

Public Works / Finance Committee



Regular Meeting ~Minutes~

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City Clerk

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**Monday
October 9, 2023**

4:00 PM

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

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

PRESENT: Maureen Laflin, Sandra Kelly, Julia Parker

OTHERS: Mayor Art Bettge,

STAFF: Bill Belknap, Tyler Palmer, Cody Riddle, Alisa Anderson, Todd Drage, Tim Davis, Taylor Riedner

REGULAR AGENDA

1. Approval of Public Works/Finance Committee September 11, 2023 Minutes (ACTION ITEM) - Taylor Riedner

The minutes were approved as presented.

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.

Banks introduced the item by highlighting major expenditures including a payment for the Eddington Subdivision-Conestoga Drive Extension, payment 2 for Lincoln St south of Public St Sewer Project, grant fund distribution to Pullman for the Airport, AR Chip Seal 2023 Project payment, and payment 2 for the Pullman Hwy Transmission Water Main Project. The committee approved the use of digital signatures, recommended approval, and placed it on the Council consent agenda.

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.

Drage introduced the item by reflecting on the background of the project and the previously approved phase plan. Besides the phasing changes, the remainder of the agreement remains the same, including

conditions. Previous concerns regarding stormwater runoff have been resolved with the installation of a stormwater retention facility. The Committee recommended approval and that it be placed on the Council consent agenda.

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.

Anderson introduced the item as written above and explained that the grant funds specifically cover officer overtime. Officers were not able to participate in the mobilization events due to lack of staff availability; however, participation will pick up again this year. Shoulder Tap sting operations are also set up throughout the year to help prevent underage drinking or supplying alcohol to minors. The annual Shop with a Cop Program has also proven success over time and will be continuing. Historically, the City has applied for \$75,000, however the child safety seats are now covered and provided by the State and no longer require application. The Committee recommended approval and that it be placed on the Council consent agenda.

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.

Anderson introduced the item by reflecting on similar past grants that the City has applied for. Traffic enforcement activities include High Visibility Enforcement, Occupant Safety, Public Outreach and Education, and Overtime Enforcement. Over the past year, there was a 15.3% increase in traffic stops, 26% decrease in injury collisions, and more drugs were removed from the streets than in previous years.

The High Visibility Enforcement Activities resulted in 283 grams of Marijuana and 13 pieces of drug paraphernalia seized, 20 under age alcohol violations issued, 10 felony arrests, 9 warrant arrests, 84 DUI arrests, and 131 speeding tickets were issued.

The Public Outreach and Education Program and the Occupant Safety Program lead to 529 written warnings and 944 verbal warnings were issued. Safe Routes to School provided several hundred bicycle helmets provided to children and multiple car seat safety checks were conducted.

Overtime Enforcement Activities resulted in 39 distracted driving citations, 53 traffic stops and 176 texting citations.

The Committee recommended approval and that it be placed on the Council consent agenda.

6. 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.

Belknap introduced the item as written above and stated that purchasing practices are very inconsistent across departments. The purpose of the policy is to clarify processes for purchasing supplies, materials and services and to ensure ethical standards throughout all departments, and help enhance public confidence and transparency. Employees will receive education regarding gift or discount acceptance, purchase management including tax exemption monitoring, and use of local vendors.

Purchase approval limits have been set at \$10,000 for Department Managers, \$25,000 for Deputy City Supervisors, \$75,000 for the City Supervisor, \$150,000 for the Mayor, and purchases over \$150,000 must be approved by the Mayor and Council. A flow chart for approval processes regarding contracts and agreements was also shared. City credit cards are assigned to individuals rather than departments with some exceptions.

Many other standard practices have not been in writing are now defined but will remain in the same process. The Committee recommended approval and that it be placed on the Council regular agenda.

7. 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.

Davis introduced the item as written above. The fuel relief model adjusts the base fuel index each year based off of 50% of the CPI. Fuel relief is granted when fuel costs exceed 115% of the base fuel index. The City will receive a fuel credit when fuel prices fall below 85% of the base fuel index. The fuel relief

model is applied retroactively to January of 2022. Davis reflected on the report made earlier in the year regarding the roll-off service request.

With these changes, LSI will be able to offer more container sizes. The roll-off containers are an elective service that provides the customer the ability to dispose larger and bulkier items including demolition materials that would otherwise not be accepted by the City service. LSI also plans on replacing the current 30-yard containers at the recycling center with 45-yard containers, resulting in less trips to the compost facility.

Inland North Waste (INW) is proposing to take on direct customer billing and record keeping for roll-off container services that the City currently oversees in order to reduce confusion and duplicated services to customers. However, the City will continue to retain the proceeds from the tonnage fees of the roll-off services. INW will receive all hauling, container rental, sorting, damage deposits, and delay fees.

Palmer shared that previous communication or practice complications have been smoothed out with this agreement. The agreement has also cleaned up definitions and other language clarifications.

The Committee recommended approval and that it be placed on the Council consent agenda.

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.

Belknap introduced the item as written above and shared that the standard service life of a ladder truck is 20 years. There are currently no plans in place to dispose the current ladder truck once the City receives the new one. It is not atypical to surplus them to other surrounding counties or cities in need. Needing no further discussion, the Committee recommended approval and that it be placed on the Council regular agenda.

ADJOURN

The meeting adjourned at 4:53 p.m.

