



Coeur d'Alene CITY COUNCIL MEETING

July 18, 2023

MEMBERS OF THE CITY COUNCIL:

Jim Hammond, Mayor

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

WELCOME
To a Regular Meeting of the
Coeur d'Alene City Council
Held in the Library Community Room: 702 E. Front Avenue at **6:00 P.M.**

AGENDA
VISION STATEMENT

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

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

July 18, 2023

A. CALL TO ORDER/ROLL CALL

B. INVOCATION: None scheduled

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. [Action Item.](#)

E. ANNOUNCEMENTS

1. City Council
2. Mayor

*****ITEMS BELOW ARE CONSIDERED TO BE ACTION ITEMS, UNLESS NOTED OTHERWISE**

F. 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 July 5, 2023, Council Meeting.
2. Approval of the General Services/Public Works Committee July 10, 2023, Meeting Minutes.
3. Setting of the General Services/Public Works Committee meeting at noon on July 24, 2023.
4. Approval of Bills as Submitted.
5. Approval of Financial Report.

6. Approval of an Outdoor Eating Facility Encroachment Permit for Revival Tea Company, 201 N. 1st Street #101, Drew Henry.

As Recommended by the City Clerk

7. Resolution No. 23-055

- a. Approval of Change Order #1 with K&N Electric Motors, Inc., for the Trickling Filter Pump Rehabilitation Project, in the Amount of \$105,128.00
- b. Approval of a Contract with Big Sky Corporation, for the I-90 Loop Replacement to Fernan Village project, in the amount of \$89,307.00
- c. Approval of Amendments to the City's Records Retention Manual and Destruction Schedule
- d. Approval of the Destruction of Records for the Police, Municipal Services, Legal, and Human Resources Departments, Pursuant to the City's Records Retention Schedule
- e. Approval of an Agreement with Dimensions Health Group LLC, to Make Frontage Improvements on N. Schreiber Way

As Recommended by the General Services/Public Works Committee

G. PUBLIC COMMENTS: Non-action item (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.)

H. OTHER BUSINESS:

1. **Resolution No. 23-056** – Approving a Contract with NNAC, Inc., for the Public Transit Sidewalk Accessibility Project.

Staff Report by: Chris Bosley, City Engineer

2. **Resolution No. 23-057** – Approving an Agreement with the Downtown Association (DTA) for the Street Fair Event to be held August 4, 5, and 6, 2023.

Staff Report by: Renata McLeod, Municipal Services Director

3. **Council Bill No. 23-1007** – Modifications to Municipal Code Chapter 2.85.030, Historic Preservation Commission.

Staff Report by: Hilary Patterson, Community Planning Director

I. EXECUTIVE SESSION: Pursuant to Idaho Code 74-206A (a) Considering a labor contract offer or to formulate a counteroffer.

J. ADJOURNMENT

This meeting is aired live on CDA TV Spectrum Cable Channel 1301, TDS Channel 5, and on Facebook live through the City's Facebook page.

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

July 5, 2023

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 on July 5, 2023, at 6:00 p.m., there being present the following members:

James Hammond, Mayor

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

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

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

ANNOUNCEMENTS: Councilmember English noted there hadn’t been enough sign ups of faith groups to provide the invocations and he encouraged Council to open it up for signups again. Mayor Hammond commended the City’s Streets & Engineering Department for the recent improvements to Kathleen Avenue.

CONSENT CALENDAR:

1. Approval of Council Minutes for the June 20, 2023, and June 26, 2023, Council Meetings.
2. Setting of General Services/Public Works meeting for July 10, 2023.
3. Approval of Bills as Submitted.
4. Approval of the Outdoor Eating Facility Encroachment Permit for Cornerstone Coffee and Sweets, LLC. located at 814 N. 4th Street .
5. Approval of SS-20-08, Final Plat for Sebastian Tracts.
6. **RESOLUTION NO. 23-054-** A RESOLUTION OF THE CITY OF COEUR D’ALENE, KOOTENAI COUNTY, IDAHO, APPROVING AN AGREEMENT WITH NORTH IDAHO COLLEGE (NIC) TO PROVIDE SCHOOL RESOURCE OFFICER (SRO) SERVICES FOR SCHOOL YEARS 2023 – 2025; AND AN AGREEMENT WITH THE COEUR D’ALENE SCHOOL DISTRICT #271 TO PROVIDE SCHOOL RESOURCE OFFICER (SRO) SERVICES FOR SCHOOL YEARS 2023 – 2025; AND AUTHORIZING THE POLICE DEPARTMENT TO APPLY FOR AND, IF AWARDED, ACCEPT A CY 2023 EDWARD BRYNE MEMORIAL JUSTICE ASSISTANCE GRANT FOR THE PURCHASE OF 10 GETAC LAPTOPS FOR A TOTAL AWARD REQUEST OF \$30,054.00.

MOTION: Motion by McEvers, seconded by Evans, to approve the Consent Calendar as presented, including **Resolution No. 23-054**.

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

PUBLIC COMMENTS:

Justin O’Connell, Coeur d’Alene, made comments in regard to city elections, central planning, Arts, Wastewater Department funding, and taxes.

MOTION: Motion by McEvers, seconded by Miller, to enter into Executive Session Pursuant to Idaho Code Idaho Code 74-206A (a) Considering a Labor Contract Offer or to Formulate a Counteroffer.

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

The City Council entered Executive Session at 6:06 p.m. Those present were the Mayor, City Council, City Administrator, Human Resource Director, and the City Attorney. Council returned to regular session at 6:47 p.m.

ADJOURNMENT: Motion by Miller, seconded by Evans, that there being no other business this meeting be adjourned. **Motion carried.**

The meeting adjourned at 6:48 p.m.

ATTEST:

James Hammond, Mayor

Sherrie L. Badertscher
Executive Assistant

Monday, July 10, 2023
GENERAL SERVICES/PUBLIC WORKS COMMITTEE
MINUTES
12:00 p.m., Library Community Room

COMMITTEE MEMBERS

~~Councilmember Amy Evans, Chairperson~~ **ABSENT**
Councilmember Christie Wood, Acting Chairperson
Councilmember Dan English
Councilmember Woody McEvers

STAFF

Juanita Knight, Senior Legal Assistant
Randy Adams, City Attorney
Renata McLeod, Municipal Services Director
Mike Becker, Capital Program Manager, Wastewater Dept.
Kyle Marine, Assistant Director, Water Department
Troy Tymesen, City Administrator
Mike Anderson, Director, Wastewater Department
Chris Bosley, City Engineer, Streets & Engineering Dept.

Item 1. Request Approval of Change Order #1 with K&N Electric Motors, Inc., for the Trickling Filter Pump Rehabilitation Project, in the Amount of \$105,128.00.
(Consent Resolution)

Mike Becker, Capital Program Manager, Wastewater Department, is requesting Council approve Change Order #1 with K&N Electric Motors, Inc., for the quoted amount of \$105,128.00. Mr. Becker explained in his staff report that the Wastewater Treatment Facility uses three (3) vertical turbine pumps to convey partially treated effluent into a secondary treatment process. Under normal operations, two pumps run continuously with the third serving as a backup. Pump #3 was rebuilt in 2021 and, earlier this year, City Council approved the K&N contract to refurbish the remaining two pumps (Res. 22-046). Presently, Pumps #1 and #3 remain operational while Pump #2 is undergoing repairs at K&N. When Pump #2 is installed, Pump #1 will undergo repairs. The change order is for both pumps. Mr. Becker said that they determined that rebuilding the pumps offer the greatest value when compared to purchasing new pumps. Wastewater budgeted for this project but will need to amend the budget with funds from the Capital Replacement Fund to cover the additional cost of this change order. Mr. Becker also explained that under the terms of our existing contract, K&N is to disassemble and inspect each pump for underlining issues and provide quotes for either additional replacement or reconditioned parts, plus labor. During the dismantling and inspection of Pump #2, K&N found the suction bell and volute are worn past repair and cannot be reused. The excessive wear to these cast parts was causing an imbalance which caused the pump's impeller shaft, bearings and register to severely deteriorate. Replacing the cast parts will likely ensure a longer service life of the pump and is considered for Pump #1 as well.

Councilmember McEvers asked what is the life expectancy of these pumps. Mr. Becker said they experienced 30 years of life out of these 3 pumps. However, the usual life expectancy is 10 years. Once these three have been refurbished, Mr. Becker said he hopes to get another 10 years out of them.

MOTION: by McEvers, seconded by English, to recommend that Council Approve Change Order #1 with K&N Electric Motors, Inc., for the Trickling Filter Pump Rehabilitation Project, in the Amount of \$105,128.00. Motion Carried.

Item 2. Request Acceptance of Bid and Award a Contract to Big Sky Corporation, for the I-90 Loop Replacement to Fernan Village project, in the amount of \$89,307.00.
(Consent Resolution)

Kyle Marine, Assistant Director, Water Department, is requesting Council accept the bid of and approve a contract with Big Sky Corporation, the lowest responsive bidder, in the amount of \$89,307.00, to replace the failing 6" OD steel water main under I-90 that provides service to Fernan Village. Mr. Marine explained in his staff report that originally, a 6-inch water main was installed underneath the old freeway with an 8-inch carrier pipe to serve Fernan Village. In 1990, the freeway was expanded for the installation of the on-ramp at Sherman Avenue. The City added an additional carrier pipe with 6-inch C-900 to extend the pipeline and carrier out of the I-90 expansion. In the fall of 2022, the Water Department received a call for water coming up in the street and it was discovered the water main had broken somewhere underneath the freeway. Due to the weather conditions and the time of year, the project was delayed until we could arrange a contractor to replace 350 feet of water main with a one-piece section of HDPE pipe. Funding for the proposed project is included in the 2022-23 FY budget in the amount of \$750,000.00. Mr. Marine also explained that the 6-inch water main that serves Fernan Village from E. Mullen Ave. is critical due to it being the secondary feed for this community. It also helps provide fire flows and reduces water quality issues with better circulation. If the line is not replaced, this community would rely on a single feed, that if it fails, would put multiple customers out of service for a long period of time until repairs could be made.

Councilmember McEvers asked if the City of Fernan is helping to pay for this replacement. Mr. Marine said yes, they pay for it through services when they are billed for water service.

MOTION: by English, seconded by McEvers, to recommend that Council Accept the Bid and Award a Contract to Big Sky Corporation, for installation of the I-90 Loop Replacement to Fernan Village, in the amount of \$89,307.00. Motion Carried.

Item 3. Request Approval of Amendments to the City's Records Retention Manual and Destruction Schedule.
(Consent Resolution)

Renata McLeod, Municipal Services Director, is requesting Council approve amendments to the Records Retention Manual and destruction schedule. Mrs. McLeod explained in her staff report that on December 5, 2006, the City adopted Resolution No. 06-075 (amended by Resolution Nos. 14-036 and 16-056) approving a records retention manual as required by Idaho Code § 50-907(5). Upon review of the manual, in addition to general housekeeping updates, the following changes/updates are recommended:

- Notation of the 2018 Idaho Code update clarification of who receives public records requests and specific designation for the Police Department
- Updated list of Designated Records Managers
- Allowance for the City Clerk and City Attorney to make reasonable amendments to the schedule
- Addition of the definition of Law Enforcement Media Recordings
- Clarifications to the timeline of retention for Permanent, Semi-permanent and Temporary records
- Definition of Microsoft files/Electronic documents for use of Office 365 teams tools
- Updated Department Filing Systems for the Human Resources, Library, Parks, Police, Wastewater, and Water Departments

- Updated process for transferring records to the State
- Housekeeping updates to department filing systems
- Update to the disaster Recovery Plan to match current practices.

Councilmember McEvers asked about the difference between Permanent and Historical. Mrs. McLeod said the difference is the definition of each in the Idaho State Code. Councilmember McEvers asked which type of record email fits into. Mrs. McLeod said email is a temporary record.

Councilmember Wood said it is hard to grasp the amount of documentation the City generates on a daily basis. She asked Mrs. McLeod to explain how the documentation is stored and the expense of storing it. Mrs. McLeod said some of it is hard copy but most of it is digitally as the City becomes more paperless. The expense is the cost of square footage for the hard copies and the cost of servers for the digital information. The City is moving towards Office 365, which is a cloud, and will be much like renting storage space, so the more information stored the more expensive it will be.

MOTION: by English, seconded by McEvers, to recommend that Council Approve the Amendments to the City’s Records Retention Manual and Destruction Schedule. Motion Carried.

Item 4. Request Approval of the Destruction of Records for the Police, Municipal Services, Legal, and Human Resources Departments, Pursuant to the City’s Records Retention Schedule.
(Consent Resolution)

Renata McLeod, Municipal Services Director, is requesting Council authorize the destruction of certain public records in accordance with the City’s records retention schedule. Mrs. McLeod explained in her staff report that Idaho Code §§ 50-907 and 50-908 sets forth requirements for cities related to public records. The Code establishes the types of records length of time for minimum retention, and requires that cities adopt their own records retention manual and schedule. The City has done so through Resolution No. 16-056. Records are routinely reviewed to determine if the necessity of maintaining the record is warranted. The Police Department, Municipal Services, and Legal Departments are requesting the destruction of records in accordance with the policy adopted by Council.

MOTION: by McEvers, seconded by English, to recommend that Council approve the Destruction of Records for the Police, Municipal Services, Legal, and Human Resources Departments, Pursuant to the City’s Records Retention Schedule. Motion Carried.

Item 5. Request approval of an Agreement with Dimensions Health Group LLC, to make frontage improvements on N. Schreiber Way.
(Consent Resolution)

Randy Adams, City Attorney is requesting Council approve an agreement with Dimensions Health Group LLC (“Dimensions”) to make improvements to pedestrian ramps, driveway approaches, and sidewalks at 3815, 3817, and 3819 N. Schreiber Way. Mr. Adams explained in his staff report that Dimensions owns the property at 3815, 3817, and 3819 N. Schreiber Way. In January 2023, Beacon Cancer Center pulled a permit to do tenant improvements in the Dimensions building located at 3815 N. Schreiber Way. The estimated value of the improvements is \$2,500,000. In addition, in February 2023, Dimensions pulled a permit for exterior upgrades

and interior demolition to the same building. The estimated value of this work is \$2,000,000. During the project review for these projects in late 2022, the Streets and Engineering Department identified certain frontage improvements that would have to be completed in order to comply with the ADA. These improvements included replacement of six PED ramps, two driveway approaches, and approximately 25% of the sidewalk along the 650-foot of Schreiber Way frontage. The CEO of Beacon Cancer Center requested 24 to 36 months to complete the frontage improvements due to the overall cost of the project and the substantial immediate outlay of funds for building improvements. There are sidewalks throughout this area, but the nature of the businesses on Schreiber Way are such that little foot traffic is generated. Under the negotiated Agreement, five panels of sidewalk will be replaced by August 10, 2023, and the rest of the improvements will be completed no later than October 1, 2025. A Temporary Certificate of Occupancy will be issued when the work on the building and the sidewalk panels has passed City inspection. A permanent Certificate of Occupancy will not be issued under all frontage improvements have been complete. Dimensions has agreed that the Temporary Certificate may be revoked if the frontage improvements are not completed on time. This compromise will assist a critical business for the community and assure that needed improvements to frontage will be completed.

MOTION: by English, seconded by McEvers, to recommend that Council approve an Agreement with Dimensions Health Group LLC, to make frontage improvements on N. Schreiber Way. Motion Carried.

A recording of the meeting can be found at: <https://youtu.be/9Uno4xAYTcU>

The meeting adjourned at 12:40 p.m.

Respectfully submitted,
Juanita Knight
Senior Legal Assistant
Recording Secretary

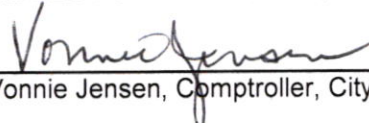
JUL 10 2023

CITY CLERK

CITY OF COEUR D'ALENE
Treasurer's Report of Cash and Investment Transactions

FUND	BALANCE 5/31/2023	RECEIPTS	DISBURSE- MENTS	BALANCE 6/30/2023
<u>General-Designated</u>	\$4,317,639	\$145	\$31,274	\$4,286,510
<u>General-Undesignated</u>	12,633,192	6,140,082	7,816,832	10,956,442
<u>Special Revenue:</u>				
Library	137,827	77,082	129,130	85,779
CDBG	(134,861)	81,081	6,816	(60,596)
Cemetery	244,064	27,796	34,065	237,795
Parks Capital Improvements	2,091,225	30,683	12,542	2,109,366
Impact Fees	5,904,340	45,852	25,530	5,924,662
Annexation Fees	1,049,921	4,619	-	1,054,540
American Recovery Plan	8,454,589	-	50,000	8,404,589
Cemetery P/C	1,104,276	4,628	13,419	1,095,484
Jewett House	141,357	19,039	1,293	159,103
Reforestation	22,922	371	260	23,033
Street Trees	165,598	5,229	158	170,669
Community Canopy	2,393	11	-	2,404
Public Art Fund	66,335	292	1,300	65,327
Public Art Fund - ignite	430,902	1,896	-	432,798
Public Art Fund - Maintenance	125,948	554	20	126,482
<u>Debt Service:</u>				
2015 G.O. Bonds	648,003	34,638	-	682,640
<u>Capital Projects:</u>				
Street Projects	556,451	52,448	17,115	591,783
<u>Enterprise:</u>				
Street Lights	125,764	61,071	60,089	126,746
Water	2,297,692	460,333	933,988	1,824,036
Water Capitalization Fees	5,992,854	46,631	3,235	6,036,250
Wastewater	18,144,724	1,285,481	793,528	18,636,677
Wastewater - Equip Reserve	1,242,062	27,500	-	1,269,562
Wastewater - Capital Reserve	4,500,000	-	-	4,500,000
WWTP Capitalization Fees	4,230,109	143,774	-	4,373,883
WW Property Mgmt	59,973	-	-	59,973
Sanitation	1,477,696	557,603	596,313	1,438,986
Public Parking	809,772	68,493	77,792	800,472
Drainage	1,376,105	93,980	186,820	1,283,265
Wastewater Debt Service	660,768	2,907	-	663,675
<u>Fiduciary Funds:</u>				
Kootenai County Solid Waste Billing	230,945	271,358	231,284	271,019
Police Retirement	426,797	16,878	24,203	419,472
Sales Tax	2,803	1,980	2,803	1,980
BID	377,568	7,486	-	385,054
Homeless Trust Fund	688	642	688	642
GRAND TOTAL	\$79,918,438	\$9,572,561	\$11,050,498	\$78,440,501

I HEREBY SWEAR UNDER OATH THAT THE AMOUNTS REPORTED ABOVE, ON THE CASH BASIS ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.



