

Public Works / Finance Committee



Regular Meeting ~Agenda~

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Laurie M. Hopkins
City Clerk

208.883.7015

**Monday
January 11, 2021**

3:00 PM

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

The Moscow Mayor, City Council and Staff welcome you to today's meeting. Due to the rise in COVID-19 cases in the area, the meeting is open to the public, but is subject to social distancing protocols and masks will be required of attendees. If you do not have a mask, a disposable mask will be provided. Per the modified Stage 2 of the Idaho Rebounds Plan, the number of attendees at any one time is limited to no more than 10. We appreciate and encourage public participation. Citizens wishing to comment on business on the agenda are encouraged to communicate with the Mayor and City Council by phone or email (council@ci.moscow.id.us) in order to respect social distancing protocol. Please note that Moscow City Council meetings are televised, videotaped and/or recorded. Thank you for your interest in City government.

REGULAR AGENDA

1. Selection of Committee Chair and Vice Chair (ACTION ITEM)

Nominate incoming Public Works / Finance Committee Chair and Vice Chair.

ACTION: Approve Committee Chair and Vice Chair.

**2. Approval of December 14, 2020 Public Works/Finance Committee Minutes (ACTION ITEM)
- Taylor Riedner**

Minutes presented for approval.

PROPOSED ACTIONS: Approve minutes as presented; approve minutes with amendments; or take such other action deemed appropriate.

3. Disbursement Report December 2020 (ACTION ITEM) - Sarah Banks

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

ACTION: Sign the Disbursements Report for the month of December, 2020.

4. First Quarter Financial Report October 1, 2020 to December 31, 2020 for FY2021 (ACTION ITEM) - Sarah Banks

Staff will present the financial report for the first quarter of Fiscal Year 2021 (October 1, 2020 to December 31, 2020).

PROPOSED ACTIONS: Approve the FY2021 First Quarter Report, or provide staff further direction.

**5. Professional Service Prequalification Process Master Agreements Approval (ACTION ITEM)
- Scott Bontrager**

The City frequently requires the services of design professionals necessary for the design and construction of a variety of public utility, facility and other public construction projects. Idaho

requires that procurement of professional service contracts with design professionals (professional engineers, architects and landscape architects), construction managers and professional land surveyors shall be based upon the qualifications and demonstrated competence of the provider of the required services. City staff solicited a Request for Statements of Qualifications (SOQ) on September 26, 2020 for Engineering agencies looking to be included or updated as part of the Professional Services Roster. Submittals were accepted until October 23, 2020. The City received SOQs from a total of 18 engineering firms. Staff is requesting authorization for the City to enter into a Master Services Agreement with those firms, specifying the terms and conditions for the provision of professional services on an on-demand task order basis to the City.

PROPOSED ACTIONS: Recommend approval of Professional Services Roster and allow City to enter into Master Services Agreements with respondents to the City's Statement of Qualifications, or provide staff further direction.

4. Idaho Commission on the Arts (ICA) Arts Education Annual Project Grant Application (ACTION ITEM) - Megan Cherry

The Arts Department seeks approval to apply for an annual grant administered by the Idaho Commission on the Arts (ICA). The Arts Education Annual Project is a grant program that supports activities that unite education and the arts. These grant funds will sustain the Arts Department's growing MACTivities Toolbox program, which is part of the MAC's fulfillment of the arts education component of their mission. The Toolbox program was initiated during the early days of the 2020 pandemic as a way to support arts education while maintaining social distance. The Toolboxes contain art supplies and National Core Arts Standards-aligned curriculum designed to serve ages 5 - 13+. The program is produced in partnership with the Prichard Art Gallery and is also supported by the Moscow Arts Commission's FY2021 budget. If received, this grant funding would represent off-setting revenue for FY2021.

PROPOSED ACTIONS: Recommend approval of the Arts Education Annual Project grant application for the current cycle, or provide staff further direction.

7. Idaho Commission on the Arts Grant Applications Public Programs in the Arts (ACTION ITEM) - Megan Cherry

The Arts Department seeks approval to apply for an annual grant administered by the Idaho Commission on the Arts (ICA). The Public Programs in the Arts (PPA) grant program is intended to provide general operating support for arts organizations in Idaho. These funds will represent off-setting revenue in the production of Arts Department events including Entertainment in the Park and Artwalk.

PROPOSED ACTIONS: Recommend approval of the Public Programs in the Arts (PPA) grant application for the current cycle, or provide staff further direction.

ADJOURN

NOTICE: Moscow City Council and committee meetings are televised, videotaped and/or recorded. Individuals attending the meeting who require special assistance to accommodate physical, hearing, or other impairments, please contact the City Clerk, at (208) 883-7015 or TDD 883-7019, as soon as possible so that arrangements may be made.