Administrative Committee

	Regular Meeting **~Minutes~**	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.**

The meeting was called to order at 3:00 PM

PRESENT: Gina Taruscio Chair, Anne Zabala Councilmember

ABSENT: Art Bettge Councilmember

OTHERS: Mayor Bill Lambert

STAFF: Gary J. Riedner, Dwight Curtis, David Schott, Alisa Anderson, Tim Davis, Bill Belknap, Laurie M. Hopkins

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

RESULT:	**ACCEPTED [UNANIMOUS]**
AYES:	Gina Taruscio, Anne Zabala
ABSENT:	Art Bettge

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. This was reviewed and recommended for approval by the Administrative Committee on February 12, 2018.

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.

Anderson reported staff received a letter saying the grant is being moved forward along with 25 other projects. Because the funds are federal, there are ADA requirements which include updating the City's Fair Housing Resolution, updated bid for purchase and a Limited English Proficiency Four Factor Analysis (LEP). Population statistics are checked on an annual basis. Riedner suggested changing the LEP to say "update as needed". The Committee recommended approval and that it be placed on the consent agenda with the suggested change to the LEP.

RESULT:	**RECOMMENDED TO COUNCIL CONSENT [UNANIMOUS]**
AYES:	Gina Taruscio, Anne Zabala
ABSENT:	Art Bettge

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. A resolution is attached for Council approval per City policy. This item was reviewed by the Administrative Committee on February 12, 2018 and recommended for approval.

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

Curtis introduced the item as written above adding Ren Fair is proposing Bitterroot Security for the two required security officers, which Chief Fry has approved. He passed out an updated letter clarifying the vendor for the beer garden and that will be updated in the City Council packet. The Committee recommended approval and that it be placed on the Council consent agenda.

RESULT:	**RECOMMENDED TO COUNCIL CONSENT [UNANIMOUS]**
AYES:	Gina Taruscio, Anne Zabala
ABSENT:	Art Bettge

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. This item was reviewed by the Administrative Committee on February 12, 2018 and recommended for 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.

Curtis introduced the item as written above and showed a news excerpt regarding a wheelchair swing. Swing options were shown of which staff is recommending the iSwing. The proposal includes a concrete pad with safety tiles. The Moscow High School Buddy Club received a $1,500 grant to go towards this project and are also fundraising. They estimate a total of $3,000 to support this swing project. Riedner explained this was not included in the FY2018 budget. Because of that, Council would be preauthorizing the use of funds and it would be including in the open budget process. The Committee recommended approval and that it be placed on the Council regular agenda.

RESULT:	**RECOMMENDED TO COUNCIL REGULAR [UNANIMOUS]**
AYES:	Gina Taruscio, Anne Zabala
ABSENT:	Art Bettge

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. This item was reviewed by the Administrative Committee on February 12, 2018 and recommended for approval.

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.

Curtis introduced the item as written above. The request for funds for the concrete pad will be brought forward another time. The Committee recommended approval and that it be placed on the Council consent agenda.

RESULT:	**RECOMMENDED TO COUNCIL CONSENT [UNANIMOUS]**
AYES:	Gina Taruscio, Anne Zabala
ABSENT:	Art Bettge

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 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. Jan Mason Rauk conducted the 2006 salary survey and is proposed to conduct the proposed survey. Staff proposes to utilize Administration Professional Services 101-030-10-520-26 in an amount not to exceed $15,000. This was reviewed and recommended for approval by the Administrative Committee on February 12, 2018.

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

Riedner explained the item as written above adding Latah County will be included in the labor market surveyed. Longevity for employees is approximately 7.7 years. The ideal longevity is 9 to 9.5. Staff is also looking at options for providing benefits to be as sustainable as possible. The Committee recommended approval and that it be placed on the Council consent agenda.

RESULT:	**RECOMMENDED TO COUNCIL CONSENT [UNANIMOUS]**
AYES:	Gina Taruscio, Anne Zabala
ABSENT:	Art Bettge

Reports

Sanitation Strategic Plan Agreement Report - Tim Davis

Davis provided a brief reminder of the request for qualifications for the Comprehensive Sanitation System

Master Plan. A draft scope was submitted by Great West Engineering and had more labor hours and cost than anticipated. Staff met and reviewed expectations and were able to cut back labor hours from 1749 to 714 labor hours, minimized the amount of trips to Moscow and also changed the emphasis and level of effort on tasks while maintaining the quality of the plan. Staff followed up with Great West and they are working on updating their scope with the hopes of receiving to present to Council on Tuesday. If it is not received in time, it will be brought to the next committee meeting and council meeting. The original amount budgeted was $35,000 and there is an additional Sanitation line item called Development Projects that could be used for the balance should City Council approve the negotiated contract.

Adjourn

The meeting was closed at 3:36 PM

Minutes Approved On
February 26, 2018
(Clerk Signature)