Vonnice Jensen, Comptroller, City of Coeur d'Alene, Idaho

CITY OF COEUR D'ALENE
 BUDGET STATUS REPORT
 NINE MONTHS ENDED
 June 30, 2023

RECEIVED

JUL 10 2023

CITY CLERK

FUND OR DEPARTMENT	TYPE OF EXPENDITURE	TOTAL BUDGETED	SPENT THRU 6/30/2023	PERCENT EXPENDED
Mayor/Council	Personnel Services	\$249,035	\$179,861	72%
	Services/Supplies	10,128	5,526	55%
Administration	Personnel Services	317,916	172,833	54%
	Services/Supplies	2,570	1,246	48%
Finance	Personnel Services	765,897	570,311	74%
	Services/Supplies	632,500	588,070	93%
Municipal Services	Personnel Services	1,469,170	969,287	66%
	Services/Supplies	1,531,715	1,026,611	67%
	Capital Outlay			
Human Resources	Personnel Services	366,503	252,829	69%
	Services/Supplies	85,918	64,945	76%
Legal	Personnel Services	1,225,988	893,178	73%
	Services/Supplies	135,450	38,027	28%
Planning	Personnel Services	697,216	493,387	71%
	Services/Supplies	62,050	37,201	60%
	Capital Outlay			
Building Maintenance	Personnel Services	320,137	234,417	73%
	Services/Supplies	284,500	212,977	75%
	Capital Outlay	90,000	27,477	31%
Police	Personnel Services	16,880,007	11,920,114	71%
	Services/Supplies	1,867,520	1,049,267	56%
	Capital Outlay	3,280,000	1,780,019	54%
Fire	Personnel Services	11,465,359	9,138,027	80%
	Services/Supplies	873,192	594,328	68%
	Capital Outlay	986,610	785,009	80%
General Government	Services/Supplies	626,300	658,656	105%
	Capital Outlay			
Police Grants	Personnel Services	84,594	60,876	72%
	Services/Supplies		5,012	
	Capital Outlay		33,980	
CdA Drug Task Force	Services/Supplies		5,600	
	Capital Outlay			
Streets	Personnel Services	3,534,437	2,373,185	67%
	Services/Supplies	2,872,401	897,659	31%
	Capital Outlay	1,452,000	390,261	27%
Parks	Personnel Services	2,112,826	1,349,489	64%
	Services/Supplies	734,550	499,159	68%
	Capital Outlay	194,000	79,039	41%

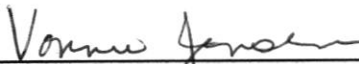
CITY OF COEUR D'ALENE
 BUDGET STATUS REPORT
 NINE MONTHS ENDED
 June 30, 2023

FUND OR DEPARTMENT	TYPE OF EXPENDITURE	TOTAL BUDGETED	SPENT THRU 6/30/2023	PERCENT EXPENDED
Recreation	Personnel Services	599,865	457,928	76%
	Services/Supplies	180,350	112,905	63%
	Capital Outlay	35,000	35,000	100%
Building Inspection	Personnel Services	1,019,158	756,053	74%
	Services/Supplies	42,078	31,240	74%
	Capital Outlay	62,000	60,742	98%
Total General Fund		<u>57,148,940</u>	<u>38,841,732</u>	<u>68%</u>
Library	Personnel Services	1,528,445	1,057,942	69%
	Services/Supplies	230,000	129,074	56%
	Capital Outlay	190,000	108,109	57%
CDBG	Personnel Services	79,894	58,253	73%
	Services/Supplies	700,349	157,058	22%
Cemetery	Personnel Services	224,911	144,853	64%
	Services/Supplies	138,800	73,435	53%
	Capital Outlay		1,650	
Impact Fees	Services/Supplies	554,446	466,447	84%
Annexation Fees	Services/Supplies	355,000	355,000	100%
Parks Capital Improvements	Capital Outlay	463,614	196,104	42%
Cemetery Perpetual Care	Services/Supplies	86,000	63,301	74%
Jewett House	Services/Supplies	139,700	45,996	33%
Reforestation	Services/Supplies	6,500	2,587	40%
Street Trees	Services/Supplies	112,000	24,587	22%
Community Canopy	Services/Supplies	1,500	403	27%
Public Art Fund	Services/Supplies	468,500	128,892	28%
		<u>5,279,659</u>	<u>3,013,692</u>	<u>57%</u>
Debt Service Fund		<u>880,083</u>	<u>25,926</u>	<u>3%</u>

CITY OF COEUR D'ALENE
BUDGET STATUS REPORT
NINE MONTHS ENDED
June 30, 2023

FUND OR DEPARTMENT	TYPE OF EXPENDITURE	TOTAL BUDGETED	SPENT THRU 6/30/2023	PERCENT EXPENDED
LaCrosse Ave / NW Blvd	Capital Outlay		70,329	
Wilbur / Ramsey Signal	Capital Outlay	400,000		
Traffic Calming	Capital Outlay	65,064	(209)	0%
Kathleen Avenue Widening	Capital Outlay		14,265	
Ramsey Road Rehabilitation	Capital Outlay	588,000		
15th Street	Capital Outlay	49,900	49,813	100%
LHTAC Pedestrian Safety	Capital Outlay	605,000	100,917	17%
Atlas Waterfront Project	Capital Outlay			
Govt Way - Hanley to Prairie	Capital Outlay		217,908	
		<u>1,707,964</u>	<u>453,023</u>	<u>27%</u>
Street Lights	Services/Supplies	760,130	449,088	59%
Water	Personnel Services	2,777,800	1,764,806	64%
	Services/Supplies	5,399,475	1,618,103	30%
	Capital Outlay	6,149,400	1,917,604	31%
Water Capitalization Fees	Services/Supplies	3,850,000		
Wastewater	Personnel Services	3,216,082	2,174,330	68%
	Services/Supplies	8,477,348	2,308,847	27%
	Capital Outlay	8,532,000	1,541,993	18%
	Debt Service	3,513,441	851,720	24%
WW Capitalization	Services/Supplies	2,777,660		
WW Property Management	Services/Supplies		30,000	
Sanitation	Services/Supplies	5,520,365	3,490,521	63%
Public Parking	Services/Supplies	1,864,965	718,151	39%
	Capital Outlay			
Drainage	Personnel Services	243,712	178,678	73%
	Services/Supplies	1,046,146	312,147	30%
	Capital Outlay	1,215,000	514,212	42%
Total Enterprise Funds		<u>55,343,524</u>	<u>17,870,201</u>	<u>32%</u>
Kootenai County Solid Waste		3,110,000	2,034,730	65%
Police Retirement		196,454	104,069	53%
Business Improvement District		176,000		
Homeless Trust Fund		10,000	5,256	53%
Total Fiduciary Funds		<u>3,492,454</u>	<u>2,144,056</u>	<u>61%</u>
TOTALS:		<u>\$123,852,624</u>	<u>\$62,348,629</u>	<u>50%</u>

I HEREBY SWEAR UNDER OATH THAT THE AMOUNTS REPORTED ABOVE, ON THE CASH BASIS, ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.



Vonnice Jensen, Comptroller, City of Coeur d'Alene, Idaho

RECEIVED

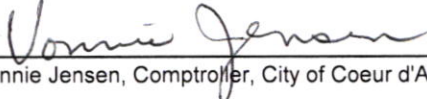
JUL 10 2023

CITY CLERK

**City of Coeur d'Alene
Cash and Investments
6/30/2023**

Description	City's Balance
U.S. Bank	
Checking Account	3,568,414
Checking Account	90,540
Checking Account	83,949
Investment Account - Police Retirement	390,595
Investment Account - Cemetery Perpetual Care Fund	1,090,327
Idaho Central Credit Union	
Certificate of Deposit	1,013,882
Idaho State Investment Pool	
State Investment Pool Account	57,982,998
Spokane Teacher's Credit Union	
Certificate of Deposit	2,030,685
Numerica Credit Union	
Certificate of Deposit	2,031,565
Money Market	10,156,197
Cash on Hand	
Treasurer's Change Fund	1,350
Total	<u>78,440,501</u>

I HEREBY SWEAR UNDER OATH THAT THE AMOUNTS REPORTED ABOVE
ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.



Vonnie Jensen, Comptroller, City of Coeur d'Alene, Idaho



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

[x] Seating on Public Right of Way

*Encroachment Permit and additional insurance required

Name of Eating Establishment: Revival Tea Company

Applicant's Name: Drew Henry Phone Number: 509-596-0941

Contact Person: Drew Henry Phone Number: 509-596-0941

Cell Phone: Email: drew@revivalteacompany

Mailing Address: 221 W Riverside Ave #100 City/State/Zip: Spokane, WA 99201

Physical Address: 201 N 1st St #101 City/State/Zip: Coeur d'Alene ID, 83814

Completed Application [x] New [] Renewal
Change in ownership or type of use? [] No [x] Yes Took over lease
Please specify

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

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

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

What hours/days is the full menu available? Start 9am End 9pm Days 7

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

- [x] Show table sizes and chair placement, distance from building (side street 24" tables maximum).
[x] Show distance to any tree, grate, bench, light post, bicycle rack, news rack, etc.
[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.



TABLE: 23L X 18.5 W X 27.5 H
CHAIRS: 16.5L X 17.5W X 32.5 H

RESOLUTION NO. 23-055

A RESOLUTION OF THE CITY OF COEUR D'ALENE, KOOTENAI COUNTY, IDAHO, APPROVING THE FOLLOWING: CHANGE ORDER #1 WITH K&N ELECTRIC MOTORS, INC., FOR THE TRICKLING FILTER PUMP REHABILITATION PROJECT, IN THE AMOUNT OF \$105,128.00; CONTRACT WITH BIG SKY CORPORATION, FOR THE I-90 WATER LINE LOOP REPLACEMENT TO FERNAN VILLAGE PROJECT, IN THE AMOUNT OF \$89,307.00; AMENDMENTS TO THE CITY'S RECORDS RETENTION MANUAL AND DESTRUCTION SCHEDULE; DESTRUCTION OF RECORDS FOR THE POLICE, MUNICIPAL SERVICES, LEGAL, AND HUMAN RESOURCES DEPARTMENTS, PURSUIT TO THE CITY'S RECORDS RETENTION SCHEDULE; AND AGREEMENT WITH DIMENSIONS HEALTH GROUP, LLC, TO MAKE FRONTAGE IMPROVEMENTS ON N. SCHREIBER WAY.

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

- A) Change Order #1 with K&N Electric Motors, Inc., for the Trickling Filter Pump Rehabilitation Project, in the amount of \$105,128.00;
- B) Contract with Big Sky Corporation, for the I-90 Water Line Loop Replacement to Fernan Village project, in the amount of \$89,307.00;
- C) Amendments to the City's Records Retention Manual and Destruction Schedule;
- D) Destruction of Records for the Police, Municipal Services, Legal, and Human Resources Departments, pursuant to the City's Records Retention Schedule;
- E) Agreement with Dimensions Health Group, LLC, to make frontage improvements on N. Schreiber Way;

AND

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

NOW, THEREFORE,

BE IT RESOLVED by the Mayor and City Council of the City of Coeur d'Alene that the City enter into agreements and take the other actions for the subject matter, as set forth in substantially the form attached hereto as Exhibits "A" through "E" and incorporated herein by reference, with the provision that the Mayor, City Administrator, and City Attorney are hereby

authorized to modify said agreements and the other action documents, so long as the substantive provisions of the agreements and the other actions remain intact.

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

DATED this 18th day of July, 2023.

James Hammond, Mayor

ATTEST

Renata McLeod, City Clerk

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

ROLL CALL:

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

_____ was absent. Motion _____.

**GENERAL SERVICES / PUBLIC WORKS
STAFF REPORT**

DATE: July 10, 2023
FROM: Mike Becker, Capital Programs Manager, Wastewater Dept.
SUBJECT: Trickling Filter Pump Rehabilitation - Change Order #1

DECISION POINT: Should City Council approve and authorize the Mayor to execute Change Order #1 with K&N Electric Motors, Inc., for the quoted amount of \$105,128.00?

HISTORY: The Wastewater Treatment Facility uses three (3) vertical turbine pumps to convey partially treated effluent into our secondary treatment process. Under normal operations, two pumps run continuously with the third serving as a backup. Pump #3 was rebuilt in 2021 and, earlier this year, City Council approved the K&N contract to refurbish the remaining two pumps (Res. 22-046). Presently, Pumps #1 and #3 remain operational while Pump #2 is undergoing repairs at K&N. When Pump #2 is installed, Pump #1 will undergo repairs. This change order is for both pumps.

FINANCIAL ANALYSIS: The table below provides a breakdown of this change order:

Description	Qty	Quote Amount
Cast Suction Bells @ \$15,352.09	2 ea.	\$30,704.19
Cast Volutes @ \$26,547.13	2 ea.	\$53,094.26
Freight	1 LS	\$800.00
Motor Inspection @ \$ 10,264.57	2 ea.	\$20,529.14
Change Order #1 Total:		\$105,128

Based on above information, WW still determined that rebuilding these pumps offers the greatest value when compared to purchasing new pumps. WW budgeted for this project under Account #031-058-4354-7669, but will need to amend the budget with funds from our Capital Replacement Fund to cover the additional cost of this change order.

PERFORMANCE ANALYSIS: Under the terms of our existing contract, K&N is to disassemble and inspect each pump for underlining issues and provide quotes for either additional replacement or reconditioned parts, plus labor. During the dismantling and inspection of Pump #2, K&N found the suction bell and volute are worn past repair and cannot be reused. The excessive wear to these cast parts was causing an imbalance which caused the pump's impeller shaft, bearings and register to severely deteriorate. Replacing these cast parts will likely ensure a longer service life of the

pump and is considered for Pump #1 as well. With this discovery, the Wastewater Department asked K&N to provide a quote to inspect the pump motor which is also included into this change order.

DECISION POINT/RECOMMENDATION: City Council should approve and authorize the Mayor to execute Change Order #1 with K&N Electric Motors, Inc., for the quoted amount of \$105,128.00.

Date of Issuance: 7/18/23	Effective Date: 7/18/23
Owner: City of Coeur d'Alene	Owner's Contract No.: N/A
Contractor: K&N Electric Motors	Contractor's Project No.:
Engineer:	Engineer's Project No.:
Project: Tricking Filter Pump Rehabilitation	Contract Name: Contract

The Contract is modified as follows upon execution of this Change Order:

Description: Purchase parts for refurbishing Pump #1 and Pump #2 of the Wastewater Treatment Facility Tricking Filter

Attachments: *[List documents supporting change]*

CHANGE IN CONTRACT PRICE	CHANGE IN CONTRACT TIMES <i>[note changes in Milestones if applicable]</i>
Original Contract Price: \$ <u>326,215.65</u>	Original Contract Times: Substantial Completion: _____ Ready for Final Payment: _____ days or dates
[Increase] [Decrease] from previously approved Change Orders No. <u>1</u> to No. ____: \$ <u>105,128.00</u>	[Increase] [Decrease] from previously approved Change Orders No. ____ to No. ____: Substantial Completion: _____ Ready for Final Payment: _____ days
Contract Price prior to this Change Order: \$ <u>326,215.65</u>	Contract Times prior to this Change Order: Substantial Completion: _____ Ready for Final Payment: _____ days or dates
[Increase] [Decrease] of this Change Order: \$ <u>105,128.00</u>	[Increase] [Decrease] of this Change Order: Substantial Completion: _____ Ready for Final Payment: _____ days or dates
Contract Price incorporating this Change Order: \$ <u>431,343.65</u>	Contract Times with all approved Change Orders: Substantial Completion: _____ Ready for Final Payment: _____ days or dates

RECOMMENDED:	ACCEPTED:	ACCEPTED:
By: _____ Engineer (if required)	By: _____ Owner (Authorized)	By: _____ Contractor (Authorized)
Title: _____	Title: James Hammond, Mayor	Title: _____
Date: _____	Date: _____	Date: _____

Approved by Funding Agency (if applicable)

By: _____ Date: _____
Title: _____

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

DATE: JULY 10, 2023

FROM: KYLE MARINE, WATER DEPARTMENT ASSISTANT DIRECTOR

SUBJECT: ACCEPTANCE OF BID OF AND APPROVAL OF CONTRACT WITH BIG SKY CORP. FOR CONSTRUCTION OF THE I-90 LOOP REPLACEMENT TO FERNAN VILLAGE

DECISION POINT: Should City Council accept the bid of and approve a Contract with Big Sky Corporation, the lowest responsive bidder, in the amount of \$89,307.00, to replace the failing 6" OD steel water main under I-90 that provides service to Fernan Village?

