

Moscow City Council



Regular Meeting ~Minutes~

www.ci.moscow.id.us

Laurie M. Hopkins
City Clerk

208.883.7015

**Monday, November 18,
2019**

7:00 PM

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

The meeting was called to order at 7:00 p.m.

PRESENT: Mayor Bill Lambert, Art Bettge, Jim Boland, Kathryn Bonzo, Brandy Sullivan, Gina Taruscio, Anne Zabala

STAFF: Gary J. Riedner, Mia Bautista, Bill Belknap, Nickerson, Flowers, Kendra, Debby Carscallen, Pam Rogers, Tyler Palmer, Jen Pfiffner, Laurie M. Hopkins

PLEDGE OF ALLEGIANCE

Mayor Lambert led the Pledge of Allegiance.

PROCLAMATION - Food Drive Day Proclamation

Mayor Lambert read the proclamation and presented to Rick Minard. Minard said a few words regarding Palouse Cares and the community supporting the food banks.

CONSENT AGENDA

1. All Consent Items (ACTION ITEM)

A. Approval of Moscow City Council November 4, 2019 Minutes - Laurie M. Hopkins

Minutes presented for approval.

ACTION: Approve minutes.

B. Disbursement Report October 2019 - Sarah Banks

Staff will present the Accounts Payable Report for the month ending October 2019. An updated September report with final FY2019 revenue figures is also attached. This was reviewed by the Public Works/Finance Committee on November 11, 2019 and recommended for approval.

ACTION: Approve the Disbursements Report for the month of October, 2019.

C. Lot Line Adjustment 2312 and 2306 Third Street - Bill Belknap

The applicant, Rafik Itani, is requesting a lot line adjustment between two properties located at 2312 and 2306 Third Street. The proposed lot line adjustment would reduce the lot addressed as 2306 Third Street from 8,015 sf to 7,328 sf and expand the lot addressed 2312 Third Street from 8,473 sf to 9,160 sf. The applicant is requesting the lot line adjustment in order to conform to side yard setback requirements for future construction of single family dwellings upon the subject properties. Each lot is currently vacant. The subject properties are located within the Moderate Density, Single-Family Residential Zoning District (R-2). Within the R-2 Zoning District, lots with single-family dwellings require a minimum area of 7,000 sf and a minimum lot width of 60 feet. The proposed lot line adjustment meets both of these standards. This was

reviewed by the Public Works/Finance Committee on November 12, 2019 and recommended for approval.

ACTION: Approve the lot line adjustment at 2312 Third Street and 2306 East Third Street with no conditions.

D. Update to Fee Resolution for Water and Sewer GFC's in accordance with Construction Cost Index – Tyler Palmer

The City has worked to identify the most equitable way to apply cost increases to our General Facilities Charges associated with new water and sewer service installations. The Engineering News-Record (ENR) Construction Cost Index History is broadly used as a reliable source for tracking costs related to materials and labor required for the installation of infrastructure. The use of this index results in a 3.03% adjustment to the rates in the FY2020 Fee Schedule. This was reviewed by the Public Works/Finance Committee on November 12, 2019 and recommended for approval.

ACTION: Approve the amended FY2020 fee resolution.

E. Master Services Agreement with Hodge and Associates - Bill Belknap

In 2017 the City conducted a design professional prequalification process to prepare a professional services consultant roster. Hodge and Associates, Inc. of Moscow were deemed to be qualified to provide general civil engineering services at that time. Staff wishes to execute the attached Master Agreement to allow Hodge and Associates to provide design services on a task order basis in accordance with the recently passed Resolution 2019-20 which established to process for the development of a preapproved list of qualified professional service providers. This agreement will be effective through December 31, 2020 at which time the City anticipates conducting the re-qualification process in accordance with the Resolution. This was reviewed by the Public Works/Finance Committee on November 12, 2019 and recommended for approval.

ACTION: Approve the Master Services Agreement with Hodge and Associates.

F. Memorandum of Understanding with Moscow Rural Fire District – Gary J. Riedner / Brian Nickerson

The Moscow Rural Fire District (MRFD), the Moscow Volunteer Fire Department (MVFD) and the City of Moscow have worked together for many decades, without a formal agreement. The MRFD is a Fire Protection District and shares many of the same volunteers as the MVFD. The Moscow Fire Chief also serves as the Chief of the MRFD, providing fire command and administrative support services to the MRFD. Both the MRFD and the City of Moscow provide mutual support to the other entity in times of need. The City and the Commissioners of the MRFD desire to memorialize the relationship through the attached Memorandum of Understanding for Council consideration. This was reviewed by the Administrative Committee on November 12, 2019 and recommended for approval.

ACTION: Approve the Memorandum of Understanding between the City of Moscow and the Moscow Rural Fire District.

Boland moved and Taruscio seconded to approve the consent agenda as presented. Roll Call Vote: Ayes: Unanimous. Nays: None. Abstentions: None. Motion carried.

REGULAR AGENDA

2. Staff Recognition Report - Gary J. Riedner

Debby Carscallen was recognized nationally for Paramedic of the Year by the National Association of Emergency Medical Technicians for exemplifying outstanding professionalism and service as a paramedic.

3. Mayors Appointments (ACTION ITEM)

Mayor Lambert proposed the appointment of Mark Beauchamp to the Moscow Urban Renewal Agency. Bettge moved, Boland seconded to approve the appointment. Roll Call Vote: Ayes: Unanimous. Nays: None. Abstentions: None. Motion carried. Beauchamp introduced himself.

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

Victoria Seever, Moscow, said the results of the election shows a vote of confidence for the candidates elected. They attended forums and were most informed on initiatives.

5. Moscow Chamber of Commerce Annual Report – Jenny Ford / Mike O'Brien

Jenny Ford, Executive Director, presented the annual report beginning with the Chamber mission statement, board of directors, and staff. Activities the Chamber hold are monthly after hours and luncheons, community events, grand openings and ribbon cuttings. The government affairs committee hosts coffee with the legislators and recaps the legislative sessions. Partnering with the Latah Historical Society on the Smithsonian Museum exhibit. The Chamber produces many marketing materials including visitor guides. Moscow Young Professionals coordinates events and learning opportunities to professionals in the Moscow area. Leadership Moscow works to cultivate leaders by offering a concentrated learning experience to enhance and build leadership qualities.

6. ERP Financial Software Purchase Approval (ACTION ITEM) - Gary J. Riedner

The City has been utilizing Springbrook software as its financial software for the past sixteen years. Staff has determined that Springbrook no longer meets the current needs of the City, as explained in the accompanying memo from the City Supervisor. Staff is seeking City Council authorization to issue a Request for Proposals for Enterprise Resource Planning software to replace the City's financial software. As funds for the purchase of replacement software was not budgeted in FY2020, staff is requesting authorization from City Council to appropriate funding in the City's open budget process to allow purchase of replacement software in the current fiscal year in accordance with the accompanying memo. A report was given to both City Council Committees on November 12, 2019 and staff was directed to proceed to City Council on November 18, 2019.

