

Administrative Committee



Regular Meeting ~Agenda~

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Laurie M. Hopkins
City Clerk

208-883-7015

Monday, October 28, 2024

4:00 PM

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

The Moscow Mayor, City Council and Staff welcome you to today's meeting. We appreciate and encourage public participation. For regular agenda items, an opportunity for public comment is sometimes provided after the staff report. However, the formality of procedures varies with the purpose and subject of the agenda item and limitations may be placed on the time allowed for comments. If you plan to address the Committee, you will find a list of "Tips for Addressing the Council" in the door pocket outside the City Council Chambers. Please note that council committee meetings are televised, videotaped and/or recorded. Links to view the City Council meeting live can be found on the City website and the City's YouTube channel. Thank you for your interest in City government.

REGULAR AGENDA

1. Approval of Administrative Committee September 23, 2024 Minutes (ACTION ITEM) - Laurie M. Hopkins

2. Amended Professional Services Agreement-Moscow City Shop (ACTION ITEM) - Cody Riddle

In April of 2024, the City entered into a professional services agreement with Lombard Conrad Architects (LCA) for \$320,610 in design services associated with construction of a new City shop building. Services included in the original agreement include preparation of construction drawings and specifications, bidding assistance, project inspections, and closeout, all associated with the new building. The project is proceeding as anticipated. Construction drawings have been prepared, published, and a bid opening is scheduled for November 6, 2024. However, as the project has advanced, it became necessary to expand the scope included in the original agreement. Additional services include landscape design, surveying, changes to the mechanical and electrical system, and improvements to the exterior of the existing shop building. In total, the additional services represent an increased cost of \$22,631. This increase, and a detailed description of the new services are included in the attached, amended agreement for the Council's review and approval.

PROPOSED ACTIONS: Recommend approval of the amended professional services agreement, or provide staff further direction.

3. Ordinance Amending Moscow City Code Title 4, Chapter 6 Regarding Landscape Buffer Yard Requirements (ACTION ITEM) - Mike Ray

Moscow City Code Title 4, Chapter 6, Section 6-5 currently addresses landscape buffer yard requirements and has not been updated in some time. Landscape buffer yards are intended to provide a visual buffer between uses of different intensity, to reduce erosion and storm-water runoff, to protect property values, and to eliminate potential land use conflicts by mitigating adverse impacts from dust, odor, litter, noise, glare, lights, signs, buildings or parking areas. The Planning and Zoning Commission has been working on updating the landscape buffer yard requirements to provide more flexibility in the application of the standards, to update the illustrations to better convey the requirements, and to correct minor inconsistencies. On July 10,

2024, the Planning and Zoning Commission conducted a public hearing upon the proposed ordinance and recommended approval to City Council. The proposed ordinance has been scheduled for a public hearing before City Council at the upcoming November 4, 2024 meeting.

PROPOSED ACTIONS: Recommend forwarding the proposed ordinance for public hearing at the Council's upcoming November 4, 2024 meeting; or provide staff further direction.

4. City of Moscow Financial Policy Update (ACTION ITEM) - Sarah Decker

The City of Moscow is updating its Financial Policy, Resolution 2011-11, to comply with current Idaho State Code requirements, GFOA best practices, and to include City of Moscow governmental funds that have been created or to eliminate City of Moscow governmental funds that no longer exist.

PROPOSED ACTIONS: Recommend for approval of the updated City of Moscow Financial Policy, or provide staff with further direction.

5. Procurement and Purchasing Policy Amendment (ACTION ITEM) - Bill Belknap

In 2023, the City Council adopted Resolution 2023-24 which established policy and guidance on legal obligations and requirements, established employee purchase authority limits, established employee contract signatory authority limits, as well as established standards related to City vendor charge accounts and appropriate use of credit cards. Staff have identified additional items that are desired to be included within the policy to memorialize current practices related to certain staff purchases, establish guidelines for City donations to outside organizations, and update position titles. Staff will present the proposed policy updates for the Council's consideration.

PROPOSED ACTIONS: Recommend approval of the proposed Resolution; or take other action deemed appropriate.

ADJOURN

NOTICE: It is the policy of the City of Moscow that all City-sponsored public meetings and events are accessible to all people. If you need assistance in participating in this meeting or event due to a disability under the ADA, please contact the City's ADA Coordinator by phone at (208) 883-7600, TDD (208) 883-7019, or by email at adacoordinator@ci.moscow.id.us at least 48 hours prior to the scheduled meeting or event to request an accommodation. The City of Moscow is committed to ensuring that all reasonable accommodation requests are fulfilled.