HISTORY: Originally, a 6-inch water main was installed underneath the old freeway with an 8-inch carrier pipe to serve Fernan Village. In 1990, the freeway was expanded for the installation of the on-ramp at Sherman Avenue. The City added an additional carrier pipe with 6-inch C-900 to extend the pipeline and carrier out of the I-90 expansion. In the fall of 2022, the Water Department received a call for water coming up in the street and it was discovered the water main had broken somewhere underneath the freeway. Due to the weather conditions and the time of year, the project was delayed until we could arrange a contractor to replace 350 feet of water main with a one piece section of HDPE pipe.

FINANCIAL ANALYSIS: Funding for the proposed project is included in the 2022-23 FY budget in the amount of \$750,000.00. The bids received were as follows: Simco for \$116,500, and Big Sky for \$89,307. Both bids were responsive.

PERFORMANCE ANALYSIS: The 6-inch water main that serves Fernan Village from E. Mullen Ave. is critical due to it being the secondary feed for this community. It also helps provide fire flows and reduces water quality issues with better circulation. If the line is not replaced, this community would rely on a single feed that if it fails, would put multiple customers out of service for a long period of time until repairs could be made.

DECISION POINT/RECOMMENDATION: City Council should accept the lowest responsive bid of and award a construction contract to Big Sky Corporation for installation of the I-90 Loop Replacement to Fernan Village in the amount of \$89,307.00.

CONTRACT

for

I-90 Loop Replacement to Fernan

THIS CONTRACT is made and entered into this 18th day of July, 2023, 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 the “**CITY**,” and **BIG SKY CORPORATION**, a corporation duly organized and existing under and by virtue of the laws of the state of Idaho, with its principal place of business at 10063 Navion Dr., Hayden, Idaho, hereinafter referred to as the “**CONTRACTOR**.”

W I T N E S S E T H:

WHEREAS, the **CONTRACTOR** has been awarded the contract for CDA I-90 Loop Replacement to Fernan according to contract documents on file in the office of the City Clerk of said **CITY**, which contract documents are incorporated herein by reference.

IT IS AGREED that, for and in consideration of the covenants and agreements to be made and performed by the City of Coeur d’Alene, as hereinafter set forth, the **CONTRACTOR** shall complete improvements as set forth in the said contract documents described above, in said **CITY**, furnishing all labor and materials therefore according to said contract documents and under the penalties expressed in the performance bond bearing even date herewith, and which bond with said contract documents are hereby declared and accepted as parts of this contract. All material shall be of the high standard required by the said contract documents and approved by the City Engineer, and all labor performed shall be of first-class workmanship.

The **CONTRACTOR** shall furnish and install barriers and warning lights to prevent accidents. The **CONTRACTOR** shall indemnify, defend and hold the **CITY** harmless from all claims arising from the **CONTRACTOR**'s actions or omissions in performance of this contract, and to that end shall maintain liability insurance naming the **CITY** as one of the insureds in the amount of at least Five Hundred Thousand Dollars (\$500,000) for property damage or bodily or personal injury, death or loss as a result of any one occurrence or accident regardless of the number of persons injured or the number of claimants, it being the intention that the minimum limits shall be those provided for under Idaho Code § 6-924. A certificate 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 Employment Security Law including, at the option of the **CITY**, a surety bond in an amount sufficient to make such payments.

The **CONTRACTOR** shall furnish the **CITY** certificates of the insurance coverages required herein, which certificates must be approved by the City Attorney.

The **CONTRACTOR** agrees to receive and accept as full compensation for furnishing all materials, and doing all the work contemplated and embraced in the contract, an amount equal to the sum of the total for the items of work. The total for each item of work shall be calculated by determining the actual quantity of each item of work and multiplying that actual quantity by the unit price bid by the **CONTRACTOR** for that item of work. The total amount of the contract shall not exceed **Eighty-Nine Thousand Three Hundred Seven and 00/100 Dollars (\$89,307.00)**.

Monthly progress payments must be submitted by the 10th of the month for work done in the previous calendar month. Partial payment shall be made by the end 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 10-248-79). Payment shall be made by the City Finance Department.

The number of calendar days allowed for completion of the contract work shall be 20 calendar days. The contract time shall commence no later than 10 days after the date of the Notice to Proceed issued by the **CITY**.

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 limits, the **CONTRACTOR** shall pay to the **CITY** or have withheld from monies due, liquidated damages at the rate of Five Hundred and No/100 Dollars (\$500) 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 fewer persons are employed by the **CONTRACTOR**, in which case the **CONTRACTOR** may employ up to 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.

The **CONTRACTOR** further agrees: In consideration of securing the business of construction the works to be constructed under this contract, recognizing the business in which he is engaged is of a transitory character and that in the pursuit thereof, his property used therein may be without the state of Idaho when taxes, excises or license fees to which he 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 his 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 hereunder 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.

The **CONTRACTOR** further agrees, in consideration of securing this contract, to comply will all the requirements of **Attachment 1**, which by this reference is incorporated herein.

IT IS FURTHER AGREED that, for additions or deductions to the contract documents, the unit prices as set forth in the written bid of the **CONTRACTOR** are hereby made part of this contract.

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

The term "CONTRACT DOCUMENTS" means and includes the following:

- A) Advertisement For Bids
- B) Information For Bidders
- C) Bid Proposal
- D) Bid Bond
- E) Bidding Forms as Required
- F) Contract
- G) Labor and Materials Payment Bond
- H) Performance Bond
- I) Notice of Award
- J) Notice to Proceed
- K) Change Order
- L) General Conditions
- M) Technical Specifications

- N) Special Provisions
 - O) Plans
 - P) Addenda
- No. _____, dated _____, _____

THIS contract, with all of its forms, specifications and stipulations, shall be binding upon the parties hereto, their successors and assigns. However, CONTRACTOR shall not assign this contract, or any part thereof, without the prior written consent of the CITY.

Pursuant to Idaho Code § I.C. § 67-2359, CONTRACTOR certifies that it is not currently owned or operated by the government of China and will not for the duration of the contract be owned or operated by the government of China.

IN WITNESS WHEREOF, the Mayor and City Clerk of the City of Coeur d'Alene have executed this contract on behalf of said CITY, and the CONTRACTOR has caused the same to be signed by its President, the day and year first above written.

**CITY OF COEUR D'ALENE,
KOOTENAI COUNTY, IDAHO**

**CONTRACTOR:
BIG SKY CORPORATION**

James Hammond, Mayor

By: _____

Its: _____

ATTEST:

Renata McLeod, City Clerk

Attachment 1

This Attachment is to be inserted in every contract subject to Title VI of the Civil Rights Act of 1964 and associated Regulations.

During the performance of this contract, the contractor/consultant, for itself, its assignees and successors in interest (hereinafter referred to as the “contractor”) agrees as follows:

1. Compliance with Regulations

The contractor shall comply with the Regulations relative to non-discrimination in federally assisted programs of United States Department of Transportation (USDOT), Title 49, Code of Federal Regulations, part 21, as they may be amended from time to time, (hereinafter referred to as the Regulations), which are herein incorporated by reference and made a part of this contract.

2. Non-discrimination

The contractor, with regard to the work performed by it during the contract, shall not discriminate on the grounds of race, color, sex, or national origin in the selection and retention of sub-contractors, including procurement of materials and leases of equipment. The contractor shall not participate either directly or indirectly in the discrimination prohibited by Section 21.5 of the Regulations, including employment practices when the contract covers a program set forth in Appendix B of the Regulations.

3. Solicitations for Sub-contracts, Including Procurement of Materials and Equipment

In all solicitations either by competitive bidding or negotiations made by the contractor for work to be performed under a sub-contract, including procurement of materials or leases of equipment, each potential sub-contractor or supplier shall be notified by the contractor of the contractor’s obligations under this contract and the Regulations relative to non-discrimination on the grounds of race, color, sex, or national origin.

4. Information and Reports

The contractor shall provide all information and reports required by the Regulations or directives issued pursuant thereto, and shall permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the contracting agency or the appropriate federal agency to be pertinent to ascertain compliance with such Regulations, orders and instructions. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish this information, the contractor shall so certify to ITD or the USDOT as appropriate, and shall set forth what efforts it has made to obtain the information.

5. Sanctions for Non-compliance

In the event of the contractor’s non-compliance with the non-discrimination provisions of this contract, the contracting agency shall impose such contract sanctions as it or the USDOT may determine to be appropriate, including, but not limited to:

- Withholding of payments to the contractor under the contract until the contractor complies, and/or;
- Cancellation, termination, or suspension of the contract, in whole or in part.

Incorporation of Provisions

The contractor shall include the provisions of paragraphs (1) through (5) in every sub-contract, including procurement of materials and leases of equipment, unless exempt by the Regulations, or directives issued pursuant thereto. The contractor shall take such action with respect to any sub-contractor or procurement as the contracting agency or USDOT may direct as a means of enforcing such provisions including sanctions for non-compliance.

Provided, however, that in the event a contractor becomes involved in, or is threatened with, litigation with a sub-contractor or supplier as a result of such direction, the contractor may request ITD enter into such litigation to protect the interests of the state and, in addition, the contractor may request the USDOT enter into such litigation to protect the interests of the United States.

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

DATE: JULY 10, 2023

FROM: RENATA MCLEOD, CITY CLERK/MUNICIPAL SERVICES DIRECTOR

**SUBJECT: APPROVAL OF AMENDMENTS TO THE RECORDS RETENTION
MANUAL AND DESTRUCTION SCHEDULE**

DECISION POINT: Should Council approve amendments to the Records Retention Manual and destruction schedule?

HISTORY: On December 5, 2006, the City adopted Resolution No. 06-075 (amended by Resolution Nos. 14-036 and 16-056) approving a records retention manual as required by Idaho Code § 50-907(5). Upon review of the manual, the following changes/updates are recommended:

- Notation of the 2018 Idaho Code update clarification of who receives public records requests and specific designation for the Police Department
- Updated list of Designated Records Managers
- Allowance for the City Clerk and City Attorney to make reasonable amendments to the schedule
- Addition of the definition of Law Enforcement Media Recordings
- Clarifications to the timeline of retention for Permanent, Semi-permanent and Temporary records
- Definition of Microsoft files/Electronic documents for use of Office 365 teams tools
- Updated Department Filing Systems for the Human Resources, Library, Parks, Police, Wastewater, and Water Departments
- Updated process for transferring records to the State
- Housekeeping updates to department filing systems
- Update to the disaster Recovery Plan to match current practices.

A copy of the updated manual and schedule are attached for your information, cross outs and underline text indicate the additions and deletions.

FINANCIAL: There is no financial impact to this amendment.

DECISION POINT/RECOMMENDATION: Council should approve the proposed amendments to the Records Retention Manual and destruction schedule.

City of Coeur d'Alene



City of
Coeur d'Alene
IDAHO

RECORDS RETENTION MANUAL

Prepared 2006

Adopted per Resolution 06-075

As Amended by Resolution 14-036 ~~and~~, Resolution 16-056,
and Resolution No. ~~230~~-055

TABLE OF CONTENTS

Introduction.....4

Municipal Records Manager.....5

Municipal Records Managers6

DEFINITIONS7

STORAGE OF RECORDS26

DEPARTMENT FILING SYSTEM PROCEDURES27

DEPARTMENT: ADMINISTRATION28

DEPARTMENT: BUILDING DEPARTMENT29

DEPARTMENT: CITY CLERK’S OFFICE/ MUNICIPAL SERVICES DEPARTMENT31

DEPARTMENT: ENGINEERING34

DEPARTMENT: FINANCE35

DEPARTMENT: FIRE38

DEPARTMENT: HUMAN RESOURCES38

DEPARTMENT: LEGAL DEPARTMENT - CIVIL DIVISION41

LEGAL DEPARTMENT - CRIMINAL DIVISION45

DEPARTMENT: COEUR D’ALENE PUBLIC LIBRARY48

DEPARTMENT: PARKS DEPARTMENT49

 PARKS (Office)..... 49

 URBAN FORESTRY 50

 BUILDING MAINTENANCE 50

 CEMETERY..... 51

DEPARTMENT: PLANNING DEPARTMENT.....53

DEPARTMENT: POLICE DEPARTMENT.....54

DEPARTMENT: RECREATION60

DEPARTMENT: STREETS MAINTENANCE DEPARTMENT.....61

RECORDS RETENTION MANUAL 2

DEPARTMENT: WASTEWATER UTILITY DEPARTMENT.....	62
DEPARTMENT: WATER DEPARTMENT	64
DESTRUCTION OF SEMI-PERMANENT AND TEMPORARY RECORDS	68
TRANSFERRING ARCHIVAL RECORDS TO THE STATE ARCHIVES	70
DISASTER RECOVERY PLAN	73

INTRODUCTION

In 2005, the Idaho State Legislature ~~amended~~ enacted §§ I.C. 50-907 and 50-908, amended in 2016 and 50-909 which relate to the retention of public records for municipalities.

State law ~~Part of the changes~~ requires that ~~the each~~ City adopt by resolution a records retention schedule listing the various types of eCity records and the retention period for each type of record. City records can be classified as “permanent,” “semipermanent,” “temporary,” or “historical.”

In January 2006, a Records Retention Manual Committee was formed which was comprised of each department’s designated records manager. Through their ~~efforts~~ of this Committee, the following manual has been developed ~~for the City of Coeur d’Alene~~ for use in the retention of eCity records.

In October 2013, the Committee met to review the policy and make ~~applicable~~ necessary and advisable amendments. Specific changes included an updated list of records custodians, clarification to the transitory records definition, and the addition of exempt records.

In 2015, the Idaho Code was amended to place all of the related transparency and ethical acts into one Idaho Code Title. This new title, Title 74, went into effect on July 1, 2015. No substantive changes were made to the Public Records Act ~~retention and disclosure code~~.

In 2016, the Idaho Code was amended to add a new category entitled “historical records” and to clarify how to dispose of electronic/digital records. Provisions in former Idaho Code § 50-909 were incorporated into an amended § 50-907. The new code went into effect on July 1, 2016.

In 2018, Idaho Code § -74-119 was amended to require a custodian(s) be named to receive public record requests, which went into effect on July 1, 2018. While the previous version of the records retention manual listed records custodians, it did not specifically note who receives public records requests.



MUNICIPAL RECORDS MANAGER

In accordance with Idaho Code ~~§ 50-908,~~ the City Clerk shall serve as the Municipal Records Manager, also known as the Custodian, for and shall receive of public records requests on behalf of for the City of Coeur d'Alene. The public records request custodian ~~Records Supervisor for the Police Department will also be Becky Mumford,~~ a Custodian of public records for that department. Each department shall may designate a department records manager who that reports to the City Clerk.

The Municipal Records Manager shall supervise the administration of eCity records, including:

- A. Ensuring the orderly and efficient management of municipal records in compliance with Sstate and Ffederal statutes and regulations, and Ccity ordinances, resolutions and policies;
- B. Identification and appropriate administration of records with enduring value for historical or other research;
- C. Overseeing retention and destruction of municipal records as directed by State and Federal statutes and regulations and City ordinances, resolutions and policies; and
- D. Coordinating transfer of permanent records to the State archives, with the assistance of the State Archivist.

All designated department records managers as well as city officials, elected, appointed and staff shall:

- A. Protect and maintain the records in their custody in accordance with State and Federal statutes and regulations, and City ordinances, resolutions and policies;
- B. Cooperate with the Mmunicipal Rrecords Manager on the orderly and efficient management of records, including identification and management of inactive records, and identification and preservation of records of enduring value; and
- C. Pass on to their successor records necessary for the continuing conduct of City business.

All records are the property of the City, and no City official, elected or appointed, or staff shall have any personal or property right to such records even though he or she may have created, developed, ~~or~~ compiled, or possess them. The unauthorized destruction or removal of Ccity records is prohibited.

MUNICIPAL RECORDS MANAGERS

The following are the designated municipal records managers:

City Clerk Renata McLeod

Official City Municipal Records Manager

Department Records Manager	Department
Amy Ferguson <u>Sherrie Badertscher</u>	Administration
Linda Wilson <u>Denise Ketron</u>	Building
Chrisdee Imthurn	Finance
Jamie McDaniel <u>Katie Hirst</u>	Fire
Melissa Tosi	Human Resources
Juanita Knight	Legal
Bette Ammon <u>Michael Priest</u>	Library
Alison Palmer	Municipal Services
Paula Austin <u>Melissa Brandt</u>	Parks and Cemetery/Recreation
Shana Stuhlmiller	Planning
Becky Mumford	Police
Suzanne Sims	Streets Maintenance/Engineering
Torri Green	Wastewater
Diane Melchiorre <u>Felicia Bruyette</u>	Water
Randy Adams, Deputy City Attorney	Legal Counsel

DEFINITIONS

The following terms have been adopted from the Glossary of Records and Information Management Terms, which is an American National Standard and distributed through the Association of Idaho Cities.

-A-

ACID-FREE PAPER

Paper having a pH of 7.0 or greater that has been treated with an alkaline substance capable of neutralizing acids. Acid-free paper may become acidic through contact with acidic material or atmospheric pollutants. Also called *acid neutral*.

ACTIVE RECORD

Record needed to perform current operations. Subject to frequent use and usually located near the user. Can be accessed manually or on-line via a computer system. See also CURRENT RECORD and INACTIVE RECORD.

ADMINISTRATIVE RECORD

A record that is related to budget, personnel, supply, and similar administrative or facilitative operations common to all organizations. It is distinguished from an operational record that relates to an organization's specific functions.

ADMINISTRATIVE VALUE

The usefulness of a record to the originating group in the conduct of its business.

ANNOTATION

A note added or attached to an original record.

ARCHIVAL INTEGRITY

The certification of a recording medium that has been tested to last longer than the mandated term of retention is said to have "archival integrity".

ARCHIVAL QUALITY

1. The ability of a recording medium to permanently retain its original characteristics.
2. The ability of a medium to resist deterioration for a lengthy, specified time.

