

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.

NOTE: A Proclamation by Governor Little, clarified the open meeting laws during this state of emergency, in which no more than 10 people shall physically gather at a time, includes an option for the community to hear the meeting timely through telecommunication devices. Public comment will be taken during that section of the meeting by indicating a raised hand through the Zoom meeting application. Public comments will not be acknowledged during any other time in the meeting. In regards to the Public Hearing item, please sign up in advance of the meeting to be acknowledged to give testimony here: <https://www.cdaid.org/signinpublic/Signinformlist> and participate through the zoom meeting link. Additionally, you may provide public comments to the City Clerk by 4:00 p.m. the day of the hearing at renata@cdaid.org

*The meeting will be aired on Zoom meeting network with the following options:
<https://zoom.us/s/94769910634> Password: 522103 or Dial: US : +1 346 248 7799 or +1 646 518 9805 or 877 853 5257 (Toll Free) or 888 475 4499 (Toll Free)*

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 F - Public Comments** is identified by the Mayor. The Mayor and Council will not normally allow audience participation at any other time.

May 5, 2020: 6:00 p.m.

A. CALL TO ORDER/ROLL CALL

B. INVOCATION: Pastor Pace Hartfield with One Place 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. PRESENTATION:

1. Fire Boat Garage Update

Presented by: Deputy Fire Chief Lucas Pichette

F. 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**

G. ANNOUNCEMENTS:

1. **City Council**
2. **Mayor**

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

1. Approval of Council Minutes for the April 21, 2020 Council Meeting.
2. Approval of Bills as Submitted.
3. Setting of General Services/Public Works Committee meeting for Monday, May 11, 2020 at 12:00 noon.
4. Setting of a public hearing for May 19, 2020 for V-20-02 – Vacation of Lilac Lane right-of-way located in the final plat of Foss Addition.

As Recommended by the City Engineer

5. Approval of outdoor seating permit for the Olympia at 301 Lakeside Avenue

As Recommended by the City Clerk

6. **Resolution No. 20-028 -**

- a. Acceptance of a Sewer Line Easement for the Bluegrass Lodge Apartments

As Recommended by Wastewater Superintendent

I. OTHER BUSINESS:

- 1 **Approval of a Letter of Agreement with NIC for a temporary banner sign over the roadway on Rosenberry Drive.**

Staff Report by: Kelley Setters, Deputy City Clerk

- 2 **Wastewater Treatment Plant Hot Water Loop Repair Change Order No. 1 to Agreement with Apollo, Inc.**

Staff Report by: Mike Becker, Capital Programs Manager

- 3 **Resolution No. 20-029 - Approval of an agreement with Terra Underground, LLC. for construction of the 23rd Street Water Plan -Pursuant to Purchasing Policy Adopted by Resolution No. 17-061 with the addition of a ten percent (10%) contingency, if unknown obstacles are encountered during the project.**

Staff Report by: Kyle Marine, Water Assistant Superintendent

J. PUBLIC HEARINGS: *Please provide written comments in advance of the meeting to renata@cdaid.org or register to testify at: <https://www.cdaid.org/signinpublic/>*

1. Legislative - Substantial amendments to the annual action plan and Citizen Participation Plan for the use of Community Development Block Grant (CDBG) funds for the plan year 2019 to include the new CDBG-CV funds in response to COVID-19. The City's allocation of CDBG-CV funds will be \$199,675.

**Staff Report by: Hilary Anderson, Community Planning Director
and Chelsea Nesbit, CDBG Specialist**

K. EXECUTIVE SESSION: Pursuant to Idaho Code 74-206(1)(c), to acquire an interest in real property which is not owned by a public agency and 74-206(1)(d), to consider records that are exempt from disclosure as provided in chapter 1, title 74, Idaho Code.

1. Setting of a Public Hearing for River's Edge Apartments, LLC's Request for Reconsideration.

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

May 5, 2020

MEMBERS OF THE CITY COUNCIL:
Steve Widmyer, Mayor
Council Members McEvers, English, Evans, Gookin, Miller, Wood

PRESENTATIONS



ANNOUNCEMENTS

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

April 21, 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 April 21, 2020 at 6:00 p.m., there being present upon roll call the following members:

Steve Widmyer, Mayor

Dan Gookin)	Members of Council Present
WoodyMcEvers)	
Christie Wood)	
Dan English)	Participated via Zoom teleconference
Amy Evans)	Participated via Zoom teleconference
Kiki Miller)	Participated via Zoom teleconference

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

INVOCATION: Pastor Jon Anderson with Peace Lutheran Church provided the invocation.

PLEDGE OF ALLEGIANCE: Councilmember Wood led the Pledge of Allegiance.

Fiscal Year 2019-2020 Annual Audit - Toni Hackwith, Anderson Brothers, CPA's provided the city's Fiscal Audit Report for the year ending September 30, 2019. She explained that Idaho State statutes note that the primary purpose of an audit is to assure that the financial statements, in all material respects, fairly state the financial position as of a certain date. Statements conform with GAAP (Generally Accepted Accounting Principles) and Governmental GAAP. She has provided the City with an unmodified opinion, commonly referred to as a clean opinion for the financial statements, internal controls, and compliance. She reviewed the revenue and expenses for the General Fund. Ms. Hackwith explained that the fund balance is used for circumstances when revenue streams are not consistent, and that it is prudent to protect against catastrophic events, uncertainties of state and federal funding, and unnecessary borrowing. The generally recommended benchmark for a fund balance is a percent of regular operating expenses equal to two months, which is 5-15%. The 2019 fund balance for the City was 24%. The proprietary funds were increased due to charges for services. Councilmember Wood asked what the difference was between assigned and unassigned funds within the General Fund. Ms. Hackwith noted that in 2019 there was \$9 million of unassigned and \$25,000 of assigned, and \$891,000 of restricted that cannot be spent for other purposes. Councilmember Wood asked about the investments made by the City and commented that she thought the City could do better. Ms. Hackwith noted that was more of a question for a financial adviser, as the audit is for compliance with state statutes and not to provide recommendations for investments. Councilmember Wood thanked the City staff for a clean audit.

SIX MONTH FINANCIAL UPDATE - City Administrator Troy Tymesen noted that he will bring additional information forward next month regarding projected revenue. He said that most of the departments are on track with personnel expenses for the first six months of this fiscal year. The Finance Department service and supplies line item is at 94% because the ICRMP premium has been paid for the year. The General Government items are at 1265% due to the employee trust being funded. Mayor Widmyer asked if it should be an asset or an expense. Mr. Tymesen explained that it will be a component unit of the City and will be a balance sheet item, which will technically be an asset listed on the balance sheet. The signal on Northwest Boulevard will be a part of the budget amendment and it is still underway. The Street Department had a grader lease that was closed, which is an accounting process for doing a lease. The Building Division has purchased the cars that were budgeted in the capital items line. Councilmember McEvers said that he knows there are impacts from COVID-19, and asked where those will be. Mr. Tymesen explained that he is anticipating several revenue sources will be down including sales tax, building permit revenue, gas sales tax, rental of parks facilities, parking revenue, and wastewater revenue. Liquor sales seem to be doing good. Councilmember Wood asked if the line items that haven't spent much of their budget are waiting for projects to be completed. Mr. Tymesen confirmed that is generally the case, or it is part of the non-essential services such as art projects, so they are delayed. However, the Arts fund is a dedicated fund and must be reserved for that purpose. Mayor Widmyer noted that the reduction in revenue will mean next year's budget will be challenging, especially the forecasting of revenues.

COUNCIL COMMENTS:

Mayor Widmyer announced the "Support Local Gems" initiative sponsored by Senator Risch and in partnership with the Idaho Department of Commerce, Governor Little, AIC, Idaho Commerce Alliance, and other business associations. The program kicks off this Friday, April 24, and is intended to encourage support of local small businesses through the purchase of gift cards, positive online reviews, or ordering take-out food. The COVID pandemic has caused many small businesses to close and/or limit their businesses during this time and they need the community's support. He encouraged the community to support the initiative.

Mayor Widmyer asked for confirmation of the appointments of Scott Rasor and Barry Stearns to the International Board of Appeals and Steven Bloedel to the Urban Forestry Committee

MOTION: Motion by McEvers, seconded by Gookin to appoint Scott Rasor and Barry Stearns to the International Board of Appeals and Steven Bloedel to the Urban Forestry Committee.

Motion carried.

CONSENT CALENDAR:

1. Approval of Council Minutes for the April 7, 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, April 27, 2020 at 12:00 noon.
5. Setting of a Legislative Public Hearing for ZC-1-20- Requested zone change from C-17L to C-17, at 4301 N. Crown Avenue

6. Approval of SS-20-04c – Seven27 Condominiums, Final Plat
7. Approval of SS-20-01c - Cottage Grove Condominiums, Final Plat
8. Approval of a Cemetery Transfer from Warren Phillips to Mark and Karin Bowlin for lots 08,09 Block 6, Section N, Forest Cemetery.
9. **Resolution No. 20-026** - A RESOLUTION OF THE CITY OF COEUR D'ALENE, KOOTENAI COUNTY, IDAHO, DECLARING FIVE POLICE DEPARTMENT VEHICLES AS SURPLUS AND AUTHORIZING THE SALE OF THE VEHICLES AT AUCTION.

MOTION: Motion by McEvers, seconded by Wood, to approve the Consent Calendar as presented, including **Resolution No. 20-026**.

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

ATLAS WATERFRONT PROJECT UPDATE

STAFF REPORT: City Attorney Mike Gridley noted that he will clarify any information regarding the contract transfer and Phil Boyd, with Welch Comer Engineering, Inc. will provide the project update. Mr. Boyd noted that the overall project status is near completion and provided an updated drawing of the project. He noted that Phase I is the next portion of the project, which included the ignite request for proposals from developers. The current proposal included a switch from town homes to single family homes. The area to the west is a commercially zoned area but the proposal did not include the design approved by the PUD, so they requested an amendment to the PUD to allow for the proposed mixed use with the lower level commercial and upper level as residential. During the PUD amendment, they also requested the same change to the eastern area held out to be a restaurant. He presented the recently completed items. He explained how Mount Henk was utilized as fill rather than bringing more expensive fill to the site. This use of fill allowed the roadway work to be done faster and gives ignite a cost savings to move into the contract with Lariviere. They would like to use that contractor for the future phases of the project as they are already mobilized and are familiar with the site and it would expedite the construction of Phase 1. He noted that the waterfront area is continuing to be developed as noted in the agreement.

DISCUSSION: Councilmember McEvers asked if all the parcels were sold. Mr. Boyd noted that none of the parcels have been sold as the process consists of ignite conducting a request for proposals “RFP,” then conducting a negotiation process. As they move closer they would finalize the sale. Councilmember McEvers expressed concern that the Council hasn’t been involved in any changes. Mr. Boyd noted that the Planning Commission brought forward the development standards for the PUD, and they envisioned several different housing product types as they were not sure what the market would drive. They did bring the development standards to the Council, which are being used for the project. The area noted as Area 6 is currently out with a RFP because of the availability of infrastructure. The RFP for the four parcels and Area 6 has already closed. The RFP that closes this Friday is for Area 12 and 13. Mr. Boyd noted that there was not a responsive proposal on Area 12, so they decided to move Areas 12 and 13 forward separately. Councilmember Miller asked if Area 13 was changed from commercial to mixed

used through a PUD modification. Mr. Boyd explained that when they originally outlined land uses, they noted Area 12 and 13 as commercial, and the others were already planned to be mixed use. Councilmember Miller asked if, while they were screening soils at the Mount Henk site, did they agree to use all the material on site or will it be taken elsewhere. Mr. Boyd clarified all material will stay on site and the park area will be the long-term disposal area for soils that can't be used. Councilmember Miller asked who was on the Steering Committee considering the changes for the project. Mr. Boyd noted that the committee includes Councilmember Wood, ignite members Mandel, Anderson, Berns, Metts, and Mr. Tymesen. Councilmember Miller noted that the community is looking for a place to find status updates and timelines. Mr. Berns said he will keep Council informed through City staff and Councilmember Wood, and will align the communication. Councilmember McEvers noted that the Council would like to be better informed as this is a large project they are committed to. Mr. Boyd noted that they are now at a point to review the financial picture and map out with certainty, since they now have firm proposals and can now show the net revenues and how to move forward. They can then bring the financial picture to Council as the next step toward the Financing Agreement. Councilmember Wood noted that the Steering Committee format will be different with a bit more openness as she wasn't sure how much she could share previously, and confirmed she will report on it going forward. Councilmember Miller said that she appreciates the need to make changes within the line, but feels Council should have more information and details as it moves forward. Councilmember Miller asked if the transfer of the contract to ignite would meet the public bid law. Mr. Berns said that they have reviewed it with their legal counsel and the legal answer is that it is allowed under the Idaho code and it is wise to do it for cost savings. Mr. Gridley noted that he concurred with the legal opinion and that the City has done this before, with phased projects. The safeguard is who you are dealing with and, if they are unable to negotiate terms, they can always go out to bid.

Parks and Recreation Director Bill Greenwood said that there were some cost savings and contingency funds within the project. The area near the dog park beach was wet and not useable at that site. The city code triggered a few additional items for stairs and connections within the food truck area. The rockery wall had to be extended at an additional cost. Savings included the soil borrowing, storage building metal siding and roofing material changes, and conventional framing for the storage building. He recommended that remaining funds be used for an irrigation pump station, purple irrigation pipe, porta potties further away from the flush toilets, ADA kayak chute decking and signage, staining the restroom, food truck wall, landscaping to the beach, and swimming area log booms at a total cost of \$305,500.

DISCUSSION CONT.: Councilmember McEvers asked if they had learned lessons from the use of lake water for irrigation at McEuen Park. Mr. Greenwood confirmed that they learned that the type of irrigation heads needs to be changed out so they don't get sand in them and they will have a back-up mechanism in place in case the system goes down. Councilmember McEvers noted that the addition of lawn on the big beach will require additional maintenance through mowing. Mr. Greenwood said that he is looking at a different type of turf grass that will be more drought tolerant, hardier, and will use a soil supplement that will slow down the water needed, which will lead to a minimal amount of mowing. Councilmember Wood said that she walks the area regularly and it is very rocky, and she wondered if there are plans to change it. Mr. Greenwood noted that the contractor will pop out the large rocks and lay smaller fill on the

beach area, and then lay in the soil to the location of the beach and dog park area. Mayor Widmyer noted that the irrigation pump station is a good move and will save expenses over time as it will not use the domestic water source. Councilmember Miller asked about maintenance costs regarding the changed items. Mr. Greenwood explained that the new items will not change the operations budget much, other than the mowing of the grass, which will take approximately 1.5 hours, and savings in water will offset those costs.

MOTION: Motion by McEvers, seconded by Wood to authorize staff to spend the remaining \$15,500 of project funding toward key park elements. **Motion carried.**

RESOLUTION NO. 20-025

A RESOLUTION OF THE CITY OF COEUR D'ALENE, KOOTENAI COUNTY, IDAHO, AUTHORIZING THE ASSIGNMENT OF A CITY OF COEUR D'ALENE CONTRACT WITH LARIVIERE, INC., TO THE COEUR D'ALENE URBAN RENEWAL AGENCY, DBA IGNITE CDA.

MOTION: Motion by Gookin, seconded by English to approve **Resolution No. 20-025** - Authorizing the assignment of a City of Coeur d'Alene contract with LaRiviere, Inc., to the Coeur d'Alene urban renewal agency, dba ignite cda.

DISCUSSION: Mr. Gridley noted that the City had a plan for the waterfront development and trails have been connected, which led to the purchase of the parcel. At the time, staff talked about coming back with hard numbers and determining how the City could pay for it, and that process will include a transfer of property ownership to ignite, with pay back for the original property purchase. Mr. Gridley noted that he believes the item will come forward in May. Councilmember Wood asked if the Land Transfer Agreement and Payback Agreement would come back to Council at the same time. Mr. Gridley confirmed that it is his intent to bring them back at the same time and that as ignite receives revenue, the City would get paid back.

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

RESOLUTION NO. 20-027

A RESOLUTION OF THE CITY OF COEUR D'ALENE, KOOTENAI COUNTY, IDAHO, AUTHORIZING A PROFESSIONAL SERVICES AGREEMENT WITH WELCH-COMER ENGINEERS FOR PHASE II ENGINEERING SERVICES FOR THE NORTHWEST WATER SYSTEM IMPROVEMENTS.

STAFF REPORT: Water Department Director Terry Pickel explained that originally the Huetter Raod right-of-way was looked at as a solution for the transmission mains to get water to where it needs to go through the City. The drilling of Huetter Well has been completed. The water samples for the well came back good, and they moved forward with a request for proposals (RFP) to design and build the well. As they looked at how they need to lay out the system and how they will get the water to the City's General Zone, they determined that while there was

plenty of water production in the upper zone, it did not have enough storage. The General Zone lacks the production capacity but has adequate storage. Initially the new well was intended to supply water to the General Zone. The consultant instead recommended using the new well in the High Zone and possibly converting an existing well to be utilized in the General Zone. The agreement would allow for the engineering of that system improvement. As they talked with Welch Comer, who conducted a model of the system, it demonstrated that the use of the Atlas Well, instead of the Huetter Well, would alleviate pressure concerns, but would be a little more complicated. The \$585,800 cost includes a topographic survey, engineering, bid documents, and the final construction phase of the project. The plan is to place as much of the new main construction along the Prairie and Centennial Trails and a portion along Atlas Road. Mr. Pickel noted that the construction along Atlas Road will be challenging.

MOTION: Motion by McEvers, seconded by Wood to approve **Resolution No. 20-027** - Approving a Contract with Welch Comer and Associates for Phase II Engineer Services for the Northwest Water System Improvements.

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

AMENDMENTS TO THE COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) CITIZEN PARTICIPATION PLAN AND ACTION PLAN FOR PLAN YEAR 2019 TO ACCEPT CDBG COVID-19 FUNDING AND RECOMMENDATION TO STAFF TO NEGOTIATE AN AGREEMENT WITH ST. VINCENT DE PAUL, FAMILY PROMISE AND LAKE CITY CENTER FOR RESPONSE FUNDING.

STAFF REPORT: Community Planning Director Hilary Anderson, and CDBG Specialist Chelsea Nesbit noted that the Federal Government provided the City with \$199,675 in additional CDBG funds for response, preparedness and prevention of COVID-19. The direction from HUD is to update the citizen participation plan and amend the Plan Year 2019 Action Plan. Ms. Anderson reviewed the funding budget proposed for the amendment. She explained how they propose to move the funds forward that will relate to COVID response, as required by HUD. She reviewed the requests from St. Vincent de Paul, Family Promise and Lake City Center as urgent needs to prevent and respond to homeless needs and expansion of the Meals on Wheels program. In the agreements there will be very specific requirements such as copies of invoices, timesheets, verification that there is no duplication of funding, performance reviews, and monitoring. The remaining funds, minus administration costs, provide for \$85,965 in remaining funds to be further allocated.

DISCUSSION: Councilmember English noted that during the presentation it hit him that his church was one that supported Family Promise, but that is no longer available and he understands it is a critical need. Councilmember McEvers asked if all 20% of administration funding would be needed. Ms. Anderson explained that it is the maximum allowed by the grant. As they reviewed the additional hours needed to manage the new grant awards, it was determined that approximately \$11,000 will be needed, and the remaining amount can go toward grants. Councilmember Gookin expressed concern about distribution of some of the funds now, while there are ten others that have made requests and it seems that St. Vincent's gets the lion's

share. He would like to see what the other requests are before finalizing the decision. Ms. Anderson noted that the \$46,000 requested by St. Vincent's is only if it is needed for sheltering homeless that are needed to shelter due to waiting for testing or having tested positive. Panhandle Health District has recommended the community have a plan for homeless infection and for food services. Ms. Anderson noted that 139 people were contacted on the stakeholder list and they were given a week to respond to the request. Mayor Widmyer asked when Ms. Anderson would be bringing forward the other applications. Ms. Anderson noted that she would bring them forward at the next Council meeting and they will need to meet HUD eligibly requirements. Mayor Widmyer said that there is a need to reserve funds for positive tests and/or 14-day quarantine requests for the homeless population; however, the City could reserve a quarter of the funds and request that they come back thereafter. Ms. Anderson noted that the agreement could be set up to review the need monthly and, after a certain period, if the funds are not used they could be turned back to fund other requests. Councilmember Wood asked what staff used as review criteria and commented that it would be good to provide that to Council. She noted that she knew the college put in a request that was very well done and they want to help other small businesses and produce P.P.E. (Personal Protection Equipment) Ms. Anderson noted that there were other criteria, specifically regarding the eligibility for COVID 19 response, prevention and preparedness, and they will continue to use the basic community opportunity grant criteria and are looking at the criteria recently used by United Way. Ms. Nesbit noted that the organizations requesting funds must prove they have the capacity to manage federal funds, the urgency of the need, readiness of the project, and how well-defined the project and the partnerships are to carry out a project. Specifically, HUD states that no other funding source can be available, in a duplicate way, and leveraging is an option.

MOTION: Motion by English, seconded by Gookin to approve amendments to the Community Development Block Grant (CDBG) Citizen Participation Plan and Action Plan for Plan Year 2019 to accept CDBG COVID-19 Funding and recommendation to staff to negotiate an agreement with St. Vincent de Paul for \$24,000, Family Promise for \$12,000, and Lake City Center for \$3,685.92, for response funding.

DISCUSSION: Councilmember Miller asked if the administrative funds could be made available to other grants if they aren't needed during this period of time. Municipal Services Director Renata McLeod noted that they are still reviewing grants and needs of the City and would request Council wait until that review time before making that recommendation. Councilmember McEvers noted that he would not vote due to his connection with the Lake City Center. Councilmember Gookin said that he agreed with the proposed motion for St. Vincent to provide hard shelter for two people.

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

APPROVAL OF TEMPORARY JOB DUTIES FOR A COVID-19 PROJECT COORDINATOR POSITION.

STAFF REPORT: Human Resources Director Melissa Tosi noted that the proposed job description includes the main duties to assist departments with inter-department

communications, community interactions, research and recommendation of policies, and facility management specifically related to COVID-19. The position is estimated to be needed for 6-12 months, based on the need within the community. The position would directly report to the City Administrator. She clarified that they are looking for a funding source but also looking for direction from Council to confirm they should move forward.

MOTION: Motion by Evans, seconded by Miller to approve temporary job duties for a COVID-19 Project Coordinator position.

DISCUSSION: Councilmember Gookin asked for clarification regarding the funding source. Ms. Tosi noted that there is no current funding source. They are trying to anticipate needs as things come forward, including the tracking of expenses and what they might need help with going forward. Mr. Tymesen reiterated that the funding source is not identified; however, staff is looking for outside sources, such as CDBG, FEMA, or other outside funds that may arise. If Council is supportive, staff will continue to seek funds and bring a contract forward. Ms. Tosi noted that the job description was updated two years ago, as a Project Coordinator position, so they used that for the position, with a specific focus on COVID-related items, with the inclusion of the PIO (Public Information Officer) duties. Councilmember Gookin said that there are three firefighters on light duty, and suggested that they be used for this focus. Ms. Tosi noted that the Fire Department has been using their staffing for some response to COVID, and the other two are temporary light duty and are coming back to regular work quickly. Councilmember Gookin said that it seems like existing staff are available and the City could take advantage of the FEMA funds for paying for staffing of the position. Mayor Widmyer noted that the City has not identified a person for the position, but feels that it is important to have a central point of contact. He noted that there are a lot of staff spending blocks of time not focused on their basic job duties. This proposed person would work with all Department Heads and the Mayor noted that the City will have changes in how it operates going forward. Councilmember Wood said that she understands the City has a need to have someone looking at this and likes the idea of having a first responder fill the roll. She commented that she doesn't feel that the CDBG funds should be used for this type of position but, rather, should be used for community projects. She said that she would like assurance that if funds were found, the item would come back before Council before the person was hired. Ms. Tosi said that they were trying to avoid a contract employee category, so they would be paid salary, and they can certainly come back once funds are identified.

