

Administrative Committee



Regular Meeting ~Minutes~

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

PRESENT: Bryce Blankenship, Julia Parker, Sandra Kelly

ABSENT: Drew Davis

STAFF: Bill Belknap, Cody Riddle, Mia Bautista, Sarah Decker, Mike Ray, Laurie M. Hopkins

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

The minutes were approved as presented.

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.

Riddle introduced the item as written above adding these updates do not change the project schedule. The redesign of the HVAC system in the office area was to separate it from the shop spaces which would be more in line with the City's climate action goals. The existing shop will continue to be used as street and storm divisions will remain. While there is a contractor on site, the exterior improvements to the existing building could be tied into the exterior work on the new building which could see a cost benefit as well as the hopes of another 15-20 years of use. The design for the HVAC came back as natural gas but for most of the buildings staff is trying to do air source heat pumps. Belknap said there will be another agreement coming forward in the future to look at interior renovations to the existing shop for electrical upgrades and interior reconfiguration. The Committee recommended approval and that it be placed on the Council consent agenda.

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.

Ray introduced the item as written above and described the updates which included correcting errors in the matrix, making it consistent with other places of the code, updating visuals/illustrations, updating plant size to the parking lot landscaping standards. The proposed change will allow more flexibility for buffer yards adjacent to arterial streets. The Tree Commission was not part of this update but was highly involved with the parking lot update which this proposal is more in line with. An audit is completed approximately every five years. The Committee forwarded the proposed ordinance to the City Council for public hearing.

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.

Decker introduced the item as written above and went over the changes which included reporting updates according to changes in State Statute; payment of claims including a listing of the exceptions and the addition of the procurement policy. An update to the funds included the Arts fund moving to Recreation and Culture and the addition of the Moscow School District Community Playfields and Stormwater fund. The Committee recommended approval and that it be placed on the Council regular agenda.

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.

Belknap introduced the item as written above. The City is limited in its ability to provide funds as a donation. It must be in the city's purview. For example, the City does not sell cars so would not be able

to donate to a dealership. It must be aligned with and support the City's mission and purpose and provide an identifiable public benefit. The proposed policy provides for an application and review process where small requests are reviewed by the City Administrator and larger requests by the City Council. Some items could need to be reviewed on case by case basis. The updates also include guidance regarding meal expenditures such as meals during emergency response events and then updates to the titles of staff.

The Committee recommended approval and that it be placed on the Council regular agenda.

ADJOURN

The meeting closed at 4:36 p.m.

Minutes Approved On
November 25, 2024

(Clerk Signature)