3. The extent to which something will or will not last for an extended period of time. See also DURABILITY.

ARCHIVAL STANDARDS

Standards set by such agencies as the U.S. Bureau of Standards or the American National Standards Institute (ANSI) to ensure permanence of microfilm, paper, or electronic images.

ARCHIVES

1. The records created or received and accumulated by a person or organization in the course of the conduct of affairs, and preserved because of their historical or continuing value.
2. The building or part of a building where archival materials are located.
3. The agency or program responsible for selecting, acquiring, preserving, and making available archival materials.

ARCHIVING

1. Used for electronic records, it is the procedure for transferring information from an active file to an inactive file, storage medium, or facility.
2. Act of creating a backup copy of computer files. See BACKUP.

AUTOMATIC RECORDS SYSTEM

Any system that applies computer technology to any or all records management tasks such as the creation, collection, processing, maintenance, retrieval, use, storage, dissemination, and disposition of records.

-B-

BACKFILE CONVERSION

The process of identifying, indexing, coding, and/or inputting a large volume or backlog of documents into a newly designed record keeping system.

BACKUP

1. The process of duplicating information primarily for protection in case the original is lost or destroyed.
2. A copy of the record. See also ARCHIVING.

BAR CODE

A coding system of vertical lines or bars set in a predetermined pattern that, when read by an optical reader, can be converted to machine-readable language. Used in tracking locations of files or boxes of records as well as other applications, e.g. libraries, shipping/receiving, shelf stocking, billing, etc.

BASELINE

A specification or product that has been formally reviewed and agreed upon, that thereafter serves as the basis for comparison and further development.

BATCHING

Grouping a series of records by common factors, such as a period of time or an alphabetical or numerical segment that can be processed at one time.

BROWSABILITY

The ability of an automated index, or collection of records, to lend itself to systematic or random searches.

-C-

CHRONOLOGICAL FILE

Records filed in date sequence either in reverse (latest date on top) or forward (earliest date on top) chronological order.

CLOSED FILE

1. A file where access is denied to users and retrieval is only performed by authorized personnel.
2. A file on which action has been completed and to which documents are unlikely to be added.

COLD SITE

An alternative facility that is void of any resources or equipment except air-conditioning and raised flooring, that can be used as a backup site for disaster recovery. See also HOT SITE.

COLOR CODING

Using color as an aid in a filing system.

COMMERCIAL RECORD CENTER

A records center that stores the records of several organizations and provides services on a fee basis.

COMPOUND DOCUMENT

A computer-generated document composed of a variety of data types and formats such as text and graphics. It also refers to electronic files that are supported by internal links to other files that are modifiable, e.g. Microsoft Word.

COMPRESSION

Electronic activity that compresses data stored electronically. The process whereby unused space is removed from an image during the transmission of digitized data.

COMPUTER LITERATE

Quality attributed to a person who feels comfortable working with computers and understands how to use them.

COMPUTER-ASSISTED DESIGN (CAD)

Computer software in which drawings, graphics and designs can be created and edited interactively by using a digitizer or mouse to move the cursor around the screen.

COMPUTER-ASSISTED RETRIEVAL (CAR)

Systems that combine the document storage capabilities of micrographics with the indexing and retrieval capabilities of a computer database.

COMPUTER-INPUT MICROFORM (CIM)

The process whereby computer input can be taken directly from microforms by scanning and character recognition.

CONFIDENTIAL RECORD

1. A record or document requiring protection against unauthorized disclosure, modification, or destruction.
2. In government, a document containing information, the disclosure of which would harm the national security.

COPY

Duplicate of a document prepared simultaneously or separately by the action of duplicating.

COPYRIGHT

The right vested by law in the author of a document and his/her heirs or assignees to publish or reproduce the document.

CORRESPONDENCE

Any form of addressed communication sent and received, including memos, letters, postcards, e-mails, etc.

CROSS REFERENCE

1. A notation in a file or on a list showing that a record has been stored elsewhere.
2. An entry directing attention to one or more related items.

CUMULATIVE INDEX

An index in which successive entries are added or interfiled as the records collection grows.

CURRENT RECORD

The most recent record or collection of records that is used on a regular basis. See Also ACTIVE RECORD.

-D-

DATA

Groups of characters that represent a specific value or condition. Data provides the building block of information.

DATABASE

A collection of related data stored on a computer system that can be manipulated or extracted for use with various applications but managed independently of them.

DECENTRALIZED FILE

Records located and maintained in or near the unit immediately responsible for the functions in which they are used.

DESTRUCTION

See RECORDS DISPOSITION.

DIRECT ACCESS

1. A system that permits access to files without reference to an index or other finding aid.
2. The capability of electronically locating a given item within a series without having to examine all the items sequentially.

DISASTER RECOVERY PLAN

A written and approved course of action to take when disaster strikes ensuring an organization's ability to respond to an interruption in services by restoring the critical business functions.

DISPOSITION

The actions taken with regard to records as determined through their appraisal. Actions might include transfer to storage, destruction, or preservation for archival purposes.

DOCUMENT

1. Recorded information regardless of medium or characteristics. Frequently used interchangeably with the word *record*.
2. A single record item (letter, memorandum, form, or report) consisting of one or more pages.

DOTS PER INCH (DPI)

A linear unit of measurement used to give the resolution of non-impact page printers. Dots per inch is the equivalent of *spots per inch* (spi). See also PIXEL.

DRAFT

A rough or preliminary form of a document.

DURABILITY

The degree to which a storage medium retains its original strength or properties especially under conditions of heavy, sustained use. See also ARCHIVAL QUALITY.

ELECTRONIC DOCUMENT MANAGEMENT (EDM)

A computer system that allows one to create, access, store, locate, retrieve, and otherwise manage electronic documents.

ELECTRONIC FILING

Capturing and storing document images on an electronic system. Through the indexing or key words or identifying elements, the documents can be retrieved electronically.

ELECTRONIC MAIL (E-MAIL)

A system that enables users to compose, transmit, receive, and manage electronic messages and images across the networks and through gateways connecting to other local area networks.

ELECTRONIC RECORD/DOCUMENT

A record stored on electronic storage media that can be readily accessed or changed.

ELECTRONIC SIGNATURE

The acceptance of, or method of authenticating, a document through use of a password or other electronic method.

ERASE

The process of permanently removing, overwriting, or obliterating information from an erasable storage medium.

ESSENTIAL RECORD

See VITAL RECORD and IMPORTANT RECORD

EVIDENTIAL VALUE

The value of those records of an organization that are necessary to provide legal, authentic, and adequate documentation of its structure and functioning.

EXEMPT RECORDS

The City of Coeur d'Alene abides by I.C. §9-335, I.C. § 9-340A through 9-340H regarding City records that are exempt from disclosure. However, all other information relating to an employee or applicant, such as home address and phone numbers shall not be disclosed to the public without the written consent of the employee, applicant, or authorized representative.

FACSIMILE (FAX)

An electronic means of transferring an exact reproduction of an image using telephone lines. The image is scanned by the transmitter and reconstructed at the receiving station.

FILE

1. A collection of related records filed together usually in reverse chronological order.
2. The action of arranging documents into a predetermined sequence.
3. A cabinet housing file folders containing documents.
4. A named set of records stored or processed as a unit electronically.

FILE INTEGRITY

The ability to retrieve and use a document without the chance of it being lost or misfiled. Also refers to the thoroughness of a file.

FILING INCH

The linear capacity of filing expressed in inches. Generally, 25 filing inches are in a standard letter-size vertical file drawer.

FILING SYSTEM

The systematic indexing and arrangement of records based on procedures, supplies (guides and folders) and housing.

FROZEN RECORDS

A suspension of the records destruction process because of special circumstances such as an audit, court order, or investigation.

GUIDE

A divider or finding aid with a projecting tab used in files to identify a section and to facilitate reference.

GUSSET

An expansion spine on file folders used to increase capacity.

-H-

HARD COPY

Printed copy of a record that can be read without use of mechanical assistance.

HEADING

Keyword or phrase set apart from the text as a title or a summary of the text that follows.

HISTORICAL VALUE

Records that are retained permanently for purposes of enduring value and not necessarily for business purposes.

HOT SITE

An alternate facility that has the equipment and resources to recover the business functions affected by the occurrence of a disaster. See also COLD SITE.

-I-

IMAGE

A digital/photographic representation of a record, on any medium such as on microfilm or optical disk.

IMPORTANT RECORDS

Records that contain information pertinent to an organization that would need to be re-created or replaced if lost or destroyed.

INACTIVE RECORD

A record that does not have to be readily available, but which must be kept for legal, fiscal, or historical purposes. See also ACTIVE RECORD.

INDEX

A systematic guide that allows access to specific items contained within a larger body of information.

INFORMATIONAL VALUE

The value of a record derived from the information it contains on persons, places, etc. and not on the originating agency itself.

IN-HOUSE

A function that is performed and managed within the organization as opposed to being performed by a third party contractor (outsourced).

INTERNET

A worldwide network of computers that allows public access to send, store and receive electronic information over public networks. It is a network of networks.

INTRANET

A private Internet network set up within a organization behind a firewall for use, depending on security clearance, by employees, business partners, customers or general Internet users.

INTRINSIC VALUE

The inherent value of a record dependent upon unique factors such as age, circumstances of creation, a signature, or an attached seal.

-J-

-K-

-L-

LATERAL FILE CABINET

Storage equipment that is wider than it is deep – records are accessed from the side (horizontally). File can be arranged front to back or side by side. See also VERTICAL FILE CABINET.

LATERAL FILING

File system where file access is horizontal (side by side rather than front to back).

LAW ENFORCEMENT MEDIA RECORDING:

A ~~means~~ a digital record created by a law enforcement agency in the performance of its duties that consists of a recording of visual or audible components or both.

LEGAL SIZE

Paper that measures 8 ½ inches by 14 inches.

LEGAL VALUE

1. Value inherent in records that provide legal proof of business transactions.
2. The value of records in demonstrating compliance with legal, statutory, and regulatory requirements.

LETTER SIZE

Paper that measures 8 ½ inches by 11 inches.

LICENSE

A document evidencing a right or permission, granted to an individual/organization by a competent authority to engage in some transaction or to do some act.

LIFE CYCLE (of a record)

The span of time of a record from its creation or receipt, through its useful life to its final disposition or retention as a historical record.

LINEAR FOOT

Measurement of files within a drawer across the top of the files perpendicular to the file folders (twelve inches). Usually does not equal a cubic foot; with letter size files, a linear foot equals approximately ¾ cubic foot.

LOG

A list, either in electronic or hard-copy format, that is used in posting the sequence of transactions or events.

LONG-TERM RECORD

Records that have historical significance; record having enduring value to the organization.

-M-

MAIN HEADING

In indexing, the heading under which a related group of subheadings or other subdivisions is found.

MICROFICHE

Microform in the shape of a rectangular sheet having one or more micro-images arranged in a grid pattern with a heading area across the top requiring a reader for viewing.

MICROFILM

1. A photographic reproduction of a document greatly reduced in size from the original on fine grain, high-resolution film and requiring a reader for viewing.
2. Microform in the shape of a roll or strip.
3. To record micrographs on film.

MICROSOFT TEAMS FILES/ELECTRONIC DOCUMENTS: Microsoft Teams is a collaboration platform for team communication and file sharing. As the City transitions to the use of Microsoft Teams, there are many unknowns regarding the scope of its use. What is known is that documents will be held electronically and shared between teams, and channels will be used for communication. Some of the files generated will be transitory in nature and no longer needed once the final document is prepared. Additionally, some communication channels will specifically be established for day-to-day updates between teammates, while other channels may be utilized throughout the life of a project to communicate project status and needs between team members. Each Department will be responsible to determine whether a Teams record is a transitory record (held until no longer needed) or a temporary record (held for 2 years) and provide that list to the City Clerk for the records retention schedule.

MOBILE FILE SYSTEM

Rows of shelving, used for compact storage, situated on wheel-fitted carriages that travel on track and allow one or more aisles to be opened to access the system.

-N-

NOMENCLATURE

A set of terms or symbols and their definitions.

NONESSENTIAL RECORD

A record that has no predictable value to the organization after its initial use.

NONRECORD

1. Items that are not usually included within the scope of official records, e.g. convenience file, day file, reference materials, drafts, etc.

2. Documents not required to be retained and therefore not appearing on a records retention schedule.

-0-

OFFICE OF RECORD

An office designated to maintain the record or official copy of a particular record in an organization.

OFFICIAL RECORD

1. Significant, vital, or important records of continuing value to be protected, managed, and retained according to established retention schedules. Often but not necessarily an original.
2. In law, an official record has the legally recognized and judicially enforceable quality of establishing some fact.

OFF-SITE STORAGE

A potentially secure location, removed from the primary location, at which inactive or vital records are stored.

OPEN ACCESS

1. The concept of allowing users to retrieve documents themselves.
2. Non-restricted, non-confidential records.

OPEN-SHELF FILING

Files placed on shelves without any doors or drawers; usually side- (or end-) tab file folder labels and guides are used to locate the file titles.

OPTICAL SCANNER

A device that automatically reads printed/written characters or graphics and converts them to a digital form.

ORIGINAL RECORD

A primary or first generation record from which copies can be made.

ORIGINATING DEPARTMENT

The department that originates a record.

OUTCARD/OUTGUIDE

A device used to physically replace material that is removed from a file that indicates what was taken, by whom, and the date removed.

-P-

PENDING FILE

Materials held for further settlement or action.

PERMANENT RECORD – Must be retained into perpetuity (and may be transferred to the state archives.)

Information that has been designated for continuous preservation because of reference, historical or administrative significance to the organization.

PIXEL

The smallest unit of a digitized picture, either on the screen or printed.

PRIVILEGED RECORD

A document with restricted access.

PUBLIC RECORD

Any paper, written or printed book, document or drawing, map or plan, photograph or microfilm, sound-recording or similar device, that has been made or received by any official, officer, board, commission, agency, authority, district, institution, or other instrumentality of government, in connection with the transaction of public business and has been retained by an agency as evidence of its activities or because of the information contained therein.

PURGE

To remove information from a file that has not further value, usually according to a records retention schedule. This process can be done to both active and inactive records.

-R-

RANDOM FILING

The filing of documents without regard to strict sequence; usually used in conjunction with computer access programs.

RECORD

Recorded information, regardless of medium or characteristics, made or received by an organization that is evidence of its operations, and had value requiring its retention for a specific period of time.

RECORD COPY

The official copy of a record that is retained for legal, operational, or historical purposes, sometimes the original.

RECORDS DISPOSITION

After records have reached the end of their retention period in active and/or inactive storage, they may be transferred to an archive for retention or be destroyed.

RECORDS RETENTION SCHEDULE

A comprehensive list of records series titles, indicating for each series the length of time it is to be maintained. May include retention in active office areas, inactive storage areas, and when and if such series may be destroyed or formally transferred to another entity such as an archive for historical preservation. The City Clerk is the keeper of this schedule. The City Attorney and City Clerk may make any reasonable and necessary amendments to the schedule.

RECORDS SERIES

A group of related records filed/used together as a unit and evaluated as a unit for retention purposes, e.g., a personnel file consisting of application, reference letters, benefit forms, etc.

RECORDS VALUE

The usefulness of records for operational, legal, regulatory, fiscal and historical purposes.

REMOTE STORAGE

Off-site storage (not in the same geographical area) of records in a company-owned commercial, or cooperative records center. See also OFF-SITE STORAGE.

REPORT

A document containing a presentation of facts or the record of some proceeding, investigation, or event.

RESTRICTED ACCESS

A limitation on the use of records. Restrictions may be imposed by law, the organization, or donors of the records to a collection.

RETRIEVAL

1. The process of locating and withdrawing a record from a filing system or records center.
2. The action of accessing information from stored data on a computer system.

ROUTING

The manual or electronic circulation of material among staff members.

-S-

SCANNER

A device that converts an image of a document to electronic form for processing and storage.

SEARCH

Extended investigation for requested information. A systematic examination of the available information in a specific field of interest.

SECOND-DIGIT ORDER

A system of numeric filing in which the secondary digits are used as the finding tool.

SEMI-PERMANENT RECORD – ~~Must be retained for no less than 5 years.~~

Records such as canceled checks, purchase orders, vouchers and other financial records, as well as; Contracts/Agreements, Building applications for commercial and government projects, and License applications. Must be retained for no less than 5 years.

SHELF LIFE

The period of time before deterioration renders materials unusable or the content of no value.

SHELF LIST

A listing of files/records in the exact order in which they are located as files on shelves.

SOURCE DOCUMENT

Record on which an original transaction was captured; can be hard copy or electronic.

STANDARD OPERATING PROCEDURE (SOP)

Specified instructions established to aid in the performance of individual tasks and responsibilities.

-T-

TAPE

1. Recording medium for data in computer programs. Generally used as a mass or portable storage medium in magnetic form.
2. Audio- or videotapes can also be records.

TEMPORARY RECORDS – Must be retained for no less than 2 years.

1. Records ~~appraised~~considered as having temporary or limited value and approved for destruction, either immediately or after a ~~short-specified~~short-specified retention period.
2. Also, records temporarily in a holding area until they are placed in their final location.

TERMINAL DIGIT FILING

A system of numeric filing using the last two or three digits right to left of each number as the primary division under which the record is filed.

TICKLER FILE

A date-sequenced file by which matters pending are flagged for attention on the proper date.

TRANSFER

1. The act of changing the physical custody of records with or without legal title.
2. The relocating of records from one storage area to another.