Councilmember English said that this is a small amount in the overall budget, and the City has doubled the fund balance as recommended, and he feels that the position is needed and could be paid for from the Fund Balance. Councilmember McEvers said that, as a government organization, everyone is contributing and that is what we do when something bad happens. He believes the City has done well and doesn't understand bringing a new person coming in, considering how long it will take them to get up to speed, and why the position is needed. Mayor Widmyer noted that the situation is huge and will affect how every department operates, including public safety. The idea for the position was to bring someone in, hopefully familiar with the City's operations, and get them in quickly as the situation changes every day. The estimated cost is \$30,000 for six months, not with the intent to be a permanent position. It could be a tool to be used and if there were funding from FEMA, that would be the source they would

prefer to use. Mayor Widmyer also noted that the person can help with grant writing, and he wants to be ahead of the game. Ms. Tosi noted that the position would be getting communication out to staff and the community, which has been difficult as everything changes so quickly. Councilmember Wood asked for clarification that it would come back to Council when funds are identified, along with the final job description. Councilmember Miller said that she felt that the City was late in getting the position funded and that the City needs to move forward with this, and that the situation could be larger if they wait as things are changing by the day and the hour. She noted that it may be a moot point if we don't fill the position as soon as possible. Councilmember Gookin said that it seems that finding funds, finding a person, and getting them up to speed would not occur at the speed of light. It is more realistic to think about it in terms of weeks and they don't know what it looks like. He noted that he will vote no because he believes they should use an existing employee. Councilmember Wood said that she shares the concern but will vote yes, as it is exploratory, and does support using an existing staff person, and doesn't want to tie staff's hands. Councilmember McEvers noted that past public relations personnel took a long time to learn the ropes, so an internal candidate would be the best bet. He noted that the position would take pressure off the Mayor and City Administration and he would support it.

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

QUASI-JUDICIAL PUBLIC HEARING EXCHANGE REAL PROPERTY WITH ACTIVE WEST DEVELOPERS, OF CITY OWNED LAND ON BLACKWELL ISLAND FOR PARCELS 3 & 4 OF THE FORMER UNION PACIFIC RAILROAD RIGHT-OF-WAY BETWEEN LACROSSE AVENUE AND LAKEWOOD DRIVE.

STAFF REPORT: Mr. Gridley that the City owns property on Blackwell Island as part of the right-of way on Highway 95. The access out of Riverstone at Lacrosse to Lakewood Drive has been a priority for the City. The proposed exchange will provide the city with the land to be able to complete the access. **PUBLIC COMMENTS:** Mayor Widmyer called for public comments and, hearing none, public comments were closed.

DISCUSSION: Councilmember Wood said that she felt that opening the traffic flow would make traffic flow better and citizens happier. Mr. Gridley noted that it will also provide improved access to future public space and trails. Councilmember Miller asked if the neighboring property owners were notified of the exchange. Mr. Gridley said that they were not notified any differently from the general public. Councilmember Miller said that the last time this item came to Council the public was not in favor of the City surplusing waterfront property the City owns. However, the City now owns extensive waterfront at Atlas, so it may not be as much of an issue as in the past.

MOTION: Motion by McEvers, seconded by English, to approve the exchange of real property with Active West Developers, of City-owned land on Blackwell Island for Parcels 3 & 4 of the former Union Pacific Railroad right-of-way between Lacrosse Avenue and Lakewood Drive and direct staff to complete the exchange of property pursuant to the terms of the applicable purchase and sales agreements.

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

ADJOURNMENT: Motion by McEvers, seconded by Miller that there being no other business this meeting be adjourned. **Motion carried.**
The meeting adjourned at 8:46 p.m.

Steve Widmyer, Mayor

ATTEST:

Renata McLeod, CMC
City Clerk

CITY COUNCIL MEETING

STAFF REPORT

DATE: May 5, 2020
FROM: Dennis J. Grant, Streets & Engineering Project Manager
SUBJECT: **V-20-02, Vacation of Lilac Lane right-of-way located in the final plat of Foss Addition in the City of Coeur d'Alene.**

DECISION POINT

The applicant, Lilac Glen, LLC, is requesting the vacation of right-of-way located in the final plat of Foss Addition. The general location is east of I-90 and north of Sherman Avenue.

HISTORY

The requested right of way was originally dedicated to the City of Coeur d'Alene in the Foss Addition plat in 1957.

FINANCIAL ANALYSIS

The vacation of the requested right-of-way would not have any financial impact on the City.

PERFORMANCE ANALYSIS

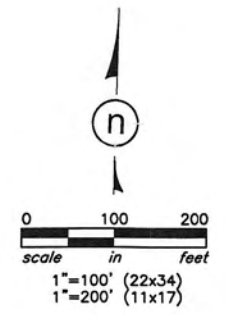
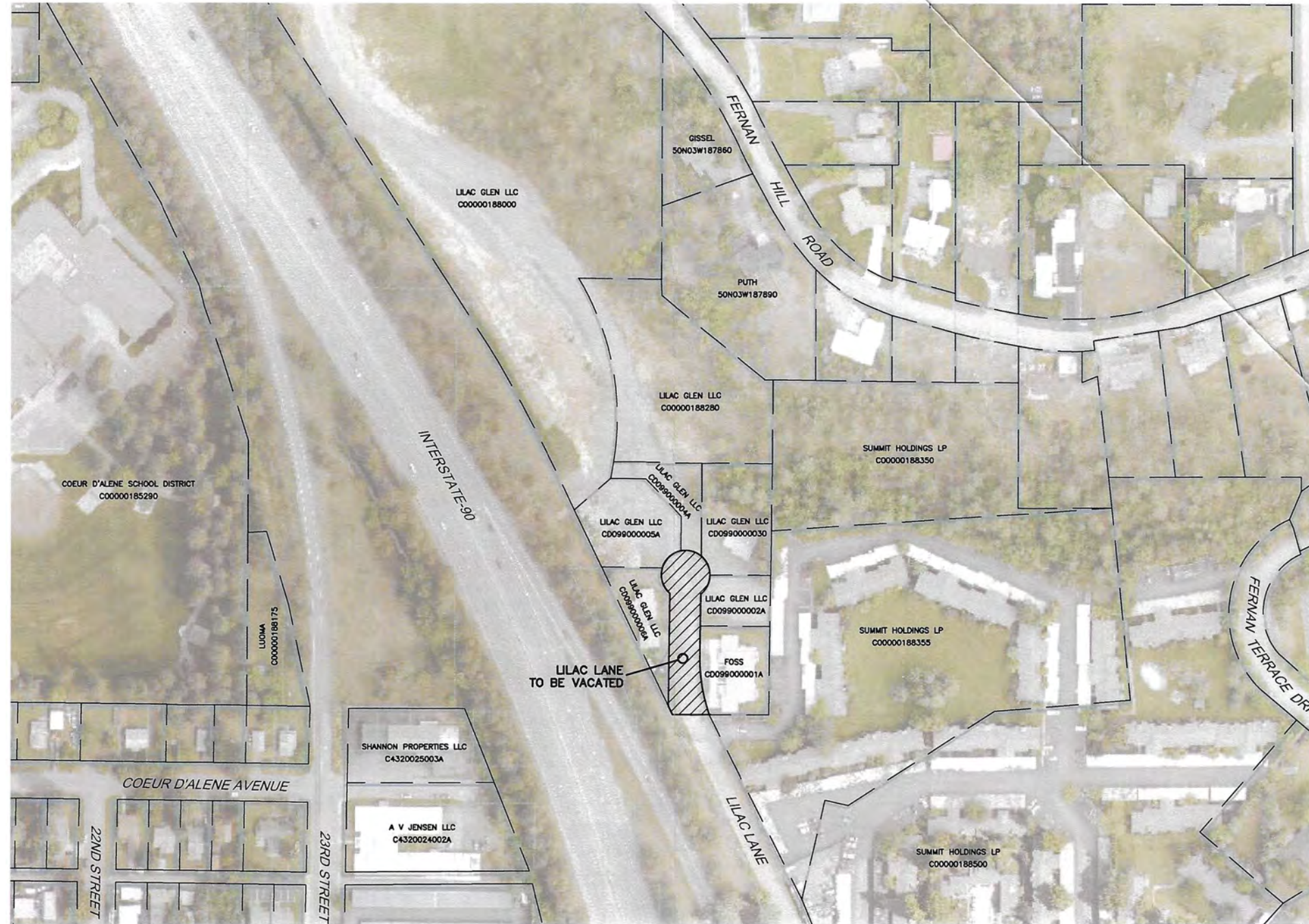
The purpose of this request is to vacate Lilac Lane as recorded on the plat of Foss Addition. This will allow the developer of the Lilac Glenn subdivision to proceed with the recordation of their plat. The reason for the requested right of way vacation is to reconfigure Lilac Lane thru the Lilac Glenn Subdivision plat. The Development Review Team was informed about this vacation.

RECOMMENDATION

Staff recommends to the Council to proceed with the vacation process as outlined in Idaho Code Section 50-1306 and recommends the setting of a public hearing for the item on May 19, 2020.

LILAC LANE RIGHT OF WAY VACATION

A parcel of land located in Section 18, Township 50 North, Range 03 West,
Boise Meridian, Kootenai County, City of Coeur d'Alene, Idaho



SURVEYORS • ENGINEERS
7600 N. Mineral Dr., Ste. 900
Coeur d'Alene, Idaho 83815
Phone: (208) 772-6600
Fax: (208) 772-6619
www.h2survey.com

SURVEYED	H2
DESIGNED	H2
DRAWN	SLM
CHECKED	SLM



REVISIONS

LILAC LANE
RIGHT-OF-WAY VACATION EXHIBIT
CITY OF COEUR D'ALENE, IDAHO

EXHIBIT ONLY

SHEET #	exhibit
PROJECT #	2014-210
DATE	4-17-2020

LILAC GLEN

A PARCEL OF LAND LOCATED IN THE NORTHWEST QUARTER OF THE SOUTHEAST QUARTER AND THE NORTHEAST QUARTER OF THE SOUTHWEST QUARTER OF SECTION 18, TOWNSHIP 50 NORTH, RANGE 3 WEST, BOISE MERIDIAN, CITY OF COEUR D'ALENE, KOOTENAI COUNTY, IDAHO

BOOK _____, PAGE _____
INSTRUMENT # _____

BASIS OF BEARINGS

THE WEST LINE OF THE SOUTH EAST QUARTER OF SECTION 18, BEARS NORTH 00°48'00" WEST 2683.50 FEET, AS SHOWN ON R2.

RECORD INFORMATION

- R1 - PLAT OF FOSS ADDITION, RECORDS OF KOOTENAI COUNTY, IDAHO, RECORDED AT BOOK D, PAGE 99 OF PLATS
- R2 - RECORD OF SURVEY, BOOK 27, PAGE 140, INSTRUMENT #2335096000, RECORDS OF KOOTENAI COUNTY, IDAHO
- D1 - WARRANTY DEED RECORDED UNDER INSTR. NO. 2676322000, RECORDS OF KOOTENAI COUNTY, IDAHO

LINE TABLE

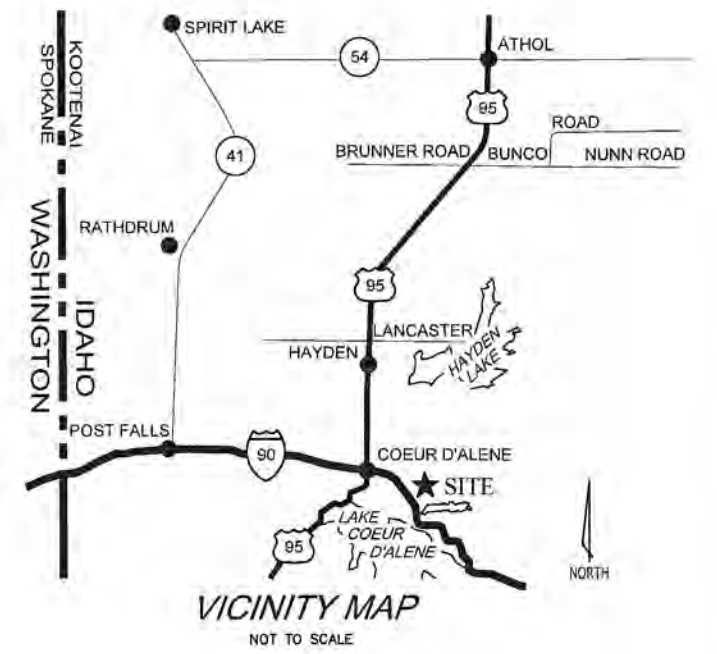
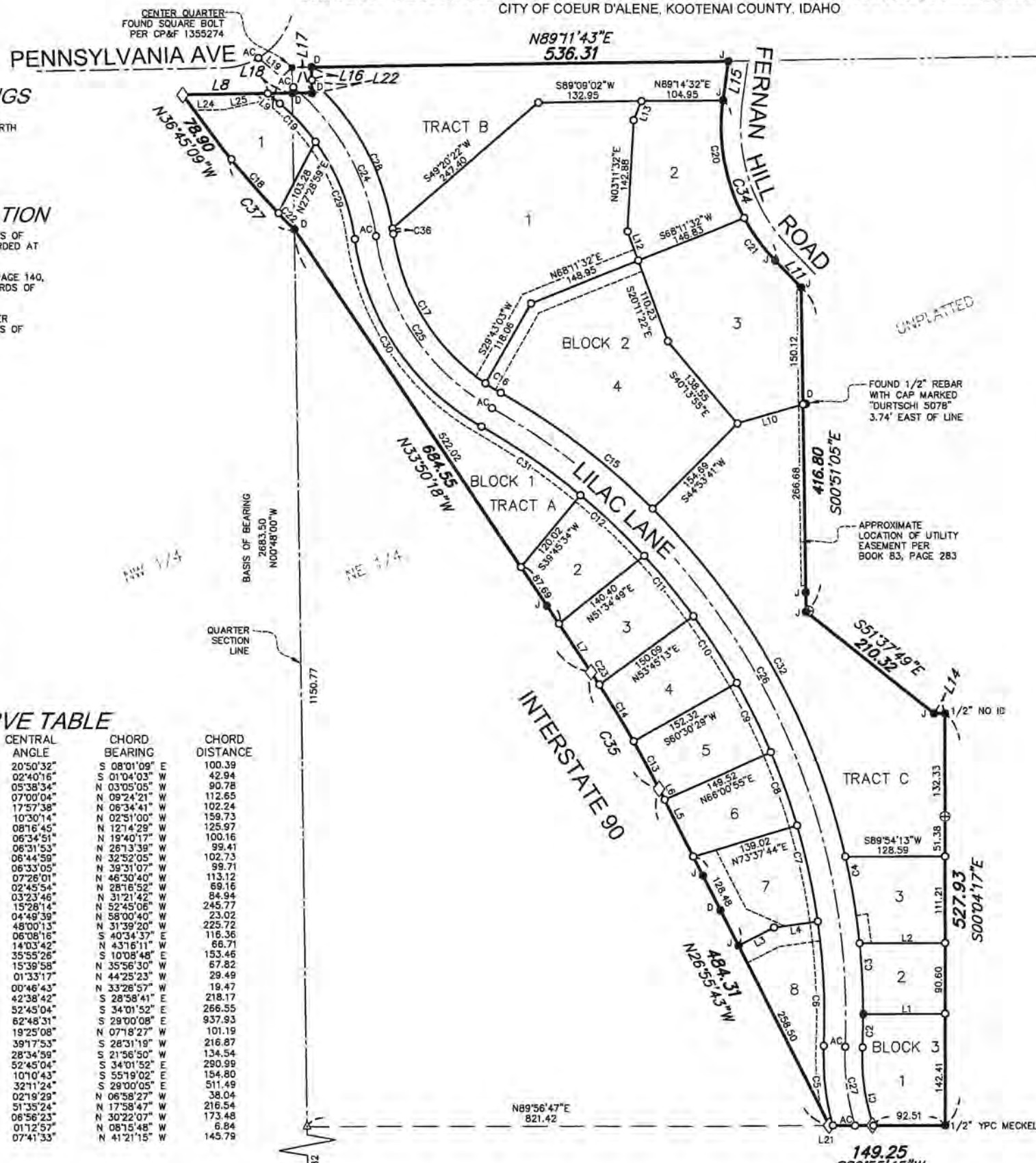
LINE	BEARING	DISTANCE
L1	S 89°54'02" W	105.54
L2	S 89°55'36" W	110.31
L3	N 63°17'07" E	51.00
L4	N 82°12'52" E	56.88
L5	S 26°55'43" E	81.56
L6	S 26°55'43" E	15.77
L7	N 33°50'18" W	74.84
L8	S 89°12'42" W	109.31
L9	N 50°18'02" W	20.19
L10	N 73°59'44" E	87.53
L11	N 43°52'56" W	48.05
L12	N 20°06'09" W	39.58
L13	N 22°16'55" W	26.36
L14	N 89°47'57" E	14.17
L15	S 07°54'42" W	50.36
L16	N 00°48'00" W	16.34
L17	N 89°19'33" E	24.93
L18	N 89°08'51" E	31.87
L19	S 50°18'02" E	58.45
L20	N 81°51'48" E	15.00
L21	N 89°55'45" E	4.49
L22	N 00°48'00" W	16.96
L23	N 36°45'09" W	24.71
L24	N 89°12'24" E	37.90
L25	N 77°36'28" E	66.10

CURVE TABLE

CURVE	ARC DISTANCE	RADIUS	CENTRAL ANGLE	CHORD BEARING	CHORD DISTANCE
C1	100.94	277.50	20°50'32"	S 08°01'09" E	100.39
C2	42.94	921.08	02°40'16"	S 01°04'03" W	42.94
C3	90.81	922.14	05°38'34"	N 03°05'05" W	90.78
C4	112.72	922.50	07°00'04"	N 09°24'21" W	112.65
C5	102.86	327.50	17°57'38"	N 06°34'41" W	102.24
C6	159.98	872.50	10°30'14"	N 02°51'00" W	159.73
C7	128.07	872.50	08°16'45"	N 12°14'29" W	125.97
C8	100.21	872.50	06°34'51"	N 19°40'17" W	100.16
C9	99.46	872.50	06°31'53"	N 26°13'39" W	99.41
C10	102.79	872.50	06°44'59"	N 32°52'05" W	102.73
C11	99.76	872.50	06°33'05"	N 39°31'07" W	99.71
C12	113.20	872.50	07°26'01"	N 46°30'40" W	113.12
C13	89.16	1433.20	02°45'54"	N 28°16'52" W	89.16
C14	84.95	1433.20	03°23'46"	N 31°21'42" W	84.94
C15	246.52	912.99	15°28'14"	N 52°45'06" W	245.77
C16	23.03	273.31	04°49'39"	N 58°00'40" W	23.02
C17	232.46	277.46	48°00'13"	N 31°39'20" W	225.72
C18	116.41	1086.70	06°08'16"	S 40°34'37" E	116.36
C19	66.88	272.50	14°03'42"	N 43°16'11" W	66.71
C20	156.00	248.81	35°55'26"	S 10°08'48" E	153.46
C21	68.03	248.81	15°39'58"	N 35°56'30" W	67.82
C22	29.49	1086.70	01°33'17"	N 44°25'23" W	29.49
C23	19.47	1433.20	00°46'43"	N 33°26'57" W	19.47
C24	223.29	300.00	42°38'42"	S 28°58'41" E	218.17
C25	278.20	300.00	52°45'04"	S 34°01'52" E	266.55
C26	986.60	900.00	62°48'31"	S 29°00'08" E	937.93
C27	101.68	300.00	18°25'08"	N 07°18'27" W	101.19
C28	221.18	322.50	39°17'53"	S 28°31'19" W	216.87
C29	135.94	272.50	28°34'59"	S 21°56'50" W	134.54
C30	301.52	327.50	52°45'04"	S 34°01'52" E	290.99
C31	155.00	872.50	10°10'43"	S 55°19'02" E	154.80
C32	518.28	922.50	32°11'24"	S 29°00'05" E	511.49
C33	38.04	937.50	02°19'29"	N 06°58'27" W	38.04
C34	224.03	248.81	51°35'24"	N 17°58'47" W	216.54
C35	173.59	1433.20	08°56'23"	N 30°22'07" W	173.48
C36	6.84	322.50	01°12'57"	N 08°15'48" W	6.84
C37	145.90	1086.70	07°41'33"	N 41°21'15" W	145.79



QUARTER CORNER
FOUND 2.5" ZINC
CAP PLS 772 PER
CP&F 2032368000



LEGEND

- △ = CALCULATED POINT (NOTHING FOUND OR SET)
- = FOUND 5/8" REBAR WITH PLASTIC CAP MARKED "H2 PLS 12110" (UNLESS OTHERWISE NOTED)
- = FOUND 5/8" REBAR WITH PLASTIC CAP MARKED "PLS 12463"
- = FOUND 1/2" REBAR WITH PLASTIC CAP MARKED "DURTSCHI 5078"
- = FOUND 2 1/2" ZINC CAP
- ◇ = FOUND 3 1/2" IDAHO STATE HIGHWAY RIGHT OF WAY BRASS CAP
- ⊕ = FOUND 3/4" IRON PIPE
- = FOUND SQUARE BOLT
- = SET 5/8" X 30" REBAR WITH CAP MARKED "H2 PLS 12110"
- = SET 5/8" X 30" REBAR WITH 2" ALUMINUM CAP MARKED "H2 PLS 12110"
- AC ○ = SET 5/8" X 30" REBAR WITH 2" ALUMINUM CAP MARKED "H2 PLS 12110"
- = BOUNDARY LINE
- = LOT LINE
- = SECTION LINE
- = QUARTER SECTION LINE
- - - = EASEMENT LINE

PROFESSIONAL LAND SURVEYOR
STATE OF IDAHO
SHERRITA A. BAGLEY

n

0 100 200
scale in feet
1"=100'

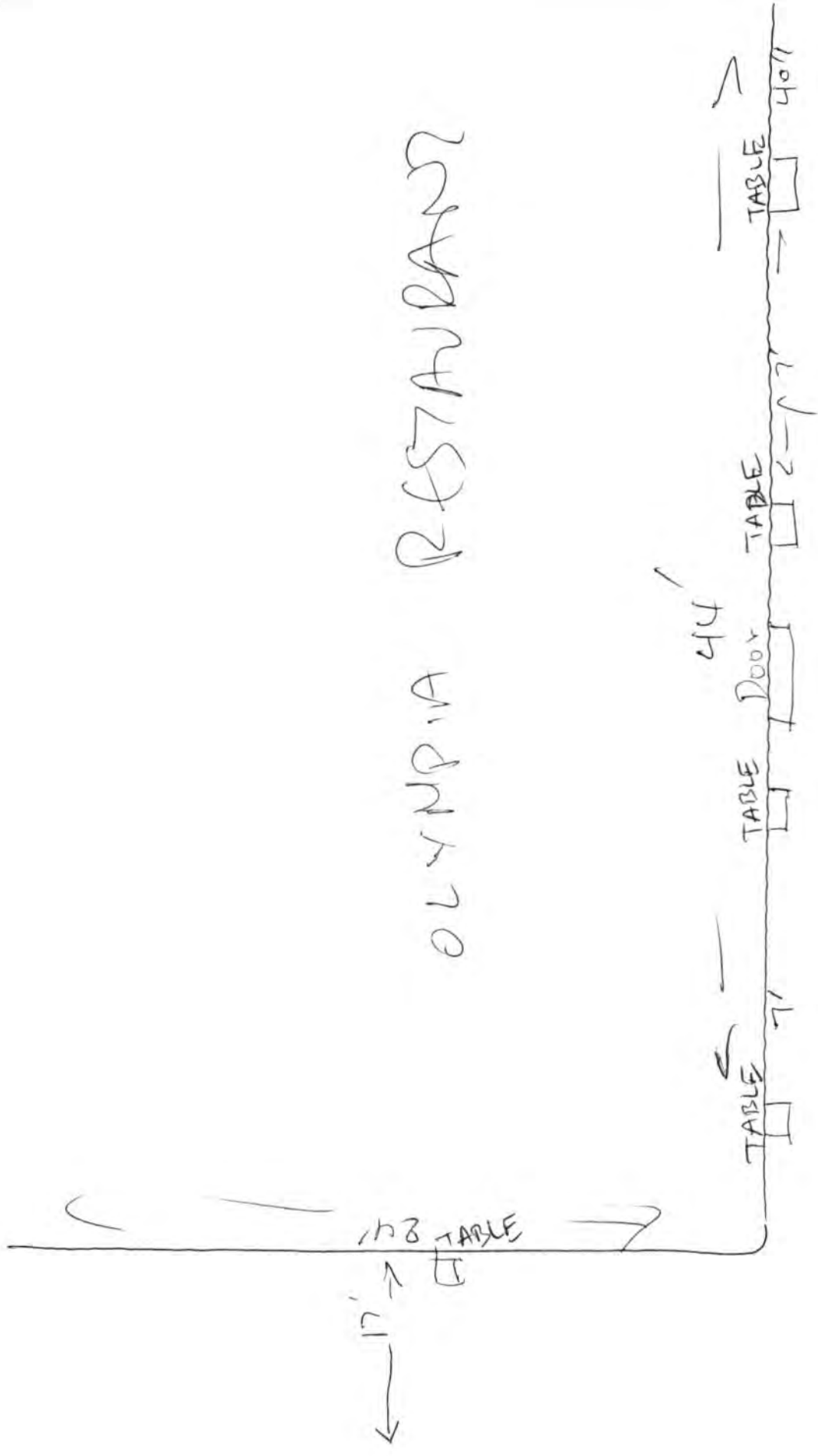
7600 N. MINERAL DR., STE. 900 COEUR D'ALENE ID. 83815
PHONE: (208) 772-8600 + FAX: (208) 772-6619
WWW.H2SURVEY.COM

DATE: OCTOBER, 2018
PROJECT NUMBER: 2014-210

SHEET 1 OF 4

3rd Street

OLYMPIA RESTAURANT



Lakeside Ave.

