

Public Works / Finance Committee



Regular Meeting ~Minutes~

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Laurie M. Hopkins
City Clerk

208.883.7015

Monday, January 13, 2020

3:00 PM

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

REGULAR AGENDA

The meeting was called to order at 3:00 p.m.

PRESENT: Brandy Sullivan, Gina Taruscio, Sandra Kelly

OTHERS: Mayor Bill Lambert

STAFF: Gary J. Riedner, Bill Belknap, Tyler Palmer, Sarah Banks, Aimee Hennrich, James Fry, Brian Nickerson, Nate Suhr, Karl Riedinger, Alisa Anderson, Justin Smith, Eric Warner, Caylee Birge

1. Selection of Committee Chair and Vice Chair (ACTION ITEM)

Nominate incoming Public Works / Finance Committee Chair and Vice Chair.

ACTION: Approve Committee Chair and Vice Chair.

Taruscio was selected as Chair and Kelly was selected as Vice Chair.

2. Approval of the December 9, 2019 Public Works / Finance Committee Minutes (ACTION ITEM) - Caylee Birge

Minutes presented for approval.

PROPOSED ACTIONS: Approve minutes, amend minutes, or provide staff further direction
Minutes approved as presented.

3. Disbursement Report December 2019 (ACTION ITEM) - Sarah Banks

Staff will present the Accounts Payable Report for the month ending December 2019.

ACTION: Sign the Disbursements Report for the month of December, 2019.

Banks reported payroll was the largest expense and no major capital payments were made. The Committee signed the report.

4. First Quarter Financial Report October 1, 2019 to December 31, 2019 for FY2020 (ACTION ITEM) - Sarah Banks

Staff will present the financial report for the first quarter of Fiscal Year 2020 (October 1, 2019 to December 31, 2019).

PROPOSED ACTIONS: Approve the FY2020 First Quarter Report, or provide staff further direction.

Banks introduced the first quarter financial report. At this time staff would expect about 25% of budget spent. Each category expense is approximately at the expected 25%. The Fleet and IS transfers

are at 100% as monies are transferred at the start of the fiscal year. The Committee recommended approval and that it be placed on the Council consent agenda.

5. Lot Line Adjustment for 1614 Christopher Lane (ACTION ITEM) – Aimee Hennrich

The applicants, Brad and Debbie Capawana, are requesting a lot line adjustment between two properties located at 1614 Christopher Lane and legally described as Lot 12 and 13, Block A, of Christopher's Crossing Subdivision. The proposed lot line adjustment would reduce Lot 13 from 1.95 acres to 1.78 acres and expand Lot 12 from 1.25 acres to 1.42 acres. The applicant is requesting the lot line adjustment due to already developed landscaping on Lot 12 and future plans to sell Lot 13. Lot 12 currently has an existing single-family dwelling upon it and Lot 13 is currently vacant. The subject properties are both located within the Suburban Residential (SR) Zoning District. Within the SR Zoning District, lots require a minimum lot size of 1 acre and a minimum lot width of 100 feet. The proposed lot line adjustment meets both of these standards and the existing home will meet all setback requirements.

PROPOSED ACTIONS: Recommend approval of the lot line adjustment request with no conditions; or recommend approval of the lot line adjustment request with conditions; or recommend denial of the lot line adjustment request; or provide staff further direction.

Hennrich introduced the item as written above and described the process for lot line adjustments. The Committee recommended approval and that it be placed on the Council consent agenda.

6. Sewer Conveyance Vacuum Truck Purchase (ACTION ITEM) - Tyler Palmer

Fleet is requesting an early replacement of Unit #148 (Sewer Conveyance Vacuum Truck) in FY2020 due to reliability concerns with the current 2011 International chassis. With this unit being broke down for over 30% of the year already, it is clear that Sewer Conveyance cannot successfully continue to rely on this vehicle in the critical maintenance of the City's water reclamation system. This unit will continue to have excessive issues as it is a known problem year for Navistar MaxxForce engines due to the design of the emissions system. Fleet has accumulated funds in the amount of \$364,154 for scheduled replacement of this unit. Because of the reliability issues, it is requested to move the replacement up to FY2020. The cost of replacement, taking into account the trade of the old unit, is \$379,659. Accumulation for other Sewer Fund fleet replacements will be utilized for the remaining \$15,505. If approved by City Council, the appropriation will be brought forward in the FY2020 open budget process.

PROPOSED ACTIONS: Recommend approval of replacement of Unit #148 in the FY2020 budget year, and direct staff to bring the adjustment forward in the FY2020 open budget process, or provide staff further direction.

Palmer introduced the item as written above adding staff looked at traditional standard options which allowed the identification of a vehicle that was already built, rather than customizing a more expensive vehicle. Riedinger spoke on the consortium for purchasing vehicles. Palmer explained the process of choosing vehicles using the alternate fuel transition plan. Receiving the vehicle should be a quick turnaround as it is in the region. Additionally, staff is using a loaner vehicle at no charge, which may end up being the vehicle purchased. The Committee recommended approval and that it be placed on the Council consent agenda.

