

**WELCOME**  
To a Regular Meeting of the  
**Coeur d'Alene City Council**  
Held in the Library Community Room  
**AGENDA**

**VISION STATEMENT**

Our vision of Coeur d'Alene is of a beautiful, safe city that promotes a high quality of life and sound economy through excellence in government.

The purpose of the Agenda is to assist the Council and interested citizens in the conduct of the public meeting. Careful review of the Agenda is encouraged. Testimony from the public will be solicited for any item or issue listed under the category of Public Hearings. Any individual who wishes to address the Council on any other subject should plan to speak when **Item E - Public Comments** is identified by the Mayor. The Mayor and Council will not normally allow audience participation at any other time.

**6:00 P.M.**

**MARCH 3, 2020**

**A. CALL TO ORDER/ROLL CALL**

**B. INVOCATION:** Pastor John Padula, The Altar Church

**C. PLEDGE OF ALLEGIANCE**

**D. AMENDMENTS TO THE AGENDA:** Any items added less than forty-eight (48) hours prior to the meeting are added by Council motion at this time.

**E. PUBLIC COMMENTS:** (Each speaker will be allowed a maximum of 3 minutes to address the City Council on matters that relate to City government business. Please be advised that the City Council can only take official action this evening for those items listed on the agenda.)

\*\*\*ITEMS BELOW ARE CONSIDERED TO BE ACTION ITEMS

**F. PRESENTATIONS:**

1. Proclamation of Lake Coeur d'Alene Waterkeeper Days - March 12 and 13, 2020

**Accepted by: Erin McClatchey, President, Kootenai Environmental Alliance  
and Doug Fagerness, Film Festival Board Member**

2. Tubbs Hill Fire Mitigation Update

**Presented by: Bill Greenwood, Parks and Recreation Director  
and Kenny Gabriel, Fire Chief**

**G. CONSENT CALENDAR:** Being considered routine by the City Council, these items will be enacted by one motion unless requested by a Councilperson that one or more items be removed for later discussion.

1. Approval of Council Minutes for February 18, 2020.
2. Approval of General Services/Public Works Subcommittee Minutes for February 24, 2020.
3. Approval of Bills as Submitted.
4. Setting of General Services/Public Works Subcommittee meeting for March 9, 2020 at 12:00 noon.
5. Approval of a Cemetery lot repurchase from Michael and June Perez for Lots 25, 26; Block 2; Section N in Forest Cemetery
6. Approval of a Cemetery lot repurchase from Rachel Perez for Lot 24; Block 2; Section N of Forest Cemetery

**Recommended by the City Clerk**

**7. Resolution No. 20-014**

- a. Approval and acceptance of a Water Transmission Pipeline and Fire Hydrant Easement from the Forest Service located along Kathleen Avenue
- b. Approval and acceptance of a Utility Easement for Water Line from Centennial Pines, LLC. for property located at 3773 N. Ramsey Road

**Recommended by the Water Superintendent**

- c. Approval of Artwork Loan agreement with the Idaho Character Foundation, d/b/a Idaho Wildlife Museum, for the sculpture by Lorenzo Ghiglieri titled "Unconquered."

**Recommended by the General Services/Public Works Subcommittee**

**H. ANNOUNCEMENTS**

1. **City Council**
2. **Mayor** – Appointments – John Schwandt to the Urban Forestry Committee, Elaine Price to the Parking Commission, and Beth Ann Fuller to the Childcare Commission.

**I. GENERAL SERVICES/PUBLIC WORKS**

1. **Resolution No. 20-015** - Approval of Traffic Calming Policy.

**Staff Report by: Chris Bosley, City Engineer**

2. Approval of the reallocation of the Department Specialist Position in the Water Department to Administrative Assistant.

**Staff Report by: Terry Pickle, Water Superintendent**

3. **Council Bill No. 20-1001**- Approving Municipal Code Amendments to Sections 10.32.140 and 10.32.270 of the Municipal Code of the City of Coeur d'Alene regarding the speed limit on Third Street.

**Staff Report by: Chris Bosley, City Engineer**

**J. OTHER BUSINESS:**

1. **Council Bill No. 20-1002-** Approving Municipal Code Amendments to Sections 17.06.715; 17.06.720; and 17.06.725 regarding Home Occupation Regulations for Childcare Facilities.

**Staff Report by: Kelley Setters, Deputy City Clerk**

2. **Resolution No. 20-016 -** Approving Amendments to the Civil Service Rules.

**Staff Report by: Kenney Gabriel, Fire Chief**

**K. EXECUTIVE SESSION:** Pursuant to Idaho Code 74-206(c) to acquire an interest in real property which is not owned by a public agency.

**L. ADJOURNMENT**

*This meeting is aired live on CDA TV Spectrum Cable Channel 1301  
and on Facebook live through the City's Facebook page.*



# Coeur d'Alene

## CITY COUNCIL MEETING

*March 3, 2020*

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**MEMBERS OF THE CITY COUNCIL:**

**Steve Widmyer, Mayor**

**Council Members McEvers, English, Evans, Gookin, Miller, Wood**

# PRESENTATIONS



## PROCLAMATION

**WHEREAS**, the City of Coeur d'Alene celebrates the Lake Coeur d'Alene Waterkeeper program and the contributions it makes to our citizens, local economy and community; and

**WHEREAS**, the Lake Coeur d'Alene Waterkeeper program is dedicated to conserving, protecting and restoring our waters, and is licensed by the International Waterkeeper Alliance to ensure that Lake Coeur d'Alene water is swimmable, drinkable, and fishable for generations to come; and

**WHEREAS**, the Lake Coeur d'Alene Waterkeeper program is working to protect our community's most precious gem and natural resource through community awareness and outreach, restoration, education, advocacy, and enforcement; and

**WHEREAS**, our citizens agree that our lake and its tributary watersheds contribute positively to the local community by helping our economy, education and environment; and

**WHEREAS**, our citizens agree that it is important for people to support our lake and watersheds that they value in their community; and

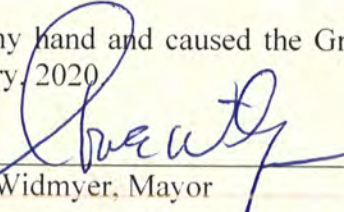
**WHEREAS**, Coeur d'Alene, Idaho supports the Lake Coeur d'Alene Waterkeeper program, which serves our communities and natural resources on and around the lake;

**NOW, THEREFORE, I STEVE WIDMYER**, Mayor of the City of Coeur d'Alene, Idaho, do hereby proclaim March 12 & 13, 2020, as

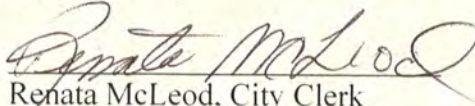
### "LAKE COEUR D'ALENE WATERKEEPER DAYS"

And invite all citizens to support the Lake Coeur d'Alene Waterkeeper program on those days and throughout the year.

**IN WITNESS WHEREOF**, I have hereunto set my hand and caused the Great Seal of Coeur d'Alene to be affixed this 19<sup>th</sup> day of February, 2020.

  
Steve Widmyer, Mayor



ATTEST:

  
Renata McLeod, City Clerk





**Burn Plan**

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# CONSENT CALENDAR



MINUTES OF A REGULAR MEETING OF THE CITY  
COUNCIL OF THE CITY OF COEUR D'ALENE, IDAHO,  
HELD AT THE LIBRARY COMMUNITY ROOM

February 18, 2020

The Mayor and Council of the City of Coeur d'Alene met in a regular session of said Council at the Coeur d'Alene City Library Community Room February 18, 2020 at 6:00 p.m., there being present upon roll call the following members:

Steve Widmyer, Mayor

Dan Gookin                                 ) Members of Council Present  
Kiki Miller                                 )  
Dan English                                 )  
Woody McEvers                             )  
Amy Evans                                 )  
Christie Wood                             )

**CALL TO ORDER:** Mayor Widmyer called the meeting to order.

**INVOCATION:** Pastor Stuart Bryan with Trinity Church provided the invocation.

**PLEDGE OF ALLEGIANCE:** Councilmember Evans led the pledge of allegiance.

**PRESENTATION OF IGNITE CDA ANNUAL REPORT:** Executive Director Tony Berns reviewed the history of the organization, including its formation in 1997. He noted that the Lake District sunsets in 2021 and the River District sunsets in 2027, with the Atlas District sunsetting in 2038 and the newly formed Health Corridor District sunsetting in 2039. He noted several highlights that have occurred over the past year including improvements within the Four Corners Master Plan, Memorial Park/Field, Higher Education Corridor, downtown parking facility, Stimson Mill Site/Atlas, Health Corridor, Re-development initiatives (including the move of the White House for the Museum use), Seltice Way revitalization, and partnerships with the Urban Land Institute, and the CDA Downtown Association. Mr. Berns noted that the 2019 strategic priorities would include education, the higher education campus, Four Corners, Health Corridor, and support facilities such as public space improvements. Housing continues to be at the forefront of discussions and continued efforts to work jointly in job retention/creation, public parking, with focus on midtown and downtown.

Councilmember Wood noted that that agency sometimes receives political comments and she feels the incredible projects are due to past support of the Council. She noted that the City has utilized urban renewal correctly and gave kudos to the ignite board members. Councilmember English noted that the list of accomplishments demonstrates the positive effect of urban renewal and this was a great reminder of past projects. Mr. Berns noted that at the Atlas waterfront site, material has been salvaged and screened in order to avoid approximately \$100,000 in costs of purchasing fill material. Councilmember Gookin asked if the property noted in Exhibit A has a

disposition plan. Mr. Berns noted that the commercial properties are part of the Beutler mid-town project, and that the parking will go to the City. Additionally, the railroad south of Beebe Boulevard will also be gifted to the City. Councilmember Gookin questioned what the debt financing means as noted in the financial statements of the Lake District. Mr. Berns explained that it is how they denote satisfying the financial notes for the two districts, which they are paying off as funds come available. Councilmember Gookin noted that there is a budget item of \$94,500.00 for public art and he would like that funding continued at the end of the district. Mayor Widmyer noted that the art funding in the ignite budget is restricted to the Lake District, and that if Council decides to continue to fund the line item, it can be used city-wide.

## **ANNOUNCEMENTS:**

Councilmember Wood noted that there was an article in the Sunday edition of the Press. There were quotes attributed to the Kootenai County Treasurer, Steve Matheson, regarding the recent request for \$14 Million for City of Coeur d'Alene infrastructure needs that will affect Kootenai County residents as well. She noted the following facts; the City has the highest foregone taxes within the state, with \$5,686,999 in uncollected taxes. Over the last six years the City has increased property taxes by 5.5%, with 4 years at a zero percent increase. Kootenai County has over \$9 Million in uncollected taxes, the highest County within the state. Mr. Matheson claims urban renewals are to blame for increases in taxes, which is not factual, as one can look to the foregone amounts. Additionally, Mayor Widmyer recently put together a presentation outlining the disparity between local tax assessments of similar properties with different assessments. She suggested that the County look at how assessments are done. Mr. Matheson says that the County is being asked to pay for city infrastructure. He said an advisory vote would make the politicians accountable.

Councilmember Gookin asked what the impact of foregone is to urban renewal. Mayor Widmyer responded that the thought is that urban renewal causes government to raise taxes. However, the growth of the foregone means the city is taking less than their allowable 3% so it demonstrates that it is not a burden enough to take all taxes. Councilmember Gookin believes that urban renewal increases taxes but the city does manage funds well in not taking foregone. The Mayor noted that the state is considering legislation to mandate property taxes available to cities, wherein the issue is the property assessments, and school supplemental levies that he supports.

Councilmember Miller commented that in the article there was a quote that the approval of district went from a white board conversation to a vote of the Council quickly. She recalls that a panel was formed, there were multiple presentations, and then a feasibility study conducted before it came back to be formed as a district. There was a long period of Council and citizen input.

Mayor Widmyer asked for confirmation of the appointment of Teresa Runge to the Arts Commission.

**MOTION:** Motion by Evans, seconded by McEvers to appoint Teresa Runge to the Arts Commission. **Motion carried.**

**CONSENT CALENDAR: Motion** by McEvers, seconded by Gookin, to approve the consent calendar.

1. Approval of Council Minutes for the February 4, 2020 Council Meeting.
2. Approval of Bills as Submitted.
3. Approval of Financial Report.
4. Setting of General Services/Public Works Committee meeting for Monday, February 24, 2020 at 12:00 noon.
5. **Resolution No. 20-009** - A RESOLUTION OF THE CITY OF COEUR D'ALENE, KOOTENAI COUNTY, IDAHO, AUTHORIZING THE FOLLOWING CONTRACT AND OTHER ACTIONS OF THE CITY OF COEUR D'ALENE: APPROVAL AND ACCEPTANCE OF A GRANT DEED FOR WATER MAIN EASEMENT AND APPURTENANCES WITH WILLIAM L. SHELDON FOR 2619 W. SELTICE WAY [V-19-03]; APPROVAL OF BID AWARD AND PURCHASING CONTRACT WITH PCN STRATEGIES, INC., FOR MOBILE DATA COMPUTERS, BODY WORN, CAMERAS, AND IN-CAR VIDEO, INCLUDING INSTALLATION, FOR THE POLICE DEPARTMENT; AND APPROVAL FOR SOLE SOURCE PURCHASE OF TRAFFIC SIGNAL EQUIPMENT FROM WESTERN SYSTEMS FOR THE NORTHWEST BOULEVARD TRAFFIC SIGNALS NEAR I-90.

**ROLL CALL:** McEvers Aye; Gookin Aye; English Aye; Wood Aye; Evans Aye; Miller Aye.  
**Motion Carried.**

#### **RESOLUTION NO. 20-010**

A RESOLUTION OF THE CITY OF COEUR D'ALENE, KOOTENAI COUNTY, IDAHO, AMENDING THE CLASSIFICATION AND COMPENSATION PLAN TO ADD A NEW CLASSIFICATION TITLED "SCADA ELECTRO TECHNICIAN," AND ESTABLISH A PAY GRADE 12 FOR THAT POSITION.

**STAFF REPORT:** Human Resources Director Melissa Tosi, and Wastewater Superintendent Mike Anderson explained the request to approve an amendment to the city's Classification Plan to include a new position of a SCADA Electro Technician for the Wastewater Department. After evaluating the needs of the Wastewater Department due to having a vacancy, it was discussed that instead of refilling the current Wastewater Operator II vacancy, the greater need for the department was to create a new classification. Mr. Anderson noted that they are currently using outside contractors to do some of the job duties, such as emergency on-call services, and believes the position will result in a large cost savings to the City. The SCADA Electro Technician's primary functions would be the installation, maintenance, repair of electrical, electronic, and instrumentation systems. The position would be responsible for the layouts, and would test, calibrate and install instruments and related devices used for controlling automatic equipment measuring flow, pressure, temperature, etc. in the wastewater treatment plant, pumping stations, and composting facility. The Wastewater Department currently has five budgeted positions (1 current vacancy) for the Wastewater Operator II position. Since the electrician duties are a higher priority and will ultimately create savings by limiting the need to hire outside consultants to perform the work, the preference is to fill the vacancy with the newly proposed classification. The new classification has been reviewed and Ameriben recommends the leveling for this



classification be a pay grade 12. The SCADA Electro Technician position would be a new classification but the department would have wage savings this fiscal year due to the Wastewater Operator II position not being refilled for the last few months. Additionally, the financial plan will need to be updated to capture having one less Wastewater Operator II position due to replacing it with the SCADA Electro Technician classification. Ms. Tosi noted that the annual base wage for a beginning WW Operator II (pay grade 10) = \$41,329 and the annual base wage for a beginning SCADA Electro Technician (pay grade 12) = \$47,299.

**DISCUSSION:** Councilmember McEvers expressed appreciation for the cost savings and wondered if it would eliminate the need to have the fifth position replaced. Mr. Anderson confirmed that this special position is the most important piece to fill for the Department. Councilmember Gookin noted that the position will pay for itself with the cost savings. Councilmember English expressed support for the request.

**MOTION:** Motion by McEvers, seconded by Gookin to approve **Resolution No. 20-010;** approving an amendment to the City's Classification and Compensation Plan for a New Classification of SCADA Electro Technician, Pay Grade 12.

**ROLL CALL:** Gookin Aye; English Aye; Wood Aye; Evans Aye; Miller Aye; McEvers Aye.  
**Motion carried.**

#### **RESOLUTION NO. 20-011**

**A RESOLUTION OF THE CITY OF COEUR D'ALENE, KOOTENAI COUNTY, IDAHO, AMENDING THE CITY OF COEUR D'ALENE PERSONNEL RULES AS FOLLOWS: AMENDING RULE 13: TRANSFER, PROMOTION, DEMOTION, LAYOFF, RESIGNATION, AND REINSTATEMENT; AMENDING RULE 14: CORRECTIVE/DISCIPLINARY ACTION; AMENDING RULE 22: WORKPLACE DISCRIMINATION, HARASSMENT AND RETALIATION; ADDING A NEW RULE: WORKPLACE VIOLENCE PREVENTION; AND ADDING A NEW RULE: CODE OF CONDUCT.**

**STAFF REPORT:** Ms. Tosi explained that the proposed amendments and added rule to the City's Personnel Rules are necessary to keep the City's policies and procedures up-to-date, clear, and consistent with current law. The updates are further important to keep the Personnel Rules consistent with a general understanding of the essential operations of the City. The proposed amendment to Rule 13 entitled "Transfer, Promotion, Demotion, Reinstatement, Layoff and Resignation," include the movement of language from a different rule to this rule for a more logical placement. Additionally, there are minor amendments to add clarity to these types of employee transitions. There is also added language under Resignation, which clarifies that the employee's last physical day worked is their final date of separation from the City. In Rule 14, entitled "Corrective/Disciplinary Action," the amendments clarify the corrective action process from start to finish and add clarity to the progressive discipline steps taken along the way. The update will create consistency across City departments and includes Human Resources (HR) and Legal in the investigative and disciplinary process when needed. Amendments to Rule 22, entitled "Workplace Discrimination, Harassment and Retaliation," provide all employees a clear

understanding of the types of harassment that are unacceptable in the workplace, including workplace retaliation, the responsibilities of both employees and supervisors, and the reporting procedure and investigation process of any incident. The policy is also an area of training that ICRMP included as a requirement for the “risk management savings program.” Ms. Tosi noted that the new rule proposed entitled “Workplace Violence Prevention,” includes some duplicate language from the discrimination policy; however, based on the importance of the topic, she recommended that the topic be placed as a separate rule. The new rule states the City’s commitment to preventing workplace violence and provides a definition, and a reporting and investigative process. Additionally, the other new rule, entitled “Code of Conduct,” would assist in the understanding of both expected and unacceptable conduct for all employees. The areas of discipline that currently exist in the discipline policy have been moved to the Code of Conduct rule so that all areas of conduct are in the same rule. The Code of Conduct is an area of training that ICRMP included in the risk management savings program. The approval of one or both proposed new rules will require renumbering of the Personnel Rules; Human Resources, upon Council’s approval, will administratively accomplish this. Ms. Tosi noted that proposed amendments and rules have been posted for all employees to review. Additionally, she and the City Administrator met individually with each employee group to discuss the amendments. The Lake City Employees Association (LCEA), Police Association, and Fire Union are all in agreement with the proposed amendments to the Personnel Rules.

**DISCUSSION:** Councilmember Miller asked for a clarification regarding the notification process so that there is a common understanding of the definition of serious conduct. Ms. Tosi noted that serious conduct would include anything that would lead to substantial discipline such as suspension or higher. Councilmember Gookin questioned how the rules would apply to the Councilmembers, as they are not employees of the City. Ms. Tosi noted that any complaint would be investigated the same way and the rule seeks leadership from the top. Councilmember Gookin noted that the state law would apply to them and that the Council should be removed from the rules. Mayor Widmyer asked legal counsel for additional information regarding the process that would take place if there was a complaint against an elected official. Deputy City Attorney Randy Adams noted that HR, Legal, and the City’s insurance manager would conduct the investigation, unless it was filed with the Idaho Human Rights Commission. After the investigation was complete, it would stop there. Ms. Tosi noted that volunteers and interns are also included in that section of the personnel rules and that the employees would just want a way to address the behavior. Councilmember Miller agreed it would be good for the Council to be included for fairness. Councilmember Wood agreed that it was well intended; however, the Council should be removed as there is no remedy. She noted that the college is looking at developing a code of conduct for the Trustees as a different mechanism and suggested the City do the same thing.

Councilmember English noted that he thinks it is appropriate for the Council to be included although repercussions for elected officials would be tricky. He commented that he would rather give the comfort to the employees that they can have their voices heard. Councilmember Evans asked if, by retaining the officials in the rules, does it provide staff with a tool to use in the case an elected official is harassed by an employee. Ms. Tosi confirmed it would work in both directions. Ms. Wood expressed that she felt that there should be a code of conduct for elected officials; however, she felt it should not be in the personnel policy. Councilmember Gookin

reiterated that the Personnel Rules are not enforceable against an elected official and that they would hold themselves accountable. Mayor said there needs to be some way to investigate a complaint. Mr. Adams noted that whatever policy is determined, it needs to include an investigative process. Councilmember Miller asked if the policy includes the elected officials, would the investigation process be the same with no disciplinary process, and that there would be state level process. Mr. Adams explained that it would take a lawsuit for a state level process; otherwise, the outcome would be in the hands of the Council. Ms. Tosi noted that she utilized language from the ICRMP suggested policies.

Councilmember Gookin said that he felt that the weapons ban was not appropriate. Ms. Tosi noted that an employer can make a policy that employees are not allowed to carry weapons on campus. Councilmember Wood said that she supports safety in the workplace and clarified that it should not apply to elected officials as there are a few things that don't apply to Council and she continues to advocate for a separate policy for the elected officials. Councilmember McEvers asked if the Council had been included in the Personnel Rules in the past. Ms. Tosi confirmed that Council was previously included and noted that the Drug and Alcohol Testing policy was driven by Council and that some Council even signed up for the optional random drug testing.

**MOTION:** Motion by Gookin, seconded by Wood, to remove the language in the entire Personnel Policy that references public officials and to have Administration work with Council on developing a separate policy.

**DISCUSSION:** Councilmember Wood noted that the motion was based on the fact that they will have policies created for the Council. Mayor Widmyer noted that he would like a date certain for a Council policy to be brought forward. Councilmember Wood noted that she thought the policy could be completed within 60 days. Councilmember English asked what the current weapon policy states. Ms. Tosi said current code does not allow weapons on city-owned property. Councilmember Miller asked if the employee associations and Fire Union agreed with the weapons section. Ms. Tosi confirmed that they agreed to the wording.

**ROLL CALL:** English No; Wood Aye; Evans Aye; Miller Aye; McEvers Aye; Gookin Aye. Motion carried.

**MOTION:** Motion by Evans, seconded by Miller to approve **Resolution No. 20-011**; Approving amendments to the City's Personnel Rules; Rule 13, entitled "Transfer, Promotion, Demotion, Reinstatement, Layoffs, and Resignations;" Rule 14, entitled "Corrective/Disciplinary Action"; Rule 22, entitled "Workplace Discrimination, Harassment and Retaliation," and creation of a new Rule, entitled "Workplace Violence Prevention and Code of Conduct."

**DISCUSSION:** Councilmember Gookin noted that he was not comfortable with the weapons ban, so he would vote against the entire proposal.

**ROLL CALL:** English No; Wood Aye; Evans Aye; Miller Aye; McEvers Aye; Gookin No. Motion carried.



**MOTION:** Motion by Miller, seconded by Gookin, to create ad hoc committee, which will complete the policy within 60 days from today.

**DISCUSSION:** Councilmembers Wood and Gookin agreed to serve as the Ad Hoc Committee.

**ROLL CALL:** English Aye; Wood Aye; Evans Aye; Miller Aye; McEvers Aye; Gookin Aye.  
**Motion carried.**

### **RESOLUTION NO. 20-012**

#### **A RESOLUTION OF THE CITY OF COEUR D'ALENE, KOOTENAI COUNTY, IDAHO, AUTHORIZING A MEMORANDUM OF UNDERSTANDING WITH IDAHO DISASTER DOGS, INC., FOR SEARCH AND RESCUE EMERGENCY SERVICES USING IDD'S DOG TEAMS.**

**STAFF REPORT:** Deputy Fire Chief Tom Greif explained that the request was for a (5) year renewal with the Idaho Disaster Dogs. The team was formed in 2005 to provide canine search capabilities to the Idaho Bureau of Homeland Security, Technical Search and Rescue Teams. Handlers and support personnel are a mix of firefighters from the City of Coeur d'Alene Fire Department and civilian members from the community who volunteer their time to provide the service. Idaho Disaster Dogs is a 501(c) (3) organization supported by the generosity and donations from the North Idaho & Eastern Washington communities. They have increased the annual amount from \$4,000.00 to \$5,000.00 to help support the increasing costs for insurance, equipment, and veterinarian care for the dogs, which is a very affordable amount for the services that are provided: a total of (6) rescue dogs/handlers and up to (6) support members. The K9 team is trained to respond to disasters that include: collapse, floods, mudslides, and avalanche.

**DISCUSSION:** Councilmember McEvers asked for clarification regarding how the City pays to have dogs in the program and the care for the animals. Mr. Greif explained that the disaster dogs group created a nonprofit to provide a funding mechanism. They operated from the year 2005 – 2012, at which time they determined the need for funding to offset the program costs and began the Memorandum of Understanding. Mr. Greif explained that they do have reduced vet costs as there is a vet on staff. They spend approximately \$700.00 a year for food and the nonprofit continues to get donations above the \$5,000.00 to help run the program. Councilmember McEvers asked how funding occurs when the team gets called out to other states. Mr. Greif explained that they have two canines that are members of a Washington state team taskforce, and when they are called out the state, Washington reimburses costs incurred. Councilmember Miller asked how the funding works when called within state, like the case of the Silver Mountain avalanche. Mr. Greif noted that it was under a mutual aid agreement within the five northern counties.

**MOTION:** Motion by Gookin, seconded by Evans to approve **Resolution No. 20-012**; Approving a Memorandum of Understanding with Idaho Disaster Dogs.

**ROLL CALL:** Wood Aye; Evans Aye; Miller Aye; McEvers Aye; Gookin Aye; English Aye.  
**Motion carried.**

## RESOLUTION NO. 20-013

### **A RESOLUTION OF THE CITY OF COEUR D'ALENE, KOOTENAI COUNTY, IDAHO, INSTITUTING A MORATORIUM ON THE ENFORCEMENT OF MUNICIPAL CODE §15.24.270(C).**

**STAFF REPORT:** Deputy City Attorney Randy Adams noted that the City's Sign Code has not been amended since a significant U.S. Supreme Court case, *Reed v. Town of Gilbert*, was issued in 2015. However, the City Clerk, Deputy Clerk, and Deputy City Attorney have been working on a comprehensive amended Sign Code for the past several months, gathering information from other cities, the International Municipal Lawyers Association, and case law from around the country. Recently, a candidate for Kootenai County Sheriff addressed the Council and voiced his opinion that time restrictions on political signs are unconstitutional after the *Reed* case. While this opinion is not supported by any controlling authority at this time, the restrictions are being given careful consideration. Because of the unsettled nature of the constitutionality of sign codes in general and time restrictions on political signs in general, the City Attorney recommends a moratorium on enforcement of the time restrictions for the current election cycle to give staff an opportunity to thoroughly examine the issue and make a reasoned recommendation to the Council. All other parts of the Sign Code will remain in full force and effect. Because of the uncertainty of the validity of time restrictions on political signs, it is in the best interests of the City to place a moratorium on the enforcement of such restrictions until staff can thoroughly examine the issue and make a recommendation to the Council concerning a comprehensive amendment of the Sign Code.