01



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
04/29/2020

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must have **ADDITIONAL INSURED** provisions or be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER ISU Insurance Services Haddock & Associates 1311 Northwood Center Court Coeur d'Alene ID 83814	CONTACT NAME: Cheri Robbins PHONE (A/C No, Ext): (208)664-9783 FAX (A/C No): (208)664-9870 E-MAIL ADDRESS: cherir@isu-haddock.com														
INSURED Olympia LLC (The) 301 E Lakeside Coeur d'Alene ID 83814	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="text-align: center;">INSURER(S) AFFORDING COVERAGE</th> <th style="text-align: center;">NAIC #</th> </tr> <tr> <td>INSURER A : American Hallmark Insurance Services</td> <td style="text-align: center;">43494</td> </tr> <tr> <td>INSURER B :</td> <td></td> </tr> <tr> <td>INSURER C :</td> <td></td> </tr> <tr> <td>INSURER D :</td> <td></td> </tr> <tr> <td>INSURER E :</td> <td></td> </tr> <tr> <td>INSURER F :</td> <td></td> </tr> </table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A : American Hallmark Insurance Services	43494	INSURER B :		INSURER C :		INSURER D :		INSURER E :		INSURER F :	
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INSURER D :															
INSURER E :															
INSURER F :															

COVERAGES **CERTIFICATE NUMBER:** CL1861515658 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	Y		44PB501786	06/14/2019	06/14/2020	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 Hired Automobile Liability \$ 1,000,000
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y / N	N / A				PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
 The certificate holder is hereby named as additional insured with respect to all operations of the named insured.

CERTIFICATE HOLDER

CANCELLATION

City of Coeur d'Alene Parks Dept 710 E Mullan Ave Coeur d'Alene ID 83814	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
--	---



City of Coeur d'Alene

Municipal Services Department

City Hall, 710 E. Mullan Avenue
Coeur d'Alene, Idaho 83814
(208)769-2229 or Fax (208)769-2237
ksetters@cdaid.org

OUTDOOR EATING FACILITY ENCROACHMENT APPLICATION

Valid March 17 - Nov 1 Annually

New applications or renewals with changes will be submitted to City Council for approval.

The application must be received in the Customer Service Center a minimum of seven (7) days prior to a City Council meeting (first and third Tuesday of each month). Payments are due with the application.

Please mark the appropriate seating location below:

[] Seating on Private Property

[] Seating on Public Right of Way

*Encroachment Permit and additional insurance required

Name of Eating Establishment: OLYMPIA Restaurant
Applicant's Name: Evanthia Itskos
Contact Person: Eva Itskos
Phone Number: 208 964 5238
Phone Number: 208 666 9495
Email: eitkos@gmail.com
Mailing Address: 301 E Lakeside Ave
Physical Address: same
City/State/Zip: Coeur d'Alene, ID 83814
City/State/Zip: - - -

Completed Application Change in ownership or type of use?
[X] New [] Renewal
[] No [] Yes
Please specify

Do you hold a current State of Idaho Kootenai County and City of CDA alcohol license?
[] No [X] Yes No serving outside

If yes, on your State of Idaho alcohol license do you have a restaurant designation?
[X] No [] Yes

Is anyone under the age of 21 allowed in the area inside your establishment where alcohol is served?
[X] No [] Yes

What hours/days is the full menu available? Start 11 AM End 8 PM Days 6 MONDAY - SATURDAY

Please supply a proposed site/seating plan, which is subject to approval and includes the following:

- [] Show table sizes and chair placement, distance from building (side street 24" tables maximum). NA
[X] Show distance to any tree, grate, bench, light post, bicycle rack, news rack, etc. - 48"
[X] What is width of sidewalk from property line to curb?
[X] Please show location of refuse receptacle and disposal of cigarette remains.
[X] If within the City sidewalk or City property, provide a Certificate of Liability Insurance naming the City as additional insured (\$1,000,000).
[X] If within the City sidewalk or City property, complete a signed encroachment application.

FEEES

Number of Seats x \$22.13 per seat (Sewer Cap Fee) 10 CHAIRS = \$ 0
**Fee required if not previously included in your original sewer rate seat count.*
If located on sidewalk or City property, the encroachment fee is \$125.00. Included in ORIGINAL SEAT COUNT.
+ \$ 125.00
TOTAL DUE \$ 125.00

If this is new or a renewal of permit with any changes to site plan or ownership, submit documentation. Please include the following, if within City sidewalk or City-owned property :

- NA If serving alcohol, submit a site plan indicating proposed location of posts, type of barrier between posts, measurements from posts, and barriers to any obstacles including curbs, trees, grates, benches, etc.
- NA Mark sidewalk for placement of posts and have the City team inspect and approve markings prior to installation
- NA Have sidewalk cored and posts installed with caps for winter, at owners expense, after obtaining City Council approval (see attached policy)
- YES Signs installed at exits

I have read the outdoor eating policy, and agree to abide by the regulations of the City. Further, I understand that no alcohol may be served at outdoor eating tables placed on City property after 10 p.m.

[Signature] [Signature] 4/29/20
Applicant Signature Date

Internal Use Only

Reviewed and approved on: _____ By: _____
Issued By: _____ Date: _____
Conditions: _____
Denied due to: _____
Date: _____

CITY OF COEUR D'ALENE
710 E. Mullan Avenue
Coeur d'Alene, ID 83814-3958
(208) 769-2229

HOLD HARMLESS AGREEMENT

I (WE) (APPLICANT) Evanthia Ihsos

IN CONSIDERATION FOR AN OUTDOOR EATING PERMIT LOCATED AT

(ADDRESS) 301 E. Lakeside Ave Coeur d'Alene, ID 83814

HEREBY AGREES TO SAVE AN HOLD THE CITY OF COEUR D'ALENE HARMLESS FROM ALL CLAIMS FOR PROPERTY DAMAGE, BODILY OR PERSONAL INJURY, DEATH, OR OTHER LOSS OR DAMAGE RESULTING FROM THE ACTIONS OR OMISSIONS OF

APPLICANT: The olympia LLC

DOING BUSINESS AS: Olympia Restaurant

HIS/HER AGENTS, EMPLOYEES, OR ASSIGNS, IN THE OPERATION, MAINTENANCE, OR PERFORMANCE OF THIS OUTDOOR EATING PERMIT ON CITY PROPERTY OR PUBLIC RIGHT-OF-WAY IN THE CITY OF COEUR D'ALENE, KOOTENAI COUNTY, IDAHO.

The olympia LLC
NAME OF BUSINESS

Eva Ihsos 4/29/20
SIGNATURE DATE

Managing Member
TITLE

RESOLUTION NO. 20-028

A RESOLUTION OF THE CITY OF COEUR D'ALENE, KOOTENAI COUNTY, IDAHO, ACCEPTING A UTILITY EASEMENT FOR A SEWER LINE FROM COPPER BASIN CONSTRUCTION, INC.

WHEREAS, it has been recommended that the City of Coeur d'Alene accept a Utility Easement for a Sewer Line from Copper Basin Construction, Inc.; and

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

NOW, THEREFORE,

BE IT RESOLVED by the Mayor and City Council of the City of Coeur d'Alene that the City accept a Utility Easement for a Sewer Line from Copper Basin Construction, Inc., as set forth 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 such easement so long as the substantive provisions of the easement remain intact.

BE IT FURTHER RESOLVED that the Mayor and City Clerk be and they are hereby authorized to accept such easement on behalf of the City.

DATED this 5th day of May, 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 _____.

UTILITY EASEMENT FOR SEWER LINE

KNOW ALL MEN BY THESE PRESENTS, that **Copper Basin Construction, Inc.**, whose address is **PO Box 949, Hayden, Idaho, 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 sanitary sewer line and appurtenances, twenty (20) feet in total width, as measured from and centered over the centerline of the pipe and described as follows, over and through the following described property:

SEE ATTACHED EXHIBIT A AND EXHIBIT A-1.

The **GRANTOR** agrees to keep the above described easement clear of all buildings, structures, deep rooted flora, and other obstructions, not to include the storage of removable items.

The **GRANTOR** further agrees that no other easement shall be granted on, under, or over this easement without obtaining the prior written consent of **GRANTEE**.

The **GRANTOR** agrees that all underground facilities installed by or for the **GRANTEE** shall remain the property of the **GRANTEE**, and removable by the **GRANTEE** at its option.

It is also understood and agreed that the **GRANTOR** shall not increase or decrease the existing ground surface elevations within this easement which exists at the time this document is executed without obtaining prior written consent of the **GRANTEE**.

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 GRANTOR has caused this instrument to be executed this 10 day of April, 2020.

GRANTOR:

[Signature]
Steve White, President
Copper Basin Construction, Inc.

STATE OF IDAHO)
) SS
COUNTY OF KOOTENAI)

On the 10th day of April, 2020, before me, a Notary Public, personally appeared Steve White, known or identified to me to be the President of Copper Basin Construction, Inc. that executed this instrument on behalf of said corporation, and acknowledged to me that said corporation executed the same.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my Notarial Seal the day and year in this certificate first above written.



Andrea L Dittman
Notary Public for Idaho
Residing at Kootenai County
My Commission Expires: 1-10-23

EXHIBIT A

A 20 foot strip of land lying over, under and across a portion of Tracts 315 and 316 of Hayden Lake Irrigated Tracts – Amended, filed in Book C of Plats, Page 67, Records of Kootenai County, Idaho, lying in the Northeast Quarter of Section 27, Township 51 North, Range 4 West, Boise Meridian, City of Coeur d’Alene, Idaho and more particularly described as follows:

Commencing at the intersection of the South line of said Tract 315 and the West Right-of-Way of Ramsey Road being a 5/8 inch rebar with yellow plastic cap marked “PLS 4182”, as shown on the Record of Survey filed in Book 30 of Surveys, Page 338, Records of Kootenai County, Idaho, from which a 5/8 inch rebar yellow plastic cap marked “PLS 8575” on said West Right-of-Way bears North 01°11’33” East 333.42 feet; thence along said West Right-of-Way, North 01°11’33” East 209.45 feet to the **True Point of Beginning**;

thence leaving said West Right-of-Way, North 88°12’40” West 19.91 feet;

thence North 86°48’00” West 200.14 feet;

thence North 88°16’42” West 474.99 feet;

thence North 01°08’03” East 115.09 feet to the South line of Adjusted Parcel A as shown on said Record of Survey;

thence along the South line of said Adjusted Parcel A, South 89°09’05” East 20.00 feet;

thence leaving said South line, South 01°08’03” West 95.40 feet;

thence South 88°16’42” East 455.45 feet;

thence South 86°48’00” East 200.15 feet;

thence South 88°12’40” East 19.46 feet to the West Right-of-Way of Ramsey Road;

thence along said West Right-of-Way, South 01°11’33” West 20.00 feet to the **True Point of Beginning**;

as depicted on **EXHIBIT A-1**.



RAMSEY ROAD

FOUND 5/8" REBAR
WITH YELLOW PLASTIC
CAP MARKED PLS 8575

E 172' S103'
E/2 N/2
TRACT 315

E/2 N/2
TRACT 315

W/2 N/2
TRACT 315

HAYDEN LAKE IRRIGATED
TRACTS AMENDED
(BOOK C / PAGE 67)

S01° 08' 03"W
95.40'
S89° 09' 05"E 20.00'
ADJUSTED
PARCEL A
(ROS 30/338)

W 2/5 E/2 TRACT 316
E OF TAX # 21262

N01° 11' 33"E 333.42'

103.97'

209.45'

S88°

12' 40"E
19.46'

TRUE POINT
BEGINNING

N88° 12' 40"W
19.91'

FOUND 5/8" REBAR
WITH YELLOW PLASTIC
CAP MARKED
PLS 4182

S86° 48' 00"E 200.15'

N86° 48' 00"W 200.14'

CALCULATED POINT NOTHING
FOUND OR SET (TYP)

20' SEWER
EASEMENT

GRAVITY SEWER MAIN

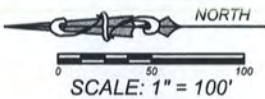
S88° 16' 42"E 455.45'

N88° 16' 42"W 474.99'

PORTION OF TRACTS
315 AND 316

N/2 TRACT 330

E/2 TRACT 329



126 E. POPLAR AVENUE
COEUR D'ALENE, IDAHO 83814
PHONE: 208.676.0230
WWW.LAKECITYENGINEERING.COM

EXHIBIT A-1
20' SEWER EASEMENT
NE/4 SEC 27, T51N, R4W, B.M.
COEUR D'ALENE, KOOTENAI COUNTY,
IDAHO

DESIGNED BY:	SMA
DRAFTED BY:	WAL
SCALE:	1" = 100'
DATE:	04/01/2020
JOB NO:	LCE 19-039
FILE:	19-039 SSWR ESMT.dwg

OTHER BUSINESS

**CITY COUNCIL
Staff Report**

To: City Council
From: Kelley Setters, Deputy City Clerk
Date: May 5, 2020
Re: Temporary Banners across Rosenberry Drive right-of-way for North Idaho College (NIC)

DECISION POINT:

Should the City Council allow NIC to hang a temporary banner across the Rosenberry Dr. right-of-way (ROW) from June 1 to August 31. The banner will say “Welcome to NIC” and “Education Creates Opportunity.”

HISTORY:

For the past 5 years, a temporary banner has been approved by City Council for the Park(ing) On Sherman Event held at the 1300 and 1400 block of Sherman Avenue for the hosting of a free community block party. City staff recommends certain conditions based on lessons learned from that banner installation and wind conditions. Those conditions are included in this staff report.

REQUEST:

Victoria Michael, Marketing and Events Coordinator with North Idaho College, is requesting a permit for one (1) vinyl banner which is 15” tall and 90” wide. It will be hung between two City trees, with the bottom edge 18’ above the ground, and supported with bungee type straps that will protect the trees from any damage. The banner will be attached to the straps. Providing a banner across the street near the NIC entrance is intended to help welcome students to the campus.

Chris Bosley, City Engineer, and Tim Martin, Streets and Engineering Director, were contacted and provided the following comments/concerns:

- The sign needs 16’ of clearance under it to minimize risk of snagging on over-height vehicles.
- Wind slits need to be large enough to eliminate sail effect.
- Trees need protection against damage from the bungee type straps.
- Sign must be monitored frequently and removed if wind moves it excessively or it damages the trees.
- Trees must be monitored frequently for damage.
- If damaged, NIC must hire a certified arborist to inspect the trees. If they are substantially damaged, they must be removed and replaced at NIC’s expense as dictated in the Army Corp of Engineers levy certification.

The applicant is aware of the concerns and will comply with the suggestions.

Municipal code pertinent to this request states the following:

15.24.090: BANNERS:

B. Banners Over Public Rights Of Way: Banners may be installed over public rights of way by nonprofit entities by permit granted by the city council. No other entities may place banners

over any public rights of way within the city limits. The permit shall be granted under the following conditions:

1. Banners must advertise a nonprofit community or nonprofit seasonal theme or are for the sole purpose of beautification of a commercially zoned area.
2. Banners shall be installed per permit for no more than one hundred twenty (120) days unless the banners are maintained by a business improvement district in which case the permit shall be for two (2) years.
3. The application for permit to install such banners:
 - a. Describes the theme or event to be advertised and the size and shape of the banners to be installed.
 - b. Indicates the location(s), number, and days during which the banner(s) shall be displayed, and the method of installation.
 - c. Is accompanied by a permit fee as set by resolution of the city council.
 - d. Is accompanied by an agreement to hold the city harmless against any liability to persons or property resulting from installation, maintenance, or dismantling of such banners, and a certificate of liability insurance insuring the city and the applicant against such loss. The liability insurance shall be in the amount and form approved by the city and in no event less than the minimum liability limits provided in title 6, chapter 9 of the Idaho Code.
 - e. Is accompanied by the written consent of the owners of the property to which supports for the banners are attached.
 - f. Is accompanied by evidence that approval has been secured from the Idaho state highway department, when required.
4. The organization making application for the permit shall erect and maintain in a clean and good condition or state of repair the banners and shall be responsible for dismantling the banners when the permit expires.

Financial Impact:

None.

Decision Point: City Council should grant a permit for a temporary banner to be hung across the Rosenberry Drive right-of-way, attached to two City trees, welcoming students to the NIC campus from June 1 to August 31.

**CITY COUNCIL
Staff Report**

To: City Council
From: Kelley Setters, Deputy City Clerk
Date: May 5, 2020
Re: Temporary Banners across Rosenberry Drive right-of-way for North Idaho College (NIC)

DECISION POINT:

NIC is seeking approval by the City Council to allow a temporary banner to hang across the Rosenberry Dr. right-of-way (ROW) from June 1st to August 31st. The banner will say “Welcome to NIC” “Education Creates Opportunity.”

HISTORY:

For the past 5 years a temporary banner was approved by City Council for the Park(ing) On Sherman Event held at the 1300 and 1400 block of Sherman Avenue hosting a free community block party. City staff has recommended certain conditions based on lessons learned from that banner installation and wind conditions. Those conditions are included in this staff report.

REQUEST:

Victoria Michael, Marketing and Events Coordinator from the North Idaho College is requesting one vinyl banner which is 15”tall X 90”wide. It will be hung between two trees 18’ from the ground and supported with bungee type straps that will protect the trees from any damage. The banner will hook to the straps. Providing a banner across the street near the NIC entrance will help welcome students to the campus.

Chris Bosley, City Engineering and Tim Martin, Streets and Engineering Director were contacted and provided the following comments/concerns:

- The sign needs 16’ of clearance under it to minimize risk of snagging on over-height vehicles.
- Wind slits need to be large enough to eliminate sail effect.
- Trees need protection against damage from ropes.
- Sign must be monitored frequently and removed if wind moves it excessively or it damages the trees.
- Trees must be monitored frequently for damage.
- If damaged, NIC must hire a certified arborist to inspect the trees. If they are substantially damaged, they must be removed and replaced at NIC’s expense as dictated in the Army Corp of Engineers levy certification.

The applicant is aware of the concerns and will comply with the suggestions.

Municipal code pertinent to this request states the following:

15.24.090: BANNERS:

B. Banners Over Public Rights Of Way: Banners may be installed over public rights of way by nonprofit entities by permit granted by the city council. No other entities may place banners

over any public rights of way within the city limits. The permit shall be granted under the following conditions:

1. Banners must advertise a nonprofit community or nonprofit seasonal theme or are for the sole purpose of beautification of a commercially zoned area.
2. Banners shall be installed per permit for no more than one hundred twenty (120) days unless the banners are maintained by a business improvement district in which case the permit shall be for two (2) years.
3. The application for permit to install such banners:
 - a. Describes the theme or event to be advertised and the size and shape of the banners to be installed.
 - b. Indicates the location(s), number, and days during which the banner(s) shall be displayed, and the method of installation.
 - c. Is accompanied by a permit fee as set by resolution of the city council.
 - d. Is accompanied by an agreement to hold the city harmless against any liability to persons or property resulting from installation, maintenance, or dismantling of such banners, and a certificate of liability insurance insuring the city and the applicant against such loss. The liability insurance shall be in the amount and form approved by the city and in no event less than the minimum liability limits provided in title 6, chapter 9 of the Idaho Code.
 - e. Is accompanied by the written consent of the owners of the property to which supports for the banners are attached.
 - f. Is accompanied by evidence that approval has been secured from the Idaho state highway department, when required.
4. The organization making application for the permit shall erect and maintain in a clean and good condition or state of repair the banners and shall be responsible for dismantling the banners when the permit expires.

Financial Impact:

None.

Decision Point: The Municipal Services Department is requesting approval by the City Council to allow a temporary banner to be hung across Rosenberry Drive right-of-way welcoming students to the campus from June 1st to August 31st.

**Vinyl Outdoor
Banner
15" H X 90" W
with wind strips**

**Non-Profit
Purpose Message:
"Now Enrolling" /
"Welcome to NIC"
(Not final verbiage)**

**Attached with
hooks, ties, and
flexible cord
between two trees
across Rosenberry
Road, 12-16 feet
off the ground.**

**Installation time -
100 - 120 days,
depending on
installation date.**

**Trees have been
marked as
938 & 40 by the
city.**

**To be installed by
NIC Facilities
crew.**





Trekassy

Trekassy

Trekassy

Trekassy

LETTER OF AGREEMENT

This agreement is between the **City of Coeur d'Alene**, Idaho ("City") and **North Idaho College** whose address is 1000 W. Garden Avenue, Coeur d'Alene, Idaho ("NIC").

The City agrees that NIC may install a banner as described herein. The banner will be installed by NIC staff and will consist of a vinyl temporary banner with large wind slits, 15" tall by 90" wide, suspended upon City trees by bungee straps approved by the Urban Forester and City Engineer. The lower edge of the banner shall be at least eighteen feet (18') from the surface of the street. The banner will be located on Rosenberry Road between two trees #938 and #40 as Rosenberry enters the college facility. The banner may remain in place from **June 1 through August 31, 2020**.

NIC understands and acknowledges that it is its responsibility to provide frequent monitoring for damage to the trees used to support the temporary banner. If one or both trees are damaged by the banner, NIC agrees to hire a certified arborist to inspect the trees. If the arborist determines that the tree(s) is substantially damaged, the damaged tree(s) must be removed and replaced at NIC's expense as required by the Army Corp of Engineers levy certification. Clearance needs to be maintained at a minimum of eighteen feet (18') from the surface of the street. NIC shall also monitor the banner frequently and remove it if the wind moves it excessively or if damages either of the trees. Liability Insurance with policy limits in the amount of at least \$500,000.00 must be maintained during the term of this agreement.

NIC assumes all liability related to the installation and maintenance of the banner and its attachment to the trees. In case of injury to NIC staff during installation, NIC waives all claims or legal actions, financial or otherwise, against the City, its elected officials, employees, unless injury is caused by the sole negligence of the City.

This agreement may be terminated if there is a violation of any of the terms of this agreement.

NORTH IDAHO COLLEGE

CITY OF COEUR D'ALENE

By _____

Steve Widmyer, Mayor

(title)

ATTEST:

(printed name)

City Clerk

Date: _____

Date: _____

PUBLIC WORKS/GENERAL SERVICES STAFF REPORT

DATE: April 27, 2020
FROM: Mike Becker, Capital Programs Manager
SUBJECT: Coeur d'Alene Advanced Wastewater Treatment Plant
Hot Water Loop Repair Change Order

DECISION POINT:

Should City Council approve Change Order #1 (Final) to the Agreements with Apollo, Inc., for the Hot Water Loop (HWL) Repair and with HDR Engineering for Professional Engineering Services in the amount of \$31,932.30.

HISTORY:

Last September, City Council authorized the Wastewater Department (WW) to immediately secure a contractor for the emergency repair of the severely corroded HWL system. Located within the Treatment plant, this system provides heat generated through our treatment process to the Collections Shop and the WW Administration buildings. It's also responsible for optimizing the Plant's sludge digestion process. This Project was completed on January 27, 2020.

This Change Order is for all the unanticipated and additional work required for the completion of this project and for additionally requested Professional Engineering Services.

