRUCTION													0.00
380	HAMILTON - PARKS & REC													0.00
590	BONDS & INTEREST													0.00
890	URBAN RENEWAL AGENCY													0.00
	TOTAL	433,192.27	10,207.00	524,154.74	375.19	297,680.98	464,295.31	2,419.78	32,696.62	(202,123.70)	(2,317.62)	568,017.92	583,776.00	2,712,374.49

WIRE Transfers:

Brandy Sullivan

Gina Taruscio

Sandra Kelly

Sarah L. Banks, Finance Director

City of Moscow
Cash and Investments
Balances as of 8/31/2020

Fund		Year to Date Balance
General Fund	\$	7,850,493.63
Street Fund	\$	2,010,393.50
Culture & Recreation	\$	1,315,690.71
MSDCPF	\$	177,378.54
1912 Fund	\$	51,290.49
Transit Center	\$	81,980.93
Water Fund	\$	3,080,076.49
Sewer / WRRF	\$	4,949,218.53
Sanitation Fund	\$	2,907,978.77
Fleet Fund	\$	3,667,489.57
Information Systems	\$	2,291,678.36
Water Capital	\$	7,526,754.95
Sewer Capital	\$	12,428,571.86
Capital Projects	\$	12,094,911.86
Sanitation Capital	\$	6,224,694.48
LID construction	\$	36,757.13
Hamilton	\$	2,316,550.54
Bond & Interest	\$	45,608.72
LID Funds	\$	25,124.55
Payroll Service	\$	519,863.32
Total Cash & Investments	\$	69,602,506.93

RECEIPTS REPORT FOR August 2020

RECEIPTS REPORT FOR August 2020												
	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	32,726.75	101,712.05	63,840.62	156,215.80	134,766.10	13,736.74	40,104.56	22,605.20	1,500.00	4,295.67	571,503.49
105	STREETS	4,903.50	0.00	0.00	0.00	24,411.96	0.00	0.00	14.00	0.00	0.00	29,329.46
120	RECREATION AND CULTURE	0.00	0.00	0.00	0.00	12,484.84	0.00	0.00	0.00	307.54	-3.81	12,788.57
121	MSD COMMUNITY PLAY FIELDS	0.00	0.00	0.00	5,405.12	0.00	0.00	0.00	0.00	0.00	0.00	5,405.12
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	1,438.71	0.00	0.00	0.00	0.00	0.00	1,438.71
220	WATER	0.00	0.00	0.00	0.00	693,679.26	0.00	5,037.90	320.00	0.00	0.00	699,037.16
230	SEWER	0.00	0.00	0.00	0.00	613,313.70	0.00	1,705.92	505.44	0.00	0.00	615,525.06
240	SANITATION	0.00	0.00	0.00	0.00	400,515.44	0.00	0.00	2,000.00	0.00	0.00	402,515.44
290	FLEET	0.00	0.00	0.00	0.00	97,081.84	0.00	0.00	0.00	0.00	0.00	97,081.84
295	INFORMATION SYSTEMS	0.00	0.00	0.00	0.00	117,298.00	0.00	0.00	8,800.66	0.00	0.00	126,098.66
320	WATER CAPITAL PROJECTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
330	SEWER CAPITAL PROJECTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
340	SANITATION CAPITAL PROJECTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
350	CAPITAL PROJECTS	0.00	0.00	0.00	3,243.10	0.00	0.00	6,797.46	0.00	0.00	848.52	10,889.08
355	LID CONSTRUCTION	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
380	HAMILTON P&R	0.00	0.00	0.00	0.00	0.00	0.00	1,654.17	0.00	0.00	0.00	1,654.17
590	BOND & INTEREST	5,273.59	0.00	0.00	0.00	0.00	0.00	375.23	0.00	0.00	0.00	5,648.82
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	42,903.84	101,712.05	63,840.62	164,864.02	2,094,989.85	13,736.74	55,675.24	34,245.30	1,807.54	5,140.38	2,578,915.58

COMMITTEE STAFF REPORT

DATE: Monday, September 14, 2020



RESPONSIBLE STAFF

Dwight Curtis, Parks & Recreation Director

ADDITIONAL PRESENTER(S)

OTHER RESOURCES

AGENDA ITEM TITLE

Proposed Pool Employee Stipend and Lifeguard Re/Certification Reimbursement for 2020 Pool Season (ACTION ITEM) - Dwight Curtis

DESCRIPTION

During the 2020 pool season, many of the employees waited patiently through a considerable portion of the summer for a possible pool opening only to find out the pool would only be partially opening due to the COVID-19 pandemic. The window for a good summer job for many had passed. Employees who were able to continue with the pool faced reduced hours limits as compared to a full pool season as well.