**DISCUSSION:** Councilmember Wood asked if it was the intention to exclude the time limit constraint from the proposed sign code rewrite. Mr. Adams explained that he is looking to see what the trend is, as there are no current cases dealing with the timeframe issue. Councilmember Wood noted that there are a lot of moving parts with sign codes and asked that Council has a chance to comment on the code prior to bringing it forward. Mr. Adams confirmed that Council will have an opportunity to review prior to its completion and the proposed changes will be brought forward before the general election this year. Councilmember Gookin clarified that the moratorium is to remove the duration/time limits, but the permit is still required and rules must be followed for placement. Mr. Adams clarified that removal of signs within a time limit is still in effect.

**MOTION:** Motion by English, seconded by McEvers to approve **Resolution No. 20-013**; Approving a Moratorium on the enforcement of Municipal Code 15.24.270 (c).

**ROLL CALL:** Evans Aye; Miller Aye; McEvers Aye; Gookin Aye; English Aye; Wood Aye.  
**Motion carried.**

**APPROVAL OF COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)  
COMMUNITY GRANT AWARDS FOR PLAN YEAR 2019 AND PROVIDING  
DIRECTION TO STAFF TO NEGOTIATE CONTRACTS WITH THE UNITED WAY  
OF NORTH IDAHO; LAKE CITY CENTER; AND ST. VINCENT DE PAUL.**

**STAFF REPORT:** Community Planning Director Hilary Anderson explained that the City receives an annual allocation from the Housing and Urban Development Agency (HUD). With roughly half this funding, the City manages an annual Community Opportunity Grant program accepting proposals for projects benefitting low-to-moderate income Coeur d'Alene residents and neighborhoods. Based on the 2019 Annual Action Plan, \$196,520 was budgeted for the Community Opportunity Grants. The 2019 cycle of Community Opportunity Grants was available starting October 1, 2019. Of the total funding available, a maximum of \$44,000 could be allocated to public service-type grants. The minimum grant request was specified at \$35,000 to reduce staffing time required to manage each awarded grant recipient. On October 1, 2019, the City advertised the Request for Proposals. Additionally, the funding availability notice was posted to the City webpage, City Facebook, CDA TV, and shared via direct phone calls, flyers, and group emails to all 185 entities on stakeholders list, which includes many service organizations and interested parties that specifically provided services to low-to-moderate income citizens. An Educational Workshop was held on October 10 at noon in the Coeur d'Alene Library. The workshops were publicly advertised and provided information on CDBG eligibility overview and technical assistance. There was in attendance a total of seven people representing a variety of organizations. The grant cycle was open from October 1 to November 4, 2019. Six applications were received. The Volunteer Ad Hoc Grant Review team met on January 7, 2020 to review and rate the applications. The group included the following participants: Councilmember Woody McEvers, Pamela Bates (Volunteer Senior Service Coordinator), Jon Ingalls (Planning and Design Review Commission member), Alivia Metts (ignite cda board member and economic development consultant), and Nicole Kahler (CDA 2030 Executive Director). Funding requests for the 2019 grant cycle totaled \$446,837, while only \$196,520 was available. The proposed award to United Way of North Idaho equals \$44,000 for a public service project. The Lake City Center request for \$45,000 and St. Vincent de Paul partial funding of \$95,000 would be within the public facility category. It was noted that St. Vincent de Paul applied for \$188,500 in grant assistance to cover the full cost of the HVAC system repairs and the Ad Hoc committee recommended funding half of the request. St. Vincent has recently applied to Avista for the additional matching funds necessary for the repair. The public service maximum for the 2019 fund year can only be 15% of the annual allocation; therefore, the community grant allocation amount was capped at \$44,000 as there is already a \$5,000 public service allocation to the Lake City Center for the Meals on Wheels program. The total amount of funds to be allocated if the grant recommendations are approved would be \$184,000. The remaining amount, if the recommended projects are funded, would be \$12,520. That amount could be moved into the EMRAP program, through a minor amendment. It could not be added to the Public Services category.

**DISCUSSION:** Mayor Widmyer asked if the Lake City Center had a bid. Councilmember McEvers said that he is comfortable with the grant amount and if they needed to raise additional funds, they would do that independently. Councilmember McEvers noted that he would not vote



on the item as he is on the Board of Lake City Center and clarified that he did not vote on the grant as a member of the grant review team.

**MOTION:** Motion by Gookin, seconded by McEvers to direct staff to move forward with Contract negotiations for the 2019 Community Grant Awards to United Way of North Idaho in the amount of \$44,000; Lake City Center in the amount of \$45,000 and St. Vincent De Paul in the amount of \$95,000. **Motion carried.**

**EXECUTIVE SESSION:** Motion by Gookin, seconded by McEvers to enter into Executive Session pursuant to Idaho Code 74-206 (i) to engage in communications with a representative of the public agency's risk manager or insurance provider to discuss the adjustment of a pending claim or prevention of a claim imminently likely to be filed.

**ROLL CALL:** Miller Aye; McEvers Aye; Gookin Aye; English Aye; Wood Aye; Evans Aye. **Motion carried.**

The City Council entered Executive Session at 7:49 p.m. Those present were the Mayor, City Council, City Administrator, City Clerk, Chief Civil Attorney, Human Resources Director, and representatives from ICRMP. Council returned to regular session at 8:54 p.m.

**RECESS:** Motion by Gookin, seconded by McEvers to recess to February 26, 2020 at noon in the Library Community Room, located at 702 E. Front Avenue for a workshop regarding Envision Coeur d'Alene, Comprehensive Plan Update. **Motion carried.**

The meeting adjourned at 8:54 p.m.

ATTEST:

\_\_\_\_\_  
Steve Widmyer, Mayor

\_\_\_\_\_  
Renata McLeod, CMC  
City Clerk

February 24, 2020  
**GENERAL SERVICES/PUBLIC WORKS COMMITTEE**  
**MINUTES**  
**12:00 p.m., Library Community Room**

**COMMITTEE MEMBERS**

Council Member Woody McEvers, Chairperson  
Council Member Kiki Miller  
Council Member Dan Gookin

**STAFF**

Juanita Knight, Senior Legal Assistant  
Troy Tymesen, City Administrator  
Chris Bosley, City Engineer  
Terry Pickel, Water Superintendent  
Tim Martin, Streets & Engineering  
Kyle Marine, Assistant Superintendent  
Randy Adams, Chief Civil Deputy City Attorney  
Melissa Tosi, Human Resources Director

**Item 1.           Request for Approval of Permanent Loan of Artwork.**  
**(Consent Calendar)**

Troy Tymesen, City Administrator, is requesting Council approve the permanent loan to the City by the Idaho Character Foundation, d/b/a Idaho Wildlife Museum, of a bronze sculpture titled “Unconquered” by artist Lorenzo Ghiglieri. Mr. Tymesen explained in his staff report that the Arts Commission has been approached by Dan and Kathryn Pinkerton, owners of the Idaho Character Foundation, d/b/a Idaho Wildlife Museum regarding the permanent loan of a bronze grizzly bear sculpture. The statue is approximately 12 feet tall and is valued at approximately \$250,000.00. According to the Pinkerton’s, the artist Lorenzo Ghiglieri is “a world-renowned artist and sculptor,” whose “bronze creations grace the most prestigious museum and art collections around the world, including the White House, Vatican, Kremlin, and the collections of Ronald Reagan, Tiger Woods, Pavarotti, Pope John Paul, II, George Bush, Sr., King Juan Carlos of Spain, former Vice President Al Gore, Arnold Schwarzenegger, billionaire Ross Perot, to name a few.”

The Artwork Loan agreement specifies that the artwork would be placed on City-owned property adjacent to the bike path between Riverstone pond and 2000 W. John Loop. The Artwork would not be moved from the agreed upon location without the express written permission of the Idaho Wildlife Museum. If the City determines to use the agreed upon location for other purposes and the Idaho Wildlife Museum does not agree to the proposed new location for the sculpture, the sculpture would be returned to the Idaho Wildlife Museum.

The Idaho Wildlife Museum would maintain insurance for the Artwork, and will indemnify and hold harmless the City from any and all damages or liability related to the display of the Artwork. The museum would also be responsible for all expense’s incidental to preparation of the site and will pay for the installation of the Artwork, including any required foundation and footings, to be accomplished by the City or at the City’s behest, and to the City’s standards. The City will provide and install a plaque near the Artwork. The proposed agreement would be in effect for a period of five (5) years, with automatic extensions for successive five (5) year terms. The proposal has been reviewed by the Arts Commission at their meeting on January 28, 2020, and it was unanimously recommended that the statue be accepted into the City of Coeur d’Alene’s public art collection as a permanent art on loan. There is no cost to the City for the art piece, but there will be costs associated with the purchase of a plaque, which will be covered by the public art fund. Installation of the art piece, and routine maintenance will be performed by the City.

Councilmember Miller commented that there are limited locations within Riverstone for new art and asked if this would replace a current location or if it would be in a new location. Mr. Tymesen said the donor and the artist have looked at the site and are asking for it to go at Marker No. #11 that was previously located on city owned property.

Councilman McEvers asked if it will be lit at night. Mr. Tymesen said it is not proposed to be lit because there is no power to the location. Councilmember McEvers asked if the Arts Commission is funding this. Mr. Tymesen said most of the money is coming from the donor. However, the Arts Commission does have funds should they need to pick up some of the cost.

**MOTION: by Miller, seconded by Gookin, to recommend that Council approve the Artwork Loan agreement with the Idaho Character Foundation, d/b/a Idaho Wildlife Museum, for the sculpture by Lorenzo Ghiglieri titled "Unconquered. Motion Carried.**

**Item 2.           Request for Approval of Traffic Calming Policy.  
(Agenda)**

Chris Bosley, City Engineer, is requesting Council approve the City of Coeur d'Alene Traffic Calming Policy.

Mr. Bosley noted in his staff report that Streets & Engineering staff regularly responds to community concerns regarding traffic speeds. Cities throughout the United States are learning that traffic calming (reducing motor vehicle speeds) is an important tool for improving safety and livability for their residents. Speeding is a major problem with serious consequences. Speeding increases the likelihood of being involved in a crash and increases the severity of injuries sustained in a crash. At higher speeds it takes longer for drivers to stop, increasing stopping distance, making it harder to avoid crashes, and increasing crash severity. In order to create a consistent procedure for responding to and addressing traffic calming requests, the Streets & Engineering Department developed a Traffic Calming Policy which details procedures, department involvement, and tools used to address issues. The policy has been reviewed by the City departments that could be affected by its implementation. The policy was presented to the Public Works Committee in 2019. Comments were incorporated into this revised policy. Approval of this policy sets a standard protocol for responses to speeding complaints and ensures that departments that could be affected by traffic calming measures have the opportunity to get involved in those decisions.

Mr. Bosley also gave a PowerPoint presentation that provided explanation to various questions the Public Works Committee had when the proposed policy was presented to them in March 2019.

Councilmember Miller asked Mr. Bosley if the 85 percentile and 7 miles over the speed limit is what triggers for priority of a traffic calming procedure. Mr. Bosley said it is and is based on conversations with the Police Department on where they felt that number should be set.

Councilmember Miller noted that the City is currently discussing signs and the City's sign ordinance. Because there are so many styles and types of traffic calming signs utilized by citizens in their neighborhoods, she feels the impact is less effective than if there was a standardized style and type of sign. Mr. Bosley said he could add to the policy a recommended style and types of sign that citizens can look for and where they can find them.

Councilmember Gookin asked for clarification regarding the speeding complaints received by the City and how that will be handled. Mr. Bosley said those calls will come to either him or one of the inspectors.

Councilmember Gookin asked if there is a database or list for potential traffic calming locations. Mr. Bosley said there is not. It is strictly complaint driven at this time. Councilmember Gookin suggested that at some point the City may need to do that because there are a number of streets in the city that need traffic calming based solely on their design (being too narrow).

Councilmember Gookin said he likes the 'property owner buy-in' that is in the policy. He asked Mr. Bosley how he envisions that process working. Mr. Bosley said he envisions the property owners collecting the neighborhood support and signatures needed since they are the ones initiating the process. He said staff could come up with a standard form for signatures, for consistency. He would, however, not put the onness on City staff to go door to door to collect signatures for buy-in. The reason for neighborhood buy-in is because traffic calming measures is expensive and he doesn't want to go through that process only to have part of the neighborhood not agree with it and want it removed.

Councilmember Gookin asked what the process will be for neighborhoods that don't meet the criteria but they still have safety concerns. Mr. Bosley said a Local Improvement District could be an option and would be discussed on a case by case basis and would need to come before the City Council for approval. Councilmember Gookin asked if the steps for this process could be added to the policy. Mr. Bosley said he could add this in.

Councilmember Miller asked if City staff determines a neighborhood does not qualify for traffic calming, how could a citizen(s) appeal that decision. Mr. Bosley said they don't have language for an appeal. They tried to keep the policy as simple as possible using speed numbers and data to make the decisions on. The Local Improvement District would be an option if the criteria were not met.

Councilmember Miller asked if, when consulting other city department, is safety given a priority when considering traffic calming. Mr. Bosley said yes, emergency services will be first and foremost when making decisions because they don't want to do anything that would hinder their response to emergency calls.

Councilmember Miller asked if this policy could be distributed to block-watch groups. Mr. Bosley said it certainly could be shared with them and it will also be posted on the City's website.

Councilmember McEvers suggested that when staff creates the neighborhood buy-in form that the form clearly state at the top what is being proposed so that people know what they are signing. Mr. Bosley said he agrees.

**MOTION: by Gookin, seconded by Miller, to recommend that Council approve the Traffic Calming Policy to include the Council's suggested language. Motion Carried.**

**Item 3.           Request for Approval of Speed Limit change on Third Street.  
(Agenda)**

Chris Bosley, City Engineer, is requesting Council adopt amendments to Municipal Code §§ 10.32.140 and 10.32.270, reducing the speed limit on N. 3rd Street from Front Avenue to E. Harrison Avenue to 25 miles per

hour (mph) from 30 mph, and increasing the speed limit on N. 3rd Street from E. Harrison Avenue to E. Spokane Avenue from 30 mph to 35 mph. Mr. Bosley noted in staff report that the vast majority of downtown streets have a 25-mph speed limit. The character of streets is noticeably different north of Harrison Avenue than south of Harrison Avenue. N. 3rd Street, for example, is generally residential in nature, contains many more driveway and street intersections, and has on-street bike lanes, on-street parking, and potential site obstructions. In conversation with the Police Department, it was determined that N. 3rd Street had the most support for a speed reduction. To be consistent with other streets south of Harrison Avenue and to improve safety for motorists, pedestrians, and bicyclists, staff recommends reducing the speed limits on N. 3rd Street to 25 mph. Because of this, the speed limit between E. Harrison Avenue and E. Spokane Avenue should be raised to 35 mph because the speed limit from E. Spokane Avenue north to Annie Avenue is already 35 mph and it would be unnecessarily confusing and inconsistent with good traffic control practices to have one block 30 mph bounded by 25 and 35 mph zones.

**MOTION: by Gookin, seconded by Miller, to recommend that Council approve amendments to Sections 10.32.140 and 10.32.270 of the Municipal Code of the City of Coeur d'Alene in regard to the speed limit on Thirst Street. Motion Carried.**

**Item 4. Request for Approval of Reallocation of Department Specialist Position to Administrative Assistant in the Water Department.**

**(Agenda)**

Terry Pickel, Water Superintendent, is requesting Council approve the reallocation of the Department Specialist position in the Water Department to an Administrative Assistant position. The current Department Specialist classification does not accurately reflect the duties and responsibilities needed by the department and that are currently being performed. This indicates an inequity for this position. Mr. Pickel noted in his staff report that Water Department staff requested that this position be budgeted at a higher paygrade, due to the duties that were being performed, in the annual budgeting process for fiscal year 2020, and the allocation was approved by Council. Although the original request was to increase from a Department Specialist, paygrade 5 to an Administrative Support, paygrade 8, staff has since learned the correct classification based on the duties being performed is an Administrative Assistant, pay grade 10. Our current Department Specialist has exceeded the duties and responsibilities of the job description and provides invaluable co-management of our day to day office functions. She is currently performing all of the relevant tasks and shares the responsibilities of the Administrative Assistant duties. Since the employee is currently performing the required duties of the Administrative Assistant's position, and these duties are what is required to complete the work within the Water Department, it is the recommendation of the Water Department staff, and supported by the Human Resources Director, the current Department Specialist classification, pay grade 5, be reallocated to the Administrative Assistant classification, pay grade 10. Since discussion has taken several months into the 2020 fiscal year to resolve, there is sufficient allocated funds in the current budget to cover the position at paygrade 10 without impact to the wage and benefits line items. If approved, the 2021 budget will reflect the grade 10 position allocation.

Councilmember Gookin noted that this is a budget item and asked if this could wait until next budget cycle. Mr. Pickel said they could, however, they have it in the budget for this year except for \$231. Councilmember Gookin said yes, but this is a different position than what was requested in the budget. Therefore, his recommendation is to wait until the next budget cycle because he does not see the justification for this mid-budget cycle.



Councilmember Miller asked for clarification of which position is working overtime hours. Mr. Pickel said it is the Administrative Assistant that is working overtime hours because the duties needing completed are not in the job description of the Department Specialist. The overtime hours are costing the City \$6,500 to \$11,000 annually. Should both positions be Administrative Assistant, no overtime hours would be needed. Councilmember Miller said it makes sense to approve this now considering the cost of overtime.

**MOTION: by Miller, seconded by McEvers, to recommend that Council approve the reallocation of the Department Specialist position in the Water Department to Administrative Assistant. Motion Carried.**

The meeting adjourned at 1:02 p.m.

Respectfully submitted,  
[Juanita Knight](#)  
Recording Secretary

CEMETERY LOT TRANSFER/SALE/REPURCHASE PROCEDURE AND ROUTING SLIP

Request received by: Municipal Services / Kelley Setters / 2-24-20  
Department Name / Employee Name / Date  
Request made by: Michael and June Perez / 209-866-7905  
Name / Phone  
403 Mt Pleasant Ct Kennedale, TX 76049  
Address

The request is for:  Repurchase of Lot(s)  
 /  Transfer of Lot(s) from \_\_\_\_\_ to \_\_\_\_\_

Niche(s): \_\_\_\_\_  
Lot(s): 25, 26, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_. Block: 02 Section: N

Lot(s) are located in  Forest Cemetery /  Forest Cemetery Annex (Riverview).  
Copy of  /  Deed or  /  Certificate of Sale must be attached.  
Person making request is  /  Owner /  /  Executor\* /  /  Other\* \_\_\_\_\_

\*If "executor" or "other", affidaviats of authorization must be attached.

Title transfer fee (\$ \_\_\_\_\_ ) attached\*\*.  
\*\*Request will not be processed without receipt of fee. Cashier Receipt No.: \_\_\_\_\_

**ACCOUNTING DEPARTMENT** Shall complete the following:

Attach copy of original contract.  
Vonnie Jensen  
Accountant Signature

**CEMETERY SUPERVISOR** shall complete the following:

1. The above-referenced Lot(s) is/are certified to be vacant:  Yes /  No
2. The owner of record of the Lot(s) in the Cemtery Book of Deeds is listed as:  
Michael & June Perez
3. The purchase price of the Lot(s) when sold to the owner of record was \$ 500<sup>00</sup> per lot.  
MP Brandt / 2/24/2020  
Supervisor's Init. / Date

**LEGAL/RECORDS** shall complete the following:

1. Quit Claim Deed(s) received:  /  Yes /  /  No.  
Person making request is authorized to execute the claim: \_\_\_\_\_  
Attorney Init. / Date

I certify that all requirements for the transfer/sale/repurchase of cemetery lot(s) have been met and recommend that that transaction be completed.

\_\_\_\_\_  
City Clerk's Signature / Date

**COUNCIL ACTION**

Council approved transfer/sale/repurchase of above-referenced Lot(s) in regular session on: \_\_\_\_\_  
Mo./ Day /Yr.

**CEMETERY SUPERVISOR** shall complete the following:

Change of ownership noted/recorded in the Book of Deeds:  /  Yes /  /  No  
Cemetery copy filed /  ; original and support documents returned to City Clerk /  /   
\_\_\_\_\_  
Cemetery Supervisor's Signature / Date

Distribution: Original to City Clerk  
Yellow copy Finance Dept.  
Pink copy to Cemetery Dept.

**CEMETERY LOT TRANSFER/SALE/REPURCHASE PROCEDURE AND ROUTING SLIP**

Request received by: Municipal Services Kelley Sellers 2.24.20  
Department Name / Employee Name / Date

Request made by: Rachel Perez 208.866.7905  
Name / Phone

403 MT Pleasant Ct Kennedale, TX 76060  
Address

The request is for:  Repurchase of Lot(s)  
 Transfer of Lot(s) from \_\_\_\_\_ to \_\_\_\_\_

Niche(s): \_\_\_\_\_  
Lot(s): 54, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_ Block: 02 Section: N

Lot(s) are located in  Forest Cemetery /  Forest Cemetery Annex (Riverview).  
Copy of  Deed or  Certificate of Sale must be attached.  
Person making request is  Owner /  Executor\* /  Other\* \_\_\_\_\_

\*If "executor" or "other", affidaviats of authorization must be attached.

Title transfer fee (\$ \_\_\_\_\_ ) attached\*\*. Cashier Receipt No.: \_\_\_\_\_  
\*\*Request will not be processed without receipt of fee.

**ACCOUNTING DEPARTMENT** Shall complete the following:

Attach copy of original contract.  
Vannie Jones  
Accountant Signature

**CEMETERY SUPERVISOR** shall complete the following:

- The above-referenced Lot(s) is/are certified to be vacant:  Yes /  No
- The owner of record of the Lot(s) in the Cemtery Book of Deeds is listed as: Rachel Perez
- The purchase price of the Lot(s) when sold to the owner of record was \$ 500.00 per lot.  
M Brandt 2/24/2020  
Supervisor's Init. Date

**LEGAL/RECORDS** shall complete the following:

1. Quit Claim Deed(s) received:  Yes /  No.  
 Person making request is authorized to execute the claim: \_\_\_\_\_  
 Attorney Init. Date

I certify that all requirements for the transfer/sale/repurchase of cemetery lot(s) have been met and recommend that that transaction be completed.

\_\_\_\_\_  
City Clerk's Signature Date

**COUNCIL ACTION**

Council approved transfer/sale/repurchase of above-referenced Lot(s) in regular session on: \_\_\_\_\_  
Mo./ Day /Yr.

**CEMETERY SUPERVISOR** shall complete the following:

Change of ownership noted/recorded in the Book of Deeds:  Yes /  No  
Cemetery copy filed / /; original and support documents returned to City Clerk / /

\_\_\_\_\_  
Cemetry Supervisor's Signature Date

**Distribution:** Original to City Clerk  
Yellow copy Finance Dept.  
Pink copy to Cemetery Dept.

RESOLUTION NO. 20-014

A RESOLUTION OF THE CITY OF COEUR D'ALENE, KOOTENAI COUNTY, IDAHO, FOR: APPROVAL AND ACCEPTANCE OF A WATER TRANSMISSION PIPELINE AND FIRE HYDRANT EASEMENT FROM THE FOREST SERVICE LOCATED ALONG KATHLEEN AVENUE; APPROVAL AND ACCEPTANCE OF A UTILITY EASEMENT FOR WATER LINE FROM CENTENNIAL PINES, LLC., FOR PROPERTY LOCATED AT 3773 N. RAMSEY ROAD; AND APPROVAL OF AN ARTWORK LOAN AGREEMENT WITH THE IDAHO CHARACTER FOUNDATION, D/B/A IDAHO WILDLIFE MUSEUM, FOR THE SCULPTURE BY LORENZO GHIGLIERI TITLED "UNCONQUERED."

WHEREAS, it has been recommended that the City of Coeur d'Alene enter into the agreement and take the other actions listed below, pursuant to the terms and conditions set forth in the agreement and other action documents attached hereto as Exhibits "A" through "C" and by reference made a part hereof as summarized as follows:

- A) Approval and Acceptance of a Water Transmission Pipeline and Fire Hydrant Easement from the Forest Service located along Kathleen Avenue;
- B) Approval and Acceptance of a Utility Easement for Water line from Centennial Pines, LLC., for property located at 3773 N. Ramsey Road;
- C) Approval of an Artwork Loan Agreement with the Idaho Character Foundation, d/b/a Idaho Wildlife Museum, for the sculpture by Lorenzo Ghiglieri titled "Unconquered;" and

WHEREAS, it is deemed to be in the best interests of the City of Coeur d'Alene and the citizens thereof to enter into such agreements or other actions;

NOW, THEREFORE,

BE IT RESOLVED by the Mayor and City Council of the City of Coeur d'Alene that the City enter into agreement and take the other actions for the subject matter as set forth in substantially the form attached hereto as Exhibits "A" through "C" and incorporated herein by reference, with the provision that the Mayor, City Administrator, and City Attorney are hereby authorized to modify said agreement and the other actions so long as the substantive provisions of the agreement and the other actions remain intact.

BE IT FURTHER RESOLVED that the Mayor and City Clerk be and they are hereby authorized to execute such agreements or other documents as may be required on behalf of the City.

DATED this 3<sup>rd</sup> day of March, 2020.

\_\_\_\_\_  
Steve Widmyer, Mayor

ATTEST:

\_\_\_\_\_  
Renata McLeod, City Clerk

Motion by \_\_\_\_\_, Seconded by \_\_\_\_\_, to adopt the foregoing resolution.

ROLL CALL:

COUNCIL MEMBER ENGLISH	Voted
COUNCIL MEMBER MILLER	Voted
COUNCIL MEMBER GOOKIN	Voted
COUNCIL MEMBER EVANS	Voted
COUNCIL MEMBER MCEVERS	Voted
COUNCIL MEMBER WOOD	Voted

\_\_\_\_\_ was absent. Motion \_\_\_\_\_.



**PUBLIC WORKS COMMITTEE  
STAFF REPORT**

**DATE:** March, 4 2020  
**FROM:** Kyle Marine Assistant Superintendent, Water Department  
**SUBJECT:** Acceptance of Public Utility Easement from U.S. Department of Agriculture Forest Service

=====

**DECISION POINT:** Staff is requesting the acceptance of a Public Utility Easement from U.S. Department of Agriculture Forest Service

**HISTORY:** This site has been recently develop with the installation of water infrastructure to city standards & specs and is currently being served. The final portion of the project is for U.S. Department of Agriculture Forest Service to grant the city a utility easement for the water line, services & Hydrants.

**FINANCIAL ANALYSIS:** There is no cast to the city for the proposed Right of Way easement.

**PERFORMANCE ANALYSIS:** By approving the public utility easement, it allows the Water Department to access the property to do any required maintenance.

**DECISION POINT/RECOMMENDATION:** Staff requests that Council approve the public utility easement from U.S. Department of Agriculture Forest Service



File Code: 2720  
Date: May 10, 2019

City of Coeur d'Alene  
Attn: Terry Pickle  
710 Mullan Ave  
Coeur d'Alene, ID 83814

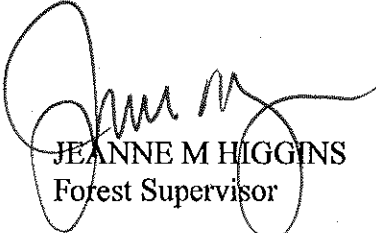
Dear Mr. Pickle;

Enclosed is the executed granted waterline transmission pipeline and fire hydrant easement, identified as FER178. The waterline right-of-way, which is 1,287.68 feet in length and 20 feet in width, services a Forest Service administrative building at the Coeur d'Alene Nursery. The fee for this use has been waived. Please have the deed recorded at the Kootenai County Recorder's Office. Once recorded please mail a copy to:

IPNF Forest Supervisor's Office  
ATTN: John Thompson  
3815 Schreiber Way  
Coeur d'Alene, ID 83815

If you have any questions, please contact me at (208) 765-7385.

