

Administrative Committee



Regular Meeting ~Minutes~

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Laurie M. Hopkins
City Clerk

208.883.7015

Monday, April 26, 2021

4:00 PM

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

The meeting was called to order at 4:00 p.m.

PRESENT: Brandy Sullivan, Sandra Kelly, Gina Taruscio

OTHERS: Mayor Bill Lambert, Council Member Anne Zabala, Council Member Art Bettge, Council Member Maureen Laflin

STAFF: Bill Belknap, Tyler Palmer, Megan Cherry, Jen Pfiffner (Virtual), Mia Bautista (Virtual), Laurie Hopkins (Virtual), Taylor Riedner

REGULAR AGENDA

1. Approval of April 12, 2021 Administrative Committee Minutes (ACTION ITEM) - Taylor Riedner

The minutes were approved as presented.

2. Personnel Policy Updates, Pay and Leave Sections (ACTION ITEM) - Jen Pfiffner

Updates to the City of Moscow Personnel Policies continue. Leave, time and attendance, and pay policy drafts include updates to current policies and a new proposed policy. Updates to language throughout are included in the presented drafts, with significant changes to Military Leave and Sick Leave Bank policies. A new proposed Paid Parental Leave Policy is also included for consideration. Policy sections will continue to be presented for review. As policies are approved, each section will become the current version for use. Timeline for completion for all policies to be updated, reviewed and approved is estimated to be completed by July 2021.

PROPOSED ACTIONS: Recommend approval of the proposed personnel policy or provide staff further direction.

Pfiffner reviewed the draft policies from the packet and mentioned that employees cannot give leave time to other employees; instead, they may use and donate to the sick leave bank. Comprehensive time is calculated as time and a half of what was worked. Departments are monitoring overtime with their staff and seasonal employees. The Committee suggested additional details and definitions, such as the eligible parent to include primary caregivers, guardians, domestic partners, etc. Committee also suggested defining the term 'multiple' used in the Compensatory Time policy. With requested changes made, the Committee recommended approval and then be placed on the Council consent agenda.

3. Public Art Guidelines 2021 (ACTION ITEM) - Megan Cherry

The Moscow Arts Commission and City staff propose updates to the Public Art Guidelines, which were originally created in 2011. During the intervening years, MAC and Arts staff have recognized the need for greater clarity in the areas of location prioritization as well as selection processes and criteria for each part of the Public Art Collection. Additionally, the City of Moscow Legal Department has provided updates to ensure that the document is in alignment with City code. Following development by the Public Art Subcommittee of the Moscow Arts Commission (MAC), the full MAC discussed these proposed updates during their March 9, 2021 meeting, and voted to recommend the guidelines on April 13, 2021.

PROPOSED ACTIONS: Recommend approval of the Public Art Guidelines, or provide staff further direction.

Cherry introduced the item by reviewing the goals and current collection of public art. The intention from now on is to have these guidelines updated annually. Additions to the program goals include: increasing awareness of public art, improving management and maintenance processes, prioritizing public input, developing budgets and maintaining program funding, beautifying public areas, and enhancing Moscow's economic base. Procedures for artists who cannot tend to their art for maintenance work will be updated as well. Needing no further discussion, the Committee recommended approval and that it be placed on the Council consent agenda.

ADJOURN

The meeting adjourned at 5:02 p.m.