FINANCIAL ANALYSIS:

This project was not anticipated, but was approved and paid for under WW Equipment Replacement Account (031-058-4351-7210). The following is a financial breakdown of this project:

Original Project Estimate Range:	\$225,000 to \$250,000	
Revised Contractor Bid:		\$ 255,311.67
WCD #1 – Electrical Duct Bank Conflict & Additional Materials:		\$ 2,552.89
WCD #2 - Expansion Joints & Concrete Slab Removal:		\$ 5,464.04
WCD #3 - As-builts:		\$ 500.00
Total Construction Costs:		\$ 263,828.60
HDR Professional Engineering Services:		\$ 15,745.13
Cathodic Protection Corrosion Testing:		\$ 2,358.57
Total Project Costs:		\$ 281,932.30

PERFORMANCE ANALYSIS:

After Council approved our HWL emergency repair, WW learned that the pipe originally specified had severe performance issues which necessitated the hiring of HDR to assist in the engineering of the repair. WW also hired a local subcontractor that specialized in

cathodic protection to monitor the new HWL system. Work Change Directives (WCD) #1 and #2 resulted from unknown buried utility conflicts and additional material removal. WCD #3 was for As-built information on the new HWL system.

DECISION POINT/RECOMMENDATION:

City Council should approve Change Order #1 (Final) to the Agreements between Apollo, Inc., for the Hot Water Loop (HWL) Repair and with HDR Engineering for Professional Engineering Services in the amount of \$31,932.30.

**CITY COUNCIL
STAFF REPORT**

DATE: May 5, 2020

FROM: Kyle Marine, Water Assistant Superintendent

SUBJECT: New 12” Water main replacement on N 23rd St. — Bid award to Terra Underground

DECISION POINT: Staff is requesting approval of a contract with Terra Underground for construction of a new water main on N 23RD Street.

HISTORY: The water main on N 23rd st was installed in 1955 and is a 4” steel line. It feeds the southern half of the Elm Street boosted zone. With the upgraded water main on east Boyd Avenue that was completed last year, this is the second phase of the pressure zone switchover that will help alleviate the strain on the Elm Street Booster Station that currently serves over 600 customers. The connections in this zone have exceeded the established capacity of the booster station and Stanley Hill Storage Tank. The 2012 Water Comprehensive Plan Update looked at this deficiency and recommended a phased approach for a new transmission main, a new booster station, and a new storage facility to split the existing zone into two smaller zones, each with their own station and tank.

FINANCIAL ANALYSIS: Funding for the proposed project is included in the 2019-20 FY budget. This is part of our Water Comp Plan schedule for the second phase of Elm Street Boosted Zone enhancement. Staff is requesting that a ten percent (10%) contingency be approved as well in the event that unknown obstacles are encountered during the project. The approved project total, including the requested \$153,508 contract and a ten percent contingency of \$15,350.80 would total \$168,858.80.

PERFORMANCE ANALYSIS: Staff solicited the assistance of H2 Surveying and Engineering to evaluate and design the transmission main project in accordance with the 2012 Water Comp Plan recommendations. The Consultant completed the design, construction and engineering documents and assisted with the bid process. Staff received 5 responses with the lowest responsive bid submitted by Terra Underground at a total bid of \$153,508.

DECISION POINT/RECOMMENDATION: Staff is requesting City Council approval for a contract with Terra Underground to install a new 12” transmission main for a total of \$153,508. Staff is also requesting that a 10 % contingency of \$15,350.8 be approved as well.



PUBLIC WORKS CONSTRUCTION PRICE REASONABLENESS UNDER \$50,000

To: **Finance Department**
From: **Water Dep**
Date:

Required Action: For all public works projects this form needs to have the Finance Directors approval prior to the beginning of the project.

Scope: This policy applies to the selection and hiring of contractors for public works construction projects, which includes any construction, repair and/or reconstruction of buildings, roads, facilities and other improvements on City-owned property paid for with public funds.

Service Description: 23rd st water plan

Purchase in financial plan? Yes No If yes, budget amount in financial plan - \$ 550,000 Acco# 4347-7616
If non-budgeted – Date Council approved: _____

Competitive Quotes Obtained:

1st vendor name and price: Terra Underground \$150,108 + \$3400 Bid bond=\$153508

2nd vendor name and price: Simco Development group \$ 176,508.37

3rd vendor name and price: Continental Contractors, Inc \$194,559.45

4th Vendor name and price: NNAC \$\$242,514.42

5th Vendor Name and Price: Precision Excavating, LLC 272423.87

f Competitive Quotes not obtained, provide Price Reasonableness Analysis: _____

Comptroller Approval Signature: _____

Documentation to be submitted with invoice for payment

Vendor Awarded: _____ Date: _____

Contractor registration # _____

Attach Simple contract: Yes No Copy to legal for review: Yes No

Insurance Agent: _____ Current workers comp Yes No

Workers Comp Required - except Sole Proprietor (who agrees to no helpers on City property)

Is the City additionally insured for \$500,000 - Yes No If No, is there liability exposure to City? Yes No

Date received Use Tax or Sales tax paperwork: _____ (please attach)

Date received State Tax Commission notice (Release WH-5) _____ (please attach)

New vendor to the City? Yes No If yes, attach a completed W-9

Department Head Signature: _____

All documents attached, invoice/contract ready for payment – AP initials: _____

RESOLUTION NO. 20-029

A RESOLUTION OF THE CITY OF COEUR D'ALENE, KOOTENAI COUNTY, IDAHO, AUTHORIZING A CONTRACT WITH TERRA UNDERGROUND, LLC, TO INSTALL A NEW WATER MAIN IN N. 23RD STREET.

WHEREAS, the Water Superintendent of the City of Coeur d'Alene has recommended that the City of Coeur d'Alene enter into a contract with Terra Underground, LLC, to install a new water main in N. 23rd Street pursuant to terms and conditions set forth in a contract, a copy of which is attached hereto as Exhibit "1" 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 enter into such contract;

NOW, THEREFORE,

BE IT RESOLVED by the Mayor and City Council of the City of Coeur d'Alene that the City enter into a contract with Terra Underground, LLC, to install a new water main in N. 23rd Street, in substantially the form attached hereto as Exhibit "1" and incorporated herein by reference with the provision that the Mayor, City Administrator, and City Attorney are hereby authorized to modify said contract to the extent the substantive provisions of the contract remain intact.

BE IT FURTHER RESOLVED that the Mayor and City Clerk be and they are hereby authorized to execute such contract on behalf of the City.

DATED this 5th day of May, 2020.

Steve Widmyer, Mayor

ATTEST:

Renata McLeod, City Clerk

Motion by _____, Seconded by _____, to adopt the foregoing resolution.

ROLL CALL:

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

_____ was absent. Motion _____.

**CITY OF COEUR D’ALENE WATER DEPARTMENT
23rd STREET WATER PLAN CONTRACT**

THIS CONTRACT is made and entered into this 5th day of May, 2020, between the CITY OF COEUR D’ALENE , Kootenai County, Idaho, a municipal corporation duly organized and existing under and by virtue of the laws of the state of Idaho, hereinafter referred to as “CITY,” and TERRA UNDERGROUND, LLC, a limited liability company duly organized and existing under and by virtue of the laws of the state of Idaho, with its principal place of business at 2469 W. Ashland Lane, Hayden, Idaho, hereinafter referred to as the “CONTRACTOR.”

WITNESSETH:

WHEREAS, the CONTRACTOR has been awarded the contract for the 23rd Street Water Plan in the City of Coeur d’Alene, according to the plans and specifications on file in the office of the City Clerk of the CITY, which plans and specifications are entitled:

City of Coeur d’Alene – Water Department - 23rd Street Water Plan

NOW, THEREFORE,

IT IS AGREED that for and in consideration of the covenants and agreements to be made and performed by the CITY, as hereinafter set forth, the CONTRACTOR shall make execute the 23rd Street Water Plan as set forth in the said plans and specifications described above, furnishing all labor and materials therefor according to said plans and specifications and under the penalties expressed in the performance bond bearing even date herewith, and which bond with said plans and specifications are hereby declared and accepted as parts of this contract. All material shall be of the high standard required by the said plans and specifications and approved by the Water Department Superintendent or designee, and all labor performed shall be of first-class workmanship.

The CONTRACTOR shall employ appropriate means to prevent accidents and defend the CITY from all claims for injury to person or property resulting from the CONTRACTOR’s actions or omissions in performance of this contract, and to that end shall maintain insurance of the type and in the amount specified in the Contract Documents. Certificates of insurance providing at least thirty (30) days’ written notice to the CITY prior to cancellation of the policy shall be filed in the office of the City Clerk.

The CONTRACTOR agrees to maintain Worker’s Compensation coverage on all employees, including employees of subcontractors, during the term of this contract as required by Idaho Code §§ 72-101 through 72-806. Should the CONTRACTOR fail to maintain such insurance during the entire term hereof, the CONTRACTOR shall indemnify the CITY against any loss resulting to the CITY from such failure, either by way of compensation or additional premium liability. The CONTRACTOR shall furnish to the CITY, prior to commencement of the

work, such evidence as the CITY may require guaranteeing contributions which will come due under the Idaho Worker's Compensation Law including, at the option of the CITY, a surety bond in an amount sufficient to make such payments.

Certificates of the insurance coverages required herein must be approved by the City Attorney.

The CITY shall pay to the CONTRACTOR for the work, services and materials herein provided to be done and furnished by it, a sum not to exceed One-hundred Fifty-three Thousand Five Hundred Eight and no/100 Dollars (\$153,508.00), as provided in the Unit Price Schedule. Partial payment shall be made on the third Tuesday of each calendar month on a duly certified estimate of the work completed in the previous calendar month less five percent (5%). Final payment shall be made thirty (30) days after completion of all work and acceptance by the City Council, provided that the contractor has obtained from the Idaho State Tax Commission and submitted to the City a release of liability for taxes (Form EFO00234).

The Work shall be substantially complete within the calendar days listed below (for the Contract Award, as applicable) after the date when the Contract Times commence to run, as provided in Paragraph 2.03 of the General Conditions, or 56 calendar days from notice to proceed, and completed and ready for final payment in accordance with Paragraph 14.07 of the General Conditions within **thirty (30) calendar days** after the date of substantial completion.

The CITY and the CONTRACTOR recognize that time is of the essence and failure of the CONTRACTOR to complete the work within the time allowed shall result in damages being sustained by the CITY. Such damages are and will continue to be impractical and extremely difficult to determine. Therefore, in the event the CONTRACTOR shall fail to complete the work within the above time limit, the CONTRACTOR shall pay to the CITY or have withheld from moneys due, liquidated damages at the rate of **\$500.00** per calendar day, which sums shall not be construed as a penalty.

IT IS AGREED that the CONTRACTOR must employ ninety-five percent (95%) bona fide Idaho residents as employees on any job under this contract except where under this contract fifty (50) or less persons are employed by the contractor, in which case the CONTRACTOR may employ no more than ten percent (10%) nonresidents; provided, however, in all cases the CONTRACTOR must give preference to the employment of bona fide residents in the performance of said work as required by Idaho Code § 44-1002.

The CONTRACTOR further agrees that, in consideration of securing the business of constructing the works to be constructed under this contract, recognizing the business in which it is engaged is of a transitory character and that in the pursuit thereof, its property used therein may be outside the state of Idaho when taxes, excises or license fees to which it is liable become payable, agrees:

1. To pay promptly when due all taxes (other than on real property), excises and license fees due to the State of Idaho, its subdivisions, and municipal and

quasi-municipal corporations therein, accrued or accruing during the term of this contract, whether or not the same shall be payable at the end of such term.

2. That if the said taxes, excises and license fees are not payable at the end of said term but liability for said payment thereof exists, even though the same constitutes liens upon his property, to secure the same to the satisfaction of the respective officers charged with the collection thereof.
3. That in the event of its default in the payment or securing of such taxes, excises and license fees, to consent that the department, officer, board or taxing unit entering into this contract may withhold from any payment due him thereunder the estimated amount of such accrued and accruing taxes, excises and license fees for the benefit of all taxing units to which said contractor is liable.

IT IS FURTHER AGREED that for additions or deductions to the plans and specifications, the unit prices as set forth in the written proposal of the CONTRACTOR are hereby made a part of this contract.

For the faithful performance of this contract in accordance with the plans and specifications and payment for all labor and materials, the CONTRACTOR shall execute good and sufficient performance bond and payment bond each in the amount of one hundred percent (100%) of the total amount of the bid as herein before stated, said bonds to be executed by a surety company authorized to do business in the state of Idaho.

The CONTRACTOR will not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, sexual orientation, and/or gender identity/expression. The CONTRACTOR shall take affirmative action to ensure that applicants are employed and that employees are treated during employment without regard to their race, color, religion, sex, national origin, sexual orientation, and/or gender identity/expression. Such actions shall include, but not be limited to the following: employment, upgrading, demotions, or transfers; recruitment or recruitment advertising; layoffs or terminations; rates of pay or other forms of compensation; selection for training, including apprenticeship; and participation in recreational and educational activities. The CONTRACTOR agrees to post in conspicuous places available for employees and applicants for employment notices to be provided setting forth the provisions of this nondiscrimination clause. The CONTRACTOR will, in all solicitations or advertisements for employees placed by or on behalf of the CONTRACTOR, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, sexual orientation, and/or gender identity/expression. The CONTRACTOR will cause the foregoing provisions to be inserted in all subcontracts for any work covered by this agreement so that such provisions will be binding upon each sub-contractor, provided that the foregoing provisions shall not apply to contracts or subcontracts for standard commercial supplies or raw materials. The CONTRACTOR shall keep such records and submit such reports concerning the racial and ethnic origin of applicants for employment and employees as the City may require.

The term "CONTRACT DOCUMENTS" are defined in "Standard General Conditions of the Construction Contract" ISPWC Division 100.

This contract, with all of its forms, specifications and stipulations, shall be binding upon the parties hereto, their successors and assigns.

IN WITNESS WHEREOF, the Mayor and City Clerk of the CITY OF COEUR D'ALENE have executed this contract on behalf of said city, the City Clerk has affixed the seal of said city hereto, and the CONTRACTOR has caused the same to be signed by its President, and its seal to be affixed hereto, the day and year first above written.

CITY:

CITY OF COEUR D'ALENE

By: _____
Steve Widmyer, Mayor

ATTEST:

Renata McLeod, City Clerk

CONTRACTOR:

TERRA UNDERGROUND, LLC

By: _____

ATTEST:

**CITY COUNCIL
MEMORANDUM**

DATE: May 5, 2020

FROM: Hilary Anderson, Community Planning Director and Chelsea Nesbit, CDBG Specialist

RE: APPROVING HUD SUBMITTAL OF THE AMENDED CDBG 2019 ANNUAL ACTION PLAN AND CITIZEN PARTICIPATION PLAN TO INCLUDE THE NEW CDBG-CV FUNDS (\$199,675) IN RESPONSE TO COVID-19.

DECISION POINT:

The City Council should hold a public hearing on the amended CDBG 2019 Annual Action Plan (AAP) and Citizen Participation Plan incorporating the \$199,675 of CDBG-CV funds in response to COVID-19 and approve them for submittal to HUD.

HISTORY:

The City of Coeur d'Alene receives an annual direct allocation of HUD Community development Block Grant (CDBG) funds. Every year the City is required to complete an Annual Action Plan (AAP), inviting the public to attend a public forum, prior to drafting the plan, to identify needs and then allowing the public four weeks to review and comment on the posted draft plan. The 2019 AAP was approved by the City Council on February 5, 2019 with an allocation amount of \$329,815.

On March 19, 2020, the U.S. Senate introduced the Coronavirus Aid, Relief and Economic Security (CARES) Act Bill to provide emergency assistance and health care response for individuals, families, and businesses affected by the 2020 coronavirus pandemic. The \$2 trillion bill was subsequently approved and signed into law on March 27, 2020. The CARES Act made available \$5 billion in CDBG coronavirus response (CDBG-CV) funds to prevent, prepare for, and respond to coronavirus. These funds are being distributed to entitlement communities.

The City of Coeur d'Alene was notified on April 2, 2020 that we will be receiving \$199,675 in FY20 CDBG-CV funding. The CPD Director for our region, Doug Carlson, notified the entitlement communities that the funding would be distributed through the CDBG program. HUD has advised entitlement communities to amend their 2019 AAP documents because the 2020 plans have not been approved. HUD has also lifted the 15% maximum limitation on public service projects if the increased amount is tied to COVID-19 relief. This applies to the CDBG-CV funding as well as the 2019 and 2020 CDBG allocations. At this point, we don't expect to change the funding allocation of the 2019 funds since the needs identified in the grant process still seem relevant. But it is conceivable that staff may need to come back to Council with additional substantial amendments to the 2019 and possibly the 2020 AAP's to address changes in response to COVID-19 needs and how the CDBG-CV funds will be allocated.

HUD has provided waivers to the public comment period on the CDBG-CV funding due to the urgent nature of the COVID-19 pandemic and need to distribute funds quickly. This has reduced the public comment period for the AAP Amendment to 5 days.

The 2019 Annual Action Plan and CDBG Citizen Participation Plan have been amended and were posted on the City's website for public review and comment on April 21, 2020, along with a list of eligible

activities to receive the CDBG-CV funds. The 139-person stakeholder list was notified of the amended plans and opportunities to comment, and legal notice of the public comment period and public hearing on May 5, 2020 was published on April 21st and 28th in the Coeur d'Alene Press. Information was also shared on social media, the City's website, and CDA TV.

As of the date of this staff report, no public comments have been received on either document.

PERFORMANCE ANALYSIS:

Authorizing this item will allow staff to submit the amended 2019 CDBG Annual Action Plan and Citizen Participation Plan to HUD for official review. Pending acceptance of this Plan by HUD, staff will move forward in implementing the agreed upon goals and funding suggestions, and enter into an agreement with HUD for the \$199,675 in CDBG-CV funds.

As noted previously, there are specific eligible activities that can receive the CDBG-CV funds that must be used to prevent, prepare for, and respond to the coronavirus. The list is included in Attachment 1 of this staff report. Additionally, the funds shall prioritize the unique needs of low- and moderate-income persons.

At the April 21, 2020 meeting, the City Council authorized staff to negotiate funding agreements with St. Vincent de Paul (\$24,000 split between emergency shelter costs and hard shelter costs), Family Promise of North Idaho (not to exceed \$12,600 for temporary housing for homeless families for 7 months), and the Lake City Center (\$3,686 for takeout trays for the expanded Meals on Wheels program). Those three funding requests were considered the most urgent since they were providing food and shelter for homeless and seniors. Staff is currently working on agreements with those three organizations. The other requests were not considered as urgent and they were not as easy for staff to evaluate for eligibility without additional information and guidance from HUD. Staff is still reviewing the other funding requests, seeking additional information and clarification from the organizations, and working through eligibility questions with HUD. Staff will bring forward additional funding requests at the May 19, 2020 City Council meeting.

The substantial amendments to the 2019 CDBG AAP are summarized below and can be viewed [online](#) and is included as an attachment.

- The approved 2019 AAP has been amended to reflect the \$199, 675 in FY20 CDBG-CV funds.
- The tables in the amended 2019 AAP reflect the combined total amount of \$529,490. This includes the original 2019 CDBG allocation from HUD of \$329,815 and the new FY20 CBDG-CV allocation of \$199,675.
- The proposed amendments to the document are indicated with underlined text. Specific updates are noted below by section and page number.
 - **AP-05 Executive Summary:** the summary of Citizen Participation was updated (See page 4 of the amended 2019 AAP).
 - **AP-10 Consultation:** text was added about contacting the stakeholder list about CDBG-CV funds and information about the public hearing on May 5, 2020. (See Pages 8, 9, 15 and 16 of the amended 2019 AAP)
 - **AP-12 Participation:** a note was added about following HUD's guidance for the 2019 AAP amendment to receive the CDBG-CV funds, and item 7 Public Hearing was added to Table 4 regarding the hearing on May 5, 2020 (See pages 17 and 26 of the amended 2019 AAP)

- **AP-15 Expected Resources:** text was added about the CDBG-CV funds, dollar amounts were updated to include the 2019 allocation plus the new allocation of CDBG-CV funds, and text was added regarding the use of ESG funds and local grants to help leverage the CDBG-CV funds. (See pages 27-32 of the amended 2019 AAP)
- **AP-35 Projects:** text was added about the \$199,675 in CDBG-CV funds and how it will be distributed between Administration costs (maximum of 20%) and Community Opportunity Grants under the Public Services category through an informal process. (See pages 34 and 35 of the amended 2019 AAP)
- **AP-38 Project Summary:** the information and timelines were updated to reflect the CDBG-CV funds and the current projects under the 2019 allocation. (See pages 37-40 of the amended 2019 AAP)
- **AP-65 Homeless and AP-85 Other Actions:** notes were added that CDBG-CV funds could be used to support urgent needs in response to COVID-19. (See pages 48 and 53 of the amended 2019 AAP)

The amendments to the Citizen Participation Plan are summarized below and can be viewed [online](#) and is included as an attachment.

- The plan has been amended to reflect HUD Waivers 8 and 9 under the “Public Meetings,” “Location,” and “Public Comment” sections as indicated with underlined text.
- Under “Public Meetings” and “Public Comment,” the text reflects HUD waiving the 15 and 30-day minimums for the public comments and allows for no less than five days during the emergency period. (See pages 3 and 4 of the Citizen Participation Plan)
- Under “Location” of public meetings, the waiver allows for the use of virtual meetings in an effort to contain COVID-19 and limit public gatherings. (See page 4 of the Citizen Participation Plan)
- The full text of HUD’s Waivers 8 and 9 are provided as attachments to the amended Citizen Participation Plan.

FINANCIAL ANALYSIS:

The \$199,675 of CDBG-CV funding is subject to the same 20% cap on Administrative funds. This equates to \$39,935 that can be set aside for administrative expenses, including staffing to administer the grant program related to the CDBG-CV funds and related activities. That would leave \$159,740 available in grant funds to assist service providers and low-moderate income residents for eligible activities related to COVID-19 response. Alternatively, as noted at the April 21st meeting, some of the Administrative funds could be put toward grants to assist the service providers with COVID-19 specific needs.

The Plan Year 2019 allocation was \$329,815. The new CDBG-CV allocation is \$199,675. The amended 2019 AAP includes the 2019 CDBG allocation in addition to the CDBG-CV allocation, with a combined total of \$529,490. The amended AAP specifies how the CDBG-CV funds will be split into only two categories – Administration and Community Opportunity Grant under the Public Services Category. The 2019 allocation and funding distribution remains unchanged. Attachment 2 of this staff report shows the breakdown of the two funds and the combined totals.

As noted above, there is a maximum amount that can be used for administrative expenses. The amended 2019 AAP sets aside \$39,935 for administrative expenses and the remaining amount of \$159,740 would be put toward community opportunity grants under the public services category. These budget allocations can be increased or reduced through a minor amendment if the change is less than

20%. If the funding allocations change by 20% or more, a new budget will be created, made available for public comment, and brought before Mayor and Council for final approval. Staff is aware of Council's desire to make more money available for the grants if the full amount of administrative budget is not required. As of the time of this public hearing, there was still some uncertainty about the possibility of using some of the Administrative budget to help cover a COVID-19 Coordinator position on a temporary basis, specifically associated with a HUD eligible activity. Therefore, the plan reflects the full 20% for administrative expenses. If the remaining available money from the administration budget were moved to the community opportunity grant budget after approval of the amended plan to HUD, that change would be considered a minor amendment.

DECISION POINT:

The City Council should approve the submittal of the amended 2019 AAP Plan and Citizen Participation Plan incorporating the \$199,675 in CDBG-CV funds to HUD for official review.

Attachments:

- Eligible Projects To Receive CDBG-CV Funds In Response To COVID-19
- Breakdown of amended 2019 AAP Budget to include \$199,675 (CDBG-CV)
- Substantial amendments to the 2019 CDBG Annual Action Plan (AAP) to include CDBG-CV funds
- Amended CDBG Citizen Participation Plan to include HUD waivers related to COVID-19

- **ATTACHMENT 1 – ELIGIBLE PROJECTS TO RECEIVE CDBG-CV FUNDS IN RESPONSE TO COVID-19**
- Buildings and Improvements, including public facilities (see Quick Guide link below)
 - Construct a facility for testing, diagnosis, or treatment
 - Rehabilitate a community facility to establish an infectious disease treatment clinic
 - Acquire and rehabilitate, or construct, a group living facility that may be used to centralize patients undergoing treatment
 - Rehabilitate a commercial building or closed school building to establish an infectious disease treatment clinic
 - Acquire, or quickly rehabilitate (if necessary), a motel or hotel building to expand capacity of hospitals to accommodate isolation of patients during recovery
 - Make interim improvements to private properties to enable an individual patient to remain quarantined on a temporary basis
- Assistance to Businesses, including Special Economic Development Assistance (see Quick Guide link below)
 - Provide grants or loans to support new businesses or business expansion to create jobs and manufacture medical supplies necessary to respond to infectious disease
 - Avoid job loss caused by business closures related to social distancing by providing short-term working capital assistance to small businesses to enable retention of jobs held by low- and moderate-income persons
 - Provide technical assistance, grants, loans, and other financial assistance to establish, stabilize, and expand microenterprises that provide medical, food delivery, cleaning, and other services to support home health and quarantine
- Public Services (see Quick Guide link below)
 - Carry out job training to expand the pool of health care workers and technicians that are available to treat disease within a community
 - Provide testing, diagnosis or other services at a fixed or mobile location
 - Increase the capacity and availability of targeted health services for infectious disease response within existing health facilities
 - Provide equipment, supplies, and materials necessary to carry-out a public service
 - Deliver meals on wheels to quarantined individuals or individuals that need to maintain social distancing due to medical vulnerabilities
- Grants or revolving loan funds for small and medium enterprises
- Supporting community non-profits performing essential services
- Workforce development and training services for displaced workers
- Retrofitting community facilities for medical or quarantine uses
- Supporting food and other essential supply deliveries to elderly or other vulnerable populations
- Supporting various interrupted or at-risk core governmental functions (**see note below**)
- All other CDBG eligible activities that are exacerbated by COVID-19 (e.g., homeless shelters)
- Reimbursement costs to prevent, prepare for, and respond to coronavirus incurred by a State or locality, regardless of the date on which such costs were incurred, when those costs comply with CDBG requirements.