Sincerely,



JEANNE M HIGGINS  
Forest Supervisor

Enclosure



Auth ID: FER178  
Contact ID: 797030010602  
Use Code: 915

FS-2700-9j (10/09)  
OMB No. 0596-0082

U.S. DEPARTMENT OF AGRICULTURE  
FOREST SERVICE

WATER TRANSMISSION PIPELINE AND FIRE HYDRANT EASEMENT ISSUED UNDER THE  
FEDERAL LAND POLICY AND MANAGEMENT ACT  
Act of October 21, 1976, (P.L. 94-579);  
36 CFR 251.50, et seq

THIS EASEMENT, dated this 26<sup>th</sup> day of April, 2019, from the United States of America, acting by and through the Forest Service, Department of Agriculture, hereinafter called Grantor, to the CITY OF COEUR D'ALENE, a municipality of the State of Idaho, hereinafter called Grantee.

**WITNESSETH:**

WHEREAS, Grantee has applied for a grant of an easement under the Act of October 21, 1976 (90 Stat. 2743; 43 U.S.C. 1761), for a **waterline transmission pipeline and fire hydrants** serving a Forest Service facility over certain lands or assignable easements owned by the United States in the County of KOOTENAI, State of IDAHO and administered by the Forest Service, Department of Agriculture.

**NOW THEREFORE**, Grantor, does hereby grant to Grantee, subject to existing easements and valid rights, a nonexclusive easement for use of a water transmission pipeline and fire hydrants, along and across a strip of land, over and across the following described lands in the County of KOOTENAI, State of IDAHO:

Boise Meridian, Idaho  
T. 51 N., R. 4 W.,  
sec. 34, SW1/4SE1/4.

A portion of the subject land encumbered by this easement includes a parcel of land described in the Warranty Deed to the United States of America recorded May 10<sup>th</sup>, 1960 as Instrument Number 374046 and depicted on the Coeur d'Alene Nursery Survey recorded as Instrument No. 2444598000. Said easement is approximately 1,287.68 feet in length, 20 feet in width, for a total of 0.59 acres as shown on **Exhibit A**.

This grant is made subject to the following terms, provisions, and conditions applicable to Grantee, its permittees, contractors, assignees, and successors in interest.

A. Grantee shall comply with applicable Federal or State law and shall comply with State standards for public health and safety, environmental protection, and siting, construction, operation, and maintenance of or for rights-of-way for similar purposes, if those standards are more stringent than applicable Federal standards.

B. Upon change in ownership of the water transmission pipeline and related improvements authorized by this easement, the rights granted under this easement may be transferred to the new owner upon written notification to the Regional Forester.

C. This easement shall continue for as long as needed; Provided, That the Grantor shall review the terms and conditions of this easement at the end of each 30-year period from the date of issuance, and may incorporate in the easement such new terms, conditions, and stipulations as existing or prospective conditions may warrant. These shall have the same force and effect in the future as if incorporated in this grant.

D. All construction or reconstruction of the waterline transmission pipeline and fire hydrants shall be in accordance with plans, specifications, and written stipulations approved by the Grantor prior to beginning such construction or reconstruction.

E. The Grantee shall maintain the right-of-way clearing by means of chemicals only after the Grantor has given specific written approval. Application for such approval must be in writing and must specify the time, method, chemicals, and the exact portion of the right-of-way to be chemically treated.

F. The Grantee shall provide maintenance so that there is no damage on adjacent National Forest land.

G. Fees for this use have been waived in full pursuant to 36 CFR 251.57(b)(4), or revisions thereto, and direction in FSH 2709.11, chapter 30.

H. Grantee shall pay the United States for all injury, loss, or damage, including fire suppression costs, in accordance with existing Federal and State laws.

I. Grantee shall indemnify the United States for any and all injury, loss, or damage, including fire suppression costs the United States may suffer as a result of claims, demands, losses, or judgments caused by the Grantee's use or occupancy under this easement.

J. Upon termination of this easement, the Grantee shall remove within a reasonable time the structures and improvements and shall restore the site to a condition satisfactory to the Grantor, unless otherwise waived in writing. If the Grantee fails to remove the structures or improvements within a reasonable period, as determined by the Grantor, the Grantor may remove and dispose of any improvements and restore the area and all costs shall be paid by the Grantee.

If the Grantor waives the removal of the improvements and restoration of the site, all improvements shall become the property of the United States.

K. Forest Service Representative (R1-X16). The Forest Supervisor, Idaho Panhandle National Forests, Telephone No. (208) 765-7223 is responsible for administering this special-use authorization. The holder

should contact the District Ranger regarding any questions concerning the occupancy and use authorized and the provisions of this authorization.

L. Information From Holders (R1-X17). As a condition of this authorization, the holder is responsible for providing the authorized officer with any information in possession necessary for determining annual rental fees, ownership, or other matters concerning the administration of the authorized use by the Forest Service.

Regarding the submission of such information, the holder understands that it is a crime for any person to knowingly and willfully make false, fictitious, or fraudulent statements to matters under the jurisdiction of the United States Government (Title 18, U.S.C. Section 1001).

M. Water Facilities and Water Rights (D-25). This permit does not confer any water rights on the holder. Any necessary water rights must be acquired by the holder in accordance with State law. Any expenses for acquiring water rights shall be the responsibility of the holder. The United States reserves the right to place any conditions on installation, operation, maintenance, and removal of facilities to pump, divert, store, or convey water on National Forest System lands covered by this permit that are necessary to protect public property, public safety, and natural resources on National Forest System lands in compliance with applicable law. The holder waives any claims against the United States for compensation in connection with imposition of any conditions on installation, operation, maintenance, and removal of water facilities under this permit.

The foregoing notwithstanding, this easement is granted subject to the following reservations by Grantor, for itself, its holders, contractors, and assignees:

1. The right to cross and recross the water transmission pipeline ROW at any place by any reasonable means and for any purpose in such manner as will not interfere unreasonably with Grantee's use and maintenance of the water transmission pipeline and hydrants.
2. The right to all timber now or hereafter growing on the right-of-way.
3. The Grantor retains the right to occupy and use the right-of-way, and to issue or grant rights-of-way for other land uses, for other than road purposes, upon, over, under, and through the easement area provided that the occupancy and use do not interfere unreasonably with the rights granted herein.
4. The Grantor may take action to suspend, revoke, or terminate this easement under the Rules of Practice Governing Formal Adjudicatory Administrative Proceedings Instituted by the Secretary Under Various Statutes in 7 CFR 1.130-1.151. An administrative proceeding is not required when the easement terminates on the occurrence of a fixed or agreed-upon condition, event, or time.



IN WITNESS WHEREOF, the Grantor, by its Forest Supervisor, Forest Service, has executed this easement pursuant to the delegation of authority by the Secretary of Agriculture to the Assistant Secretary for Natural Resources and Conservation, the delegation of authority by the Assistant Secretary for Natural Resources and Conservation, to the Chief, Forest Service, 7 CFR 2.60, and the delegation of authority by the Chief, Forest Service, dated August 16, 1982, (47 FR 36465), on the day and year first above written.

UNITED STATES OF AMERICA

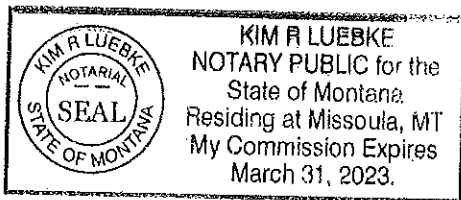
By: Joseph G. Alexander  
for LEANNE M. MARTIN  
Regional Forester  
Northern Region  
U.S. Forest Service  
Department of Agriculture

ACKNOWLEDGEMENT

STATE OF Montana  
County of Missoula )ss.

On this 26<sup>th</sup> day of April, 2019, before me, a Notary Public with and for said State, personally appeared Joseph G. Alexander, Director RMLHW, Northern Region, Forest Service, Department of Agriculture, the same person who executed the within and foregoing instrument, who being by me duly sworn according to law, did say that he executed said instrument on behalf of the United States of America by its authority duly given and by him delivered as and for its act and deed. And he did further acknowledge that he executed said instrument as the free and deed of the United States of America, for the purposes and consideration herein mentioned and set forth, and I do hereby so certify.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal the day and year above written.

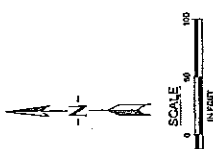


Kim R. Luebke  
(type of print name) Kim R. Luebke  
Notary Public for the State of Montana  
Residing at Missoula, MT  
My commission expires 3.31.2023

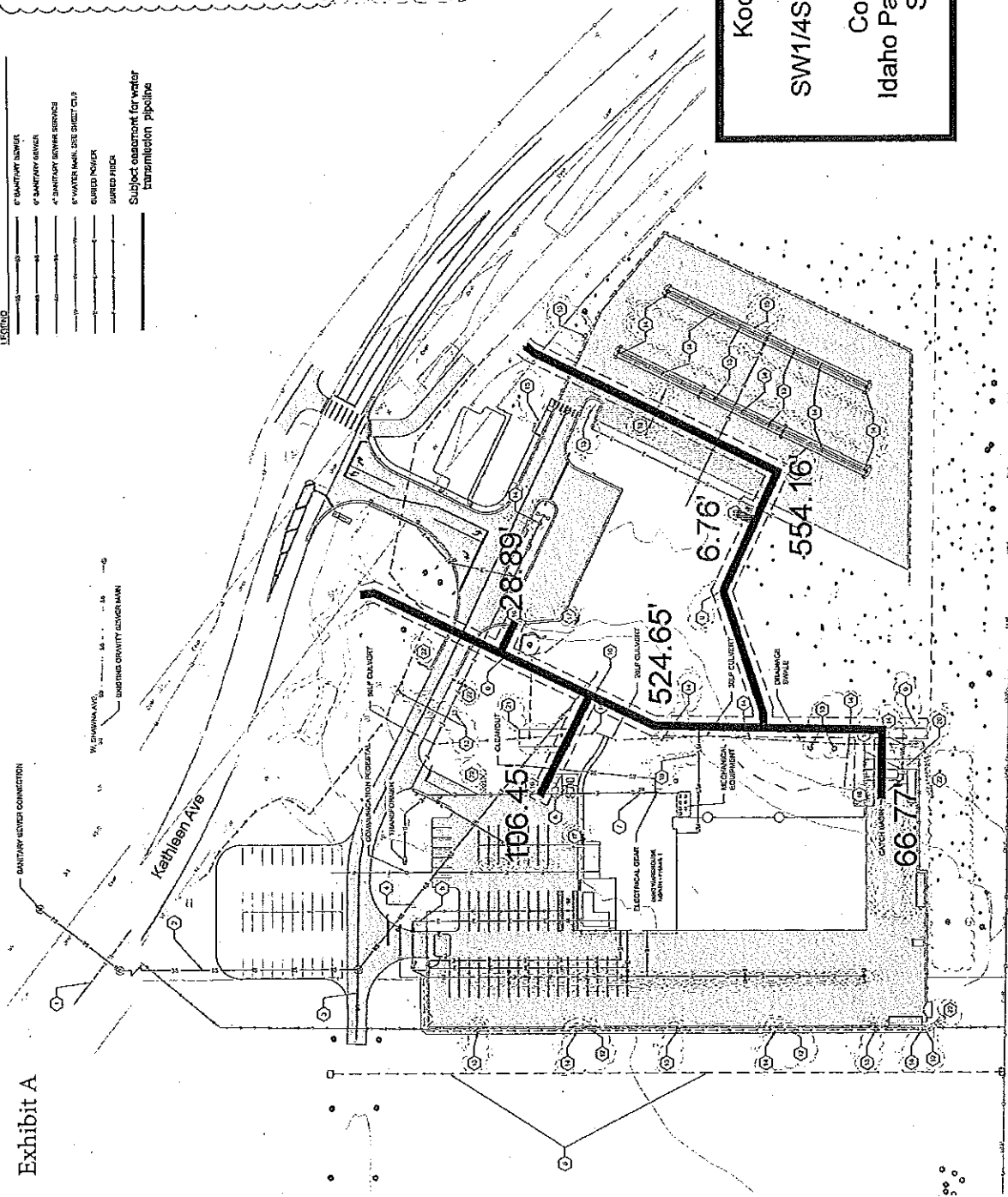
Exhibit A

- LEGEND**
- 8" SANITARY SEWER
  - 8" SANITARY SEWER
  - 4" SANITARY SEWER BRANCH
  - 8" WATER MAIN, SEE SHEET C1.3
  - 8" WATER MAIN, SEE SHEET C1.3
  - BURIED FIBER
  - BURIED FIBER
- Subject easement for water transmission pipeline

- KEY NOTES**
1. VERIFY DEPTH OF EXISTING SANITARY SEWER FORCE MAIN.
  2. SEE SHEET C1.3 FOR SANITARY SEWER MAIN & FORCE MAIN.
  3. SANITARY SEWER QUANTITY LINE SHALL BE PLACED FROM MAINLINE VERTICALLY TO 8' BEYOND WEST LIMITS OF GATE MANHOLE, VERTICALLY TO 8' BEYOND WEST LIMITS OF GATE MANHOLE, VERTICALLY TO 8' BEYOND WEST LIMITS OF GATE MANHOLE AND MARKED BELOW GROUND WITH METAL SERVICE POST.
  4. RELOCATE COMMUNICATIONS PRELIMINARY.
  5. RELOCATE ELECTRICAL BOX.
  6. NEW ELECTRICAL AND COMMUNICATIONS SERVICES SHALL BE INSTALLED IN ACCORDANCE WITH CITY OF COEUR D'ALENE UTILITY COMPANY STANDARDS.
  7. ALL SERVICES SHALL BE MARKED WITH 8" GAS MARKERS TO AVOID INCLUDING THE WATER, COMBUSTIBLE GAS INFRASTRUCTURE IS LOCATED NEAR STRUCTURE AND MARKET.
  8. GENERATOR PAD.
  9. 8" WATER MAIN, SEE SHEET C1.4.
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  98. 8" WATER MAIN, SEE SHEET C1.4.
  99. 8" WATER MAIN, SEE SHEET C1.4.
  100. 8" WATER MAIN, SEE SHEET C1.4.



Kootenai County, Idaho  
 Boise Meridian  
 SW1/4SE1/4 Sec 34, T51N, R4W  
 Coeur d'Alene Nursery  
 Idaho Panhandle National Forests  
 Supervisor's Office



**PUBLIC WORKS COMMITTEE  
STAFF REPORT**

**DATE:** March, 4 2020  
**FROM:** Kyle Marine Assistant Superintendent, Water Department  
**SUBJECT:** Acceptance of Public Utility Easement from Centennial Pines, LLC

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**DECISION POINT:** Staff is requesting the acceptance of a Public Utility Easement for Centennial Pines, LLC

**HISTORY:** This site has been recently develop with the installation of water infrastructure to city standards & specs and is currently being served. The final portion of the project is for Centennial Pines, LLC to grant the city a public utility easement for the water line, services & Hydrants.

**FINANCIAL ANALYSIS:** There is no cast to the city for the proposed Right of Way easement.

**PERFORMANCE ANALYSIS:** By approving the public utility easement, it allows the Water Department to access the property to do any required maintenance.

**DECISION POINT/RECOMMENDATION:** Staff requests that Council approve the public utility easement from Centennial Pines, LLC.

**UTILITY EASEMENT FOR WATER LINE**

**KNOW ALL MEN BY THESE PRESENTS**, that Centennial Pines, LLC, with its principle place of business at PO Box 949, Hayden, ID 83835, the **GRANTOR**, for and in consideration of the sum of One Dollar (\$1.00), and other good and valuable consideration, paid by the City of Coeur d'Alene, Kootenai County, State of Idaho, receipt of which is acknowledged, do hereby grant, quitclaim and convey unto the **CITY OF COEUR D'ALENE**, a municipal corporation, the **GRANTEE**, whose address is 710 Mullan Avenue, Coeur d'Alene, Idaho, 83814, its successors and assigns, an easement, together with the rights of ingress and egress for the improvement, operation and maintenance of the water line, twenty (20) feet in total width, over and through the property situated in Kootenai County with an address of 3773 N. Ramsey Road, which easement is described in Exhibit "A" attached hereto and incorporated herein by reference.

The **GRANTOR** further agrees to keep the easement clear of all buildings, structures, and other obstructions, not to include the storage of removable items. The **GRANTOR** agrees that all underground facilities installed by or for the **GRANTEE** shall remain the property of the **GRANTEE**, removable by the **GRANTEE** at its option.

Should it be necessary for the **GRANTEE** to remove fencing, remove or damage any asphalt, concrete or their surfacing for the maintenance or repair of the underground facility, the **GRANTEE** shall repair and restore them to their original condition at the expense of the **GRANTEE**.

**TO HAVE AND TO HOLD** such easement for public purposes so long as the same shall be used, operated and maintained as such.

**IN WITNESS WHEREOF**, the **GRANTORS** have caused this instrument to be executed this 6<sup>th</sup> day of May, 2019.

\_\_\_\_\_  
Steve White, Member  
Centennial Pines, LLC

STATE OF IDAHO )  
 )ss.  
COUNTY OF KOOTENAI )

On this 6<sup>th</sup> day of May 2019, before me, the subscriber, a Notary Public in and for said State and County, personally appeared Steve White, a Member of Centennial Pines, LLC, known or subscribed and sworn to me to be the person whose name is subscribed to the within instrument, and in due form of law acknowledged that he is authorized on behalf of said limited liability company to execute all documents pertaining hereto and acknowledged to me that he executed the same as his/her voluntary act and deed on behalf of said limited liability company.

**IN TESTIMONY WHEREOF**, I have hereunto set my hand and affixed my seal in said State and County on the day and year last above written.

Andrea L. Dittman  
Notary Public

Residing at: Kootenai County

My Commission Expires: 1-10-23

ANDREA L. DITTMAN  
COMM. NO. 57253  
NOTARY PUBLIC  
STATE OF IDAHO

## Exhibit 'A'

### Waterline Easement

An easement for a Watermain being a portion of Lot 1 Block 1, of Haagenson Addition, filed in Book L of Plats, Page 143, Records of Kootenai County, lying in Section 3, Township 50 North, Range 4 West, Boise Meridian, City of Coeur d'Alene, Kootenai County, Idaho and more particularly described as follows:

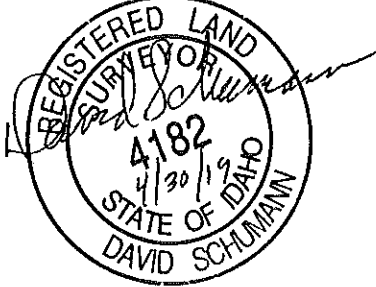
**Commencing at** the Northeast corner of said Lot 1, Block 1, being a 5/8 inch rebar with no cap, from which the Northeast corner of Lot 2, Block 1, of said Haagenson Addition bears South 00°04'48" West 247.55 feet; thence along the West line of said Lot 1, also being the West Right-of-Way of Ramsey Road, South 00°04'48" West 107.49 feet to the **True Point of Beginning**;

thence continuing along the West Right-of-Way of said Ramsey Road, South 00°04'48" West 20.00 feet;

thence leaving said West Right-of-Way and along following 27 (twenty-seven) courses;

1. North 89°53'41" West 217.92 feet;
2. South 00°06'19" West 37.10 feet;
3. South 89°53'41" East 8.00 feet;
4. South 00°06'19" West 14.50 feet;
5. North 89°53'41" West 8.00 feet;
6. South 00°06'19" West 44.58 feet;
7. South 89°53'41" East 173.43 feet;
8. South 00°06'19" West 23.96 feet to a point on the North line of said Lot 2 Block 1;
9. along said North line, North 89°59'57" West 20.00 feet;
10. leaving said North line, North 00°06'19" East 4.00 feet;
11. North 89°53'41" West 173.43 feet;
12. North 00°06'19" East 38.75 feet;
13. North 89°53'41" West 42.00 feet;
14. North 00°06'19" East 10.00 feet;
15. South 89°53'41" East 42.00 feet;
16. North 00°06'19" East 81.24 feet;
17. North 89°53'41" West 17.50 feet;
18. North 00°06'19" East 20.00 feet;
19. South 89°53'41" East 37.50 feet;
20. South 00°06'19" West 8.81 feet;
21. South 89°53'41" East 7.50 feet;
22. South 00°06'19" West 5.00 feet;
23. South 89°53'41" East 83.80 feet;
24. North 00°06'19" East 6.50 feet;
25. South 89°53'41" East 20.00 feet;
26. South 00°06'19" West 6.50 feet;

27. South 89°53'41" East 106.62 feet to the True Point of Beginning;  
containing 11,960 square feet of land, more or less;  
as depicted on Exhibit 'B'



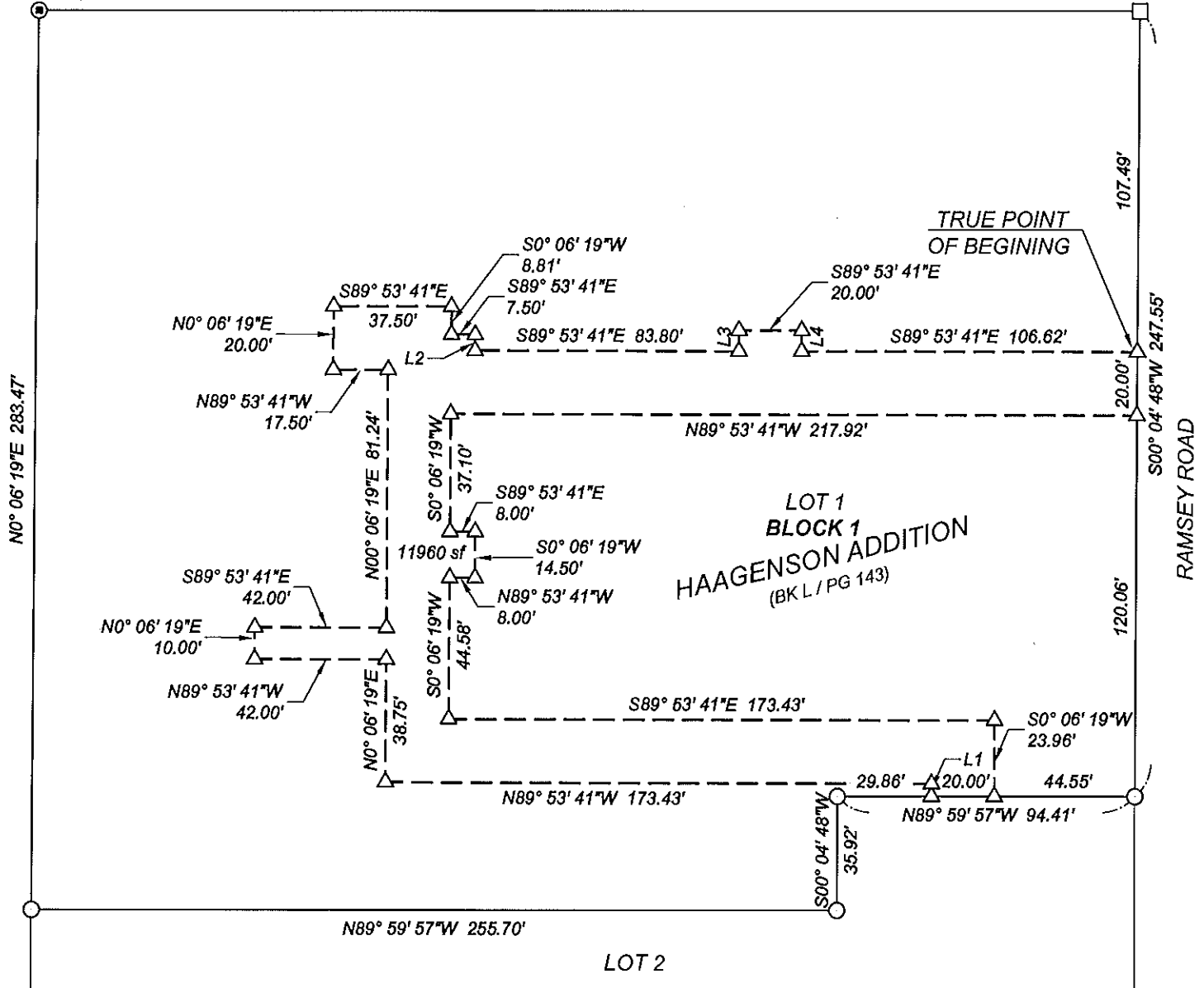


# EXHIBIT 'B'

BUCKHORN ADDITION  
(BK G / PG 10)

LOT 2

S89° 59' 57"E 349.98'

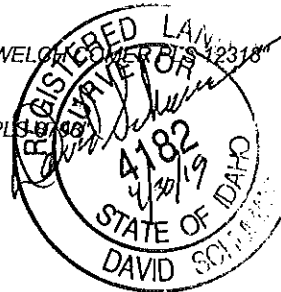


## LEGEND

- FOUND 5/8" REBAR WITH YELLOW PLASTIC CAP MARKED "WELCHER"
- FOUND 5/8" REBAR WITH NO CAP
- FOUND 5/8" REBAR WITH YELLOW PLASTIC CAP MARKED "PLS 8796"
- △ CALCULATED POINT, NOTHING FOUND OR SET
- BOUNDARY LINE
- - - ADJACENT LOT LINE
- - - EASEMENT LINE

## Line Table

Line #	Direction	Length
L1	N00° 06' 19"E	4.00
L2	S00° 06' 19"W	5.00
L3	N00° 06' 19"E	6.50
L4	S00° 06' 19"W	6.50



CENTENNIAL PINES PORTION OF LOT 1 BLOCK 1,  
HAAGENSON ADDITION LYING IN SECTION 3,  
TOWNSHIP 50 NORTH, RANGE 4 WEST, B.M.

WATER EASEMENT  
COEUR D'ALENE, IDAHO

DESIGNED BY: WAL  
DRAFTED BY: DLH  
SCALE: 1" = 50'  
DATE: 4/18/2019  
JOB NO: 16-093  
FILE: Exhibit WA TR ESMT XBT.dwg



**GENERAL SERVICES/PUBLIC WORKS COMMITTEE  
STAFF REPORT**

**DATE:** February 24, 2020  
**FROM:** Troy Tymesen, City Administrator/Arts Commission Liaison  
**SUBJECT:** Approval of Permanent Loan of Public Art

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**DECISION POINT:** To approve the permanent loan to the City by the Idaho Character Foundation, d/b/a Idaho Wildlife Museum, of a bronze sculpture titled “Unconquered” by artist Lorenzo Ghiglieri (image attached).

**HISTORY:**

The City of Coeur d’Alene Arts Commission Public Art Policy, adopted by the City Council pursuant to Resolution No. 00-101 on November 2, 1999, amended by Resolution No. 08-017 on April 1, 2008, and amended by Resolution No. 17-027 on May 2, 2017, designates the Coeur d’Alene Arts Commission as the standing committee charged by the City Council to oversee the Public Art program.

The Arts Commission has been approached by Dan and Kathryn Pinkerton, owners of the Idaho Character Foundation, d/b/a Idaho Wildlife Museum, located at 2000 W. John Loop, regarding the permanent loan of a bronze grizzly bear sculpture. The Idaho Wildlife Museum is located in Riverstone Park, directly next to the former location of Marker #11, which was recently removed from display as part of the City’s ArtCurrents collection. The Pinkertons are proposing to permanently loan to the City the bronze statue titled “Unconquered,” by artist Lorenzo Ghiglieri. The statue is approximately 12 feet tall and is valued at approximately \$250,000.00. According to the Pinkerton’s, Lorenzo Ghiglieri is “a world-renowned artist and sculptor,” whose “bronze creations grace the most prestigious museum and art collections around the world, including the White House, Vatican, Kremlin, and the collections of Ronald Reagan, Tiger Woods, Pavarotti, Pope John Paul, II, George Bush, Sr., King Juan Carlos of Spain, former Vice President Al Gore, Arnold Schwarzenegger, billionaire Ross Perot, to name a few.”

The Artwork Loan agreement specifies that the artwork would be placed on City-owned property adjacent to the bike path between Riverstone pond and 2000 W. John Loop, at or near the former location of Marker #11. The Artwork would not be moved from the agreed upon location without the express written permission of the Idaho Wildlife Museum. If the City determines to use the agreed upon location for other purposes and the Idaho Wildlife Museum does not agree to the proposed new location for the sculpture, the sculpture would be returned to the Idaho Wildlife Museum.