TRANSITORY RECORD

Shall mean records which are not “permanent,” “semi-permanent,” “temporary,” or “historical,” as defined by Idaho Code Section 50-907. Transitory records shall be retained until they are no longer needed for the conduct of city business. Examples of such items include but are not limited to: internal information records such as

telephone messages, notes, appointment books, calendars /schedules, routing slips, used solely to disseminate information or similar administrative purposes, text messages, -audio tapes used for meeting minute preparation not related to land use and security tape footage. Law enforcement media recordings with evidentiary value shall be retained for not less than two hundred (200) days from the date the recording was made or until the legal proceeding is concluded, whichever is greater. If no legal proceeding is commenced, the recording must be kept until the applicable statute of limitations has expired.-

TRANSMITTAL LIST

A document that lists the records being transferred from one area to another such as from active storage to inactive storage. The document may also transfer legal responsibility for the records as well as physical custody.

-U-

UNSCHEDULED RECORDS

Records for which no retention period has yet been determined.

-V-

VALUATION

The determination, based on fair market prices, of the monetary value of documents.

VAULT

A security storage area constructed of fire-resistant material and structurally independent from the building in which it is located.

VERTICAL FILE CABINET

Storage equipment that is deeper than it is wide. Files are arranged front to back.

VITAL RECORD

A record identified as essential for the continuation or survival of the organization if a disaster strikes. Such records are necessary to re-create the organization's legal and financial status and to determine the rights and obligations of employees, customers, stockholders, and citizens.

VITAL RECORDS SCHEDULE

A detailed list identifying the vital records, their locations, protection instructions, and method of protection in case the records were lost during a disaster.

-W-

WATERMARK

A translucent mark or design in paper incorporated during manufacture for purposes of decoration or identification.

WEEDING

The removal of individual documents or files lacking continuing value. Also known as purging.

WORKING COPY

A duplicate or copy of a document that may be marked up or annotated.

WORKING PAPERS

Documents such as notes, calculations, or drafts assembled or created and used in the preparation or analysis of other documents. Usually retained by the originator at the point of use with limited retention value.

STORAGE OF RECORDS

1. Excluding records retained by the City Clerk, records shall be maintained in the department of their origination.
2. Records shall be filed within the department in conformance with the established filing system of that department.
3. Any procedure on how to file a record within a department shall be contained in the individual department's Records Retention Manual with a copy of each department's filing procedure maintained in the City's Master Records Retention Manual.

DEPARTMENT FILING SYSTEM PROCEDURES

Each department maintains their files that relate to the operations of their department. The following pages contain a description of the filing systems set up for each department.

DEPARTMENT: ADMINISTRATION

The Administration Department has an alphabetical filing system, with the exception of the Public Works Committee files, which are maintained by date.

1. A two drawer file cabinet is maintained in the Executive Assistant's office area for the current year's Mayor and City Administrator files (correspondence and miscellaneous file). Older files and correspondence from the Mayor' Office are scanned and located in the Pigeonhole Document Management Program, Library/Mayor.
- ~~2. There is a large black filing cabinet in the hallway area north of the IT server room that contains older files from the previous City Administrator. These files will be reviewed, scanned as necessary, and a request for destruction submitted in 2016.~~
- ~~3.2.~~ The Mayor and City Administrator maintain personal working files in their offices.
- ~~4.3.~~ Files for Boards, Commissions, and Committees are maintained by the Executive Assistant. The files have been scanned and are located in the Pigeonhole Document Management program, Library/Mayor/Boards Committees Commissions.
- ~~5.4.~~ Files for the Public Works Committee are maintained by the Executive Assistant. The current year's files, along with all hard copies of the minutes and agendas are located at the Executive Assistant's desk. Files older than one year have been scanned and are located in the Pigeonhole Document Management program, Library/City council/Public Works.
- ~~6.5.~~ Computers files are located in AmyF/My Documents.

OVERVIEW: The Building Department filing system employs several methods depending on the type of information.

FILE CATEGORIES:

Residential and Commercial Building, Mechanical and Plumbing – Active Permits

Residential and Commercial Building, Mechanical and Plumbing – Closed Permits

Irrigation/Backflow Permits, Residential and Commercial

General Office Correspondence

Inspectors' Correspondence

Abatement Files

Budget information and check requests.

Permits in process.

Permits ready to be issued.

BUILDING PERMITS

Active: Residential and Commercial building, mechanical and plumbing permits are filed in alphabetic order by address in the cabinets in the Permit Tech area.

Closed: Residential and Commercial building, mechanical and plumbing permits are filed by permit number in the storage room at the lower level of City Hall in the file cabinets. Files are maintained in the department for approximately 6 months and then are scanned as funds are available.

Irrigation/Backflow Permits: for residential and commercial are filed in Permit Tech area in alphabetic order by address. When the permit is “closed” because it is complete or has expired due to inactivity, it is placed in a filing box to be scanned in the building storage room.

General Office Correspondence: files are maintained in alphabetic order in the black filing cabinet in the Permit Tech area.

Building Services Director/Building Official and Inspectors: Correspondence is maintained on the computer for each individual. Incoming and outgoing correspondence is maintained in the building permit file.

Abatement Files: for residential and commercial are filed in the cabinet by the Permit Coordinator's desk in alphabetic order by address. When the matter becomes a legal issue then a file is maintained in the legal department. Abatement files are placed in the building permit file when resolved.

Budget Information and check requests: check requests and budget information is maintained by the Permit Tech assigned to this task and are filed chronically by month and year.

Permits in Process:

Residential: Application and plans are routed to each department either electronically or by paper. The database is updated where the paperwork is during the permit process. The Permit Techs maintains the information until it is issued and paid for.

Commercial: Application and plans are routed to each department either electronically or by paper. The database is updated where the paperwork is during the permit process. The Permit Coordinator maintains the information until it is issued and paid for. The approved information is filed by address in the filing bins behind the Coordinator's desk.

Permits ready to be issued: After the applicant has been notified that their permit is ready, the information is filed in the black filing cabinet in the Permit Tech area.

Overview: The City Clerk's filing system is based on a terminal digit filing system.

File Categories: Files are created according to category. Each category is color coded with bar labels on the side of each folder.

- Acquisitions
- Agreement/contracts
- Allocations
- Appraisals
- Appeals
- Audit
- Award
- Bills of Sale
- Deeds
- Elections
- Franchises
- Grants
- Guarantees
- History
- Inventories
- Leases
- Licenses
- Litigations
- Minutes
- Notices
- Oaths of Office
- Ordinances
- Permits
- Petitions
- Proclamations
- Rates
- Reports
- Resolutions
- Signatures Certified by the Secretary of State
- Titles

File Numbers: Within each category, a file is created using a 6-digit number, e.g. 06-0160.

The first two digits 06-1234 are determined by the last two numbers for the year in which the file was created. This file was created in 2006 since the last two digits of the year end in 06.

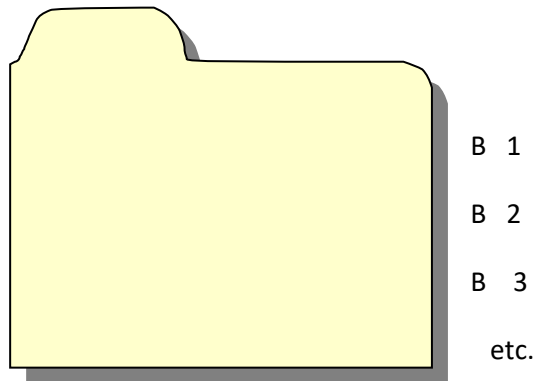
The final four digits are assigned in the order in which a file was created with the first file being assigned 0001 up to 0160 (this last number would indicate that there has been 160 files created in a particular category).

A master index is maintained which lists each category and the numeric order of numbers assigned to files.

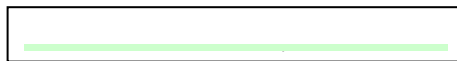
A number is placed on the side of the folder. Numbers are grouped in units of ten starting with the number 0 and ending with 9. Using the last two digits of the file number 06(0160) - this file would have the number "6" placed on the side of the folder.

Beneath the above-noted number a small black tab from 0 to 9 is located on the side of the file folder in a descending fashion and indicates the last digit of the file number. In our example 06(0160)

A black tab would be placed where it aligns with the location for a "0" on the side of the folder.



File Label: Each folder has a file label which contains the Name/Title of the file's content and file number, e.g.:



Filing Folders: Folders are filed numerically within each category beginning with the last two digits of the file number 06(0160).

If there is more than one folder in a category with a file number ending in "60, then they are filed numerically using the next set of number 06(0160). Example a series of folders would be filed as follows: 0060, 0160, 0260, 0360, 0460, etc.

Other Files Are:

Sign permits - filed in the black file cabinet in upstairs vault in numerical order.

Ordinance, Resolution & council minutes books – on shelf in upstairs vault.

Bid request for proposals are kept on the top shelf of the upstairs vault in folders, labeled by project and bid date.

Affidavits of publication - stored in boxes on floor of upstairs vault in date order and boxes labeled according to subject i.e., bid opening, public hearing etc.

Fingerprints - original requests & results stored downstairs at Kathy's desk.

Electronic Files:

Pigeonhole is the electronic method for maintaining files in the Municipal Services Department. The following subjects can be found in Pigeonhole:

Ordinances

Resolutions

Council Minutes

Planning Commission Minutes

General Services Minutes

Public Works Minutes

Cemetery Board

Park & Recreation

Sign Board

Traffic Safety

Urban Forestry

Deeds

Claims

Personnel Files

Agreements – old one

Clerks system – licensing, deeds, resolutions & ordinances

Fingerprints – electronic record that will state the date fingerprints cleared or not

DEPARTMENT: ENGINEERING

DOCUMENT	MEDIA	LOCATION
Encroachment Permits	Electronic	Building Permit Program
Project Files	Paper	Filing Cabinet in Engineering
Record Drawings	Electronic	Server
Surveying Records	Paper	Hanging Files in Engineering
Vacation Files	Paper	Filing Cabinet in Engineering

DEPARTMENT: FINANCE

Files located in Customer Service (lower level of City Hall):

Baskets on shelving unit contain **Work Orders** which are filed by request date. Work orders are bundled monthly and stored in boxes on shelves.

Small Black File Cabinet – bottom drawer – payment coupons bundled by day.

Binders stored on desk top contain:

Meter proofs – filed sequentially by date

Shut offs- filed sequentially by date

Files located in the file cabinet behind the Accounts Payable desk:

Filed Alphabetical by Vendor, each letter having a misc. file this contains invoices of vendors rarely used. Tan lateral directly behind **Account Payable** desk contains **current year** files, file cabinet to its left contains **prior year**. All years prior to that are stored in the storage room.

Files located in lateral file cabinet behind the Utility Billing desk in the upstairs location of the Finance Department:

Black Lateral File Cabinet -Filed alphabetically

First drawer contains (top)– Miscellaneous files with unused data.

Second and third drawers contain all street light information.

Fourth drawer container reports in alphabetical order -stacked.

Tall Tan Cabinet – filed (stacked) by most current date on top

Contains utility billing\cash receipting proofs

Files located in the Payroll Coordinators area:

Lateral File Cabinet – filed alphabetical for current year payables.

Storage cabinet hanging on the wall – binders are labeled and stacked in current period order.

Prior year files are located in the vault in storage boxes appropriately labeled by year and files are alphabetical in boxes.

Files located in the Payroll Coordinators area: (continued)

Gray Tall File Cabinets against wall –

Far left cabinet – Fixed asset data filed by asset purchase date.

Third drawer contains additional Account Payable information filed by vendor.

Second cabinet in from left –

Top drawer - Invoice proof lists – filed by month for prior fiscal year.

Second drawer – EMS files & garbage charges clipped by date

Third drawer – Prior street light information filed by topic

Fourth drawer – Miscellaneous LID information - no filing system

Third cabinet in from left-

Top drawer – Direct deposit stubs – Acco'ed by pay period

Files located in the Deputy Finance Directors area:

Tall Black Lateral File Cabinet –

First drawer (top) – Grant information for past seven years filed by year

Second drawer – Misc. – filed by year

Third drawer – Cash receipting information for current year filed by date

Fourth drawer – Check stubs Acco'ed numerically filed.

Tall Tan Lateral File Cabinet - filed by month – contains reports.

Short tan lateral –

First drawer - misc. receipts from cash receipting – filed daily, alphabetically

Second drawer – bank statements – filed by month

Top drawer in desk – filed by Fund

Second drawer – grant and fixed asset information – no filing system.

Files located in the Finance Directors office:

Black Lateral File Cabinet –

Filed Alphabetically

Credenza –

Binders contain Impact fee information

Box – Kroc Center information by topic

Inter fund transfer study - Bound Appraisals by Asset

Right Drawer of Desk:

Personnel files – alphabetically

Tax information files by topic

Black Desk Top Shelving Unit Stored Under Desk:

Foster rental property information by event

Bond Sale information by date

Files located in "Vault":

Boxes:

Accounts Payable and Payroll - Contain prior year information by date

Cash Receipting – bound sequentially by date

Check Stubs – numerically by year.

Binders:

Payroll data – by pay period.

Brown Bankers Boxes – Cemetery information – alphabetical

Gray File Cabinet – Fixed Asset print outs – no order

Small Green Draw boxes - Cemetery information – alphabetical

DEPARTMENT: FIRE

DOCUMENTS	MEDIA	PATH &/OR METHOD	PHYSICAL LOCATION
Accident Reviews	Electronic	H:\Accident Reports\Year\Unit, Driver,Date	Executive Assistant Office
Annual Reports	Electronic	F:\Fire\Annual Reports\Year	All Fire Department Computers
Apparatus Inventory	Electronic	H:\Apparatus & Equip\CDAFD Vehicle Inventory	Executive Assistant Computer
Budget Preparation	Electronic	H:\Budget\FY	Executive Assistant Computer
Burn Permits	Paper Based	Filed by Date - Most Recent First	Front Counter/Main Reception Entrance
Collective Labor Agreements	Electronic	H:\Union\Resolution # IAFF	Executive Assistant Computer
Contracts	Electronic	H:\MAA-MOU-Agreements-Contracts	Executive Assistant Computer
Department Journal	Electronic	FireServer\FireHouse Software\Department Journal	All Fire Department Computers
Dept Journal/Captains Log	Paper Based	Quartley Binders by Date, Time & Station (Pre-1999)	Admin Basement Storage Room
Employee Leave Requests	Paper Based	Filed by Month & Year with Time Sheets- Most Recent First	2-Drawer Filing Cabinet - Exec Asst Office
Entrance Exams	Electronic	H:\Entrance Exams\Month & Year	Executive Assistant Computer
Grant Management Files	Electronic	H:\Grants\Title & Year	Executive Assistant Computer
Grant Management Files	Paper Based	Filed Alphabetically by Title & Year	2-Drawer Filing Cabinet - Exec Asst Office
Hazardous Materials	Paper Based	Filed Alphabetically by Business Name	4-Drawer Vertical Filing Cabinet in FPB
Hydrant Records	Electronic	FireServer\FireHouse Software\Hydrant Management	All Fire Department Computers
Incident Logs	Paper Based	Yearly Binders by Incident #, Address,Date,Time (Pre-1999)	Admin Basement Storage Room
Incident Reports	Electronic	FireServer\FireHouse Software\NFIRS 5.0 Incident Reports	All Fire Department Computers
Incident Reports	Paper Based	Filed by Date - Boxed by Year (Pre-1999)	Admin Basement Storage Room
Investigation Files	Electronic	FireServer\FireHouse Software\Incident #\Date\Address	All Fire Department Computers
Investigation Files	Paper Based	Filed by Incident Address	Locked 4-Drawer Filing Cabinet in FPB
Invoices	Paper Based	Filed by Month & Year - Most Recent First	2-Drawer Filing Cabinet - Exec Asst Office
Liability Waivers	Paper Based	Scanned to F:\Fire\Ride Along Waivers	All Fire Department Computers
Maintenance Records	Electronic	FireServer\FireHouse Software\Apparatus, Equip & Inventory	All Fire Department Computers
Map Books	Electronic	C:\arcgis (FSTA3-06-XP)	Station #3 Lt. Office Computer
Map Books	Electronic	F:\Fire\arcview data and G:\maps\cda\fire	All Fire Department Computers
Map Books	Paper Based	Bound Ledger Pages Filed by Address	All First Out Apparatus
Mutual Aid Agreements	Electronic	H:\Filed Alphabetically by Agency	Executive Assistant Computer
Occupancy Files	Electronic	FireServer\FireHouse Software\Occupancies & PrePlans	All Fire Department Computers
Occupancy Files	Paper Based	Filed by Address - Wall Shelves Filing System	Admin Basement Storage Room
Preplan Books	Electronic	F:\Fire\PrePlans\District\Business Name and/or Address	All Fire Department Computers
Preplan Books	Paper Based	Bound Ledger Pages Filed by Address and/or Business Name	All First Out Apparatus
Promotional Exams	Electronic	H:\Promotional Exams\Position	Executive Assistant Computer
Standard Operating Procedure	Electronic	F:\Fire\SOP Manual\Files by Number	All Fire Department Computers
Time Sheets	Paper Based	Filed by Month & Year - Most Recent First	2-Drawer Filing Cabinet - Exec Asst Office
Training Records & Reports	Electronic	FireServer\FireHouse Software\Training Classes or Programs	All Fire Department Computers
Training Records & Reports	Paper Based	Filed Alphabetically by Employee Name (Pre-1999)	Admin Basement Storage Room
Work Requests	Electronic	H:\Work Requests\Date	Executive Assistant Computer
Working & Quick Ref Files	Electronic	H:\Alphabetically by Topic or C:\My Documents	Executive Assistant Computer
Working & Quick Ref Files	Paper Based	Filed Alphabetically by Topic	2-Drawer Filing Cabinet - Exec Asst Office
Updated: 2013			

Overview: The Human Resources (HR) Department ~~has an alphabetical filing system for all files maintained within the department.~~ retains and destroys personnel records in accordance with City of Coeur d'Alene policies on records retention, as well as federal and state laws governing records retention. The HR Department maintains the official personnel file for each employee in the service of the City, as well as reference files, and government compliance reports.