Staff is recommending that the City provide employees who had been hired for the 2020 pool season a small stipend as a good faith gesture to many of our community's young people who counted on employment with the City at the Hamilton-Lowe Aquatics Center (HLAC) during the 2020 pool season. These are also possible future employees for next year and even years to come. This gesture will convey that the City, Parks and Recreation Department, and the Moscow community, cares and appreciates their efforts to prepare for the season and the financial effect of the COVID-19 pandemic.

The stipend amount proposed is \$150 stipend for each of the 69 employees hired for the 2020 pool season (\$150 for those who did not work, \$164.50 for those who did work, the difference is per payroll and accounts payable processes that would be used to distribute the stipend, ensuring each person receives the same amount). This equates to \$10,350. In addition, staff is recommending certification/re-certification reimbursement for costs incurred by lifeguard employees at a total of \$1,350.50. Attached cost breakdown worksheet and a brief summary memo of the pool season is attached. The recommended stipend and reimbursement cost of \$11,701 is well within the FY20 budget given unspent part-time wages and benefits. The stipend costs would be applied to line item 120-175-30-510-15 and the certification reimbursement costs would be applied to 120-175-30-649-10.

STAFF RECOMMENDATION

Authorize a \$150 stipend for each of the 69 pool employees for the 2020 pool season, as well as reimbursement for lifeguard certification at \$164.50 x 16 employees and re-certification at \$66 x 26 employees, or provide staff further direction.

PROPOSED ACTIONS

PROPOSED ACTIONS: Authorize a \$150 stipend for each of the 69 pool employees for the 2020 pool season, as well as reimbursement for lifeguard certification at \$164.50 x 16 employees and reimbursement of certification costs at \$66 x 26 employees, or provide staff further direction.

FISCAL IMPACT

PERSONNEL IMPACT

ATTACHMENTS

1. HALC Stipend Worksheet 9-10-2020
2. End of 2020 Pool Season Update 9-10-2020

Stipend & Certification Reimbursement Cost Breakdown Worksheet

9/10/2020

Fig 1–A. Stipend Breakdown

No. Employees	Flat Stipend	Total
69	\$150.00	\$10,350

Fig 1–B. Lifeguard Certification & Recertification Reimbursement Breakdown

Cert Type	Course	Materials	No. Employees	Ind. Total	Overall Totals
Certification	\$136.50	\$28.00	16	\$164.50	\$584.50
Recertification	\$38.00	\$28.00	26	\$66.00	\$766.00
					\$1,350.50



City of Moscow Parks and Recreation

Memo

To: Jen Pfiffner, Deputy City Supervisor

From: Dwight Curtis, Parks and Recreation Director

Date: September 10, 2020

Re: Update on 2020 Exercise Swim - Pool Season

Due to COVID-19 concerns, the City Council opted to have a modified 2020 pool season, where lap swimming, or exercise swimming was allowed. Overall financial costs for the 2020 season are still being calculated, but I wanted to provide some information on how the season panned out.

- The lap pool was the only pool used.
- The exercise swim program was 7-days per week allotting 6 hours.
- The season was 45 days through 7 weeks.
- The season started on Wednesday, July 22nd and ended Friday September 4th.
- Total swimmers for season: 1,277. Average per day: 28 swimmers.
- Fridays were most popular with a total of 218 swimmers.
- Tuesdays were the least popular days with 168 swimmers.
- The 3:30-4:30 p.m. timeslot was most popular with 291 swimmers.
- The 6:30-7:30 p.m. timeslot was least popular with 116 swimmers.

Under the circumstances, the public was exceptionally supportive of the modified season. COVID safety protocols were a top priority and the season ended with no issues. I would add that Recreation Supervisor, Karen Johnston, did a tremendous job coordinating and managing the pool program for the summer.

A more comprehensive report on the 2020 season is forthcoming to the City Council once financials are complete.

COMMITTEE STAFF REPORT

DATE: Monday, September 14, 2020



RESPONSIBLE STAFF

Gary Riedner, City Supervisor

ADDITIONAL PRESENTER(S)

OTHER RESOURCES

AGENDA ITEM TITLE

Proposed Fee Amendments (ACTION ITEM) - Gary J. Riedner / Laurie M. Hopkins

DESCRIPTION

Following the adoption of the FY2021 Fee Resolution Staff has identified the need to amend and clarify fees related to food vendor, sidewalk café and alcohol licensing. Additionally, the Council recently provided direction to adjust the downtown parking permit fees. Staff has prepared a draft amended Fee Resolution for the Council's review and consideration. Details of each fee amendment/clarification is detailed below.