PROPOSED ACTIONS: Authorize staff to issue a Request for Proposals for enterprise resource planning software and the funds for such purchase will be appropriated in the City's open budget process in accordance with the attached memo from the City Supervisor, or take such other action deemed appropriate.

Riedner introduced the item as written above. The current financial software, Springbrook, isn't keeping up with the City needs. Currently, electronic and credit card payment convenience fees are paid by City funds and Springbrook does not have the ability to add a charge to the customer in their

software. There are other services that could provide a way to add a charge to the bill but are not user or customer friendly.

Bonzo moved, Taruscio seconded to authorize staff to issue a Request for Proposals for enterprise resource planning software and the funds for such purchase will be appropriated in the City's open budget process in accordance with the memo from the City Supervisor Roll Call Vote: Ayes: Unanimous. Nays: None. Abstentions: None. Motion carried.

7. Sustainability Update – Kyle Steele / Tyler Palmer

Palmer explained in 2016 the City developed the Environmental Services Group, transitioning the group to a department. In 2007 the City joined ICLEI creating goals for climate protection. Palmer listed ways in which the City has reduced greenhouse gas inventory (see attached presentation) Prior to the establishment of the Ecodriver program, fuel was increasing 4% annually. Before replacing vehicles all criteria is reviewed including options for alternate fuel options, electric vehicles and combining options into one vehicle. Wisescaping, water system upgrades, sustainable development, pavement management program, and recycling and how they all reduce greenhouse gas emissions were described.

8. Strategic Planning – Gary Riedner / Jen Pfiffner / Jesse Flowers

Riedner gave a brief history of the implementation of the strategic planning effort in Moscow beginning in 2014. Pfiffner explained major challenge areas are the highest prioritized issues determined by Council. Issues are important initiatives but not deemed as MCA's due to competing priorities. She went through the completed issues, discontinued issues and those issues that have been disrupted as seen on the attached presentation. Jesse explained how strategic planning will move forward including reviewing how many issues overlap, and if they need to be their own MCA. It will take time to work through issues prior to presenting to Council but anticipate a workshop in February, operational overview updates in September, and report planning updates in December.

REPORTS

City Council

Transportation Commission – Zabala asked Belknap to report as she was not able to attend. The Commission heard a report regarding D and Main Street. People are utilizing the route from A to C to Jackson to Main Street creating a backup at the light. A delay and turning study was completed which indicated that the west leg of the intersection is operating at a service level D during the PM peak hour, which is not necessarily unacceptable. Discussed a left turn lane which would remove parking on both sides of the street. Staff is concerned that the A Street project and the EMSI project could see increased volume of traffic so the plan is to monitor the traffic

Planning and Zoning Commission – Sullivan said the Commission had the final review of manufactured home parks; reviewing the sign code.

Moscow Urban Renewal Agency – Sullivan reported the Board members reviewed the final review of the strategic plan; lots are back up for sale at Alturas.

Moscow Volunteer Fire Department – Taruscio said they are working on their strategic plan; received orchid award for the station one brick work

Fair and Affordable Housing Commission – Bonzo reported the Commission needs members; planning the 2020 wellness fair.

Mayor

Mayor Lambert attended the orchid award celebration; the AIC legislative lunch; veterans appreciation event; MYAC meeting where they are asking for donations of turkeys for the food bank; and the Sheikh awards

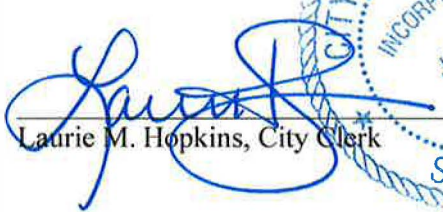
ADJOURN

The meeting adjourned at 9:08 p.m.



Bill Lambert, Mayor

ATTEST:


Laurie M. Hopkins, City Clerk





City of Moscow
Public Works and Services
Group

Memo

To: Gary J. Riedner, City Supervisor

From: Tyler Palmer, Deputy City Supervisor—Public Works & Services

Cc: Kyle Steele, Environmental Services Manager

Date: October 25, 2019

Re: City of Moscow Sustainability Programs Update

Gary:

The City of Moscow is dedicated to the sustainability of our community. As noted in the City of Moscow Comprehensive Plan, “the residents of Moscow value quality of life, stability and sustainability.” The plan also notes, “Resources are at the root of why sustainable choices are essential. There are limited quantities of necessary resources. To sustain the community for years to come, today’s use of resources must be mindful of the needs of the current residents and that of future generations.”

As directed by Council, and in response to community needs and concerns, the City has developed and implemented a number of programs to manage resources like drinking water conservation and supply, wastewater effluent, biosolid management, recyclables, greenhouse gas emissions from City operations, as well as address herbicides/pesticides use, solid waste, and stormwater. The City is very active working with our residential and business customers to reduce their impact in areas like water conservation and Fats, Oils, and Grease management.

In 2007, the City hired its first Sustainability Intern to work on a variety of sustainable initiatives. Beginning in 2014, the City contracted with an AmeriCorps service member to assist in these endeavors. In 2016, the City formed the Environmental Services Group, now the Environmental Services Department (ESD). The Environmental Services Department is responsible for administration of the Water Conservation/Sustainability and Regulatory Compliance Sections of the Environmental Services Department, providing current and long-range maintenance planning; and assisting in matters of Department policy and the operational

“There are concerns that adverse climate patterns are having an effect on precipitation, temperatures, aquifer recharge, snowpack, air quality, and pest incursion on the Palouse.”

To gauge the level of resident concerns, the City asked respondents to indicate their feelings on the matter. The Likert Scale used ranges from “Very Concerned” to “Not Concerned.” **68 percent** of respondents noted they are either “Concerned” or “Very Concerned,” whereas 10 percent said they are “Not Concerned.”

GHG Inventory Updates

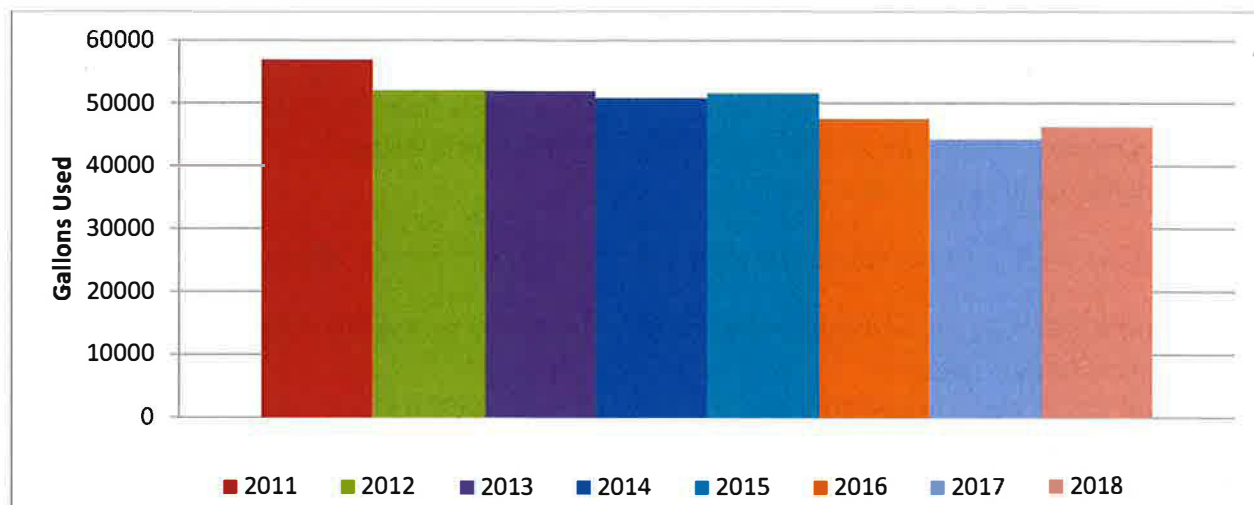
The City of Moscow conducts bi-annual GHG Inventories to determine the source and quantity of greenhouse gas emissions from local government operations only. Each inventory consists of six (6) sectors: Water and Wastewater Treatment Facilities, Buildings & Facilities, Streetlights & Traffic Signals, Vehicle Fleet, Employee Commute, and Solid Waste Facilities.