** Funded activities and projects shall prioritize the unique needs of low- and moderate-income persons.*

ATTACHMENT 2 - BREAKDOWN OF AMENDED 2019 AAP BUDGET TO INCLUDE \$199,675 (CDBG-CV)

		2019 CDBG Allocation	FY20 CDBG-CV Allocation	TOTAL CDBG FUNDS
		\$ 329,815.00	\$ 199,675.00	\$ 529,490.00
General Admin.	20% Cap	\$ 63,695.00	\$ 39,935.00	\$ 103,630.00
Lake City Center Grant		\$ 5,000.00		\$ 5,000.00
Sidewalk Accessibility		\$ 14,600.00		\$ 14,600.00
Community Opportunity Grants		\$ 196,520.00	\$ 159,740.00	\$ 356,260.00
EMRAP		\$ 50,000.00		\$ 50,000.00

* Funding agreements are being drafted for St. Vincent de Paul (\$24,000), Family Promise of North Idaho (not to exceed \$12,600), and Lake City Center (\$3,686) based on the City Council decision on April 21, 2020.

* The additional funding requests are being evaluated for eligibility and information is being requested and reviewed. Staff recommendations for the new funding agreements will be brought forward on May 19, 2020.

ATTACHMENT 1 – ELIGIBLE PROJECTS TO RECEIVE CDBG-CV FUNDS IN RESPONSE TO COVID-19

- Buildings and Improvements, including public facilities (see Quick Guide link below)
 - Construct a facility for testing, diagnosis, or treatment
 - Rehabilitate a community facility to establish an infectious disease treatment clinic
 - Acquire and rehabilitate, or construct, a group living facility that may be used to centralize patients undergoing treatment
 - Rehabilitate a commercial building or closed school building to establish an infectious disease treatment clinic
 - Acquire, or quickly rehabilitate (if necessary), a motel or hotel building to expand capacity of hospitals to accommodate isolation of patients during recovery
 - Make interim improvements to private properties to enable an individual patient to remain quarantined on a temporary basis
- Assistance to Businesses, including Special Economic Development Assistance (see Quick Guide link below)
 - Provide grants or loans to support new businesses or business expansion to create jobs and manufacture medical supplies necessary to respond to infectious disease
 - Avoid job loss caused by business closures related to social distancing by providing short-term working capital assistance to small businesses to enable retention of jobs held by low- and moderate-income persons
 - Provide technical assistance, grants, loans, and other financial assistance to establish, stabilize, and expand microenterprises that provide medical, food delivery, cleaning, and other services to support home health and quarantine
- Public Services (see Quick Guide link below)
 - Carry out job training to expand the pool of health care workers and technicians that are available to treat disease within a community
 - Provide testing, diagnosis or other services at a fixed or mobile location
 - Increase the capacity and availability of targeted health services for infectious disease response within existing health facilities
 - Provide equipment, supplies, and materials necessary to carry-out a public service
 - Deliver meals on wheels to quarantined individuals or individuals that need to maintain social distancing due to medical vulnerabilities
- Grants or revolving loan funds for small and medium enterprises
- Supporting community non-profits performing essential services
- Workforce development and training services for displaced workers
- Retrofitting community facilities for medical or quarantine uses
- Supporting food and other essential supply deliveries to elderly or other vulnerable populations
- Supporting various interrupted or at-risk core governmental functions (**see note below**)
- All other CDBG eligible activities that are exacerbated by COVID-19 (e.g., homeless shelters)
- Reimbursement costs to prevent, prepare for, and respond to coronavirus incurred by a State or locality, regardless of the date on which such costs were incurred, when those costs comply with CDBG requirements.

** Funded activities and projects shall prioritize the unique needs of low- and moderate-income persons.*

ATTACHMENT 2 - Breakdown of amended 2019 AAP Budget to include \$199,675 in CDBG-CV funds

		2019 CDBG Allocation	FY20 CDBG-CV Allocation	TOTAL CDBG FUNDS
		\$ 329,815.00	\$ 199,675.00	\$ 529,490.00
General Admin.	20% Cap	\$ 63,695.00	\$ 39,935.00	\$ 103,630.00
Lake City Center Grant		\$ 5,000.00		\$ 5,000.00
Sidewalk Accessibility		\$ 14,600.00		\$ 14,600.00
Community Opportunity Grants		\$ 196,520.00	\$ 159,740.00	\$ 356,260.00
EMRAP		\$ 50,000.00		\$ 50,000.00

Executive Summary

AP-05 Executive Summary - 24 CFR 91.200(c), 91.220(b)

1. Introduction

The City of Coeur d'Alene became eligible to receive Federal Community Development Block Grant (CDBG) funds in 2007, resulting in the first Consolidated Plan for Program Years 2008-2012. This 2019 Annual Action Plan (AAP) is the second year of the City's third Consolidated Plan encompassing Program Years 2018-2022. The purpose of the Annual Action Plan is to:

1. Identify the City's housing and community development needs, priorities, goals, and strategies; and
2. Stipulate how funds will be allocated to housing and community development activities to address the City's housing and community development needs.

This Consolidated Plan for PY 2018-2022 was prepared in accordance with Sections 91.100 through 91.230 of the U.S. Department of Housing and Urban Development's (HUD) Consolidated Plan Final Rule.

While the City's population and sophistication have reached the echelon of entitlement status, Coeur d'Alene retains the small town "feel" and ability to work with the community for the betterment of its Low and Moderate-Income (LMI) Citizens beyond CDBG funding. The City's Entitlement allocations have not been large enough to fund, in their entirety, substantial housing projects, rehabilitation on a neighborhood size scale, or healthy economic development projects. As a result, the City focuses on partnerships and collaboration where their modest funding may tip the balance toward a successful project. The City of Coeur d'Alene has made a commitment to support and promote activities and programs that benefit LMI residents and all citizens. The City advocates education and outreach to create a strong, involved and aware populous who want to participate in community improvement. Furthermore, the City hopes for consistent growth of the Entitlement Program with widespread benefits through increased participation from stakeholders, innovative proposals and North Idaho enthusiasm.

2. Summarize the objectives and outcomes identified in the Plan

This could be a restatement of items or a table listed elsewhere in the plan or a reference to another location. It may also contain any essential items from the housing and homeless needs assessment, the housing market analysis or the strategic plan.

Cost burden greater than 30% and greater than 50% is the largest housing problem in Coeur d'Alene, solidifying the need of additional affordable housing stock in the City. According to the U.S. Census Bureau's American Community Survey (2013-2017), the median value of housing was \$184,800, while the median income was only \$47,606. The estimated five-year housing needs include affordable housing for the LMI, elderly and non-homeless special needs populations; and additional transitional housing and emergency shelter facilities. These needs were determined based on 2011 and 2015 Analysis of Impediments to Fair Housing Choice (both prepared by BBC Consulting, Inc. [BBC]), latest American Community Survey observations of 2013-2017, HUD data tables included in this Plan, community feedback from the 2019 Annual Action Plan public forum, as well as consultation with key stakeholders in the community which include the following: St. Vincent de Paul, Kootenai County Transit, United Way of North Idaho, Habitat for Humanity, Community Action Partnership, Disability Action Center, and IHFA.

3. Evaluation of past performance

This is an evaluation of past performance that helped lead the grantee to choose its goals or projects.

All projects and activities for Plan Year 2018 progressed as anticipated. Two goals that did not achieve CDBG funding during this time period were economic development and increase for-sale housing supply. Although the City is open to funding these goals every year through its CDBG funded Community Opportunity Grant program, no requests were brought forward to meet these goals. Economic development projects and for-sale housing supply increase are goals available for funding to interested parties yearly through the City's Annual CDBG Community Opportunity Grant cycle. The City believes that funding is not substantial enough to complete these goals independently; therefore, partnerships are crucial to goal successes. If larger allocations become available in the future, it is believed more opportunities would arise.

The goals in this 2019 Annual Action Plan are based on the City's 5-year 2018-2022 Consolidated Plan Goals 1-6. Specifically, the following six top-level goals were established to guide the Consolidated Plan funding during Program Years 2018-2022:

- **Goal 1:** Increase the supply of for-sale housing at prices affordable to the City's low and moderate-income workers.
- **Goal 2:** Increase the supply of rental housing affordable to the City's extremely low-income renters and residents with special needs, including persons who are homeless.
- **Goal 3:** Improve the City's sidewalks to make them more accessible to persons with disabilities.
- **Goal 4:** Continue with neighborhood revitalization efforts to improve the condition of housing in low-income areas.
- **Goal 5:** Expand higher-paying employment opportunities for the residents of Coeur d'Alene through economic development.
- **Goal 6:** Offer Public Service Program assistance to service organizations supporting low and moderate-income residents of Coeur d'Alene.

The great majority of public comments accepted for the 2019 Annual Action Plan suggested maintained funding to past projects with maintained funding figures and assessed that the 6 goals chosen in the Consolidated Plan are still the highest needs in the community. All accepted comments tie to eligible CDBG activities and can in some way be funded through the current 6 goals. An example of this would be the matter of increased early childhood education available to low to moderate income Coeur d'Alene families. Such an objective is qualifying and can be potentially funded in the following ways: public service goal, economic development goal via direct business expansion assistance where a qualifying clientele is served, or neighborhood revitalization goal via land or building acquisition where the future use is a childcare center supporting predominantly LMI clientele.

4. Summary of Citizen Participation Process and consultation process

Summary from citizen participation section of plan.

The City of Coeur d'Alene followed its CDBG Citizen Participation Plan to hold one public forum prior to posting its draft 2019 AAP. Once the public forum was held and a survey shared with the community to collect additional feedback, the draft AAP was posted publicly on January 4, 2018, with notice to the press for public awareness. Once posted online and available in hardcopy at City Hall, the public had opportunity to comment on the draft plan for thirty days. The public comment period ended at the conclusion of the City Hall Public Hearing held on February 5, 2018, where the Mayor and City Council reviewed the draft 2019 AAP. The public had opportunity to comment at the Public Hearing.

Twelve citizens attended the public forum and 55 completed the online survey assessing community needs and CDBG project funding. Citizens in attendance represented private industry as well as crucial services and agencies, such as the local senior center, low income family childcare center, workforce training college, school district, community health district, transportation district, opioid and alcohol recovery services, and adult disability services. Interested citizens and stakeholders who were unable to attend the public forum were instructed to share their observations on community needs and funding

suggestions via the 2019 AAP Community Survey or by contacting the City's CDBG Administrator by phone or email. The 2019 AAP Survey was posted on the City's website and was advertised via the stakeholder emailed list, City website, CDA TV, City Facebook, City Twitter, and by phone calls to stakeholders. Fifty-five citizens completed the online survey sharing community observations, funding desires for 2019, and future City CDBG goal suggestions.

In addition to local issues, the City contacted several Local and State government agencies to address regional issues, including the Department of Labor, Idaho Department of Vocational Rehabilitation, Kootenai County Probation, and City Police. Consultations with local and regional stakeholders, public forum feedback, and survey data analysis are the basis for the project goals and funding suggestions in this AAP.

For the substantial amendment to the 2019 AAP as a result of the CDBG-CV funds, the City has scheduled a public hearing to take place virtually using Zoom on May 5, 2020 at 6:00 p.m. and provided for more than 5 days of public comment, which is consistent with the HUD waivers 8 and 9. The amended draft Annual Action Plan for PY2019 and the amended Citizen Participation Plan will be available for review and comment for a period of 14 days from April 21, 2020 to May 5, 2020 on the City's website at www.cdavid.org/cdbg.

5. Summary of public comments

This could be a brief narrative summary or reference an attached document from the Citizen Participation section of the Con Plan.

The twelve participants in the 2019 public forum demonstrated strong alignment with the Goals from the AAP Plan and indicated a need for ongoing Public Service/Continuum of Care type projects, such as affordable rental housing and increased focus on the lack of housing stock for the very low-income populations. Additional need areas identified include the following:

- health access for suicide prevention and opioid crisis; detox centers; medication disposal sites; affordable childcare; early childhood education; and coordination with local churches offering social services to LMI populations.

Fifty-five 2019 Annual Action Plan Community Assessment surveys were completed (summary included in attachment). These were available to be completed anonymously in an effort to encourage diverse and unbiased participation. Comments from the survey included robust and thoughtful suggestions for the City's 2019 CDBG goals and future spending priorities. It is important to note, however, that some suggestions were not eligible and could not be considered.

Eligible public comments for the 2019 AAP include the following suggestions affecting low to moderate income residents of Coeur d'Alene:

- increased healthcare access; substance abuse prevention; mental health/suicide prevention; increased early childhood education access; increased public transportation routes that increase opportunity for non-linear workforce hours; encouragement of private investments; job training; a focus on larger projects instead of smaller projects to create improved goal impact; neighborhood focused planning; emergency shelters needed for women and children who are threatened with unsafe living situations resulting in victimization; business incubator support; code enforcement to ensure clear sidewalks; analysis of low income housing clustering; support for shut-in seniors; improvement of traffic lights cycles.

Comments supporting the following are eligible, but do have exception criteria and are dependent on activity: neighborhood focused CDBG funding will need a HUD approved Local Target plan; traffic light improvement would need to tie in with a national objective in order to be eligible and not be able to be funded through the City Streets and Engineering Department; the City currently has six goal areas to meet, determined by its Consolidated Plan, and focusing funding for 3-5 years on meeting one goal at a time, would not be feasible under this Annual Action Plan without Substantial Amendment to the City's Consolidated Plan—larger projects are however currently available for funding through the Community Opportunity Grants.

During the 30 day public comment period of the draft 2019 Annual Action Plan between Jan. 4, 2019 and the public comment section of the Public Forum on Feb. 5, 2019, a summary of comments includes the following: none submitted.

6. Summary of comments or views not accepted and the reasons for not accepting them

Comments not accepted include the following:

- road improvement and repair—currently the City has funding available for road improvements and therefore CDBG funds cannot be spent in this capacity;
- infrastructure to support citizen access to lake and river is not feasible as no shorelines fall within an LMI census tract which would allow for area benefit activities;
- cutting the popular CDBG funded EMRAP program is not a consensus item as it is widely popular and is the City's only program aimed at directly preventing homeless by maintaining the current housing stock;
- the comment supporting cutting the City's CDBG goal of supporting low income housing, as this has been determined by multiple area analysis to be the City's highest need area affecting low income families, cannot be considered;
- increasing public service funding is infeasible as the City has a maximum amount of 15% of its annual allocation available for public service activities;
- focusing on short-term rentals would not secure consistent housing stock for Coeur d'Alene residents and cannot be considered.

7. Summary

This document reflects coordinated planning and citizen participation, and also aims to reduce duplication of efforts at the local level and provide smoother delivery of services. It allows community organizations, citizens, and developers to better grasp the context in which the City's CDBG program operates. With this tool, organizations are better able to shape various programs into effective and coordinated regional, local, community, and neighborhood strategies during 2019. The City's as a recipient of CDBG funds aims to create and expand opportunities for every citizen in Coeur d'Alene, particularly those facing additional challenges due to income, illness, or special needs.

PR-05 Lead & Responsible Agencies – 91.200(b)

1. Agency/entity responsible for preparing/administering the Consolidated Plan

Describe the agency/entity responsible for preparing the Consolidated Plan and those responsible for administration of each grant program and funding source.

Agency Role	Name	Department/Agency
Lead Agency	COEUR D'ALENE	
CDBG Administrator		Planning Department
HOPWA Administrator		
HOME Administrator		
HOPWA-C Administrator		

Table 1 – Responsible Agencies

Narrative (optional)

The City of Coeur d'Alene employs a CDBG Grant Administrator to manage grant reporting requirements for its entitlement allocation which include the following reports: Consolidated Plan, Annual Action Plan, Comprehensive Annual Performance and Evaluation Report (CAPER). Additional duties involved in the CDBG Grant Administrator’s position include administration of the City’s CDBG funded programs which include the Community Opportunity Grant and the Emergency Minor Home Repair and Accessibility Improvement Program (EMRAP).

Consolidated Plan Public Contact Information

- Chelsea Nesbit, City of Coeur d'Alene, 710 E. Mullan Avenue, Coeur d'Alene, ID 83814; email: cnesbit@cdaid.org; phone: 208-769-2382
- Hilary Anderson, City of Coeur d'Alene, 710 E. Mullan Avenue, Coeur d'Alene, ID 83814; email: handerson@cdaid.org; phone: 208-769-2270

AP-10 Consultation – 91.100, 91.200(b), 91.215(I)

1. Introduction

The City of Coeur d'Alene's Grant Administrator oversaw the completion of the 2019 Annual Action Plan.

The 2019 Annual Action Plan (AAP), guided by the goals determined in the 2018-2022 Consolidated Plan, was developed with a strong emphasis on community input. One hundred and thirty nine (139) organizations, units of government, and stakeholders were contacted during the development of the 2019 AAP. The entire list of Community Stakeholders/Interested groups is included at the end of this document. The City also consulted with organizations that assist special needs and low-income populations such as the United Way of North Idaho, Idaho Vocational Rehabilitation, Disability Action Center, Community Action Partnership, and St. Vincent de Paul. Each of the aforementioned agencies/organizations plus local tax credit apartments were urged to complete a 2019 Annual Action Plan Community Needs Assessment Survey (included in attachment), which was shared with the greater citizen public and advertised via the local CDA Press, City's Facebook, City Twitter, City Website, and local government and education channel. A public forum was held on December 20, 2018, prior to the posting of the draft 2019 AAP, and attendants were provided overview of CDBG eligible projects, past spending, and current goals and given opportunity to share input on 2019 projects. During the 30-day public comment period, the AAP draft and public hearing notice was advertised in the press twice, sent out via email to stakeholders, posted on the City's website, and shared on the City's social media, City's Public Education and Government Channel, via flyers available around town, and was available for physical review at City Hall. Accepted comments on the posted draft 2019 Annual Action Plan were submitted to the City's CDBG Grant Administrator by the deadline of February 5, 2019 and were incorporated into the Plan.

The stakeholder list was contacted to provide input on the substantial amendment to the 2019 AAP for how to spend the \$199,675 in CDBG-CV funds in response to COVID-19.

Provide a concise summary of the jurisdiction's activities to enhance coordination between public and assisted housing providers and private and governmental health, mental health and service agencies (91.215(I))

As part of its Citizen Participation Plan, the City held a 2019 Annual Action Plan Public forum on December 20, 2018. Twelve citizens attended the public forum and fifty-five completed the online survey assessing community needs and CDBG project funding. Citizens in attendance represented private industry as well as crucial services and agencies, such as the local senior center, low income family childcare center, workforce training college, school district, community health district, transportation district, opioid and alcohol recovery services, and adult disability services. Interested citizens and stakeholders who were unable to attend the public forum were instructed to share their

observations on community needs and funding suggestions via the 2019 Annual Action Plan Community Survey or by contacting the City's CDBG Administrator by phone or email. Fifty-five citizens completed the online survey sharing community observations, funding desires for 2019, and future City CDBG goal suggestions.

In addition to local issues, the City contacted several Local and State government agencies to address regional issues, including the Department of Labor, Idaho Department of Vocational Rehabilitation, Kootenai County Probation, and City Police.

Consultations with local and regional stakeholders, public forum feedback, and survey data analysis are the basis for the project goals and funding suggestions in the 2019 Annual Action Plan.

The public hearing for the substantial amendment to the 2019 AAP for the CDBG-CV funds is set for May 5, 2020 at 6:00 p.m. at the regular meeting of the City Council using a virtual format through Zoom. The public was provided an opportunity to review the amended AAP and Citizen Participation Plan from April 21-May 5, 2020 and provide comments in writing via email and at the public hearing. Stakeholders were emailed about the amendments and encouraged to comment in writing or at the public hearing, and the public was notified in the newspaper hearing notices, CDA TV, the website and through social media.

Describe coordination with the Continuum of Care and efforts to address the needs of homeless persons (particularly chronically homeless individuals and families, families with children, veterans, and unaccompanied youth) and persons at risk of homelessness.

The Region I Homeless Coalition, headed by St. Vincent de Paul, covers all five counties of North Idaho. The City regularly attends their meetings for awareness and coordination to address the needs of the homeless and persons at risk of homelessness within Coeur d'Alene. The City includes this group on its stakeholder list and routinely shares funding availability notices and seeks partnering opportunities. During the City's previous CDBG Five-Year Consolidated Plan, 2013-2017, the City awarded St. Vincent de Paul \$350,000 via a Community Opportunity Grant in order to help them purchase their H.E.L.P Center, a site where the great majority of their services for the homeless and near homeless are provided. Subsequent projects have included a Public Facility Rehabilitation project to a transitional group home for adults living with severe mental health illnesses to a program of St. Vincent de Paul, Trinity Group Homes.

Describe consultation with the Continuum(s) of Care that serves the jurisdiction's area in determining how to allocate ESG funds, develop performance standards for and evaluate outcomes of projects and activities assisted by ESG funds, and develop funding, policies and procedures for the operation and administration of HMIS

St. Vincent de Paul of North Idaho receives and allocates Emergency Shelter Grant (ESG) funds. The City does not develop performance standards, evaluate outcomes or develop funding policies and procedures for the administration of HMIS, as it does not administer HMIS.

