

Public Works / Finance Committee



Regular Meeting ~Minutes~

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Laurie M. Hopkins
City Clerk

208.883.7015

Monday, February 10, 2020

3:00 PM

Council Chambers
206 E. Third St.

REGULAR AGENDA

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

PRESENT: Sandra Kelly, Brandy Sullivan, Gina Taruscio

OTHERS: Mayor Bill Lambert, Council Member Art Bettge, Council Member Anne Zabala (3:57)

STAFF: Gary J. Riedner, Mia Bautista, Bill Belknap, Sarah Banks, Laurie M. Hopkins

1. Approval of January 27, 2020 Public Works / Finance Committee Minutes - Laurie M. Hopkins

Minutes provided for approval.

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

The minutes were approved as presented.

2. Disbursement Report January 2020 (ACTION ITEM) - Sarah Banks

Staff will present the Accounts Payable Report for the month ending January 2020.

ACTION: Sign the Disbursements Report for the month of January 2020.

Banks described the report with payroll, Whitcom and HRVEBA employee contributions being the major expenses. The Committee approved, signed the report and recommended it be placed on the Council consent agenda.

3. Sixth Street Bridge Replacement Project (ACTION ITEM) - Bill Belknap / Gary Riedner

During the recent Paradise Creek Flood event in April of 2019, the Sixth Street culvert structure near Mountain View Road sustained significant erosion damage that undermined the roadway shoulders reducing the roadway width and significantly damaging the guardrail system. After the flood damage, City Streets staff performed temporary repairs to the roadway surface and placed concrete barriers to compensate for the damaged guardrail system while the City assessed the best options to address the roadway and culvert deficiencies. The width of the culvert crossing is inadequate to accommodate pedestrian sidewalks or bicycle facilities, and the culvert structure includes a collection of three separate culverts of varying size. These culverts do not have adequate conveyance ability to prevent flood waters from overtopping the roadway, and they also collect significant debris during flooding events which complicates flood response actions and increases roadway and property damage risk in the surrounding area. Staff is currently seeking Council approval to prepare and submit the post-disaster grant application to the Idaho Department of Commerce in the amount of \$150,000 to support the bridge replacement project.

PROPOSED ACTIONS: Recommend approval of the post-disaster relief grant application to the

Idaho Department of Commerce for the Sixth Street Bridge replacement, or provide staff further direction

Belknap provided pictures of the damage to the Sixth Street bridge, including some damage to the road. The flooding event in April 2019 resulted in a federal major disaster declaration to assist with recovery efforts. The City received FEMA and insurance reimbursements however, FEMA provides reimbursement for local streets and roadways and not those designated as Major Collectors/Federal Aid Routes. Sixth Street is designated as a Major Collector on the State of Idaho functional classification system so was not included in the reimbursement. The State of Idaho CDBG program can provide post disaster financial assistance maximum award \$150,000, but must apply within 1 year of the event. A project within the area of the culvert is the Mountain View project from Joseph to Sixth Street which includes widening of the road, sidewalks and installation of a roundabout at Sixth Street. Due to funding limitations, the project ends just to the east of the culvert crossing. Staff estimates construction in 2023-2024 depending on available funding and right-of-way acquisition. When that project is complete, the culvert will be a constraint where there are no pedestrian facilities, sidewalks or bike lanes, causing a gap in the roadway system. Staff has reviewed potential options including culvert extension and headwall construction and has concluded that bridge construction is the preferred long-term alternative. Total project cost estimate for design is \$150,953 and construction at \$1,006,355. Possible funding includes FEMA reimbursements, LID construction funds in FY2020 budget, CDBG Post Disaster Grant and Street Capital accumulations. Currently planned and programmed street projects would continue to be funded. However, the surface treatment program funding would be lowered for two years and then built back up over a five-year period. Riedner talked about the capital improvement plan that sets out a plan for prioritization of projects and then allocating a certain amount of money and begin funding these projects systematically. Belknap detailed the spending of the line item from 2017 through 2019. The repairs completed were only temporary and if there was another flood it would be undermined again. However, it is not in imminent danger and with addition of the jersey barricades the bridge is safe. The Committee recommended approval and that it be placed on the Council regular agenda.