The Idaho Wildlife Museum would maintain insurance for the Artwork, and will indemnify and hold harmless the City from any and all damages or liability related to the display of the Artwork. The museum would also be responsible for all expenses incidental to preparation of the site and will pay for the installation of the Artwork, including any required foundation and footings, to be

accomplished by the City or at the City's behest, and to the City's standards. The City will provide and install a plaque near the Artwork.

The proposed agreement would be in effect for a period of five (5) years, with automatic extensions for successive five (5) year terms.

The proposal has been reviewed by the Arts Commission at their meeting on January 28, 2020, and it was unanimously recommended that the statue be accepted into the City of Coeur d'Alene's public art collection as a permanent art on loan.

**FINANCIAL ANALYSIS:**

There is no cost to the City for the art piece, but there will be costs associated with the purchase of a plaque, which will be covered by the public art fund. Installation of the art piece, and routine maintenance will be performed by the City.

**PERFORMANCE ANALYSIS:**

This permanent loan of quality piece of art is an extremely cost-effective way to enhance and build upon the City's impressive public art collection. Public art can be a change agent for the community. It creates and establishes neighborhood and community identity and also enhances the visual landscape and character of the city. It turns ordinary spaces into community landmarks and promotes community dialogue and, most important, it's accessible to everyone.

**DECISION POINT/RECOMMENDATION:**

Approval of the permanent loan of "Unconquered" to the City of Coeur d'Alene public art collection.



“Unconquered”  
Artist: Lorenzo Ghiglieri



1



2



3





## APPLICATION FOR DONATION OR LOAN OF ARTWORK TO THE CITY OF COEUR D'ALENE

Thank you for your interest in donating/loaning artwork to the City of Coeur d'Alene. Please complete and submit this application to the City of Coeur d'Alene Arts Commission, c/o City Hall, 710 E. Mullan Avenue, Coeur d'Alene, ID, 83814. Contact city staff at (208) 769-2249 for assistance. Additional sheets may be attached as needed. The City reserves the right to request additional information in order to process a donation/loan proposal.

DONOR/LENDER			
Name(s) IDAHO WILDLIFE MUSEUM			
Address 2000 JOHN LOOP			
City COEUR D'ALENE	State IDAHO	Zip Code 83814	Country USA
Phone 208-667-8998	Fax 208-667-5868	Email pinkerton.dan@gmail.com	
Credit Line – Provide the donor/lender's name as it should appear in labels, publications and publicity. IDAHO WILDLIFE MUSEUM			
If this application is for a partial interest donation/loan, explain the proposed terms. (Unless otherwise indicated by the donor/loaner, the City will assume that donation proposals are absolute.) NA N/A			
If this application is for a restricted donation/loan, explain the proposed terms. (Unless otherwise indicated by the donor/loaner, the City will assume that donation/loan proposals are unrestricted). NA PERMANENT LOAN TO MARKER #11 LOCATION			
Conflict of Interest – Disclose whether the donor/lender has any active contracts with the City or is involved in any stage of negotiations for a City contract. NA N/A			
ARTIST			
Name LORENZO GHIGLIERI		Alias (if applicable)	
Birth Date 1931		Death Date (if applicable) NA	
Address			
City	State	Zip Code	Country USA resident
Phone	Fax	e-mail	
Website			
Artist Representation/Gallery Name (if applicable) NA			
Artist Representation/Gallery Address			
City	State	Zip Code	Country
Phone	Fax	Email	

Website	
For donation/loan of commissioned artwork, please explain the method for the selection of the artist.	
<b>ARTWORK</b>	
Title <b>UNCONQUERED</b>	
Artwork type (e.g. painting, sculpture, etc.) Sculpture	Medium <b>BRONZE</b>
Description <b>Large Grizzly Bear</b>	
Period/Date	Dimensions and Weight <b>APPROX. 12 FEET HIGH; 1,500 lbs.</b>
Finishes applied to surface <b>BRONZE</b>	
Construction technique(s) <b>LOST WAX METHOD</b>	
If this artwork is part of an edition, what is the edition number and the total number of the edition? <b>TECHNICALLY THIS IS THE 7<sup>th</sup> EDITION OF 7 TOTAL, BUT IS CREATED SLIGHTLY DIFFERENTLY</b>	
If this artwork is part of a series, what is the total number in the series? <b>No</b> <span style="float: right;"><b>OTHER.</b></span>	
If this artwork is part of a pair or a group, what is the total number in the pair or group? <b>No</b>	
Describe frame, if any.	Describe base or pedestal, if any. <b>GRIZZLY IS ATTACHED TO A STEEL SQUARE BAR BASE</b>
Describe any accompanying accessories.	
Current location of artwork <b>BATTLE GROUND, OREGON</b>	
(Optional) Proposed City-owned site for placement <b>RIVERSTONE POND, MARKER #11, ≈ 20 FEET FROM IDAHO WILDLIFE MUSEUM.</b>	
For memorials, describe the person or event to be commemorated. <b>IWM would like to provide a green marble rock with attached plaque very similar to other bronze displays around IWM, with plaque stating:</b>	
<div style="border: 1px solid black; padding: 5px; display: inline-block;"> <b>"UNCONQUERED"</b>          by Lorenzo Ghiglieri          On loan to City of Coeur d'Alene          from the Idaho Wildlife Museum       </div> <span style="float: right;">- To be placed at base of sculpture</span>	



**ARTWORK HISTORY**

Provenance/Past Owners – List all past owners and period of ownership for each.  
N/A ONLY OWNER IS IDAHO WILDLIFE MUSEUM

Exhibition History – List the exhibition history including exhibition titles, venues, and dates for each.  
Part of the Downtown Coeur d'Alene ArtCurrents program  
N/A

Publications and References – List all publications about and references to the artwork.  
N/A

**COPYRIGHT OWNERSHIP**

Name of current copyright owner: TREASURE INVESTMENT CORP. Title: OWNS COPYRIGHT, NOT THE SCULPTURE

Address: 808 SE COMMERCE AVE.

City: BATTLE GROUND State: WA Zip Code: 98604 Country: USA

Phone: 503-705-0316 Email: info@treasureinvestmentscorp.com

If the donor/lender is the current copyright owner, does the donor intend to transfer the copyright to the City of Coeur d'Alene should the donation/loan be accepted by the City? N/A

**ARTWORK VALUATION**

Fair Market Value \$ 250,000

**CONDITION**

Describe the current condition of the artwork noting any existing breaks, tears, scratches, abrasions, paint losses, or other insecurities or defects in the artwork.  
NEW

If the artwork has been conserved, describe the conservation treatment.  
N/A

Provide recommendations for routine maintenance of artwork. Indicate whether these recommendations were provided by a conservator.  
Annual application of a wax polish, such as:  
"Renaissance Micro Crystalline Wax Polish"

Provide recommendations for security, installation, transportation and/or storage.

Needs an engineered concrete base encasing the steel square-rod sculpture base. IWM will provide for installation costs with artistic license to make the concrete base look more natural.

For donations of commissioned artwork, please outline the installation plan.

N/A

**OTHER REQUIRED MATERIALS**

Please submit the following materials along with this completed form.

- Artist's resumé and bio
- Digital, color images of existing artwork
- (Optional) Images of proposed site for artwork
- Itemized list of any costs to be borne by the City for transportation, installation, exhibition, operation, maintenance, conservation, and/or security
- Formal, written appraisal for any artwork with a fair market value of \$10,000 or more
- Condition report, if available
- Conservator's report, if applicable
- Proof of authenticity, if available
- Any other information relevant to the artwork

Who should order the engineering for the concrete base?

**DONOR'S/LENDER'S AUTHORIZATION TO INITIATE A DONATION/LOAN REVIEW**

Authorized signature 	Title Founder of Idaho Wildlife Museum
Print name Dan Pinkerton	Date 2-5-20

COMMISSION STAFF ONLY	
Received by	Date

# Artwork Loan

## “Unconquered”

THIS AGREEMENT is entered into this 7<sup>th</sup> day of February, 2020, by and between the City of Coeur d’Alene, a municipal corporation organized and existing under the laws of the state of Idaho (hereinafter the “City”), with its principle offices located at 710 E. Mullan Avenue, Coeur d’Alene, Idaho 83814, and Idaho Character Foundation, an unincorporated nonprofit association, d/b/a Idaho Wildlife Museum (hereinafter the “Lender”), whose address is 2000 W. John Loop, Coeur d’Alene, Idaho 83814.

### 1. Lender’s Obligations.

- a. The Lender shall make a permanent loan to the City, subject to the terms and conditions hereof, of the original Lorenzo Ghiglieri bronze sculpture entitled “Unconquered” (hereinafter referred to as the “Arkwork”).
- b. The Artwork shall be placed on City-owned property adjacent to the bike path between the Riverstone pond and 2000 W. John Loop, Coeur d’Alene, Idaho, at or near Marker #11. The Artwork shall not be moved from the agreed location without the express written permission of the Lender. If the City determines to use the agreed location for other purposes and the Lender does not agree to a different location for the Artwork, the Artwork shall be returned to the Lender. Nothing herein shall be construed as prohibiting the City from determining, in its sole discretion, to use the agreed location for other purposes.
- c. The Lender shall maintain insurance for the Artwork sufficient to cover any damage to or destruction of the Artwork through any cause or instrumentality.
- d. The Lender further shall save, hold harmless, indemnify, and defend the City, its officers, agents, and employees from and against any and all damages or liability, including legal costs and expenses, related to the display of the Artwork and arising out of the acts, errors, omissions, or negligence of its officers, employees, or agents, and any third party, excepting only acts, errors, omissions, or negligence of the City’s officers, agents, or employees. To this end, the Lender shall maintain general liability insurance in at least the amount set forth in Idaho Code § 6-924.
- e. If any defect in the Artwork is discovered during the term of this Agreement, the City shall contact the Lender which shall have the right of first refusal to make or supervise any necessary repairs or restorations. Should the Lender be unavailable or unwilling to make or supervise the repairs or restorations, the City may seek the services of any other qualified person for such work and charge the Lender any costs and expenses incurred.

e. The Lender shall be responsible for all expenses to prepare the site for the timely receipt and installation of the Artwork, and shall pay for the installation of the Artwork, including any required foundation and footings, which site preparation and installation shall be accomplished by the City or at the City's behest, and to the City's standards.

f. The Lender shall provide the City written instructions regarding the required care and upkeep of the Artwork. In the absence of written instructions, routine cleaning and repair of artworks in general, sufficient to maintain the Artwork within an acceptable standard for public display, will be utilized. The Lender agrees and represents that foreseeable exposure to the elements and general wear and tear will cause the Artwork to experience only minor repairable damages, and will not cause the Artwork to fall below acceptable standards for public display.

## **2. City's Obligations.**

a. The City shall accept the permanent loan of the Artwork from the Lender, subject to the terms and conditions hereof.

b. The City shall allow the display of the Artwork at the agreed location, to wit, on City-owned property adjacent to the bike path between the Riverstone pond and 2000 W. John Loop, Coeur d'Alene, Idaho, at or near Marker #11.

c. The City shall not move the Artwork to a different location without the express written permission of the Lender. If the City desires to use the agreed location for other purposes and the Lender does not agree to a different location, the City shall return the Artwork to the Lender.

d. The City shall not permit any use of the Artist's name (Lorenzo Ghiglieri) or misuse of the Artwork which would reflect discredit on the Artist's reputation as an artist or which would violate the spirit of the Artwork, should such use or misuse be within the City's control.

e. The City shall be responsible for compliance with all applicable laws and regulations, including but not limited to zoning or environmental regulations.

f. The City shall maintain the Artwork in an appropriate manner. If any defect in the Artwork is discovered during the term of this Agreement, the City shall contact the Lender which shall have the right of first refusal to make or supervise any necessary repairs or restorations. Should the Lender be unavailable or unwilling to make or supervise the repairs or restorations, the City may seek the services of any other qualified person for such work and charge the Lender for any costs or expenses incurred.

g. The City shall provide and install a plaque near the Artwork, containing a credit to the Artist in substantially the following form: Copyright © [The Artist's name and date of creation], and a credit to the Lender.

**3. Payment.**

No charge shall be made to the City for the loan of the Artwork.

**4. Duration.**

This Agreement shall be effective on the date that this Agreement has been signed by both parties and, unless terminated earlier pursuant to the provisions of this Agreement, shall continue for a period of five (5) years. The Agreement shall be extended automatically for successive five (5) year terms unless a party provides notice to the other party of an intent not to renew no later than sixty (60) days prior to the expiration of the then-current term.

**5. Title to the Artwork shall remain with the Lender.**

**6. The Lender grants to the City an irrevocable license to make reproductions of the Artwork for non-commercial purposes, including, but not limited to, reproductions used in brochures, media publicity, and exhibition catalogues or other similar publications. The Lender retains any rights it may have to commercial or non-commercial reproductions of the Artwork.**

**7. Either party may terminate this Agreement without recourse by the other where performance is rendered impossible or impracticable for reasons beyond such party's reasonable control. Notice of termination of this Agreement shall be given to the non-terminating party in writing not less than seven (7) days prior to the effective date of termination.**

**8. The City may terminate this Agreement with or without cause upon thirty (30) days' written notice to the Lender.**

**9. If either party to this Agreement shall willfully or negligently fail to fulfill in a timely and proper manner, or otherwise violate, any of the covenants, agreements, or stipulations material to this Agreement, the other party shall have the right to terminate this Agreement by giving written notice to the defaulting party of its intent to terminate specifying the grounds for termination. The defaulting party shall have thirty (30) days after the effective date of the notice to cure the default. If the failure or violation is not cured by that time, this Agreement shall terminate.**

**10. Upon notice of termination, the Lender shall have a reasonable time thereafter to remove the Artwork, leaving the site in as good or better condition as it was in prior to installation.**

**11. Required notices shall be delivered personally or through the U.S. mail, postage prepaid, to the addresses stated below:**

For the City:

City of Coeur d'Alene, City Administrator  
710 E. Mullan Ave.

For the Lender:

Idaho Wildlife Foundation  
2000 W. John Loop

Notice shall be deemed effective on the date personally delivered or, if mailed, three (3) days after the date deposited with the United State Postal Service.

12. The Lender and the City shall avoid all conflicts of interest or appearance of conflicts of interest in the performance of this Agreement.

13. No alteration, change, or modification of the terms of this Agreement shall be valid unless made in writing and signed by both parties hereto.

14. This Agreement contains all of the covenants, promises, agreements, and conditions between the parties. No verbal agreements or conversations between the parties prior to the execution of this Agreement shall affect or modify any of the terms or obligations.

CITY

By \_\_\_\_\_  
Steve Widmyer, Mayor

ATTEST:

\_\_\_\_\_  
Renata McLeod, City Clerk

LENDER

By   
Dan Pinkerton

By   
Kathryn Pinkerton

# ANNOUNCEMENTS

# Memo to Council

DATE: February 18, 2020

RE: Appointments to Boards/Commissions/Committees

The following appointment and reappointment are presented for your consideration for the March 3rd Council Meeting:

JOHN SCHWANDT  
(Reappointment)

Urban Forestry Committee

BETH ANN FULLER  
(Appointment)

Childeare Commission

Copies of the data sheets have been placed by your mailboxes.

Sincerely,

Amy Ferguson  
Executive Assistant

cc: Renata McLeod, Municipal Services Director  
Kelley Setters, Childeare Commission Liaison  
Nick Goodwin, Urban Forester



# Memo to Council

DATE: February 25, 2020

RE: Appointments to Boards/Commissions/Committees

The following appointment is presented for your consideration for the March 3rd Council Meeting:

ELAINE PRICE

Parking Commission

A copy of the data sheet has been placed by your mailboxes.

Sincerely,

Amy Ferguson  
Executive Assistant

cc: Renata McLeod, Municipal Services Director  
Troy Tymesen, Parking Commission Liaison  
Brenna Waterbury, Downtown Association

**GENERAL SERVICES/PUBLIC WORKS  
COMMITTEE**

**GENERAL SERVICES/PUBLIC WORKS  
STAFF REPORT**

**DATE:** February 24, 2020  
**FROM:** Chris Bosley – City Engineer  
**SUBJECT:** Traffic Calming Policy

=====

**DECISION POINT:**

Staff is requesting approval the City of Coeur d’Alene Traffic Calming Policy.

**HISTORY:**

Streets & Engineering staff regularly responds to community concerns regarding traffic speeds. Cities throughout the United States are learning that traffic calming (reducing motor vehicle speeds) is an important tool for improving safety and livability for their residents. Speeding is a major problem with serious consequences. Speeding increases the likelihood of being involved in a crash and increases the severity of injuries sustained in a crash. At higher speeds it takes longer for drivers to stop, increasing stopping distance, making it harder to avoid crashes, and increasing crash severity. In order to create a consistent procedure for responding to and addressing traffic calming requests, the Streets & Engineering Department developed a Traffic Calming Policy which details procedures, department involvement, and tools used to address issues. The policy has been reviewed by the City departments that could be affected by its implementation. The policy was presented to the Public Works Committee in 2019. Comments were incorporated into this revised policy.

**FINANCIAL ANALYSIS:**

A traffic calming budget currently exists within the Streets & Engineering Department. That funding would be used to implement traffic calming measures and could be increased or decreased each year during the budget process, depending on needs.

**PERFORMANCE ANALYSIS:**

Approval of this policy sets a standard protocol for responses to speeding complaints and ensures that departments that could be affected by traffic calming measures have the opportunity to get involved in those decisions.

**DECISION POINT/RECOMMENDATION:**

Staff recommends that Council approve the City of Coeur d’Alene Traffic Calming Policy.

## Traffic Calming Policy



February 24, 2020

1

## Traffic Calming Policy

### Questions/comments from Public Works Committee:

- How do we fund all these request?
- Get police safety data.
- Education may be effective.
- Make it clear:
  - Arterials vs Residential
  - Efficiency vs Safety
- Cite more current safety study.



2

## *Traffic Calming Policy*

**Questions/comments from Public Works Committee:**

- How do we fund all these request?



3

## *Traffic Calming Policy*

**Questions/comments from Public Works Committee:**

- How do we fund all these request?
  - [Maintain Annual Funding](#)
  - [Prioritize Needs](#)



4



# Traffic Calming Policy

## Questions/comments from Public Works Committee:

- Education may be effective.



# Traffic Calming Policy

## Questions/comments from Public Works Committee:

- Education may be effective.
- First Choice for Some Locations
- Neighborhood Involvement
- Yard Signs



# Traffic Calming Policy

## Questions/comments from Public Works Committee:

- Make it clear:
  - Arterials vs Residential
  - Efficiency vs Safety



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# Traffic Calming Policy

## Questions/comments from Public Works Committee:

- Make it clear:
  - Arterials vs Residential
  - Efficiency vs Safety
    - Not Intended for Arterials
    - Balanced Approach for Collectors
    - Safety a Priority in Residential Areas



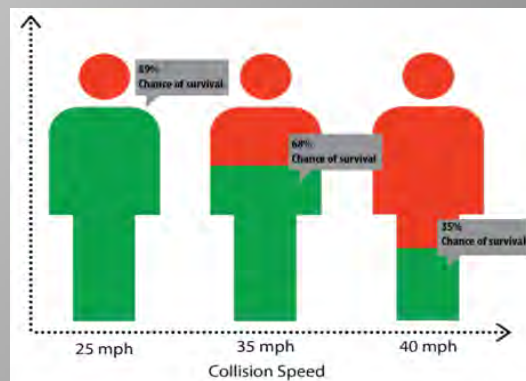
10



## Traffic Calming Policy

### Questions/comments from Public Works Committee:

- Cite more current safety study

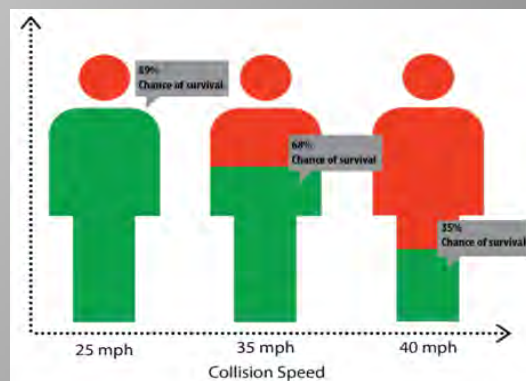


11

## Traffic Calming Policy

### Questions/comments from Public Works Committee:

- Cite more current safety study.
  - [2013 Study Cited](#)



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## Traffic Calming Policy

### Current Process:

1. Receive Traffic Calming Request
2. Perform Speed Counts
3. Analyze Data to Validate Concerns
4. Determine Appropriate Countermeasure, if any



**TRAFFIC ANALYSIS REPORT**

Project Name: [REDACTED]  
 Location/Project: [REDACTED]  
 Report Generated: [REDACTED]  
 Date of Report: [REDACTED]

Site Information: [REDACTED] Street: [REDACTED]

Volume - [REDACTED]

Weekly counts:

Time	1 Day	7 Day
Week 1	100	1000
Week 2	100	1000
Week 3	100	1000

Speed

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
10:00	100	100	100	100	100	100	100
11:00	100	100	100	100	100	100	100
12:00	100	100	100	100	100	100	100

Class Counts

Class	Count
Class 1	100
Class 2	100
Class 3	100

13

## Traffic Calming Policy

### Purpose:

- Prioritization Based on Data
- Consistency in Application
- Efficient Use of Staff Time



14

# City of Coeur d'Alene Traffic Calming Petition Form



We, the undersigned owners of property abutting: \_\_\_\_\_ do hereby petition the Streets & Engineering Department to take action as may be deemed necessary to implement traffic calming measures on our abutting street. We understand and affirm that if traffic calming warrants are not met, the financial responsibility for any approved traffic calming measures will be the responsibility of the abutting property owners.

#	Name	Address	Phone #	Email Address	Signature
1*					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					

\*Name in line number 1 will be assumed the main point of contact throughout the project

SIGNING THIS PETITION IS INDICATION OF YOUR SUPPORT FOR THE INSTALLATION OF TRAFFIC CALMING MEASURES.

**IF YOU DO NOT SUPPORT THIS PETITION DO NOT SIGN IT.**

*Each lot, including undeveloped lots, counts as only one vote regardless of the number of owners. Renting tenants are not an acceptable substitute for the legal property owner. The City reserves the right to set a reasonable expiration date on petition signatures.*

RESOLUTION NO. 20-015

A RESOLUTION OF THE CITY OF COEUR D'ALENE, KOOTENAI COUNTY, IDAHO,  
ADOPTING A TRAFFIC CALMING POLICY FOR THE CITY.

WHEREAS, a City-wide policy regarding Traffic Calming has been deemed necessary to reduce motor vehicle speeds, and to improve safety and livability for residents and users of the public rights-of-way; and

WHEREAS, the City Engineer has proposed a comprehensive policy regarding these issues, and the same were discussed at the Public Works Committee meetings on March 11, 2019, and February 24, 2020; and

WHEREAS, it is deemed to be in the best interests of the City of Coeur d'Alene and the citizens thereof that such policies be adopted;

NOW, THEREFORE,

BE IT RESOLVED by the Mayor and City Council of the City of Coeur d'Alene that the policy attached hereto as Exhibit "A" be and is hereby adopted.

DATED this 3<sup>rd</sup> day of March, 2020.

\_\_\_\_\_  
Steve Widmyer, Mayor

ATTEST:

\_\_\_\_\_  
Renata McLeod, City Clerk

Motion by \_\_\_\_\_, Seconded by \_\_\_\_\_, to adopt the foregoing resolution.

**ROLL CALL:**

COUNCIL MEMBER ENGLISH Voted

COUNCIL MEMBER MILLER Voted

COUNCIL MEMBER GOOKIN Voted

COUNCIL MEMBER EVANS Voted

COUNCIL MEMBER MCEVERS Voted

COUNCIL MEMBER WOOD Voted

\_\_\_\_\_ was absent. Motion \_\_\_\_\_.

# City of Coeur d'Alene Traffic Calming Policy



**Mayor:**

Steve Widmyer

**Council Members:**

Dan English

Amy Evans

Dan Gookin

Woody McEvers

Kiki Miller

Christie Wood

**City Administrator:**

Troy Tymesen

**City Engineer:**

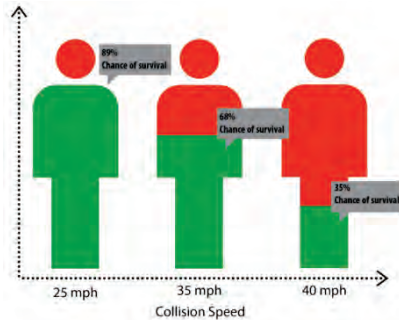
Chris Bosley, PE



# Coeur d'Alene Traffic Calming Policy

## Summary

Cities throughout the United States are learning that traffic calming (reducing motor vehicle speeds) is an important tool for improving safety and livability for their residents. Speeding is a major problem with serious consequences. Speeding increases the likelihood of being involved in a crash and increases the severity of injuries sustained in a crash. At higher speeds it takes longer for drivers to stop, increasing stopping distance, making it harder to avoid crashes, and increasing crash severity.



Pedestrians and bicyclists are particularly susceptible to increases in the severity of crashes. As speeds increase, the severity of injuries increases significantly. The chart on the left from B.C. Tefft's 2013 study, "Impact speed and a pedestrian's risk of severe injury or death" illustrates the effects of speed on pedestrian survival.

Traffic calming reduces motor vehicle speeds and improves the safety and comfort level for all: pedestrians, bicyclists, motorists, and residents. This document outlines a formal process and policy for implementation of traffic calming as well as a toolbox of various

traffic calming measures that best fit the City of Coeur d'Alene. Its purpose is to help guide decisions regarding reduction of motor vehicle speeds.

## Process & Department Involvement

Speeding complaints will be addressed through the following process:

1. Speeding complaint is received by the City.
2. Streets & Engineering will discuss the concern with the property owner.
3. Speed counts are performed on the street of concern, near the property owner's location if feasible, at a time of year when weather will not likely skew results.
  - a. If the recorded 85th percentile speeds exceed the posted speed limit by seven mph or more, further consideration will be given to traffic calming measures.
  - b. If the recorded 85th percentile speed does not meet the threshold, no further speed counts or traffic calming measures will be considered for a period of two years.
4. If traffic calming is warranted, a meeting between departments potentially affected by changes to traffic patterns and operations may be held to effectively vet the potential issues and benefits of any proposed traffic calming measure and location. Departments that may wish to be involved in the review of traffic calming requests include, but are not limited to: Administration, Fire, Law Enforcement, Streets and Engineering, and Utility Departments. If traffic calming is not warranted, property owners may wish to privately fund traffic calming with City approval.
5. Warranted traffic calming measures will be chosen based on the context and character of the street, as well as the severity of the speeding problem. Traffic calming measures will be prioritized and implemented as time, funding, and resources allow. In some cases, traffic calming measures may be deemed infeasible.

The purpose of this formal process is to prevent City resources from being consumed at one location, allowing staff to address the concerns of other locations where speeding problems are deemed to be more significant. Traffic calming measures not warranted by speed counts or lower in priority may be funded by adjacent residents through a Local Improvement District (LID) or Business Improvement District (BID). All costs associated with the formation of an LID or BID and the design and construction of the traffic calming measures will be the responsibility of the property owners. Property owner buy-in, as described in Project Selection Criteria & Prioritization, is required for any implementation.

# Coeur d'Alene Traffic Calming Policy

## Policy Objectives

Each traffic calming opportunity, whether street construction project related or by community requests that meet the minimum requirements, shall be reviewed by City staff to assess whether the following objectives will be met:

- 1) Improving neighborhood livability and/or commercial area viability
- 2) Promoting safe and pleasant conditions for all modes of transportation
- 3) Ensuring opportunities for existing and future development
- 4) Enabling efficient use of City resources

Implementation of traffic calming measures should meet these objectives while achieving a balance between mobility, livability, emergency response, maintenance, and other City and community needs. Requests that meet the above objectives will be placed on a prioritization list for future implementation.