2. Describe Agencies, groups, organizations and others who participated in the process and describe the jurisdiction's consultations with housing, social service agencies and other entities

Table 2 – Agencies, groups, organizations who participated

1	Agency/Group/Organization	ST. VINCENT DE PAUL
	Agency/Group/Organization Type	Housing Services - Housing Services-Children Services-Elderly Persons Services-Persons with Disabilities Services-Persons with HIV/AIDS Services-homeless
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Consultation during drafting of 2019 AAP; encouraged participation in Community Forum via email notifications, flyers; encouraged participation in 2019 Annual Action Plan Community Survey. Additional consultation included information on homeless, non-homeless special needs, affordable housing, HPRP and Section 8.
2	Agency/Group/Organization	HABITAT FOR HUMANITY
	Agency/Group/Organization Type	Housing Services - Housing Services-Children Services-Elderly Persons Services-Persons with Disabilities Services-Persons with HIV/AIDS

	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homelessness Strategy Lead-based Paint Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Consultation during drafting of 2019 AAP; encouraged participation in Community Forum via email notifications, flyers; encouraged participation in 2019 Annual Action Plan Community Survey.
3	Agency/Group/Organization	COMMUNITY ACTION PARTNERSHIP
	Agency/Group/Organization Type	Services-Children Services-Elderly Persons Services-Persons with Disabilities Services-Persons with HIV/AIDS Services-Victims of Domestic Violence Services-homeless Regional organization
	What section of the Plan was addressed by Consultation?	Housing Need Assessment
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Consultation during drafting of 2019 AAP; encouraged participation in Community Forum via email notifications, flyers; encouraged participation in 2019 Annual Action Plan Community Survey.
4	Agency/Group/Organization	Safe Passage
	Agency/Group/Organization Type	Services - Housing Services-Children Services-Victims of Domestic Violence Services - Victims
	What section of the Plan was addressed by Consultation?	Homeless Needs - Families with children

	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Consultation during drafting of 2019 AAP; encouraged participation in Community Forum via email notifications, flyers; encouraged participation in 2019 Annual Action Plan Community Survey.
5	Agency/Group/Organization	TRINITY GROUP HOMES
	Agency/Group/Organization Type	Housing Services-Persons with Disabilities Services-homeless
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homeless Needs - Chronically homeless Homelessness Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Consultation during drafting of 2019 AAP; encouraged participation in Community Forum via email notifications, flyers; encouraged participation in 2019 Annual Action Plan Community Survey.
6	Agency/Group/Organization	KOOTENAI MEDICAL CENTER
	Agency/Group/Organization Type	Health Agency Major Employer
	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Consultation during drafting of 2019 AAP; encouraged participation in Community Forum via email notifications, flyers; encouraged participation in 2019 Annual Action Plan Community Survey.
7	Agency/Group/Organization	North Idaho College Head Start
	Agency/Group/Organization Type	Services-Children Services-Education

	What section of the Plan was addressed by Consultation?	Homeless Needs - Families with children Non-Homeless Special Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Attended 2019 AAP Community Forum to offer input in AAP and was encouraged participation in 2019 Annual Action Plan Community Survey.
8	Agency/Group/Organization	United Way of North Idaho
	Agency/Group/Organization Type	Services-Children Services-Education Neighborhood Organization
	What section of the Plan was addressed by Consultation?	Homeless Needs - Families with children Market Analysis
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Consultation during drafting of 2019 AAP; encouraged participation in 2019 Annual Action Plan Community Survey.
9	Agency/Group/Organization	IDAHO HOUSING AND FINANCE ASSOCIATION
	Agency/Group/Organization Type	Housing PHA Services - Housing Services-Children Services-Elderly Persons Services-Persons with Disabilities Services-Persons with HIV/AIDS Services-Victims of Domestic Violence Services-homeless Community Development Financial Institution

	What section of the Plan was addressed by Consultation?	Housing Need Assessment Public Housing Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Consulted during 2019 AAP drafting via email; encouraged participation in 2019 Annual Action Plan Community Survey. IHFA provided updated Section 8 Housing Vouchers data.
10	Agency/Group/Organization	PANHANDLE HEALTH DISTRICT
	Agency/Group/Organization Type	Services-homeless Services-Health Services - Victims Neighborhood Organization
	What section of the Plan was addressed by Consultation?	Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Non-Homeless Special Needs Lead-based Paint Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Attended 2019 AAP Community Forum to offer input in AAP and was encouraged participation in 2019 Annual Action Plan Community Survey. Provided Community Health Improvement plan created by Panhandle Health District.

Identify any Agency Types not consulted and provide rationale for not consulting

The City of Coeur d'Alene reached out to 139 agency types within the local jurisdiction (Stakeholder list attached), the region and the State of Idaho. It is unknown if there were any other agencies not consulted.

The same list of stakeholders was contacted with the substantial amendment to the 2019 AAP related to the CBDG-CV funds.

Other local/regional/state/federal planning efforts considered when preparing the Plan

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
Continuum of Care	ST. VINCENT DE PAUL	St. Vincent de Paul functions as the Continuum of Care for Region 1 of North Idaho. Goals naturally align as the City aims to support Coeur d'Alene residents who require St. Vincent services. Overlapping goals relate to homeless and precariously housed services.
Community Health Improvement Plan	Panhandle Health District	Panhandle Health District shared their recent public health assessment and contributed public comment based on their assessment. Overlapping goals relate to health of the community.
Idaho Housing Data	Idaho Housing and Finance Association	Idaho Housing and Finance Association shared updated data sources for Region 1 Idaho Housing. Overlapping goals relate to affordable housing availability for Region 1.

Table 3 – Other local / regional / federal planning efforts

Narrative (optional)

The City of Coeur d'Alene reached out to 139 agency types within the local jurisdiction, region, and State of Idaho. It is unknown if there were any other agencies not consulted.

The same list of stakeholders was contacted with the substantial amendment to the 2019 AAP related to the CBDG-CV funds.

AP-12 Participation – 91.105, 91.200(c)

1. Summary of citizen participation process/Efforts made to broaden citizen participation Summarize citizen participation process and how it impacted goal-setting

The City held a public forum prior to posting its draft 2019 AAP. After the forum, an online survey was created to collect additional feedback and the document was posted online on January 4, 2019 with notice to the press. The public had 30 days to comment on the plan, concluding with a public hearing with the City Council on February 5, 2019. * NOTE: The 2019 AAP amendment for the CDBG-CV funds followed HUD's guidance for public comment. *

In addition to local issues, the City contacted several Local/State government agencies to address regional issues, including the Department of Labor, Idaho Department of Vocational Rehabilitation, County Probation, and City Police. Consultations with stakeholders, public forum feedback, and survey data analysis are the basis for the project goals and funding suggestions in this AAP. Community feedback showed strong alignment with the Goals from the 2018-2022 Consolidated Plan and indicated a need for ongoing Public Service/Continuum of Care type projects, such as affordable rental housing and increased focus on the lack of housing stock for the very low-income populations. Public comments identified rising and current community needs to be addressed: health access for suicide prevention and opioid crisis; detox centers, medication disposal sites; affordable childcare, before & after childcare, early childhood education; coordination with local churches offering social services to LMI populations. The great majority of public comments suggested maintained funding of past projects with maintained funding figures and assessed that the 6 goals chosen in the Consolidated Plan are still the highest needs in the community. All accepted comments tie to eligible CDBG activities and can in some way be funded through the current 6 goals laid out in the Consolidated Plan.

Citizen Participation Outreach

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (if applicable)
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1	2019 Annual Action Plan Community Forum	<p>Non-targeted/broad community</p> <p>Stakeholder list representatives of local non-profits and regional organizations which support LMI</p>	<p>The City advertised the 2019 Annual Action Plan Community Forum Survey in multiple ways. Fifty-five 2019 Annual Action Plan Community Assessment surveys were completed. These were available to be completed anonymously in an effort to encourage diverse and unbiased participation. Comments from the survey included robust and thoughtful suggestions for the City.</p>	<p>Eligible public comments for the 2019 AAP include the following suggestions affecting low to moderate income residents of Coeur d'Alene: increased healthcare access, substance abuse prevention, mental health/suicide prevention; increased early childhood education access; increased public transportation routes that increase opportunity for non-linear workforce hours; encouragement of private investments; job training; a focus on larger projects</p>	<p>Comments not accepted include the following: road improvement and repair is currently not accepted as the City has funding available for road improvements and therefore CDBG funds cannot be spent in this capacity; infrastructure to support citizen access to lake and river is not feasible as no shorelines fall within an LMI census tract which would allow for area benefit activities; cutting the popular CDBG funded EMRAP program is not a consensus item as it is widely popular and is the City's only program aimed at directly preventing homeless by maintaining the current housing stock;</p>	
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Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
				<p>instead of smaller projects to create improved goal impact; neighborhood focused planning; emergency shelters needed for women and children who are threatened with unsafe living situations resulting in victimization; business incubator support; code enforcement to ensure clear sidewalks; analysis of low income housing clustering; support for shut-in seniors; improvement of traffic lights cycles.</p>	<p>the comment supporting cutting the City's CDBG goal of supporting low income housing, as this has been determined by multiple area analysis to be the City's highest need area affecting low income families, cannot be considered; increasing public service funding is infeasible as the City has a maximum amount of 15% of its annual allocation available for public service activities; focusing on short-term rentals would not secure consistent housing stock for Coeur d'Alene residents and cannot be considered.</p>	

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (if applicable)
2	Public Hearing	Non-targeted/broad community	The City advertised the draft 2019 Annual Action Plan for public review with notice to the press, emailed key stakeholder list, City Twitter, City Facebook, City distributed flyers.	No comments were received in the 30 day Public Comment Period or at the Public Hearing.		

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
3	Emailed Stakeholder List	Minorities Persons with disabilities Non-targeted/broad community Residents of Public and Assisted Housing Residents living with HIV/AIDS	The City advertised the 2019 Annual Action Plan Community Forum, Survey, and Public Hearing with Comment Period via targeted emailing to its local and regional key stakeholders. Outreach resulted in robust and thoughtful participation in the survey and attendance at the public forum of nonprofits and service organizations serving low to moderate income residents.	See Survey Results in Citizen Participation Comments for responses.		

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
4	Newspaper Ad	Non-targeted/broad community	<p>The City advertised the 2019 Annual Action Plan Community Forum, Survey, and Public Hearing with Comment Period via Newspaper Advertisement in the CDA Press. Outreach resulted in robust participation in the survey and attendance at the public forum. Two engaged citizens, as well as ten service organizations, were represented in attendance at the Public Forum and it is very likely that many of the responses to the survey (55) from the broad citizen public.</p>	<p>See Survey Results in Citizen Participation Comments for responses.</p>		

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
5	Internet Outreach	Non-targeted/broad community	<p>The City advertised the 2019 Annual Action Plan Community Forum, Survey, and Public Hearing with Comment Period via City Facebook, City Twitter, and City Website notifications. Outreach resulted in participation in the survey and attendance at the public forum. Two engaged citizens, as well as ten service organizations, were represented in attendance at the Public Forum and it is very likely that many of the responses to the survey (55) from the broad citizen public.</p>	<p>See Survey Results in Citizen Participation Comments for responses.</p>		

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (if applicable)
7	Public Hearing	Non-targeted/broad community	<p><u>A public hearing for the 2019 AAP amendment to receive CDBG-CV funds was held during the virtual City Council meeting on May 5, 2020 with public comment on the amendment from April 21-May 5. The City advertised the amendment to the 2019 AAP for public review with notice to the press, emailed key stakeholder list, City Twitter, City Facebook, and website posting.</u></p>			

Table 4 – Citizen Participation Outreach

Expected Resources

AP-15 Expected Resources – 91.220(c)(1,2)

Introduction

The City of Coeur d'Alene does not have any anticipated resources at its disposal for the Strategic Plan, other than CDBG funding.

The City of Coeur d'Alene was notified on April 2, 2020 that we will be receiving \$199,675 in FY20 CDBG-CV funding. HUD has advised entitlement communities to amend their 2019 AAP documents because the 2020 plans have not been approved. The numbers below under Expected Resources and in the Annual Goals & Objectives include the CDBG-CV funds.

Anticipated Resources

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
CDBG	public - federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	529,490	0	0	529,490	1,099,675	This allocation is isolated for spending in 5 projects: Emergency Minor Home Repair Program, Sidewalk Improvement, Meals on Wheels support, Community Opportunity Grants, and Administration.

Table 5 - Expected Resources – Priority Table

Explain how federal funds will leverage those additional resources (private, state and local funds), including a description of how matching requirements will be satisfied

The City of Coeur d’Alene receives no federal funding in addition to CDBG for housing and non-housing community development and there are no matching requirements for the City's CDBG program. IHFA is the Public Housing Authority (PHA) for the region and administers the Section 8 program. The estimated amount available to assist households through the Section 8 Housing Choice Voucher Program during in Plan Year 2019, based on 2018 data provided by the IHFA (included in Attachment 1) is approximately \$2,361,752 in the City of Coeur d’Alene and approximately \$4,604,207 for the Coeur d’Alene Region under the Project-Based Section 8 Program. Of those assisted with the Choice Voucher Program, 503 families were assisted in the City of Coeur d’Alene, with 1,039 families being assisted in the greater Coeur d’Alene Region.

Although the City of Coeur d’Alene is not a direct recipient of any IHFA funding/grants, the projected amount of funding for the Coeur d’Alene area is approximately \$3,500,000 through Supportive Housing Program (SHP) and Emergency Shelter Grants (ESG), including Community Housing Development Organization (CHDO) funding and Homelessness Prevention and Rapid Re-housing (HPRP) grants. These funds are managed by St. Vincent de Paul as the recipient of IHFA funding for north Idaho and they have assisted over 2,050 individuals into housing with these funds within Kootenai County annually. The Helping Empower Local People (H.E.L.P.) Center, a one-stop-shop, in Coeur d’Alene is the focal point for outreach and service to individuals and families seeking assistance.

As part of the CARES Act funds (COVID-19), additional ESG funds will be made available to local service providers to further their support of homelessness. These funds will be used to further leverage the CDBG-CV funds.

If appropriate, describe publically owned land or property located within the jurisdiction that may be used to address the needs identified in the plan

No, the City does not have any current land available.

Discussion

Additional resources from private, state and local funds will be leveraged as opportunities arise for the City to partner with in order to further each goal in this plan.

Local grants are available to support COVID-19 response. These will also help leverage CDBG-CV funds in the community.

Annual Goals and Objectives

AP-20 Annual Goals and Objectives

Goals Summary Information

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
1	Increase For Sale Affordable Housing	2019	2019	Affordable Housing		Increase For Sale Affordable Housing Water/Sewer Improvements Property Acquisition for Benefit of LMI Persons	CDBG: \$0	Homeowner Housing Added: 1 Household Housing Unit
2	Increase Affordable Rental Housing	2019	2019	Affordable Housing Non-Homeless Special Needs		Increase Rental Housing for Benefit of LMI Persons Water/Sewer Improvements Property Acquisition for Benefit of LMI Persons	CDBG: \$0	Public Facility or Infrastructure Activities for Low/Moderate Income Housing Benefit: 1 Households Assisted
3	Sidewalk Accessibility	2019	2019	Non-Housing Community Development		Sidewalk Repairs/ADA Accessible Route Improvement Parks/Recreation	CDBG: \$14,600	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 200 Persons Assisted

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
4	Neighborhood Revitalization	2019	2019	Affordable Housing Non-Homeless Special Needs Public Facility Improvements		Emergency Shelter/Transitional Housing Sidewalk Repairs/ADA Accessible Route Improvement Community Health Access Improvement Affordable Childcare and Early Childhood Education Code Enforcement EMRAP Water/Sewer Improvements Parks/Recreation Crime Reduction/Awareness	CDBG: \$202,520	Homeowner Housing Rehabilitated: 10 Household Housing Unit
5	Economic Development	2019	2019	Non-Homeless Special Needs Non-Housing Community Development		Affordable Childcare and Early Childhood Education Economic Development Job Training Public Service Projects	CDBG: \$0	Jobs created/retained: 2 Jobs

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
6	Public Service	2019	2019	Homeless Non-Homeless Special Needs Non-Housing Community Development		Emergency Shelter/Transitional Housing Community Health Access Improvement Affordable Childcare and Early Childhood Education Senior Support Code Enforcement Job Training Public Service Projects	CDBG: \$159,740	Public service activities other than Low/Moderate Income Housing Benefit: 60 Persons Assisted

Table 6 – Goals Summary

Goal Descriptions

1	Goal Name	Increase For Sale Affordable Housing
	Goal Description	Increase the supply of for-sale housing at prices affordable to the City's low and moderate-income workers.
2	Goal Name	Increase Affordable Rental Housing
	Goal Description	Increase the supply of rental housing affordable to the City's extremely low-income renters and residents with special needs, including persons who are homeless. Funding opportunities are available through the City's Community Opportunity Grant.

3	Goal Name	Sidewalk Accessibility
	Goal Description	Improve the City's sidewalks within LMI Census Tract areas to make them more accessible to persons with disabilities and to invest in the neighborhood infrastructure.
4	Goal Name	Neighborhood Revitalization
	Goal Description	Continue with neighborhood revitalization efforts through the Emergency Minor Home Repair and Accessibility Program (EMRAP), including code enforcement activities, to improve the condition of housing and commercial properties in low and moderate-income areas. The EMRAP program is usually budgeted at 50,000 dollars annually. Neighborhood revitalization dollars will additionally be available through the City's CDBG Annual Community Opportunity Grant, which does vary in funding based on allocation each year. Projects can include Rehabilitation to Public Facilities, Land Acquisition, or Building Acquisition for LMI resident benefit.
5	Goal Name	Economic Development
	Goal Description	Expand higher-paying employment opportunities for the residents of Coeur d'Alene through economic development.
6	Goal Name	Public Service
	Goal Description	Offer Public Service Program assistance to service organizations supporting low and moderate-income residents of Coeur d'Alene.

Projects

AP-35 Projects – 91.220(d)

Introduction

Plan year 2019 will bring new projects to the table, as all long-term projects will have been concluded and the Community Opportunity Grant will accept unique applications. Project areas can fall within any of the 5 projects listed below.

Due to popular demand, the City of Coeur d’Alene anticipates the continuation of sidewalk repairs in LMI census tract areas, the continuation of its Emergency Minor Home Repair & Accessibility Program, and its Community Opportunity Grant program. The Community Opportunity Grant has allowed for a variety of eligible proposals for HUD approved activities, including public service activities, which often specifically address gaps within our local Continuum of Care. Public Service activities are subject to a cap of 15% of the annual allocation of HUD funds, though the City is eager to provide as much needed services to City LMI residents.

The City will be receiving \$199,675 in CDBG-CV funds to respond to the COVID-19 pandemic. The funds will be split between Administration (maximum 20%) and the remainder will be put toward Community Opportunity Grants under the Public Services category that will be sought by local non-profits and service providers through an informal process.

Projects

#	Project Name
1	Emergency Minor Home Improvement and Accessibility Program
2	Meals on Wheels
3	Sidewalk/ADA Accessibility
4	General Administration
5	Community Opportunity Grant

Table 7 - Project Information

Describe the reasons for allocation priorities and any obstacles to addressing underserved needs

The City’s planning for allocation priorities is focused toward the number of persons who can be helped and identifying projects that will produce the best benefit for the investment. One of the larger budget items (60%) for Plan Year 2019 is the continuation of the Community Opportunity Grant, which includes the Public Service Grant (capped at 15% of yearly allocation). This large allocation coincides with the

City's number one priority status, as it does encourage applications for projects which would support Affordable Rental Housing, and coincides with all other priority items the City has identified. The City's Emergency Minor Home Repair & Accessibility Program (EMRAP) (15%) is available to homeowners within the City limits who meet the income eligibility and program requirements. This program occurs throughout the community, as it is not a geographically based program. The EMRAP program has been very successful in the past five years and continued project funding is frequently requested in public forums. More applications are received than can be funded every year. The funding for Public Service (15%) activities is carried out through a competitive and/or informal process; appropriate projects may be located anywhere as long as the beneficiaries are LMI residents of Coeur d'Alene. No specific projects have been identified to date for 2019 funding, outside of a \$5,000.00 non-competitive annual grant to the Lake City Center's Meals on Wheels program (1.5%), per City Council request. However, the City anticipates receiving plenty of applications for a responsible and effective grant project when Request for Proposals are made available to the public for the Community Opportunity Grant. Funding for sidewalks (4.5%) has been determined to be best addressed with a two-year planning approach. The first year involves identification of projects and partial allocation and the second year involves the actual construction activity and the final allocation. This project serves an area wide benefit for LMI census tracts, facilitating ADA conformance among many other benefits. The proposed budget allocates 80% of all funds to be utilized to benefit LMI residents, reserving \$63,695 for allowable administration and other project costs (19%). The average funding used for LMI benefit over the past five years has been 82% as any remaining administration funds are turned back into project budgets.

It should be noted that sidewalks are completed with in-house staffing. Due to a limited construction season and various citywide projects, the last few years sidewalk projects have been delayed. However, the City has communicated internally and this project funding has been prioritized for use in a summer 2019 project, where staff is addressing sidewalk concerns surrounding an elementary school in an LMI census tract; staff is in the process of completing an environmental review and in the Fernan Elementary area.

The CDBG-CV funds will be distributed to organizations with eligible activities that are project-ready where they can prove they have an urgent need in response to COVID-19. The funds will be managed through the Community Opportunity Grant program.

AP-38 Project Summary
Project Summary Information

1	Project Name	Emergency Minor Home Improvement and Accessibility Program
	Target Area	
	Goals Supported	Neighborhood Revitalization
	Needs Addressed	Code Enforcement EMRAP Water/Sewer Improvements
	Funding	CDBG: \$50,000
	Description	This program provides emergency housing repairs or ADA accessibility improvements to single family dwellings. Projects can include roofing replacement or repair, furnace replacement, electrical repair, hot water heater replacement and ADA sidewalk improvements or grab-bars/levers. This program is designated for CDA LMI homeowners of single-family dwellings. All grants have a \$5,000 maximum cap per household. The funding for this program was approved to be \$50,000.
	Target Date	3/31/2020
	Estimate the number and type of families that will benefit from the proposed activities	A minimum of 10 households will benefit from this program each year. The families will be Coeur d'Alene residents who are LMI and in need of assistance to maintain the livability of their home.
	Location Description	Varried, applications available to all qualifying Couer d'Alene resident homeowners.
	Planned Activities	The program provides for up to \$5,000 in grant funds for emergency repair, accessibility improvements, and other minor repairs that relate to the correction of hazardous building conditions that threaten the health and safety of the homeowner or the soundness of their home. Eligible work includes, but is not limited to: repairing of electrical, plumbing, sewer, water, or heating system; repair leaking roof; installation of ramps, grab bars, and lever hardware; and the creation of accessible pathways, including sidewalk repair/replacement.
2	Project Name	Meals on Wheels
	Target Area	
	Goals Supported	Public Service
	Needs Addressed	Senior Support Public Service Projects
	Funding	CDBG: \$5,000

	Description	This is an annual \$5,000.00 non-competitive allocation to Lake City Center's Meals on Wheels Program for at-risk seniors. Per City Council Request, this will be funded yearly pending need and citizen approval and does counts towards the public service cap of 15%.
	Target Date	3/31/2020
	Estimate the number and type of families that will benefit from the proposed activities	Homebound seniors who lack proper food access will benefit from this program. Expected beneficiares, based on monthly figures, total 68 + residents seniors of Coeur d'Alene.
	Location Description	This grant is awarded to Lake City Center in Coeur d'Alene which manages the City's Meals on Wheels Program in partnership with North Idaho College and Area Agency on Aging.
	Planned Activities	One planned grant of \$5,000.00 supporting costs contributing to one month's worth of food reimbursemnt for the Meals on Wheels program serving Coeur d'Alene residents.
3	Project Name	Sidewalk/ADA Accessibility
	Target Area	
	Goals Supported	Sidewalk Accessibility Neighborhood Revitalization
	Needs Addressed	Sidewalk Repairs/ADA Accessable Route Improvement
	Funding	CDBG: \$14,600
	Description	These funds replace and repair sidewalks in LMI Census Tracts to improve accessibility for LMI persons.
	Target Date	9/30/2020
	Estimate the number and type of families that will benefit from the proposed activities	It is estimated that 200 Coeur d'Alene families meeting LMI status thresholds will benefit from this activity. Many of these families have young children.
	Location Description	LMI Census Blocks: blk: 16, tract:1 21st and Sherman, north to E. Garden Ave., Coeur d'Alene, ID 83814

	Planned Activities	Planned activities for 2019 include installation and repair of sidewalks and curb cuts surrounding Fernan Elementary in Coeur d'Alene and on the east side of 21st, north of Sherman to E. Garden Ave. The purpose of this project is to increase the ease and safety of travel in an LMI census tract for families and children, improving route of travel and improved access to Fernan Elementary School.
4	Project Name	General Administration
	Target Area	
	Goals Supported	
	Needs Addressed	
	Funding	CDBG: \$103,630
	Description	General Administration activities include payroll for a CDBG Administrator to manage everyday administration of the grant, EMRAP program delivery, sub-recipient monitoring, and reporting requirements such as the Annual Action Plan, Consolidated Plan, and CAPER. Tasks are varied but can include Davis Bacon Monitoring, contract review, public information management, and ongoing community engagement involved with running and reporting on CDBG programs. This General Administration fund includes CDBG related administration costs including advertisements, training costs, and printing as well as all Fair Housing support.
	Target Date	9/30/2022
	Estimate the number and type of families that will benefit from the proposed activities	N/A
	Location Description	N/A
	Planned Activities	
5	Project Name	Community Opportunity Grant
	Target Area	
	Goals Supported	Increase For Sale Affordable Housing Increase Affordable Rental Housing Neighborhood Revitalization Economic Development Public Service

Needs Addressed	<p>Increase Rental Housing for Benefit of LMI Persons</p> <p>Emergency Shelter/Transitional Housing</p> <p>Increase For Sale Affordable Housing</p> <p>Community Health Access Improvement</p> <p>Affordable Childcare and Early Childhood Education</p> <p>Economic Development</p> <p>Senior Support</p> <p>Code Enforcement</p> <p>Job Training</p> <p>Public Service Projects</p> <p>Water/Sewer Improvements</p> <p>Parks/Recreation</p> <p>Property Acquisition for Benefit of LMI Persons</p> <p>Crime Reduction/Awareness</p> <p>Downpayment Assistance</p>
Funding	CDBG: \$356,260
Description	This program offers competitive grants to eligible applicants who propose a project primarily benefitting CDA LMI residents. It can include a wide variety of proposals and is subject to the public service cap of 15%, public benefit measures, and the Spot Blight cap of 30%.
Target Date	9/30/2022
Estimate the number and type of families that will benefit from the proposed activities	Low income residents of Couer d'Alene have the opportunity to benefit from the Community Opportunity Grant projects; it is unknown what future applicants will apply for though this funding source, although projects must meet one of the City's Consolidated Planning goals and are suggested to meet the priority needs specifically addressed above.
Location Description	Varied, as funds are not targeted in any one location in the City presently.
Planned Activities	No specific projects have been identified to date for 2019. However, the City anticipates receiving plenty of applications for responsible and effective grant projects when RFP's are opened. Because the allocation of funds is relatively minimal, the City plans on funding only projects requesting at least \$20,000 and the grant applications would need to clearly outline how these funds would be used and leveraged.