1. **Water & Wastewater Treatment Facilities sector:** This sector consists of all electrical and natural gas consumption associated with production, treatment, distribution, wastewater conveyance, and wastewater treatment executed by City of Moscow Public Works Department for its residents.
2. **Buildings & Facilities sector:** This sector consists of all electrical and natural gas consumption by all City owned and operated facilities, excluding water and wastewater facilities.
3. **Street Lights & Traffic Signals:** This sector consists of all electrical consumption by street lights, traffic signals, and accessory lighting throughout the City. Accessory lights are any lights that are not street lights or traffic signals including sign lights, crosswalk flashers, park lights etc.
4. **Vehicle Fleet:** This sector consists of the fuel used by City vehicles and equipment.
5. **Employee Commute:** This sector consists of fuel consumed by employees going to and from work. It is based on the results of a survey sent out to collect information on commute length, vehicle type and vehicle fuel economy.
6. **Solid Waste:** This sector consists of all the waste that is landfilled from City Facilities.

We currently use Clearpath, an online software tool provided by ICLEI to members, to calculate our Greenhouse Gas outputs.

2018 GHG Inventory Update

As noted above, the has made a commitment to reduce Greenhouse Gas (GHG) emissions from City operations by 20% of the 2008 baseline level. Staff completed the 2018 GHG inventory, which suggests that operations has reduced GHG emissions by approximately 19% of the 2008 level (see following graph).



Alternate Fuel Transition Plan

Background:

The City of Moscow provides many critical services its residents. Services that include water, sewer, transportation, public safety, and recreation. The delivery of these services requires an array of vehicles and equipment necessary to carry out the operations, maintenance, and construction associated with full municipal services.

The City Fleet Department is tasked with the procurement and maintenance of said vehicles and equipment. Given Moscow's expectation of urban services, the relatively small size of the community, and geographic isolation, it is imperative that the Fleet Department make cautious, deliberate decisions regarding the sourcing of vehicles and equipment in order to assure that the critical functions of the City can continue uninterrupted.

Vehicle Replacement Strategy:

The Fleet Department maintains a replacement schedule for all vehicles and equipment in the City's fleet. As a vehicle comes up for replacement, the Fleet Department works closely with the end-user to assure that a replacement unit can meet the intended use, and do so in the most efficient, effective manner possible. To this end, departments are asked to consider the tasks that need to be completed, rather than simply requesting to replace a vehicle with a like-vehicle.

Fleet uses the following criteria to help assure that the vehicles procured are the most efficient, environmentally responsible, and effective:

1. Is there a viable electric or hybrid model that can complete the task?
2. Are there opportunities for combined use with another vehicle?
3. Does the proposed vehicle best meet the needs for which it is intended?

awareness and promote water conservation practices. The program includes facilitated Kindergarten through 12th grade education programming, community workshops, participation in community events, and providing tours for students and community members.

In 2016, the City Council adopted the Water Conservation Program plan, which includes rebates to incentivize toilet fixture retrofits as well as converting an irrigated lawn to a Wisescape.

Since 2016, approximately 520 toilets have been replaced, which has resulted in annual water savings of approximately 3.2 million gallons. During that same time, approximately 65 households have taken advantage of the lawn to Wisescape rebate, which has resulted in approximately 90,000 square feet of turf removal and approximately 700,000 gallons of water savings annually.

City Hall Wisescape Demonstration Garden

In the spring of 2017, staff converted approximately 1,400 square feet of traditional lawn at City Hall to a Wisescape (see pictures below). In FY20 we will expand the at City Hall to include an additional 820 square feet on the West side of the building. Wisescapes require minimal water, less labor, low chemical use, provide habitat to pollinators, offer diversity in color throughout the year, and are aesthetically pleasing.



Before Picture.

\$63.45

**Fertilizer,
Herbicide, Fuel
Costs**

\$0

Water System Operational Changes

The Water Department has been making operational changes to drinking water production and distribution over the last several years to lower system pressure and flow, decrease water main leaks, maintain aesthetic water quality, reduce the need for filter backwash, and minimize water main flushing.

In 2019, the Department reduced filter backwashing by approximately five (5) million gallons, or the equivalent of approximately 800 toilets being replaced during the year. By controlling system pressure and flow, while maintaining water quality, the City has reduced annual water main flushing by approximately 15 million gallons annually. Combined with reduced backwash needs, the Department saved 20 million gallons in 2019. Not only is this a significant amount of water savings, it reduces the impact on well pumps and the distribution system.

Energy Efficiency Retrofits/Upgrades

LED Lighting Retrofit Project

Over the course of FY 2016, City staff utilized an Avista Rebate to retrofit several City Facilities from fluorescent lamps to LED lamps. The table below highlights the facilities that were retrofitted, how many bulbs were replaced, and when they were completed.

Location	# Bulbs Replaced	Date complete
Fire Station #2	116	11/28/2016
Fire Station #3	184	11/1/2016
Eggan Youth Center	146	9/9/2016
Police Station	280	9/1/2016
City Shop	125	11/22/2016
City Hall	240	11/21/2016

a comprehensive review of sustainable practices through a local lens. In cooperation with partners like Latah Sanitation and Avista, the program provides a road map to more sustainable practices, and recognizes those in the community who are committed to responsible practices.

Water Reclamation and Reuse Facility

The City of Moscow Water Reclamation and Reuse Facility (WRRF) delivers Class B reclaimed (recycled) wastewater to the University of Idaho for irrigation of the University golf course, landscaping, and other permitted use areas within the University campus. The City directly or indirectly recycles eleven (11) percent of its treated wastewater. Since the 1977, the City has conveyed nearly 3.5 billion gallons of recycled water to the University, which has significantly reduced the burden on our shared aquifer.

Approximately 4,000 tons of sewage sludge, the semiliquid waste obtained from the processing of municipal sewage, and often referred to as “biosolids,” is produced annually at the WRRF. The biosolids are taken to a processing facility, which is operated by Latah Sanitation, Inc. and mixed with yard waste from the area to produce Class A compost. The City offers the compost free of charge to residents of the City of Moscow and Latah County and it can be beneficially reused on lawns, turf and as landscape mulch.

