

Administrative Committee



Regular Meeting ~Agenda~

Laurie M. Hopkins
City Clerk

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208.883.7015

Monday, March 25, 2019

4:30 PM

Council Chambers
206 E. Third St.

REGULAR AGENDA

1. Approval of Administrative Committee March 11, 2019 Minutes (ACTION ITEM) - Caylee Birge

Minutes presented for approval.

PROPOSED ACTIONS: Approve minutes, amend minutes, or provide staff further direction.

2. Clarification of the FY2018 CAFR (ACTION ITEM) - Gary J. Riedner / Sarah Banks

Upon finalizing the Comprehensive Annual Financial Report (CAFR) pursuant to the City Council's approval of the document at the March 18 Council meeting, a scrivener's error was identified. On page 42 of the CAFR document the Statement of Net Position, specifically the column outlining the Component Unit for the Moscow Urban Renewal Agency (URA), adjustments have been made to reflect the correction of that error. This correction does not affect any of the City's information, financials or the like, as it is simply a representation of the URA's financial standing at the time of the report.

PROPOSED ACTIONS: Approve the correction to the Comprehensive Annual Financial Report (CAFR) as noted or provide staff further direction.

3. A Street, Stage 2 Project Construction Schedule Revision (ACTION ITEM) - Kevin Lilly/Tyler Palmer

Plans and Specifications for the long planned federal aid project to reconstruct the segment of A Street from Peterson to Cherry Street were submitted to the Local Highway Technical Assistance Council (LHTAC) in November of 2018. The project was expected to be advertised for construction by January or February in order that construction could commence by mid-May of 2019. However, due to several factors beyond control of City Staff, the bid advertisement has now been delayed well beyond the optimum time to obtain the most favorable prices. The delay will also make it difficult to meet the intended construction window of May through October.

At this point it has been determined the best way forward is to advertise the project for construction in FY2020. Staff has discussed this option with LHTAC officials, who have no objections to the change, pending receipt of a letter from Mayor Lambert documenting the request. In order to prevent further delay staff is seeking Committee approval for the Mayor to provide the attached letter to LHTAC. Staff will then seek ratification from City Council on April 1, 2019.

PROPOSED ACTIONS: Approve moving the bid advertisement for A Street, Stage 2 construction from FY2019 to FY2020, or provide staff further direction.

4. Self-Funded Employee Health Insurance Proposal (ACTION ITEM) - Gary J. Riedner

On May 21, 2018, City Council unanimously directed staff to proceed with the development of a self-funded city employee health insurance proposal for City Council consideration. Staff has worked with long-time benefits consultant The Murray Group (formerly Helbling Benefits) as directed by Council to develop a self-funded health insurance proposal to be submitted to the State of Idaho Department of Insurance (DOI) for consideration. Information was gathered for that application as well as the required Actuarial Study that was completed by Milliman Consulting. That study confirmed that the City's experience lends favorably to self-funding. On January 2, 2019, City Council approved the implementation of a self-funded employee health benefits program and application to the Idaho Department of Insurance, creation of a City of Moscow Employees Benefits Trust, appointment of Trustees, and authorization to enter into appropriate agreements to implement the program. The proposed implementation date was April 1, 2019.

Staff is proposing delaying the implementation of the program until FY2020, in accordance with the attached memo from the City Supervisor.

PROPOSED ACTIONS: Recommend delaying the implementation of the Self-Funded Employee Health Benefits Program until FY2020 in accordance with the attached memo from the City Supervisor, or provide staff further direction.

5. Downtown Survey Report (ACTION ITEM) – Jen Pfiffner / Kyle Snyder

During the Zoning Code update that was approved by the City Council on May 21, 2018, questions were raised by the Council regarding the allowance of Educational Institutions (colleges and universities) within the Central Business Zoning District (CBZD). The City Council approved the Zoning Code amendment at the time, but requested that the Administrative Committee of the City Council continue the discussion regarding the allowance of educational uses within the CBZD. On August 20, 2018, City Council provided direction to staff to develop a survey for the community and property owners and businesses operating within the CBZD. A survey instrument was then prepared which contained questions designed to gauge the perceptions of the community and property owners and businesses operating within the CBZD in regards to a) current public/private universities and colleges in the CBZD and b) additional or expanded public/private universities and colleges in the CBZD. The survey instrument was approved by City Council. The survey was then sent out in the fall of 2018 to CBZD property and business owners as well as a random sample of the community. Staff has compiled the responses into a summary document for the Council's review and consideration.

PROPOSED ACTIONS: Receive report and provide staff with further direction.

ADJOURN

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