## Application & Feasibility

Opportunities for implementation of traffic calming measures need to consider the context of each location. Street classifications, adjacent land uses, bicycle routes, pedestrian use, emergency response routes, transit routes, snow removal, school zones, and on-street parking are all factors that must be taken into consideration when evaluating the feasibility of traffic calming.

- *Arterials:* Typically, arterial streets are not conducive to traffic calming measures. Emergency response and snow removal are more critical on these streets. However, other factors such as adjacent land use and pedestrian/bicycle traffic may warrant traffic calming.
- *Collectors and Residential Streets:* Traffic circulation to and from businesses and residences should be considered when implementing traffic calming measures on collectors and residential (local) streets.
- *Street Use:* Streets that are primary routes for the Fire Department, Law Enforcement, public transportation, and/or snow removal should be analyzed for potential impacts of traffic calming.
- *On-street Parking:* The presence of on-street parking can reduce traffic speeds if highly utilized. Seldom used on-street parking creates the appearance of a wide street, encouraging higher speeds. In areas where on-street parking demand is low, consideration should be given to removing or consolidating parking to implement other forms of traffic calming and/or install bike lanes.
- *Design:* Traffic calming measures shall be planned, designed, and constructed with sound engineering practices to provide measures appropriate for the anticipated traffic speeds, volumes, and uses. Street sweeping, snow plowing, and emergency response are just a few of the considerations that should be taken into account. These concerns must be vetted with appropriate City departments.





# Coeur d'Alene Traffic Calming Policy

## Funding

An annual budget has been designated for the implementation of traffic calming measures through the Streets & Engineering Department. These funds shall be used explicitly for the design and/or construction of traffic calming devices. Other funds, including neighborhood contributions, may also be used as deemed appropriate. The amount of funding should be reviewed annually to assess the adequacy of available funding for needed improvements. In most cases, traffic calming implementation measures should begin with the least expensive solutions that address the problem, moving to more expensive measures if problems persist.



Private funding may also be used for traffic calming in locations that are mutually beneficial to the neighborhood and the City. Property owners may wish to form a BID or LID to fund traffic calming devices approved by the City for a given location. Traffic calming devices must be designed by an Idaho registered design professional. A meeting between City departments may be needed to determine the appropriateness of these desired traffic calming measures. All costs associated with the formation of an LID or BID and the design and construction of the traffic calming measures will be the responsibility of the property owners.

## Project Selection Criteria & Prioritization

City staff will review each potential project to find a balance between need, feasibility, impacts, and available funding. Potential projects will be evaluated and prioritized based on:



### Traffic Speed

- Traffic volumes and speeds will be collected and analyzed to determine the need for traffic calming as well as prioritization of projects.
- Streets exhibiting an 85th percentile speed of 7 mph or more over the posted speed limit are possible candidates for traffic calming.

### Street Characteristics

- Streets with reduced sight distance due to buildings, trees, or other obstructions could benefit from reduced speeds.
- Shared streets used by pedestrians, bicyclists, and motor vehicles due to lack of separate facilities may warrant traffic calming to improve safety.
- Excessively wide streets, such as those with seldom used on-street parking resulting in speeding, should be evaluated for opportunities to incorporate traffic calming.
- As a first step, infrequently used on-street parking should be utilized to cost-effectively narrow the street where feasible.

### Crash History

- Streets with a crash history identifying excess speeds as a contributing factor should be evaluated to improve safety through speed reduction.
- Crash histories involving sight distance may also warrant traffic calming.

# Coeur d'Alene Traffic Calming Policy

## Schools

- Streets near schools or along school walking routes are likely candidates for traffic calming, as excess speeds in school zones create an unsafe and unpleasant environment for school children and discourage walking and biking to school.

## Property Owner Buy-in

- Traffic calming measures proposed for neighborhoods and business districts will require written approval from at least 2/3 of residents within two blocks or 500 feet of the proposed site, whichever is less. Buy-in from the neighborhood does not necessitate the implementation of traffic calming, but rather, should serve to demonstrate community support. A standard signature form will be provided by the City at the neighborhoods request.

## Emergency Vehicle Access

- Per International Fire Code 503.4.1, traffic calming devices on emergency vehicle access streets must be approved by the fire code official.
- Speed humps, traffic diverters, and curb radii less than 25 feet may delay emergency response times.

It is important to identify and evaluate specific speeding problems occurring on a street and then find solutions that specifically address those problems. If drivers are not yielding to pedestrians at a high priority crosswalk, then a raised crosswalk or intersection may be appropriate. If turning speeds are too high at an intersection, curb radius reductions may be appropriate. If pedestrians are having difficulty finding sufficient gaps in traffic to cross a street, then median islands should be considered. In addition to reducing excessive speeding, traffic calming tools are used to address specific safety issues. City staff will work with residents to identify the problem that they are experiencing on their street, analyze the appropriateness of the available tools, and develop a traffic calming method to address the problem. In most cases, less expensive and less restrictive traffic calming measures should be implemented as a first action.

# Coeur d'Alene Traffic Calming Policy

## Education and Enforcement

Several methods of education and enforcement are available to change community behavior to reduce travel speeds. Various methods should be used in an attempt to reach the broadest audience. For a long-term change in driver behavior, periodic educational attempts should be made through a variety of outreach methods, such as:

- Neighborhood Meetings
  - Neighborhood meetings to discuss speeding issues will underscore the neighborhood's desire for reduced speeds and coerce neighbors to reduce travel speeds so they aren't recognized as the problem
- Community Message Boards
  - Posting educational messages on community message boards will help bring awareness to those who participate
- Yard Signs
  - Inexpensive yard signs can be placed to educate drivers and bring awareness
  - Too many signs become a sign clutter issue
  - Sign code may limit the allowable size of signs
  - Examples may be found at <https://www.drivelikeyourkidslivehere.com/> and <https://www.keepkidsalivedrive25.org/saferoutes>
- Speed Feedback Signs
  - Portable speed feedback signs may be temporarily deployed by the Coeur d'Alene Police Department or Streets & Engineering Department to educate drivers and collect speed data
  - Permanent speed feedback signs should only be used on Collectors and Arterials
- Police Emphasis Patrol
  - Speed enforcement emphasis patrols may be temporarily deployed by the Coeur d'Alene Police Department to educate drivers



# Coeur d'Alene Traffic Calming Policy

## Engineering Approaches

Traffic calming tools can help to reduce speeds and improve safety by making physical changes to streets. Coeur d'Alene's traffic calming program uses tools that best fit our community. City staff will work with residents to develop designs that specifically address the problems that residents are experiencing. The City may employ a variety of traffic calming tools to address the assortment of problems that exist on city streets. These tools include:

### Traffic Calming Tools (Speed Reduction):

#### Vertical Deflection

1. Speed Humps, Speed Cushions, and Speed Tables
  - Relatively easy for bicyclists to negotiate
  - Very effective in slowing traffic speeds
  - Increase emergency response time (and increase wear and tear on emergency vehicles)
  - Increase noise for nearby residents when motorists accelerate after the hump
  
2. Raised Crosswalks and Intersections
  - Slow the speed of vehicles by operating similarly to speed humps
  - Make it safer for pedestrians to cross the street by improving the visibility of the pedestrians and the crosswalks
  - Make crossing with wheelchairs and strollers easier
  - Increase emergency response time (and increase wear and tear on emergency vehicles)



# Coeur d'Alene Traffic Calming Policy

## Horizontal Deflection

### 1. Neighborhood Traffic Circles and Roundabouts

- Prevent drivers from speeding through intersections by impeding the straight-through movement
- Force drivers to slow down to yield to others
- Reduce severity of crashes
- Landscaping and/or public art can be incorporated to improve aesthetics of an intersection



### 2. Chokers

- Easily negotiable by emergency vehicles and buses
- Can be landscaped to improve aesthetics
- Should not be used where bike lanes are present
- Should be designed to accommodate snow plowing and street sweeping
- May affect stormwater drainage but may provide stormwater opportunities



### 3. Curb Extensions (Bulb-outs)

- Reduce pedestrian crossing distance
- Improve visibility for pedestrians and drivers
- Prevent illegal parking at corners
- Reduce vehicle turning speeds
- Provide opportunities for public art, street furniture, landscaping, snow storage, stormwater and/or pedestrian space
- Decrease turning radius for emergency vehicles and increase potential damage to both Fire Department apparatus and citizen vehicles
- Should be designed to accommodate snow plowing and street sweeping
- May affect stormwater drainage



### 4. Median Islands

- Make it safer to cross the street by allowing pedestrians to cross only one direction of traffic at a time
- Slow the speed of vehicles by breaking up straight sections of roadways
- May eliminate left turns
- Provide opportunities for public art, landscaping, snow storage, additional signage and stormwater



## Coeur d'Alene Traffic Calming Policy

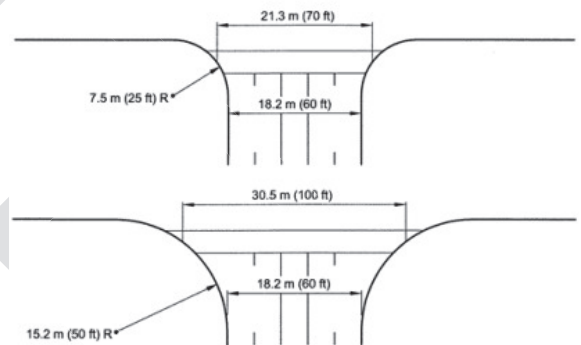
### 5. Pavement Striping

- Visually reduces street width without permanent changes
- Inexpensive, but requires annual restriping
- Can be used to create bike lanes
- Does not slow emergency vehicles
- Not as effective as physical traffic calming measures
- Not as effective in winter months due to snow cover, though speeding is typically less of an issue on snow covered streets



### 6. Curb Radius Reductions

- Reduce vehicle turning speeds
- Reduce pedestrian crossing distances
- May not accommodate emergency and other large vehicles if reduced too much





# Coeur d'Alene Traffic Calming Policy

## Traffic Diverters (Volume Reduction):

### 1. Full Diverters

- Very effective in reducing cut-through traffic volumes
- Able to maintain pedestrian and bicycle connectivity
- Divert traffic to other streets
- Increase motor vehicle trip length for residents
- May delay emergency vehicle response



### 2. Semi-Diverters/Partial Closures

- Effective in reducing traffic volumes
- Increase motor vehicle trip length for residents
- Able to maintain pedestrian and bicycle connectivity
- Some drivers may illegally bypass the diverter
- Present snow removal and street sweeping challenges
- Divert traffic to other streets
- May delay emergency vehicle response



### 3. Median Islands

- Can improve safety at an intersection
- Can reduce cut-through traffic volumes
- Make it safer to cross the street by allowing pedestrians to cross only one direction of traffic at a time
- Limit left turns for emergency vehicles and residents
- Potentially delay emergency vehicles
- Provide opportunities for public art, landscaping, snow storage, additional signage and stormwater



## Coeur d'Alene Traffic Calming Policy

### Measures of Effectiveness

Traffic calming projects have multiple goals and reducing speed is just one of them. Traffic calming is not implemented simply for the sake of reducing speeds. The goal of the program is to improve the safety and comfort level for all street users. For this reason, it is important to establish the goals of a project and to set corresponding evaluation criteria. The goals of traffic calming include:

- reducing motor vehicle speeds
- improving the livability of streets
- emphasizing the pedestrian nature of streets
- making it easier for pedestrians to cross the street
- reducing crash frequency and severity
- improving the comfort level for pedestrians, bicyclists and drivers



With any traffic calming implementation project, before and after studies should be conducted to measure the effectiveness of the traffic calming device. If the goals of the implementation are not met, another traffic calming tool should be considered.

DRAFT



**GENERAL SERVICES / PUBLIC WORKS COMMITTEE  
STAFF REPORT**

**DATE:** February 24, 2020  
**FROM:** Terry Pickel, Water Department Director  
**SUBJECT:** Request reallocation of Department Specialist to Administrative Assistant

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**DECISION POINT:**

Staff requests Council approval of reallocation of the Department Specialist position in the Water Department to an Administrative Assistant position. The current Department Specialist classification, does not accurately reflect the duties and responsibilities needed by the department and that are currently being performed. This indicates an inequity for this position.

**HISTORY:**

The Water Department functioned for an indefinite period of time with one Administrative Assistant position. With the inevitable expansion of the public water system size with the city's continual growth, rapid increase in the number of water system customers and related customer and contractor phone calls, and the subsequent increases in maintenance work and improvement programs employed by the department as mandated by typical levels of service as well as drinking water regulations, additional staffing within the office was desperately needed.

In FY 2016, an Administrative Support I/Receptionist position was added to the budget in an attempt to aid the Administrative Assistant with the overwhelming workload. The idea was to bring in someone new at the most basic level, and then to train and evaluate their ability in anticipation of reallocating the position based on department needs to an Administrative Support II position, which existed prior to the last BDPA job study. Unfortunately, the Administrative Support I/Receptionist that was hired was not capable of grasping the desired detail-oriented skills and duties associated with the Administrative Support II position. Also, in 2017 the Administrative Support II position was eliminated per the BDPA job study as subsequent evaluation of the classification indicated the Administrative Support II classifications primary functions, and related skill and knowledge sets, were performing duties equivalent to the Administrative Assistant classification. As a result, the two Administrative Support II classifications in the City at that time were reallocated to an Administrative Assistant, pay grade 10. This all occurred prior to the current employee's date of hire.

**FINANCIAL ANALYSIS:**

Water Department staff requested that this position be budgeted at a higher paygrade, due to the duties that were being performed, in the annual budgeting process for fiscal year 2020, and the allocation was approved by Council. Although the original request was to increase from a Department Specialist, paygrade 5 to an Administrative Support, paygrade 8, staff has since learned the correct classification based on the duties being performed is an Administrative Assistant, pay grade 10.

Since the employee is currently performing the required duties of the Administrative Assistant's position, and these duties are what is required to complete the work within the Water Department, it is the recommendation of the Water Department staff, and supported by the Human Resources Director, the current Department Specialist classification, pay grade 5, be reallocated to the Administrative Assistant classification, pay grade 10. Since discussion has taken several months into the 2020 fiscal year to resolve, there is sufficient allocated funds in the current budget to cover the position at paygrade 10 without impact to the wage and benefits line items. If approved, the 2021 budget will reflect the grade 10 position allocation.

**PERFORMANCE ANALYSIS:**

Our current Department Specialist has exceeded the duties and responsibilities of the job description and provides invaluable co-management of our day to day office functions. She is currently performing all of the relevant tasks and shares the responsibilities of the Administrative Assistant duties.

Staff does recognize that this request is unique in that no other department within the City has dual Administrative Assistant positions. However, the Administrative Support II position historically had been utilized in a few of the other departments and as previously mentioned, they were performing comparable Administrative Assistant tasks and duties.

The Department Specialist position is too limiting for our needs and both current administrative positions are equally sharing the work responsibilities. An attachment will accompany this request defining the increased work load within the Water Department office and the average time it takes to complete standard tasks. When this employee was recently on extended leave, our Administrative Assistant frequently worked additional hours, as well as required additional assistance from other office staff, to meet the basic needs of the department and ensure that all primary duties were being fulfilled. To limit the employee to the Department Specialist duties and responsibilities would place an undue hardship on the Administrative Assistant to ensure that all necessary functions within our office were adequately covered. The increased office work load, as illustrated by the attached descriptions, in staff's opinion justifies the need for two equivalent positions.

**DECISION POINT/RECOMMENDATION:**

Staff requests City Council approval of reallocation of the current Department Specialist position in the Water Department to an Administrative Assistant. The Department Specialist job description does not accurately reflect the duties and responsibilities needed by the department and that are currently being performed.

### Administrative Assistant – Typical Day:

- Check voice messages and return any phone calls
- Check emails and respond accordingly ( this might include responding to emails from Amy or Carrie that they have received from customers with questions, reviewing the daily division emails stating what each division has planned for the day and what areas they will be working for the day (pumps, crew, service dept, cross connection).
- Print off any locates that have come in over the evening
- Standby Updates from the night before- Determine if Finance needs to be updated by email or phone call, make notes in Springbrook on any customer accounts, check with Standby personnel with any questions.
- Check the calendar for the day to have an idea who has meetings, etc for the day. (this helps determine if lunchroom needs to be made ready for classes, meetings, etc.)
- Check the office to make sure that the nightly cleaning has been completed properly. If not following up with supervisors and emailing maintenance.
- Review any packing slips/tickets that have been brought in from employees, match up with invoices already received
- Receive UPS/ Fed-Ex orders. If the order is for the office, check product and process the invoice. If for the different divisions, let them know package has arrived and disperse to the correct division.
- Answering incoming phone calls. (Customer service, directing to the appropriate persons, etc.)
- Assisting fellow employees. (processing online renewals of licenses, faxing documentation, calling for information about discrepancies in orders made and the invoice received, etc.)
- Processing invoices as they come in throughout the day
- Scanning invoices and entering in Springbrook A/P
- Responding to email requests from A/P for additional information or research about specific purchases
- Checking/Processing Mail
- Printing off any locates as they come in and notifying the Locate personnel of any emergency locates
- Entering tap card information as received by Cory and notifying Utility Billing of accounts that need to be set up in Springbrook
- Entering tap card information into Springbrook for subdivisions (currently working Trails 4<sup>th</sup> Addition)
- Collecting information for damaged hydrants, notifying the appropriate people of the outage, emailing Alison information as we receive it, preparing invoices as work is completed.
- Creating invoices for new services being installed
- Processing payments received for invoices that we have sent out for new services, damages, fines for unauthorized operations, etc.
- Making work orders for the service department as calls come in from customers
- Processing and closing out work orders as they come back in the office
- Research prices for needed inventory and supplies
- Placing orders for upcoming office projects, such as mail-outs for Cross Connection
- Requesting equipment from other departments and coordinating pick up by staff

- Contractors requesting fill stations to be moved, paper work updated and given to crew for installation, processing paperwork when crew has installed the fill station or picked it up, emailing cross connection for inspection when fill station is returned, processing refund or billing if damaged
- Customers requesting the use of geophones, filling out paperwork for the use of the geophones, explanation of how to use them
- Assisting customers with leak detection companies
- Assisting customers with questions about their water consumption
- Assisting customers with questions about to request a leak adjustment
- Assisting customers with questions about the quality of their water
- Assisting customers with questions about water pressure issues
- Processing work orders where service has been abandoned and new service has been installed
- Working with Cory about upcoming building projects in the City (verifying information on the map, checking to see if they have actually installed the services that were paid for etc.)
- Contacting Melissa about work requests for maintenance items for the buildings, etc.
- Reconciling vendor statements
- Assisting with public records request and researching information as they come in (time sensitive)
- Requesting GL Acct #s from supervisors for other departments that have made purchases for the Water Dept., printing off emails for reconciliation process
- Updating Standby box with the updated list for accounts not listed on the after-hours message emailed from Pat B., if received after standby personnel has already left for the day they must be contacted.
- Dispersing H/R information about upcoming trainings, employee opportunities, paystubs
- Posting job opportunities sent by HR
- Posting upcoming trainings for CEU's
- Scheduling upcoming trainings, such as 1<sup>st</sup> Aid training @ City Hall
- Reviewing outstanding invoices that we have not received payment for
- Following up with Fill Station Billing outstanding balances
- Make sure nightly that there is paper in the fax before leaving

## Current Department Specialist – Typical Day:

- Check voicemail and return calls
- Check emails and print and invoices that have come across from finance or vendors
- Print off any locates that have come in over the evening
- Standby Updates from the night before - Determine if Finance needs to be updated by email or phone call, make notes in Springbrook on any customer accounts, check with Standby personnel with any questions.
- Check Inbox for new packing slips that have been brought in and match up with invoices already received
- Enter new time slips received onto spreadsheet and give Terry and employee's their copies
- Receive UPS/ Fed-Ex orders. If the order is for the office, check product and process the invoice. If for the different divisions, let them know package has arrived and disperse to the correct division.
- Check timesheets if nearing end of pay period
- Print water shutdown tags for Cory or Glen
- Answering phone calls for service requests and calling service truck personnel with any emergency turn offs
- Work on any upcoming training packets (registering, booking hotels, per diem checks, etc.)
- Check/Sort/Process Mail
- Continue printing off any locates as they come in and notifying the Locate personnel of any emergency locates
- Scan transfer station slips, update spreadsheet, send to Chrisdee for journal entry
- Scan Canon Hill slips, update spreadsheet, send Chrisdee for journal entry
- Receive calls from Glen or crew about work orders needing to be entered and printed from Springbrook
- Receive calls from Glen or crew about water shutdowns (emergency and scheduled) and send out email informing Water, Fire, and Finance Departments
- Creating invoices for new services being installed
- Check permit program for Water Department Issued Permits and enter in cap fees paid or create tap card for Gary/Cory or Crew.
- Processing payments received for invoices that we have sent out for new services, damages, fines for unauthorized operations, etc.
- Processing and closing out work orders as they come back in the office
- Enter meter changeouts as they come in
- Placing orders for office supplies
- Place orders through our business accounts for crew
- Contractors requesting fill stations to be moved, paper work updated and given to crew for installation, processing paperwork when crew has installed the fill station or picked it up, emailing cross connection for inspection when fill station is returned, processing refund or billing if damaged
- Customers requesting the use of geophones, filling out paperwork for the use of the geophones, explanation of how to use them
- Make copies of employee's certificates they've turned in and update CEU/budget spreadsheet
- Assist customers with backflow questions (if test has been turned in, who tested assembly prior years, how to access list of testers)
- Assisting customers with leak detection companies

- Assisting customers with questions about their water consumption
- Assisting customers with questions about to request a leak adjustment
- Assisting customers with questions about the quality of their water
- Assisting customers with questions about water pressure issues
- Check on journal entries sent to finance for accuracy and completion
- Assisting with public records request and researching information as they come in (time sensitive)
- Updating Standby box with the updated list for accounts not listed on the after-hours message emailed from Pat B., if received after standby personnel has already left for the day they must be contacted.
- Follow up with Glen/Crew about fill stations needing to be picked up before they leave
- Make sure nightly that there is paper in the fax before leaving



1

## Position Reallocation

- 2020 FY Budget Plan:  
\$4986 “Reorganization” line item included to move Department Specialist (5) position to Administrative Support II (8).



2

19-20			WATER							WATER				
POSITION	NAME	R/S	WAGES	FICA	PERS	TOTAL	W/C	HRA	H/INS	D/INS	L/INS	D/INS	TOTAL	
WATER DIRECTOR	PICKEL	18	\$116,024	\$8,876	\$ 13,853	\$138,753	\$3,910	\$3,980	14,730	\$1,135	\$196	\$870	\$163,574	
ASST DIRECTOR	MARINE	15	85,578	6,547	10,218	102,343	2,884	3,980	16,789	1,135	196	642	127,970	
ADMIN ASST	BRUYETTE	10	58,161	4,449	6,944	69,554	128	3,980	16,789	1,135	196	436	92,218	
SR UTIL OP	COVEY	10	57,234	4,378	6,834	68,446	1,929	2,980	8,211	1,135	196	429	83,325	
SR UTIL OP	ROYCE	10	58,161	4,449	6,944	69,554	1,960	3,980	16,789	1,135	196	436	94,050	
SR UTIL OP	FREE	10	54,240	4,149	6,476	64,865	1,828	2,980	8,211	1,135	196	407	79,621	
UTIL SUPER	HOLTON	12	66,561	5,092	7,947	79,600	2,243	3,980	16,789	1,135	196	499	104,443	
UTIL OP	FEUSIER	9	40,944	3,132	4,889	48,965	1,380	2,980	8,211	1,135	196	307	63,174	
UTIL SUPER	POELSTRA	12	66,561	5,092	7,947	79,600	2,243	3,980	14,778	1,135	196	499	102,431	
SR UTIL OP	BURKEY	10	58,161	4,449	6,944	69,554	1,960	3,980	14,778	1,135	196	436	92,038	
UTIL OP	FUERSTENAU	9	42,810	3,275	5,112	51,197	1,443	3,980	16,789	1,135	196	321	75,062	
UTIL OP	FUREY	9	42,810	3,275	5,112	51,197	1,443	3,980	16,789	1,135	196	321	75,062	
SR UTIL OP	WEBSTER	10	51,864	3,968	6,193	62,025	1,748	3,980	14,778	1,135	196	389	84,251	
UTIL OP	RUSHO	9	44,056	3,370	5,260	52,686	1,485	2,980	8,211	1,135	196	330	67,022	
UTIL SUPER	STARK	12	66,561	5,092	7,947	79,600	2,243	3,980	16,789	1,135	196	499	104,443	
UTIL OP	SWET	9	42,840	3,262	5,091	50,993	1,437	3,980	14,778	1,135	196	320	72,839	
SR UTIL OP	HENDRICKS	10	57,320	4,385	6,844	68,549	1,932	3,980	16,789	1,135	196	430	93,011	
CROSS CNCTN	NOLAN	12	65,700	5,026	7,845	78,571	2,214	3,980	9,867	1,135	196	493	96,456	
SR UTIL OP	GALLOWAY	10	45,135	3,453	5,389	53,977	1,521	2,980	8,211	1,135	196	339	68,358	
SR UTIL OP	VANKEUREN	10	54,784	4,191	6,541	65,516	1,846	2,980	8,211	1,135	196	411	80,295	
SR UTIL OP	HEGEL	10	52,555	4,020	6,275	62,850	1,771	3,980	16,789	1,135	196	394	87,115	
SR UTIL OP	BROGLIO	10	52,345	4,004	6,250	62,599	1,764	3,980	14,778	1,135	196	393	84,845	
ADMIN SUPP	BARNES	5	33,433	2,558	3,892	39,983	74	2,980	8,211	1,135	196	251	52,829	
SICK LEAVE REPURCHASE			3,700	283	442	4,425	125					28	4,578	
SICK LEAVE REPURCHASE - VEBA			7,000			7,000							7,000	
Reorganization			4,136	316	494	4,946	9					31	4,986	
RT-TIME:	HOURS	RATE	TOTAL											
PART-TIME	3,308	14.00	46,308	3,543		49,851	1,561						51,412	
OVERTIME			40,000	3,060	4,776	47,836	1,348					300	49,484	
UNEMPLOYMENT		5,000				5,000							5,000	
WATER			5,000	\$1,414,783	\$107,694	\$162,559	\$1,690,036	\$44,429	\$84,540	\$307,064	\$26,105	\$4,508	\$10,211	\$2,166,893



3

## Position Reallocation

- Budgeted as recommended by Comptroller.
- Reviewed in detailed budget discussion with Administration.
- Not a new employee, upgrading a position.



4



## Position Reallocation

- After budget approval and beginning of 2020 fiscal year, approached Human Resources regarding plan.



5

## Position Reallocation

- Learned that Admin Support II position had been eliminated in last job study. No other applicable paygrade 8 position available.



6

## Position Reallocation

- Budget approved by Council.
- Approached Human Resources for discussion.
- Human Resources reviewed, no paygrade 8 position available, based on duties, recommended Administrative Assistant



7

## Position Reallocation

- Reviewed HR recommendation with Personnel Director.
- Took through GS/PWC for recommendation to City Council.