Active Transportation Planning and Infrastructure

In 2014, the City adopted a multi-modal transportation plan called “Moscow on the Move.” This plan places an emphasis on active transportation and transit, with sections of the plan dedicated to each. Moscow, by American standards, enjoys a very high mode split, with pedestrian and bicycle commuting numbers among the best in the country. A continued emphasis on this front has, and will continue to pay dividends for the City.

The City Council, in 2016, adopted a comprehensive Bike Route and Facilities Plan. This plan is in the final stages of implementation, and provides a network of safe, friendly bicycle facilities. This work has led to the implementation of the first Greenway system in our region, many miles of bike lanes, buffered bike lanes, cycle track, trails, a bike/ped underpass crossing State Highway 8, and a new bike/ped bridge at a critical creek crossing. The City was honored, as a result of this work, to be recognized by the League of American Bicyclists as a Bicycle Friendly Community, one of only five in the entire State of Idaho.

In the coming years we plan to implement an extensive bike wayfinding signage system, add an additional pedestrian underpass, and complete the implementation of the 2016 plan.

The Property Owner Assistance Program has helped offset the cost of replacement and repair of deficient sidewalks City-wide for many years. Implemented in 2011, the Property Owner Assistance program allows residents to participate in pool pricing for concrete work that would otherwise cost significantly more if conducted as a stand-alone project. It also contains a participation component for the wide sidewalks in our downtown core. We waive the fees,

Operation of the Weedtechnics equipment was implemented this spring. The industry trends are moving away from herbicide and pesticide use as much as is practicable. The City's Sustainable Environment Commission has been working with the Parks and Recreation Department and Parks and Recreation Commission to explore chemical alternatives in City parks (discussed below) in order to reduce the associated environmental and human health exposure. The Weedtechnics SW800 is a versatile tool that can help the City of Moscow build on that momentum and move forward in a sustainable and responsible manner.

This program has been recognized by the Association of Idaho Cities, and the Local Highway Technical Advisory Committee.

Solid Waste Management

The City of Moscow Sanitation Department operates an integrated sanitation system through its Franchisee Latah Sanitation, Inc. Services provided include MSW collection, Long-haul and disposal of MSW, Non-MSW Landfill, Single stream curbside recycling collection, Moscow Recycling Center, Yard waste drop-off, Transfer station, Household hazardous waste facility and Biosolids Composting facility. Approximately 12,000 tons or 32% of materials are diverted annually from landfilling in Latah County by recycling and composting. The landscape for recycling has been very volatile, and the City continually explores the most responsible way to deal with recyclable materials.

City of Moscow Internal Recycling Program

The City's Internal Recycling Program currently includes: General co-mingled recycling, cardboard, shredded paper, Ink & toner cartridges, Fluorescent lamps, HID lamps, Rechargeable batteries and Dry cell batteries. It was rolled out in February 2016 with the goal of increasing recycling rates at all City Facilities and to set an example for proper work-place recycling. All facilities are on a bi-weekly commercial pick-up schedule with varying capacities dependent on each facility's needs. Large cardboard and shredded paper at City Hall and the Police Station are picked up by the Sustainability Specialist every 1-3 weeks as needed.

Waste-Wise Program

The Waste Wise program helps facilitate waste reduction at City events through the use of a three-stream waste system, use of approved compostable dinnerware, and additional event-specific strategies. Through this program most event see a drastic reduction in the amount of landfill trash produced.

Pesticide Use in City Parks

In the 2017 City Commissions survey, the Sustainable Environment Commission (SEC) asked respondents to rate their level of concern on pesticides (including herbicides) in City parks. In particular, the Commission wanted to know if citizens support the City designating a pesticide-



City of Moscow Sustainability Update

CITY COUNCIL MEETING

NOVEMBER 18, 2019



Greenhouse Gas (GHG) Inventory History

Resolutions

- **Resolution No. 2007-13:** Climate Protection and pledge to join ICLEI-USA
- **Resolution No. 2010-18:** Adoption of the reduction goal of 20% of 2005 Greenhouse Gas levels by 2020
- **Resolution No. 2013-16:** Reconfirmation of reduction goal
 - Baseline and reduction goal updated by City Council (March 17, 2014)
 - Current reduction target is 20% of 2008 greenhouse gas levels by 2020
- **Resolution No. 2018-23:** Revenue-Neutral Carbon Fee and Dividend Policy support



Greenhouse Gas (GHG) Inventory

Traffic Signal upgrades - 9% reduction in sector

Variable Frequency Drive and energy efficiency upgrades to water infrastructure

HIRC/HLAC upgrades

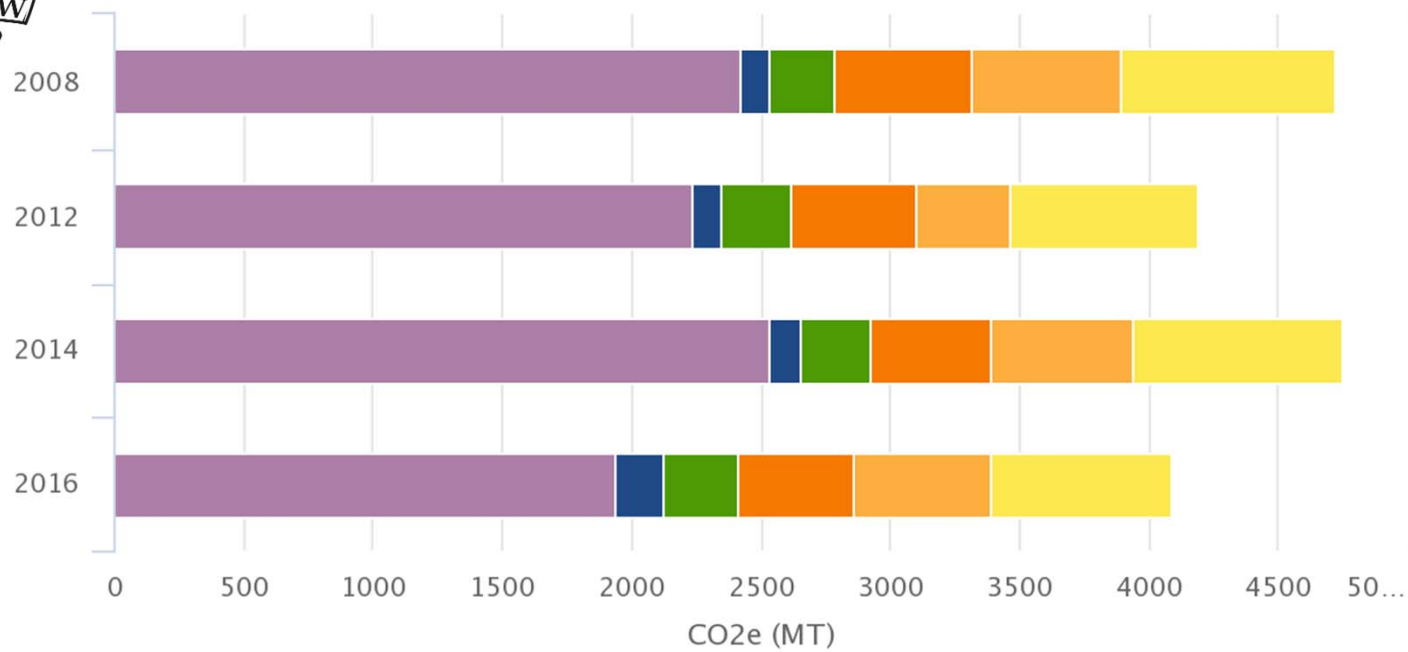
- LED upgrades to security and deck lights
- HLAC boiler

