



**A CONTINUED MEETING OF
THE CITY COUNCIL
May 8, 2023, 12:00 Noon - tentative
Library Community Room**

AGENDA

A. CALL TO ORDER

1. Brief Update on Short-Term Rental and Special Events

Presented by: Renata McLeod, Municipal Services Director

2. Overview of the 2022-2023 General Fund- Fund Balance

Presented by: Vonnie Jensen, Comptroller

B. ADJOURNMENT



PARADES & SPECIAL EVENTS



History

- July 21, 2015 – Staff presentation to Council regarding Parade and Special Events – Code change to more than one event; downtown and Chamber took on more responsibility for port-a-potties; garbage; hiring of flaggers; Council motion to increase revenue without hurting events.
- May 2, 2017 – Event fees increase by 20%
- January 17, 2017 – Park fees were amended
- May 31, 2018 – Code Amendments were recommended to clarify numbers of participants and procedures required.
- June 21, 2022 – Council requested the item of Special Event and fees be brought forward for discussion
- July 19, 2022- Council request to combine code; research contracts for high impact events; increase fee schedule

Departments included

- Legal
- Parks
- Police
- Fire
- Streets/Engineering
- Municipal Services
- Staff Meetings held: March 1, 2, 2023; April 6, 12, 2023

Annual Special Events

4th Of July 'America the Beautiful' Parade Sun	High	Coeur d'Alene Race For The Cure	Med
Car D Lane Cruise and Show	High	Experience Day Think Big Festival	Med
CDA Fondo	High	Emerge – Pop Up Show	Med
CDA Marathon	High	Spokane To Sandpoint	Med
Cda Tri	High	St. Vinny's Diy Block Party	Med
Race The River	High	Walk MS Coeur d'Alene	Med
Spring Dash	High	Christ the King Procession	Med
Street Fair	High	Reindeer Run	Med
Ironman -contract	High	International Rosary Walk	Med
Christmas Lighting Ceremony	High	Tunnel of Towers	Med/Low

Park's Annual Events

Taste of the CDAs (same weekend as street fair)	High (due to number of days and participants)
CDA Marathon (also special event)	High (due to # of participants)
4th of July (Also Special Event)	High (due to # of participants)
Ales for the Trails	High (due to # of participants)
Brewfest	High (due to # of participants, vendors)
Spring Dash (also Special Event)	High (due to # of participants)
Live at Five	High (due to # of participants)
Family Day in the Park	Med
Run for the Angels	Med (due to # of participants)
Break the Silence Suicide Prevention Run/Walk	Med (due to # of participants)
Pickleball Tournament	Med (due to # of days and participants)
Rosary Walk	Med (due to # of participants)
Pride in the Park	Med (normally 200 people, the projected 400 this year)

Contracts

- St. Patrick's Day – test run
- Car d'lane – drafted
- 4th of July – drafted

M.C. 10.60.050: Set forth that the permit fee charged for the event and the security deposit required shall be based upon the event's category. The categories are established by impact on City services and the applicable category shall be determined by the following table.

Category	Participants	Hours	Length	Fee
High	Over 500	6+ hours	21+ blocks	\$750.00
Medium	201 - 500	3 - 6 hours	12 - 20 blocks	\$300.00
Low	0 - 200	Under 3 hours	Under 12 blocks or no street closure	\$150.00
Farmers Market		Operates less than 3 hours		No Charge

- An event will be assigned to the category (high, medium, low) which corresponds to at least two (2) of the three (3) criteria (participants, hours, length). If each of the three (3) criteria correspond to a different category, the event shall be assigned to the category "high".

