Administrative Committee

Regular Meeting
~Agenda~

Laurie M. Hopkins
City Clerk

www.ci.moscow.id.us

208.883.7015

Monday **February 12, 2018**	**3:00 PM**	**Council Chambers** **206 E. Third St.**

1. **Approval of Administrative Committee January 22, 2018 Minutes – Laurie M. Hopkins**

2. **Idaho Community Development Block Grant Award Requirements - Fire Truck – Alisa Anderson**
   On November 17, 2017, City Staff submitted a grant application for purchase of a fire engine to the Idaho Department of Commerce (IDOC) under the Idaho Community Development Block Grant (ICDBG) Public Facilities funding category. On January 27, 2018, the City received a letter stating the IDOC Economic Advisory Council (EAC) approved the advancement of the request to the addendum stage which requires additional information and requirements to be met in order to move forward to the final round for funding approval. A copy of the letter is attached to this report.

   The letter from IDOC requested the City provide an updated bid for the purchase of the fire engine, a recently adopted Fair Housing Resolution, and a Limited English Proficiency (LEP) Four Factor Analysis. Staff has obtained a new bid from the purchasing consortium for the fire engine, prepared a new Fair Housing Resolution for approval, and completed the LEP Four Factor Analysis for the City. The documentation for the requested information is attached to this report.

   PROPOSED ACTIONS: Recommend approval of an updated Fair Housing Resolution to replace Resolution 2001-16 and approval of the Limited English Proficiency Four Factor Analysis and determination that a Language Assistance Plan is not required to be developed at this time based on current statistical information or provide staff further direction.

3. **Request Authorization for Beer Garden for 2018 Moscow Renaissance Fair – Dwight Curtis**
   Moscow Renaissance Fair 2018 is requesting authorization to have a beer garden at their annual event in East City Park. The event is open to the public and is scheduled to take place from May 5 - May 6, 2018. This will be the event's third year requesting a beer garden and there have been no issues related to the request in the past two years.

   PROPOSED ACTIONS: Recommend approval of beer garden request for 2018 Moscow Renaissance Fair per the attached Resolution or provide staff further direction.

4. **Request Hamilton Funds for Purchase and Installation of Wheelchair Swing in East City Park – Dwight Curtis**
   Staff is requesting authorization to utilize funds from the Hamilton Fund for the purchase and installation of a specialized wheelchair swing in East City Park. There are presently no swings in any playground in the City of Moscow that are wheelchair accessible. The purchase cost, shipping and installation is $34,000, and was not anticipated in the FY18 adopted budget. Moscow City Council Resolution 2017-07 authorizes Hamilton Funds to be utilized for the purchase and installation of playgrounds in Moscow's parks. As the purchase of the wheelchair swing was not authorized in the FY2018 budget, if approved, the funding could be appropriated by City Council in the open budget process in August, 2018. The budgetary line item for expenses will be Capital Projects 350-165-30-770-76.

This request was considered by the Parks and Recreation Commission at its January 25, 2018 meeting and recommended to forward to City Council for its consideration and approval.

PROPOSED ACTIONS: Recommend approval of purchase and installation costs of the wheelchair accessible "iSwing" in East City Park, using an estimated $3,000 funds donation from the Moscow High School Buddy Club and the remaining funds from the Hamilton Fund for a total of $34,000, or provide staff further direction.

5. **Authorization to Purchase Playground Equipment for Morgan's Orchard Park – Dwight Curtis**

Staff is requesting authorization to purchase tot lot playground equipment and safety tiles from Buell Recreation LLC, slated for Morgan's Orchard Park in the amount of $36,400. The funding source is the Hamilton Fund, and was approved through the FY18 budget. The budgetary line item for expenses will be Capital Projects 350-165-30-770-76. Per City Council Resolution 2017-07, individual projects will be authorized through the annual budget authorization.

PROPOSED ACTIONS: Recommend Council authorization to purchase playground equipment in the amount of $36,400 from Buell Recreation LLC; funding source from the Hamilton Fund or provide staff further direction.

6. **Salary Survey – Gary J. Riedner**

In order to remain competitive in attracting and retaining quality employees, the City has committed to conducting a total compensation study (salary and all benefits) at least every four years. The most recent studies were conducted in 2006 and 2014.

The purpose of performing a classification and compensation plan study is to determine if the City's current compensation plan is both internally equitable and externally competitive. The recommended consultant, Jan Mason Rauk, would benchmark a variety of positions in each pay grade representing all City departments. The labor market surveyed would include regional cities and counties which are competitors with the City of Moscow in a number of recruitments. Being competitive leads to lower turnover, higher morale and lower costs.

The cost of the survey is dependent upon the number of entities surveyed for comparison, the number of benchmarked positions and types of benefits to be surveyed. Staff proposes to utilize Administration Professional Services 101-030-10-520-26 in an amount not to exceed $15,000.

PROPOSED ACTIONS: Recommend approval of Jan Mason Rauk to conduct a salary survey or provide staff further direction.

Reports

Sanitation Strategic Plan Agreement Report - Tim Davis

Adjourn

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