

Public Works / Finance Committee



Regular Meeting ~Minutes~

Laurie M. Hopkins
City Clerk

www.ci.moscow.id.us

208.883.7015

Monday, August 12, 2024

4:00 PM

Council Chambers
206 E. Third St.

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

PRESENT: Sandra Kelly, Gina Taruscio, Bryce Blankenship

OTHERS: Mayor Art Bettge; Julia Parker

STAFF: Bill Belknap, Sarah Banks, David Schott, Cody Riddle, Tyler Palmer, Mia Bautista, Laurie M. Hopkins

REGULAR AGENDA

1. Approval of Public Works/Finance Committee July 8, 2024 Minutes (ACTION ITEM) - Laurie M. Hopkins

The minutes were approved as presented.

2. Disbursement Report July 2024 (ACTION ITEM) - Sarah Decker

Presentation of the Accounts Payable Report for the month ending July 2024.

ACTION: Approve and authorize the use of digital signatures to sign the Disbursements Report for the month of July 2024.

Decker introduced the item highlighting the major expenses including payroll, Brent Drive sewer project, booster station phase 2, Lilly Street reconstruction, and A Street reconstruction. The Committee approved and authorized the use of digital signatures to sign the Disbursements Report for the month of July 2024.

3. Open Budget for Fiscal Year 2023-2024 (FY2024) Review (ACTION ITEM) - Sarah Decker

The State of Idaho provides a process for cities to amend the original fiscal year budget appropriation ordinance in accordance with Idaho Code section 50-1003. The City completed its FY2024 budget adoption in August 2023 and headed into its FY2023 fiscal year-end. During the fiscal year-end, it was determined that two major operating funds, the general fund and sanitation fund, accumulated unanticipated and unappropriated fund balances. Additionally, during the FY2024 fiscal year, the City received an unanticipated federal grant award. The City Council authorized expenditures pertaining to this federal grant to assist the Moscow Police Department in purchasing electronic ticketing equipment to replace existing outdated units and purchase new units for eleven police vehicles. Staff is proposing to amend Ordinance 2023-07 in the amount of \$2,510,000 to accommodate both the unappropriated fund balances and the council-authorized grant revenue and expenditures.

PROPOSED ACTIONS: Recommend that the City Council conduct a public hearing and adopt the Open Budget Ordinance, or provide staff with further direction.

Decker introduced the item as written above. The FY2024 budget amendments are approximately \$2,510,000 within the General Fund, Sanitation Fund and Information Systems. The General Fund ended FY2023 with an unanticipated and unappropriated fund balance of approximately \$1.9M due to vacant positions, a position holdback and no expenses within the affordable housing line item. Investments and refunds/reimbursements revenues ended higher than anticipated. provided expenditures to stay lower than anticipated. The City has been accumulating unanticipated fund balance in the Sanitation Fund because the land fill closure was coming up. This also will need to move to Sanitation Capital. Information

Systems had an unanticipated grant for electronic ticketing. The Committee forwarded the item to the regular agenda for a public hearing.

4. Latah County Library District Building Lease Agreement Extension (ACTION ITEM) - David Schott

In 2014, the City of Moscow (City) and Latah County Library District (District) entered into a lease agreement for a ten (10) year term to lease the City-owned building located at 110 S Jefferson Street, Moscow, Idaho. The term of the Agreement is set to expire September 30, 2024. The proposed amendment to the agreement would extend the current term of the agreement until September 30, 2025. All other terms and conditions of the Agreement shall remain in full force and effect. The Latah County Library District Board of Trustees hired April Hernandez, Library Director, after the retirement of the previous director. The request to extend the term of the existing agreement for one (1) year is to provide time for the Library District Director to become familiar with the partnership between the City and District.

PROPOSED ACTIONS: Recommend approval of the amendment to the 2014 Lease Agreement between the City of Moscow and Latah County Library District to extend the term of the current lease agreement until September 30, 2025; or provide staff with further direction.

Schott introduced the item as written above. Hernandez introduced herself. Having no questions, the Committee recommended approval and that it be placed on the Council consent agenda.

5. Palouse Basin Aquifer Committee Memorandum of Agreement (MOA) (ACTION ITEM)- Tyler Palmer

The Palouse Basin Aquifer Committee (PBAC) operates under an interagency agreement which expired August, 2023. A memorandum of agreement was adopted in November of 2023 to allow time to draft updates to the interagency agreement to better reflect current needs and practices. The proposed Interstate Agreement has been reviewed by the respective agencies and is proposed for approval by Council.

PROPOSED ACTIONS: Recommend approval of the new Interstate Agreement for Moscow's participation in the Palouse Basin Aquifer Committee or provide staff with further direction.

Palmer introduced the item as written above adding this new MOU clarifies quite a few components but doesn't shift any roles and responsibilities and is a 10 year term. Once approved by all organizations, it will be sent to the Attorney General's office. In answer to a question by Kelly, as there are more contracts, entities will have to take some responsibility because PBAC isn't a separate legal entity and cannot receive grant funds which means they will need to still run projects through the cities/counties/universities. The Committee is comfortable with a ten year agreement. They recommended approval and that it be placed on the Council consent agenda.

ADJOURN

The meeting closed at 4:17 p.m.

Minutes Approved On
September 9, 2024

(Clerk Signature)