

Administrative Committee



Regular Meeting ~Minutes~

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Laurie M. Hopkins
City Clerk

208.883.7015

**Tuesday, November 12,
2019**

4:30 PM

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

The meeting was called to order at 4:35 p.m.

PRESENT: Kathryn Bonzo, Brandy Sullivan, Gina Taruscio
OTHER: Mayor Bill Lambert
STAFF: Gary J. Riedner, Mia Bautista, Brian Nickerson, Caylee Birge

REGULAR AGENDA

1. Approval of the September 23, 2019 Administrative Committee Minutes (ACTION ITEM) - Laurie Hopkins

Minutes presented for approval.

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

2. Memorandum of Understanding with Moscow Rural Fire District (ACTION ITEM) – Gary J. Riedner / Brian Nickerson

The Moscow Rural Fire District (MRFD), the Moscow Volunteer Fire Department (MVFD) and the City of Moscow have worked together for many decades, without a formal agreement. The MRFD is a Fire Protection District and shares many of the same volunteers as the MVFD. The Moscow Fire Chief also serves as the Chief of the MRFD, providing fire command and administrative support services to the MRFD. Both the MRFD and the City of Moscow provide mutual support to the other entity in times of need. The City and the Commissioners of the MRFD desire to memorialize the relationship through the attached Memorandum of Understanding for Council consideration.

PROPOSED ACTIONS: Recommend approval of the Memorandum of Understanding between the City of Moscow and the Moscow Rural Fire District, or provide staff further direction.

Riedner introduced the item as written above. The City and the Moscow Rural Fire District (MRFD) have worked together since the fire district was formed. Moscow's fire chief has acted as the MRFD chief as well. The rural commissioners wanted to have a job description for the chief however that was thought to be inappropriate since his position is through the City. This Memorandum of Understanding (MOU) formalizes past practice. There is a long history of assisting one another and sharing equipment. The City manages the MRFD's records. The 911 system has been provided to the rural district without charge, and will now begin paying for the service. The MOU will be reviewed annually for cost and every five years for services. 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 does not have the ability to add a charge to the customer in their software. There are other services that 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 successful negotiated contract is complete, implementation and migration can be done January to March after audit and prior to budget preparation beginning. The Committee directed staff to proceed with the process.

ADJOURN

The meeting was closed at 4:52 p.m.

