

Administrative Committee



Regular Meeting ~Agenda~

Laurie M. Hopkins
City Clerk

www.ci.moscow.id.us

208.883.7015

Monday, March 25, 2019

4:30 PM

Council Chambers
206 E. Third St.

REGULAR AGENDA

1. Approval of Administrative Committee March 11, 2019 Minutes (ACTION ITEM) - Caylee Birge

Minutes presented for approval.

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

2. Clarification of the FY2018 CAFR (ACTION ITEM) - Gary J. Riedner / Sarah Banks

Upon finalizing the Comprehensive Annual Financial Report (CAFR) pursuant to the City Council's approval of the document at the March 18 Council meeting, a scrivener's error was identified. On page 42 of the CAFR document the Statement of Net Position, specifically the column outlining the Component Unit for the Moscow Urban Renewal Agency (URA), adjustments have been made to reflect the correction of that error. This correction does not affect any of the City's information, financials or the like, as it is simply a representation of the URA's financial standing at the time of the report.

PROPOSED ACTIONS: Approve the correction to the Comprehensive Annual Financial Report (CAFR) as noted or provide staff further direction.

3. A Street, Stage 2 Project Construction Schedule Revision (ACTION ITEM) - Kevin Lilly/Tyler Palmer

Plans and Specifications for the long planned federal aid project to reconstruct the segment of A Street from Peterson to Cherry Street were submitted to the Local Highway Technical Assistance Council (LHTAC) in November of 2018. The project was expected to be advertised for construction by January or February in order that construction could commence by mid-May of 2019. However, due to several factors beyond control of City Staff, the bid advertisement has now been delayed well beyond the optimum time to obtain the most favorable prices. The delay will also make it difficult to meet the intended construction window of May through October.

At this point it has been determined the best way forward is to advertise the project for construction in FY2020. Staff has discussed this option with LHTAC officials, who have no objections to the change, pending receipt of a letter from Mayor Lambert documenting the request. In order to prevent further delay staff is seeking Committee approval for the Mayor to provide the attached letter to LHTAC. Staff will then seek ratification from City Council on April 1, 2019.

PROPOSED ACTIONS: Approve moving the bid advertisement for A Street, Stage 2 construction from FY2019 to FY2020, or provide staff further direction.

4. Self-Funded Employee Health Insurance Proposal (ACTION ITEM) - Gary J. Riedner

On May 21, 2018, City Council unanimously directed staff to proceed with the development of a self-funded city employee health insurance proposal for City Council consideration. Staff has worked with long-time benefits consultant The Murray Group (formerly Helbling Benefits) as directed by Council to develop a self-funded health insurance proposal to be submitted to the State of Idaho Department of Insurance (DOI) for consideration. Information was gathered for that application as well as the required Actuarial Study that was completed by Milliman Consulting. That study confirmed that the City's experience lends favorably to self-funding. On January 2, 2019, City Council approved the implementation of a self-funded employee health benefits program and application to the Idaho Department of Insurance, creation of a City of Moscow Employees Benefits Trust, appointment of Trustees, and authorization to enter into appropriate agreements to implement the program. The proposed implementation date was April 1, 2019.

Staff is proposing delaying the implementation of the program until FY2020, in accordance with the attached memo from the City Supervisor.

PROPOSED ACTIONS: Recommend delaying the implementation of the Self-Funded Employee Health Benefits Program until FY2020 in accordance with the attached memo from the City Supervisor, or provide staff further direction.

5. Downtown Survey Report (ACTION ITEM) – Jen Pfiffner / Kyle Snyder

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, 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 instrument was approved by City Council. 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. Staff has compiled the responses into a summary document for the Council's review and consideration.

PROPOSED ACTIONS: Receive report and provide staff with 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.

Administrative Committee



Regular Meeting ~Minutes~

www.ci.moscow.id.us

Laurie M. Hopkins
City Clerk

208.883.7015

Monday, March 11, 2019

4:30 PM

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

The meeting was called to order at 4:30 p.m.

PRESENT: Gina Taruscio, Art Bettge, Anne Zabala

OTHER: Mayor Bill Lambert

ABSENT: Kathryn Bonzo, Brandy Sullivan,

STAFF: Gary J. Riedner, Mia Vowels, David Schott, Amanda Argona, Caylee Birge

REGULAR AGENDA

1. Approval of Administrative Committee February 25, 2019 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. Edible Forest Park Official Naming (ACTION ITEM) - David Schott

The Parks and Recreation Department is requesting to officially name the edible forest park, Harvest Park. On September 12, 2018, the City requested suggestions for an official name for the edible forest park, which is the working name for the park. Nominations were accepted through October 20, 2018. The City received thirty five (35) nominations for the official park name. The Tree Commission considered the thirty five (35) nominations at their November 6, 2018 meeting and recommended Harvest Park as the official name. Given the recommendation, a sixty (60) day public comment period began with press releases issued on November 20, 2018 and again on December 20, 2018. The public comment period closed on February 1, 2019 with one comment received. The Tree Commission considered public comments and recommended Harvest Park as the official name for the park. The Parks and Recreation Commission also considered public comments and recommended the name Harvest Park as the official name for the park at their February 28, 2019 meeting.

PROPOSED ACTIONS: Recommend the name Harvest Park as the official name of the edible forest park, or provide staff further direction.

Schott presented the item as written above. One public comment received was "I like Harvest Park as the name of the proposed park. I also think it is a wonderful idea! I certainly hope that is water wise, however." The Committee recommended approval and that it be placed on the Council consent agenda.

3. 2019 Moscow Farmers Market Handbook (ACTION ITEM) - Amanda Argona

In 2018, the Moscow Farmers Market implemented the first version of the Moscow Farmers Market Vendor Handbook, an expanded policy document for vendors of the Market. Staff and a Farmers Market Commission Policy Sub-Committee reviewed and proposed revisions for the 2019 Moscow Farmers Market Handbook. These revisions were reviewed by the Farmers Market Commission at their December, January, and February meetings. The Commission accepted the revisions as a whole at the February 5, 2019 Moscow Farmers Market Commission meeting. Annual adoption of the Handbook by the City Council is required for adoption of the policies for the Market season.

PROPOSED ACTIONS: Recommend approval of the 2019 Moscow Farmers Market Handbook, or provide staff further direction.

Argona presented the revisions to the 2019 Moscow Farmers Market handbook. The market philosophies include a product mix of 50% agriculture, economic development, and removal of vending philosophies. All policies will have the same penalty action. Market operating policies will include 5th street and the 1st parking bay. Market fees will expand to state the policy on refunds and attendance, and benefits of each Tier package. Public health management has been expanded to theft of services and health inspections. Annual gross sales reporting is mandatory and can result in removal from the market. The revision will now include a vendor parking map and a preferred take down method to facilitate traffic and safety. The fee schedule worksheet was removed to take back control of invoices. The Committee recommended approval and that it be placed on the regular Council agenda.

ADJOURN

The meeting was closed at 4:48 PM

COMMITTEE STAFF REPORT

DATE: Monday, March 25, 2019



RESPONSIBLE STAFF

Gary Riedner, City Supervisor, Sarah Banks, Finance Director

ADDITIONAL PRESENTER(S)

OTHER RESOURCES

AGENDA ITEM TITLE

Clarification of the FY2018 CAFR (ACTION ITEM) - Gary J. Riedner / Sarah Banks

DESCRIPTION

Upon finalizing the Comprehensive Annual Financial Report (CAFR) pursuant to the City Council's approval of the document at the March 18 Council meeting, a scrivener's error was identified. On page 42 of the CAFR document the Statement of Net Position, specifically the column outlining the Component Unit for the Moscow Urban Renewal Agency (URA), adjustments have been made to Net Position section to reflect the correction of that error. This correction does not affect any of the City's information, financials or the like, as it is simply a representation of the URA's financial standing at the time of the report.

STAFF RECOMMENDATION

Approve the correction to the Comprehensive Annual Financial Report (CAFR) as noted.

PROPOSED ACTIONS

PROPOSED ACTIONS: Approve the correction to the Comprehensive Annual Financial Report (CAFR) as noted or provide staff further direction.