7. Police Department Traffic Enforcement Mobilization Grants (ACTION ITEM) - Alisa Anderson / James Fry / Eric Warner

The Idaho Transportation Department (ITD), through the Office of Highway Safety (OHS) administers the Traffic Enforcement Mobilizations program. The goal of the program is to eliminate death and serious injuries resulting from motor vehicle crashes and to implement programs designed to address driver behavior. The program provides funding at the state and community level for highway safety problems to address Idaho's own unique circumstances and highway safety needs. Traffic enforcement has been proven to be an effective countermeasure to reduce unsafe driving behaviors. The Traffic Enforcement Mobilization program establishes project requirements and a funding process to support the enforcement efforts as part of the Idaho's Strategic Highway Safety Plan (SHSP). The program funds dedicated overtime enforcement hours and/or traffic enforcement equipment. OHS also offers Mini Grants to support data-driven Idaho Safety Traffic Goals as established in the annual Highway Safety Plan for traffic training support, traffic equipment and enforcement. These Mini Grants allow agencies to be reimbursed for training and special emphasis patrols. Moscow Police Department (MPD) has successfully participated in mobilizations offered through the OHS program for several years. Attached is the 2019-2020 Idaho Transportation Department, Office of Highway Safety, Traffic Enforcement Grant Project Agreement (TEGPA), the Certifications and Assurances, and the Subrecipient Risk Assessment required for participation in the program.

PROPOSED ACTIONS: Recommend ratification of the FY2020 Traffic Enforcement Grant Project Agreement (TEGPA), the Certifications and Assurances, and the Subrecipient Risk Assessment required for participation in the program 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 with administrative approval, or provide staff further direction.

Anderson introduced the item as written above. Warner spoke about the current mobilizations with each emphasis costs at about \$2,500 to \$3,200. If the accumulation exceeds the \$50,000 staff will come back to the Committee. Staff spoke on reimbursements, process, overtime and equipment specifics. The Committee recommended approval and that it be placed on the Council consent agenda.

8. Fire Department – FM Global Fire Prevention Grant Approval (ACTION ITEM) – Alisa Anderson / Brian Nickerson

FM Global is a worldwide philanthropic organization promoting fire prevention and awards grant funds to public organizations which support their mission. Funding requests are accepted to help organizations working to combat fire for a wide array of fire prevention, preparedness and control efforts. Program funding scopes include Pre-Incident Planning; Fire Prevention Education and Training; and Arson Prevention and Fire Investigation. A grant application was submitted to FM Global in June of 2019. This was the first time the Fire Department had requested funds from this organization, therefore anticipated approval was considered unlikely as the organization normally funds much larger departments. A grant request was submitted for \$2,500 to purchase equipment to include two sets of a DeWalt Cordless Tool Combo Kits and two Pelican Remote Area Lighting Systems under the Arson Prevention/Fire Investigation category. On December 18, 2019, staff received an award letter for \$1,720. A copy of the program information, grant request and award are attached to this report.

PROPOSED ACTIONS: Recommend acceptance of the FM Global Fire Prevention Grant Award for \$1,720 to purchase fire investigation equipment, or provide staff further direction.

Anderson introduced the item as written above. Nickerson explained the tool sets and lights are for the fire marshal vehicle and fire inspector vehicle to be used for investigations, to free up the fire engine, which currently needs to be on scene during investigations for tools and equipment. The Committee recommended approval and that it be placed on the Council consent agenda.

9. Local Highway Safety Improvement Program Grant Application - A Street and Baker Street Intersection - Safety Improvement Project (ACTION ITEM) - Alisa Anderson / Bill Belknap

The intersection of A and Baker streets has been determined by Engineering staff to as an eligible project for federal Highway Safety Improvement Program (HSIP) grant funding, administered through the Local Highway Safety Improvement Program (LHSIP), a program administered through the Local Highway Technical Assistance Council (LHTAC). Total project costs have been estimated not to exceed \$800,000. Staff recommendation is to request \$741,280 in LHSIP funding, along with the required 7.34% local match of \$58,720. If approved by LHTAC, the project would be scheduled for design in 2022 and construction in 2023.

PROPOSED ACTIONS: Recommend approval to submit a grant request for the LHSIP FY22 Application for safety improvements to the intersection of A and Baker streets with an estimated total project costs not to exceed \$800,000; requesting \$741,280 in LHSIP funding with the required 7.34% local match of \$58,720, or provide staff further direction.

Anderson gave a background on some of the projects staff has submitted previously through this grant program and where they are in the process. Suhr explained grant funds are provided to local jurisdictions for Class A accidents and fatal crashes, and based on benefit to cost ratio. He described the neighborhood, existing configuration, crash data and explained this grant addresses North A Street as the residents of the apartment complexes on the north will have to cross the street one way or another. Proposed improvements include a roundabout, sidewalk, pedestrian ramps, luminaires and four splitter/pedestrian islands. Project design would be 2022 and construction in 2023 with escalation incorporated in the bid amount. The Committee recommended approval and that it be placed on the Council consent agenda.

ADJOURN

The meeting closed at 3:58 p.m.

