

Public Works / Finance Committee



Regular Meeting
~Minutes~

www.ci.moscow.id.us

Laurie M. Hopkins
City Clerk

208.883.7015

Monday
September 27, 2021

4:00 PM

Council Chambers
206 E. Third St.

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

PRESENT: Maureen Laflin, Anne Zabala, Art Bettge

OTHERS: Mayor Lambert, Council Member Gina Taruscio, Council Member Sandra Kelly

STAFF: Bill Belknap, Anthony Dahlinger, Alisa Anderson, Todd Drage, Tyler Palmer, Jen Pfiffner, Bautista, Eric Warner, Megan Cherry, Taylor Riedner

REGULAR AGENDA

1. Approval of September 13, 2021 Public Works/Finance Committee Minutes (ACTION ITEM) - Taylor Riedner

The minutes were approved as presented.

2. Rolling Hills 9th Addition Development Agreement (ACTION ITEM) - Todd Drage

Ryan Itani, on behalf of Itani Land Company LLC, has submitted to the City a final plat for the development of a property east of the intersection of 3rd St. and 6th St and just south of Moser Park. On June 21, 2021, the City Council approved the preliminary plat for this property. The final plat is titled Rolling Hills 9th Addition and will be presented for City Council approval on October 4th. If the final plat is approved by the City Council, a development agreement is necessary to address construction of public improvements, parkland dedication, and as-constructed drawings. The agreement included in the packet covers these items.

PROPOSED ACTIONS: Recommend approval of the Development Agreement with Itani Land Company LLC for Rolling Hills 9th Addition, or provide staff further direction.

Drage presented the item as written above. Needing no further discussion, the Committee recommended approval and that it be placed on the Council consent agenda.

3. Rolling Hills 9th Addition Monumentation Agreement (ACTION ITEM) - Todd Drage

Ryan Itani, on behalf of Itani Land Company LLC, has submitted to the City a final plat for the development of a property east of the intersection of 3rd St. and 6th St and just south of Moser Park. On June 21, 2021, the City Council approved the preliminary plat for this property. The final plat is titled Rolling Hills 9th Addition and will be presented for City Council approval on October 4th. If Council approves the final plat, the interior property corners will not be set until after the final plat has been filed, the earthwork has been completed, and the utilities have been installed. In such instances, an agreement obligating the establishment of these interior corners is required by Idaho Code.

PROPOSED ACTIONS: Recommend approval of the monumentation agreement with Itani Land Company LLC for Rolling Hills 9th Addition, or provide staff further direction.

Drage presented the item as written above and explained the agreement is the City standard agreement. Needing no further discussion, the Committee recommended approval and that it be placed on the Council consent agenda.

4. Personnel Policy Updates (ACTION ITEM) - Jen Pfiffner

Updates to the City of Moscow Personnel Policies continue. The On-Call policy presented includes updates to the current policies to promote consistency and equity across departments and divisions. Policy sections will continue to be presented for review.

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

Pfiffner reviewed the proposed policy that provides on-call and call-back status compensation. On-call status is being prepared to respond, whereas call-back is when you are called back into work while being on-call. Both statuses provide additional compensation to the employee. On-call employees would receive 2 hours of pay per shift while the call-back status would be paid actual time on the job. Shifts run 24 hours at a time and span throughout the week and can coincide with regular working hours. Water, Sewer, Streets, and the Police department practice this policy. Police officers that are on-call are part of the detective's division. The Parks and Facilities departments practice the policy, but with fewer and varying shifts throughout the year. Exempt employees are currently not eligible for on-call or call-back status. Supervisors are responsible for making schedules in advance, and typically newer employees take advantage of the on-call status for experience and benefits. Excess call volumes will be reviewed to determine solutions such as adjusting on-call shifts or process improvement. On-Call status pay may not be taken as compensatory time; however, call-back time may be. The Committee recommended approval and that it be placed on the Council consent agenda.

5. Moscow Police Department - OHS Highway Safety Grant FFY 2022 (ACTION ITEM) - Alisa Anderson / Eric Warner

The Moscow Police Department (MPD) has received a notice of award for a grant request submitted in February 2021 for the national program called Selective Traffic Enforcement Program (STEP) sponsored by the Idaho Transportation Department (ITD), Office of Highway Safety (OHS). The program addresses specific behaviors related to traffic safety priority areas and safety deficiencies within local law enforcement jurisdictions and is focused on combatting traffic crashes resulting in fatal and serious injuries. The award will reimburse the MPD for time dedicated to traffic enforcement to include problem identification, a project plan including objectives, performance measures and safety focused targets. The MPD employs a dedicated traffic enforcement officer; however, the department will form a "Traffic Enforcement Team" to fulfill the grant requirements. The program period is October 1, 2021 to September 30, 2022 with a grant award of \$100,000 requiring a \$25,000 cash and in-kind match. The funding will cover the wages and fringe benefits for approximately 2,080 regular patrol officer wages, and/or overtime, travel, contractual services, training, and consumables. Patrol officer wages can also include hours spent providing public education, distribution of educational materials, and outreach efforts to create a general deterrence toward crash-causing behavior. The match of \$25,000 can include mileage, administrative staff hours for program management, hard costs, and overtime (not included in other grant programs) allocated to traffic patrols for special events held in Moscow to address program specific safety goals.

PROPOSED ACTIONS: Recommend approval for the Moscow Police Department to accept the Idaho Transportation Department, Office of Highway Safety, Highway Safety Grant FFY 2022 for \$100,000, or provide staff further direction.

Anderson introduced the item as written above. A meeting with OHS on October 5th will help determine possible options to include radar equipment or other tools that assist with traffic safety. This program will help regular patrol officers assist in additional traffic safety rather than hire additional officers. The grant outlines different tasks and hours that will need to be tracked to submit for reimbursement. The FY2022 budget did not include the award, and therefore department salaries were budgeted as usual, and the grant will act as revenue. The Council can decide how to reallocate the funds in the FY2023 budget. This grant will also potentially be a reoccurring grant that may be applied for in the future. The Committee recommended approval and that it be placed on the Council consent agenda.

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

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. On July 19, 2021, the City Council passed Ordinance 2021-09, approved by the Mayor, providing for the amendment of various Chapters of Moscow City Code to reflect the reorganization management model of the City. While codifying the City Code, certain sections were found to have errors. The proposed ordinance will correct those errors and amend Moscow City Code Title 6, Chapter 2 by replacing Section 24 of Ordinance 2021-09 in its entirety, retain Title 3, Chapter 11 as previously codified, and amend Title 5, Chapter 11 to accurately reflect the name of the Commission, which changed from Health and Environment Commission to Sustainable Environment Commission.

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

Bautista introduced the item as written above. Needing no further discussion, the Committee recommended approval and that it be placed on the Council regular agenda.

REPORTS

Arts Event Report - Megan Cherry

Cherry shared updates on recent art events. Palouse Plein Air showed a 45% increase in registered artists and had 144 displayed art pieces while executing COVID-19 precautions. Artwalk will be expanding with additional sponsor and scholarship opportunities and include performing, culinary, visual, and literary arts. Displays in host locations will now be held once a month, and the annual street fair will be on June 16, 2022. Artwalk donation forms will also be available, and donors will get a Team Artwalk t-shirt with recognition in the paper. Entertainment in the Park is scheduled for June 30 and July 7 with a tentative lineup of The Reptile Man and Radical Rick.

Staff Report (if needed)

ADJOURN

The meeting adjourned at 4:38 p.m.