FISCAL IMPACT

PERSONNEL IMPACT

ATTACHMENTS

1. CAFR Page 42 Correct
2. CAFR Page 42 Incorrect

CITY OF MOSCOW, IDAHO

STATEMENT OF NET POSITION

September 30, 2018

	Primary Government			Component
	Governmental Activities	Business-Type Activities	Total	Unit Urban Renewal Agency
LIABILITIES				
CURRENT LIABILITIES				
Accounts payable and other current liabilities	\$ 1,348,536	\$ 666,460	\$ 2,014,996	\$ 38,226
Deposits payable	176,045	74,455	250,500	5,000
Accrued interest payable		86,469	86,469	
Unearned revenue	42,260		42,260	
Current portion of long-term liabilities		915,000	915,000	32,500
Current portion of compensated absences	86,964	13,639	100,603	
Total current liabilities	1,653,805	1,756,023	3,409,828	75,726
LONG-TERM OBLIGATIONS				
Compensated absences	608,745	95,470	704,215	
Landfill post closure care payable		205,848	205,848	
Net pension liability	3,444,333	803,667	4,248,000	
Long-term liabilities, net of current portion		9,966,837	9,966,837	388,037
Total long-term obligations	4,053,078	11,071,822	15,124,900	388,037
Total liabilities	5,706,883	12,827,845	18,534,728	463,763
DEFERRED INFLOW OF RESOURCES				
Defined benefit pension	866,857	141,145	1,008,002	
NET POSITION				
Net investment in capital assets	4,441,088	2,553,201	6,994,289	404,732
Restricted for:				
Culture and recreation	2,581,253		2,581,253	
Debt service	12,964	1,117,094	1,130,058	44,312
Capital outlay		15,268,888	15,268,888	
Transportation	302,178		302,178	
Unrestricted	14,772,529	13,429,605	28,202,134	729,939
Total net position	\$ 61,840,012	\$ 58,369,008	\$ 120,209,020	\$ 1,178,983

See accompanying notes

CITY OF MOSCOW, IDAHO

STATEMENT OF NET POSITION
September 30, 2018

	Primary Government			Component
	Governmental Activities	Business-Type Activities	Total	Unit Urban Renewal Agency
LIABILITIES				
CURRENT LIABILITIES				
Accounts payable and other current liabilities	\$ 1,348,536	\$ 666,460	\$ 2,014,996	\$ 38,226
Deposits payable	176,045	74,455	250,500	5,000
Accrued interest payable		86,469	86,469	
Unearned revenue	42,260		42,260	
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Total liabilities	<u>5,706,883</u>	<u>12,827,845</u>	<u>18,534,728</u>	<u>463,763</u>
DEFERRED INFLOWS OF RESOURCES				
Defined benefit pension	66,857	111,155	808,002	
NET POSITION				
Net investment in capital assets	44,171,088	28,555,421	72,724,509	376,732
Restricted for:				
Culture and recreation	2,521,253		2,581,253	
Debt service	12,964	1,117,094	1,130,058	44,312
Capital outlay		15,268,888	15,268,888	
Transportation	302,178		302,178	
Unrestricted	<u>14,772,529</u>	<u>13,429,605</u>	<u>28,202,134</u>	<u>757,939</u>
Total net position	<u>\$ 61,840,012</u>	<u>\$ 58,369,008</u>	<u>\$ 120,209,020</u>	<u>\$ 1,178,983</u>

See accompanying notes

COMMITTEE STAFF REPORT

DATE: Monday, March 25, 2019



RESPONSIBLE STAFF

Tyler Palmer, Deputy Director - Operations, Kevin Lilly, Deputy Director - Engineering

ADDITIONAL PRESENTER(S)

OTHER RESOURCES

AGENDA ITEM TITLE

A Street, Stage 2 Project Construction Schedule Revision (ACTION ITEM) - Kevin Lilly/Tyler Palmer

DESCRIPTION

Plans and Specifications for the long planned federal aid project to reconstruct the segment of A Street from Peterson to Cherry Street were submitted to the Local Highway Technical Assistance Council (LHTAC) in November of 2018. The project was expected to be advertised for construction by January or February in order that construction could commence by mid-May of 2019.

However, due to several factors beyond control of City Staff, the bid advertisement has now been delayed well beyond the optimum time to obtain the most favorable prices. The delay will also make it difficult to meet the intended construction window of May through October.

At this point it has been determined the best way forward is to advertise the project for construction in FY2020. Staff has discussed this option with LHTAC officials, who have no objections to the change, pending receipt of a letter from Mayor Lambert documenting the request.

In order to prevent further delay staff is seeking Committee approval for the Mayor to provide the attached letter to LHTAC. Staff will then seek ratification from City Council on April 1, 2019.

STAFF RECOMMENDATION

Approve moving the bid advertisement for A Street, Stage 2 construction from FY2019 to FY2020.

PROPOSED ACTIONS

PROPOSED ACTIONS: Approve moving the bid advertisement for A Street, Stage 2 construction from FY2019 to FY2020, or provide staff further direction.

FISCAL IMPACT

PERSONNEL IMPACT

ATTACHMENTS

1. ltr LHTAC A St. Construction delay 3-25-19

March 25, 2019

Via EMAIL JMiles@lhtac.org

Jeff Miles, P.E.
Administrator
Local Highway Technical Assistance Council
3330 W. Grace Street
Boise, ID 83703

Re: A Street Stage 2, Moscow
Project No. A022 (160)
Key No. 22160

Dear Mr. Miles:

I want to thank you and the Local Highway Technical Assistance Council for your work on Moscow's 'A' Street reconstruction project. It is a project that has been contemplated for over thirty years. It is gratifying to see it moving forward.

That being said, it is my understanding that LHTAC is prepared to move forward with advertisement and bid sometime in late March or early April. It is our fear that bidding the project at this late date in the spring will result in inflated bid responses, due to the fact that most contractors are very close to having their 2019 construction season work already lined up, as well as the fact that the project timelines are very tight with a delayed start of project construction.

Although we are anxious to move forward, we are also cognizant of the challenges to be faced with a spring bid. Rather than risk higher bids due to the late bid situation, the City of Moscow respectfully requests that LHTAC delay this project until the 2020 construction season, and that it be bid during the early winter months of 2019.

In making this request, it is our understanding that the federal aid funding for the project is obligated and will not be jeopardized by delaying the construction of the project until the 2020 construction season.

Please let us know if this request is satisfactory to LHTAC and our Engineering staff will coordinate with you as appropriate.

Thanks you for your time and consideration in this matter.

Sincerely,

Bill Lambert
Mayor

COMMITTEE STAFF REPORT

DATE: Monday, March 25, 2019



RESPONSIBLE STAFF

ADDITIONAL PRESENTER(S)

OTHER RESOURCES

AGENDA ITEM TITLE

Self-Funded Employee Health Insurance Proposal (ACTION ITEM) - Gary J. Riedner

DESCRIPTION

On May 21, 2018, City Council unanimously directed staff to proceed with the development of a self-funded city employee health insurance proposal for City Council consideration. Staff has worked with long-time benefits consultant The Murray Group (formerly Helbling Benefits) as directed by Council to develop a self-funded health insurance proposal to be submitted to the State of Idaho Department of Insurance (DOI) for consideration. Information was gathered for that application as well as the required Actuarial Study that was completed by Milliman Consulting. That study confirmed that the City's experience lends favorably to self-funding. On January 2, 2019, City Council approved the implementation of a self-funded employee health benefits program and application to the Idaho Department of Insurance, creation of a City of Moscow Employees Benefits Trust, appointment of Trustees, and authorization to enter into appropriate agreements to implement the program. The proposed implementation date was April 1, 2019.

Staff is proposing delaying the implementation of the program until FY2020, in accordance with the attached memo from the City Supervisor.

STAFF RECOMMENDATION

Recommend delaying the implementation of the Self-Funded Employee Health Benefits Program until FY2020 in accordance with the attached memo from the City Supervisor.

PROPOSED ACTIONS

PROPOSED ACTIONS: Recommend delaying the implementation of the Self-Funded Employee Health Benefits Program until FY2020 in accordance with the attached memo from the City Supervisor, or provide staff further direction.

FISCAL IMPACT

PERSONNEL IMPACT

ATTACHMENTS

1. memo-Mayor&Council;Delay of Program 3.22.19

MEMORANDUM



To: Mayor and City Council

From: Gary J. Riedner, City Supervisor

Date: March 22, 2019

Re: Recommendation to Delay Implementation of Self-Funded Employee Health Benefits Program until FY2020

City staff, in consultation with long-time benefits consultant The Murray Group (formerly Helbling Benefits) has worked to develop a proposal for implementation of a Self-Funded City Employee Health Benefits program. This program would change the current City-provided health insurance administration through Regence Group. The goals of the self-funded program is to ensure that the City's employees retain top-quality health benefits and to provide long-term sustainability of the program and best value to the City and its employees.

Numerous meetings were held with the Employee Benefits Committee, Employee Advisory Committee, City Council Committee, City Council and all City employees to provide information and receive feedback on the proposed program.

On May 21, 2018, City Council unanimously directed staff to proceed with the development of a proposal for City Council consideration. Staff developed a self-funded health insurance proposal to be submitted to the State of Idaho Department of Insurance (DOI) for consideration. Information was gathered for that application as well as the required Actuarial Study that was completed by Milliman Consulting. That study confirmed that the City's experience lends favorably to self-funding.

Staff continued to work with Murray Group to prepare for the application process with the Idaho Department of Insurance. The program requires the City to establish and Employee Benefits Trust, which will receive the contributions from the City and employees, and which will manage the plan behalf of the City's employees, and to appoint Trustees for the trust. The program proposed the Regence Group would be retained to provide benefit administration services, and estimates of the cost of that service were obtained.

