



Administrative Committee Regular Meeting

Laurie M. Hopkins

~Agenda~

City Clerk

www.ci.moscow.id.us

208.883.7015

Monday

3:00 PM

Council Chambers

November 26, 2018

206 E. Third St.

Action Items

**1. Approval Of Administrative Committee November 13, 2018 Minutes
(ACTION ITEM) – Laurie M. Hopkins**

Documents:

[ADMIN MINUTES OF 11-13-18.PDF](#)

**2. Idaho Office Of Highway Safety - 2019 Traffic Enforcement Grant Project
Program (ACTION ITEM) - Alisa Anderson**

The Idaho Transportation Department through the Office of Highway Safety (OHS) administers the Traffic Enforcement Grant Project program. The goal of the program is to eliminate death and serious injuries resulting from motor vehicle crashes and implement programs designed to address driver behavior. The purpose of the program is to provide funding at the state and community level for a highway safety problem that addresses Idaho's and the community's own unique circumstances and particular highway safety needs. The Traffic Enforcement Grant Project program establishes project requirements and a grant funding process to support the enforcement efforts of local law enforcement agencies through dedicated overtime hours and/or traffic enforcement equipment.

PROPOSED ACTIONS: Recommend approval of the 2019 Traffic Enforcement Grant Project Agreement, Certifications and Assurances, and Risk Assessment for assistance from the Idaho Office of Highway Safety for mobilizations during specified Highway Safety Performance Plan focus area events, campaigns, and/or Mini-Grant requests up to an accumulative amount per program fiscal year of \$50,000 without seeking additional approval or provide staff further direction.

Documents:

[IOHS TRAFFIC ENFORCEMENT GRANT.PDF](#)

3. Memorandum Of Understanding With University Of Idaho Regarding

Liability And Responsibility (ACTION ITEM) - Mia Vowels

The University of Idaho and the City of Moscow routinely enter into contracts, agreements, and memorandum's of understandings (MOU). In every contract, agreement, or MOU there is a provision regarding liability and responsibility that is negotiated between the respective entities. The proposed hold harmless provision in the MOU has been vetted by the University's Legal Counsel, the City's Legal Department and the City's insurance carrier as adequate regarding liability and responsibility and is proposed to be the standard hold harmless default provision that would be used in the routine contracts, agreements and MOU's.

PROPOSED ACTIONS: Recommend approval of the Memorandum of Understanding between the University and City of Moscow regarding Liability and Responsibility or provide staff further direction.

Documents:

[MOU U OF I LIABILITY.PDF](#)

4. Office Building Lease (ACTION ITEM) - Gary J. Riedner

Office space within the Mann Building and City Hall is inadequate for current staff needs. Recently an office space at 203 East Third Street has been vacated by American Insurance. The office is located directly across Third Street from City Hall. The owner of the building, Robin Woods, has offered to lease the space to the City for use as additional offices. Staff is recommending a three year lease term, with two one-year rights to renew at the City's option. The office would be available on or before January 1, 2019. The source of funding for the lease would be the General Fund.

PROPOSED ACTIONS: Recommend approval of the attached lease with Robin Woods for office space located at 203 East Third Street, or provide staff further direction.

Documents:

[OFFICE BUILDING LEASE.PDF](#)

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