While reviewing applications, workflows and fees for licensing in anticipation of the process being implemented in the new Financial software, staff found inconsistencies, need for clarification and need for additional fees to recoup actual time spent on inspections. Food truck vendors are inspected by both the Fire Department and Community Planning and Design and no inspection was previously charged. A new sidewalk café application and more in-depth inspection by Streets Division of Public Works and Services has been created. Alcohol licensing has been organized in a more cohesive list and includes the statement of inspection waiver if there is a current building permit, as this has been the practice for years. Reorganization of the other fees are also included for better understanding of the business regulation fees.

At the City's FY2021 budget workshop, the Council expressed a desire to revisit the cost of Parking permits, and staff was directed to bring the item before the Public Works/Finance Committee on July 27, 2020. The matter was discussed at that meeting as well as the Committee's August 24th meeting at which time Staff was provided direction to prepare a fee increase proposal to increase the permit fees to the prior level over a three-year period. The proposed annual Permit fee would increase by approximately \$95 per year, and the monthly and quarterly permit fees would be increase by a similar percentage. The phased approach will allow the Council to monitor parking permit fee sales and parking utilization to ensure the fee adjustments are achieving the desired outcomes of increasing available customer parking within the downtown parking lots.

A public hearing is necessary for inclusion of these new fees and has been scheduled for the September 21, 2020 City Council meeting. Notice was published on Saturday, September 12 and 19 according to Idaho statutes.

STAFF RECOMMENDATION

Review the proposed amendments and forward to the full Council for public hearing.

PROPOSED ACTIONS

PROPOSED ACTIONS: Review the proposed amendments and forward to the full Council for public hearing, or provide staff further direction.

FISCAL IMPACT

PERSONNEL IMPACT

ATTACHMENTS

1. Portion of fee resolution as permits to business regulation

a. One Block	
Daytime	80.00
Nighttime	124.00
b. Two Blocks	
Daytime	85.00
Nighttime	134.00
c. Three Blocks	
Daytime	90.00
Nighttime	144.00
d. Four Blocks	
Daytime	95.00
Nighttime	154.00
4. Other Street Closures (per block)	
Daytime	80.00
Nighttime	124.00
L. Crowd Control Barriers	
1. Barrier Rental Fee (per barrier, per event)	2.00
2. Replacement Cost (if damaged or lost)	110.00
M. Traffic Control (Setup / Devices) for Parades	
1. Main Street – Small	300.00
2. Main Street – Large	750.00
3. Other Locations	Time and Materials
N. Traffic Control (Setup / Devices) for Block Parties	
One Block Standard Set-up	84.00
FINANCE	
A. Turn off and turn on for non-payment first occurrence.	30.00
B. Turn off and turn on for non-payment repeat occurrences in 12 months.	60.00
C. Accounts Receivable Billing Late Fee Penalty	
1. Notice of delinquency (occurs 46 days after billing)	15.00 or 5% whichever is greater
D. Deposits – Utility	
1. Residential	100.00
2. Commercial	175.00
E. NSF (Non-sufficient funds) Returned Check Charge Fees	25.00 per check
F. Convenience Fee	Up to 5% of credit card / digital transaction
General Licenses <u>BUSINESS REGULATION FEES</u>	
A. Circuses	
1. Circus or Tent show, First Class <u>(2,000 or more people at one time)</u>	260.00
2. Circus, or Tent show, Second Class <u>(not to exceed 2,000 people at one time)</u>	180.00
3. Merry go-rounds or mechanical rides – per ride	15.00
4. Amusement and other concessions – per exhibition	5.00
B. Peddlers, Solicitors <u>and Canvassers</u> Registration (per applicant)	

1. New Peddlers, Solicitors <u>and Canvassers</u> Registration	60.00
2. Peddlers, Solicitors <u>and Canvassers</u> Registration Renewal (without fingerprints)	35.00
3. Peddlers, Solicitors Registration Renewal (with fingerprints)	60.00
C. Vendor	
1. New Vendor License	60.00
2. Vendor License Renewal (without fingerprints)	35.00
3. Vendor License Renewal (with fingerprints)	60.00
<u>4. New Mobile Vending Unit Inspection</u>	<u>66.50</u>
<u>5. Mobile Vending Unit Renewal Inspection</u>	<u>30.00</u>
<u>6. Sidewalk Vending Unit Inspection (new and renewal)</u>	<u>No fee</u>
D. Second Hand/Pawn Dealers	
1. New Second Hand/Pawn Dealer License	60.00
2. Second Hand/Pawn Dealer Renewal (without fingerprints)	35.00
3. Second Hand/Pawn Dealer Renewal (with fingerprints)	60.00
E. Taxicabs, Pedicab, and Carriage	
1. Taxicab, Pedicab, and Carriage Owner License/Renewal (each vehicle)	15.00
2. New Taxicab, Pedicab, and Carriage Operator License	60.00
3. Taxicab, Pedicab, and Carriage Operator License Renewal (without fingerprints)	35.00
4. Taxicab, Pedicab, and Carriage Operator License Renewal (with fingerprints)	60.00
F. Sidewalk Café License	<u>25.00</u>
<u>1. New Sidewalk Café License</u>	<u>25.00</u>
<u>2. Sidewalk Café License Renewal License</u>	<u>25.00</u>
<u>3. New Sidewalk Café License Inspection</u>	<u>125.00</u>
<u>4. Sidewalk Café License Renewal Inspection</u> <i>(if alcohol is served in café area, inspection fee is included in alcohol license renewal)</i>	<u>30.00</u>
G. Miscellaneous	
1. Appeal from denial, suspension, or revocation of a license, permit, waiver, etc. (unless otherwise specifically set out herein)	55.00
<u>G. Alcohol Licensing</u>	
2.1. Beer License Fees*	
a. Consumption on premise	200.00
b. Bottled and canned beer with no consumption on premise	50.00