Fleet reductions

- EcoDriver- responsible for a 15% reduction in sector

LED lighting upgrades completed in 2017

- Net savings of 6,423 kW/hr over previous year (January – June)



- Water & Wastewater Treatment Facilities
- Solid Waste Facilities
- Employee Commute
- Vehicle Fleet
- Street Lights & Traffic Signals
- Buildings & Facilities

2008: 4724 metric tons CO₂e

2016: 4083 metric tons CO₂e

13.5% reduction CO₂e



Greenhouse Gas (GHG) Inventory

Potential future projects

Avista LED street light upgrades

Alternative fuels for City fleet

Alternative energy sources for City facilities

EcoDriver Program

Before the program

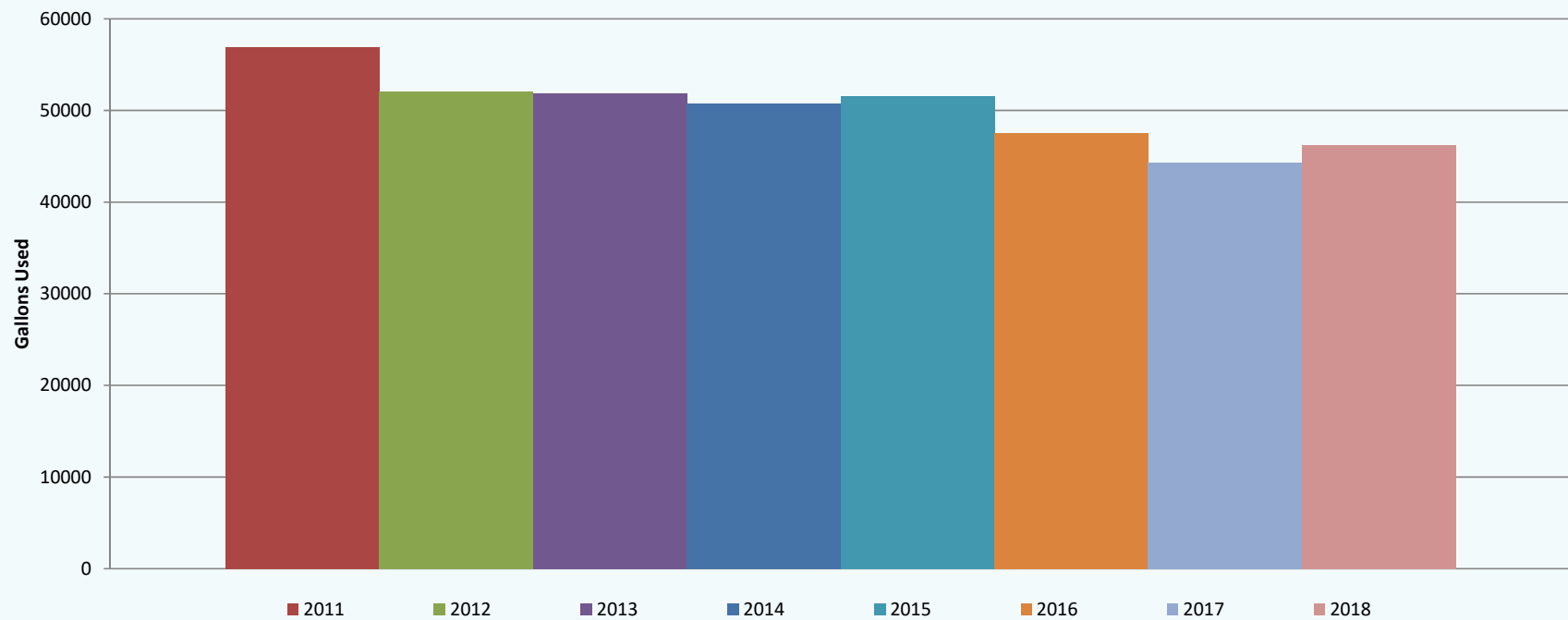
- ~ 4% increase in fuel use annually

2012 – EcoDriver Program Initiated

Annual comparison to 2011 baseline year – 56,918 gallons

- 2017 – 44,278
- 2018 – 46,203

EcoDriver





Alternate Fuel Transition Plan





Alternate Fuel Transition Plan

Criteria for all vehicle replacements:

1. Is there a viable electric or hybrid model that can complete the task?
2. Are there opportunities for combined use with another vehicle?
3. Does the proposed vehicle best meet the needs for which it is intended?



Alternate Fuel Transition Plan

FY 2019:

1. Unit #220: Was a dual diesel engine design sweeper. It was replaced with a single diesel engine design sweeper.
2. Unit #222: Was a heavy-duty diesel water and mag truck. It was replaced with a light-duty gas engine water, mag, plow, and dump truck.
3. Unit #701: Was a ½ ton pickup. It was replaced with small crossover SUV.



Alternate Fuel Transition Plan

FY 2020:

1. Unit #102: ½ ton pickup with an electric vehicle.
2. Unit #121: ½ ton pickup with an electric vehicle.
3. Unit #148: dual diesel engine design jet truck. Replace with a single diesel engine design jet truck.
4. Units #405, 407, 409: Police interceptors. Replace with hybrid police interceptors.



Alternate Fuel Transition Plan

FY 2021:

1. Unit #106: ½ ton. Replace with a hybrid utility van.
2. Unit #311: ½ ton. Replace with an EV or hybrid utility van.
3. Unit #402, 403, 404: Police interceptors. Replace with hybrid police interceptors.
4. Unit #412: ½ ton pickup. Replace with an electric vehicle.



Water Conservation Program

Lawn to Wisescape – City Hall Demo Garden

Why Wisescape? Minimal water needs | Less labor | Low chemical use
Reduced greenhouse gases | Aesthetics | Diversity | Pollinators | Colorful





Water System Operational Updates

FY 2021:

1. Filter backwash reduction of five million gallons.
2. Transition to a sustained pressure system has saved 15 million gallons annually in flushing.
3. This reduction resulted in a 5% decrease in greenhouse gas emissions associated with water production and distribution.



