

Public Works / Finance Committee



Regular Meeting
~Minutes~

www.ci.moscow.id.us

Laurie M. Hopkins
City Clerk

208.883.7015

Monday, March 9, 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: Council Member Anne Zabala

STAFF: Tyler Palmer, Mia Bautista, Jen Pfiffner, Dwight Curtis, David Schott, Renee Tack, Laurie M. Hopkins

1. Approval of February 24, 2020 Public Works / Finance Committee Minutes (ACTION ITEM) - Laurie M. Hopkins

Minutes presented for approval.

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

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

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

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

Tack introduced the item by highlighting the major expenses including payroll, state insurance fund workers compensation quarterly payment, and the police services facility design. The Committee signed the disbursement report.

3. Fourth Quarter Financial Report July 1, 2019 to September 30, 2019 for FY2019 (ACTION ITEM) - Sarah Banks

Staff will present the financial report for the fourth quarter of Fiscal Year 2019 (July 1, 2019 to September 30, 2019).

PROPOSED ACTIONS: Approve the FY2019 Fourth Quarter Report, or provide staff further direction

Tack explained the fourth quarter revenue ended at 73% of budget and expenses ended at 58% of budget. Most of the reduction is in capital outlay because items were either purchased for less than expected or delayed until next year. The Committee recommended approval and that it be placed on the Council consent agenda.

4. Jim Lyle Rotary Park Playground Equipment Selection (ACTION ITEM) - David Schott

The Parks and Recreation Department is requesting authorization to purchase playground equipment and rubber tile safety surfacing at the cost of \$58,000 from Allplay Systems for Jim Lyle Rotary

Park. In addition, the Parks and Recreation Department is requesting an additional \$3,000 for materials and supplies for parks staff to install the playground equipment and rubber tile safety surfacing. The playground equipment is intended for 5 to 12-year-old children and will replace the existing wooden structure at Jim Lyle Rotary Park. This project was approved in the FY2020 budget with the use of Hamilton Funds as required by Resolution 2017-07 which notes, "the City wishes to direct the remaining Hamilton Fund balance to be used in City Parkland Development for the purchase and installation of playground equipment and attendant pathways and access to such playgrounds in City Parks." Attendant pathways are already installed and in good working order at the Park. If approved, the tile and equipment will be installed by the City of Moscow certified installers and Parks Crews, a process that typically saves approximately \$15,000 per installation.

PROPOSED ACTIONS: Recommend approval of the purchase of playground equipment and rubber tile safety surfacing at the cost of \$58,000 from Allplay Systems for Jim Lyle Rotary Park and an additional \$3,000 for materials and supplies for parks staff to install the playground equipment and rubber tile safety surfacing with funding from the Hamilton Fund, or provide staff further direction.

Schott introduced the item as written above. Two public forums were held for the public to vote on the proposals and as in years past, online voting was available which increased the number of comments tremendously. The age of equipment chosen is based on the statistics of children's body mechanics and national standards. The Committee recommended approval and that it be placed on the Council consent agenda.

REPORTS

The Committee added a report regarding the coronavirus. Pfiffner said information has been posted on the City website and press releases have been sent out. The City is collaborating with many agencies regarding this virus in order to update emergency and preparedness plans, both regional and individual plans. The City is posting a flyer within all City buildings that was created by the Public Health Idaho North Central District promoting washing hands, seeing medical care when needed, covering cough or sneeze, and staying home when you don't feel good. Staff is updating the 2007 pandemic flu plan to ensure continuity of operations if City staff is heavily impacted by the virus. Palmer added the larger role is at the county level and with public health. The City's main role is the critical services such as water, sewer, garbage and contingency plans to ensure materials and equipment are staged so other people can fill in. Pfiffner said the City will look to the U of I and other entities for cancelling recreation classes and also advice from the county and state.

ADJOURN

The meeting concluded at 3:25 p.m.