On January 22, 2019, the City Council unanimously approved the implementation of the Self-Funded employee Health Benefits Program, including the submission of an application to the Idaho Department of Insurance, as well as the formation of the City of Moscow Employee Benefits Trust. City Council appointed Assistant City Supervisor/Acting Human Resources Director Jennifer Pfiffner, Finance Director Sarah Banks and Assistant City Engineer Scott Bontrager to serve as Trustees. Finally, City Council approved (1) a Service Agreement for Trust, Health Plan, and Benefit Administration Services provided by the City of Moscow to the City of Moscow Employee Benefits Trust and (2) a Business Associate Agreement between the City of Moscow and the Murray Group. The anticipated implementation date of the program was April 1, 2019.

As previously indicated, one of the major factors in the cost of health insurance is the 'experience', or utilization of benefits by the plan's members. In short, the lower the expenditures by plan members in comparison to premiums paid, the lower the experience. This equates to lower health insurance costs. Conversely, the greater the experience in comparison to premiums paid, the higher the health insurance cost. As noted above, a review of plan members' experience for the past ten years was favorable. It is important to note also that when developing the plan, it was anticipated that generally a group can expect to expend less than premiums paid in eight out of ten years on average, and conversely can expect to expend equal to, or more than premiums paid two out of ten years.

In order to insure against the risk that expenses of the Trust would exceed contributions in any given year, the self-funded plan would purchase 'stop-loss' insurance which would cover individual claims which exceed \$75,000 in any plan year. In addition, 'aggregate stop-loss' insurance would be purchased, insuring that if expenses of the Trust exceed 125% of contributions in any plan year, any claims received in excess of that amount would be covered by the aggregate stop-loss plan.

The group's experience for the past four years has revealed that claims that have exceeded \$75,000 have been between one and three claims during any given plan year. Although individual privacy has been protected and maintained, the Murray Group has recently been informed by Regence Group that there appear to be five to six current claims within the group that may exceed \$75,000. As a result, the cost of stop-loss insurance to the Trust would increase significantly, thereby increasing the cost to the Trust.

It is anticipated that as further claims are received, and the plan year continues, the group's experience will return to the average. Rather than purchase inflated cost of stop-loss insurance at this time, it is Murray Group's recommendation that the City delay implementation of the self-funded plan until January 2020, in order to allow the group's experience to stabilize. Staff concurs with that recommendation. Funding that has been identified for implementation of the self-funded program would be included in the FY2020 budget.

In order to facilitate this recommendation, the City would seek renewal of the current health insurance program with Regence Group, which would then be replaced by the self-funded plan when implemented.

Thank you for your consideration of this proposal.

COMMITTEE STAFF REPORT

DATE: Monday, March 25, 2019



RESPONSIBLE STAFF

Jen Pfiffner, Assistant City Supervisor

ADDITIONAL PRESENTER(S)

OTHER RESOURCES

AGENDA ITEM TITLE

Downtown Survey Report (ACTION ITEM) – Jen Pfiffner / Kyle Snyder

DESCRIPTION

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 instrument was approved by City Council. 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. Staff has compiled the responses that were received into a summary document for the Council's review and consideration.

STAFF RECOMMENDATION

PROPOSED ACTIONS

PROPOSED ACTIONS: Receive report and provide staff with further direction.

FISCAL IMPACT

PERSONNEL IMPACT

ATTACHMENTS

1. CBD EDU CUP Survey Report FINAL 3212019

EDUCATIONAL USES IN THE CENTRAL BUSINESS DISTRICT SURVEY 2018



City of Moscow

Report prepared by: Kyle Snyder, MPA Intern

Report of Results

In 2018 the Moscow City Council directed staff to conduct a one-time survey to determine public perceptions of all Moscow residents and downtown business owners regarding public and private universities and colleges in Moscow's Central Business District. This report provides a statistically valid report of those perceptions as surveyed in the fall of 2018.

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Introduction

On August, 20, 2018, the Moscow City Council directed City staff to gather community input regarding the Conditional Use Permit process for educational institutions in the Central Business District (downtown Moscow). Council directed that two survey be conducted, one to gather perceptions of Moscow residents the other to measure the perception of downtown business owners. As such, one survey tool was developed by staff and approved by Council and sent separately to each group.

Methodology

This specific survey asked residents and business owners about their opinions and perceptions on public and private colleges and universities in the Central Business District (CBD). The survey tool used was the same for both groups and were color coded to organize responses. The survey included three statements about the downtowns interaction with public/private colleges and universities in the Central Business District and gave survey takers the opportunity to rate their level of agreement with the statements. Additionally, respondents were provided an opportunity to share qualitative opinions along with their ratings.

For the resident survey, to ensure an appropriate return rate that would provide statistically valid results, a random sample of 1,200 Moscow residential addresses is used. The addresses of residents used in this survey were purchased from Redi-Data an independent data service firm based out of Fairfield, New Jersey. The survey was sent to a random sample of 1,200 Moscow residents, given 293 resident responses were received, the response for the resident survey came to 24%.

The addresses for the business survey were also purchased from Redi-Data, an independent data service firm based out of Fairfield, New Jersey. The population for this survey was 276 and the entire population was included in the survey mailing. As such, 276 surveys were mailed, 110 responses were received, resulting in a response rate of 39%.

Precision of Estimates

Both surveys provide for statistically valid results with a 5% margin of error with the following parameters. The confidence interval is the probability that the response reflects that actual response value of the full population within the specified margin of error, e.g. an 80% confidence interval means that there is an 80% probability that the answer reflects the opinion of the general population within +/- 5%.

The confidence interval for the resident survey is 91.5% meaning there is a 91.5% probability that a response reflects the opinion of the general population within $\pm 5\%$. The confidence interval for the business survey is slightly lower due to the smaller sample size, which was restricted by the total population size. At 82%, this provides an 82% probability that a response reflects the general population within $\pm 5\%$. For instance, if survey results showed 50% of respondents “strongly agree” with a particular statement, had we been able to ask the same question to every adult of Moscow, we would find that between 45% and 55% would “strongly agree” with that same statement given those confidence levels.

Measurement Scale

Questions were based on a five-point Likert scale a widely used psychometric scale commonly used in questionnaires (i.e. strongly agree, agree, neutral, disagree, and strongly disagree). The Likert scale allows a respondent to evaluate a specific item based upon their level agreement or disagreement with that item. Additionally, qualitative information was gathered to highlight the reasoning behind the level of agreement or disagreement for questions four and five of the survey.

Background

The following information was included with the survey to provide background for the issue at hand:

"The Central Business District (downtown Moscow) is the most intensive commercial district in the City and has no off-street parking requirements (where a business or other use is required to provide private parking). In 2005, the Moscow City Council changed the City's Zoning Code to allow public and private colleges and universities within the Central Business District (downtown Moscow) with a conditional use permit. The conditional use permit process includes a public hearing and allows the Zoning Board of Adjustment, to look at any problems the conditional use might create in that location. After this review process the permit may be approved without any additional "conditions", approved with additional "conditions" required of the applicant in order to use the location, or it may be denied.

Since 2005, the City has issued four conditional use permits for the following public and private colleges and universities in the Central Business District:

- New Saint Andrews College at 405 S. Main Street – Friendship Square and Main Street (2006, renewed in 2008)
 - For up to 200 Full-Time Equivalent students (2017-2018 academic year enrollment was reported as 181 students)
 - Conditions included:
 - 42 additional off-street parking spaces
 - 60 linear feet of street level commercial space open to the public
 - This includes the college library and bookstore
- New Saint Andrews Parking Lot at 505 S. Jackson Street – west of Jackson Street (2013)
 - For a private/public parking lot to meet the off-street parking condition for 405 S. Main Street.
 - Conditions included:
 - Parking lot to be open to the public after business hours
 - Landscaping and parking lot improvements were required
- New Saint Andrews at 112 North Main Street – former Cadillac Jack's (CJ's) building to be remodeled for office space, classrooms, and a 680-seat performance hall (2017)
 - For up to 300 Full-Time Equivalent students
 - Conditions included:
 - Provide 47 off-street parking spaces within one quarter mile of the location.
- University of Idaho WWAMI Medical Education Program at 805 S. Main Street – Gritman Medical Office Building (2017)
 - For an anatomy lab and classroom facilities for up to 40 Full-Time Equivalent students to be located on the third floor of the Gritman Medical Office Building
 - No conditions were required.

All of the current permits allow for up to a total of 540 Full-Time Equivalent students to attend classes in downtown Moscow. At this time, 181 Full-Time Equivalent students currently attend public or private university classes in downtown Moscow."