AP-50 Geographic Distribution – 91.220(f)

Description of the geographic areas of the entitlement (including areas of low-income and minority concentration) where assistance will be directed

The City of Coeur d’Alene, Idaho is located on the north shore of Lake Coeur d’Alene and extends north to Hayden. The eastern portion of Coeur d’Alene is bordered by the jurisdictions of Fernan Lake and Dalton Gardens, which have autonomous governing bodies, but share a zip code with Coeur d’Alene. To the west are the cities of Huetter and Post Falls.

The City of Coeur d’Alene does not have significant, dense areas of low-income residents nor are there areas of racial/minority concentration; the total minority population (2012-2016 ACS) is less than 7%. The City of Coeur d’Alene does use Census Tract mapping when conducting planning activities for projects under the CDBG Entitlement program (for example sidewalk repair/replacement).

Geographic Distribution

Target Area	Percentage of Funds

Table 8 - Geographic Distribution

Rationale for the priorities for allocating investments geographically

The City’s planning is focused more toward the number of persons who can be helped and identifying projects that will produce the best benefit for the investment.

Discussion

Not applicable.

Affordable Housing

AP-55 Affordable Housing – 91.220(g)

Introduction

Affordable housing programs available to Coeur d'Alene residents include the Low Income Housing Tax Credit (LIHTC) program, the HOME program, the Project-Based Section 8 program, and the Section 8 Housing Choice Voucher program.

As of December 2018, there were 21 LIHTC and HOME developments in Coeur d'Alene. These developments had over 882 family units, 306 units for seniors, and 108 were accessible to persons with disabilities.

Since 2007, CDBG funds were leveraged to construct four rental units with HUD 811 grants. Although no CDBG funds were used, through a lease of City-owned land, the City supported 37 units of HUD 202 units and fourteen units of HUD 811 units. CDBG funds have also leveraged IHFA tax credit allocations for an additional 77 affordable units in the City of Coeur d'Alene.

The City continually looks for community partners to fund joint projects which would create additional affordable homes for sale and for rent within City limits.

One Year Goals for the Number of Households to be Supported	
Homeless	0
Non-Homeless	1
Special-Needs	0
Total	1

Table 9 - One Year Goals for Affordable Housing by Support Requirement

One Year Goals for the Number of Households Supported Through	
Rental Assistance	1
The Production of New Units	0
Rehab of Existing Units	10
Acquisition of Existing Units	0
Total	11

Table 10 - One Year Goals for Affordable Housing by Support Type

Discussion

Habitat for Humanity of North Idaho has, in past years, used CDBG funds for constructing infrastructure to support a four-unit housing development in mid-town Coeur d'Alene. The first of the housing units were occupied during the 2010 calendar year, the second in 2011, the third in 2012, and the fourth in 2013. Providing homes for purchase by low/moderate income persons is a goal of the City, but one that takes more time and resources than other City goals. Community funding support is available annually through the City's annual Community Opportunity Grant cycle.

Commonwealth Agency, Inc. is a nonprofit running a senior service program at a tax-credit housing center for seniors in Coeur d'Alene. This program is funded in part by a 2017 CDBG Community Opportunity Grant award. One of their CDBG approved activities is emergency rental assistance. This type of opportunity is also available yearly for area partners during the City's annual Community Opportunity Grant cycle.

These are just two examples of the many ways that CDBG funds can assist housing in our community.

AP-60 Public Housing – 91.220(h)

Introduction

The City of Coeur d'Alene does not oversee a PHA and there are no public housing units in the City.

Actions planned during the next year to address the needs to public housing

IHFA serves the housing needs of the Idaho Panhandle, including the City of Coeur d'Alene. IHFA has an established system for providing service, which is well received within the region.

IHFA administers the Section 8 program in the City of Coeur d'Alene. During 2018, IHFA oversaw 3,114 affordable housing units in Region 1. The Section 8 Housing Choice Voucher program provided \$2,361,752 in vouchers to 503 families in the City of Coeur d'Alene. The estimated amount available to assist households during Plan Year 2019 is based on 2018 figures and projected to be approximately the same.

Actions to encourage public housing residents to become more involved in management and participate in homeownership

The City of Coeur d'Alene has partnered with Habitat for Humanity of North Idaho on past projects supporting new home ownership opportunities and will continue to look for avenues of continued partnerships with them and all others.

If the PHA is designated as troubled, describe the manner in which financial assistance will be provided or other assistance

Since there is no Public Housing Authority in the City of Coeur d'Alene, the City defers to IHFA for use of Section 8 Vouchers.

Discussion

The City continues to consider all partnership opportunities that may arise with local and statewide

agencies for affordable housing projects within the city limits of Coeur d'Alene for LMI residents.

AP-65 Homeless and Other Special Needs Activities – 91.220(i)

Introduction

The City receives no funding beyond their CDBG Entitlement for the homelessness activities. St. Vincent de Paul distributes McKinney-Vento funding through the SHP, ESG, and S+C. During 2018, funds provided 82 different types of services to upwards of 2,100 (unduplicated) individuals, including clothing, food, utility, rental assistance, and vouchers. Service needs are expected to increase for 2019 as housing instability increases based on market trends. In the City's 10-Year Plan to End Homelessness one of the goals identified by St. Vincent de Paul, in example, is to seek funding opportunities for housing and services for the homeless. The City's Community Opportunity Grant will provide opportunity for funding where agencies can apply gap funding to support the critical needs they determine are not being met by their current programs. Encouraged PY 2019 Community Opportunity Grant applications include housing, health, social services, employment, education, youth needs, as well targeted support for individuals and families who are being discharged from publicly funded institutions and systems of care and those who are receiving assistance from public or private agencies.

Describe the jurisdictions one-year goals and actions for reducing and ending homelessness including

Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs

The City's 10-Year Plan to End Homelessness estimated that in 2012 there would be 427 homeless individuals on the street, in shelters, and in transitional housing in Region 1 of North Idaho. These estimates were, unfortunately, right on track with local data. In 2016, the Point-in-Time Count estimated an average of 450 individuals were homeless on any given night, in 2017 an average of 273, in 2018 an average of 228. Statistics collected for Region 1 include the Northern five counties in Idaho and not solely Coeur d'Alene; however, Coeur d'Alene is part of the coordination of these efforts and functions as the point of entry for many of the area homeless services that St. Vincent de Paul manages in its function as the Continuum of Care for the Northern five counties. The trend in average number of homeless persons in Region 1 going down steadily is very encouraging and the City and local partners continue to look for opportunities to further decrease homelessness in Coeur d'Alene.

Over \$5.5 million in services is already being provided in Coeur d'Alene and the surrounding community. Approximately 17,000 points of service were provided to the homeless, including warming shelters, which open when the temperature falls below 25 degrees. Housing First, administered by St. Vincent de Paul, is a model that has been promoted by the federal government and used as funding allows. The one-stop-shop concept of the H.E.L.P. Center became a reality in 2008 and continues to assist a majority

of the people in need throughout the county.

Homelessness is a chronic problem and may never be totally eliminated. Some barriers to ending homelessness such as poor and non-existent housing stock and lack of jobs can be addressed by local governments, though correcting these problems are not quick, easy, or inexpensive fixes.

Barriers created or exacerbated by the homeless individuals are varied, as are the methods to mitigate those barriers. Lack of education, job training, and financial management skills can be provided through government-funded programs; the success of those efforts is unpredictable and not always permanent, and depends on a certain level of commitment by the homeless individual. Barriers involving health and mental health issues require different, and often more expensive resources, and a greater commitment to change by the homeless person.

Plans and programs can provide resources, encouragement, even a system of rewards or punishments, but no one solution will work for everyone. The City and other partners in the Plan to End Homelessness will concentrate their efforts on helping as many persons as possible, using all resources at their disposal.

The City's 10-Year Plan to End Homelessness will be a living document; implementation and periodic reviews of the Plan are vital to the success of the Plan. The City and partner agencies intend to work with and include citizens that are homeless and/or have been homeless to find and address gaps in the system.

The City operates an annual Community Opportunity Grant which allows for our partner agencies and key stakeholders who serve our homeless population or precariously housed population to submit applications to meet the highest needs of those populations.

The full plan is available on the City's website at:

http://www.cdavid.org/files/municipal_services/city_10_year_homeless_plan.pdf

Addressing the emergency shelter and transitional housing needs of homeless persons

The City works closely with local organizations such as St. Vincent de Paul, IHFA, and the Region 1 Coalition for the Homeless (Continuum of Care) and other government and non-profit organizations to identify area of need and appropriate activities to mitigate the problems as resources allow.

For persons experiencing homelessness and women who are domestic violence victims, there are six emergency shelters in the County to assist them: Children's Village; St. Vincent de Paul Women's Shelter; St. Vincent de Paul Men's Shelter; St. Pius Church; Safe Passage; and the OASIS Post Falls Police Department (which is the only emergency shelter located outside of Coeur d'Alene). Together, these

shelters provide beds to 68 people in need of housing because they are homeless.

St. Vincent de Paul provides a warming center that is activated November 1, 2018 and through February 28, 2019, open only when temperatures fall below 28 degrees. When activated, the St Vincent's shelters will be open from 7:00pm-7:00am. To take people to the shelter, a van leaves the St Vincent de Paul campus in Coeur d'Alene at 6:30pm and returns people back to the St. Vincent de Paul campus the next morning. St Vincent de Paul is able to shelter 45 individuals and will have available sleeping bags, blankets, gloves, stocking caps, coats, a full bathroom, warm food and drinks.

Family Promise of North Idaho acts as an interfaith effort to assist homeless families achieve independence. The focus of Family Promise is to keep families together by allowing them to sleep in one of seventeen local host churches, for a week at a time for up to 90 days. Families receive support services, food, and a temporary safe place to sleep.

The Kootenai County Recovery Center provides a drop-in facility for the homeless and mentally ill to clean up and receive clothes and food. They also offer computers with internet connection to facilitate job searches and communication with family and other support systems. A mail drop address is provided to further the communication support services they offer.

Union Gospel Mission is a faith-based organization out of Spokane, Washington that has recently expanded across state line to include Coeur d'Alene. They offer a long-term residential recovery center for women with children and women with substance abuse problems. It is located in mid-town Coeur d'Alene and the City granted a special use permit to change from a residential zoning to better facilitate their expansion. Short-term emergency help is also available on a limited basis. Food, shelter, clothing, one-on-one and group therapy sessions, life-skills classes, and a medical clinic are some of the resources they offer.

The City feels that it can support homeless persons or precariously housed persons best by increasing the capacity of the area's service organizations. Area agencies are welcome to apply for funding each year and are regularly contacted to discuss possible projects which require long range planning. The City understands that it has residents who are homeless or precariously housed and plans to support these populations by providing area organizations opportunity to apply competitively for funding based on need and eligibility to meet housing, health, social services, employment education and youth needs.

CDBG-CV funds can be used to support this activity.

Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that

individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again

Under a HPRP grant, St. Vincent de Paul has been tracking accomplishment in two categories: homeless prevention and rapid re-housing. Under the homeless prevention program 122 have been served; and under the rapid re-housing program 141 individuals have been served. The program also provides intensive weekly case management, which begins with self-sufficiency plan that includes job training services, substance about counseling, Life Skills classes, parenting classes, and financial literacy classes.

The City works closely with local organizations such as St. Vincent de Paul, IHFA, and the Region 1 Coalition for the Homeless (Continuum of Care) and other government and non-profit organizations to conduct appropriate activities to mitigate recently homeless persons from becoming homeless again, as resources allow.

Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: being discharged from publicly funded institutions and systems of care (such as health care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions); or, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs.

The one-stop-shop concept of the H.E.L.P. Center became a reality in 2008 and continues to assist a majority of the people in need throughout the county. It is the point of entry site for most homelessness services in Coeur d'Alene and Region 1, assisting approximately 5,777 individuals in 2018 alone, based on 2017 figures. From rental assistance to job searching, the H.E.L.P. Center provides 14 different programs and 21 different services to over 125 people per day. The City collaborates with St. Vincent de Paul several times each year to understand potential service improvements and is aware of the housing difficulty residents face when being discharged from publicly funded institutions and systems of care. The City does not want to replicate services for individuals and families being discharged from publicly funded institutions and systems of care but instead wishes to support area agencies who currently support these populations. The City will continue to educate area agencies on opportunities for them to

apply for funding through the City's CDBG Community Opportunity Grant.

Discussion

The Region 1 Coalition for the Homeless (Continuum of Care) and their associated network is always looking to provide those in need with housing, regardless of their history, and ways to add “beds” to the community. The City attends these monthly meetings and works to find partnerships to leverage additional project funding to further the goals under the 10-Year Plan to End Homelessness.

As stated in the PY 2018-2022 Consolidated Plan under the Non-Homeless Special Needs Assessment goal and Non-Housing Community Development goal, there is a myriad of supportive services in the community managed by other organizations for the non-homeless special needs populations. Goal 6- Public Service was included in the City’s Consolidated Plan. One of the opportunities under this goal is to partner with organizations that serve the non-homeless special needs populations in the community. As projects arise, it is possible that the City can leverage funding to better serve individuals and families who are being discharged from publicly funded institutions and systems of care as well as those who receive assistance from public or private agencies.

AP-75 Barriers to affordable housing – 91.220(j)

Introduction:

As discussed in AP-55: Affordable Housing, there are affordable housing units within the city limits, but like the majority of cities, more affordable housing could always be used. The City of Coeur d'Alene encourages and supports affordable housing by looking for partnerships to add to the stock and intends to continue utilizing methods similar to those already used in the past where CDBG funds are leveraged to produce the best benefit for the investment. An example of this method is evidenced by projects such as the partnership with Whitewater Creek, Inc. for the Riverstone Apartments where \$10,000 was used for architecture and engineering costs leveraged to produce a \$6,350,000 facility with 38 out of 50 rental units reserved for LMI persons.

Actions it planned to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment

In 2015 an Analysis of Impediments to Fair Housing Choice (AI) included discussions on land use controls, zoning ordinances, building codes, and fees and charges. While this report is focused on fair housing it also provides valuable insight into affordable housing and the general housing climate in the City of Coeur d'Alene. The flexibility in the laws and awareness of housing issues by the leadership positions of the City assists in making the City both a desirable place to have and build affordable housing. The 2015 AI identifies no barriers in the community due to the above listed issues. The City has an even disbursement of residential, commercial, and industrial zoning with many areas of mixed use facilitating affordable housing near areas that offer jobs for the residents. Minimum lot sizes are among the lowest in the state, pocket residential has no lot size or setback minimums, and accessory dwelling units are allowed in all zoning districts with no special permits required; these are all identified as favorable conditions compared to industry accepted barriers.

Investigation into tax policies, growth limitations, and policies affecting the return on investment also reveal no significant barriers. In fact, the City has an incentive program called the Density Bonus Incentive which allows downtown projects to use a larger footprint of the parcel than current code generally allows as long as new workforce housing is built as part of the project. The workforce housing can be located on the same site or somewhere within the downtown core and its immediate

surrounding district.

Discussion:

Other major barriers facing households and individuals trying to obtain homeownership are the extremely low inventory of affordable homes for sale, and, in relative terms, available to low/moderate income persons. This trend in rising housing costs is due to many factors which include the following: the landlocked geographic nature of the City; the great influx in population from higher cost cities; the deteriorating housing stock available, which incentivies builders not to rehabilitate a home but to tear it down and build new--a high cost/highprofit endeavor. These market realities create a trickle down effect which further inflates the market and eliminates housing stock available to low/moderate income families.

In contrast to these challenges, the City has an excellent record of working with local organizations such as CDA Area Economic Development Corporation to promote the City as an optimal place to establish a business. The local community college (North Idaho College) and Workforce Development Center provide opportunities for individuals to upgrade and improve employment skills. The City is working with the University of Idaho, Lewis-Clark State College, and Idaho State University to finalize an education corridor and provide better opportunities for residents to reach a level of education or expertise that will assist them in achieving living wage employment while creating additional jobs at the colleges (e.g., professors, service workers, and building maintenance staff).

The City will continue to write letters of support for projects seeking LMI tax credits that fit the goals of the Consolidated Plan. The City continues to seek additional methods of encouraging developers to construct LMI housing.

Current City's Infill Overlay District Ordinance which incentivize mixed use housing and denser housing builds could be an important tool for area partners to build low to moderate income for-purchase rent or owned units. An Urban and Infill Housing Ordinance, otherwise known as pocket housing, is in the process of being drafted.

AP-85 Other Actions – 91.220(k)

Introduction:

Because the City's allocation of HUD funds is relatively small it is difficult to have a significant impact on the local area to further housing goals. The City prefers to reserve its financial resources for projects already identified with measurable achievements. However, the City intends to continue being available as an educational resource for coordination and management and for letters of support.

Actions planned to address obstacles to meeting underserved needs

The City will continue to work with local organizations such as St. Vincent de Paul, Habitat for Humanity of North Idaho, United Way of North Idaho, IHFA, the Continuum of Care Coalition, and other government and non-profit organizations to identify areas of need and appropriate activities to mitigate the problems as resources allow. The H.E.L.P. Center is an excellent start to this process. The innovative partnership lead by St. Vincent de Paul provides office space and basic operating functions in a one-stop-shop so that LMI persons can make inquiries and receive services from employment searches to housing assistance to basic health care. The obstacles to meeting underserved needs are as varied as the individuals who seek assistance. As organizations and agencies record program activities including successes and failures, adjustments are made to the process, to incorporate the most effective methodologies and modify or eliminate those that are not working. The process is ongoing and as flexible (within the confines of established regulations) as possible to address the conditions and circumstances adherent to Coeur d'Alene.

Additionally, the City will continue to advocate to the community the need for warming shelters and Project Homeless Connect.

CDBG-CV funds could be used to help support urgent needs in response to COVID-19.

Actions planned to foster and maintain affordable housing

Plan year 2019 will bring new potential projects to the table with the annual Community Opportunity Grant, along with any ongoing contracted projects working towards completion. The City encourages and supports affordable housing by looking for partnerships to add to the affordable housing stock and intends to continue utilizing methods similar to those already used in the past where CDBG funds are leveraged produce the best benefit for the investment. An example of this method is evidenced by projects such as the partnership with Whitewater Creek, Inc. for the Riverstone Apartments where

\$10,000 was used for architecture and engineering costs was leveraged to produce a \$6,350,000 facility with 38 out of 50 rental units reserved for LMI persons.

Additionally, the City's CDBG funded Emergency Minor Home Repair and Accessibility Improvement Program will continue to be funded during plan year 2019, based on public support. This program assists families remain in their home by improving livability conditions to the residence; likewise maintaining the condition of deteriorating housing stock available to low to moderate income residents.

Actions planned to reduce lead-based paint hazards

The City distributes lead hazard information pamphlets to any residents seeking information and with each application for the Emergency Minor Home Repair and Accessibility Improvement Program (EMRAP). The pamphlets are also available on the City's web page and within the customer service center where building permits are issued. Additionally, the City provided pamphlets and information to the local building contractors association. Starting in April 2010, all for-hire construction work in child-occupied facilities must comply with the EPA Renovator, Repair, and Painting (RRP) law. The RRP law requires that any person doing this work get RRP certification and perform additional recordkeeping and site cleanup. In October 2010, the City sponsored RRP training. Of the 23 individuals who received certification, some were contractors that have and will work on EMRAP projects.

Actions planned to reduce the number of poverty-level families

The City's anti-poverty strategy recognizes that individuals and their situations differ; there are those individuals who are capable of being gainfully employed and those who are not. Persons with debilitating diseases, persons with disabilities, and frail elderly are often limited in their ability to generate household income through employment. On the other hand, full-time employment does not always provide sufficient income to lift a household out of poverty, and income assistance can become a disincentive to work.

The City has committed to a number of strategies to help reduce poverty including partnerships with organizations such as CDA Area Economic Decelopment Corporation for job creation and Ignite CDA for economic development to provide better opportunities within the community. Also, there have been improvements to infrastructure including sidewalk repair/replacement in LMI neighborhoods to revitalize them which assists in alleviating burdens allowing people to better travel safely and efficiently,

focusing their efforts elsewhere.

The City promotes workforce development and has been a strong supporter of the education corridor, which provides access for local residents to four institutions of higher learning (University of Idaho, North Idaho College, Lewis-Clark State College, Idaho State University). Additionally, NIC's Workforce Development Center offers job training and adult education opportunities beyond standardized secondary education.

Providing services to at-risk-youth is another priority for the City. Coeur d'Alene is diligent in seeking the best childcare regulations and encouraging growth of the industry so that working families can find affordable childcare. The City supports the local Head Start agency and agrees that education is an important step in eliminating the cycle of poverty. The City is pleased to have been a partner in the project to construct a Kroc Community Center in Coeur d'Alene. The Center has exceeded anticipated enrollment several times over since its opening and has a sliding scale for fees, allowing low-to-moderate income families and individuals to benefit from the Center's many programs at little or no cost.

Because transportation costs can be a large portion of the personal budget, the City of Coeur d'Alene is a partner with the Coeur d'Alene Tribe and other local jurisdictions in a regional bus system, CityLink, which provides transportation free of charge. The City contributes approximately \$46,000 annually to the program. Mid-size buses, approximately 32 passengers, run established routes from the southernmost point of the Reservation on US Highway 95 to Coeur d'Alene, Hayden, Post Falls and Rathdrum. Three routes have been established, two in the urban areas, and a third (the rural route) which connects the populations centers with the regions to the south. CityLink buses are accessible by ramp for persons who are physically unable to enter by the stairs and equipped with bicycle racks for those are combining modes of transportation. City Link has recently expanding its bussing circuits to reach more transportation deserts and business centers serving LMI people.

Actions planned to develop institutional structure

Many of the activities to assist low-to-moderate income persons, special needs individuals, the homeless, and other disadvantaged groups in Coeur d'Alene and Kootenai County area are delivered through an assortment of well established programs under the direction of established organizations and agencies such as IHFA, Lake City Center, and the Disability Action Center. Programs such as the H.E.L.P. Center's Supportive Housing Program, Emergency Solution Program and Shelter Plus Care Program are overseen by St. Vincent de Paul, or other local not for profit organizations. Additional non-profit efforts include Family Promise providing transitional housing for family and Community Action Partnership providing food bank services, weatherization, and circles (mentorship) program.

The City of Coeur d'Alene attends meetings on a regular basis to foster a communication network with

these agencies and to remain informed regarding local and regional programs. The City provides support as appropriate and practical, including web postings, information on the City's Public Education and Government Channel, distribution of printed materials, consultations and other aid as requested.

The City recognizes that agencies such as IHFA, who have been acting as the PHA for the region for many years, have a well-established, successful, and time-tested process in place to deliver needed services to the area. It is the City's position that programs which are meeting the requirements of the residents should be encouraged to request assistance when needed, and that the City's nominal resources can be best used to support the network of organizations and programs already in place.

The City is the lead agency for the CDBG funding. The City has established goals under their Entitlement program, and works to integrate City planning and projects with the related activities of other agencies in the area using the Citizen Participation Plan, direct email requests, and other various methods of communication to facilitate this goal. The City does not plan to duplicate services of other established and successful programs.

The City's system of institutional structure is strong and well-coordinated, with little duplication of services. Gaps in delivery, if any, are typically a result of reduction in state and/or federal funding to supporting Continuum of Care organizations in their ability to carry out a complete service delivery system.

Actions planned to enhance coordination between public and private housing and social service agencies

The City of Coeur d'Alene receives no federal funding in addition to CDBG for housing and non-housing community development. In 2018, the IHFA is the PHA for the region and administers the Section 8 program in the City of Coeur d'Alene. During previous years, the IHFA put \$4,604,207 into Region One for Project-Based Section 8 activities assisting 1,039 families. The Section 8 Housing Choice Voucher program provided \$2,361,752 in vouchers to 503 families in the City of Coeur d'Alene. The estimated amount available to assist households during Plan Year 2019 is based on 2018 figures provided by IHFA (Attachment 1) and projected to be approximately the same.

