

Public Works / Finance Committee



Regular Meeting ~Minutes~

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City Clerk

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Tuesday,
November 12, 2019

3:00 PM

Council Chambers
206 E. Third St.

The meeting was called to order at 3:26 p.m.

PRESENT: Jim Boland, Katherine Bonzo
OTHER: Mayor Bill Lambert
ABSENT: Art Bettge, Anne Zabala
STAFF: Gary J. Riedner, Mia Bautista, Bill Belknap, Mike Ray, Tyler Palmer, Sarah Banks, Aimee Hennrich, Caylee Birge

REGULAR AGENDA

1. Approval of the Public Works / Finance Committee October 28, 2019 Minutes (ACTION ITEM) - Caylee Birge

Minutes presented for approval.

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

The minutes were postponed due to the absence of Councilors Bettge and Zabala.

2. Disbursement Report October 2019 (ACTION ITEM) - Sarah Banks

Staff will present the Accounts Payable Report for the month ending October 2019. An updated September report with final FY2019 revenue figures is also attached.

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

This item was heard as Item 3

Banks introduced the item above. October had nine major payments: Idaho Transportation Department (ITD) for the A Street Phase 2 project, corrosion prevention painting on the NE tank, inflow and infiltration abatement, professional services for Mountain View 6th Street to Joseph Street, Myrtle Street construction, payment for monitors, laptops and software licensing, asphalt patches for Moscow Recycling Center parking lot, half of an annual payment to ICRMP, and the Palouse Basin Aquifer Committee (PBAC) annual assessment. Staff sent out a revised revenue report for September because at the time of the September report, numbers were preliminary. The official numbers increased the revenue by approximately two million dollars. The bond proceeds increased cash and investment. Committee signed the report.

3. Lot Line Adjustment for 2312 and 2306 E Third St (ACTION ITEM) - Mike Ray

The applicant, Rafik Itani, is requesting a lot line adjustment between two properties located at 2312 and 2306 Third Street. The proposed lot line adjustment would reduce the lot addressed as 2306 Third Street from 8,015 sf to 7,328 sf and expand the lot addressed 2312 Third Street from

8,473 sf to 9,160 sf. The applicant is requesting the lot line adjustment in order to conform to side yard setback requirements for future construction of single family dwellings upon the subject properties. Each lot is currently vacant. The subject properties are located within the Moderate Density, Single-Family Residential Zoning District (R-2). Within the R-2 Zoning District, lots with single-family dwellings require a minimum area of 7,000 sf and a minimum lot width of 60 feet. The proposed lot line adjustment meets both of these standards.

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.

This item was heard as Item 4.

Ray introduced the item as written above. The Committee recommended approval and that it be placed on the Council consent agenda.

4. Update to Fee Resolution for Water and Sewer GFC's in accordance with Construction Cost Index (ACTION ITEM) – Tyler Palmer

The City has worked to identify the most equitable way to apply cost increases to our General Facilities Charges associated with new water and sewer service installations. The Engineering News-Record (ENR) Construction Cost Index History is broadly used as a reliable source for tracking costs related to materials and labor required for the installation of infrastructure. The use of this index results in a 3.03% adjustment to the rates in the FY2020 Fee Schedule.

PROPOSED ACTIONS: Recommend approval of the amended FY2020 fee resolution, or provide staff further direction.

This item was heard as Item 5.

Palmer introduced the item as written above. Staff has made an update to the way fees are calculated Due to the *North Idaho Building Contractors Association vs. the City of Hayden, Idaho* court case which brought into question impact fees and general facilities charges. The court indicated that rather than subjecting increases to the same rationale as increasing service fees, they should be indexed to the construction index. By using the construction cost index, the fees will be a lower amount than previously. The Committee recommended approval and that it be placed on the Council consent agenda.

5. Master Services Agreement with Hodge and Associates (ACTION ITEM) - Bill Belknap

In 2017 the City conducted a design professional prequalification process to prepare a professional services consultant roster. Hodge and Associates, Inc. of Moscow were deemed to be qualified to provide general civil engineering services at that time. Staff wishes to execute the attached Master Agreement to allow Hodge and Associates to provide design services on a task order basis in accordance with the recently passed Resolution 2019-20 which established to process for the development of a preapproved list of qualified professional service providers. This agreement will be effective through December 31, 2020 at which time the City anticipates conducting the re-qualification process in accordance with the Resolution.

PROPOSED ACTIONS: Recommend approval of the Master Services Agreement with Hodge and Associates; or provide staff further direction

This item was heard as Item 2.

Belknap introduced the item as written above. Staff hopes to utilize Hodge and Associates with a task order under this master agreement for the design of the reconstruction design of 1st Street and Almon Street, between Jackson and Almon. The Committee recommended approval and that it be placed on the Council consent agenda.

REPORTS

ERP Software Update – Gary J. Riedner

Riedner explained the desire for an Enterprise Resource Planning (ERP) software. The current financial software, Springbrook, isn't keeping up with the city needs. Currently, electronic and credit card payment convenience fees are paid by city funds and Springbrook cannot add a charge to the customer. Other services could provide a way to add a charge to the bill but are not user or customer friendly. Staff would like to go out for request for proposals for new software. The cost will be approximately \$350,000. Funding has been identified in the enterprise funds at \$80,000 each and \$120,000 from the General Fund. Staff would like to advertise for bids as soon as possible since the city is at year end. After a successfully negotiated contract is complete, implementation and migration can be done January to March after audit and prior to budget preparation beginning. Once the proposals are received, staff can bring the net change before Council. The Committee directed staff to proceed with the process.

Utility Rate Study Update – Tyler Palmer

The city's previous rate study runs through 2020. Capital programs are a large part of the utility rate studies since there is a lot of money tied up in capital programs. Staff is in the process of finalizing the capitol programs updates. There may be some adjustments in the structure of the sewer rate in particular. A citizen advisory committee will be created to work toward getting the rate study finalized. The purple pipes are a part of the reuse system, and a major cost is the distribution systems and a large project. The city has never included a wastewater reuse project except through the sewer treatment plant upgrades. The city has been aggressively engaged to address these environmental and cost concerns. The biggest issue is the capital improvement program. Staff can pull the information from both the water and sewer comprehensive plans to determine what rate is needed to support years from now. By putting projects together, there will be a cost savings. The footprint of the treatment plant meets the city needs right now and has a lot of capacity left. The University has holding tanks for reuse water, with approximately half million gallons of storage along with the holding ponds at the golf course. Recharging the aquifer through direct injection doesn't mean water is being removed from the pipes and pumped into the aquifer. There are concerns about emerging contamination, and this will take a lot of thoughtful research before moving forward.

ADJOURN

The meeting was closed 4:05 p.m.