Municipal Code Sections to combine

- Chapter 4.25 Parks and Public Property Regulations;
- Chapter 4.30 Activities on Public Property;
- Chapter 5.44 Outdoor Assemblies – Private Property
- Chapter 10.60 Parades, Special Events and Public Assemblies
- 5.25 City Streets Loud Speaker permits
- 5.75 – Concessions



Short-term Rentals

- Current number of permits issued: 560
- Currently 683 units are being advertised in CDA
- There are 53 units whose status is not yet determined

Last year from August -October 883 units were being advertised in CDA

Short-term Rentals

24/7 Hotline ready to open

- Action Plan includes: Press Release, social media, notify permit holders, other stakeholders on our email list and will send out 786 notices to abutting neighbors informing them of the hotline. With the May utility billing we will have a note at the bottom informing all account holders of the hotline number.

Stakeholder Meeting work:

- Staff is working on mapping areas of town that will provide data for the future stakeholder meeting
- Staff is continuing to build the stakeholder list in hopes of having a meeting with a diverse group of citizens

**MEMORANDUM OF UNDERSTANDING
BETWEEN
THE CITY OF COEUR D'ALENE
AND
THE COEUR D'ALENE DOWNTOWN ASSOCIATION, INC.
FOR
THE ST. PATRICK'S DAY PARADE**

I. PURPOSE:

This Memorandum of Understanding (MOU) is between the City of Coeur d'Alene ("CDA") and the Coeur d'Alene Downtown Association, Inc., ("DTA"), and is intended to document the parties' understanding of, and agreement to cooperate on, the St. Patrick's Day Parade ("Parade").

II. RECITALS:

WHEREAS, CDA is a municipal corporation organized and existing under the laws of the State of Idaho; and

WHEREAS, DTA is a non-profit corporation organized and existing under the laws of the State of Idaho; and

WHEREAS, DTA annually sponsors the Parade in downtown Coeur d'Alene on Sherman Avenue; and

WHEREAS, CDA and DTA recognize the need for and efficiency of a Memorandum of Understanding ("MOU") in establishing each party's expectations, as well as the roles and responsibilities of each party, for the Parade; and

WHEREAS, it is the mutual desire of CDA and DTA to memorialize their understanding and agreement with respect to their cooperation on the Parade; and

WHEREAS, this MOU creates a mutually beneficial solution for the parties involved.

NOW, THEREFORE, it is hereby agreed as follows:

III. AGREEMENT:

A. DTA hereby agrees:

1. To sponsor the Parade on Saturday, March 18, 2023, and pay CDA a fee of one hundred fifty and no/100 dollars (\$150.00) and a refundable damage deposit of one hundred and no/100 dollars (\$100.00). This fee and deposit have been paid;

2. To be solely responsible for the organization and operation of the Parade, except as set out in paragraph III(B) of this MOU;
3. To meet with CDA at least seven (7) days prior to the date of the Parade to discuss the traffic control plan;
4. To provide qualified adults (“Monitors”) to monitor and oversee the traffic control devices used for the Parade, in the number and locations as determined by the traffic control plan prepared by CDA. A qualified adult is a responsible person over the age of eighteen (18) who has received adequate instruction/training from DTA regarding the proper methods of traffic control for parades;
5. To supervise the Monitors in a reasonable and professional manner, and to provide and require said Monitors to wear a safety vest at all time when on duty, and to carry identification showing that they are authorized to control the traffic control devices on behalf of DTA;
6. That the Monitors are not employees, volunteers, or agents of CDA, but act entirely under the authority and responsibility of DTA;
7. That no more than three (3) days or less than two (2) days prior to the date of the Parade, DTA will place “No Parking” signs, approved and supplied by CDA, along the Parade route. DTA is responsible for inserting the appropriate information on the “No Parking” signs, and removing the information and returning the signs to CDA. DTA shall coordinate towing of vehicles parked in violation of the signs with the Coeur d’Alene Police Department;
8. To assure that the traffic barricades supplied by CDA remain in their proper positions, in accordance with the traffic control plan until the Parade is completed;
9. That the Parade route shall be on Sherman Avenue from 8th Street to 1st Street, with an assembly area on Sherman Avenue from 11th Street to 8th Street;
10. That DTA may begin staging for the Parade no earlier than 1:00 p.m., on Saturday, March 18, 2023;
11. That the Parade shall start at 3:00 p.m., and be completed by 4:00 p.m., on Saturday, March 18, 2023, at which time DTA will begin cleaning the Parade route and removing any DTA property that was placed for the Parade. Clean-up shall be completed no later than 6:00 p.m. on Saturday, March 18, 2023; and
12. That it will participate in a debriefing session with CDA within one (1) week of the conclusion of the Parade, or such other time as agreed by CDA.