The City is also partnering with St. Vincent de Paul by long-term leasing City owned property at 102 Homestead Avenue. This property is a HUD 811 project and is a 14-unit rental property. Currently, no CDBG dollars are allocated to be used at 102 Homestead Avenue.

The City will continue to attend IHFA quarterly housing roundtables and to support implementation of the 10-Year Plan to End Homelessness, which provides opportunities to discuss issues with most service providers within our community. Additionally, the City will continue attendance, support, and

participation at the Region 1 Homeless Coalition meetings (Continuum of Care group).

The established H.E.L.P. Center in Coeur d'Alene is the focal point for outreach and service to individuals and families seeking assistance. The City will continue to support and promote these efforts in coordination with the 10-Year Plan to End Homelessness.

The established H.E.L.P. Center in Coeur d'Alene provides a means for homeless, non-homeless and special-needs populations to access services. Numerous organizations and agencies assist LMI persons to participate by maintaining "office space" and conducting appointments at the Center, the services include housing, health care, social services, employment assistance, and Veteran's programs. The City utilized past CDBG funds to acquire the H.E.L.P. center and granted the entity to St. Vincent de Paul.

Discussion:

The availability of funding is always a key issue in providing necessary services to the community. CDBG funds and other social service funds are vital and if they continue to be cut, as they have in the recent past, more services will be lost and some organizations may not survive. The City's CDBG makes some funds available for public services and/or community grant opportunities to area non-profits in order to help fill their gaps as program funding allows.

Program Specific Requirements

AP-90 Program Specific Requirements – 91.220(I)(1,2,4)

Introduction:

The City of Coeur d'Alene does not currently have any planned activities that would call for program income.

The City of Coeur d'Alene's CDBG funds do not have any other program specific requirements to address at this time. Should any program income begin, HUD regulations would be followed on usage and reporting. No grant funds have been returned to the line of credit. City staff has designated the overall benefit period for PY 2019 Annual Action Plan to be three years and includes PY 2018, PY 2019, and PY 2020.

CDBG CITIZEN PARTICIPATION PLAN **Amended in compliance with HUD COVID Waiver**

Purpose

The purpose of the Citizen Participation Plan is to set forth the City of Coeur d'Alene's procedure for citizen participation. This Plan applies to the City's use of U.S. Department of Housing and Urban Development (HUD), Community Development Block Grant (CDBG) funds. The Plan will provide information that outlines the steps to be taken to assure that its citizens have an opportunity to participate and contribute ideas in the development of CDBG related items/publication. The Citizen Participation Plan was drafted in accordance with Sections 91.100, 91.105, and 91.505.

HUD issued a memo on March 31, 2020 regarding Availability of Waivers of Community Planning and Development (CPD) Grant Program and Consolidated Plan Requirements to Prevent the Spread of COVID-19 and Mitigate Economic Impacts Caused by COVID-19.

These waivers allow for alternative hearing formats (i.e., virtual meetings) and reduced public comment period of 5 days. Waivers 8 and 9 under Consolidated Plan Requirements apply as waiver 8 regarding Citizen Participation Public Comment Period for Consolidated Plan Amendment and waiver 9 is Citizen Participation Reasonable Notice and Opportunity to Comment. The waiver language is provided as an attachment at the end of this plan. In accordance with HUD's direction, this Citizen Participation Plan has been amended with the waivers as noted below under "Public Meetings," "Location," and "Public Comment" sections of this plan.

Citizen Involvement

This Plan provides for and encourages all citizens of the community, public and community agencies, minorities, persons with special needs and/or persons who are often underrepresented in public process, specifically low and moderate-income persons, and persons residing in neighborhoods where CDBG funds are proposed such as those that are considered slum and blight areas, and persons who are homeless, to participate in:

- Development of a Five-Year Consolidated Plan;
- Annual Action Plans;
- Consolidated Annual Performance & Evaluation Reports (CAPER);
- Substantial amendments to a Consolidated Plan and/or Action Plan;
- Citizen Participation Plan amendments; and
- Assessment of Fair Housing Plan.

Public Meetings

The City considers any regular or special meeting of City Council and/or any public forum conducted for the purposes of obtaining citizens' views and to respond to proposals and questions as meeting the public hearing requirements under HUD's Consolidated Plan regulations.

The City will conduct at least two (2) public hearings during the plan year which will occur at two different stages in the program year. Together, the hearings will address housing and community development needs, development of proposed activities, and review of program performance.

Consolidated Plan/Annual Action Plan – During the development of the five-year **Consolidated Plan** approximately three (3) public forums will be held in various locations throughout the City, with an emphasis on low and moderate income areas. A minimum of one forum will be held before the proposed Consolidated Plan is published for comment. One forum will be held during the day to accommodate persons with disabilities, seniors, and others who have limited ability to attend evening meetings. Thereafter, for the **Annual Action Plans** prepared each year of the Consolidated Plan, one (1) public forum will be held to inform residents of how CDBG funds were used in past program years and to obtain citizen input about current needs and spending priorities. This forum will be held before the Action Plan is published for comment.

Prior to the final adoption of the Consolidated Plan/Annual Action Plan (1) meeting will be held before the City Council to present the Consolidated Plan goals, proposed activities, the estimated annual funding the City expects to receive, and the expected beneficiaries. This meeting will be held during the thirty (30) day public comment period.

Consolidated Annual Performance and Evaluation Report (CAPER)- A public hearing will be held for the purpose of obtaining citizens' comments on the Consolidated Annual Performance and Evaluation Report (CAPER) and can be combined to address current housing and community development needs in the development of the Consolidated Plan and/or Action Plan. This hearing may be held during the CAPER fifteen (15) day public comment period.

NOTE: HUD COVID-19 Waiver 8 allows for a reduced 5-day comment period.

Applicability: *The 15 and 30-day minimum for the required public comment period is waived for substantial amendments, provided that no less than 5 days are provided for public comments during this emergency period. The waiver is available through the end of the recipient's 2020 program year. Any recipient wishing to undertake further amendments to prior year plans following the 2020 program year can do so during the development of its FY 2021 Annual Action Plan.*

Assessment of Fair Housing Plan (AFH) – The City of Coeur d’Alene is Affirmatively Furthering Fair Housing by establishing fair housing goals, through the development of a Fair Housing Plan. During the development of the AFH, approximately 3 public forums will be held in various locations throughout the City, with an emphasis on low and moderate income areas. These forums may be held in conjunction with the Consolidated Plan update. At least one forum will be held during the day to accommodate person with disabilities, seniors, and others who have limited ability to attend evening meetings. Prior to the final adoption of the AFH a meeting will be held before the City Council to present the Assessment of Fair Housing Plan. This meeting may be held during the thirty (30) day public comment period.

The City will provide appropriate materials, equipment, and interpreting services to facilitate the participation of non-English speaking persons and persons with visual and/or hearing impairments, with at least seven (7) days advance notice prior to the meeting date.

Notification

Public Meetings - notices will be published at least two (2) weeks in advance of any public meeting date. The City will advertise through notice in the local newspaper of record (Coeur d’Alene Press). The notice shall provide sufficient information regarding the subject of the meeting to permit informed comments from the public.

Other forms of notification to citizens of public meetings may include distribution by means of e-mails, brochures, personal contact with agencies and advocates, announcements on the City’s website, CDATV channel, and press releases.

Comment Periods – notices will be published to coincide with the commencement date of the comment period. The notice shall include a summary description of the documents content and purpose and list locations where full copies are available for examination. Notices of comment periods will also be sent by mail or email to citizens or groups who attended any of the CDBG forums or public hearings.

Location

Public Forums will be held at various locations to ensure easy access to the community. The following are possible locations: the Police Station to the North, City Hall to the South, Fire Station 3 to the East, Lake City Center to the West. Additional locations may include the Kroc Community Center (North), the Library (South), Head Start Center (East), Fire Station 4 (North) and North Idaho College (West).

All public meetings will be held in locations accessible to low- and moderate-income residents, potential and actual beneficiaries, and people with disabilities.

NOTE: HUD COVID-19 Waiver 9 allows for alternative hearing formats (i.e., virtual meetings).

In addition to the HUD waiver, the Governor of Idaho has also authorized public meetings to take place virtually in an effort to contain COVID-19 and limit public gatherings, recognizing that there is a need to respond quickly to the growing spread and effects of COVID-19.

The City of Coeur d'Alene has been using Zoom meetings (and will continue to use that or any other similar software) to allow for regular City Council meetings and public hearings to take place virtually. Staff allows opportunities for the public to provide oral testimony during the Zoom meetings and encourages comments be submitted in advance via email. The City will allow for public comments on CDBG items following this same method to ensure ample opportunity to participate.

Applicability: *This authority is in effect through the end of the 2020 program year.*

Public Comment

The City will make available in draft form the Citizen Participation Plan, Consolidated Plan, Annual Action Plan, the CAPER, the Assessment of Fair Housing Plan and substantial amendments for citizens' review and comments. Full copies of these documents will be made available at City Hall and posted on the City's website at <http://www.cdavid.org/cdbg>. Summary descriptions will be included in the published comment period notice.

Comment periods:

30-days: No less than thirty (30) days for the Citizen Participation Plan, Consolidated Plan, Annual Action Plan, Assessment of Fair Housing Plan, and any substantial amendments.

15-days: No less than fifteen (15) days for the Consolidated Annual Performance and Evaluation Report (CAPER).

NOTE: HUD COVID-19 Waiver 8 allows for a reduced 5-day comment period.

Applicability: *The 15 and 30-day minimum for the required public comment period is waived for substantial amendments, provided that no less than 5 days are provided for public comments during this emergency period. The waiver is available through the end of the recipient's 2020 program year. Any recipient wishing to undertake further amendments to prior year plans following the 2020 program year can do so during the development of its FY 2021 Annual Action Plan.*

Comments or views of citizens both in writing or orally at public hearings will be considered in the development of the Citizen Participation Plan, Consolidated Plan, Annual Action Plan, CAPER, Assessment of Fair Housing Plan, and any related substantial amendments. A summary

of the comments and a summary of comments not accepted and the reasons for dismissal will be attached to the final documents.

Limited English Proficiency (LEP)

The City of Coeur d'Alene adopted a Limited English Proficiency (LEP) Plan in 2010 which provides the following guidance:

Although there is a very low percentage in the City of Coeur d'Alene of LEP individuals, that is, persons who speak English "not well" or "not at all," the city will address the LEP need as a reasonable accommodation.

The Policy includes that the City staff take reasonable steps to provide the opportunity for meaningful access to LEP clients who have difficulty communication in English.

The following resources will be available to accommodate LEP persons:

1. Volunteer interpreters for the Spanish language are available and will be provided within a reasonable time-period.
2. Language interpretation will be accessed for all other languages through a telephone interpretation service.

Amendments

Occasionally, circumstances warrant amendments to the Consolidated Plan. Amendments are defined as follows:

1. A change in allocation priorities or a change in the method of distribution of funds;
2. Carrying out an activity, using funds from any program covered by the consolidated plan (including program income), not previously described in the action plan; or
3. Change in the purpose, scope, location or beneficiaries of an activity.

Amendments as noted above shall be provided to HUD prior to the end of the program year.

Substantial Amendments

Recognizing that changes may be necessary to the Consolidated Plan, Annual Action Plan, Assessment of Fair Housing Plan and related documents, HUD allows for these amendments. The following criteria shall constitute a substantial amendment.

Any change in use of CDBG funds from one eligible activity to another, that involves an increase or decrease of funding of any approved activity, or project that is greater than twenty percent (20%) of the annual allocation.

Any changes to the AFH Plan shall be considered Substantial and shall follow the formal Substantial Amendment Process due to a material change in circumstances in the City that affects the information on which the AFH is based, to the extent

that the analysis, the fair housing contributing factors, or the priorities and goals of the AFH no longer reflect actual circumstances. A Substantial Amendment to the AFH plan will occur when any of the following criteria are met:

- A goal must be added due to new information
- A goal must be removed due to new information
- A natural or man-made disaster has re-directed City resources for an extended period of time – 2 years or more.

A public notice is required for all substantial amendments. The notice will give a summary description of the proposed amendment and list locations where full copies of the document are available for examination. A summary of the comments, and a summary of comments not accepted and the reasons for dismissal will be attached before the documentation is submitted to HUD for review and approval.

Assessment of Fair Housing Plan

The City is required to Affirmatively Furthering Fair Housing, which will be met through the establishment and updating of a Fair Housing Plan to include goals for the 2018 – 2022 program years.

HUD has set out four clear fair housing goals for all communities to ensure greater opportunities for all Americans:

- 1) Reduce segregation, and build on the nation’s increasing racial, geographic, and economic diversity.
- 2) Eliminate racially and ethnically concentrated areas of poverty.
- 3) Reduce disparities in access to important community assets such as quality schools, job center, and transit.
- 4) Narrow gaps that leave families with children, people with disabilities, and people of different races, colors, and national origins with more severe housing problems, a.k.a. disproportionate housing needs.

The public, residents, public agencies, stakeholders, and other interested parties will have access to any HUD-provided data and other supplemental information the City plans to incorporate into its Assessment of Fair Housing (AFH) at the start of the public participation process, or as soon as feasible after. The City may make HUD provided data available to the public by cross-referencing to the data on the HUD website.

City staff meets with stakeholders and community groups to review HUD data tables and HUD maps to develop the Assessment of Fair Housing Plan goals. The process of conducting the Assessment of Fair Housing will be completed in accordance with policies and procedures described in 24 C.F.R §§ 903.13, 903.15, 903.17, and 903.19 and will obtaining feedback from the stakeholders and community for addressing complaints.

Public comments will be considered and included in as applicable into the final Assessment of Fair Housing (AFH) Plan.

Access to Records

Citizens, stakeholders, public agencies, or other interested persons will be granted timely access to information and records relating to the City's Consolidated Plan and the City's use of federal funds covered by this document during the preceding five (5) years.

Copies of the Consolidated Plan as adopted, Annual Action Plan, AFH Plan, substantial amendments, and the Consolidated Annual Performance and Evaluation Report (CAPER) will be available for review in the Administration Department of the City and are also available for download in an electronic version, at no cost, from the City's web site at <http://www.cdavid.org/cdbg>.

Citizen Participation List

An electronic distribution mailing list known as the Citizen Participation List shall be the primary method of notifying interest persons of CDBG program activities. Interested persons who do not have access to electronic notifications will be mailed paper notices via the postal system. The Citizen Participation list is made up of members of the stakeholders list, representatives of government agencies, community planning organizations, public housing developments, neighborhood associations, all persons who have submitted project proposals in the last project proposal cycle, and any persons requesting to be placed on the mailing list and email distribution list.

Complaint Procedures

The City will provide a substantive written response to all written citizen complaints related to the Consolidated Plan, Annual Action Plan, AFH Plan, Substantial Amendments, and the CAPER within fifteen (15) working days of receiving the comments and complaints. Written complaints must clearly state the complainant's name, address, and zip code. A daytime telephone number should also be included in the event further information is needed. If a response cannot be prepared within a fifteen (15) day period, the complainant will be notified of the approximate date of when a response can be provided.

Consultation with Organizations and City Agencies

When preparing the Consolidated Plan, Annual Action Plan, AHF Plan and related documents, the City will actively consult with public and private agencies that provide housing, health, and social services (including those focusing on services to children, elderly persons, persons with disabilities, persons with HIV/AIDS and their families, and homeless persons) in order to ensure that the interests and needs of all groups are being adequately addressed. Additionally, the City shall consult with state and local health and child welfare agencies regarding data related to lead based paint hazards and poisonings including health department data on the addresses of housing units in which children have been identified as lead poisoned. The consultation will occur through

the regional forums, interviews and/or focus groups. At least one focus group or series of interviews with relevant stakeholders will be conducted during the creation of the Consolidated Plan, Annual Action Plan and AFH Plan.

Technical Assistance

The City, through its Administration Department and/or designated consultant, will also provide technical assistance to individuals and organizations representing low, very low and extremely low income people, who are interested in submitting a proposal to obtain funding for an activity. Such assistance may include offering application guidance, information resources, and trainings regarding the funded programs, but will not include preparing proposals on behalf of such individuals or organizations, nor may it provide any assurances that activities discussed will receive funding under an Action Plan as a result of the City's provision of technical assistance.

Policy to Minimize Displacement

The City will make every reasonable effort to avoid displacement. Where that is not possible, every effort will be made to minimize the number of persons displaced by activities funded through the federal resources described in the City's Consolidated Plan and Annual Action Plans. In the event that a person is displaced in undertaking an activity, assistance will be offered in accordance with the City of Coeur d'Alene Anti-Displacement Resolution (Res. No. 04-011), which is on file in the City Clerk's office. The City adheres to the Federal Uniform Acquisition and Relocation Assistance Act.

Attachment:

HUD COVID Waiver 3/31/20: Consolidated Plan Requirements

Attachment

HUD COVID WAIVER 3/31/20: CONSOLIDATED PLAN REQUIREMENTS

8. Citizen Participation Public Comment Period for Consolidated Plan Amendment Requirement: 30-day Public Comment Period.

Citations: 24 CFR 91.105(c)(2) and (k), 24 CFR 91.115(c)(2) and (i) and 24 CFR 91.401

Explanation: A CPD grantee may amend an approved consolidated plan in accordance with 24 CFR 91.505. Substantial amendments to the consolidated plan are subject to the citizen participation process in the grantee's citizen participation plan. The citizen participation plan must provide citizens with 30 days to comment on substantial amendments.

Justification: Given the need to expedite actions to respond to COVID-19, HUD waives 24 CFR 91.105(c)(2) and (k), 91.115(c)(2) and (i) as specified below, in order to balance the need to respond quickly to the growing spread and effects of COVID-19 with the statutory requirement to provide reasonable notice and opportunity for citizens to comment on substantial amendments concerning the proposed uses of CDBG, HOME, HTF, HOPWA or ESG funds.

Applicability: This 30-day minimum for the required public comment period is waived for substantial amendments, provided that no less than 5 days are provided for public comments on each substantial amendment. The waiver is available through the end of the recipient's 2020 program year. Any recipient wishing to undertake further amendments to prior year plans following the 2020 program year can do so during the development of its FY 2021 Annual Action Plan.

9. Citizen Participation Reasonable Notice and Opportunity to Comment

Requirement: Reasonable Notice and Opportunity to Comment.

Citations: 24 CFR 91.105(c)(2) and (k), 24 CFR 91.115(c)(2) and (i) and 24 CFR 91.401

Explanation: As noted above, the regulations at 24 CFR 91.105 (for local governments) and 91.115 (for States) set forth the citizen participation plan requirements for recipients. For substantial amendments to the consolidated plan, the regulations require the recipient to follow its citizen participation plan to provide citizens with reasonable notice and opportunity to comment. The citizen participation plan must state how reasonable notice and opportunity to comment will be given.

Justification: HUD recognizes the efforts to contain COVID-19 require limiting public gatherings, such as those often used to obtain citizen participation, and that there is a need to respond quickly to the growing spread and effects of COVID-19. Therefore, HUD waives 24 CFR 91.105(c)(2) and (k), 24 CFR 91.115(c)(2) and (i) and 24 CFR 91.401 as specified below to allow these grantees to determine what constitutes reasonable notice and opportunity to comment given their circumstances.

Applicability: This authority is in effect through the end of the 2020 program year.

APPROVING HUD SUBMITTAL OF THE AMENDED CDBG 2019 ANNUAL ACTION PLAN AND CITIZEN PARTICIPATION PLAN TO INCLUDE THE NEW CDBG-CV FUNDS IN RESPONSE TO COVID-19



City Council Meeting – May 5, 2020

Hilary Anderson, Community Planning Director
& Chelsea Nesbit, CDBG Specialist

1

DECISION POINT

The City Council should hold a public hearing on the amended CDBG 2019 Annual Action Plan (AAP) and Citizen Participation Plan incorporating the \$199,675 of CDBG-CV funds in response to COVID-19 and approve them for submittal to HUD.

2

CDBG-CV FUNDS

- The CARES Act made available \$5 billion in CDBG coronavirus response (CDBG-CV) funds to prevent, prepare for, and respond to coronavirus.
- The City of Coeur d’Alene was notified on April 2, 2020 that we will be receiving **\$199,675** in FY20 CDBG-CV funding.
- Citizen Participation Plan and 2019 Annual Action Plan amendments required.
- CDBG-CV funds are for urgent needs and to serve low-mod income individuals.
- Specific activities are eligible for COVID-19 relief per CARE Act and HUD.

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2019 ANNUAL ACTION PLAN AMENDMENT WITH CDBG-CV & PY2019 CDBG FUNDS

	A	B	C	D	E	F	G
1			2019 CDBG Allocation		FY20 CDBG-CV Allocation		TOTAL CDBG FUNDS
2			\$ 329,815.00		\$ 199,675.00		\$ 529,490.00
3							
4	General Admin.	20% Cap	\$ 63,695.00		\$ 39,935.00		\$ 103,630.00
5							
6	Lake City Center Grant		\$ 5,000.00				\$ 5,000.00
7							
8							
9	Sidewalk Accessibility		\$ 14,600.00				\$ 14,600.00
10							
11	Community Opportunity Grants		\$ 196,520.00		\$ 159,740.00		\$ 356,260.00
12							
13	EMRAP		\$ 50,000.00				\$ 50,000.00
14							

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CDBG-CV FUNDING BREAKDOWN

\$199,675

20% Administration (*maximum*)

Remaining funds could go to grants

80% Community Opportunity Grants

- Approved subrecipient funding: St. Vincent de Paul (\$24,000), Family Promise of North Idaho (not to exceed \$12,600), and Lake City Center (\$3,686)
- Additional funding requests are being evaluated for eligibility. Staff recommendations will be brought forward on May 19, 2020.

E	
FY20 CDBG-CV Allocation	
\$	199,675.00
\$	39,935.00
\$	159,740.00

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SUMMARY OF 2019 AAP AMENDMENTS

- The approved 2019 AAP has been amended to reflect the \$199, 675 in FY20 CDBG-CV funds.
- The tables in the amended 2019 AAP reflect the combined total amount of \$529,490. This includes the original 2019 CDBG allocation from HUD of \$329,815 and the new FY20 CBDG-CV allocation of \$199,675.
- The proposed amendments to the document are indicated with underlined text. Specific updates are noted below by section and page number.
 - **AP-05 Executive Summary:** the summary of Citizen Participation was updated
 - **AP-10 Consultation:** text was added about contacting the stakeholder list about CDBG-CV funds and information about the public hearing on May 5, 2020.
 - **AP-12 Participation:** a note was added about following HUD’s guidance for the 2019 AAP amendment to receive the CDBG-CV funds, and item 7 Public Hearing was added to Table 4 regarding the hearing on May 5, 2020

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SUMMARY OF 2019 AAP AMENDMENTS

- **AP-15 Expected Resources:** text was added about the CBDG-CV funds, dollar amounts were updated to include the 2019 allocation plus the new allocation of CBDG-CV funds, and text was added regarding the use of ESG funds and local grants to help leverage the CDBG-CV funds.
- **AP-35 Projects:** text was added about the \$199,675 in CDBG-CV funds and how it will be distributed between Administration costs (maximum of 20%) and Community Opportunity Grants under the Public Services category through an informal process.
- **AP-38 Project Summary:** the information and timelines were updated to reflect the CDBG-CV funds and the current projects under the 2019 allocation.
- **AP-65 Homeless and AP-85 Other Actions:** notes were added that CDBG-CV funds could be used to support urgent needs in response to COVID-19.

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SUMMARY OF CITIZEN PARTICIPATION PLAN AMENDMENTS

- The plan has been amended to reflect HUD Waivers 8 and 9 under the “Public Meetings,” “Location,” and “Public Comment” sections as indicated with underlined text.
- Under “Public Meetings” and “Public Comment,” the text reflects HUD waiving the 15 and 30-day minimums for the public comments and allows for no less than five days during the emergency period.
- Under “Location” of public meetings, the waiver allows for the use of virtual meetings in an effort to contain COVID-19 and limit public gatherings.
- The full text of HUD’s Waivers 8 and 9 are provided as attachments to the amended Citizen Participation Plan.

8

DECISION POINT / RECOMMENDATION

The City Council should approve the submittal of the amended 2019 AAP Plan and Citizen Participation Plan incorporating the \$199,675 in CDBG-CV funds to HUD for official review.

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QUESTIONS??



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