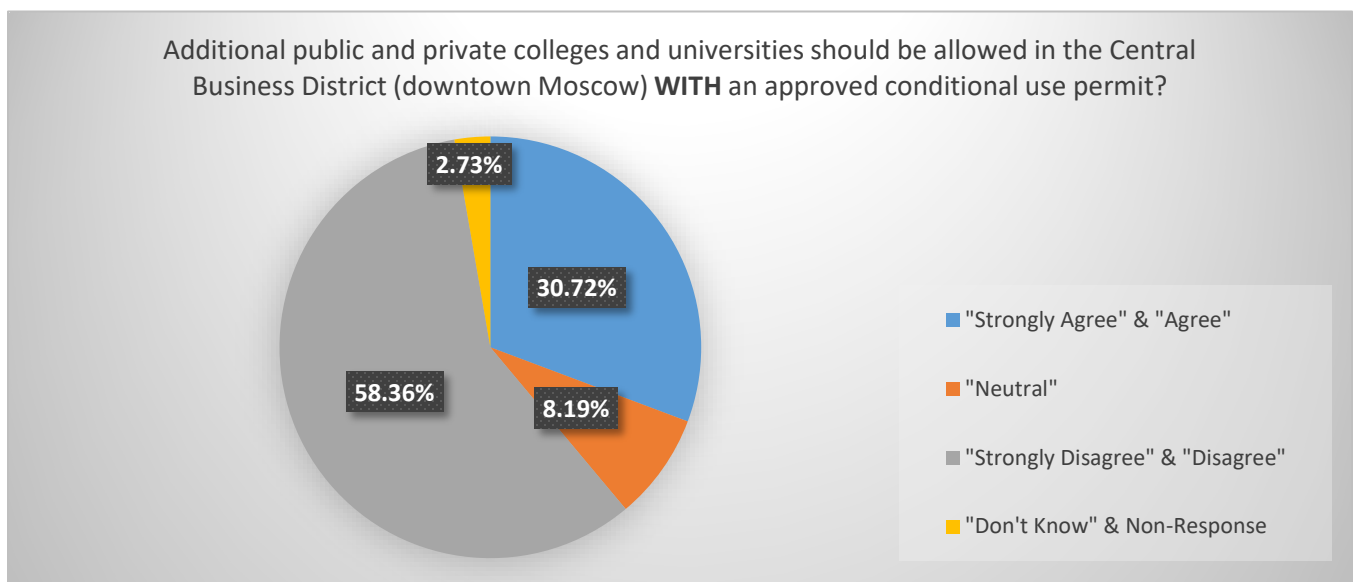
Survey Results

Each question on the survey was designed to capture the survey takers opinion regarding public and private educational institutions in the Central Business District in Moscow. As noted, two surveys were conducted to gather perceptions of all Moscow residents and perceptions of downtown business owners. In this report results of the resident survey are listed first, followed by the results of the business survey. For this report, “don’t know” responses are not included in the analysis as the percentage of those responses was minimal. However, in the appendix, both the resident and the business survey tools are included with raw percentages for all questions and items.

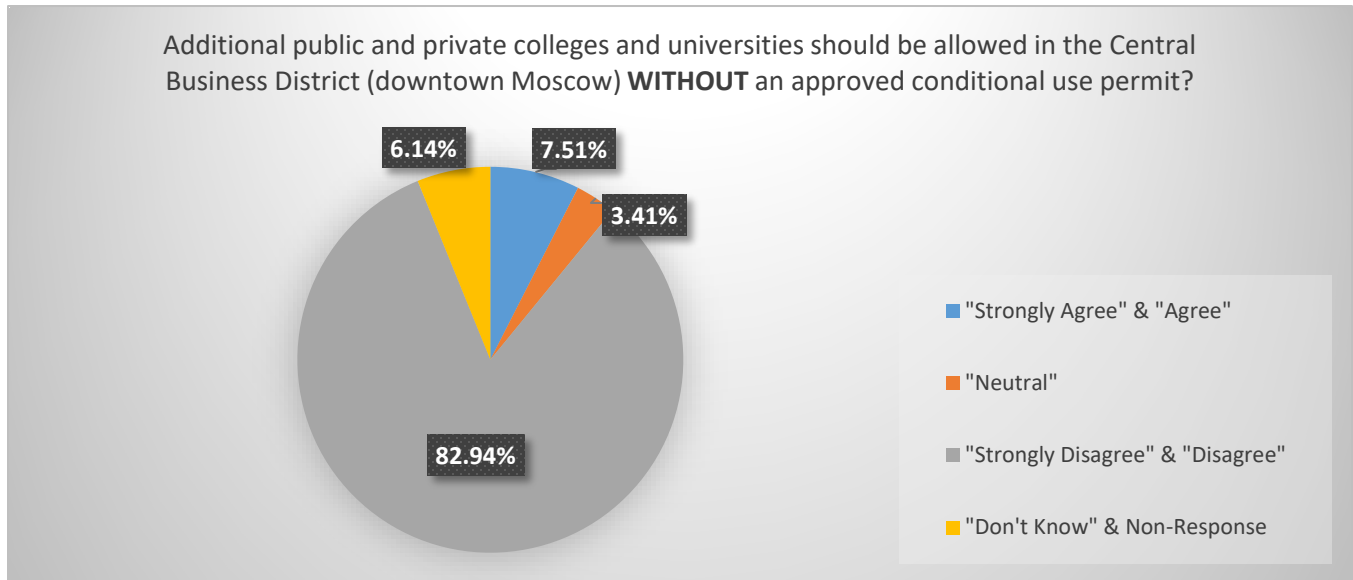
Resident Survey: Question 1

Question 1 asked respondents to, “Please rate your level of agreement for the following statements for ADDITIONAL public and private colleges and universities in the Central Business District (downtown Moscow)” given three scenarios. Listed below each are the responses received for each of those scenarios with responses highlighted in a series of pie charts.

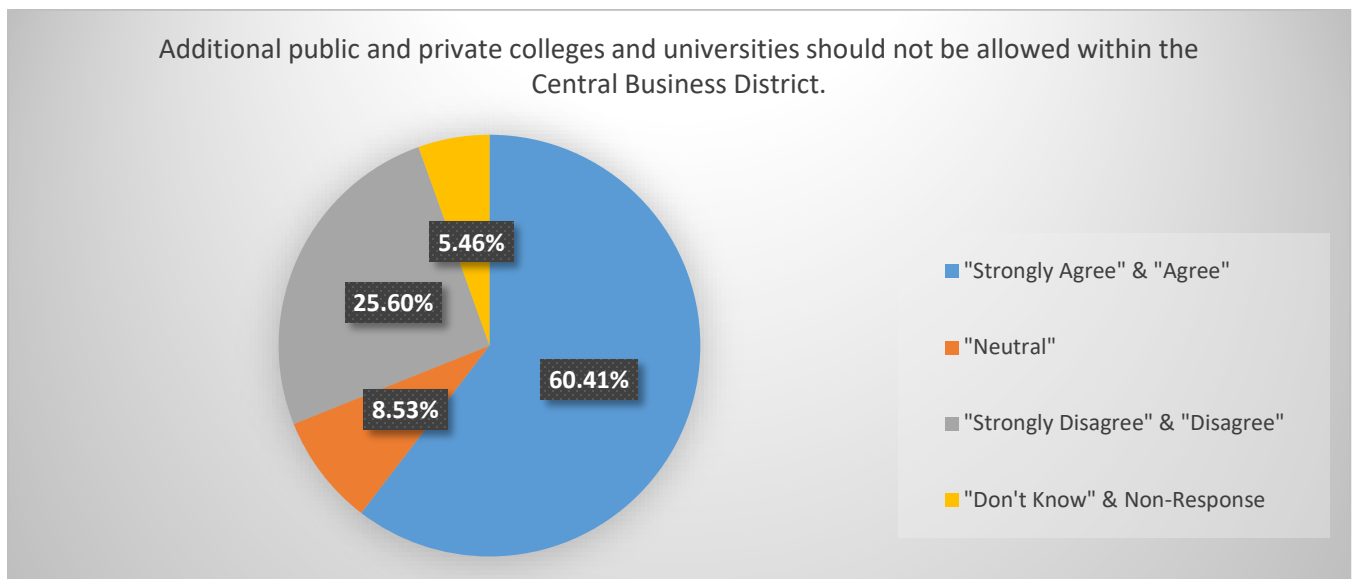
- a) “Additional public and private colleges and universities should be allowed in the Central Business District (downtown Moscow) **WITH** an approved conditional use permit?”
- 30.72% of Resident respondents noted they either “strongly agree” or “agree” with this statement.



- b) "Additional public and private colleges and universities should be allowed in the Central Business District (downtown Moscow) **WITHOUT** an approved conditional use permit?"
- 7.51% of Resident respondents noted they either "strongly agree" or "agree" with this statement.



