

Administrative Committee



Regular Meeting ~Minutes~

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Laurie M. Hopkins
City Clerk

208.883.7015

Monday, July 12, 2021

5:00 PM

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

REGULAR AGENDA

The meeting was called to order at 5:00 p.m.

PRESENT: Sandra Kelly, Anne Zabala, Gina Taruscio

OTHERS: Mayor Bill Lambert, Council Member Art Bettge

STAFF: Gary J. Riedner, Mia Bautista, Bill Belknap, Jen Pfiffner, Laurie M. Hopkins

1. Approval of June 14, 2021 Administrative Committee Minutes (ACTION ITEM) - Taylor Riedner

Minutes were approved as presented.

2. Amendment to City Code to Address Management Reorganization (ACTION ITEM) – Gary J. Riedner / Mia Bautista

The City, as a municipal corporation of the State of Idaho, has the authority to exercise all powers and perform all functions of local self-government in City affairs that are not in conflict with the general laws or the constitution of the State of Idaho.

On October 7, 2019 the City Council passed Resolution 2019-19 authorizing the implementation of the reorganization management model and directed staff to prepare ordinance revisions to align with said model, which included the creation of new positions, along with the elimination of specific positions. More specifically, the new management model was implemented to aid the City Supervisor in providing effective oversight of the entirety of the City Operations. The reorganization created four operational groups, with the City Supervisor maintaining and continuing to provide overall administration and oversight. The reorganized management model is intended to be a framework which supports the efficient use of increasingly scarce public resources by encouraging teamwork and aligning collaborative interests, thereby creating greater opportunities for the City to move forward into the future. This proposed ordinance revision addresses the changes approved by Council in 2019, and makes additional job description and job position changes that are in line with the reorganization.

The Titles and Chapters that are impacted by the new reorganization model and are incorporated in the proposed ordinance are as follows:

- Title 1, Chapter 1
- Title 2, Chapters 3, 9, 11, 12, 13, and new chapter 14
- Title 3, Chapters 11 and 14
- Title 4, Chapters 1, 3, 5, and 7
- Title 5, Chapters 1, 3, 11, 12, 13, 15, 16 17, and 18
- Title 6, Chapters 1 and 2
- Title 7, Chapters 9 and 11
- Title 10, Chapters 14 and 17

PROPOSED ACTIONS: Review the proposed draft ordinance and recommend approval to the City Council, or provide staff further direction.

Riedner introduced the item as written above and went through specific changes listed in the Ordinance. Deputy City Supervisor will replace the previous Assistant City Supervisor listed in Title 2. Appointment and termination of the position are decided by the Mayor and approved by the Council. Positions that no

longer exist include the Human Resources Director, Public Works Director, Community Development Director, and the Parks and Recreation Director. City employees have not expressed having any issues with the proposed staff changes. The Committee requested to include the Mayor and City Council on the organizational chart to visualize the relationship between City staff. New hire orientation reviews the entire city organization to give new employees more detail and a better understanding of staff layout. The proposed management structure has been in place since 2019 and has allowed staff to see how the changes will affect the future. This practice also gave staff time to review the changes more thoroughly and compare them to Idaho Code. The Committee recommended approval and that it be placed on the Council regular agenda.

3. Electric Scooter and Shared Mobility Program Code Amendment and License Agreement (ACTION ITEM) - Bill Belknap

The City has seen recent interest in the deployment of shared mobility devices (E-scooters) within the City by two scooter companies. Staff has prepared a draft of an amendment to City Code to address the use to E-bikes, E-scooters and similar devices upon the City's streets, sidewalks and pathways in anticipation of the potential increased use within the City. Additionally, Staff has prepared a draft license agreement for shared mobility providers that would regulate their operations and standards of performance. Both the code amendment and license agreement were reviewed and recommended for approval by the Transportation Commission. Staff will present the draft for the Committee's review and recommendations.

PROPOSED ACTIONS: Review the proposed draft Ordinance and License Agreement and recommend approval to the City Council, or provide staff further direction.

Belknap introduced the item as written above and gave a background of discussions over the last few years by the Pathways and Transportation Commission. The Commissions wanted to address how and where these devices would be utilized and reviewed other jurisdictions' codes and practices. Two companies in the previous six months have already reached out to the City with interest. Moscow City Code Title 11 Chapter 2 addresses the use of walkways and bike paths which would need to be amended should the City agree to the Shared Mobility Program. A current map of bike paths and pedestrian walkways that prohibit the use of motorized vehicles was shared. The proposed code amendment will define E-bikes, E-scooters, and E-boards and address general standards. Exemptions will include emergency personnel and electric wheelchairs. General standards cover all operators regardless of age who are subject to motor vehicle laws and operational confinements such as use on roadways and safety precautions. Operators would be encouraged to use bike lanes when possible, providing conditions are safe to use. The Legal Department drafted a Shared Mobility License Agreement, which includes the company's responsibility to manage, relocate, repair the equipment and provide safe riding promotion. The downtown area and U of I Campus have a limit of 6 miles per hour and no disengagement within Friendship Square or the U of I Commons. Additional officer patrol to regulate usage will likely be complaint and monitor-based. E-bikes are not recognized as motor vehicles and therefore do not follow the DUI charges. However, intoxicated use may be subject to reckless penalties. Parking of equipment shall not obstruct pedestrians or other vehicles or cause damage to any landscape. The company will be required to send utilization reports twice a month to allow the City to monitor the use of the program. Designated geo-fenced areas throughout the City will control the speeds of devices and not let users leave devices in undesignated areas. The Transportation Commission and the University of Idaho have determined locations that individuals will not be allowed to park these devices and reduced speed areas. The company must get approval before adding any additional devices and cannot add any if any have been impounded. One company has indicated there will be 100 E-scooters, with 70-80 being active and the remainder being in reserves in case of any needed service. A liability waiver will also need to be agreed upon before operating machinery to assure the City is not liable for any injury or damage. The fee for the company will be \$2,500 per year plus \$100 per device with a security deposit of \$20 per device. The City is interested in having a one-year contract to allow withdrawal if needed. The City will monitor

parking locations to determine if additional bike racks or other parking areas should be marked. Staff will research temporary geo-fencing or parking areas to deter parking in certain places, times, or during events such as Artwalk or Farmers Market. The Farmers Market already prohibits bikes. Belknap said the shared license agreement is an example, and if a company applies, it would be specific to the company and brought forward to Council. With no recommendation, the Committee placed it on the Council regular agenda.

ADJOURN

The meeting adjourned at 5:50 p.m.