c. Transfer fee <u>(not eligible for prorate)</u>	50.00
A. Inspection fee (to cover cost of required inspection that needs to be done by Building Inspector, Fire Inspector, and Health Inspector. This fee must be paid before any inspections will be started. If license application is withdrawn the fee will be forfeited to the city).	105.00
B. Restaurant Certification (required to permit admittance to individuals under the age of 21)	no fee
3.2. Liquor License Fees*	
a. Annual fee -(includes wine on-premise)	562.50
b. Transfer fee (includes wine on-premise)	562.50
4.3. Wine License Fees*	
a. Wine on and off premise combined license	200.00
b. Wine on premise consumption only	150.00
c. Wine off premise consumption only	150.00
d. Transfer fee <u>(not eligible for prorate)</u>	50.00
<i>*With the exception of license transfers, all licenses issued for a portion of a year shall be prorated as of the month of actual issue; provided that no fee shall be less than one half of the total fee herein set forth.</i>	
4. Inspection fee (not eligible for prorate) To cover cost of required inspection by Fire Department and Community Planning and Design. This fee must be paid before any inspections are scheduled. If license application is withdrawn the fee will be forfeited to the city.	
e. New beer, wine and/or liquor license	125.00
f. Renewal of beer, wine, and/or liquor license	30.00
5. Restaurant Certification (required to permit admittance to individuals under the age of 21)	no fee
5.6. Alcohol Catering Permit Fee —(Set by State Code)	20.00
6.7. Alcohol Event Permit (for an event in public right-of-way)	100.00
H. Appeal from denial, suspension, or revocation of a business regulation license, permit, waiver, etc. (unless otherwise specifically set out herein)	55.00
Child Care License	
A. Family Day Care Facility Registration (includes administration, fire inspection and background check for one day care provider)	80.00
B. New Facility Application Fee (includes administration, inspections by Code Enforcement, Fire Department, and Health Dept.)	
1. Family Day Care Facility (1-5 children)	75.00
2. Group Day Care Facility (6-12 children)	100.00

G. Downtown Parking Permit (City Hall, Jackson and Jefferson Street Lots	
1. Per month	25.00 42.00
2. Per quarter	65.00 30.00
3. Annual	180.00 85.00
H. E-911 Monthly Service Fee	1.00
I. Escort Services – escort services, traffic direction and any special event requiring police services including, but not limited to, parades, house moving and other events where advance police assistance or supervision is requested or required. This fee is per each officer per hour (2 hour minimum)	65.00
J. Fire Nuisance Alarms	
1. 1 st Nuisance Alarm within 12 months	No Charge
2. 2 nd Nuisance Alarm within 12 months	No Charge
3. 3 rd Nuisance Alarm within 12 months	25.00
4. 4 th Nuisance Alarm within 12 months	50.00
5. 5 or More Nuisance Alarms within 12 months	100.00 Each Occurrence
K. Fingerprinting – Any fingerprinting requested by a person or a company, but excluding fingerprinting related to criminal or other city matters.	20.00
L. General City Code Infraction (unless otherwise specified herein or established by State Code)	72.00
M. Nuisance Abatement	200 plus removal at cost
N. Parking Permit (construction uses in right-of-way)	40.00
O. Parking Violations	
1. 5 Minute Parking Zone	25.00
2. No Parking 3 a.m. - 6 a.m. (City and campus)	25.00
3. No Parking Residential District	25.00
4. Double Parking	25.00
5. Parking in alley, on sidewalk, blocking driveway	25.00
6. Parking in School Bus Zone	25.00
7. Loading Zone Business & Campus Area	25.00
8. Commercial Zones (3 hr. limitation)	25.00
9. Parking Unattended, Motor Running	25.00
10. Parking in Fire Lane, Street & Off-street	40.00
11. Parking within 15 feet of Fire Hydrant	40.00
12. Parking behind Fire Station	25.00
13. Parking in front of Fire Station	40.00