File Categories:

- Files are maintained in Human Resources for the following. The following employee records are maintained in segregated personnel files::
 - General cCurrent employee files, ~~including employees general file and medical file;~~
 - Temporary/Sseasonal Recreation and Parks Employees;
 - Terminated Employee Files;
 - ~~I-9's;~~
 - Benefit enrollment and change formsEmployee medical records;
 - ~~Reference Files for various Human Resources related topics, city benefits, and policies;~~

The following files are ~~alphabetized by department, then by job title~~ captured and stored digitally:;

- Active Recruitment Files;
- Completed Recruitment Files;
- Job Class Specifications;
- Affirmative Action Data;
- I-9 forms;
- Terminated employee files;
- Reference files for various Human Resource related topics, city benefits, and policies.

The following files are ~~sorted~~ maintained separately in reverse chronological sequence by calendar year and then alphabetized by employee name:

- Workers Compensation Claims;
- Drug Testing Information.

- ~~The Human Resources Department also has archived files in the downstairs vault at City Hall.~~

Reference files specific to HR topics, city benefits, research, and policies are maintained in HR.

File Label

- Each current employee file has a label which consists of the employee's name, job title, employee identifier, and date of hire, for example:

- Employee File:

Doe, Jane	DoeJ
<u>Office Assistant</u>	<u>DOH: 1/1/2020</u>

- All other reference file labels are titled by topic, for example:

- Reference File:

American Disability Act (ADA)

- Recruitment File:

<u>Police Officer ~ August 2006</u>

DEPARTMENT: LEGAL DEPARTMENT - CIVIL DIVISION

DOCUMENTS	DESCRIPTION	MEDIA	PATH & / Or METHOD	PHYSICAL LOCATION
BANKRUPTCY FILES	Various notices of bankruptcy, discharge of debtor, bankruptcy court case notifications, etc. (utility accounts)	Electronic	F:\Legal-Civil\Filing Cabinet\General files\BANKRUPTCY	
BUDGET PREPARATIONS	Working papers for budget development: History of expenses and personnel costs along with summaries of anticipated increases and other documentation used to justify or develop the annual budget request.	Electronic & Paper Based	F:\Legal-Civil\Office\Budget	Senior Legal Office
BILLS TO COUNCIL	Copies of invoices, spreadsheets for tracking bills, etc.	Electronic & Paper Based	F:\Legal-Civil\Office\Budget\Bills To Council	Senior Legal Office
CITIFIT COMMITTEE	Misc documents regarding the committee and events held by the committee	Electronic	F:\ Legal-Civil\Office \Juanita\Citifit\Public/legal/citifit	<u>Now managed by Human Resources</u>
COEUR D'ALENE MUNICIPAL CODE BOOK	Copy of Coeur d'Alene Municipal Code Book detailing municipal code sections within the city.	Paper Based	Three Ring Binder	Book Case
COUNCIL PACKET	Resolutions, Ordinances, Agreements, Staff Reports etc., in draft format. Packet Procedures, spreadsheets.	Electronic & Paper Based	F:\Legal-Civil\Office\Council Pkt	Senior Legal Office
ELECTRONIC SPREADSHEETS / DATABASES	Various records maintained in spreadsheets or databases on the City's computer system for reference/research purposes.	Electronic	F:\Legal-Civil\Filing Cabinet	

FORMS	Misc documents created for continued use. I.e. Resolutions, Ordinances, Agreements, Easements, etc.	Electronic	F:\Legal-Civil\Office\Forms	
GENERAL FILES	Miscellaneous documents to include communication, memos, research, notes, maps, press articles, legal descriptions, photos, draft agreements, contracts, etc.	Electronic & Paper Based	F:\Legal-Civil\Filing Cabinet\General files	City & <u>Chief</u> Deputy City Attorney's office: working paper files. Folders filed by subject name in no particular order. When files are no longer needed by the attorney, the file will be scanned to the server.
GENERAL LEDGER/COURT FINES	City Traffic Fine / Agency Reports	Electronic	F:\Legal-Civil\Office\General Ledger	
GENERAL SERVICES COMMITTEE	Meeting Minutes	Electronic	F:\Legal-Civil\Filing Cabinet\Packet-General Services	
HEADS UP	Document created for Heads Up to Mayor and Council	Electronic	F:\Legal-Civil\Office\Juanita\Heads Up	<u>2004-2019</u>
INTERN RESEARCH FILES	Misc. notes, research done by Legal Interns	Electronic	F:\Legal-Civil\Filing Cabinet\General Files\Research F:\Legal-Civil\Office\Intern Office Documents	
INVOICES	Scanned vendor invoices paid for services rendered and/or goods received. Filed by month payment was made.	Electronic	F:\Legal-Civil\Office\Budget\Bills To Council	
LAWSUIT FILES	Correspondence to include letters; memos; e-mails and faxes, etc. Miscellaneous documents to include maps, press articles, legal descriptions, draft agreements, contracts, etc; research. Pleadings misc. pleadings from both parties to the lawsuit. Notes to include misc. hand written notes by attorneys.	Electronic	F:\Legal-Civil\Filing Cabinet\Lawsuits	City & <u>Chief</u> Deputy City Attorney's office: working paper files. Folders filed by subject name in no particular order. When files are no longer needed by the attorney, the file will be scanned to the server.

LEGAL LIBRARY IN STORAGE	Various books, binders, pamphlets, etc.	Electronic & Paper Based	F:\Legal- Civil\Office\Legal Library in storage	Legal's Storage Room in Parks Department Book shelf
--	--	--------------------------------	--	--

MEMO & LETTERS	Misc memo's and letters drafted by the legal department staff	Electronic	F:\Legal- Civil\Office\Memo & Ltrs	
OFFICE EMPLOYEE CREDIT CARDS	Scanned credit card statements and supporting documents. The card itself is are kept in a paper file lock box.	Electronic & Paper Based	F:\Legal- Civil\Office\Budget\B Is To Council\USBankCCStat ements;P card purchase	Senior Legal Office
OFFICE EQUIPMENT & OFFICE INFORMATION	Misc documents on office equipment & office information	Electronic & Paper Based	F:\Legal- Civil\Office\Office Equipment F:\Legal- Civil\Office\Office Information	Senior Legal Office
OPINION FILES	Various legal opinion memo's prepared by Attorneys, AG's Office and Legal Interns	Electronic	F:\Legal-Civil\Filing Cabinet\Opinions	
ORDINANCES & RESOLUTIONS	Scanned / Electronic Ordinances and Resolutions drafted by the Legal Dept. that are passed by a vote of the City Council & attested by the City Clerk. Ordinances establish city policy &/or law. Resolutions give council authorization for specific action by dept. or division.	Electronic	F:\Legal- Civil\Resolutions & Ordinances	
PED BIKE COMMITTEE	Misc documents from creation to 2011 to include Bikeways Plan; Bike to Work; Budget; Emails; Forms; Letters & Memos, etc.	Electronic	F:\Legal-Civil\ filing cabinet\general files\Ped Bike Committee	
PERSONNEL FILES	Active and inactive employee files. May contain copies of resume, performance evaluations, PAFs, notices of award achievements &/or disciplinary actions, etc.	Electronic	F:\Legal-Civil\Filing Cabinet\Employee Files	
PHONE MESSAGES	Transmitted via E-mail.	Electronic		

RESTITUTION CHECKS RECEIVED	Scanned checks received for restitution	Electronic	F:\Legal-Civil\Office\General Ledger\Restitution	
TRAVEL & TRAINING ARRANGEMENTS	Arrangements notes, flights, hotels, registrations, confirmations, etc.	Electronic & Paper Based	F:\Legal-Civil\Filing Cabinet\Travel and Training	Senior Legal Office
VARIOUS MAPS	Various maps for various projects. Maps are obtained from other departments or entities	Paper Based		City & <u>Chief</u> Deputy City Attorney's office
YEARLY DUES/SUBSCRIPTION & BOOKS	Scanned usage agreements; subscription notices; updates for legal books; etc.	Electronic	F:\Legal-Civil\Filing Cabinet\Memberships and Subscriptions	

CLAIMS / CODE ENFORCEMENT / RISK MANAGEMENT

Prior to 2016

DOCUMENTS	DESCRIPTION	MEDIA	PATH & / Or METHOD	PHYSICAL LOCATION
ANIMAL CONTROL	Documents on Animal Control Advisory Board. Documents on Dangerous Dog issues. Other Misc document regarding Animal Control Issues	Electronic	F:\Legal-Civil\Filing Cabinet\ <u>General Files</u> \Animal Control	-
			F:\Legal-Civil\Office\Animal Control	-
CLAIMS	Claims filed; Memos, letters, research, photo's, misc,	Electronic	F:\Legal-Civil\Filing Cabinet\ <u>General Files</u> \Claims - Resolved	-
			F:\Legal-Civil\Office\Claims	-
CODE ENFORCEMENT	Case files of city code violations. Correspondence with owners, site inspections, photographs, enforcement actions and hearings	Electronic	F:\Legal-Civil\Filing Cabinet\ <u>General Files</u> \Code Enforcement - Resolved	-
			F:\Legal-Civil\Office\Code Enforcement	-
RISK MANAGEMENT	Letters, Emails, Insurance Info, Training, Risk Reduction Team: Agenda, Newsletters, Research, etc.	Electronic	F:\Legal-Civil\Office <u>General Files</u> \Risk Management	-

PARKING COMMISSION	Commission Liaison: Agenda's, Minutes, Correspondence, Forms, Ticket Appeals, Member Information, etc	Electronic	F:\Legal-Civil\Office\Judy\Parking Commission	-
--------------------	---	------------	---	---

LEGAL DEPARTMENT - CRIMINAL DIVISION

Updated: ~~October 2013~~ June 2023

Working criminal case files consist of police reports, record history, work product notes, certified driver's packets, officer certifications, intoxilyzer logs and cards, photographs and CD/DVD recordings, pleadings, correspondence, court notice of hearings, evaluations, treatment progress, judgments, restitution documentation and orders and briefs.

~~Cabinets located in filing room—under main reception counter—Tan 4 drawer cabinet:~~ Working criminal case files – pending (awaiting court date) filed alphabetically that contain original certified packets and/or media only [case evidence] and appeals files.

Calibration Decibel Meter Certification

Certified Intoxilyzer logs

Certified Nursing Licenses

Radar/Laser Information

Sims Calibration

~~Tan 4 drawer cabinet: Appeal files—filed alphabetically~~

~~Cabinets located in basement—Black 2 drawer cabinet: Brief bank—filed under topic of appeal~~

~~Media Storage—Tan 4 drawer bottom drawer of pending files—Expando folder containing media for closed criminal cases awaiting appeal period to run before return of evidence to victim or destruction.~~

~~Reception Area—Public Records Request (held for 6 months)~~

Sr. Legal Assistant Office

~~Black~~Tan 2 drawer cabinet:

~~Certified copies of Municipal Codes~~

~~Vehicle Maintenance~~

Equipment Maintenance

iCourt user information

CJIS/ILETS information

Access Idaho ITD user information

~~Black 2-drawer cabinet:~~

~~Calibration-Decibel-Meter-Certification
Certified-Intoxilyzer-logs
Certified-Nursing-Licenses
Forensics-Vitae
Police-Vehicle-Information
Radar/Laser-Information
Sims-Calibration
Taser-Certification~~

Electronic Filing (f:legalcriminal/filing cabinet)

Beell Calibration

~~Calibration-Decibel-Meter-Certification~~

Calibration Speedometer

Case Review

Certified Ordinances

City Newsletter

~~Code Violations~~

Brief bank (f:legalcriminal/briefs)

Correspondence files:

Correspondence
Attorney General
County Prosecutor
Court
Idaho Prosecutors Association
Judges
Miscellaneous
Police Department
Public Defender
Sheriff's Office
Treatment Providers

Electronic Filing (f:legalcriminal/filing cabinet) cont:

Domestic Violence Courts

DRE CV OTHER AGENCIES:

CDA City

ISP

KCSO

POST FALLS PRD

Fire Code Violations

Forensic Lab

Global Testing Lab

Interns

Intox. Packets:

Supporting Documents for Intox.

Certificate of Analysis

Lifeloc and Manuel

Long-term Stability of Ethanol Solutions

~~ISP Curriculum Vitae~~

Nursing & Phlebotomy Licenses

Office:

Flex Time Info.
Copy Machine
Fax
Intern
Mail Run Vehicle
Old Office Procedures
Westlaw letters and memos
Officer Files

~~Officer Schedules~~

~~———— Parking Ticket Fail to Pay~~

~~———— Police policies~~

~~———— Post Certification Issues~~

~~———— Prior Officer Certifications~~

~~———— Public Records Requests~~

Alive @ 25 Workbook
CJIS Information Letters
DUI Detection and SFST's
Firearm Rights, Disabilities and Restoration
Operation Life Saver
WA Abstract Key

Parking Ticket Fail to Pay

Police Policies

Post Certification Issues

Prior Officer Certifications

Public Records Requests



Files located in Administrative Assistant office:

Travel and Training arrangements—filed by date

Board agenda, packet information, correspondence, memos, staff reports and notes from meeting—filed by date

Misc office information folders—filed by alphabetically by subject

Copies timesheets—filed by date

Files located in Library Director's office:

Bound volumes of official library board minutes; hard copies held until they are bound – filed by date

Board agenda, packet information, correspondence, memos, staff reports and notes from meeting – filed by date; held electronically

Annual reports submitted to Idaho Commission for Libraries – filed by year

Working documents for budget preparation – filed by year

Project files – filed by project name

Copies staff evaluations—filed alphabetically

Files located in Bookkeeper's office filing cabinets:

Copies of vendor invoices paid for services rendered and/or goods received. Filed by month payment was made

DEPARTMENT: PARKS DEPARTMENT

The Parks Department has four main divisions, each with their own filing system:

- Parks
- Cemetery
- Urban Forestry
- Building Maintenance

Working or quick reference files are kept in hanging file folders in a filing cabinet in each division's office. ~~These files are divided into categories and are color-coded.~~ Within each category the files are arranged alphabetically.

PARKS (OFFICE)

Storage Closet:

Grey File Cabinet (Historical Folders filed alphabetically)

- Misc. General reference materials for park information.
- Various brochures
- Tubbs Hill Books
- Flag inventory

• These historical files are divided into categories such as Advertising, Financial, Forms/Maps, historical, headstones/nameplates, lot repurchases/delinquencies.

~~BLUE—Administration~~

~~GREEN—Parks~~

~~BURGUNDY—Vendors & Products~~

~~GRAY—Equipment~~

~~NAVY—Construction~~

~~RED—Budget / Purchasing~~

~~MISC—Employees~~

Under Front Counter

- Binders for dock leases and various agreements ~~various Committees, Commissions and Boards~~
- Cemetery Contracts Binders (12 years)
- Cemetery Archival Interment, Index and Map Books
- Forms (Facility Use Permits, Blank Cemetery Contracts)
- Supply of brochures

~~“Break” Room Shelves (binders filed alphabetically)~~

• ~~Current Parks Department Projects~~

- Previous Years' facility use permits
- Tubbs Hill Foundation materials

- Panhandle Parks Foundation materials
- ~~Misc Reference Materials~~

Armory:

- Binders of past projects filed in boxes with labels.
- Bulky items, such as park concepts, maps, plans on poster board, older framed pictures or concepts.
- Copies of bids for various park projects.
- Binders of completed parks filed by year in boxes.
- Slides and photos of various park activities and sites filed by category.

Vertical Hanging Map File ~~(in Parks Director's office)~~

~~Plans & concepts for all park properties and amenities filed alphabetically~~
(a duplicate set of these files are kept at the Parks Shop)

Boxes of parks historical documents

~~Numerous boxes of Tubbs Hill Books (written by Scott Reed, sold to the public by THF)~~

URBAN FORESTRY

Black File Cabinet (Folders filed alphabetically)

- General reference materials for tree information.
- Street tree reimbursements
- City licensed contractor information
- Budget/Purchasing
- Code and Ordinance information

~~•~~

~~BLUE—Construction~~

~~GREEN—Parks~~

~~BURGUNDY—Vendors & Products~~

~~GRAY—Equipment~~

~~NAVY—Misc Products~~

~~RED—Budget / Purchasing~~

~~MISC—Employees~~

Shelves (Binders filed by year)

- Tree Permits
- Urban Forestry Committee
- Tree Reference Materials
- Annual Tree Projects

BUILDING MAINTENANCE

~~Black File Cabinet (Folders filed alphabetically)~~

~~BLUE—Safety~~

~~BROWN—Individual Buildings~~

~~GREEN—Parks~~

~~BURGUNDY—Vendors & Products~~

~~GRAY—HVAC~~

~~NAVY—Communications~~

~~RED—Budget / Purchasing~~

~~MISC—Employees~~

8th Street Shop

Shelves

- General reference information concerning building issues
- Binders of current projects

Vertical Hanging Map File

- Hanging floorplans for all city buildings filed ~~alphabetically~~alphabetically.

CEMETERY

~~Working or current year contracts, burial slips, headstone setting lists, full-time employee and seasonal paperwork, and quick reference files~~ are kept in hanging file folders in a small filing cabinet in the Parks Department office. ~~These files are divided into categories such as Advertising, Financial, Forms/Maps, Historical, Headstones/Nameplates, Lot Repurchases/Delinquencies. Within each category are alpha files.~~

Files to be kept for more than 24 months are in the parks' storage room stored in the "CELL" in labeled boxes.

Archival files generally consist of files that are kept for more than 24 months. They are stored in several places.