8

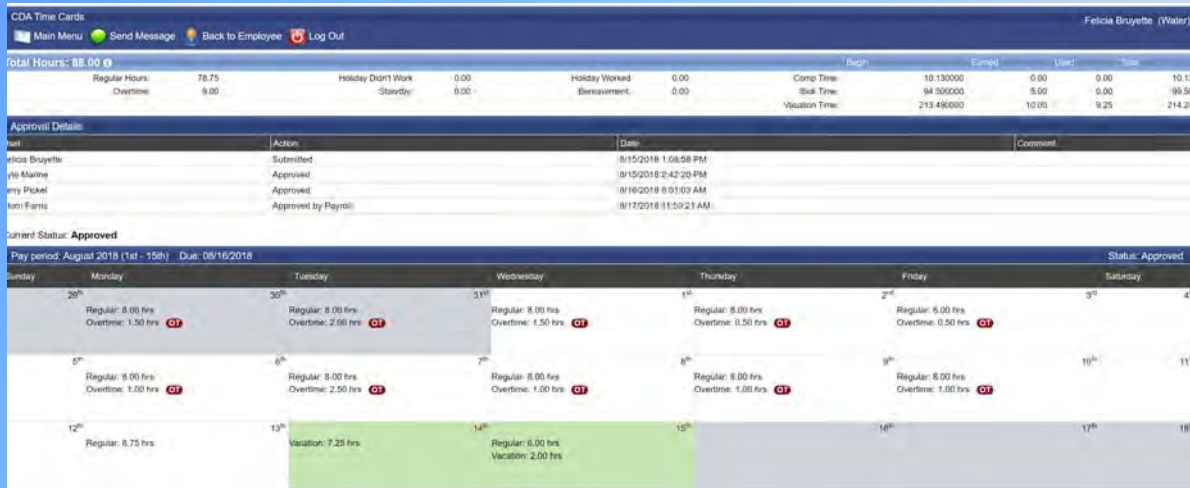
## Position Reallocation

- What happened before?
- Administrative Assistant averaged 3-5 hours/week overtime to cover. (2018)
- Cost to restrict duties could be up to approximately \$6,500 annually.



9

## Position Reallocation



10

## Position Reallocation

- What timesheet does not reflect is flex time voluntarily used by Administrative Assistant in lieu of overtime.



11

## Position Reallocation

- \$4,986 budgeted.
- Estimate March 1<sup>st</sup> to September 30<sup>th</sup> at paygrade 10 will cost \$5,217.
- Difference of \$231 if retro to 3/1.
- Propose to begin March 16<sup>th</sup> with no deficit.



12

## Position Reallocation

- Options:
- Reallocate as Administrative Assistant March 16<sup>th</sup> (preferred).
- Budget for FY 2021.
- Leave position as is (not desirable)



13

## Position Reallocation

Thank you!



14

**Admin Asst. Duties not within Dept. Spec. Descr.**

Duties and Responsibilities:	Examples
<ul style="list-style-type: none"> <li>Provides complex administrative support including managing correspondence, generating reports, and maintaining current and accurate files;</li> </ul>	Assist Cross Connection Control program, Meter Change Out Program (MCOP), Service Requests, Quarterly Report, Billing, Permits, Tap Cards, Accounts Payable, Travel And Training, Time sheets, Bulk Water sales, Monthly pump Reports, Standby Reports, Work orders, bulk mailings, Apparel orders, Scanning extensive files and records, etc.
<ul style="list-style-type: none"> <li>Prepares and processes invoices for payment, including obtaining signatures, copying, and scanning; also, processes and tracks purchase orders;</li> </ul>	Processes Accounts Payable, Processes Accounts Receivable (billing), Bulk Water Sales, Project Material and Equipment Purchasing, Monthly Reconciliation.
<ul style="list-style-type: none"> <li>Maintains contact with vendors to resolve invoicing issues;</li> </ul>	Acquires billing information, supplies sales tax exemption notice, processes W9/WH5/taxpayer forms and all contract documents for quotes and bids, ensures following of purchasing requirements, resolves billing issues and duplications, works with other departments for billing.
<ul style="list-style-type: none"> <li>Compiles, calculates, records, and monitors a complex payroll system for the department;</li> </ul>	Processes timesheet preparation, checks data entry for 23 employees and contacts employees for corrections as needed (see attached calendar), notifies management of status for final approval.
<ul style="list-style-type: none"> <li>Monitors and orders all office supplies and furniture for the department;</li> </ul>	Checks inventory and orders paper, Ink Cartridges and Toner, Envelopes, Leave slips, Business Cards, file folder jackets and misc. supplies. Orders new or replacement furniture and appliances and observes ergonomic requirements to ensure office comfort and durability, Ice.
<ul style="list-style-type: none"> <li>Provides direct administrative support to the division or department;</li> </ul>	Collects pertinent information and processes public records requests, processes with bid process and tracks pertinent pay apps and billings for projects, Tracks internal project costs, Tracks licenses and certifications, Ensures accurate payroll, Provides draft document reviews, Manages office and customer relations.

<ul style="list-style-type: none"> <li>Utilizes a variety of computer software programs and equipment to perform duties;</li> </ul>	<p>Word, Excel, Tokay, Videx, Springbrook, social media apps.</p>
<ul style="list-style-type: none"> <li>Makes travel arrangements;</li> </ul>	<p>Schedules employees for license required training per request. This entails class registration, travel arrangements if out of tow, hotel reservations, vehicle assignment or flight dependent on distance, P-card or per diem processing for meals, process receipts and files training evaluations.</p>
<ul style="list-style-type: none"> <li>Responds to questions and comments from management, supervisors, co-workers, and citizens in a courteous, thorough, and timely manner;</li> </ul>	<p>Public Record Requests, Insurance claims, Customer complaints, Client referrals, Sales calls, Calls for other departments and routing, Inquiries, Scheduling.</p>
<ul style="list-style-type: none"> <li>Performs time management and scheduling functions, meets deadlines, and sets project priorities;</li> </ul>	<p>Meter Change Out Program (MCOP), Timesheets, Bills to Council, Public records requests, Travel and training, Monthly and quarterly reports, License renewals.</p>

Task Details			Job Descrip Duties	
Task:	Descrip.	Hours	Admin Asst.	Dept. Spec.
Assist Cross Connection Control Division =	Handle 30+ CCC customer calls per day during season, Assist with Tester Registration annually, Test Report Data Entry (11,338 assemblies on record)(Spring mass mail out takes 40 hrs)	2 hrs /day	X	
Meter Change out Program (MCOP) =	Data Entry of over 3000 meters annually (min 5-10 minutes per meter @ 60-80/day), maintain accuracy of meter information and service location, complete on time to ensure billing services are correct.	5 hrs/day	X	
Customer/contractor Service Requests =	Customer service calls for connect/disconnect, work orders for damaged meter boxes, basement meter change out appointments, Parks Dept. maintenance requests, Yardley service replacement, Fire hydrant repair/replacement, Close out completed work orders.	1+ hr/day	X	X
Quarterly service request report =	Commit service requests, Review active work orders with assigned personnel, close out completed requests.	4 hrs quarterly	X	
Invoicing for accounts receivable =	Damaged fire hydrants (insurance claims), New service connection fees, etc. (2-3 hyd/mo, 2-10 services/mo)	0.5 hrs/occurrence	X	X
Subdivision service data entry =	Data entry for individual services, Research addressing and locations to confirm data entry (typically 20+ services)	4-6 hrs per subdivision	X	
Issued building permits =	Double check correct fees paid per service size, issue credits where applicable, ensure fees captured by Finance. (Typically 50+ permits per month)	10 minutes per permit (8+ hrs/mo)	X	X
Water service tap cards =	Send tap card to appropriate personnel, Transmit new service account information to Finance, Data entry of meter and location information for tap card completion.	30 min per service	X	



Accounts payable (bills to Council) =	Scanning all received invoices, Data entry into Springbrook, Track tool budget per division, Track project rental equipment, Research unclaimed or undocumented invoices, Avista and KEC invoice processing.	6 hrs 3 times per month (18 hrs/mo)	X	X
Employee travel and training =	Registering employees for classes, make travel arrangements including flights, cars, hotel, meals, printing/making copies of certificates, Track expiring certifications, Track budget for training, Track continuing education units (CEU), Keep track of in-house traingin (ICRMP, Zoom, etc.)	1-2 hrs per employee per class (avg 6 hrs/mo)	X	
Track employment qualifications =	Track CEU's and other required certifications, License renewal fees annually (21 employees), Collect all supporting documentation for licenses and upgrades, Update ID cards	1 hr per employee per month (21 employees)	X	X
Processing bi-monthly timesheets =	Accurately track employee time off and overtime/comp time earned, review and ensure employee entered hours on timesheet are accurate, Ensure entry of applicable Conservative sick use hours are applied, remind employes of vacation and comp time overages at end of fiscal year.	3 hrs per pay period, 6 hrs /mo	X	
Bulk Water Sales invoicing and processing =	Set up and enroll contractors/customers for fill stations, Track deposits and refunds, Issue work orders for installation/removal of portable stations, Answer custoimer questions about bulk water billing.	20 min/Station (41 stations), 6-8 hrs /mo for bulk billing	X	X
Creating/updating employee standby list	Create annual operator standby list, monthly updates as shifts are switched.	1 hr/mo	X	
Monthly reconciliation =	Check journal entries wqere appropriately enterd, Check Account Detail Report to Bills to Council each month.	1 hr/mo	X	

Monthly department reports =	Pump summaries, DEQ monthly report submittal, monthly billing summaries.	2-3 hrs/mo	X	
Routine customer service =	Answer incoming phone calls, Assist customers at counter, Leak adjustment information, Water rates and fees, Loaning out leak detection equipment,	1-2 hrs daily	X	X
Office supplies purchasing =	Tracking office supply inventory, ordering items such as envelopes, paper, ink and toner cartridges, forms such as leave/vacation slips, business cards, file folders, note books, etc.	Avg. 1 hr/mo	X	
Processes utility locates =	Prints out locates each morning, answers calls regarding locate issues, immediately notifies locator(s) of emergency locate requests.	.25 - 1 hr/day	X	
Onboarding seasonal employees =	processes new hire paperwork, processes and issues ID cards, processes and issues equipment and keys, receives all distributed equipment and ID at end of seasonal employment, processes and submits all necessary paperwork to HR/Finance..	2 hrs / 5 mo period/per employee	X	
Record retention management =	Maintenance of department records per City policy.	1 hr/mo	X	
Public records request =	Collects information and processes public records request.	.25 - 1 hr per request	X	
Water Dept. website management =	Routine monthly review and editing of department website.	.25 to 1 hr/mo	X	
Conservation/education program =	Reviews customer rebate requests and processes credits if applicable, Sets up presentations and tours with CDA schools.	1-2 hrs/mo	X	X
Water Shut down door tags	Prints scheduled water shut down door hangers for projects.	.25 hr/ occurrence (1 to 3 times per week)	X	X

Employee Apparel Orders =	Includes price quotes, collecting orders from employees, actual order compiled, requesting supervisor approval and any changes made, placing the final order, receiving order (doing inventory on what is actually received), sorting apparel for each employee and processing the invoice for payment.	6-8 hrs twice a year	X	
AWWA Standards Reference file updates =	Collect routine updates for AWWA Standards, scan into electronic files for department access.	.5 hr/mo	X	X
Construction/asset inventory files =	Reviews annual construction files for completion, scans information into electronic file, assigns to appropriate fiscal year (50+ years work of files to process, 15 to 30 files per year).	8 hrs per annual file	X	X



### Administrative Assistant

Department: Water      Reports to: Assistant Water Superintendent      Pay Grade: 10  
Date Established: 1/2017      Date Revised:      FLSA Status: Covered

#### CLASSIFICATION SUMMARY

Performs a variety of complex administrative and secretarial support services for individuals, or groups of individuals, and/or departments. Duties often include handling more private or sensitive information. An employee in this classification manages correspondence, maintains communications with key staff within and outside the department, processes payroll and timesheets, assists in budget management and preparation, schedules and coordinates meetings, interviews, events and other similar activities, prepares internal support materials and reports, may perform bookkeeping, accounting, and processing purchasing card transactions. The Administrative Assistant position requires finely honed time management and organizational skills requiring detail and accuracy. This classification is distinguished from the Department Specialist class by the overall complexity and difficulty of the work as well as the independence required of the position; the Administrative Assistant handles more challenging and multifaceted problems, and work tasks may not have an established procedure or protocol. The classification may delegate work to other staff. The Administrative Assistant must have a high school diploma or GED with a preferred Associates Degree, and three (3) years of experience providing administrative support, preferably in a governmental environment. Work is usually performed in an office setting.

#### ESSENTIAL DUTIES AND RESPONSIBILITIES (illustrative only and may vary by assignment)

- Provides complex administrative support including managing correspondence, generating reports, and maintaining current and accurate files;
- Prepares and processes invoices for payment, including obtaining signatures, copying, and scanning; also, processes and tracks purchase orders;
- Maintains contact with vendors to resolve invoicing issues;
- Compiles, calculates, records, and monitors a complex payroll system for the department;
- Monitors and orders all office supplies and furniture for the department;
- Maintains strict confidentiality of all matters, including information processed or prepared;
- Provides direct administrative support to the division or department;
- Prepares and modifies documents including correspondence reports, drafts, memos, and e-mails;
- Utilizes a variety of computer software programs and equipment to perform duties;
- Responds to the public over the phone or in person in a tactful, pleasant, and courteous manner;
- Interacts in a professional and respectful manner with City employees and the public;
- Creates various informational pamphlets, brochures, and certificates for internal or external use;
- Makes travel arrangements;
- Processes timesheets and purchasing card transactions;
- Responds to questions and comments from management, supervisors, co-workers, and citizens in a courteous, thorough, and timely manner;

- Performs time management and scheduling functions, meets deadlines, and sets project priorities;
- Assists other City departments and employees as needed or requested;
- Performs all work duties and activities in accordance with City policies, procedures, and safety practices

#### SECONDARY DUTIES AND RESPONSIBILITIES:

- Oversees and provides backup to Department Specialists or other staff as needed;
- Performs other duties as assigned

#### CLASSIFICATION REQUIREMENTS:

The requirements listed below are representative of the minimum knowledge, skill, and/or ability required for an individual to perform each essential duty satisfactorily and be successful in the position.

##### Knowledge of:

- Department programs, objectives, policies and procedures;
- Customer service principles and procedures;
- Lead duties and employee training methods;
- Financial recordkeeping, bookkeeping and accounting methods, and payroll processes;
- Principles and procedures of record keeping and reporting;
- Modern office functions, management, processes, and procedures;
- Operation of standard office equipment, a personal computer, and job-related software applications for word processing, spreadsheets, desktop publishing, and other required applications;
- Public sector, government, or related environment operations including general municipal management terminology, codes, acts, and regulations.

##### Skill and Ability to:

- Maintain a calm, professional demeanor and effectively communicate with co-workers and the public in potentially controversial situations;
- Understand and apply departmental policies, rules and regulations. Proficiently operate computers and software programs, such as Microsoft Word, Excel, PowerPoint, or similar office software, in order to create documents and other materials, maintain information, and generate reports;
- Use English and speak clearly for understanding;
- Listen carefully and comprehensively, as well as communicate effectively through verbal, written, and electronic communication channels;
- Perform duties to supervisor's expectations;
- Follow verbal and written instructions;
- Work independently and exercise initiative, with general guidance and supervision as needed;
- Perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Demonstrate integrity and ingenuity in the performance of assigned tasks and solving problems;
- Perform all duties in accordance with City policies and procedures with regard for personal safety and that of other employees and the public.

#### ACCEPTABLE EXPERIENCE AND TRAINING:

- High school diploma or GED with Associate's Degree preferred;



### Department Specialist

Department: Water      Reports to: Assistant Water Superintendent      Pay Grade: 5  
Date Established: 1/2017      Date Revised:      FLSA Status: Covered

#### CLASSIFICATION SUMMARY

A Department Specialist provides administrative, secretarial and clerical support and may be assigned as a specialist in the services offered by the assigned department. Employees in this class perform a wide range of office functions using independent judgment in applying existing policies and procedures to complete assignments. This involves knowledge of multiple procedures and program guidelines to make decisions. Employees are often the first point of contact for the Department and respond to mostly routine inquiries and explain department services, policies, procedures and rationale for decisions to customers. Employees typically utilize a variety of computer operations and/or specialized software to complete daily assignments. The classification's primary duties include providing customer service via telephone or in person, creating, reviewing and processing documents and records, identifying and correcting errors and omissions on documents received from staff, and/or public, performing data entry, maintaining records, making arrangements for meetings, maintaining office inventories, distributing mail, and other related duties. Work is usually performed in or near a front counter or office where customers can easily be accommodated.

#### ESSENTIAL DUTIES AND RESPONSIBILITIES (illustrative only and may vary by assignment)

- Performs customer service in-person or via telephone; refers calls to others as needed;
- Provides assistance by answering questions or directing customers to appropriate personnel;
- Sorts and distributes in-coming mail, processes outgoing mail;
- Types reports and distributes electronically or via hard copy;
- Copies, scans, and e-mails appropriate documents to requester; files appropriate forms;
- Takes payments, enters payments into appropriate database and sends to Finance Department;
- Prepares and reviews correspondence for supervisor or other staff;
- Processes department documents in accordance with established procedures;
- Creates various department documents for crews or administrative employees;
- Opens, sets up, and maintains accurate, up to date files and records;
- Issues permits and certificates; responds to requests per specific department protocols;
- Responds to voice mail messages left on the department's phone system;
- Assists with special projects as assigned;
- Performs routine data entry and may generate reports;
- May process invoices or purchasing cards;
- Responds to questions and comments from management, supervisors, co-workers and citizens in a courteous, thorough and timely manner;
- Performs time management and scheduling functions, meets deadlines, and sets project priorities;
- Maintains strict confidentiality of all matters;

- Assists other City department and employees as needed or requested
- Processes bills to Council;
- Process bulk water billing;
- Performs all work duties and activities in accordance with City policies, procedures, and safety practices.

#### SECONDARY DUTIES AND RESPONSIBILITIES:

- Provides backup to other administrative staff as needed;
- May make travel arrangements and reconcile travel expenses;
- Performs other duties as assigned.

#### CLASSIFICATION REQUIREMENTS:

The requirements listed below are representative of the minimum knowledge, skill, and/or ability required for an individual to perform each essential duty satisfactorily and be successful in the position.

##### Knowledge of:

- Modern office equipment and procedures;
- PC operating systems;
- Basic internet operations;
- Customer service techniques;
- Time management and organizational methods;
- Records and file management including copying, scanning and indexing;
- Basic math and bookkeeping skills.

##### Skill and Ability to:

- Provide effective and professional customer service;
- Ability to enter computer data quickly and accurately;
- Accurately classify, file, and retrieve materials;
- Operate a computer with demonstrated proficiency using contemporary and related database, word processing, and spreadsheet software applications at an appropriate level for efficient job performance;
- Read and understand written documents;
- Operate 10-key by touch;
- Apply basic math, as well as spelling and grammatical skills;
- Receive, comprehend, and follow verbal and written instructions;
- Display an attitude of cooperation and work harmoniously with all levels of City employees, the general public and other organizations;
- Use English and speak clearly for understanding;
- Listen carefully and comprehensively, as well as communicate effectively through verbal, written, and electronic communication channels;
- Perform duties to supervisor's expectations;
- Work independently and exercise initiative, with general guidance and supervision;
- Maintain a professional demeanor at all times;
- Perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Demonstrate integrity and ingenuity in the performance of assigned tasks and solving problems;



**Time Cards**

Sept '19	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
Emily		V - 4	V - 8												
Eric				V - 4						V - 4					
Mark				V - 5				OT 5							
Felicia		OT 1	OT 1	OT 1				OT 1.25	OT 2	S - 1.5 OT .75	S - 1.5	V - 8			V - 8
Janet					OT 5 SC 1	SOT 4 POT 3	SOT 4 POT 3	SOT 1.75 OT .25	SOT 1.75 OT .25	SOT 1.75	SOT 1.75	SC 1 S - 1			S - 2.5
Bobby			OT 1	OT 5	S - 8			S - 8							OT 1.25 SOT .75
Paul				S - 10				S - 10				C - 3			
Keith															
Andrew								S 1							
Travis	S - 1.5	C + 5	OT 1	OT 5					S - 3						C + 1.25
John	C - 8	C - 8	C - 8	C - 8	C - 8							SOT 1	SOT 4 POT 3 OT 1.75	SOT 4 POT 3 OT 1.5	SOT 1
Tyson			C - 8			C + 5							C - 5	C + 2	C + 5
Jason											V - 1	OT .5			
Dion		C - 3													
Kyle M.															
Gary					V - 2.5										
Terry															
Glen	SOT 1.75 C - 1.5	SOT 1.75 C - 3	SOT 1.75	SOT 1.75	SOT 1				C - 8				C - 8		
Cory									V 8						S - 8
Kyle R.			C + 1	C + 5									C - 8		
Rob	V - 8	V - 8	V - 8	V - 8	V - 8			V - 8	V - 8	V - 8	V - 8	V - 8	V - 8		
Micah								OT .5	V - 8						
Scott								V - 8							S - 8
Charles	B - 10	B - 10	B - 10	B - 10				V - 10	V - 10						
Ryan					S - 8						S - 3	V - 4			S - 8
Brady															
Key	On Timecard - No Slip		Not Submitted				Comp Taken: C -			Standby OT: SOT			Pumps OT: POT		
	Slip - Not on Timecard		Good				Comp Earned: C +			Standby Comp: SC			Pumps Comp: PC		

4 hrs Reg 27th

CDA Time Cards

Kyle Rusho (Water)

[Main Menu](#)
[Approve](#)
[Reject](#)
[Send Message](#)
[Log Out](#)

Total Hours: 80.00

		Bgn	Earned	Used	Total
Regular Hours:	77.00		5.780000	1.60	0.00
Overtime:	0.00		161.500000	5.00	0.00
Holiday Didn't Work:	0.00			4.00	3.00
Holiday Worked:	0.00				7.28
Standby:	0.00				168.50
Bereavement:	0.00				13.00
Comp Time:					
Sick Time:					
Vacation Time:					

Approval Details

User	Action	Date	Comment
Kyle Rusho	Submitted	2/13/2020 7:36:11 AM	
Emily Barnes	Rejected	2/13/2020 8:27:26 AM	
Kyle Rusho	Submitted	2/13/2020 3:29:11 PM	
Emily Barnes	Rejected	2/13/2020 3:29:50 PM	
Kyle Rusho	Submitted	2/13/2020 3:30:38 PM	

Current Status: **Waiting Approval (Kyle Marine)**

Pay period: February 2020 (1st - 15th) Due: 02/18/2020

Status: **Waiting Approval (Kyle Marine)**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	26 <sup>th</sup> Regular: 8.00 hrs	27 <sup>th</sup> Regular: 8.00 hrs	28 <sup>th</sup> Regular: 8.00 hrs	29 <sup>th</sup> Regular: 8.00 hrs	30 <sup>th</sup> Regular: 8.00 hrs	31 <sup>st</sup>
	2 <sup>nd</sup> Regular: 8.00 hrs	3 <sup>rd</sup> Regular: 8.00 hrs	4 <sup>th</sup> Regular: 8.00 hrs	5 <sup>th</sup> Regular: 8.00 hrs	6 <sup>th</sup> Regular: 8.00 hrs	7 <sup>th</sup>
	9 <sup>th</sup> Regular: 8.00 hrs	10 <sup>th</sup> Regular: 8.00 hrs	11 <sup>th</sup> Regular: 8.50 hrs	12 <sup>th</sup> Regular: 8.50 hrs	13 <sup>th</sup> Regular: 4.00 hrs Vacation: 3.00 hrs Comp Earned: 1.00 hrs	14 <sup>th</sup>
	16 <sup>th</sup>	17 <sup>th</sup>	18 <sup>th</sup>	19 <sup>th</sup>	20 <sup>th</sup>	21 <sup>st</sup>
						22 <sup>nd</sup>

