

Public Works / Finance Committee



Regular Meeting ~Agenda~

Laurie M. Hopkins
City Clerk

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**Monday
July 10, 2023**

4:00 PM

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

The Moscow Mayor, City Council and Staff welcome you to today's meeting. We appreciate and encourage public participation. For regular agenda items, an opportunity for public comment is sometimes provided after the staff report. However, the formality of procedures varies with the purpose and subject of the agenda item and limitations may be placed on the time allowed for comments. If you plan to address the Committee, you will find a list of "Tips for Addressing the Council" in the door pocket outside the City Council Chambers. Please note that Committee meetings are televised, videotaped and/or recorded. Links to view the Committee meeting live can be found on the City website, YouTube, Facebook and Spectrum Cable 1301. Thank you for your interest in City government.

REGULAR AGENDA

1. Approval of Public Works/Finance Committee June 12, 2023 Minutes (ACTION ITEM) - Taylor Riedner

2. Disbursement Report June 2023 (ACTION ITEM) - Sarah Banks

Presentation of the Accounts Payable Report for the month ending June 2023.

ACTION: Approve and authorize the use of digital signatures to sign the Disbursements Report for the month of June 2023.

3. Third Quarter Financial Report April 1, 2023 to June 30, 2023 for FY2023 (ACTION ITEM) - Sarah Banks

Presentation of the financial report for the third quarter of Fiscal Year 2023 (April 1, 2023 to June 30, 2023).

PROPOSED ACTIONS: Approve the FY2023 Third Quarter Report, or provide staff further direction.

4. Lewis Clark State College and City of Moscow Facilities Agreement (ACTION ITEM) - Brian Nickerson

Lewis Clark State College (LCSC) has approached the City of Moscow to request occasional use of the Moscow Fire Department's training facilities, equipment, and tools to conduct its Firefighter Training Program. The attached Memorandum of Understanding enumerates the benefits of entering into such an agreement with LCSC, the City's general responsibilities upon approval, LCSC's general responsibilities upon approval, terms, compensation, termination of the agreement and general provisions. This MOU was approved on March 20, 2023, but Staff identified an omission in the agreement in Section 5.A to limit indemnification to the extent permitted by law between two governmental entities. The MOU has been updated to include that language and is before the Council for approval.

PROPOSED ACTIONS: Recommend approval of the agreement for use of facilities with Lewis Clark State College; or provide staff further direction.

5. Multi-family Proposed Recycling Options (ACTION ITEM) - Tim Davis

As a result of the 2021 Sanitation Rate Study and following City Council directives, staff convened a Multi-family Recycling Work Group in August of 2022. The purpose of the work group was to analyze the current delivery of recycling services to multi-family customers, explore opportunities for expanded access to the service and to make recommendations for programmatic changes. The most common issue and concern regarding multi-family curbside recycling at many locations in Moscow was reasonably being able to provide adequate services. A three-tiered approach was developed to address multi-family recycling service delivery and is being proposed for City Council consideration.

PROPOSED ACTIONS: Approve the three-tiered option for multi-family recycling services; or provide staff further direction.

6. Agreement for Professional Services for the Comprehensive Water and Sewer System Plans Project (ACTION ITEM) - Tyler Palmer/Mike Parker

As part of the management of the City of Moscow's public water and sewer utilities, it is necessary to perform a periodic review of the existing Public Drinking Water and Sewer Conveyance Systems and to conduct an assessment of the system's needs to resolve existing issues and meet long term growth, rehabilitation, and capacity demands. The State of Idaho Department of Environmental Quality (IDEQ) requires Public Drinking Water and Sewer Systems to prepare and update their "System Facilities Plan" periodically. The professional services agreement to update the City's Comprehensive Water and Sewer Conveyance System Plans, before you today, meets the requirements of the IDEQ by providing a review of the existing systems, identification of system inadequacies, and detailing system improvements to resolve deficiencies and meet future growth needs. The updated Plan, once finalized, will serve as the management and business plan for the water and sewer utilities covering policies, operations, water quality and supply, water rights, and system improvements. It provides a detailed utilities work plan for the next decade, identifies long-term needs and opportunities, and outlines strategies for utility management for the next 50 years. Public Works and Services prepared a draft scope of work and a Request for Qualifications (RFQ) which was advertised. Three Statements of Qualification (SOQ) were received and reviewed. After thorough review, the selection committee chose HDR Engineering, Inc. to manage the project.

PROPOSED ACTIONS: Recommend approval of the agreement for professional services with HDR Engineering, Inc., or provide staff further direction.

7. Proposed Amendment to Title 2, Chapter 2 Regarding Council Members serving as Mayor and Committee Meetings (ACTION ITEM) - Bill Belknap

Under City Code, the Council President and Vice President may serve as Mayor in the Mayor's absence and have all of the duties of the Mayor while serving in the Mayor's stead. It has been unclear if Council members serving as the Mayor are allowed to vote on motions. Staff is proposing to amend the City Code to clarify that Council members serving as the Mayor still count toward a quorum of the Council and may still exercise their right to vote as a council member. Additionally, under City Code, the Council Administrative and Public Works/Finance Committees are each constituted by one-half of the Council whose members are appointed at the first Council meeting of the year. The Code also describes what topics are generally to be considered by each Committee. Recently, the Council has somewhat regularly canceled certain meetings of the Administrative and Public Works/Finance Committee when there is a lack of agenda items and Committee members commonly request members of the other Committee to attend in their stead when unable to attend. Staff believes it would be appropriate to amend City Code to provide guidance that both Committees may consider all topics when one of the Committee meetings is canceled and to recognize that a Committee member may request a member from the other Committee to attend in their stead. Staff has prepared a draft ordinance to address these

two items for the Council's consideration.

PROPOSED ACTIONS: Recommend approval of the proposed Ordinance; or provide staff further direction.

ADJOURN

NOTICE: It is the policy of the City of Moscow that all City-sponsored public meetings and events are accessible to all people. If you need assistance in participating in this meeting or event due to a disability under the ADA, please contact the City's ADA Coordinator by phone at (208) 883-7600, TDD (208) 883-7019, or by email at adacoordinator@ci.moscow.id.us at least 48 hours prior to the scheduled meeting or event to request an accommodation. The City of Moscow is committed to ensuring that all reasonable accommodation requests are fulfilled.