# Administrative Committee

**Regular Meeting**
**~Minutes~**

Laurie M. Hopkins
City Clerk

www.ci.moscow.id.us

208.883.7015

| | | |
|---|---|---|
| **Monday**<br>**November 26, 2018** | **3:00 PM** | **Council Chambers**<br>**206 E. Third St.** |

**The meeting was called to order at 3:00 PM**
PRESENT: Gina Taruscio Chair, Art Bettge Councilmember, Anne Zabala Councilmember

OTHERS: Mayor Bill Lambert

STAFF: Gary J. Riedner, Alisa Anderson, Laurie M. Hopkins

**1. Approval of Administrative Committee November 13, 2018 Minutes – Laurie M. Hopkins**

| | |
|---|---|
| **RESULT:** | **ACCEPTED [UNANIMOUS]** |
| **AYES:** | Gina Taruscio, Art Bettge, Anne Zabala |

**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.

**ACTION:** 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.

Anderson introduced the item as written above adding this year reserve officers are allowed to participate in the emphasis patrols if they have already worked 40 hours in a week. The application, certificates and assurances are standard language as compared to previous years.

Thueson explained this is the 18th year applying through this program. In 2017, Moscow received less money and were just shy of utilizing the full funds. The intent for this year is to also apply for an equipment grant for printers and scanning software for E-ticket program, which would allow statewide information. The request is for $50,000 for overtime emphasis, equipment and mini-grants specific to the needs of Moscow.

The Committee recommended approval and that it be placed on the Council consent agenda.

| | |
|---|---|
| **RESULT:** | **RECOMMENDED TO COUNCIL CONSENT [UNANIMOUS]** |
| **AYES:** | Gina Taruscio, Art Bettge, Anne Zabala |

**3. MOU Agreement 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.

Riedner introduced as written above. Staff is still looking at standardizing a process for student activities as the clubs are not subject to standard University regulation. The Committee recommended approval and that it be placed on the Council consent agenda.

| | |
|---|---|
| **RESULT:** | **RECOMMENDED TO COUNCIL CONSENT [UNANIMOUS]** |
| **AYES:** | Gina Taruscio, Art Bettge, Anne Zabala |

**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.

Riedner explained all the space has been utilized in City Hall and the Paul Mann Building. This lease proposal would alleviate some of the space issues by relocating certain operations. The lease will be managed as a capital project. The two year renewal option is to coincide with construction of a new police station and remodel of the Fourth Street facility. The appropriation was not budgeted thus will be brought before City Council in the open budget process before the end of FY2019. Section 9 Alterations is a standard section in a lease and there are no plans for any structural alterations. Fiber will need to be extended from the Police Department and is estimated at a cost of $5,000. Engineering design staff is currently proposed to move to the building. There is an additional 2 person space available that is still undecided. The Committee recommended approval and that it be placed on the Council consent agenda.

| | |
|---|---|
| **RESULT:** | **RECOMMENDED TO COUNCIL CONSENT [UNANIMOUS]** |
| **AYES:** | Gina Taruscio, Art Bettge, Anne Zabala |

**Adjourn**

The meeting was closed at 3:25 PM