

Administrative Committee



Regular Meeting ~Agenda~

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Laurie M. Hopkins
City Clerk

208.883.7015

**Monday, September 23,
2019**

4:30 PM

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

REGULAR AGENDA

1. Approval of the August 26, 2019 Administrative Committee Minutes (ACTION ITEM) - Caylee Birge

Minutes presented for approval.

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

2. Management Structure Reorganization (ACTION ITEM) – Gary J. Riedner

As City Council has been advised, the Mayor has directed the City Supervisor to evaluate the current City operational management structure in terms of efficiency and optimal service. The City Supervisor has completed that review and has researched various alternative management structures which have proven to be effective and which provide increased customer service. The attached memo describes the structure that has been approved by the Mayor and which has been reviewed by City Council leadership. As outlined in the memo, the reassignment of duties of existing managers will require some modifications to City code, which will be reviewed during the presentation.

PROPOSED ACTIONS: Receive report of revised management structure and direct staff to prepare modifications to City code for implementation, or provide staff further direction.

ADJOURN

NOTICE: Moscow City Council and committee meetings are televised, videotaped and/or recorded. Individuals attending the meeting who require special assistance to accommodate physical, hearing, or other impairments, please contact the City Clerk, at (208) 883-7015 or TDD 883-7019, as soon as possible so that arrangements may be made.

Administrative Committee



Regular Meeting ~Minutes~

Laurie M. Hopkins
City Clerk

www.ci.moscow.id.us

208.883.7015

Monday, August 26, 2019

4:00 PM

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

REGULAR AGENDA

The meeting was called to order at 4:00 p.m.

PRESENT: Kathryn Bonzo, Brandy Sullivan, Gina Taruscio

OTHER: Mayor Bill Lambert, Council Member Art Bettge

STAFF: Gary J. Riedner, Mia Bautista, Dwight Curtis, David Schott, James Fry, Bill Belknap, Caylee Birge

1. Approval of Administrative Committee June 10, 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. Harvest Park Concept Approval (ACTION ITEM) - David Schott

Through a collaborative series of public park design workshops, residents, along with the design expertise of Bernardo-Wills Architects PC, developed a final design plan for the future Harvest Park. The 4.09 acre park property is located on the north side of Southview Avenue near the intersection of Highway 95 and Southview Avenue, across from the Grove Apartments. This unique space is intended to provide educational opportunities and an example to our community of stewardship of a public food forest. Harvest Park will include edible fruit and nut trees, shrubs, perennials and ground covers, an accessible pathway and parking, staging area, restrooms, viewing areas, and an amphitheater / educational area. Development funding for the park has not been determined as of yet as a design was a necessary starting point. Harvest Park will be developed incrementally as funding allows over many years. With approval of the conceptual plan, it is anticipated that development of phase 1 will begin in 2021. The Parks and Recreation Commission and Tree Commission both unanimously voted to recommend the conceptual plan for Harvest Park at a special joint meeting held on July 10, 2019.

PROPOSED ACTIONS: Recommend approval of the conceptual plan for Harvest Park, or provide staff further direction.

Schott introduced the item as written above. A core development team was created and developed a vision statement. The goals for the park are to be low maintenance, volunteer maintenance, and have multiple opportunities for education. A public workshop was held and online surveys were conducted to aid in the conceptual planning. The City will be working toward retaining water on site by using the concept of slow it down, spread it out, store it, or sink it. The development plan for the park is long term as funding allows. A cover crop will need to be planted soon to start

preparing the soil and keep weeds down. The primary access will be off of Southview for now and will not impede the bike lane along the top of the park. The Committee recommended approval and that it be placed on the Council regular agenda.

3. Walmart Grant - Shop with a Cop (ACTION ITEM) - Alisa Anderson / Ryan Snyder

The Moscow Police Department is seeking approval to submit a request to the Walmart Foundation under their Community Grant Program for \$2,500 to host the 4th annual Shop with a Cop event to assist less fortunate children that live in Latah County to purchase gifts for their families for Christmas. This program will not only make resources available for children to purchase gifts, but will also encourage community collaboration among local businesses, families and law enforcement. The goal of the program is to have productive, personal interactions between law enforcement and local youth. The Moscow Police Department collaborates with elementary schools to organize a list of children and families to be selected for the event. Each child selected will be served a donated breakfast, paired with a law enforcement officer, and given a gift card to Walmart to purchase gifts for their family members as well as themselves. Other law enforcement agencies such as the Latah County Sheriff's Office and the Idaho State Patrol will also participate in the event.