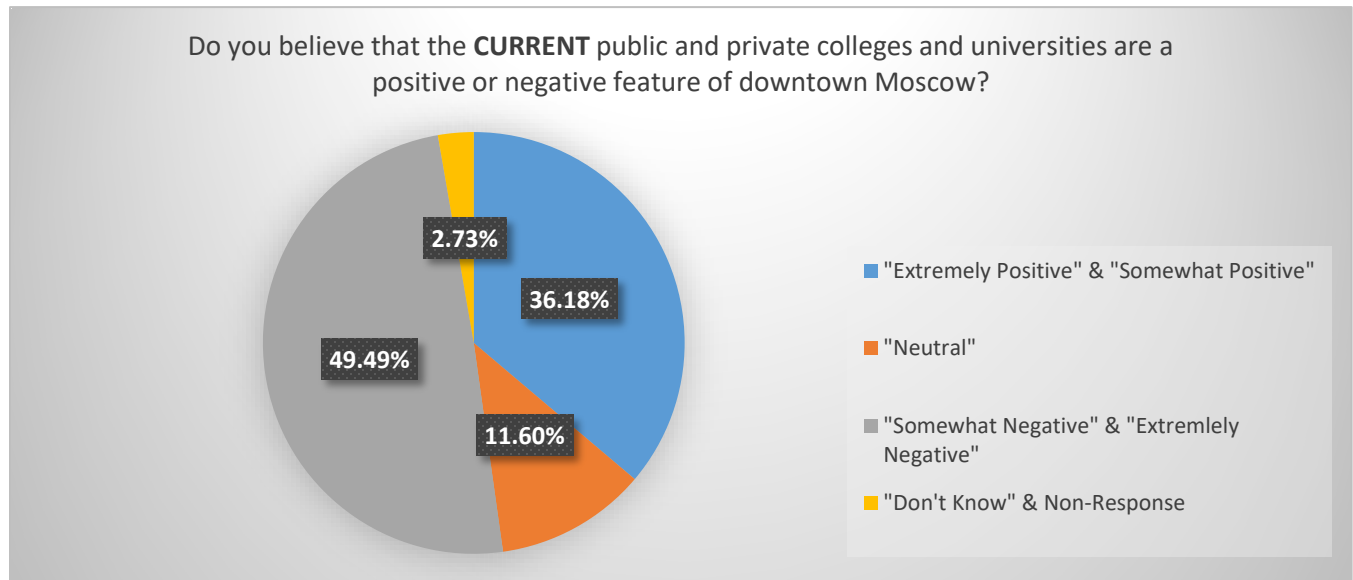
- c) "Additional public and private colleges and universities should not be allowed within the Central Business District."
- 60.41% of Resident respondents marked they either "strongly agree" or "agree" with the statement.



Resident Survey: Question 2

The 2nd question on the survey asked respondents, “Do you believe that the **CURRENT** public and private colleges and universities are a positive or negative feature of downtown Moscow?”

- 49.49% of resident respondents view the current colleges in downtown Moscow as a negative feature.



Resident Survey: Question 2 Comments

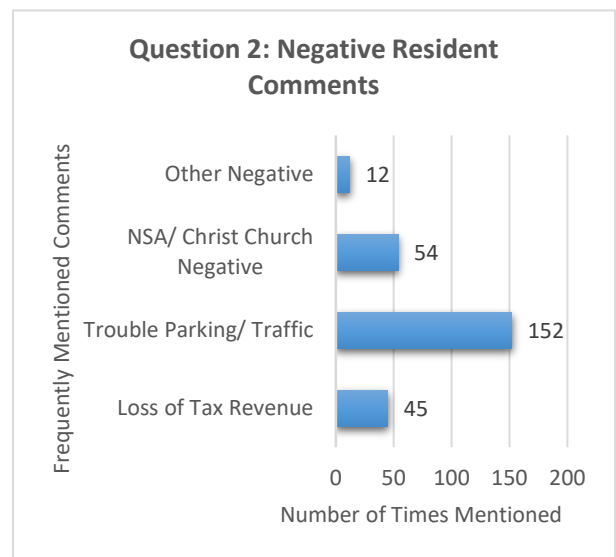
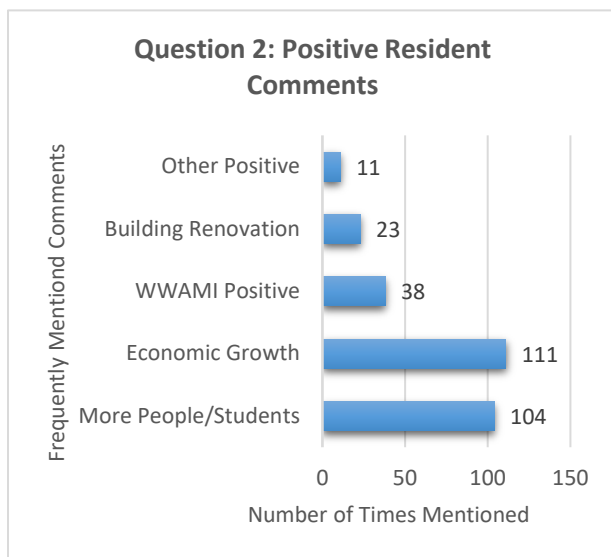
This question also allowed respondents to list comments of positive and negative features about the “**CURRENT**” public and private colleges in downtown Moscow. For question 2 there was a total of 550 resident comments, of these, 287 of mentioned a positive feature and 263 mentioned a negative feature. For clarity and efficiency comments were categorized and counted as shown below:

The top 3 mentioned positive categories were:

- Economic growth downtown
- More people/students
- WWAMI program

The top 3 mentioned negative categories were:

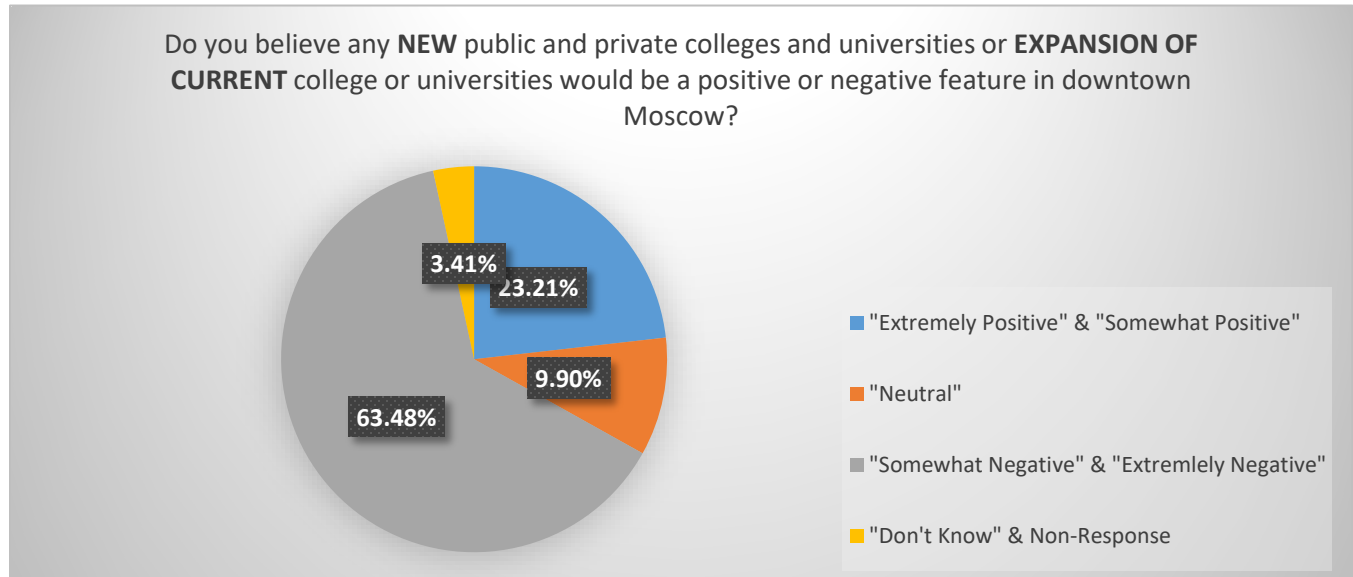
- Parking/traffic
- NSA/Christ Church
- Loss of tax revenue



Resident Survey: Question 3

“Do you believe any **NEW** public and private colleges and universities or **EXPANSION OF CURRENT** college or universities would be a positive or negative feature in downtown Moscow?”

- 63.48% of resident respondents believe that any new colleges or expansion would be a negative feature in downtown Moscow.



