

Administrative Committee



Regular Meeting ~Minutes~

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Laurie M. Hopkins
City Clerk

208.883.7015

Monday, March 25, 2019

4:30 PM

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

The meeting was called to order at 4:31 p.m.

PRESENT: Art Bettge, Kathryn Bonzo, Brandy Sullivan,

ABSENT: Gina Taruscio

STAFF: Mayor Bill Lambert, Anne Zabala, Gary J. Riedner, Jen Pfiffner, Kevin Lilly, Mia Vowels, Sarah Banks, Tyler Palmer, Kyle Snyder, Steve Schulte, Bill Belknap, Caylee Birge

REGULAR AGENDA

1. Approval of Administrative Committee March 11, 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. Clarification of the FY2018 CAFR (ACTION ITEM) - Gary J. Riedner / Sarah Banks

Upon finalizing the Comprehensive Annual Financial Report (CAFR) pursuant to the City Council's approval of the document at the March 18 Council meeting, a scrivener's error was identified. On page 42 of the CAFR document the Statement of Net Position, specifically the column outlining the Component Unit for the Moscow Urban Renewal Agency (URA), adjustments have been made to reflect the correction of that error. This correction does not affect any of the City's information, financials or the like, as it is simply a representation of the URA's financial standing at the time of the report.

PROPOSED ACTIONS: Approve the correction to the Comprehensive Annual Financial Report (CAFR) as noted or provide staff further direction.

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

3. A Street, Stage 2 Project Construction Schedule Revision (ACTION ITEM) - Kevin Lilly/Tyler Palmer

Plans and Specifications for the long planned federal aid project to reconstruct the segment of A Street from Peterson to Cherry Street were submitted to the Local Highway Technical Assistance Council (LHTAC) in November of 2018. The project was expected to be advertised for construction by January or February in order that construction could commence by mid-May of 2019. However, due to several factors beyond control of City Staff, the bid advertisement

has now been delayed well beyond the optimum time to obtain the most favorable prices. The delay will also make it difficult to meet the intended construction window of May through October. At this point it has been determined the best way forward is to advertise the project for construction in FY2020. Staff has discussed this option with LHTAC officials, who have no objections to the change, pending receipt of a letter from Mayor Lambert documenting the request. In order to prevent further delay staff is seeking Committee approval for the Mayor to provide the attached letter to LHTAC. Staff will then seek ratification from City Council on April 1, 2019.

PROPOSED ACTIONS: Approve moving the bid advertisement for A Street, Stage 2 construction from FY2019 to FY2020, or provide staff further direction.

Tyler Palmer and Kevin Lilly introduced the item as written above. This delay would allow us to work with the franchise utilities this summer and get a better head start for next construction season. LHTAC is working with us on the delay and requested a letter asking to bid this project late summer, early fall of 2019. The delay shouldn't have any downstream effect on future projects since the funding for this has already been allocated. The federal funding will not be jeopardized since the money has already been appropriated.

The Committee approved sending a letter to LHTAC from the Mayor and recommended that the item be placed on the regular Council agenda.

4. Self-Funded Employee Health Insurance Proposal (ACTION ITEM) - Gary J. Riedner

On May 21, 2018, City Council unanimously directed staff to proceed with the development of a self-funded city employee health insurance proposal for City Council consideration. Staff has worked with long-time benefits consultant The Murray Group (formerly Helbling Benefits) as directed by Council to develop a self-funded health insurance proposal to be submitted to the State of Idaho Department of Insurance (DOI) for consideration. Information was gathered for that application as well as the required Actuarial Study that was completed by Milliman Consulting. That study confirmed that the City's experience lends favorably to self-funding. On January 2, 2019, City Council approved the implementation of a self-funded employee health benefits program and application to the Idaho Department of Insurance, creation of a City of Moscow Employees Benefits Trust, appointment of Trustees, and authorization to enter into appropriate agreements to implement the program. The proposed implementation date was April 1, 2019. Staff is proposing delaying the implementation of the program until FY2020, in accordance with the attached memo from the City Supervisor.

PROPOSED ACTIONS: Recommend delaying the implementation of the Self-Funded Employee Health Benefits Program until FY2020 in accordance with the attached memo from the City Supervisor, or provide staff further direction.

Gary J. Riedner introduced the item as written above. 80% of the time city employees use less than 100% of premiums paid in, only being at risk of going over 20% of the time. That risk will be insured with stop-loss insurance. The current stop-loss insurance quote came back with too many major claims in the past year. Because of that, we will delay our launch date for a more reasonable stop-loss quote. Employee benefits will remain the same until we have implemented our self-funded insurance. The Committee recommended approval and that it be placed on the Council consent agenda.

5. Downtown Survey Report (ACTION ITEM) – Jen Pfiffner / Kyle Snyder

During the Zoning Code update that was approved by the City Council on May 21, 2018, questions were raised by the Council regarding the allowance of Educational Institutions (colleges and universities) within the Central Business Zoning District (CBZD). The City Council approved the Zoning Code amendment at the time, but requested that the Administrative Committee of the City Council continue the discussion regarding the allowance of educational uses within the CBZD. On August 20, 2018, City Council provided direction to staff to develop a survey for the community and property owners and businesses operating within the CBZD. A survey instrument was then prepared which contained questions designed to gauge the perceptions of the community and property owners and businesses operating within the CBZD in regards to a) current public/private universities and colleges in the CBZD and b) additional or expanded public/private universities and colleges in the CBZD. The survey instrument was approved by City Council. The survey was then sent out in the fall of 2018 to CBZD property and business owners as well as a random sample of the community. Staff has compiled the responses into a summary document for the Council's review and consideration.

PROPOSED ACTIONS: Receive report and provide staff with further direction.

Jen Pfiffner introduced the item as written above. Kyle Snyder presented the survey results. The presentation and public comments will be given to council to decide if there needs to be any action taken based on survey. The Committee recommended approval and that it be placed on the regular Council agenda with revisions to the graph.

ADJOURN

The meeting was closed at 5:28