St#	St_Name	DOC	OLD READ	Install_Date	Serial_No	Register_I[C	MXU_ID	MFG	Size	Location	BDY	New Serial	New Reg	New Orion	Orion Type	Reg Type	Model	On/Off	Read	Notes	
2824	FRANCIS ST	8/5/2019	2038	4/25/2006	65728740	58573038	12150097	SN	4-Mar	C2	IL FAU	17	19248114	19248114	38986919	ME	ELCD	35 ON	0		
2625-27	HOWARD ST	8/5/2019	1092	4/24/2006	65667219	58508256	12152042	SN	4-Mar	C3	IL MID	17	19248207	19248207	38988018	ME	ELCD	35 ON	0		
2625-35	HOWARD ST	8/5/2019	2900	4/24/2006	65728779	58573077	12140519	SN	4-Mar	N	MTR OF	17	19248209	19248209	39033215	ME	ELCD	35 ON	0		
2633-35	HOWARD ST	8/5/2019	1555	4/24/2006	65667217	58508254	12140519	SN	4-Mar	IL S	EG	17	19248205	19248205	39033231	ME	ELCD	35 ON	0		
2712	HOWARD ST	8/5/2019	3375	4/8/1996	50429958	59132541	12139687	SN		1	N MTR	17	19247286	19247286	38987017	ME	ELCD	70 ON	0		
2712	HOWARD ST	8/5/2019	1104	4/24/2006	65667268	58574078	12140401	SN	4-Mar	P2	S 37 BC	17	19248208	19248208	39033211	ME	ELCD	35 ON	0		
2804	HOWARD ST	8/5/2019	2808	4/24/2006	65655608	58497292	12141009	SN		1	PIT-37	IRRI	17	19247287	19247287	38987066	ME	ELCD	70 ON	0	
2805	HOWARD ST	8/5/2019	2151	4/24/2006	65728764	58573062	12156538	SN	4-Mar	P2	IL FAU	17	19248204	19248204	39033176	ME	ELCD	35 ON	0		
2809	HOWARD ST	8/5/2019	387	4/24/2006	65728810	58573108	12616188	SN	4-Mar	P2	IL S EG	17	19248222	19248222	39033138	ME	ELCD	35 ON	0		
2813	HOWARD ST	8/5/2019	623	4/24/2006	65728765	58573063	12149400	SN	4-Mar	P2	IL DOO	17	19248225	19248225	39033221	ME	ELCD	35 ON	0		
2815	HOWARD ST	8/5/2019	139	4/24/2006	65728763	58573061	12152321	SN	4-Mar	P3	1' N EC	17	19248223	19248223	38987944	ME	ELCD	35 ON	0	ANGLESTOP LEAKS	
2819	HOWARD ST	8/5/2019	2802	4/24/2006	65728767	58573065	12145154	SN	4-Mar	P2	1 1/2 S	17	19248227	19248227	39033167	ME	ELCD	35 ON	0		
2820	HOWARD ST	8/5/2019	1205	4/24/2006	65728751	58573049	12145427	SN	4-Mar	P2	1NSEG	17	19248224	19248224	39033192	ME	ELCD	35 ON	0		
2825	HOWARD ST	8/5/2019	1965	4/24/2006	65728769	58573067	12139689	SN	4-Mar	C3	2 N OF	17	19248226	19248226	39017326	ME	ELCD	35 ON	0		
2827	HOWARD ST	8/5/2019	2440	4/24/2006	65728770	58573068	12156545	SN	4-Mar	P2	1 N OF	17	19248200	19248200	39033149	ME	ELCD	35 ON	0		
2905	HOWARD ST	8/5/2019	699	10/8/2002	60404550	57260796	1F+08	SN	4-Mar	C3	1 N N F	17	19248199	19248199	39033174	ME	ELCD	35 ON	0		
2907	HOWARD ST	8/5/2019	820	4/24/2006	65728789	58573087	12159348	SN	4-Mar	C1	2 N PR	17	19248198	19248198	39033146	ME	ELCD	35 ON	0		
2909	HOWARD ST	8/5/2019	1022	4/24/2006	65728790	58573088	12147608	SN	4-Mar	C1	1 N S F	17	19248203	19248203	39033170	ME	ELCD	35 ON	0		
2911	HOWARD ST	8/5/2019	1603	4/24/2006	65728823	58573121	12138282	SN	4-Mar	C3	1' S OF	17	19248202	19248202	38986932	ME	ELCD	35 ON	0		
2913	HOWARD ST	8/5/2019	942	4/24/2006	65728788	58573086	12138282	SN	4-Mar	C1	2N	17	19248237	19248237	39017392	ME	ELCD	35 ON	0		
2915	HOWARD ST	8/5/2019	674	4/24/2006	65728824	58573122	12135172	SN	4-Mar	C3	2 S FOI	17	19248239	19248239	39033195	ME	ELCD	35 ON	0		
2917	HOWARD ST	8/5/2019	876	4/24/2006	65728771	58573069	12135172	SN	4-Mar	P2	IL S EG	17	19248235	19248235	39033217	ME	ELCD	35 ON	0		
2918	HOWARD ST	8/5/2019	1567	4/24/2006	65728733	58573031	12148367	SN	4-Mar	C2	1' N N	17	19248238	19248238	39017381	ME	ELCD	35 ON	0		
2919	HOWARD ST	8/5/2019	1164	4/24/2006	65728772	58573070	12158846	SN	4-Mar	C3	1 S OF	17	19248236	19248236	39017386	ME	ELCD	35 ON	0		
2920	HOWARD ST	8/5/2019	574	4/24/2006	65655599	58497283	12154732	SN		1	C2	1'S FN	17	18029124	18029124	38761791	ME	ELCD	70 ON	0	
2921	HOWARD ST	8/5/2019	2439	4/24/2006	65728774	58573072	12154834	SN	4-Mar	C1	1 N FN	17	19248234	19248234	39017339	ME	ELCD	35 ON	0		
2925	HOWARD ST	8/5/2019	1775	4/24/2006	65582588	58430924	12136292	SN	4-Mar	C3	IL TREE	17	19248243	19248243	39017385	ME	ELCD	35 ON	0		
2927	HOWARD ST	8/5/2019	1849	4/24/2006	65728773	58573071	12136292	SN	4-Mar	C1	1 S WII	17	19248245	19248245	39017367	ME	ELCD	35 ON	0		
2928	HOWARD ST	8/5/2019	2308	4/24/2006	65655584	58497268	12156531	SN		1	P2	IL N EG	17	18029125	18029125	38761738	ME	ELCD	70 ON	0	
2929	HOWARD ST	8/5/2019	1279	4/24/2006	65728749	58573047	12135225	SN	4-Mar	C3	1 S OF	17	19248241	19248241	39033179	ME	ELCD	35 ON	0		
2931	HOWARD ST	8/5/2019	1070	4/24/2006	65728747	58573045	12135225	SN	4-Mar	C1	IL FNC	17	19248240	19248240	39033226	ME	ELCD	35 OFF	0	LOCKED	
2932	HOWARD ST	8/5/2019	2310	2/10/2003	60586073	57682456	1E+08	SN	4-Mar	1	N MB-LA'	17	19248242	19248242	38987071	ME	ELCD	35 ON	0		
2806	JULIA ST	8/5/2019	860	4/24/2006	65728766	58573064	12145047	SN	4-Mar	C9	2 W E I	17	19248221	19248221	39033139	ME	ELCD	35 ON	0		
2810	JULIA ST	8/5/2019	1402	4/25/2006	65728725	58573023	12122477	SN	4-Mar	C3	FENCE	17	19248249	19248249	39017387	ME	ELCD	35 ON	0		
2812	JULIA ST	8/5/2019	969	4/25/2006	65728724	58573022	12139048	SN	4-Mar	C1	IL N FN	17	19248251	19248251	38984021	ME	ELCD	35 ON	0		
2814	JULIA ST	8/5/2019	1499	4/25/2006	65728726	58573024	12139046	SN	4-Mar	C3	IL S FN	17	19248247	19248247	39017329	ME	ELCD	35 ON	0		
2816	JULIA ST	8/5/2019	1335	4/25/2006	65728709	58573007	12126907	SN	4-Mar	C1	S METI	17	19248246	19248246	39033234	ME	ELCD	35 ON	0		
2820	JULIA ST	8/5/2019	634	4/25/2006	65728710	58573008	12148164	SN	4-Mar	C1		17	19248250	19248250	39033207	ME	ELCD	35 ON	0		
2822	JULIA ST	8/5/2019	1023	4/25/2006	65728762	58574025	12150068	SN	4-Mar	C3	E OF N	17	19248248	19248248	39033212	ME	ELCD	35 ON	0		
2824	JULIA ST	8/5/2019	1160	4/25/2006	65728707	58573005	12141279	SN	4-Mar	C1	MBL H	17	19248255	19248255	39033218	ME	ELCD	35 ON	0		
2826	JULIA ST	8/5/2019	1916	4/25/2006	65728792	58573090	12141279	SN	4-Mar	C3		17	19248257	19248257	38983993	ME	ELCD	35 ON	0		
2828	JULIA ST 4F	8/5/2019	2537	4/25/2006	65655597	58497281	12145292	SN		1	C2	1 N ME	17	19247281	19247281	38987018	ME	ELCD	70 ON	0	
2830	JULIA ST 4F	8/5/2019	3029	4/24/2006	65655611	58497295	12156150	SN		1	P4	1 E BO	17	19247282	19247282	38987014	ME	ELCD	70 ON	0	
2904	JULIA ST	8/5/2019	450	4/24/2006	65728737	58573035	12139208	SN	4-Mar	E	MTR NE F	17	19248253	19248253	38984022	ME	ELCD	35 ON	0		
2906 & 1/2	JULIA ST DI	8/5/2019	1469	4/25/2006	65728759	58573057	12148342	SN	4-Mar	C3	1 N FN	17	19248254	19248254	39033224	ME	ELCD	35 ON	0		
2908	JULIA ST	8/5/2019	901	4/25/2006	65728760	58573058	12147985	SN	4-Mar	C1	1 S FN	17	19248260	19248260	39017328	ME	ELCD	35 ON	0		
2910	JULIA ST	8/5/2019	655	4/25/2006	65728761	58573059	12144466	SN	4-Mar	C3	1 N FN	17	19248258	19248258	39033227	ME	ELCD	35 ON	0		
2914	JULIA ST	8/5/2019	723	4/25/2006	65728743	58573041	12136233	SN	4-Mar	C3	1 N OF	17	19248252	19248252	39033187	ME	ELCD	35 ON	0		
2920	JULIA ST	8/5/2019	2753	4/25/2006	65728745	58573043	12141466	SN	4-Mar	C1	N PL	17	19248263	19248263	39017334	ME	ELCD	35 ON	0		
2924	JULIA ST	8/5/2019	1686	4/25/2006	65728728	58573026	12138064	SN	4-Mar	C1	1 S OF	17	19248275	19248275	39022238	ME	ELCD	35 ON	0		
2928	JULIA ST	8/5/2019	1047	4/25/2006	65728730	58573028	12141470	SN	4-Mar	C1	1 S FN	17	19248271	19248271	39022298	ME	ELCD	35 ON	0		
2930	JULIA ST	8/5/2019	529	4/25/2006	65582589	58430925	12141470	SN	4-Mar	C3	1 N OF	17	19248274	19248274	39017375	ME	ELCD	35 ON	0		
877	MARIE AV	8/5/2019	789	4/24/2006	65728735	58573033	12139208	SN	4-Mar	C2	1 W W	17	19248256	19248256	39033987	ME	ELCD	35 ON	0	NEEDS LID	



## METER CHANGE SOP

**(BEACON SPECIFIC CHANGES ARE IN RED)**

UTILITY BILLING (Springbrook)

MAINTENANCE

ACCOUNT

PULL UP ACCOUNT TO WORK ON (confirm it is the correct account by the serial #, register #, and/or MXU #)

DEVICES

CLICK ON ACTIVE METER NUMBER

CONSUMPTION TAB:

Note if current month has been billed (toggle will be checked)

MISCELLANEOUS TAB:

Note Test Circle code, Tap #, Old Tap #, & Cap Paid (if existing)

EXIT that screen

SERVICE REQUESTS

If existing service request to change meter, use that to process meter change.

If not, click on CHANGE icon in DEVICES; it will automatically start a Service Request

NOTE: Do NOT use the CHANGE option if a Service Request exists as it will start a separate one.

Be sure the REQUEST CODE on the Service Request is '01' for a meter change;

If you need to change it, you must click on REQUEST CODE to enter the '01'

(It will not work correctly if you just type '01' directly into the field.)

Update STATUS from Active to Closed

Enter Service Date (date work was actually done)

Service Performed Description: Enter applicable notes. (Use MCOP for Meter Change Program)

Click NEXT

Confirm that the meter being changed is Selected in toggle box

Click NEXT

Consumption Error will pop up when there are unbilled reads on the account: Click OK

---

IF CURRENT MONTH **HAS\*** BEEN BILLED, SKIP TO 'B'; IF CURRENT MONTH **HAS NOT** BEEN BILLED, GO TO 'A'.

[\*Also skip to 'B' if account is inactive, has had no usage or billing, and has no toggles checked]

**A.** Change read date to last monthly read date.

Correct Read Period/Year if necessary.

Enter reading from last monthly read date; tab, & consumption should auto-calculate - be sure it does.

**[NOTE: If this step is not done, the wizard will overwrite the current reading!]**

Consumption Error will continue to pop up as data is entered: Click OK or ENTER to ignore it.

Click NEXT (Continue at **C.**)

---

**B.** IF CURRENT MONTH **HAS** BEEN BILLED, CONTINUE HERE:

READING DESCRIPTION should be: Final Reading

READ DATE: Change to date meter was removed.

Correct Read Period/Year if necessary.

READING: Enter read from meter when it was removed.; tab & consumption should auto-calculate - be sure it does.

Click NEXT (Continue at **C.**)

---

**C.** NOTE that [Manufacturer](#) & [Model No](#) are defaults; if they need to be changed,click the link & select correct info.

Enter new SERIAL (meter) NO, REGISTER ID, & MXU ID

READING DESCRIPTION should be:

    New Meter (if meter is changed for a generic reason)

    MCOP (if part of Meter Change Out Program)

    New Meter - BEACON (if BEACON hardware was installed)

READER INFORMATION (as appropriate):

    ORION

    ORION/BEACON

Confirm Read Date (meter installation date) is correct.

Correct Read Period/Year if necessary.

Enter reading on new meter if other than '0'; tab & confirm consumption stays at '0'.

Click NEXT

Click FINISH

Click REFRESH icon

**IF CURRENT MONTH HAS\* BEEN BILLED, GO TO E. - IF CURRENT MONTH HAS NOT BEEN BILLED, GO TO D.**

**[\*Also skip to 'E' if account is inactive, has had not usage or billing, and has no toggles checked]**

**D.** Still in DEVICES:

Click on REMOVED meter number

WATER METER tab: Change Inventory Status from Testing to Inventory

CONSUMPTION tab: Click White Page/Gold Star icon to add line for removed meter final read.

Read Date: Enter date of final read

Correct Read Period/Year if necessary

Description: Enter 'Final Reading'

Reading: Enter end read from removed meter; tab & consumption should auto-calculate.

Click SAVE

Click REFRESH icon

Confirm highlighted new meter toggle BILLED is checked

Highlight removed meter & confirm read periods are correct:

    Last monthly read won't have any toggles checked; this is OK.

    Be sure end read on removed meter has the NEW toggle checked.

Click REFRESH icon

Continue at **F.**

---

**E.** Confirm highlighted new meter toggle BILLED is checked\*\*

Click on REMOVED meter number;

WATER METER tab: Change Inventory Status from Testing to Inventory

CONSUMPTION tab: Be sure end read on removed meter has the NEW toggle checked\*\*

\*\*If acct is inactive with no previous toggles checked, be sure to remove new toggle checks

Click SAVE; Click REFRESH

Highlight removed meter & confirm read periods are correct:

Continue at F.

---

F. Click on Active meter number

CONNECTIONS tab: Confirm meter location; update if new.

If coordinates are needed, or need updating, process a Service Request using code 12.

MISCELLANEOUS tab:

Enter Test Circle code (if BEACON, do not enter a code)

Enter Tap#, Old Tap #, & Cap Paid, as applicable.

Click SAVE.

EXIT

#### **COMPOUND METERS:**

For Bypass meter, identify it as BYPASS under **Location** & Misc 1 on **Meter Misc & Svcs** tab

For High Side, enter meter number as xxxxxxxx-H

For Low Side, enter meter number as xxxxxxxx-L

Use same coordinates.

Use Low side to process meter change

Use larger meter size for both High & Low Sides

[Examples: Accts. 5860/5001/8987]

## October 2019

Proof Totals		Directions	Detail Account Totals		Diff.	Notes
1st BTC Proof	\$30,783.82	Pull totals from the BTC Proofs (Fiscal Year end will have 4 BTC)	\$171,832.91	Detail Account Total		
2nd BTC Proof	\$115,436.98	Refund Checks on Detail Account Report	\$123.93	Refund Checks		
BofA Proof	\$896.32	All Payroll Deductions from Detail Account Report	\$15,415.31	Payroll Deductions		
Fiscal Year End BTC	\$7,329.79		\$1,878.26	Non-BTC Expenses		Western States: \$180.79 & \$7149.00 dropped in open batch 10/2 proof
<b>Sub Total</b>	<b>\$154,446.91</b>		<b>\$154,415.41</b>	<b>Sub-Total</b>	<b>\$31.50</b>	Bobby Covey check voided \$31.50 for training he did not attend: In proof, but not account detail

<u>Item</u>	<u>VENDOR</u>	<u>RENTAL DATE</u>	<u>AMOUNT</u>	<u>PAY DATE</u>	<u>NOTES</u>
316F Track Excavator	Western States	10/30/19 to 11/4/19	\$2,135.50	11/19/2019	Rental Fee \$2050.00 Environmental Fee \$20.50 Diesel Per Gallon \$65.00
	[REDACTED]				
Excavator, SkidSteer Auger, Smooth Drum Roller 54"	H&E Equipment	11/13/19 to 11/20/19	\$2,273.60	11/13/19 BTC 12-17-19	Excavator /Week- \$975.00 Auger/ Week - \$360.00 Smooth Drum Roller 54"/Week \$905
	[REDACTED]				
2012 Freightliner M2 Boom	L& M truck Sales, Inc	12-3-19 to 12-5-19	\$837.40	1/7/2020	rental fee\$ 790.00 sales tax -picked up in WA- \$47.40
	[REDACTED]				
Scissorlift 24"	H&E Equipment	12-6-19 to 1-2-20	\$1,312.33 \$583.63	1/21/2020 2/18/2020	Rental Fee/ Week \$1155.00 Delivery Charge- \$70.00 Environmental Fee- \$ 17.33 Pick Up Charge- \$ 70.00
	[REDACTED]				
Telehandler 10K#50' Reach Cab	H&E Equipment	12-9-19 to 1-5-20	\$990.25	1/21/2020	Rental Fee/ Month \$3800.00
			\$2,866.75	2/18/2020	Environmental Fee- \$57.00
			\$1,541.75	2/18/2020	
86 Ft Telescopic Boomlift	H&E Equipment	11-20-19 to 12-17-19	\$5,652.50	1/21/2020	Rental Fee/Month \$5500.00
	H& E Equipment	12-18-19 to 1-14-20	\$5,582.50	2/4/2020	Delivery Charge- \$70.00
	H& E Equipment	1-6-20 (diesel fuel/pick up chg)	\$103.75	2/4/2020	Environmental Fee \$82.50

Paid  
Returned/Done



CITY OF COEUR D'ALENE  
Water Department  
3820 Ramsey Road  
Coeur d'Alene, ID 83815  
(208) 769-2210  
FAX: (208) 769-2336

BACKFLOW PREVENTION ASSEMBLY TEST REPORT

Customer/Business Name: Bill Skelton Date: 6-22-18  
Service Address: 2502 W. Rameau Dr.

Location of Assembly: Right Side of house  
Cross Connection Controlled: SP. System  
Assembly Size (inches): 1 Type: DCVA Make: Wilkins  
Model: 352 DC Serial Number: A529256 Line Pressure (psi): 70  
RPBA/RPDA/DCVA/DCDA Horizontal? Yes  No   
New Installation? Yes  No  Old Serial Number:

Initial Test	Check Valve #1	Check Valve #2	Relief Valve	PVB	Shut Off Valves	
	<input checked="" type="checkbox"/> Held at <u>2.8</u> PSID <input type="checkbox"/> Closed Tight <input type="checkbox"/> Leaked	<input checked="" type="checkbox"/> Held at <u>2.7</u> PSID <input type="checkbox"/> Closed Tight <input type="checkbox"/> Leaked	<input type="checkbox"/> Opened at _____ PSID <input type="checkbox"/> Did Not Open	<input type="checkbox"/> Air Inlet Opened At _____ PSID <input type="checkbox"/> Did Not Open <input type="checkbox"/> Check Held at _____ PSID <input type="checkbox"/> Leaked	<input type="checkbox"/> #1 <input type="checkbox"/> #2	<input checked="" type="checkbox"/> Closed Tight <input type="checkbox"/> Leaked
REPAIR	<input type="checkbox"/> CLEANED	<input type="checkbox"/> CLEANED	<input type="checkbox"/> CLEANED	<input type="checkbox"/> CLEANED	<input type="checkbox"/> CLEANED	<input type="checkbox"/>
	<input type="checkbox"/> REPLACED	<input type="checkbox"/> REPLACED	<input type="checkbox"/> REPLACED	<input type="checkbox"/> REPLACED	<input type="checkbox"/> REPLACED	<input type="checkbox"/>
	<input type="checkbox"/> Disc	<input type="checkbox"/> Disc	<input type="checkbox"/> Disc	<input type="checkbox"/> Air Inlet Disc	<input type="checkbox"/> REPAIR	<input type="checkbox"/>
	<input type="checkbox"/> Spring	<input type="checkbox"/> Spring	<input type="checkbox"/> Spring	<input type="checkbox"/> Air Inlet Spring	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/> Guide	<input type="checkbox"/> Guide	<input type="checkbox"/> Diaphragm	<input type="checkbox"/> Check Disc	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/> Seat	<input type="checkbox"/> Seat	<input type="checkbox"/> Seat	<input type="checkbox"/> Check Spring	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/> Hinge Pin	<input type="checkbox"/> Hinge Pin	<input type="checkbox"/> O-Ring(s)	<input type="checkbox"/> Float	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/> Diaphragm	<input type="checkbox"/> Module	<input type="checkbox"/> Module	<input type="checkbox"/> Diaphragm	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/> Module					<input type="checkbox"/>
	Other/Notes:					
Final Test	<u>2.8</u> PSID <input checked="" type="checkbox"/> Closed Tight	<u>2.7</u> PSID <input checked="" type="checkbox"/> Closed Tight	<input type="checkbox"/> Opened at _____ PSID	Air Inlet _____ PSID OK Valve _____ PSID	<input type="checkbox"/> #1 <input type="checkbox"/> #2	<input checked="" type="checkbox"/> Closed Tight

Tester's Name: (please print) NICK DAWSON  
Certification Number: 20254 State: ND Expiration Date: 11-9-18  
Company Name: Fred's Plumbing  
Company Address: 2955 Dakota  
Company Phone: 722-2846 Fax: 722-2847  
Test Equipment Make & Model: 445 Serial #: 10141199  
Calibration Date: 1-12-18 Facility: Proctor Sales Inc.

Signature below certifies that the above test results accurately reflect the performance of the assembly and verifies that the shut off valves have returned to pretest position.

TEST RESULTS: PASSED:  FAILED:   
Signature of Tester: [Signature] Date: 6-23-18

**GENERAL SERVICES/PUBLIC WORKS COMMITTEE  
STAFF REPORT**

**Date:** February 24, 2020  
**From:** Chris Bosley, City Engineer  
**Subject:** Speed Limit Ordinance Change

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**DECISION POINT:**

Staff is requesting that City Council adopt amendments to Municipal Code §§ 10.32.140 and 10.32.270, reducing the speed limit on N. 3<sup>rd</sup> Street from Front Avenue to E. Harrison Avenue to 25 miles per hour (mph) from 30 mph, and increasing the speed limit on N. 3<sup>rd</sup> Street from E. Harrison Avenue to E. Spokane Avenue from 30 mph to 35 mph.

**HISTORY:**

The vast majority of downtown streets have a 25-mph speed limit. The character of streets is noticeably different north of Harrison Avenue than south of Harrison Avenue. N. 3<sup>rd</sup> Street, for example, is generally residential in nature, contains many more driveway and street intersections, and has on-street bike lanes, on-street parking, and potential site obstructions. In conversation with the Police Department, it was determined that N. 3<sup>rd</sup> Street had the most support for a speed reduction. To be consistent with other streets south of Harrison Avenue and to improve safety for motorists, pedestrians, and bicyclists, staff recommends reducing the speed limits on N. 3<sup>rd</sup> Street to 25 mph. Because of this, the speed limit between E. Harrison Avenue and E. Spokane Avenue should be raised to 35 mph because the speed limit from E. Spokane Avenue north to Annie Avenue is already 35 mph and it would be unnecessarily confusing and inconsistent with good traffic control practices to have one block 30 mph bounded by 25 and 35 mph zones.

**FINANCIAL ANALYSIS:**

A negligible cost is associated with replacing the existing speed limit signs with new signs.

**PERFORMANCE ANALYSIS:**

Reducing the speed limits on N. 3<sup>rd</sup> Street makes downtown speed limits more consistent and improves safety.

**DECISION POINT/ RECOMMENDATION**

Staff is requesting City Council to adopt the amendments to the City Code, reducing speed limits on N. 3<sup>rd</sup> Street to 25 miles per hour south of E. Harrison Avenue and making the speed limit north of E. Harrison Avenue a consistent 35 mph.



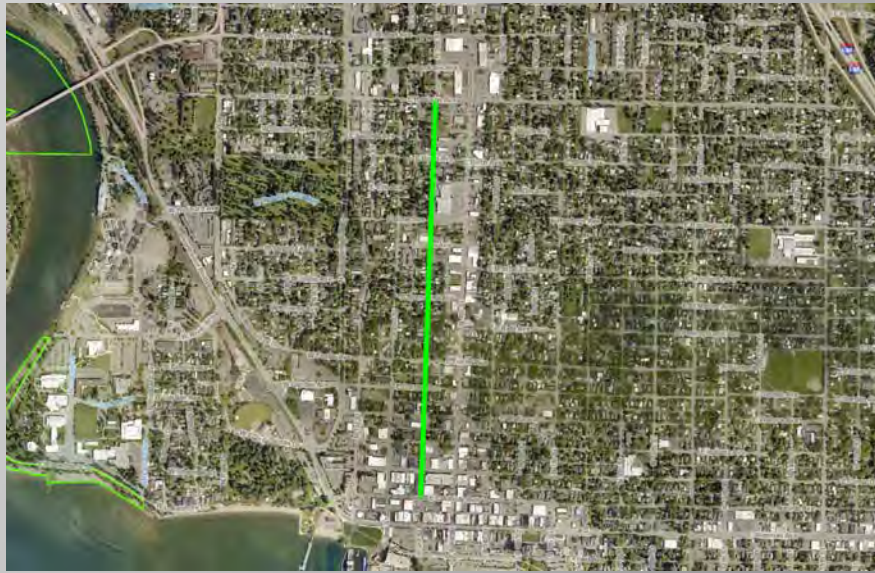
*Proposed Speed Limit Change*



*February 24, 2020*

1

*Proposed Speed Limit Change*



2



## *Proposed Speed Limit Change*



North of Harrison



South of Harrison

3

## *Proposed Speed Limit Change*



4

ORDINANCE NO. \_\_\_\_\_  
COUNCIL BILL NO. 20-1001

AN ORDINANCE AMENDING SECTIONS 10.32.140 AND 10.32.270 OF THE MUNICIPAL CODE OF THE CITY OF COEUR D'ALENE, KOOTENAI COUNTY, IDAHO, TO RAISE THE SPEED LIMIT ON N. 3<sup>RD</sup> STREET FROM E. HARRISON AVENUE TO E. SPOKANE AVENUE FROM THIRTY MILES PER HOUR TO THIRTY-FIVE MILES PER HOUR, AND TO LOWER THE SPEED LIMIT ON N. 3<sup>RD</sup> STREET FROM FRONT AVENUE TO E. HARRISON AVENUE FROM THIRTY MILES PER HOUR TO TWENTY-FIVE MILES PER HOUR; PROVIDING REPEAL OF CONFLICTING ORDINANCES; PROVIDING SEVERABILITY; PROVIDING THE PUBLICATION OF A SUMMARY AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, and after recommendation by the Public Works Committee, it is deemed by the Mayor and City Council to be in the best interests of the City of Coeur d'Alene that said amendments be adopted;

NOW, THEREFORE,

IT IS ORDAINED by the Mayor and City Council of the City of Coeur d'Alene:

**SECTION 1.** *That Coeur d'Alene Municipal Code Section 10.32.140 is hereby amended to read as follows:*

The speed limit on Third Street from ~~Spokane~~ E. Harrison Avenue ~~N~~orth to Annie Avenue shall be ~~thirty~~-five (35) miles per hour.

**SECTION 2.** *That Coeur d'Alene Municipal Code Section 10.32.270 is hereby amended to read as follows:*

The speed limit on Third Street from Front Avenue to ~~Spokane~~ E. Harrison Avenue shall be ~~thirty~~ twenty-five (~~30~~25) miles per hour.

**SECTION 3.** All ordinances and parts of ordinances in conflict with this ordinance are hereby repealed.

**SECTION 4.** Neither the adoption of this ordinance nor the repeal of any ordinance shall, in any manner, affect the prosecution for violation of such ordinance committed prior to the effective date of this ordinance or be construed as a waiver of any license or penalty due under any such ordinance or in any manner affect the validity of any action heretofore taken by the City of Coeur d'Alene City Council or the validity of any such action to be taken upon matters pending before the City Council on the effective date of this ordinance.

**SECTION 5.** The provisions of this ordinance are severable and if any provision, clause, sentence, subsection, word or part thereof is held illegal, invalid, or unconstitutional or inapplicable to any person or circumstance, such illegality, invalidity or unconstitutionality or inapplicability shall not affect or impair any of the remaining provisions, clauses, sentences, subsections, words or parts of this ordinance or their application to other persons or circumstances. It is hereby declared to be the legislative intent that this ordinance would have been adopted if such illegal, invalid or unconstitutional provision, clause sentence, subsection, word, or part had not been included therein, and if such person or circumstance to which the ordinance or part thereof is held inapplicable had been specifically exempt therefrom.

**SECTION 6.** After its passage and adoption, a summary of this Ordinance, under the provisions of the Idaho Code, shall be published once in the official newspaper of the City of Coeur d'Alene, and upon such publication shall be in full force and effect.

Passed under suspension of rules upon which a roll call vote was duly taken and duly enacted an ordinance of the City of Coeur d' Alene at a regular session of the City Council on March 3, 2020.

APPROVED, ADOPTED and SIGNED this 3<sup>rd</sup> day of March, 2020.

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Steve Widmyer, Mayor

ATTEST:

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Renata McLeod, City Clerk

SUMMARY OF COEUR D'ALENE ORDINANCE NO. \_\_\_\_\_  
Amending Municipal Code Sections 10.32.140 & 10.32.270 – Speed Limit on N. 3<sup>rd</sup> St.

AN ORDINANCE AMENDING THE MUNICIPAL CODE OF THE CITY OF COEUR D'ALENE, KOOTENAI COUNTY, IDAHO, AMENDING SECTION 10.32.270 TO LOWER THE SPEED LIMIT ON N. 3<sup>RD</sup> STREET FROM FRONT AVENUE TO E. SPOKANE AVENUE, FROM THIRTY MILES PER HOUR TO TWENTY-FIVE MILES PER HOUR; PROVIDING REPEAL OF CONFLICTING ORDINANCES; PROVIDING SEVERABILITY; THE ORDINANCE SHALL BE EFFECTIVE UPON PUBLICATION OF THIS SUMMARY. THE FULL TEXT OF THE SUMMARIZED ORDINANCE NO. \_\_\_\_\_ IS AVAILABLE AT COEUR D'ALENE CITY HALL, 710 E. MULLAN AVENUE, COEUR D'ALENE, IDAHO 83814 IN THE OFFICE OF THE CITY CLERK.

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Renata McLeod, City Clerk

**STATEMENT OF LEGAL ADVISOR**

I, Randall R. Adams, am a Deputy City Attorney for the City of Coeur d'Alene, Idaho. I have examined the attached summary of Coeur d'Alene Ordinance No. \_\_\_\_\_, Amending Sections 10.32.140 and 10.32.270 – Speed Limit on N. 3<sup>rd</sup> Street, and find it to be a true and complete summary of said ordinance which provides adequate notice to the public of the context thereof.

