

Administrative Committee



Regular Meeting ~Minutes~

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Laurie M. Hopkins
City Clerk

208.883.7015

Monday, August 24, 2020

4:30 PM

Council Chambers
206 E. Third St.

REGULAR AGENDA

The meeting was called to order at 4:30 p.m.

PRESENT: Anne Zabala, Art Bettge, Maureen Laflin

OTHERS: Mayor Bill Lambert, City Council Members Brandy Sullivan and Sandra Kelly

STAFF: Gary Riedner, Bill Belknap, Jen Pfiffner, Justin Goodwin, Katie Short, Mia Bautista, Laurie Hopkins, Taylor Riedner

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.

The minutes were approved as presented.

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.

Riedner introduced the item as written above. Semi-permanent records are to be retained for five years while temporary records have a two-year retention. The City Clerk is responsible for City records, contracts with a shredding company for destruction, and each department will be billed according to amount of records shredded. The Committee recommended approval and that it be placed on the Council consent agenda.

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.

Belknap introduced the item. There are four sections of the City Code that have an affect on these temporary facilities including the City's Daycare, Zoning, Building and Fire Code regulations, which include different definitions of Daycare. Providers would be given a temporary license upon the approval of the local and ISP background checks, and before the Health and Welfare check. Upon normal situations, a background check of all children 13 years and over is required. Staff recommends waiving the requirement but instead those 13 and over would not be able to be around other children without the supervision of a daycare provider. The proposal would also waive the outdoor play area requirement, the four-hour training/continuing education requirement for providers, and conditional use permits. While CPR is still required, this program includes a waiver of the one hour in-person testing. The same child to supervisor ratios will still be in place as well as standards for loading and parking, and requirements from the Building and Fire Code. This waiver is only for those facilities that may apply for a temporary license, not a currently licensed daycare.

Temporary permits would expire on January 1, 2021 and could be extended if the Council chooses. Following, or prior to the expiration of the temporary period, the facility operator could apply for a conditional use permit (where required) to allow the permanent continuation of the facility. If the Mayor and Council are interested in the program, a Public Health Emergency Order could be issued suspending those specific sections of the Codes. If the Mayor were to issue an Emergency Order, it would be in place for seven days. Council could then pass a Resolution extending the Order. Council is interested in the program. Staff will discuss the option of an emergency order with the Mayor and if issued, bring a draft resolution for extension of the order for Council consideration at the September 8 meeting.

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.

Pfiffner shared the item as written above, explaining there were much needed updates to current policies. Standard operating procedures were drafted as well as new policies based on current COVID situations. Managers are reviewing positions to determine suitability for telecommuting from home and Information Systems is reviewing equipment and cost of them doing so. Internet reimbursement is not being considered as it is a necessity to work from home. A majority of applications and communication with applicants going forward will be completed via email or electronically. Discussion ensued regarding reemployment and internal promotions. The Committee recommended approval and that it be placed on the Council consent agenda.

ADJOURN

The meeting adjourned at 5:15 p.m.