LED Bulb Retrofit Project

Location	# Bulbs Replaced	Date complete
Fire Station #2	116	11/28/2016
Fire Station #3	184	11/1/2016
Eggan Youth Center	146	9/9/2016
Police Station	280	9/1/2016
City Shop	125	11/22/2016
City Hall	240	11/21/2016
Mann Building	120	11/16/2016



Environmental Stewardship Award





Environmental Stewardship Award

8 categories on the application

- Business Practices
- Community
- Water Conservation
- Sewer Use
- Storm water Management
- Waste Management
- Energy Use
- Transportation



Environmental Stewardship Award

Two certification levels

- Bronze : Complete 65% of applicable criteria
- Silver : Complete 85% of applicable criteria

Verification by Sustainability Tech

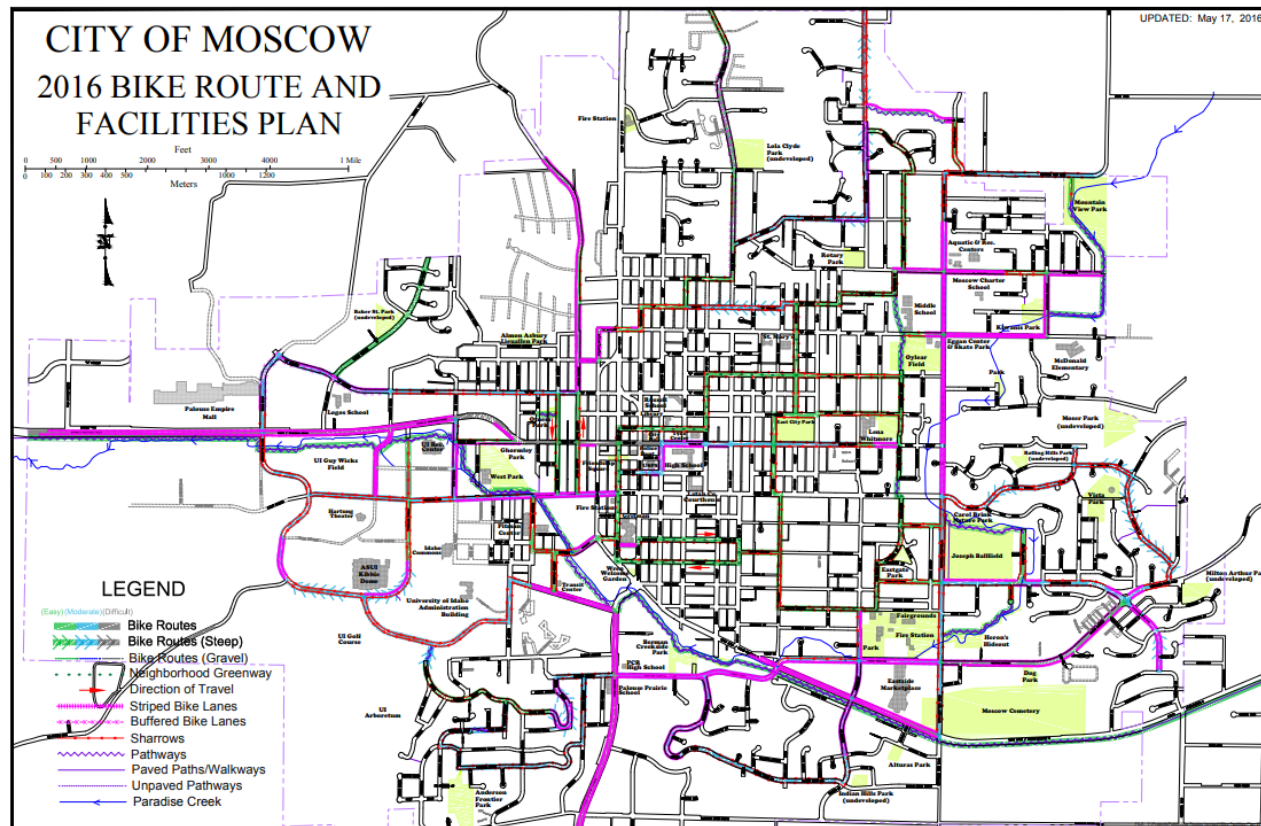
Renewed every 2 years



Water Reclamation & Reuse



Active Transportation





Sustainable Development Initiatives

- Compact and walkable development options:
 - Twin Homes
 - Townhouses
 - Planned Unit Developments
- Accessory Dwelling Units
- Bicycle Parking Incentives
- Green Building Program

Sustainable Development Initiatives

- Increased allowance of residential development in commercial zoning districts to promote mixed use and infill development
- New Urban Mixed Commercial District to promote mixed use development between downtown and the University of Idaho Campus



Pavement Management Program





Chemical Weed Control Alternative





Questions?

A solid green horizontal bar spanning the width of the slide, located at the bottom.

City of Moscow Strategic Plan Report

CURRENT REPORTING DATE: NOVEMBER 18, 2020



Mission

The City of Moscow delivers quality municipal services while ensuring responsible use of resources. We anticipate and meet the needs of our diverse population in order to build public trust and enhance a sense of community.

Values

As a city government, we believe in a highly efficient and dynamic work environment characterized by professionalism, integrity, honesty, and compassion. We are an ethical, hardworking, knowledgeable, and responsible team, committed to providing consistent, efficient, and community-oriented services. Above all, we are dedicated to sustaining the essential cornerstones of communication, collaboration, understanding and trust as the central foundation for our work with each other, our citizens, and our many private, public and voluntary partners.



Timeline...

- ▶ October 2014
 - ▶ Strategic Planning Process Began
- ▶ May 2015
 - ▶ Major Challenge Areas Identified
- ▶ 2016 – 2019
 - ▶ Annual Updates Provided
- ▶ September 2019
 - ▶ Envisio Software Implemented
- ▶ November 2019
 - ▶ Comprehensive Reporting Process Established
- ▶ February 2020
 - ▶ Strategic Planning Workshop

Driving Forces and Trends

- ▶ Tax Implications
 - ▶ Lack of local option
 - ▶ Services outpacing resources
 - ▶ Aging/Failing infrastructure
 - ▶ Lower than average levy rate applied to 50% of property values
 - ▶ Competing needs of taxing entities
- ▶ University of Idaho Enrollment
 - ▶ Moscow's primary economic engine
- ▶ Unemployment
 - ▶ Effects of Great Recession

Desired Legacies

- ▶ Communicative and collaborative relationships
- ▶ Vibrant business community
- ▶ Appropriate affordable housing
- ▶ A community known for its safety, good will and collaborative spirit
- ▶ Innovative work force
- ▶ Citizens and members of the business and professional communities understand and are pleased with city services
- ▶ Exceptional public management
- ▶ Parks and recreational opportunities that facilitate business and tourism growth
- ▶ Improved, durable and cost-effective transportation and utility infrastructure

City Priorities

- ▶ Economic Development
 - ▶ Providing for the sustainable growth of Moscow
- ▶ Facilities and Infrastructure
 - ▶ Reliable utilities, safe streets, pedestrian walkways and accessible public facilities
- ▶ Revenue/Resources
 - ▶ Expenses to maintain service levels will continue to outpace revenues
- ▶ Equipment
 - ▶ Providing the equipment and physical tools needed to complement and supplement the current infrastructure, facilities, assets and systems
- ▶ Programming/Planning
 - ▶ Diligent programming and planning in areas such as service delivery, strategic planning and community relations
- ▶ Customer Service
 - ▶ City government has broadened and strengthened its commitment to community and customer service