PROPOSED ACTIONS: Recommend approval to submit a grant request to the Walmart Foundation Community Grant Program for \$2,500 to host the 4th annual Shop with a Cop event in Moscow, Idaho, or provide staff further direction.

Fry introduced the item as written above. Having no questions, the Committee recommended approval and that it be placed on the Council consent agenda.

4. Idaho's Child Passenger Safety Grant Program (ACTION ITEM) - Alisa Anderson / Meagan Vincello

The Moscow Police Department has participated in the Child Passenger Safety Grant Program since 2003 by applying for funding to purchase safety seats for children, and participate in teaching and hosting Child Passenger Safety Technician certification classes. The Moscow Police Department has been the lead agency and fiscal agent for the program since 2011 and has applied and received funding for purchasing child safety seats, training technicians and managing the distribution of child safety seats. The FY2020 funding requested will be submitted to the Idaho Transportation Department, Office of Highway Safety. The request will include funding to purchase child safety seats, training for new or recertification of child safety seat technicians, public events, and educational materials. The Moscow Police Department will contribute in-kind staff time and supplies for training during the award period for a total program cost not to exceed \$26,000.

PROPOSED ACTIONS: Recommend approval of the proposed funding request to apply and accept an award under Idaho's Child Passenger Safety Grant Program not to exceed \$26,000 from the Idaho Transportation Department, Office of Highway Safety, or provide staff further direction.

Fry introduced the item as written above. Having no questions, the Committee recommended approval and that it be placed on the Council consent agenda.

ADJOURN

The meeting was closed at 4:27 p.m.

DRAFT

COMMITTEE STAFF REPORT

DATE: Monday, September 23, 2019



RESPONSIBLE STAFF

ADDITIONAL PRESENTER(S)

OTHER RESOURCES

AGENDA ITEM TITLE

Management Structure Reorganization (ACTION ITEM) – Gary J. Riedner

DESCRIPTION

As City Council has been advised, the Mayor has directed the City Supervisor to evaluate the current City operational management structure in terms of efficiency and optimal service. The City Supervisor has completed that review and has researched various alternative management structures which have proven to be effective and which provide increased customer service. The attached memo describes the structure that has been approved by the Mayor and which has been reviewed by City Council leadership. As outlined in the memo, the reassignment of duties of existing managers will require some modifications to City code, which will be reviewed during the presentation.

STAFF RECOMMENDATION

Receive report of revised management structure and direct staff to prepare modifications to City code for implementation.

PROPOSED ACTIONS

PROPOSED ACTIONS: Receive report of revised management structure and direct staff to prepare modifications to City code for implementation, or provide staff further direction.

FISCAL IMPACT

PERSONNEL IMPACT

ATTACHMENTS

1. memo-Management Revisions 9.19.19

MEMORANDUM



To: Mayor & City Council
From: Gary J. Riedner, City Supervisor
cc: City Management Team
Date: September 19, 2019
Re: City of Moscow Management Revisions

History:

The City of Moscow operates under the Mayor-Council form of municipal government, as per Idaho Code.

Prior to 1977, the City of Moscow operated under a bifurcated management structure, with the oversight of Administrative/Financial and General Governmental functions delegated to City Clerk/Administrative Assistant Marvin Kimberling, and Public Works functions delegated to City Engineer William A. Smith. Upon the occasion of Marvin Kimberling's untimely death in the summer of 1977, the City Council restructured City management under a City Supervisor, a position with management oversight over all City operations. The City Supervisor was delegated duties by the City Council by the enactment of City ordinance, making the position somewhat of a hybrid. The position serves at the pleasure of the Mayor, with confirmation of the City Council.

William A. Smith, the former City Engineer, was appointed the City's first City Supervisor. At that time, the City departments included Finance, City Clerk, City Planner, Police, Fire, Parks and Recreation, Engineering, Streets, Water, Sewer, and the Library. The position of City Attorney was an independent contractor, rather than an employee of the City.

The managers of these departments were directly supervised by the City Supervisor, who also had an Administrative Secretary as a direct report. Although records are inconsistent, it is reasonable to assume that employees of the City during this era numbered less than seventy.