Resident Survey: Question 3 Comments

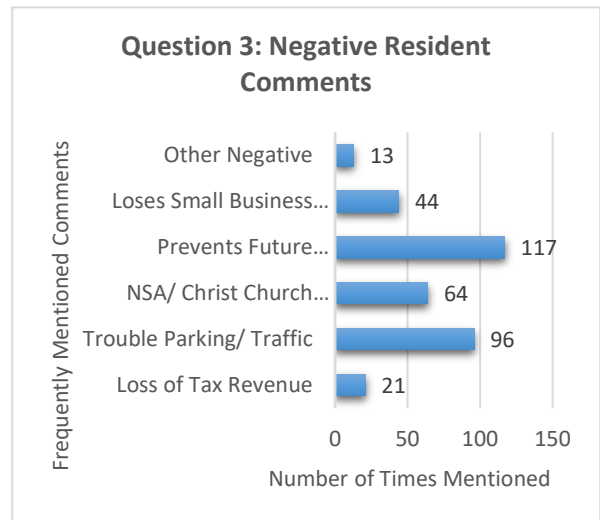
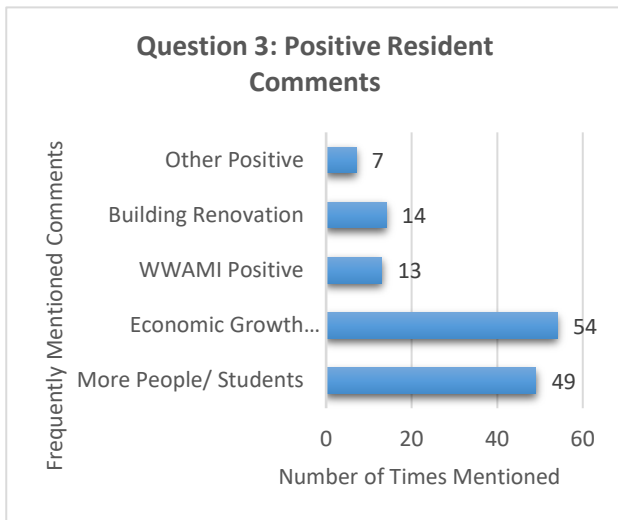
This question also allowed respondents to list comments of positive and negative features about any “**NEW**” public and private colleges and universities or “**EXPANSION OF CURRENT**” colleges and universities in downtown Moscow. A total of 424 resident comments were received for this item, 137 of which mentioned a positive feature and 355 mentioned a negative feature. For clarity and efficiency comments were categorized and counted as shown below:

The top 3 mentioned positive categories were:

- Economic growth downtown
- More people/students
- Building renovation

The top 3 mentioned negative categories were:

- Prevents future downtown business
- Parking/traffic
- NSA/Christ Church

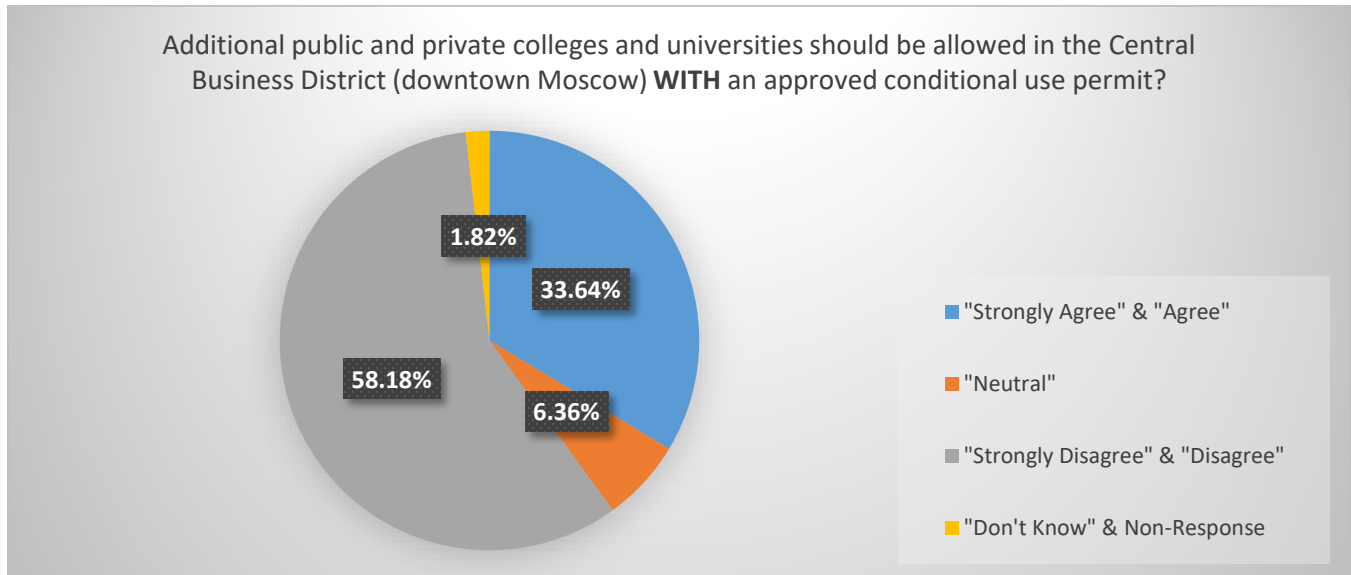


Business Owner Survey: Question 1

Again, question 1 asked respondents to, "Please rate your level of agreement for the following statements for ADDITIONAL public and private colleges and universities in the Central Business District (downtown Moscow)" given three scenarios. Listed below each are the responses received for each of those scenarios with responses highlighted in a series of pie charts.

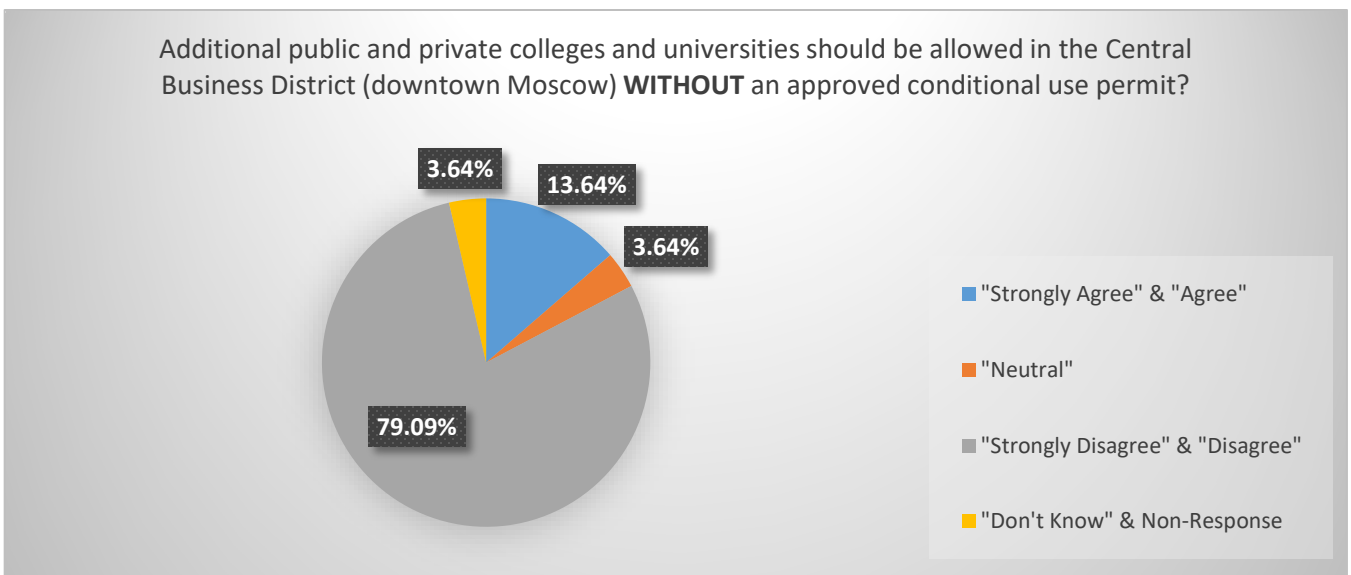
- a) "Additional public and private colleges and universities should be allowed in the Central Business District **WITH** an approved permit?"

- 33.64% of business owner respondents "strongly agree" or "agree" with this statement.

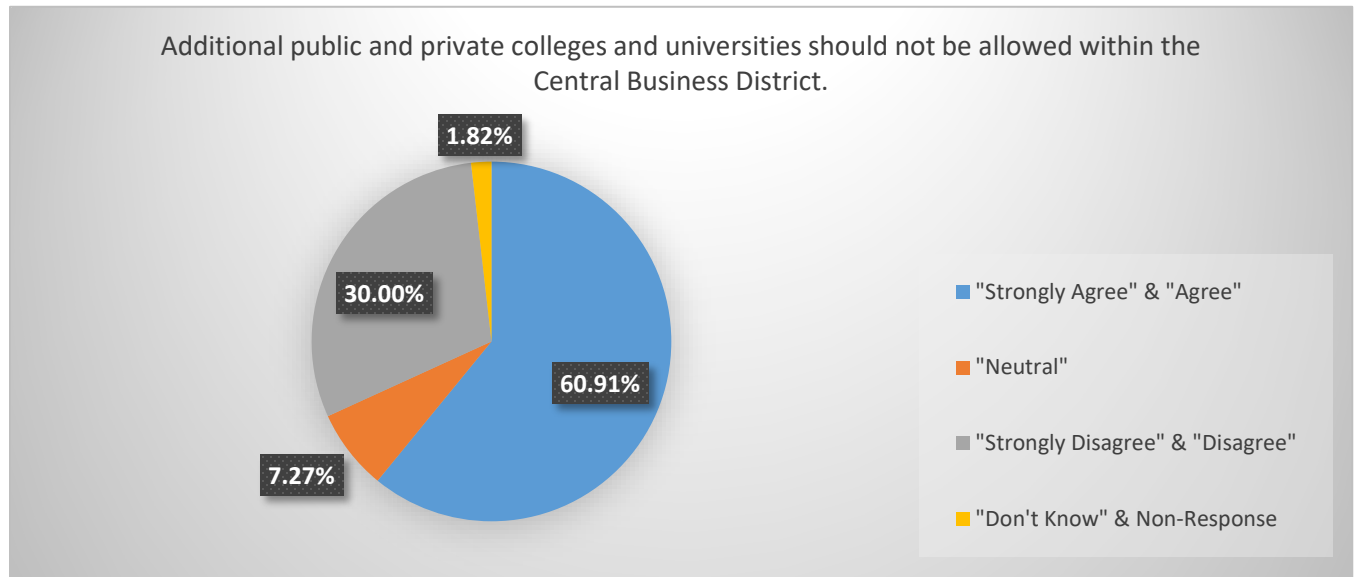


- b) "Additional public and private colleges and universities should be allowed in the Central Business District **WITHOUT** an approved permit?"