B. CDA hereby agrees:

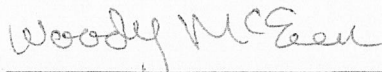
1. To prepare a traffic control plan for the Parade and complete it at least seven (7) days prior to the date of the Parade;
2. To meet with DTA at least seven (7) days prior to the date of the Parade to discuss the traffic control plan;
3. To provide DTA with "No Parking" signs sufficient to comply with the traffic control plan at least three days before the Parade;
4. The Coeur d'Alene Police Department shall coordinate towing of vehicles parked in violation of the "No Parking" signs with DTA;
4. To provide and set up traffic barricades needed to comply with the traffic control plan. Set up shall begin at least two (2) hours prior to the Parade; and
5. To remove the traffic barricades following the conclusion of the Parade.

D. It is further agreed by all parties:

1. That lines of communication shall be kept open in order to discuss any concerns arising from the terms of this MOU and to reach mutually agreeable solutions in a timely manner.
2. That this MOU may be modified only by mutual written agreement.
3. Each party shall be liable for any and all claims, damages or suits arising from the acts, omissions or negligence of its officers, agents and employees.

Dated this ____ day of March, 2023.

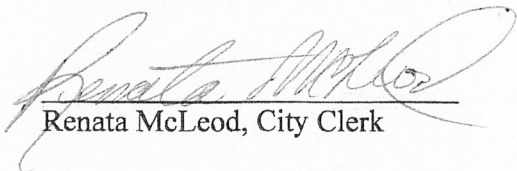
CITY OF COEUR D'ALENE



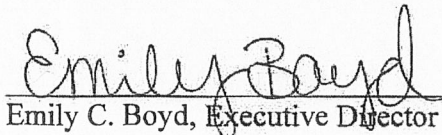
James Hammond, Mayor

MAYOR PRO TEM

ATTEST:


Renata McLeod, City Clerk

COEUR D'ALENE DOWNTOWN ASSOCIATION



Emily C. Boyd, Executive Director

FUND BALANCE



FUND BALANCE

Fund Balance Definition: The difference between assets and liabilities in a governmental funds balance sheet

Restricted Fund Balance Definition: When legally enforceable legislation establishes a specific purpose for the funds

Committed Fund Balance Definition: Constraints on their use do not come from outside parties, constitutional provisions or enabling legislation

Assigned Fund Balance Definition: Constrained by the City's intent to be used for specific purposes

**City of Coeur d’Alene
General Fund
Restricted, Committed and Assigned
Fund Balance History**

DATE:	BALANCE
September 30, 2022	\$11,880,092
September 30, 2021	\$6,817,493
September 30, 2020	\$8,584,707
September 30, 2019	\$2,901,452
September 30, 2018	\$1,244,148

**City of Coeur d’Alene – General Fund
Restricted, Committed and Assigned
Fund Balance 9/30/2022**

Restricted:	
Drug Task Force	\$17,871
ignite cda – Conduit – Seltice to Atlas	\$35,000
ignite cda – Library Stairs Revitalization	\$12,710
ignite cda – Museum of North Idaho	\$700,000
Idaho Transportation Dept – CdA Lake Drive	\$840,000
Bellerive Subdivision Agreement	\$23,046
Committed:	
Police training carryover per contract	\$16,000
Idaho Transportation Dept - Highway User Fees	\$1,915,482
Sick Leave Option 2 per contracts	\$199,209