DATED this 3<sup>rd</sup> day of March, 2020.

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Randall R. Adams, Chief Civil Deputy City Attorney

## STAFF REPORT

DATE: MARCH 3, 2020

FROM: KELLEY SETTERS, DEPUTY CITY CLERK (Childcare Commission Liaison)

RE: APPROVAL OF AMENDMENTS TO MUNICIPAL CODE SECTIONS  
17.06.715; 17.06.720; AND 17.06.725

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**DECISION POINT:** The Childcare Commission is requesting an approval from City Council with the Planning Commission recommendation to adoption of the following amendments to Sections 17.06.715; 17.06.720; AND 17.06.725 of the Municipal Code, Home Occupation Regulations for childcare facilities.

### **HISTORY:**

The City of Coeur d'Alene's Home Occupation Regulations fall within Municipal Code Title 17, of the zoning code. As such, they require input and a recommendation from the Planning Commission to the City Council for the amendments as proposed.

The City has a Child Care Commission and is one of the few cities in Idaho that requires additional certification and background checks for childcare providers. The Child Care Commission was formed to oversee the rules and regulations of the City of Coeur d'Alene regarding licensed childcare in-home and at facilities. The Commission's duty is to ensure the City meets the need of both parents and providers, and to promote a safe, and healthy environment for childcare, with ongoing education required for providers. The Commission meets monthly.

On February 11, 2020 a public hearing was held before the Planning Commission to make changes to the current code to provide that home-based childcare facilities to authorize one (1) non-resident employee. The need for quality, affordable in-home childcare is a growing problem. Since 2010, in-home childcares have declined, which decreases the availability of the least expensive care option for working families, especially for infants. The local United Way organization has created a taskforce to seek ways to encourage more childcare options within the area. It noted, in an article in the Press on October 11, 2019, that "there is an actual inventory shortage of childcare options." The City of Spokane conducted a recent study of the Spokane region and its childcare needs. Its key findings included that parents were unable to access affordable childcare for half a year or more and had challenges trusting a child care provider. The City's childcare code provides elements that we believe net quality childcares; however, there is still a lack of availability and we believe this code change will assist with some of the challenges for an in-home childcare provider.

### **PERFORMANCE ANALYSIS:**

In-home childcare facilities may have up to nine (9) children with one provider, without an additional provider on-site; however, it can put a provider in violation of the city and state

requirement of being within sight and sound of children at all times (for example, if a child needs to go to the restroom). The current home occupation code does not allow home occupations to have employees, unless they are a resident and a family member. The commission is seeking approval for only childcares to have the option of one (1) non-resident employee, and request language be added to clarify that an outdoor play area as required by the Childcare Code Section 5.68.030.

It should be noted that the maximum number of children would not change with this code amendment. The maximum number of children in an in-home childcare facility would remain at nine (9) which is established by city code. Additionally, allowing one (1) non-resident employee would generate two additional vehicular trips to/from the facility each day that would not have a significant impact on the neighborhood. Home occupations are limited to a maximum of twenty (20) trips per day per section 17.06.720 (C). By allowing one non-resident employee, the total trips would still stay within this threshold.

The proposed changes to the Code would only apply to in-home childcare facilities. Other home occupations would not be allowed to have employees other than members of the resident family, except by special use permit as set forth in the existing code.

The proposed code amendment also clarifies that an outdoor play area must be provided for in-home childcare facilities. This is also a slight deviation from other home occupation businesses that are not allowed to operate outdoors, other than agricultural uses where such uses are permitted. The proposed code amendment also clarifies that in-home childcare facilities are not allowed to operate in an apartment buildings or condominiums where there is common ownership, unless they obtain a special use permit.

**FINANCIAL:** There will be minimal costs associated with codification of the amendments.

**DECISION POINT/RECOMMENDATION:**

The Childcare Commission and Planning Commission recommends the City Council adopt the proposed amendments to Municipal Code Sections 17.06.715; 17.06.720; and 17.06.725.

1. Applicant: City of Coeur d'Alene  
Request: Proposed amendments to Title 17.09 of the Municipal Code, Zoning Ordinance LEGISLATIVE, (O-1-20)
- A. Amendments to Title 17 under Chapter 17.06: VIII; Home Occupation Regulations related to Childcare Facilities

Ms. Anderson introduced Kelley Setters, Deputy City Clerk, who is the Liaison to the City's Childcare Commission.

Kelly Setters, Deputy City Clerk provided the following statements.

**PERFORMANCE EVALUATION:**

In-home childcare facilities may have up to nine (9) children with one provider, and without an additional provider on-site it can put a provider in violation of the state requirement of being within sight and sound of children at all times (if a child needs to go to the restroom). The current home occupation code does not allow home occupations to have employees, unless they are a resident and a family member. The commission is seeking approval for in-home childcare facilities only to have the option of one (1) non-resident employee, and requested language be added to clarify an outdoor play area as required by the Childcare Code Section 5.68.030.

Ms. Setters said that it should be noted that the maximum number of children would not change with the code amendment. The maximum number of children in an in-home childcare facility would remain at nine (9), which is established by city code.

Ms. Setters said that allowing one (1) non-resident employee would generate two additional vehicular trips to/from the facility each day which would not have a significant impact on the neighborhood. Home occupations are limited to a maximum of twenty (20) trips per day per section 17.06.720:C. By allowing one non-resident employee, the total trips would still stay within that threshold.

The proposed changes to the Code would only apply to in-home childcare facilities. Other home occupations would not be allowed to have employees other than members of the resident family, except by special use permit as set forth in the existing code.

The proposed code amendment also clarifies that an outdoor play area must be provided for in-home childcare facilities. It is also a slight deviation from other home occupation businesses that are not allowed to operate outdoors, other than for agricultural uses where such uses are permitted.

The proposed code amendment also clarifies that in-home childcare facilities are not allowed to operate in an apartment building or condominium where there is common ownership, unless they obtain a special use permit.

**PURPOSE:**

The purpose of the proposed Home Occupation Code amendments is to come into compliance with the state requirement that all children always have to be within sight and sound of a provider and stay within the mandated ratio. Currently, a home-based provider may not always be able to be within sight and sound. By not allowing a home-based childcare facility the option for one (1) non-resident employee, this would result in a violation of the state requirement.

Ms. Setters concluded her presentation.

**COMMISSION COMMENTS:**

Commissioner Mandel said that she supports efforts to make early childhood care more available and accessible but if they change the code, how much of a burden is it to the providers to do the background checks for the new employee.



Ms. Setters explained that they are already required to do a background check on people who are living in the home and there would be an additional cost but it would be a benefit to be in compliance with the State.

Commissioner Ward asked about licensing requirements for the current day care provider and said that currently there is a licensing requirement for that person and the current process is to allow for family members or someone related to be the second person to help out. Ms. Setters explained that everyone who lives in the home has to have a background check and license, which is called a Non- Provider License. Commissioner Ward asked if the potential nonresident employee has to have the same licensing requirements. Ms. Setters said that is correct, and explained that they would be considered a teacher since they would be alone with the children.

**Public testimony open:**

Iris Siegler, Chairman of the Childcare Commission, said that she also owns a private/home preschool and was the first person to apply for Special Use Permit (SPU) and, at that hearing, asked for an employee. She commented that she is also an in-home caregiver, and that having an employee makes a difference just by having the extra help. She stated that she hoped the commission would vote to approve the request.

Keri Stark, Community Impact Director for United Way of North Idaho, explained that the childcare market in Idaho is estimated to have an impact of \$240 million dollars and over 11,000 jobs, with a decline in childcare by 27.5% and more significant for working families. She asked that the commission approve the request to help provide better care for our children.

Samantha Tuskan, Panhandle Health District, said that she runs the Childcare Resource Center and is also on the Childcare Commission and works with United Way. She commented that she has had the opportunity to work with childcare providers directly as the role of the resource center is to provide direct support with coaching and technical assistance for childcare providers to raise the quality of care and education. She stated that she hoped the commission would approve the request and commented that she has seen the way the childcare providers are suffering because they don't have the support, and that by having help, they can provide better care for children.

Commissioner Fleming asked if the request was approved would they encourage providers to get a backup for their business.

Ms. Tuskan explained that she has on staff a Resource Specialist who has been working on messaging and outreach ideas to support staff in what would be required if they had staff members to work with labor. She added that the State already allows home-based providers to have employees so they have the resources to spread the word to the providers in the Coeur d'Alene area. She added that when she brought the proposed code change to the Childcare Commission it was because they have had home-based providers say they want to be higher quality by having additional staff and are not able to under the current code.

Commissioner Luttrupp asked about the type of ongoing education that will be provided to providers if the code amendment is approved.

Ms. Tuskan explained that the city of Coeur d'Alene requires that childcare providers have ten hours a year of ongoing education. Five of those hours have to be face-to-face in a live class and five can be online. She commented that Idaho Stars, which the childcare resource program falls under, offers scholarships and education reimbursement for those programs.

**Public testimony closed.**

**Motion by Ward, seconded by Mandel, to approve Item O-1-20a. Amendments to Title 17 under**

**Chapter 17.06: VIII; Home Occupation Regulations related to Childcare Facilities. Motion approved.**

ROLL CALL:

Commissioner Fleming	Voted	Aye
Commissioner Ingalls	Voted	Aye
Commissioner Mandel	Voted	Aye
Commissioner Luttrupp	Voted	Aye
Commissioner Ward	Voted	Aye

Motion approved by a 5-0 vote.

*City Council Meeting*



City of  
**Coeur d'Alene**  
IDAHO

*MARCH 3, 2020*

1

**Decision Point:**  
**Amendments to Title 17.06: VIII; Home Occupation Regulations related to Childcare Facilities**



2

## Commission Purpose

- **Oversee rules and regulations of in-home/childcare facilities**
- **Ensure quality childcare**
- **To promote a safe/healthy environment**



3

## Background

- **Seeking to allow home-based childcares one (1) non-resident employee.**
- **Clarification of the outdoor play area.**
- **Clarification of acceptable location without a special use permit.**



4

Home-based childcare services shall include an outdoor play area as required by Municipal Code section 5.68.030; Provided further, in-home childcare facilities shall not be operated in an apartment building or condominium without a special use permit obtained under Chapter 17.09, Article III, of the Municipal Code.



5

**Purpose:**

To come into compliance with the state and city requirements, that all children always have to be within sight and sound of a provider and stay within mandated ratio.



6

## **Decision Point Recommendations:**

**The Childcare Commission and Planning Commission recommend that City Council adopt the proposed code amendments to Municipal Code Sections 17.06.715; 17.06.720; 17.06.725 be adopted.**



7

# Questions?



8

ORDINANCE NO. \_\_\_\_\_  
COUNCIL BILL NO. 20-1002

AN ORDINANCE AMENDING THE CITY CODE, CHAPTER 17 ENTITLED “ZONING,” TO PROVIDE FOR AMENDMENTS TO SECTION VIII “HOME OCCUPATION REGULATIONS,” SPECIFICALLY TO THE FOLLOWING SECTIONS OF THE CITY CODE: 17.06.715: HOME OCCUPATION CERTIFICATE REQUIRED; 17.06.720 (A): CONDITIONS APPLYING TO HOME OCCUPATIONS IN ALL ZONING DISTRICTS; AND 17.06.725: ADDITIONAL CRITERIA FOR CONDUCT OF HOME OCCUPATION IN ALL RESIDENTIAL ZONING DISTRICTS; PROVIDING FOR THE REPEAL OF THE FOLLOWING SECTIONS OF THE CITY CODE; PROVIDING FOR THE REPEAL OF OTHER CONFLICTING ORDINANCES; PROVIDING FOR SEVERABILITY; PROVIDING FOR THE PUBLICATION OF A SUMMARY OF THE ORDINANCE; AND PROVIDING FOR AN EFFECTIVE DATE THEREOF.

WHEREAS, it is deemed by the Mayor and City Council to be in the best interests of the City of Coeur d'Alene that said amendment be adopted;

NOW, THEREFORE,

BE IT ORDAINED, by the Mayor and City Council of the City of Coeur d'Alene:

**SECTION 1.** *That section 17.06.715 of the Coeur d'Alene Municipal Code is amended to read as follows:*

17.06.715: HOME OCCUPATION CERTIFICATE REQUIRED: A home occupation certificate is required for all home occupations conducted within the City. A home occupation certificate shall be issued upon request to all home occupations which meet the conditions set forth in Sections 17.06.720 and/or 17.02.725. The form shall include, but not be limited to, the following information:

- A. Legal description of the property.
- B. Type of use proposed.
- C. Zoning district where located.
- D. Building area involved in use.
- E. Number and residence of people involved.
- F. Proposed alterations to building.
- G. Proposed use of utilities and community facilities, if any.
- H. Proposed material and equipment.
- I. Storage requirements.
- J. Signage.
- K. Anticipated traffic generation.
- L. Use of outdoor space, if any.
- M. Site plan showing property lines, all structures, setbacks and off-street parking. [For childcare services, outdoor play areas must be included.](#)
- N. Floor plan of all buildings used for home occupations.

O. On-street and off-street parking available.

The issuance of the home occupation certificate shall be based upon the above information and the criteria set forth in Sections 17.06.720 and 17.06.725. The fee shall be established by [a Resolution of](#) the City Council.

**SECTION 2.** *That section 17.06.720 (A) of the Coeur d'Alene Municipal Code is amended to read as follows:*

17.06.720: CONDITIONS APPLYING TO HOME OCCUPATIONS IN ALL ZONING DISTRICTS: Home occupations in any zoning district where permitted shall be subject to the following conditions:

A. Conducted Within Residence: A home occupation may be conducted within a principal residence or completely enclosed structures accessory thereto. Home occupations which use the principal residence or completely enclosed accessory structure as a base of operation for permitted activities which occur off site are also allowed subject to the provisions contained in this Chapter. [Provided, childcare services include an outdoor play areas as required by Municipal Code section 5.68.030; Provided further, in-home childcare facilities shall not be operated in an apartment building or condominium without a special use permit obtained under Chapter 17.09, Article III, of the Municipal Code.](#)

**SECTION 3.** *That section 17.06.725 of the Coeur d'Alene Municipal Code is amended to read as follows:*

17.06.725: ADDITIONAL CRITERIA FOR CONDUCT OF HOME OCCUPATION IN ALL RESIDENTIAL ZONING DISTRICTS: Home occupations conducted in any residential zoning district shall be subject to the following conditions, in addition to those specified in Section 17.06.720 of this Chapter:

A. Employment: There shall be no employment of help related to the home occupation other than the members of the resident family; ~~except~~ [Provided, childcare services provided as a home occupation shall be allowed one employee as required by Chapter 5.68 and state law who is not a resident and family member. No other employees shall be allowed except](#) by a special use permit as ~~set forth in~~ [issued pursuant to](#) Chapter 17.09, ~~Article III of this Title~~ [of the Municipal Code.](#)

B. Materials And Equipment: There shall be no use of chemicals in quantities greater than that used in normal household operation or hobby uses, nor shall there be use of material or mechanical equipment which are not part of normal household or hobby uses.

C. Commercial Vehicles: A home occupation shall not involve commercial vehicles for delivery of materials to or from the premises, other than a vehicle not to exceed one ton, owned, rented or leased by the home occupation operator.



D. Storage: A home occupation shall involve no outside storage of materials or supplies for purposes other than those permitted in the zoning district.

E. Use Of Outdoor Space: No space outside of the main or accessory buildings shall be used for home occupation purposes, except those involving agricultural uses where such agricultural uses are permitted [and childcare services for required outdoor play areas](#).

**SECTION 4.** All ordinances and parts of ordinances in conflict with this ordinance are hereby repealed.

**SECTION 5.** The provisions of this ordinance are severable and if any provision, clause, sentence, subsection, word or part thereof is held illegal, invalid, or unconstitutional or inapplicable to any person or circumstance, such illegality, invalidity or unconstitutionality or inapplicability shall not affect or impair any of the remaining provisions, clauses, sentences, subsections, words or parts of this ordinance or their application to other persons or circumstances. It is hereby declared to be the legislative intent that this ordinance would have been adopted if such illegal, invalid or unconstitutional provision, clause sentence, subsection, word, or part had not been included therein.

**SECTION 6.** After its passage and adoption, a summary of this Ordinance, pursuant to the provisions of the Idaho Code, shall be published once in the official newspaper of the City of Coeur d'Alene, and upon such publication this Ordinance shall be in full force and effect.

*Passed under suspension of rules upon which a roll call vote was duly taken and duly enacted an Ordinance of the City of Coeur d'Alene at a regular session of the City Council on March 3, 2020.*

APPROVED, ADOPTED and SIGNED this 3<sup>rd</sup> day of March, 2020.

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Steve Widmyer, Mayor

ATTEST:

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Renata McLeod, City Clerk

SUMMARY OF COEUR D'ALENE ORDINANCE NO. \_\_\_\_\_  
Amending Certain Sections of the City Code regarding  
Home Occupation Regulations for Childcare Facilities

AN ORDINANCE AMENDING THE CITY CODE, CHAPTER 17 ENTITLED "ZONING," TO PROVIDE FOR AMENDMENTS TO SECTION VIII "HOME OCCUPATION REGULATIONS," SPECIFICALLY TO THE FOLLOWING SECTIONS OF THE CITY CODE: 17.06.715: HOME OCCUPATION CERTIFICATE REQUIRED; 17.06.720 (A): CONDITIONS APPLYING TO HOME OCCUPATIONS IN ALL ZONING DISTRICTS; AND 17.06.725: ADDITIONAL CRITERIA FOR CONDUCT OF HOME OCCUPATION IN ALL RESIDENTIAL ZONING DISTRICTS; PROVIDING FOR THE REPEAL OF THE FOLLOWING SECTIONS OF THE CITY CODE; PROVIDING FOR THE REPEAL OF OTHER CONFLICTING ORDINANCES; PROVIDING FOR SEVERABILITY; PROVIDING FOR THE PUBLICATION OF A SUMMARY OF THE ORDINANCE; AND PROVIDING FOR AN EFFECTIVE DATE THEREOF. THE FULL TEXT OF THE SUMMARIZED ORDINANCE NO. \_\_\_\_\_ IS AVAILABLE AT COEUR D'ALENE CITY HALL, 710 E. MULLAN AVENUE, COEUR D'ALENE, IDAHO 83814 IN THE OFFICE OF THE CITY CLERK.

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Renata McLeod, City Clerk

**STATEMENT OF LEGAL ADVISOR**

I, Randall R. Adams, am a Chief Deputy City Attorney for the City of Coeur d'Alene, Idaho. I have examined the attached summary of Coeur d'Alene Ordinance No. \_\_\_\_\_, Amending Chapter 17.06 to the City Code, and find it to be a true and complete summary of said ordinance which provides adequate notice to the public of the context thereof.

DATED this 3rd day of March, 2020.

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Randall R. Adams, Chief Deputy City Attorney



**To:** City Council  
**From:** Kenny Gabriel; Fire Chief  
**Re:** Civil Service Rule Amendments  
**Date:** March 3, 2020

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**Decision Point:** Should the City Council approve the amendments to the Civil Service Rules as approved by the Civil Service Commission?

**History:** The general purpose of the Civil Service Rules is to provide information and standards for the Coeur d'Alene Fire Department Local 710 by assuring all persons in the classified service receive fair and impartial treatment.

The following are the proposed amendments to the Civil Service Rules:

1. Age of applicant at the time of written exam amended from age 19 to age 18;
2. Adding pre-employment drug and alcohol test as part of successful hiring process (this is currently the standard practice, but isn't stated in the rules);
3. Adding the applicant's medical/physical examination will be done by the department's designated physician (this is current standard practice, but isn't stated in the rules);
4. General housekeeping.

The proposed amendments will bring the rules up-to-date regarding the qualifications desired by the Coeur d'Alene Fire Department Local 710, and recommended by the Fire Chief. The Civil Service Rule amendments were reviewed and approved by each of the Civil Service Commission members.

**Financial Analysis:** There are no hard costs associated with these amendments.

**Performance Analysis:** Authorizing these rule amendments will provide consistent and up-to-date standards to apply to the Coeur d'Alene Fire Department.

**Recommendation:** The City Council should approve the amendments to the Civil Service Rules as approved by the Civil Service Commission.

RESOLUTION NO. 20-016

A RESOLUTION OF THE CITY OF COEUR D'ALENE, KOOTENAI COUNTY, IDAHO, APPROVING AMENDMENTS TO THE COEUR D'ALENE CIVIL SERVICE RULES.

WHEREAS, Municipal Code Section 2.68.060 authorizes the Civil Service Commission to promulgate all rules and regulations necessary to carry out the provisions of the Civil Service Law; and

WHEREAS, the Civil Service Commission previously adopted "Civil Service Rules of the Fire Departments of Coeur d'Alene, Idaho" and amendments thereto; and

WHEREAS, the Civil Service Commission has reviewed and recommended additional amendments to the Civil Service Rules as identified on Exhibit "A" hereto and by reference made a part hereof; and

WHEREAS, it is deemed to be in the best interests of the City of Coeur d'Alene and the citizens thereof to approve the amendments to the Civil Service Rules;

NOW THEREFORE,

BE IT RESOLVED by the Mayor and City Council of the City of Coeur d'Alene, that the City authorize the amendments in substantially the form attached hereto as Exhibit "A" and incorporated herein by reference, with the provision that the Mayor, City Administrator, and City Attorney are hereby authorized to modify said Civil Service Rules to the extent the substantive provisions of the Civil Service Rules remain intact.

BE IT FURTHER RESOLVED that the Mayor and City Clerk be, and they hereby are, authorized to execute such amendments on behalf of the City and said amendments to the Coeur d'Alene Civil Service Rules are hereby approved.

DATED this 3<sup>rd</sup> day of March, 2020.

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Steve Widmyer, Mayor

ATTEST:

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Renata McLeod, City Clerk

Motion by \_\_\_\_\_, Seconded by \_\_\_\_\_, to adopt the foregoing resolution.

**ROLL CALL:**

COUNCIL MEMBER ENGLISH	Voted
COUNCIL MEMBER MILLER	Voted
COUNCIL MEMBER GOOKIN	Voted
COUNCIL MEMBER EVANS	Voted
COUNCIL MEMBER MCEVERS	Voted
COUNCIL MEMBER WOOD	Voted

\_\_\_\_\_ was absent. Motion \_\_\_\_\_.

**Section 4.** No portion of these rules shall in any manner whatsoever apply to the positions of Fire Chief or Deputy Chiefs except as specifically provided herein.

### **Rule 3 QUALIFICATIONS**

**Section 1.** An applicant not currently covered by these Civil Service Rules must meet the following criteria:

- (a) Must be a citizen of the United States of America and must be able to read and write the English language.
- (b) Must be a minimum of ~~nineteen~~eighteen (189) years of age at the time of written examination.
- (c) Must successfully pass a background check, pre-employment drug and alcohol test, and a physician's medical/physical examination by the departments designated physician.

**Section 2.** DISQUALIFICATIONS: The City may refuse to examine an applicant, or after examination, to certify an eligible and may remove his/her name from the eligible list for any of the following reasons:

- (a) Dismissal from the Armed Forces for delinquency or misconduct.
- (b) Mental or physical unfitness for the position applied for.
- (c) Dishonest, criminal, immoral or notoriously disgraceful conduct.
- (d) Intentional false statement in any material fact, deception or fraud in securing examination, certification or appointment.

**Section 3.** BURDEN OF PROOF: The burden of proof of good character in all cases shall be upon the applicant and the filing of any certification to that effect shall not debar the City from demanding or obtaining further proof of good character to its full satisfaction.

### **Rule 4 RECRUITMENT APPLICATIONS**

**Section 1.** APPLICATIONS: No person shall be included in the examination process for a position in the classified service until an application is submitted to the Human Resources Department which shall show that the requirements set forth in Rule 2 are met.

**Section 2. ENROLLMENT:** Successful entry-level candidates shall be enrolled upon the "Eligible List" in the order of their general average standing. When two or more eligibles have received the same average rating, the first filing their applications shall have priority.

**Section 3. EXPIRATION OF LISTS:** All persons who have been on the Eligible List for two (2) years without appointment shall be removed therefrom and can only be returned thereto upon regular examination.

**Section 4. APPLICANT ON TWO LISTS:** Applicants may be enrolled on two (2) eligible lists at the same time.

**Section 5. APPOINTEE AND APPLICANT:** Any appointee to a position from the eligible list shall be permitted to hold rank on only one other eligible list.

**Section 6. REMOVALS FROM THE ELIGIBLE LISTS:** The Human Resources Department shall remove the name of an eligible from the list if the eligible has:

- (a) Failed to receive appointment after three (3) certifications.
- (b) Failed to respond to a notice of appointment within four days; however, if the candidate presents satisfactory reasons for such failure to respond within thirty (30) days, the Commission may reinstate his/her name upon the eligible list.
- (c) Been dishonorably discharged from the Armed Forces.
- (d) Or for cause as in Rule 3, ~~Section 4~~.
- (e) Nothing in these rules shall prohibit the City Council from reducing the force employed, but such reduction shall be effected in inverse order of seniority of employment, and any employee who is removed on this account shall be placed at the head of the eligible list.

## **Rule 7 CERTIFICATION**

**Section 1. REQUISITION AND CERTIFICATION:** Whenever a position in the Classified Civil Service is to be filled, the Fire Chief shall request in writing to the Human Resources Director for the certification and list of eligibles, and the Human Resources Director shall, as soon as possible, certify to the Fire Chief the names of five (5) times the number of persons necessary to fill an entry-level firefighter position and three (3) times the number of persons necessary to fill any promotional position. The Human Resources Director shall always certify the persons having the highest standing on the eligible list for the position to be filled; and further that a less number may be certified when there is not the required number on the eligible list. All persons not appointed shall remain on the eligible list in the relative position.



## APPEALS AND HEARINGS

A party aggrieved by the determination of the commission regarding the removal, suspension, demotion or discharge of an employee may appeal therefrom to the District Court of the state of Idaho, in and for the county of Kootenai . The District Court shall thereupon proceed to hear and determine such appeal in a summary manner; provided, however, that such hearing shall be confined to the determination as to whether the judgment or order of removal, discharge, demotion or suspension made by the commission, was made for political or religious reasons or was made in good faith for cause, and no appeal to such court shall be taken except upon such ground or grounds.

### Rule 13

#### GROUND FOR REMOVAL, DISCHARGE OR SUSPENSION

**Section 1.** Each incumbent shall hold office, place, position or employment under the provision of these rules and any such person shall be disciplined pursuant to the progressive discipline standard operating procedures of the department and for violations of the city's personnel rules.

**Section 2.** The classified Civil Service shall consist of all places of employment now existing or hereafter created in under the Fire Department of Coeur d'Alene. No appointment to any of the places of employment in said department shall be made except under and according to law and the rules and regulations of the Civil Service Commission. The Fire Chief and Deputy Fire Chiefs may be appointed from within the classified Civil Service, if replaced for any reason which would not warrant dismissal from the department, shall have the opportunity to be returned to the rank held with the City of Coeur d'Alene Fire Department prior to the time of appointment if there is an open position at the time of replacement or within twelve (12) months and must meet the qualifications of the position.

### Rule 14

#### LAY OFF

**Section 1.** LAY OFF: Whenever it becomes necessary in any department, through lack of work or funds, or for other good causes, to reduce the force in any department or employment, the persons working in such department who was last certified for appointment for such employment shall be the first laid off. Seniority in appointment shall control in lay-off cases. When reductions in work force create a need for demotions, the last person promoted shall be the first person demoted. Demotions shall be to the previously held rank only.

**Section 2.** REINSTATEMENT: The names of persons laid-off in accordance with Section 1 of this rule shall be placed at the head of the eligible list and shall have precedence for reappointment as in Rule 7, [Section 3](#).

### Rule 15

#### REPORTS