- 13.64% of business owner respondents "strongly agree" or "agree" with this statement.



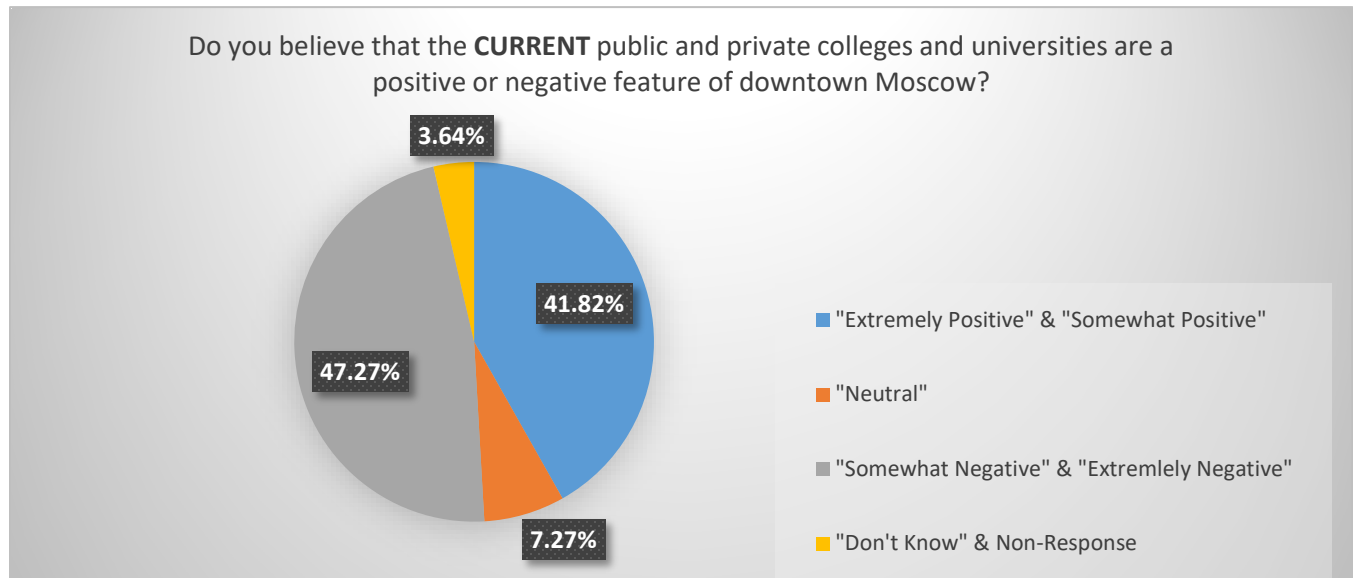
- c) "Additional public and private colleges and universities should not be allowed in the Central Business District."
- 60.91% of business owners "strongly agree" or "agree" with this statement.



Business Owner Survey: Question 2

The second question of the survey asks business owners, “Do you believe that **CURRENT** public and private colleges and universities are a positive or negative feature of downtown Moscow?”

- 47.27% of business owners noted that current colleges are a negative feature of downtown Moscow.



Business Owner Survey: Question 2 Comments

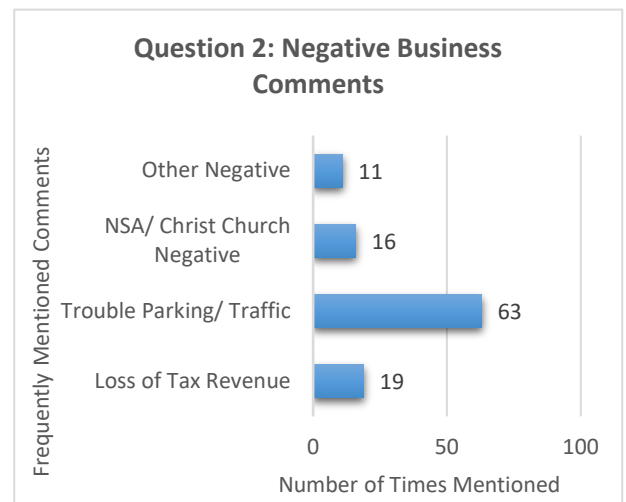
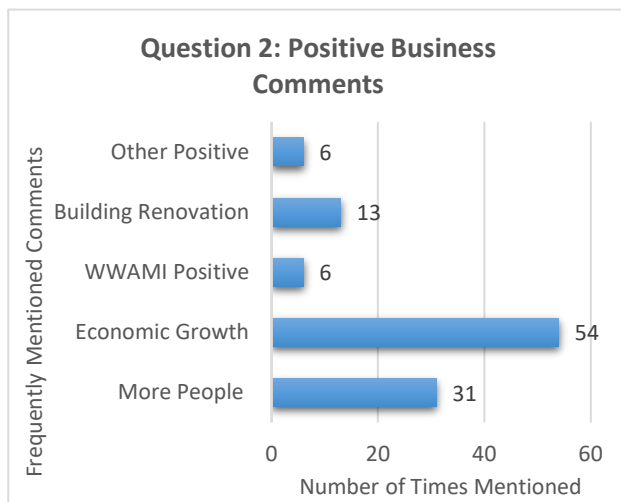
This question also allowed respondents to list comments of positive and negative features about the “CURRENT” public and private colleges in downtown Moscow. There were a total of 219 business owner comments, 110 of which mentioned a positive feature and 109 mentioned a negative feature. For clarity and efficiency comments were categorized and counted as shown below:

The top 3 mentioned positive categories were:

- Economic growth downtown
- More people/students
- Building renovation

The top 3 mentioned negative categories were:

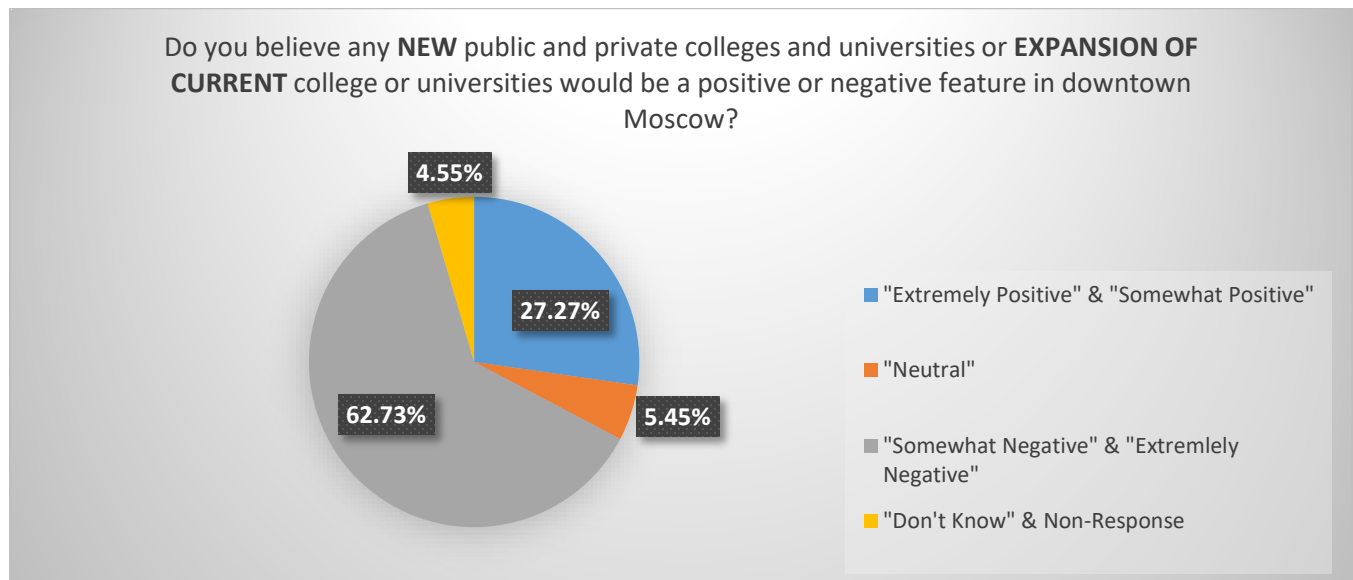
- Parking/traffic
- Loss of tax revenue
- NSA/Christ Church



Business Owner Survey: Question 3

The final question of the survey asks, “Do you believe any **NEW** public and private colleges and universities or **EXPANSION OF CURRENT** college or universities would be a positive or negative feature in downtown Moscow?”

