

Public Works / Finance Committee



Regular Meeting ~Amended Agenda~

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Laurie M. Hopkins
City Clerk

208.883.7015

**Monday
October 9, 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 September 11, 2023 Minutes (ACTION ITEM) - Taylor Riedner**
- 2. Disbursement Report September 2023 (ACTION ITEM) - Sarah Banks**
Presentation of the Accounts Payable Report for the month ending September 2023.
ACTION: Approve and authorize the use of digital signatures to sign the Disbursements Report for the month of September 2023.
- 3. Woodbury 1st Addition Development Agreement Amendment (ACTION ITEM) - Todd Drage**
Woodbury Land LLC, has submitted to the City a request to modify the phasing for the Woodbury 1st Addition Subdivision. The final plat, titled Woodbury 1st Addition, and the Development Agreement for the Addition was approved by City Council on Monday, October 17, 2022. Section X - Phasing, in the original agreement contained a figure that detailed 17 single family lots being included in a 1st phase, 17 single family lots included in a 2nd phase, and then the remaining 45 lots being included in a 3rd phase. The agreement amendment provides a new figure, detailing 22 lots being included in the 1st phase and the remaining 57 lots in a 2nd phase. Additionally, this amendment requires off-site public improvements to Mountain View Road to be completed in the 1st phase; however, it allows 15 building permits to be issued prior to the completion of the off-site improvements. The amendment to the agreement with the original agreement included as an attachment to the amendment has been included with this packet.
PROPOSED ACTIONS: Recommend approval of the Development Agreement amendment with Woodbury Land LLC for the Woodbury 1st Addition; or provide staff with further direction.
- 4. Moscow Police Department – Annual Small Grant Requests and Awards (ACTION ITEM) – Alisa Anderson**
The City of Moscow Police Department (MPD) applies for several small grants on an annual basis which assist the department with the purchase of equipment, including bullet proof vests. The grants are also used to host various traffic enforcement mobilizations and other prevention and safety

activities. The grants awarded to MPD provide funding and resources to protect our youngest citizens, for operational and personal safety equipment, and for program support to implement and host multiple safety programs. These resources assist MPD in their mission of community-oriented policing to improve the quality of life for Moscow residents through community partnerships and problem-solving approaches, while also making sure the officers are outfitted and equipped with items needed to safely do their jobs. The MPD is requesting approval and/or ratification of the funding requests and awards for small grants applied for in an amount not to exceed a combined total of \$50,000 the FY2024 fiscal year.

PROPOSED ACTIONS: Recommend approval of funding requests and awards for small grants applied for by the Moscow Police Department not to exceed a combined total of \$50,000 the FY2024 fiscal year, or provide staff further direction.

5. Moscow Police Department – Office of Highway Safety Grant Award (ACTION ITEM) – Alisa Anderson

The Moscow Police Department (MPD) is requesting to accept an award from the Idaho Traffic Safety Commission (ITSC) for the Federal Fiscal Year (FFY) 2024 Highway Safety Grant. 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 MPD is requesting to accept a grant award in the amount of \$75,000 requiring an in-kind match of \$18,750.

PROPOSED ACTIONS: Recommend approval for the Moscow Police Department to accept an award for the Office of Highway Safety Grant FFY 2024 for \$75,000 with an in-kind match of \$18,750, or provide staff further direction.

6. Amended Solid Waste Franchise Agreement (ACTION ITEM) - Tim Davis

Latah Sanitation, Inc. (LSI) has engaged our staff to discuss several aspects of the existing Franchise Agreement in which their present expenditures are surpassing the adjustments for compensation based on the Consumer Price Index (CPI). Our team subsequently sought and received the necessary data from LSI concerning their current expenses related to roll cart and dumpster services. These assessments confirmed that the current compensation structure does not adequately account for the rising costs associated with equipment replacement. Additionally, LSI has expressed a need for fuel cost relief, which is being considered as part of the proposed amended agreement. Furthermore, our staff has incorporated LSI's request to assume responsibility for roll-off container services and associated billing into the amendment terms.

PROPOSED ACTIONS: Recommend approval of the amended Sanitation Franchise Agreement, or provide staff further direction.

7. Proposed City of Moscow Procurement and Purchasing Policy (ACTION ITEM) - Bill Belknap

The City of Moscow currently does not have established policies and procedures for purchasing supplies, materials, and services on behalf of the City. The lack of an established policy has resulted in confusion at times regarding employee purchasing authority as well as the ability for employees to sign contracts and agreements on behalf of the City. Staff have prepared a draft Procurement and Purchasing Policy to provide guidance on legal obligations and requirements, establish employee purchase authority limits, establish employee contract signatory authority limits, as well as establish standards related to City vendor charge accounts and appropriate use of credit cards. Staff will present the policy for the Council's review and consideration.

PROPOSED ACTIONS: Recommend approval of the proposed Resolution adopting the proposed Procurement and Purchasing Policy; or provide staff with further direction.

8. Ladder Truck Fire Engine Purchase Approval (ACTION ITEM) - Bill Belknap

The City's existing Fire Department ladder truck engine is reaching the end of its serviceable life and needs replacement. In accordance with Section 1.3.8 of the Master Services Agreement between the University and the City dated January 13, 2021, the University has agreed to participate in one-half of the cost of the purchase of the replacement ladder truck engine. The City has obtained a quote for the replacement ladder truck engine from Hughes Fire Equipment through the Houston-Galveston Area Council Cooperative Purchasing Program, which totals \$1,549,896, after \$162,564 in pre-payment discounts (see attached quote). The quote pricing is valid until October 27, 2023 with full payment due by the end of October of 2024 in order to secure the pre-payment discounts. Currently, the estimated delivery time for the ladder truck engine is 42-47 months from the date of order. Staff has provided the University of Idaho with the required 12 month advance notice of the intent to purchase the replacement ladder truck engine. Staff wishes to accept the quote prior to October 27th in order to avoid additional price escalation, and to provide the full payment by the end of October 2024 and is seeking Council approval at this time. The City has accumulated the City's portion of the purchase price within the City's Fleet Fund.

PROPOSED ACTIONS: *Recommend approval to place the order for the replacement ladder truck fire engine; 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.