Fact-Driven, Plan-Based Issues

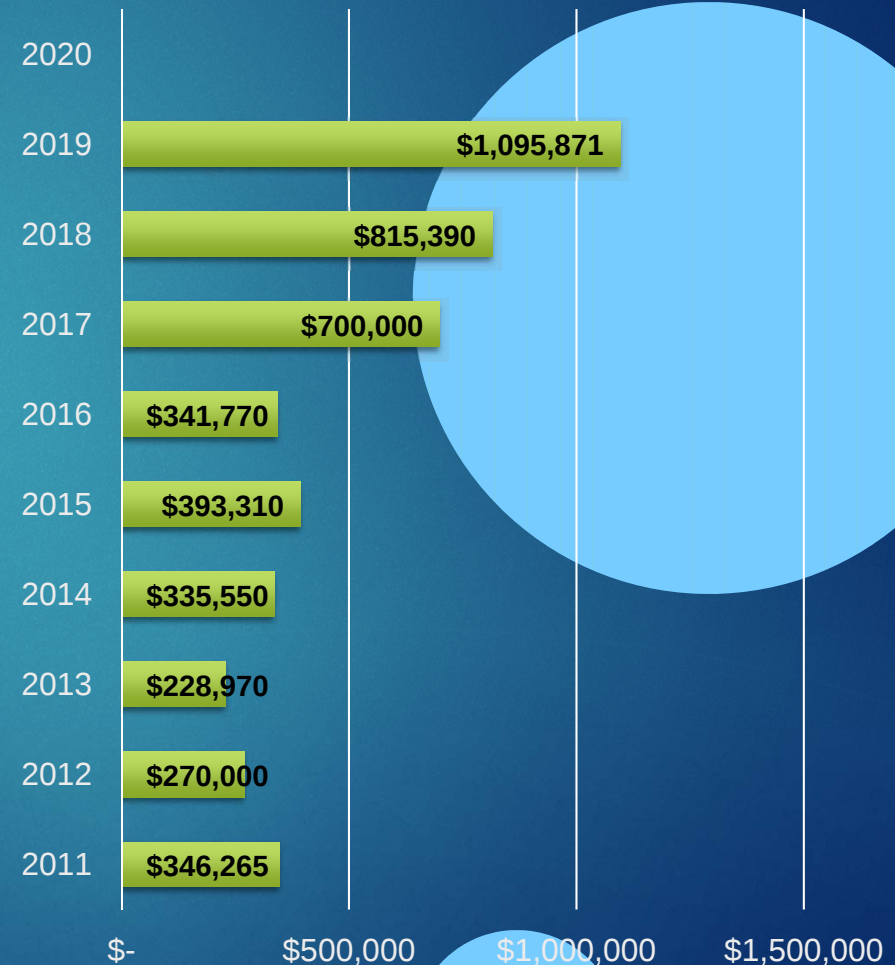
- ▶ City of Moscow Master Facilities Plan
- ▶ Comprehensive Land Use Plan
- ▶ Comprehensive Sewer System Plan
- ▶ Comprehensive Water System Plan
- ▶ Downtown Revitalization Plan
- ▶ Economic Development Strategy Plan
- ▶ Multi-Modal Transportation Plan
- ▶ Parks and Recreation Master Plan
- ▶ Public Art Master Plan - 2015
- ▶ Sanitation, Water, Sewer and Sanitation Rate Study

Strategic Planning Documents

- ▶ Operational Overview
 - ▶ Provides day-to-day organizational activities
- ▶ City of Moscow Strategic Plan Executive Summary
 - ▶ Condensed overview of:
 - ▶ Organization
 - ▶ Process
 - ▶ Major challenge area
 - ▶ Initiatives
 - ▶ Overview of past successes
- ▶ City of Moscow Strategic Plan
 - ▶ Compilation of all departments strategic plans based on fact-drive issues
- ▶ Update Reporting
 - ▶ Bi-annually to Council

Major Challenge Area Successes

- ▶ Investment in Pavement Conditions
- ▶ Replacement of Fire Apparatus
- ▶ Public Information & Community Engagement
 - ▶ New Website
 - ▶ Social Media
 - ▶ Facebook
 - ▶ Twitter
 - ▶ YouTube
 - ▶ Instagram



Major Challenge Area Successes

THANK YOU!

On behalf of the City of Moscow, thank you to our community for the support of the City of Moscow facility bond!
The Bond measure presented by the City of Moscow in the recent election was passed by a super majority of residents.

We appreciate the support of voters for this project. The new police facility and remodel of existing facilities will provide the infrastructure needed for the City to continue to provide quality services to maintain and build public trust while enhancing a sense of community.
Thank you for your continued support of our community!

Mayor Bill Lambert & Moscow City Council



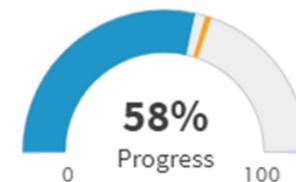
Comprehensive Update



Strategic Planning Glossary

- ▶ Major Challenge Areas vs. Issues
 - ▶ MCAs are the highest prioritized issues determined by Council
 - ▶ Issues are important initiatives, but are not the deemed as MCAs due to competing priorities
- ▶ Progress Report Legend:

Plan Status & Progress



Completed Issues

▶ Administration

- ▶ Insufficient Number of Productive Community Partnerships
- ▶ Insufficient Public Information and Community Engagement
- ▶ Insufficient Use of Strategic Planning to Inform Management & Budgeting

▶ Arts

- ▶ Moscow's Farmers Market is Currently Unsustainable
- ▶ Arts Department Structure/Staffing Cannot Meet City Art Program Needs

▶ Community Development

- ▶ Negative Development Community Perception of Difficult and Costly Development Process
- ▶ Low Community Awareness and Satisfaction with Planning and Zoning Services
- ▶ Antiquated and Poorly Structured Zoning Code

▶ Engineering

- ▶ Workload/Resource Disparity
- ▶ Ineffective, Inefficient Engineering Facilities
- ▶ Non-Compliance with the Americans with Disabilities Act (ADA)
- ▶ Inadequate Codes/ Ordinances to Support City Development

▶ Fire

- ▶ Insufficient Location of Records/File Storage
- ▶ Aging/Deteriorating Emergency Fire Apparatus/Vehicle Fleet

▶ Information Systems

- ▶ Growing Difficulty of Staying Current with Evolving Security Challenges
- ▶ Inadequate Policies and Master Plan to Guide Technology Services
- ▶ Lack of Mobility Plan, Protocols and Management

Completed Issues

▶ Legal

- ▶ Lack of Legal Review among Departments

▶ Moscow Farmers Market

- ▶ Advisory and Operational Expectations are Unclear and Lack Boundaries

▶ Parks and Recreation

- ▶ Limited On-Line Presence
- ▶ Park System Lacks Cohesive Landscape Planning & Execution