**City of Coeur d'Alene – General Fund
Restricted, Committed and Assigned
Fund Balance 9/30/2022 - Continued**

Assigned:	
Recreation Dept reserve from Ironman	\$12,643
Police Station Expansion – land purchase	\$1,187,300
Lake District URD remaining funds distribution	\$599,147
Dump Truck purchase – Street Dept	\$350,000
Carryover for Overlay / Chip Seal	\$501,897

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FUND BALANCE

Fund Balance Definition: The difference between assets and liabilities in a governmental funds balance sheet

Unassigned Fund Balance Definitions:

The residual classification for the government's general fund which includes all spendable amounts not contained in the other classifications

Everything left over once the total amount has the following subtracted: restricted, committed and assigned funds

The money available to prevent a cash-flow issue

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City of Coeur d'Alene's Unassigned Fund Balance History General Fund

DATE:	BALANCE	% of Budgeted Expenses
September 30, 2022	\$11,880,092	24.5%
September 30, 2021	\$12,407,062	26.8%
September 30, 2020	\$9,183,668	19.5%
September 30, 2019	\$9,057,245	21.4%
September 30, 2018	\$9,799,963	24.4%

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City of Coeur d'Alene's Unassigned Fund Balance General Fund - Continued

The Government Finance Officers Association recommends at a minimum, that general purpose governments, regardless of size, maintain unassigned fund balance of no less than two months of regular general fund operating expenditures – 16.7%

The difference between 24.5% and 16.7% is a depletion of \$3.8 million.

The current budget includes a depletion of \$1,998,625 to fund capital expenses

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American Rescue Plan Act

Total Funds Received	\$8,659,329
Grant period 3/3/2021 to 12/31/2024	

American Rescue Plan Act Projects Included in FY 22-23 Budget

PROJECT	AMOUNT	SPENT YTD
IT - Network Replacement Project	\$547,855	\$275,401
Legal Dept – Integrated Case Mgmt System	\$71,850	\$12,991
Street Dept – Flooring & Lighting Upgrades	\$77,000	\$39,579
Police Station Expansion	\$3,000,000	\$117,925
Fire Dept personnel bonuses	\$381,000	\$381,801
Fire Dept – Self-Contained Breathing Apparatus	\$605,610	\$605,712

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American Rescue Plan Act Projects Included in FY 22-23 Budget - Continued

PROJECT	AMOUNT	SPENT YTD
Street Dept – Vehicle Replacement	\$270,000	\$245,045
Street Dept – Crack Sealer	\$92,000	\$87,015
Street Dept – Building Remodel	\$600,000	\$15,750
Street Dept – Dump Truck	\$250,000	\$-0-
Parks Dept – Equipment Replacement	\$194,000	\$79,039
Recreation Dept – Vehicle Replacement	\$35,000	\$35,000
Building Dept – Vehicle Replacement	\$62,000	\$60,742
Water Dept – Security Upgrades	\$320,000	\$-0-

Total Amount Budgeted in FY 22-23: \$6,506,315

Total Amount Spent in FY 22-23 to date: \$1,956,000

Amount committed to FY 23-24 for Police Station Expansion - \$1,600,000

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Things Happening at the City of CdA

PROJECTS
Police Station Expansion Project
Street Dept Building Remodel
Network Replacement Project
Children’s Pedestrian Safety Grant
LHTAC Pedestrian Safety Grant
Park Shop Expansion
Ramsey Road Project
North Idaho Museum site construction

Things Happening at the City of CdA - continued

PROJECTS
15 th Street Harrison to Best Street Project
Shade Element Riverstone Park
McEuen Park – Sidewalk Repairs
11 th Street Stormwater Project
East Sherman Stormwater Reduction
Independence Point Stormwater
Prairie Trail Extension

Questions?