~~"THE CELL" is located in the southwest corner of the lower level of City Hall. There are 3 "cells" each used by a different department. Parks and Cemetery use their "cell" for storage of:~~

- * All older cemetery records such as contracts and burial slips filed by year.
- ~~* Binders of past projects filed in boxes with labels.~~
- ~~* Bulky items, such as park concepts, maps or plans on poster board, older framed pictures or concepts.~~

~~"MEN'S RESTROOM" is located behind the Building Maintenance Office. Parks and Urban Forestry use the shelves in this room for storage of:~~

- Binders of 24 months of Facility Use Permits and Summer Concert Series filed by year.
- ~~* Copies of bids for various park projects.~~
- ~~* Binders of completed parks filed by year in boxes~~
- ~~* Slides and photos of various park activities and sites filed by category~~
- ~~* Older Employee Files~~
- ~~* Annual Tree Projects~~

“MISC. ROOM” is located behind the Building Maintenance Office. This storage room is used by the Parks Department, Recreation, Municipal Services, IT and various other departments in City Hall. Parks, Urban Forestry, and Cemetery use some of the shelves in this room for:

- ↳ Supplies of various brochures
- ↳ Misc supplies for special projects

VITAL RECORDS

Currently all cemetery records through 2004 have been uploaded to our online internal database. All paper copies would be considered vital if anything were to happen to our online content. These vital records are kept updated each month as well as electronically include:

- Contracts (indicating the sale of cemetery plots and/or interments)
- Burial Slips (indicating the sale of cemetery plots and/or interments)
- Stone Inspection forms
- Interment Books
- Index Book
- Map Book

Facility Use Permits; currently available online in our internal permit system, copies are uploaded to our Parks & Cemetery Calendar, and a paper copy is kept in a Facility Use Permit notebook, by year, to be shared with field staff prior to reservation dates.

DEPARTMENT: RECREATION

<u>DOCUMENTS</u>	<u>MEDIA</u>	<u>METHOD</u>	<u>PHYSICAL LOCATION</u>
<u>Game Schedules</u>	<u>Paper Based</u>	<u>Filed by leagues alphabetically</u>	<u>Storage room in recreation office stored in boxes</u>
<u>Individual Player Registration forms</u>	<u>Paper Based</u>	<u>Filed by grades & divisions alphabetically</u>	<u>Storage room in recreation office stored in boxes</u>
<u>Manager/Coach List</u>	<u>Paper Based</u>	<u>Filed by divisions & grades</u>	<u>Storage room in recreation office stored in boxes</u>
<u>Team Player Roster</u>	<u>Paper Based</u>	<u>Filed by division & grades</u>	<u>Storage room in recreation office stored in boxes</u>
<u>Time Sheets</u>	<u>Paper Based</u>	<u>Filed by Month & Year- Most recent first</u>	<u>Storage room in recreation office stored in boxes</u>

File Categories:

PUD'S
ZONE CHANGES
SPECIAL USE PERMITS
ANNEXATIONS
VARIANCES
INTERPRETATIONS
ORDINANCES
SUBDIVISIONS

File Numbers: When an application is received it is assigned a category (PUD, Zone Change etc.) and that application is then given a number within that category when received. Example: (PUD-1-06). The last number in that sequence is the year the application was received.

File Label: Each folder has a file label which contains the file number/applicant/location.

PUD-1-04
Applicant: Jane Doe
Location: 710 Mullan

Filing Folders: Files are filed by category and then by numerical sequence. Example: PUD-1-06, PUD 2-06, etc.

DEPARTMENT: POLICE DEPARTMENT

The Police department has 8-2 divisions.

Files for the Evidence:

Asset Seizure/Forfeiture Files – ~~filed by case number in the Records filing room.~~ Kept in Spillman.

Auction Records – ~~filed by case number in the Records filing room~~ and uploaded to Viper.

Drug Destruction Log - ~~filed by case number in the Records filing room,~~ and uploaded to Viper

Evidence Ledgers – ~~filed by case number in the Records filing room,~~ and uploaded to Viper.

Firearm Dispositions - ~~filed by case number in the Records filing room.~~ Firearms disposition are retained in case files with final disposition uploaded to Viper.

~~Property Control Invoice Log – maintained in Spillman by case number.~~

~~Property receipts – filed in property file cabinet by date returned.~~ Signed property receipts are submitted to VIPER upload by case number.

~~Property Room Sign In Logs – filed in property file cabinet by date.~~

File for Records:

Records with case numbers are ~~filed~~ stored electronically in Viper ~~the Records filing room by case number.~~

Case numbers are 6 digits and assigned by dispatch ex. 06C205356 “06” being the year, “C” for Coeur d’Alene and then the numeric 6 –digit number

Adult & Juv Arrest & Accident reports – stored in Viper ~~filed by case number in the Records filing room.~~

Audit Records – copies filed by date in TAC officer drawer.

~~Briefing Sheets and Log – copies filed in date order in the brown filing cabinet in the Record’s file room for 6 months.~~

Cash Balance Sheets – ~~filed by date in envelope by cash register.~~ Stored electronically in Springbrook.

~~Court Calendar Book – no filing required the book is destroyed at end of Calendar year.~~

~~Court Dispositions – no filing required copy destroyed after information is entered in Spillman.~~

Criminal Case Closing Sheets (Dispositions) – ~~filed with case file in filing room.~~ Stored electronically in Viper and/or Spill,anSpillman, but this is not a PD record.

~~III FBI Log for Criminal Histories – filed in white 3 ring binder kept at Records front desk.~~

~~Impound Vehicle Files – filed in the short brown filing cabinet in Records by year and month. 1 file for the Scrapped or Sold vehicles and one file for the vehicles that are picked up. Stored electronically in Viper.~~

~~Leave Request Forms – filed by date in Records supervisor desk~~

~~NCIC Entry Validation - one black 3 ring binder labeled Vehicles, one black 3 ring binder labeled Runaway & one blue 3 ring binder for Guns, Boats, Vehicles, and License plates at Record's Front Desk. Validations stored electronically in Viper.~~

~~NCO/Protection orders - filed alphabetical by Respondent last name in black 3 ring binders at Records front desk Stored electronically in Viper.~~

~~Parking Tickets – filed by date written in banker box in Records File Room. at Records front desk.~~

~~Pawn Shop Tickets – no filing of pawn slips. Shredded after entered into Spillman~~

~~Polygraph Exams – filed by case number in the Records filing room~~

~~Record Requests – filed by year and month in brown file cabinet labeled “Record Requests” in the Records filing room Filed electronically on F Drive.~~

Files for Detectives:

Confidential Informant file – files kept digitally in alphabetical order by informant name.

Buy Accounts – copies of log kept in approved specialty unit (currently the Community Action Team) digital form on the City's approved shared directory and may be allowed in a City authorized cloud based storage solution like Microsoft Azure or other approved service

Confidential Informant file – files kept digitally in alphabetical order by informant name.

Photographic evidence – filed with case files in records file room or transferred to Boise if permanent file or, if in digital format uploaded and maintained in the Viper software system using the case number.

~~Audio/Video – maintained in file cabinet by case number electronically in Viper.~~

~~Buy Accounts – copies of log kept in Drug Task Force file cabinet by case number.~~

~~Confidential Informant file – files kept alphabetical by informant name.~~

~~Photographic evidence – filed with case files in records file room or transferred to Boise if permanent file.~~

Files for Chief of Police Assistant:

~~Administrative Files — maintained in Alpha order by date in file cabinet in the Administrative Assistants filing room.~~

~~Collective Labor Agreements — maintained in 3 ring binder on shelf behind Administrative Assistants desk.~~

~~Employee Evaluations — maintained in employee personnel file in locked cabinet in the Assistants filing room.~~

~~Expenditure Budget Summary — maintained in file cabinet in the Administrative Assistants filing room.~~

~~Grievances — filed in alpha order by name in locked file cabinet in the Administrative Assistants filing room.~~

~~Invoices — filed in alpha order by Vendor name in a file cabinet in the Administrative Assistants filing room.~~

~~Job Class Specifications — maintained in 3 ring binder on shelf behind Administrative Assistants desk~~

~~Manual Check Requests — maintained in 3 ring binder on shelf behind Administrative Assistants desk.~~

~~Personnel Files — filed in alpha order by name in locked file cabinet in the Administrative Assistants filing room.~~

~~Petty Cash Records — filed in Petty cash file in Administrative Assistants desk file drawer.~~

~~Random & Preemployment Drug Testing Information — filed in Personnel files.~~

~~Time Sheets — maintained in 3 ring binders on shelf behind Administrative Assistants desk.~~

Files for Training:

~~Bank Checking Account Records for Reserve Academy — filed in training office file cabinet.~~

~~Post Academy — filed by year in banker boxes in training office.~~

~~Training Records — maintained in computer Completed through post.idaho.gov and/or in Viper under training tab.~~

~~Travel Arrangements / Itineraries — maintained in 3 ring binder in training office.~~

~~Travel/Training Expenses — maintained in 3 ring binder in training office.~~

Digital Media for Patrol and Support Divisions

Digital media encompasses a wide range of formats, including text documents, images, audio files, video files, and more. These files can be created and accessed using various electronic devices such as computers, smartphones, tablets, and digital cameras.

Digital media may include in-car digital video, body worn camera digital media, cell phone audio / video / photographs, digital media provided to aid in an investigation, or any other digital media retained in a temporary, semi-permanent or permanent basis.

Personnel Files - filed in alpha order by name in locked file cabinet in the Administrative Assistants filing room or through the use of the department approved VIPER system.

Petty Cash Records – filed in Petty cash file in Administrative Assistants desk file drawer.
Random & Preemployment Drug Testing Information – filed in Personnel files or through the use of the department approved VIPER system.

Time Sheets - currently maintained through the 3rd party software vendor InTime Solutions with the ISELINK software.

Files for Public Relations:

~~Community Service Programs— filed in Community Relations officer’s file cabinet by name of project or officer.~~

~~Employee Opinion Survey— filed in Community Relations officer’s file cabinet by date completed.~~

Press releases – electronic copies located on the Police F drive under Press Releases.

~~Volunteer Files— maintained in file cabinet in the Volunteer office by volunteer last name.~~

Files for Equipment:

Vehicle & Equipment Inventories - files located on Equipment Clerk’s computer; H:\Documents\Data\Vehicles\Inventory, as well as hard copies in files behind Equipment Clerk’s desk, filed by equipment license plate number with historical hard copies filed in Equipment Clerk’s office filed by equipment type. Current inventories filed in Equipment Specialist Guide binder at Equipment Clerk’s desk

Vehicle Usage and Fuel Records - is recorded / preserved in digital format on the City’s approved shared directory and may be allowed in a City authorized cloud based storage solution like Microsoft Azure or other approved service including the vendor’s website- Files for usage located on Equipment Clerk’s computer, H:\Documents\Data\Vehicles\Inventory. Fuel records located on Equipment Clerk’s computer, H:\Documents\Data\Vendors\Coleman Fuel copies filed chronologically in Equipment Clerk’s file cabinet.

Vehicle Maintenance – is recorded / preserved in digital format on the City’s approved shared directory and may be allowed in a City authorized cloud based storage solution

~~like Microsoft Azure or other approved service. Files located on Equipment Clerk's computer, H:\Documents\Data\Vehicles Maintenance records also recorded by individual vehicle license plate number in Street Maintenance Department WorkOrders program. filed numerically by vehicle license plate in individual vehicle files located in Equipment Clerk's file cabinet.~~

Vehicle Procurement - is recorded / preserved in digital format on the City's approved shared directory and may be allowed in a City authorized cloud based storage solution like Microsoft Azure or other approved service. ~~Files located on Equipment Clerk's computer, H:\Documents\Data\Vehicles as well as hard copies in individual vehicle folders recorded by license plate number behind Equipment Clerk's desk. copies filed in New Vehicle binder in Equipment Clerk's office.~~

Vehicle Daily Maintenance & Inspection Reports - is recorded / preserved in digital format on the City's approved shared directory and may be allowed in a City authorized cloud based storage solution like Microsoft Azure or other approved service. ~~Files located on Equipment Clerk's computer, H:\Documents\Data\Vehicles as well as hard copies in individual vehicle folders recorded by license plate number behind Equipment Clerk's desk. Vehicle Inspection Slips filed chronologically in Equipment Clerk's file cabinet. Daily Vehicle Status Reports filed chronologically in Equipment~~

~~Specialist Guide binder at Equipment Clerk's desk.~~

~~Printing Reproduction – Copies of print requests filed chronologically in Equipment Clerk's file cabinet office. Print Request Logs filed chronologically in Equipment Specialist Guide binder at Equipment Clerk's desk.~~

Supplies- Supply Order Log (filed chronologically) & vendor lists are recorded / preserved in digital format on the City's approved shared directory and may be allowed in a City authorized cloud based storage solution like Microsoft Azure or other approved service. ~~filed in Equipment Specialist Guide binder at Equipment Clerk's desk. Packing Lists held at equipment Clerk's desk until invoice received then destroyed. Copies of invoices filed by the Chief's Executive Assistant.~~

Equipment Repair (except vehicles) – ~~Copies of invoices filed by the Chief's Executive Assistant.~~ is recorded / preserved in digital format on the City's approved shared directory and may be allowed in a City authorized cloud based storage solution like Microsoft Azure or other approved service. ~~Radio repair documentation in Radio Communications Equipment binder at Equipment Clerk's desk. All other documents located in Equipment Specialist Guide binder at Equipment Clerk's Desk.~~

Uniforms - Uniform orders and inventories are recorded / preserved in digital format on the City's approved shared directory and may be allowed in a City authorized cloud based storage solution like Microsoft Azure or other approved service. ~~in Equipment Specialist Guide binder at Equipment Clerk's desk. Invoices filed by the Chief's Executive Assistant. Issue documentation in Uniform binder at Equipment Clerk's desk.~~

Files for ~~Care~~ Specialty Units:

~~K-9 Records – are maintained with the Police Department approved software. maintained in the K-9 Program binder in the Care Supervisor overhead cabinet and is divided into document sections. Stored electronically in software K9 Records PAC Track.~~

~~Park Permits – filed in order by the time they arrive in the Care office in a translucent file box.~~

~~Reserve Academy Application – During the hiring process 2 different files are created; one for P.O.S.T., and one for the Police Dept. The one for P.O.S.T. maintained in the CARE office in the lower right filing drawer in alphabetical order by applicant's name. Once process is completed this file is sent to P.O.S.T.. The file maintained by the Police Department is placed in a secure filing cabinet in the training LTS. office.~~

DEPARTMENT: RECREATION

DOCUMENTS	MEDIA	METHOD	PHYSICAL LOCATION
-	-	-	-
Game Schedules	Paper Based	Filed by leagues alphabetically	Storage room in recreation office
-	-	-	stored in boxes
-	-	-	-
Individual Player Registration forms	Paper Based	Filed by grades & divisions alphabetically	Storage room in recreation office
-	-	-	stored in boxes
-	-	-	-
Manager/Coach List	Paper Based	Filed by divisions & grades	Storage room in recreation office
-	-	-	stored in boxes
-	-	-	-
Team Player Roster	Paper Based	Filed by division & grades	Storage room in recreation office
-	-	-	stored in boxes
-	-	-	-
Time Sheets	Paper Based	Filed by Month & Year- Most recent first	Storage room in recreation office
-	-	-	stored in boxes
-	-	-	-

DEPARTMENT: STREETS MAINTENANCE DEPARTMENT

Files maintained alphabetically for the Street Dept. are listed below:

Contract Agreements	By Vendor/Entity Names
Cooperative Agreements	By Entity Name
Invoice Copies by Vendor Name	By Vendor Name
Personnel Files/Records	By Employee Last Name

Files maintained numerically for the Street Dept. are listed below:

Daily Time Sheets	By Fiscal Year/Month/Date
	Alphabetically by Employee's Last Name
Employee Absence Requests	By Fiscal Year/Month
	Alphabetically by Employee's Last Name
Phone Logs/Citizen/911	By Year/Month/Date
Maintenance Logs	By Year/Month/Date Received
Vehicle Inventory	Kept in Labeled 3-ring Binders by Last 2 Digits of VIN
Work Orders	By Department Assigned Unit Number

Other files maintained alphabetically by category

DEPARTMENT: WASTEWATER UTILITY DEPARTMENT

Overview: The Wastewater Department filing system employs several methods depending on the type of information.

File Categories:

~~Files are generally color coded by Division:~~

- ~~ADMIN — Red~~
- ~~COLLECTION — Blue~~
- ~~COMPOST — Brown~~
- ~~LAB — Green~~
- ~~PLANT — Yellow~~

Files at Administrative Support Desk:

- ~~• Personnel and Confidential Files are in a locked file cabinet and are filed alphabetically per Division. Stored in HR file with PAF and training documents filed electronically in Pigeonhole with limited access to Wastewater Director, Assistant Director and Administrative Assistant.~~
- Non-Residential Service Applications (NRF's), filed alphabetically by business name in the electronically held files (within Pigeonhole)
- ~~• Vehicle Maintenance Records, filed numerically per Vehicle number stored electronically in Streets and Engineering database~~
- Project Reviews, filed in binders by month – numbered by date and terminal digit. E.g., 06-1011-006 – Project Review scheduled Oct. 11, 2006, and is the 6th review scheduled in the month
- ~~• Miscellaneous working files Dalton Gardens original sewer permit applications~~

Files in the File Room/Library and storage shed:

- Administration files, filed alphabetically.
- Master project files, explained below
- Lab Archives
- Miscellaneous files

Master project files are filed by the following categories, filed alphabetically by topic then by year:

- | | |
|--------------------|-------------------|
| Compost Plant | Lift Stations |
| Equipment/Supplies | Regional Planning |
| Financial Planning | Sewers |
| G.I.S. | Treatment Plant |
| Harbor Center | Utility Planning |
| Land Acquisition | |

~~There are general project manager files, filed A-Z.~~

Under the above categories, files are assigned a number based on the year and then a three digit number series. The three digit number is assigned in the order that the file is introduced to the system, with the exception of Financial Planning, which always gets the designations of 005 and 010. Dave Shults is the staff member who assigns number designations.