▶ Police

- ▶ Inadequate and Unsecured Parking
- ▶ Deteriorating, Substandard Building in Vulnerable, Unsafe Location
- ▶ Insufficient Staffing To Meet Community Demand
- ▶ Investigations
- ▶ Insufficient Training and Professional Development
- ▶ Inadequate Property and Evidence Management System

▶ Public Utility - Fleet

- ▶ High Cost of Aging Equipment

▶ Public Utility - Sanitation

- ▶ Insufficient Expansion Capacity at Moscow Recycling Center
- ▶ Theft of Service

▶ Public Utility - Sewer

- ▶ Deteriorating Manhole System

▶ Public Utility - Streets

- ▶ Declining Service Coverage
- ▶ Inadequate Bicycle/Pedestrian/Transit Facilities

▶ Public Utility - Water

- ▶ Inadequate, Dated Water Meter System

Discontinued Issues

- ▶ Parks and Recreation
 - ▶ Recreational Program Assessment Tool
 - ▶ Shortage of Recreation Facilities
- ▶ Arts
 - ▶ The City's Public Art Program has Unfulfilled Potential

Disruptions

- ▶ Engineering
 - ▶ Inadequate, Inefficient GIS System
 - ▶ Inability to Complete Planned/Mandated Sidewalk Program
- ▶ Moscow Farmers Market
 - ▶ Inequitable and Inefficient Allocation and Distribution of Market Costs
- ▶ Parks & Recreation
 - ▶ Ball Field Lighting
- ▶ Police
 - ▶ Increasing Property Crime Rates
 - ▶ Insufficient Code Enforcement Coverage
- ▶ Public Utility - Fleet
 - ▶ Inadequate Fleet Facility Reduces Efficiency
- ▶ Public Utility - Sewer
 - ▶ NPDES Wastewater Violations
 - ▶ Deteriorating Wastewater Collection System
- ▶ Public Utility - Streets
 - ▶ Inadequate, Aging, and Unsafe Facility
- ▶ Public Utility - Water
 - ▶ Lack of Backup Power for Drinking Water Wells
 - ▶ Aging/Deteriorating Water System
 - ▶ Declining City Water Supply

Progress has been stalled or reprioritized in some way...

By the
numbers...

	%	#
● On Track	22.55	115
● Some Disruption	13.14	67
● Major Disruption	4.71	24
● Upcoming	1.18	6
● Discontinued	2.35	12
● Completed	56.08	286

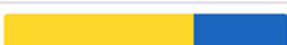
Tier 1 Major Challenge Areas

1 >> Issue

Number	Description	Status	Internal/External	Priority
Issue 9.6	Inadequate Radio Infrastructure	 ● On Track: 83.33% ● Completed: 16.67%	External	1
Issue 10.5	Inadequate Shop Work Space	 ● On Track: 100.0%	Internal	1
Issue 13.3	Deteriorating Wastewater Collection System	 ● Some Disruption: 66.67% ● Completed: 33.33%	External	1
Issue 15.1	Deteriorating Pavement Conditions	 ● On Track: 7.69% ● Completed: 92.31%	External	1
Issue 15.2	Inadequate, Aging, and Unsafe Facility	 ● Some Disruption: 30.43% ● Completed: 69.57%	Internal	1

Tier 2 Major Challenge Areas

2 >> Issue

Number	Description	Status	Internal/External	Priority
Issue 4.3	Inadequate Residential and Training at Facilities Station 2	 ● On Track: 100.0%	Internal	2
Issue 9.1	Insufficient Capacity to Maintain Service Demands	 ● On Track: 50.0% ● Upcoming: 16.67% ● Completed: 33.33%	Internal	2
Issue 13.2	NPDES Wastewater Violations	 ● Some Disruption: 12.5% ● Major Disruption: 62.5% ● Completed: 25.0%	External	2
Issue 14.1	Aging Storm Drain System	 ● On Track: 40.0% ● Some Disruption: 20.0% ● Completed: 40.0%	External	2
Issue 16.2	Declining City Water Supply	 ● Some Disruption: 66.67% ● Completed: 33.33%	External	2
Issue 17.1	Aging Downtown Infrastructure in the Center of Community Social and Cultural Activity	 ● On Track: 100.0%	External	2
Issue 17.2	Poor Aesthetic Condition of City's Main Highway Entryways	 ● On Track: 50.0% ● Completed: 50.0%	External	2

Tier 3 Major Challenge Areas

3 >> Issue

Number	Description	Status	Internal/External	Priority
Issue 1.3	Service Growth Demands are Outpacing Resources	 - On Track: 83.33% - Completed: 16.67%	Internal	3
Issue 4.1	Inadequate Annual Facility Inspections and Commercial Pre-Plans	 - On Track: 28.57% - Some Disruption: 42.86% - Completed: 28.57%	External	3
Issue 10.9	Lack of a Formalized Urban Forestry Program	 - On Track: 11.11% - Major Disruption: 11.11% - Discontinued: 22.22% - Completed: 55.56%	External	3
Issue 16.1	Lack of Backup Power for Drinking Water Wells	 - Some Disruption: 42.86% - Completed: 57.14%	External	3

Strategic Planning

MOVING FORWARD...



Plan Updates

- ▶ City Council will be presented updates twice a year once in the spring during budget process and in the beginning of each budget year.
- ▶ Updates will include progress that has been made on current MCAs and issues as well as what new issues are being developed.

Priority Ratings

- ▶ Priorities levels 1-3 are reserved for issues identified by City Council as Major Challenge Areas (MCA).
- ▶ Priority 4 is for issues that may be presented to City Council for consideration of adoption as an MCA in the future.
- ▶ Priority 5 is for issues that are expected to continue as an operational project.

New Issues

- ▶ New issues identified by City Staff or Elected officials will be given a priority of 4 or 5 initially.
- ▶ Once identified and assigned a priority they will enter active status and will be evaluated and progress will be tracked.
- ▶ New issues can be presented after at least one year of staff review and development for adoption as an MCA.

New MCAs

- ▶ Council will have a workshop every **three years** to evaluate and prioritize MCAs.
- ▶ Council will be asked to consider each issue and rank it according to the specific criteria listed below:
 - ▶ The **impact** of the issue – how much it actually hurts the community or any part thereof.
 - ▶ The **magnitude** of the issue – how big is it?
 - ▶ The **pervasiveness** of the issue – does it touch everyone?
 - ▶ The **threat level** – is it imminent and acute right now?
 - ▶ The **frequency** of the issue – does it occur all the time? Is it something the community or employees deal with occasionally or every day?
 - ▶ Is the issue **short-term or long term** – does it need to be addressed now or can the issue be put off for a future date.
 - ▶ Is the issue **controllable**? If the issue is not addressed will it exceed our ability to do anything or become financially overwhelming?
 - ▶ Is the issue a **function of the City** – or does a different group have control that we can be supported by the City's operations?

Next Steps

- ▶ February 2020
 - ▶ Council Strategic Planning Workshop
- ▶ September 2020
 - ▶ Updates to Operational Overviews
- ▶ December 2020
 - ▶ Public Dashboard to Report Planning Updates

Questions?

THANK YOU!