In the 1980s, the City Supervisor developed a proposal for creating a division-type management structure, but the proposal was not implemented in its entirety. The proposal anticipated three divisions: Public Works, Public Safety and Administration & Finance. Because of a combination of several factors, including the size of the organization and the difficulty of combining leadership of a paid police department and volunteer fire department, the only division that was created was Public Works. The position of Public Works Director was created in 1988.

In January 1992, City employees numbered approximately eighty-eight. Departments existing at that time were Public Works, Community Development, Finance, Police, Fire, Parks and Recreation and the Library. The City Attorney's office was still held by an independent contractor, as was the City Prosecutor. Human Resources functions were delegated to the Parks and Recreation Director, who was paid a stipend for the additional assignment. The City Clerk position was within the Finance Department. Public Works included engineering, water, sewer, and street

(which included the City shop). By virtue of an election in 1993, the Library joined the Latah County Free Library District. In the years following, additional departments were created, including Human Resources, Legal, Arts and Information Systems.

The Current Structure:

The City's management structure remains essentially unchanged since its inception in 1977. Currently the City Supervisor oversees all City operations and directly supervises the directors of Public Works, Finance, Police, Fire, Parks and Recreation, Information Systems, Community Development, City Attorney and Human Resources. In addition, the City Supervisor directly supervises the Assistant City Supervisor, City Clerk, Grants Manager, Executive Assistant and Internal Auditor/Management Analyst, and Sanitation Manager.

The Public Works Director supervises the engineering, water, sewer, street and fleet departments. The Parks and Recreation Director supervises recreation activities, parks functions and facilities. The Assistant City Supervisor supervises Human Resources, Arts, and Community Events. The Community Development Director supervises both land use planning and building safety functions.

The Reorganization:

The position of City Supervisor is challenged to provide effective oversight of the entirety of the City operations due to the number of direct reports. After consultation with the Mayor and City Council, I have conducted extensive research of alternative management models, and in respect of the mandates of Idaho Code and City ordinances and resolution, have proposed the following management structure, which has received the approval of the Mayor and has been presented to City Council leadership.

The restructured management model incorporates some of the aspects of the original proposal of 1988. Four operational Groups are being created, including Administration, Finance & Public Safety; Community Planning & Design; Public Works & Services; and Culture, Recreation & Employee Services. The position of City Supervisor will continue to provide overall administration and will continue to have direct responsibility for the Administration, Finance and Public Safety Group.

- Community Planning & Design will combine Planning, Building Safety, Engineering, and Grants Administration.
- Public Works & Services will include Water, Sewer, Sanitation, Fleet, Street, Stormwater, and Environmental Services.
- Culture, Recreation & Employee Services will supervise Human Resources, Parks and Recreation, Information Systems, Arts, and Community Events.
- Administration Finance & Public Safety will include Administration, Finance, Legal, Police, and Fire.

The management model generally follows the City's budget funding protocol, with some crossover related to function:

- Administration Finance & Public Safety are General Fund functions.

- Community Planning & Design are General Fund functions.
- Culture, Recreation & Employee Services includes General Fund (Human Resources), Special Revenue Fund (Parks & Recreation, Arts and Community Events), and an Internal Service Fund (Information Systems).
- Public Works & Services includes the Enterprise Funds (Water, Sewer and Sanitation), Special Revenue Fund (Streets), and Internal Service Fund (Fleet).

The attached organizational charts illustrate the current management model and the proposed management reorganization.

The reorganization anticipates elimination of some current positions and creation of new positions, as follows:

- Positions to be created/renamed:
 - Deputy City Supervisor Community Planning & Design;
 - Deputy City Supervisor Culture Recreation & Employee Services;
 - Deputy City Supervisor Public Works & Services;
 - Human Resources Manager
 - Planning Director
 - Engineering Manager/City Engineer
- Positions to be eliminated/renamed:
 - Assistant City Supervisor
 - Public Works Director
 - Deputy Director Engineering
 - Deputy Director Operations
 - Community Development Director
 - Human Resources Director

To accomplish the reorganization, it is necessary to make some amendments to the City Code. Positions being eliminated, such as Public Works Director, Community Development Director, and Human Resources Director, will require repeal of those positions from the Code. References to those positions within the Code will also have to be removed, in favor of references to the pertinent new positions. These references typically relate to administrative authority, *i.e.*, the Community Development Director is referenced in Permitted Land uses by virtue of MCC 4-3-5.