- 66% of business owner’s responded marking either “negative” or “extremely negative” to this question.



Business Owner Survey: Question 3 Comments

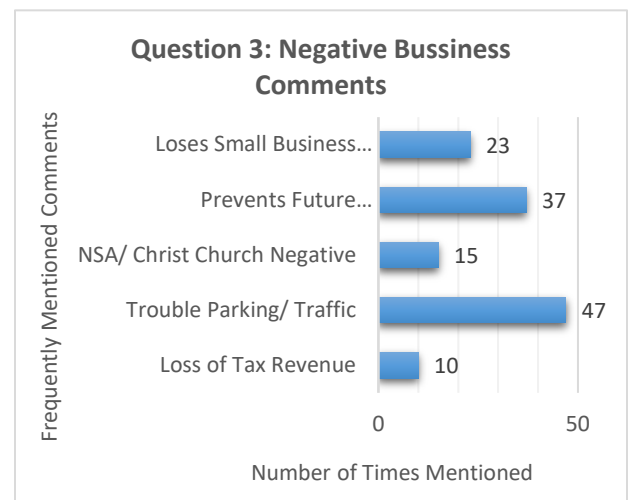
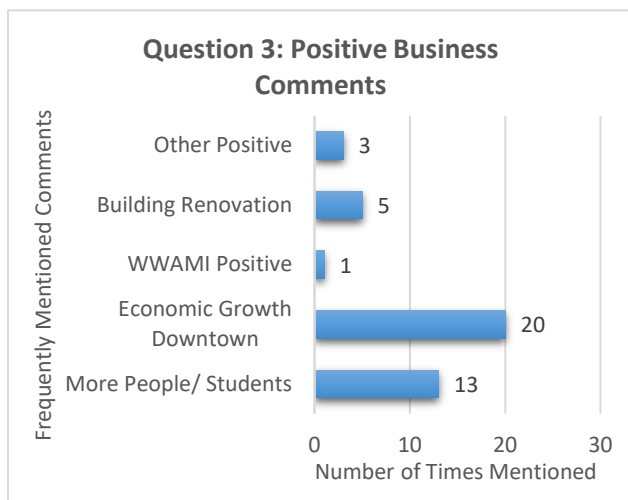
This question also allowed respondents to list comments of positive and negative features about any “NEW” public and private colleges and universities or “EXPANSION OF CURRENT” colleges and universities in downtown Moscow. There were a total of 186 business owner comments, 42 of which mentioned a positive feature and 144 mentioned a negative feature. For clarity and efficiency comments were categorized and counted as shown below:

The top 3 mentioned positive categories were:

- Economic growth downtown
- More people/students
- Building renovation

The top 3 mentioned negative categories were:

- Parking/traffic
- Prevents future downtown business
- Losing small business community to college campus'



Appendices

For ease of comparison, the following table has been created to provide a side-by-side comparison of the data as follows. Additionally, the original survey tools have been included with responses following the table.

Survey Question/Item		Residents	Business Owners
Q1a: Additional public and private colleges and universities should be allowed in the CBD WITH an approved permit?	Agree	27.27%	33.64%
	Neutral	5.45%	6.36%
	Disagree	62.73%	58.18%
	Don't Know/ Non-Response	4.55%	1.82%
Q1b: Additional public and private colleges and universities should be allowed in the CBD WITHOUT an approved permit?	Agree	7.51%	13.64%
	Neutral	3.41%	3.64%
	Disagree	82.94%	79.09%
	Don't Know/ Non-Response	6.14%	3.64%
Q1c: Additional public and private colleges and universities should not be allowed within the CBD.	Agree	60.41%	60.91%
	Neutral	8.53%	7.27%
	Disagree	25.60%	30.00%
	Don't Know/ Non-Response	5.46%	1.82%
Q2: Do you believe the CURRENT public and private colleges and universities are a positive or negative feature of downtown Moscow?	Positive	36.18%	41.82%
	Neutral	11.60%	7.27%
	Negative	49.49%	47.27%
	Don't Know/ Non-Response	2.73%	3.64%
Q3: Do you believe any NEW public and private colleges and universities or EXPANSION OF CURRENT college or universities would be a positive or negative feature un downtown Moscow?	Positive	23.21%	27.27%
	Neutral	9.90%	5.45%
	Negative	63.48%	62.73%
	Don't Know/ Non-Response	3.41%	4.55%

Appendix – Resident Survey Tool with Raw Percentages

1. Please rate your level of agreement for the following statements for **ADDITIONAL** public and private colleges and universities in the Central Business District (downtown Moscow):

	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree	Don't Know	Non-Response
a) Additional public and private colleges and universities should be allowed in the Central Business District (downtown Moscow) WITH an approved conditional use permit?	12.97%	17.75%	8.19%	15.02%	43.34%	0.34%	2.39%
b) Additional public and private colleges and universities should be allowed in the Central Business District (downtown Moscow) WITHOUT an approved conditional use permit?	5.80%	1.71%	3.41%	13.65%	69.28%	0.68%	5.46%
c) Additional public and private colleges and universities should not be allowed within the Central Business District.	45.05%	15.36%	8.53%	11.26%	14.33%	1.37%	4.10%

2. Do you believe that the **CURRENT** public and private colleges and universities are a positive or negative feature of downtown Moscow?

Extremely Positive	Somewhat Positive	Neutral	Somewhat Negative	Extremely Negative	Don't Know	Non-Response
17.06%	19.11%	11.60%	25.26%	24.23%	2.73%	0.00%

a) If any, please list the top three positive things you believe current public and private colleges and universities bring to downtown Moscow.	b) If any, please list the top three negative things you believe current public and private colleges and universities bring to downtown Moscow.
<i>Economic growth downtown</i>	<i>Parking/traffic</i>
<i>More people/students</i>	<i>NSA/Christ Church</i>
<i>WWAMI program</i>	<i>Loss of tax revenue</i>

3. Do you believe any **NEW** public and private colleges and universities or **EXPANSION OF CURRENT** college or universities would be a positive or negative feature in downtown Moscow?

Extremely Positive	Somewhat Positive	Neutral	Somewhat Negative	Extremely Negative	Don't Know	Non-Response
11.60%	11.60%	9.90%	19.45%	44.03%	1.37%	2.05%

a) If any, please list the top three positive things you believe current public and private colleges and universities bring to downtown Moscow.	b) If any, please list the top three negative things you believe current public and private colleges and universities bring to downtown Moscow.
<i>Economic growth downtown</i>	<i>Prevents future downtown business</i>
<i>More people/students</i>	<i>Parking/traffic</i>
<i>Building renovation</i>	<i>NSA/Christ Church</i>

RESIDENT SURVEY RESULTS

Appendix – Business Survey Tool with Raw Percentages

1. Please rate your level of agreement for the following statements for **ADDITIONAL** public and private colleges and universities in the Central Business District (downtown Moscow):

	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree	Don't Know	Non-Response
a) Additional public and private colleges and universities should be allowed in the Central Business District (downtown Moscow) WITH an approved conditional use permit?	16.36%	17.27%	6.36%	13.64%	44.55%	0.91%	0.91%
b) Additional public and private colleges and universities should be allowed in the Central Business District (downtown Moscow) WITHOUT an approved conditional use permit?	7.27%	6.36%	3.64%	12.73%	66.36%	0.00%	3.64%
c) Additional public and private colleges and universities should not be allowed within the Central Business District.	51.82%	9.09%	7.27%	10.00%	20.00%	0.00%	1.82%

2. Do you believe that the **CURRENT** public and private colleges and universities are a positive or negative feature of downtown Moscow?

Extremely Positive	Somewhat Positive	Neutral	Somewhat Negative	Extremely Negative	Don't Know	Non-Response
19.09%	22.73%	7.27%	28.18%	19.09%	0.91%	2.73%

a) If any, please list the top three positive things you believe current public and private colleges and universities bring to downtown Moscow.	b) If any, please list the top three negative things you believe current public and private colleges and universities bring to downtown Moscow.
<i>Economic growth downtown</i>	<i>Parking/traffic</i>
<i>More people/students</i>	<i>Loss of tax revenue</i>
<i>Building renovation</i>	<i>NSA/Christ Church</i>

3. Do you believe any **NEW** public and private colleges and universities or **EXPANSION OF CURRENT** college or universities would be a positive or negative feature in downtown Moscow?

Extremely Positive	Somewhat Positive	Neutral	Somewhat Negative	Extremely Negative	Don't Know	Non-Response
13.64%	13.64%	5.45%	15.45%	47.27%	1.82%	2.73%

a) If any, please list the top three positive things you believe current public and private colleges and universities bring to downtown Moscow.	b) If any, please list the top three negative things you believe current public and private colleges and universities bring to downtown Moscow.
<i>Economic growth downtown</i>	<i>Parking/traffic</i>
<i>More people/students</i>	<i>Prevents future downtown business</i>
<i>Building renovation</i>	<i>Losing small business community to college campus'</i>

BUSINESS SURVEY RESULTS