

Administrative Committee



Regular Meeting ~Agenda~

Laurie M. Hopkins
City Clerk

www.ci.moscow.id.us

208.883.7015

Monday, August 24, 2020

4:30 PM

Council Chambers
206 E. Third St.

REGULAR AGENDA

1. Approval of July 27, 2020 Administrative Committee Minutes (ACTION ITEM) - Laurie M. Hopkins

Minutes presented for approval.

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

2. Resolution for Destruction of City Records (ACTION ITEM) - Laurie M. Hopkins / Gary J. Riedner

In 2008, the City Council adopted Resolution 2008-12 classifying City records as temporary, semi-permanent, and permanent, each with a retention schedule. Idaho Code allows for the destruction of temporary and semi-permanent records according to the retention schedule and the adoption of a resolution listing the various types of records. City Staff from City departments have reviewed retention schedules and current records in order to recommend documents for destruction. The proposed Resolution is based upon the review by participating departments and the list has been reviewed by the City Attorney.

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

3. Temporary Day Care/Tutoring Center Proposal Discussion (ACTION ITEM) - Bill Belknap

Following the recent decision of the Moscow School District to have students attend in-class instruction for two days per week with three additional days of on-line instruction due to the COVID-19 pandemic, the City has received a number of calls from daycare providers and others expressing the desire to opening tutoring centers to assist children and parents during this extraordinary event. City Staff met to discuss the matter and identify what actions the City could take to assist the community during this event, while also ensuring the safety of the children who may be served by these temporary facilities.

Staff from Planning, Building Safety, Fire, Police and the City Attorney's office have prepared a temporary Day Care/Tutoring Center proposal to help meet the potential anticipated community need for the Council's consideration.

PROPOSED ACTIONS: Provide Staff with direction regarding the proposed temporary Day Care/Tutoring Center program.

4. Personnel Policy, Updated Hiring Policies (ACTION ITEM) - Jen Pfiffner

The City of Moscow Personnel Policy handbook is in the process of being updated. Policies were last updated and approved in 2014. Updates related to hiring practices, processes and all aspects of becoming an employee at the City of Moscow are presented for consideration. Policy updates include recommendations from ICRMP, legally required language, and are based on current practices that have evolved since the last policy update. All policies are reviewed by the Employee Advisory Committee, Risk Management Team, Department Heads, City Attorney, and City Supervisor.

A Telecommuting Policy and accompanying Standard Operating Procedure is also being proposed for consideration. This policy has been developed in light of COVID-19 work at home time experienced earlier this year. The policy outlines guidance for telecommuting arrangements that may be made for applicable and appropriate positions for regular work as well as during extenuating circumstances.

PROPOSED ACTIONS: 1. Recommend approval of the proposed updates to Hiring Policies of the City of Moscow's Personnel Policies, or provide staff further direction. 2.Recommend approval of the proposed Telecommuting Policy addition to the City of Moscow's Personnel Policies, or provide staff further direction.

ADJOURN

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