Transition to the reorganized management model will take some time, as Code amendments and references are brought forward for revision. In order to facilitate the transition, Staff will prepare a transitional ordinance which will cross-reference the former positions to the new positions. This ordinance will remain in place to continue the validity of current ordinances, until the transition is completed.

Fiscal Impacts

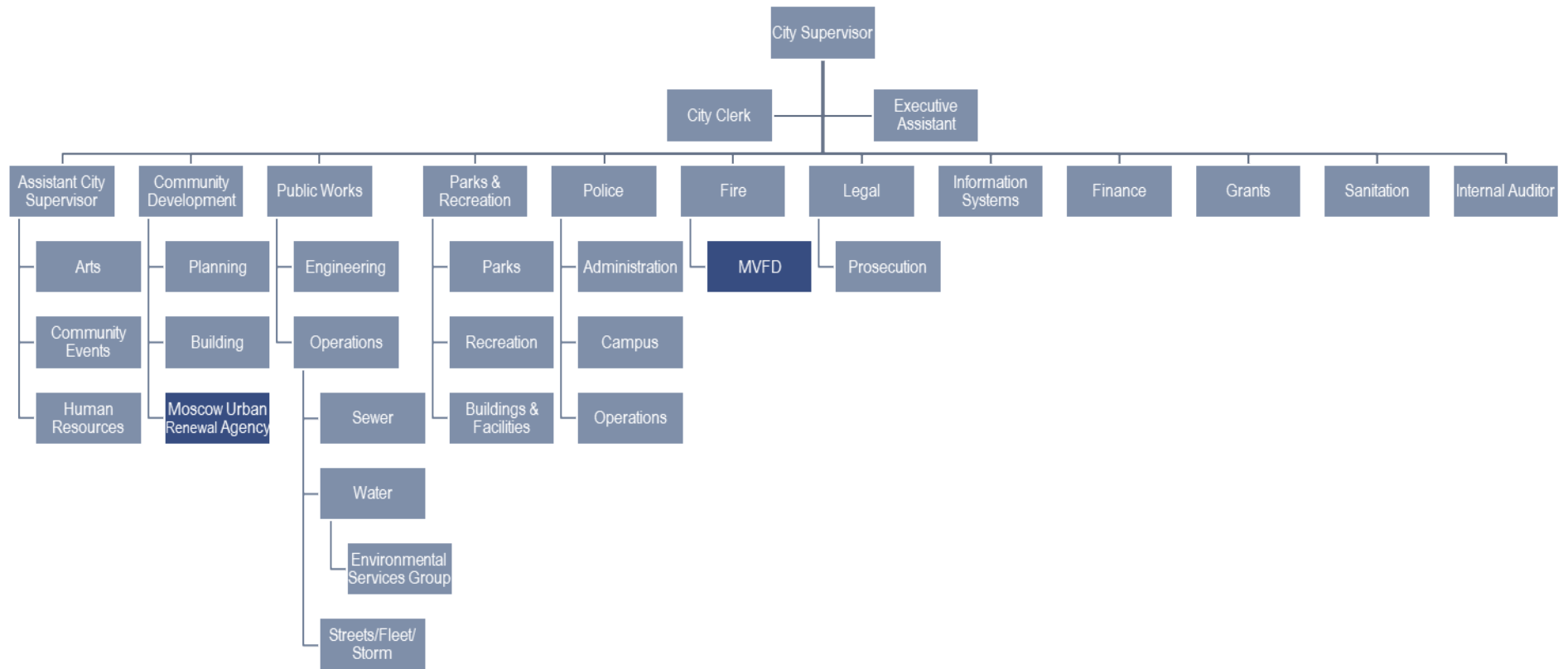
The reorganization as proposed will have minimal fiscal impacts. Realignment and consolidation of management duties are expected to be accomplished within the current FY2020 budget appropriation.

Conclusion

The reorganized management model is intended to be a framework which supports the efficient use of increasingly scarce public resources by encouraging teamwork and aligning collaborative interests, thereby creating greater opportunities for the City to move forward into the future.

Thank you.

Current Organizational Structure



Proposed Organizational Structure

