



Administrative Committee

Regular Meeting
~Agenda~

Laurie M. Hopkins
City Clerk

www.ci.moscow.id.us

208.883.7015

Monday
February 26, 2018

3:00 PM

Council Chambers
206 E. Third St.

1. Approval of Administrative Committee February 12, 2018 Minutes – Laurie M. Hopkins

2. Idaho Unified Certification Program – Alisa Anderson

The City of Moscow, as a direct recipient and/or sub recipient of United States Department of Transportation (USDOT) funding, is required to execute a Resolution and a Statement of Agreement for the Idaho Unified Certification Program (IUPC) recognizing the Idaho Transportation Department (ITD) Office of Civil Rights as the agency authorized to manage the Disadvantaged Business Enterprise (DBE) Program for the State of Idaho. As required by 49 Code of the Federal Regulation, Part 26, the attached Agreement executed by ITD establishes the required one-stop-shop in the administration of a DBE organization and a Unified Certification Program (UCP) for Idaho in managing the certification, renewal and decertification of DBE's. Attached to this report is the letter from the ITD Office of Civil Rights requesting this action with the Agreement Establishing the IUPC for the DBE Program for the State of Idaho, the State of Agreement to be completed by the City, and a corresponding Resolution authorizing the requirements described.

PROPOSED ACTIONS: Recommend approval of the Statement of Agreement, Idaho Unified Certification Program and corresponding Resolution or provide staff further direction.

3. Resolution Appointing New City ADA Coordinator – Gary J. Riedner

In order to remain compliant and to update ADA documents, the City is required to appoint an ADA Coordinator to replace former City Clerk Stephanie Kalasz who was previously appointed as ADA Coordinator. The City Supervisor is recommending the appointment of Alisa J. Anderson as the new ADA Coordinator. A new Resolution is attached amending Resolution No. 2013-10 in the section regarding the designation of an ADA Coordinator and maintaining all other sections of the prior Resolution.

PROPOSED ACTIONS: Recommend approval of Resolution appointing Alisa J. Anderson as the City ADA Coordinator or provide staff further direction.

4. Moscow Farmers Market Handbook – Daniel Stewart

The vendor policy document for upcoming Farmers Market season is reviewed annually and updated as needed. Per the adopted Moscow Farmers Market Strategic Plan, updates to the 2018 season policies has included more robust changes in order to enhance transparency and understanding and to provide vendors with additional information for the reasoning behind policies. Specifically, the goal of the update was to increase the clarity, quality, consensus on and consistency of policies.

PROPOSED ACTIONS: Recommend approval of the Moscow Farmers Market 2018 Vendor Handbook or provide staff further direction.

Adjourn

NOTICE: Moscow City Council and committee meetings are televised, videotaped and/or recorded. Individuals attending the meeting who require special assistance to accommodate physical, hearing, or other impairments, please contact the City Clerk, at (208) 883-7015 or TDD 883-7019, as soon as possible so that arrangements may be made.