4. ERP Contract Acceptance (ACTION ITEM) – Sarah Banks / Gary J. Riedner

On November 18, 2019 City Council approved a proposal to fund the purchase of replacement Enterprise Resource Planning (ERP) software, to appropriate that funding in the FY2020 open budget process and authorizing the issuance of a Request for Proposals (RFP) to address the City's current and future needs for an integrated financial software solution. As noted during the FY2020 budget session, since the information regarding the inability of the City's current financial software to allow implementation of the convenience fee was not known in time to include funding in the FY2020 budget proposal, funds were not appropriated in the FY2020 budget for the purchase of new software. The RFP for ERP was issued on November 23, 2019, with a closing date of January 6, 2020. Three (3) responses were received. Staff evaluated the three responses and selected BS&A for a presentation to an evaluation committee. That committee included representatives from Administration, Finance, Human Resources, Information Systems, Community Planning & Design, and Public Works & Services. The presentation took place over the course of two days, January 28-29, 2020. After consideration of the proposal, staff is recommending the selection of BS&A ERP software.

PROPOSED ACTIONS: Recommend approval of: selection of BS&A Enterprise Resource Planning software, the software license and services agreement when negotiations are complete, the funding program as outlined in the attached memo from the City Supervisor and direct staff to bring

the necessary appropriation forward in the City's FY2020 open budget process or provide staff further direction.

Riedner gave some background on the current system and introduced the item as written above. It is an integrated software whereas it includes additional services beyond only financial software, such as a personnel management module, business licensing, and local improvement districts special assessments. Should the City Council wish to look at the implementation of business licensing, the software would accommodate that. A community development module is available but staff will continue to assess the program as the current software meets the needs of the department and BS&A community development module is quite a bit more expensive. Riedner provided details regarding pricing, implementation and funding. All users will be included in the on-site training. Integration with all the modules is a huge factor in the selection. The Committee recommended approval and that it be placed on the Council regular agenda.

REPORTS

Police Services Facility Project Update - Bill Belknap

Belknap gave the project background that began in 2016 with a police services facility master plan and a successful bond election in May 2019. LCA Architects was selected for construction design work to begin in August 2019. The master plan indicated a need for a primary building size of 15,300 square feet and outbuilding of 3,000 square feet based on needs at that time. In reviewing the needs for the City and future 50-year growth, the principal building grew to 17,682 square feet and the outbuilding grew to 4,200 square feet. With the growth in square footage and increase of construction costs, the project estimate grew to \$10.5 million. Staff took 45 days to review every space of the building to determine what was necessary, yet not compromising the long-term functionality. This led to a reduction of the building size to 16,500 and 2,700 square footage for the outbuilding. The building structural design, site layout and exterior finish materials were also modified to reduce the project cost. The building was initially envisioned and priced as a full masonry on both floors and staff shifted to masonry on first floor and cement fiber on the second. Some of the exterior finishes were also switched to reduce costs. The current estimate is now \$8.49 million, about \$600,000 beyond the bond estimate. There is a contingency of \$340,000. The building design remained substantially the same and Belknap presented schematics of the building, described the specific rooms and provided a project schedule. The project was scheduled to bid in January but the 45 days of review delayed the bid, which is now scheduled for the week of February 20, 2020, with bids due March 26, 2020. The building will still be solar ready and a solar array will be a bid alternate so that the council can see the pricing on the project and assess the project budget at that point. EV charging conduit will be roughed in as well as solar infrastructure to the outbuilding for future expansion. Other add alternates will include enhanced building insulation, enhanced glazing, and addition to outbuilding. Sullivan asked staff to provide information regarding a return on investment projection on the add alternates to assist with selection of add alternates.

ADJOURN

The meeting closed at 4:10 p.m.