Files in the Basement:

- Master project files archive
- Lab archives
- Miscellaneous files

Files in Don Keil's office:

Files regarding all aspects of the department are filed alphabetically.

Files in Map Room:

These are copies of plan sets which include sewer related data. They are filed in hanging files. They are organized by subdivisions, sewer extensions, replacement by project, construction sets, and quarter sized plans.

DEPARTMENT: WATER DEPARTMENT

TITLE	DEFINITION	FILING
ACCOUNTS PAYABLE PROOF LIST	This is a list summarizing a portion of the department's bills to council for the current month	By date In binder File Cabinet Admin. Asst.
ANNUAL WORK ORDER BINDERS	These are a condensed version of the work order files-they contain portable vital information	Assigned Number by Yr In Binders Inspection/Foreman Admin. Asst.
BAC-T TESTS	Bac-T water test reports	By date In binder Draftsman Pump Operators
BAT FILES	These files consist of a backflow tester's certification and equipment certification	Alpha File Cabinet Cross Connection
BILLING SUMMARIES	These records contain information we use to complete pump reports, specifically # of accounts, gallons sold, total billed	By Month File Admin Asst
BUDGETS	Copies of annual budgets	By Year Self-Binder Supt Director/Asst Supt Director/Admin Asst
BULK WATER FILES	Files documenting usage, correspondence, & billing for customer bulk water hydrant usage	By Date In Binders Admin Asst
CERTIFICATION FILES	Contains copies of employee's certification cards, renewal invoices and test documentation; used to keep employee's annual certifications up-to-date	Alpha File Cabinet Admin Asst
CHEMICAL ANALYSES	Water chemical analysis test reports	By Date In Binder Draftsman Pump Operator
CL2 RESIDUAL TESTS	Daily chlorine residual tests	By Date In Binder Pump Operators
COMMERCIAL PERMIT COPIES	Annual binder of commercial permit copies with appropriate notes & follow-ups attached	By Date By Year In Binder Lobby Map Room
COMPREHENSIVE MASTER PLANS	Copies of department comprehensive master plans	By Year Self Binder Supt Director/Asst. Director

CONSERVATION CREDIT FILES	Documentation of customer submitted requirements for conservation credits	By Date In Binder Admin Asst
CONTRACTS	Working copies of contracts	By Date By Project File Cabinet Supt Director/Asst Supt
CROSS CONNECTION FILES	These files contain backflow assembly test results, correspondence and any other cross connection information for each identified property	By Street File Cabinet Cross Connection
DEEDS & EASEMENTS	Copies of applicable deeds and easements	By Date By Project File Cabinet Supt Director/Asst Supt Director
DEPARTMENT ISSUED INVOICES	Copies of invoices issued by the Water Department (e.g. cap fees, hydrant repairs, etc.)	By Date In Binder Admin Asst
DEPARTMENT WORK ORDER FILES	These files consist of all documentation on Water Department projects including cost summary sheet, correspondence and as-builts	Assigned Number by Yr In Binders Lobby Map Room
DEQ APPROVALS	File of DEQ project approvals	By Date In Binder Lobby
DRT MEETING INFORMATION	DRT meeting agendas, pertinent information & notes on these weekly meetings	By Date File Cabinet Desktop Files Asst Supt Director
EMERGENCY RESPONSE PLAN	Emergency contacts and procedures	Stand Alone Document In Binder Supt Director
EMPLOYEE FILE	Active & inactive employee files including copies of performance evaluations, PAF's, and notices of awards, achievements, and/or disciplinary actions.	Alpha File Cabinet Admin Asst
HYDRANT CARDS	Official documentation of all City fire hydrants including location and other pertinent information	Assigned Numerical (Map page + Alpha letter) File Cabinet Lobby Map Room
INVOICES	Copies of vendor invoices paid for services rendered and/or goods received. Filed by month payment was made.	By Date By Fiscal Year Hutch Stack File Cabinet Admin Asst
LOCATES	Request to locate specific water service faxed from the Call-Before-You-Dig company	By Date Stand Stack FAX Lobby Pump Operators
MANUAL CHECK REQUESTS	Copies of manual check requests	By Date By Fiscal Year Hutch Stack File Cabinet Admin Asst

MAPS	Water system maps	Grid Based Computer/ Map Table /Books Offices/ Lobby / Trucks Map Room
PROJECT FILES	Files containing information on potential, up-coming, or in-process projects including correspondence, maps, notes, change orders, <u>copies of recorded agreements</u> , etc.	By Name Desktop File Inspection/ <u>Asst. Director</u>
PROJECT REVIEWS	Documentation of Water Department requirements for proposed projects conveyed during meeting for same.	By Date By Calendar Year File Tray(curr)-File Box (prev) Admin Asst/Back Office
PUMP RECORDS	Daily record of quantities of water pumped	By Date In Binder Pump Operators
PUMP REPORT	This record contains # of accounts, gallons sold, total billed & total pumped on a monthly basis	By Date In Binder Pump Operators
RATE STUDIES	Records of rate studies done	By Year Self Binder <u>Supt/Director/Map Room</u>
<u>RECORDED AGREEMENTS</u>	<u>Copies of recorded agreements</u>	<u>By Date By Project</u> <u>File Cabinet</u> <u>Supt/Asst Supt</u>
REFUNDS	Copies of refunds issued	By Date By Type In Binder Admin Asst
RESIDENTIAL PERMIT COPIES	Annual binder of residential permit copies with appropriate notes & follow-ups attached	By Date By Year In Binder <u>Lobby/Map Room</u>
SAFETY MANUAL	Manual of departmental safety guidelines & requirements	Stand Alone Document <u>In Binder</u> <u>Desktop File</u> Asst Supt
SERVICE WORK ORDERS	Sheet printed from Springbrook for service people to take out in the field and record repair/change data, which is then transferred to Springbrook when finished	By Date Completed <u>Hutch Stack</u> <u>File Cabinet</u> Admin Asst
SPEC BOOK	Manual of departmental specifications for water system construction & installations	Stand Alone Document In Binder Asst <u>Supt/Director/Inspection</u>
SYSTEM TEST WAIVERS	Test waivers issued by DEQ	By Date In Binder <u>Draftsman</u> <u>Pump Operators</u>
TAP CARDS	Official documentation of all City water services, including location, meter, service, and other pertinent information	Assigned Numerical By Year File Cabinet <u>Lobby/Map Room</u>

TRAINING FILES	These files contain documents pertinent to training attended by department personnel including: travel itineraries, training schedules, and related information	By Date File Cabinet Admin Asst
VEHICLE RECORDS	Reports of maintenance work done on Water Department vehicles	By Vehicle Number In Binder Desktop File Admin Asst Director
VULNERABILITY ASSESSMENT	Water system report	Stand Alone Document File Cabinet Admin Asst N/A
WATER QUALITY REPORT	Annual report on the status of the water system	By Year Computer/Annual Mailing Draftsman/Copies in Lobby Map Room
WEEKLY PERMIT REPORTS	Report printed weekly from the Building Permit program that identifies permits issued	By Date In Binder Lobby Admin Asst
WELL-BOOSTER-STORAGE FILES	These files contain important well, booster, & storage facility information such as driller's records, O & M manuals, pertinent notes, and other applicable data	Alpha File Cabinet Utility Worker Front Office Pump Operators

DESTRUCTION OF SEMI-PERMANENT AND TEMPORARY RECORDS

1. Semi-permanent and temporary records may only be destroyed by resolution of the City Council. Such disposition shall be under the direction and supervision of the City Clerk. Upon electronic retention of such documents the paper copy will be deemed a copy and may be destroyed outside of the resolution process.
2. To obtain approval for the destruction of certain records, the following process shall be followed:
 - a. Submit a detailed list of records the department wishes to be destroyed to the City Clerk. Such list shall include a minimum of type of record (semi-permanent/temporary), dates of records and a brief description of what the record is, e.g. contracts, invoices, purchase orders.
 - b. The City Clerk shall compile a list of all records the departments wish to be destroyed and submit the list to the City Attorney for review and authorization to proceed.
 - c. The City Attorney's office shall prepare a resolution listing the records recommended for destruction.
 - d. The Resolution will be presented to the City Council for adoption.

Once the approvals have been obtained for the destruction of records, the designated custodian of records may destroy the records under the supervision of the City Clerk.

3. Prior to the destruction of Permanent and Historical records, must be retained into perpetuity (and may be transferred to the state archives.) If a Department wants to store permanent or historical records, they should discuss the vitality of such items with the City Clerk. If the decision is made to transfer the items to the state archives, they shall provide written notice, including the detailed list of the records proposed for destruction, and the City Clerk will make notification to the Idaho State Historical Society. Once the state agrees to the acceptance of records, the department will coordinate the transfer in accordance with state standards. thirty (30) days prior to the destruction of any permanent or historical records.~~Prior to the destruction of permanent records, the City Clerk shall provide written notice, including the detailed list of the records proposed for destruction, to the Idaho State Historical Society thirty (30) days prior to the destruction of any permanent or historical records.~~
4. ~~Once the approvals have been obtained for the destruction of records, the designated custodian of records may destroy the records under the supervision of the City Clerk.~~

TRANSFERRING ARCHIVAL RECORDS TO THE STATE ARCHIVES

The following explains procedures for transferring the archival records of state and local government agencies to the State Archives also known as the **Idaho Public Archives and Research Library**. To transfer City permanent archival records, please follow the steps below, [after notifying the City Clerk of your intent to do so.](#)

Inventory Records for Transfer

1. You must first determine if the records you wish to transfer are eligible for transfer to the Archives. Consult the Records of Enduring value list included in this manual or contact the State archives directly at (208)334-2620 [or through email at public.archives@ishs.idaho.gov.](mailto:public.archives@ishs.idaho.gov)
2. ~~After identifying records eligible for transfer to the Archives, estimate the number of boxes you will need to pack and transfer the records. **The Archives requires the use of specially designed acid free boxes, 15" x 12" x 10" in size. Each box holds one cubic foot of records. In comparison, a letter sized file drawer holds 1.5 cubic feet, and a legal sized drawer holds 2 cubic feet. Archival transfer storage boxes may be ordered by contacting the City Clerk's Office.**~~

~~23. [TO BEGIN THE RECORDS ASSESSMENT PROCESS, PLEASE CLICK ON THE LINKS BELOW AND REVIEW THE MATERIALS TO GET STARTED.](#)~~

~~[IDAHO STATE ARCHIVES GOVERNMENT RECORDS POLICY](#)~~

~~[IDAHO STATE ARCHIVES TRANSFER FORM](#)~~

~~[TRANSFER INSTRUCTIONS AND REQUIREMENTS](#)~~

~~[FOR INFORMATION REGARDING THE STORAGE AND ACCESS OF NON-PERMANENT ACTIVE RECORDS CONTACT THE IDAHO STATE RECORDS CENTER.](#)~~

Pack the Records

- a. ~~Assemble the boxes, using the directions printed on the box.~~
- b. ~~Put only one type of record in each box.~~
- c. ~~Place the records in the box vertically, and in the same order that they were kept in the office.~~
- d. ~~Place letter-sized folders across the 12-inch side, facing the front of the box.~~
- e. ~~Place legal-sized folders across the 15-inch side, facing the left side of the box.~~

~~f. Do not over pack or force records into a box; leave at least one inch of space for ease of access.~~

~~g. Submit any box folder file listing or index with Archival Records Transfer Form. If you create a container listing on your computer, copy that listing onto a 3.5" floppy diskette and send it with the records or email it as an attachment. Be sure to label the diskette and to indicate the type of software used to create the listing.~~

~~h. If you have bound volumes or other materials that will not fit in a box, please contact the State Archives for further instructions.~~

Note: the procedures covered in this leaflet do not apply to electronic records.

4. Complete the Archival Records Transmittal Form

a. For each type of record that you wish to transfer (e.g., Minutes of Meetings, Case Files), you must complete a separate transmittal form. Type or print (in ink) the following information.

b. State Agency/Local Government Name: List City of Coeur d'Alene

c. Office/Department: Name of your office or department and address.

Ex: Clerk's Office; City of Coeur d'Alene; 710 Mullan Ave., Coeur d'Alene, ID 83814.

d. Archives code: Leave blank. Will be entered by State Archives staff.

e. Restrictions: If there are legal restrictions on records, cite authority. Ex: ID Code 9-340C(4e).

f. Volume/Box Number: Cubic foot equivalent plus the number you assign to the box. For boxes, start with number 1 and number each box in the shipment. If your shipment is too large to list on a single sheet, use additional Archival Records Transfer Form pages to complete the transfer and identify at top of form. Ex: Page 3 of 14

g. Description of Records Series: Standardized title from Records of Enduring Value (See list below) List. Ex: Official Minutes and Hearings Proceedings

h. Records Identification Number: Leave blank. Will be entered by State Archives staff.

i. Inclusive Year Dates: Date Span within box from earliest year to most recent year. Ex: FROM: 1914 TO: 1932

j. Location in State Archives: Leave blank. Will be entered by State Archives staff.

k. Transfer Date: Date the records are transferred to State Archives.

l. Name & Signature of Person Releasing Record: Printed name and signature of person authorized to release records to State Archives.

~~m. Office/Department Contact Name: Person to contact for questions on records if different from name in item number 11.~~

~~n. Telephone Number: Telephone number and extension of office/department contact.~~

~~o. Email address: e-mail address of contact person if available~~

45. Transfer of Records to the Archives

The City Clerk shall be contacted to discuss arrangements for arrange a convenient time for the ~~Archives staff to pick up~~ transfer of the records. After the Archives has received the records and formally accessioned them, you will be sent a copy of the transmittal form with an assigned records ID number and location to acknowledge the legal transfer of custody to the Archives. This action also acknowledges the State Archives' responsibility for the security of and access to the records. A copy of which shall be provided to the City Clerk.

Be sure to keep the transmittal form as your record of the transfer and refer to it if you need to contact the Archives about your records.

DISASTER RECOVERY PLAN

Specific Information Services Technology (IT) related security plan is held under separate cover by the IT Division. Generally, in the event of a disaster files/records will be handled as follows:

The availability of records is critical to the maintenance of the City government functions. The focus throughout this section will be on the records management. More general provisions for disaster planning to protect human life, buildings, or equipment will not be addressed, as they are covered through the public safety emergency response plans.

Archived records should ensure maximum availability of records for re-establishing operations quickly and with minimum disruption and expense, and to develop procedures to ensure the preservation of the historically valuable records of the City. In addition to the legally mandated protection of vital records, which focuses on the rapid reconstruction of City records from backup copies of paper, microfilm, or electronic media, the discussion of disaster recovery in this part includes guidelines and recommendations for the broader concepts of disaster prevention, recovery planning, and the salvage of other, non-vital records that are important to the departments. Disaster recovery planning should be part of the total records management program. Disaster recovery will be ineffective and/or unnecessarily expensive if other aspects of records management are not developed. For example, a department that has never inventoried and appraised its records holdings will be in a difficult position to make appropriate decisions after a disaster about which records have sufficient value to justify the cost and efforts of salvaging. If a department did not have an approved records retention schedule in place or has not implemented the schedule, there will be the additional problem during disaster recovery of dealing with obsolete records that no longer have value to the agency but have not been disposed of in a timely manner.

Vital records shall be defined as any record necessary to resume or continue City operations in an emergency or disaster; recreate the legal and financial status of the City; and/or protect and fulfill the obligations to the people of the City. Whatever the records medium, vital records can only be preserved if they are properly identified and protected.

Disasters are generally defined as occurrences causing widespread destruction and distress. As applied to records management in city government, an information disaster results in the loss of records necessary for the operation of the City's official business.

When the impact of a disaster includes the irreparable loss of information, the disaster is also referred to as a catastrophe. A goal of providing this part of the Records Management Manual is to assist departments with preventing or recovering from disasters before they become catastrophes. In this way, the vital records can be accessed, collected, or reconstructed in an acceptable amount of time to resume operation following a disaster. The success of the vital

records program depends greatly on the common sense and foresight of the records management staff and the other managers and personnel involved in this collaborative effort.

Once vital records are identified, note the vital designation on the Records Retention Schedule. A separate column should be labeled "VITAL" and used for this designation by placing an "X" in the column of the corresponding records series entry. Identifying all of the vital records of the City in this way enables quick reconstruction in the event of a disaster. Vital records and archival records are not synonymous concepts. In general, archival and historical records are retained for research or historical use. A records series with archival value may indeed be vital to the City, but do not assume this in the absence of analysis. In addition to establishing a vital records program, effective records management includes making all reasonable efforts to prevent, prepare for, and recover from disasters. To prevent a disaster from damaging records, potential hazards must first be recognized. The most common threats to records include damage caused by fire, water, theft, sabotage, and adverse environmental conditions. The City Clerk's designee should establish a close working relationship with the other responsible City officials to take steps to prevent disaster.

Vital records are now being designated within the records retention schedule and the IT Division will create the formal action plan for disaster recovery that may contain secure data, so it will be kept under separate cover.

In the unfortunate event of a major disaster or system failure, the City has instituted the following backup programs which will allow the City to continue its operation with minimal interruption with the following systems:

Information Systems Disaster Recovery Plan for City Hall

Priority Server Restore

Springbrook:

-Springbrook Database is backed up live at 7:00 PM daily. This backup is compressed and then sent offsite over our network to a server at the Police Department. (\\Vortex\D\$\CH-Backups\B2Disc

-Information Systems can restore and run Springbrook from servers located at the Police Department if the need arises.

Email:

Email Servers are backed up nightly to an offsite server at the Police Department. In the event of a disaster, new servers would have to be ordered and installed at a disaster recovery site so we could restore the City Hall email servers to working condition.

FileServers:

File servers are backed up nightly to tape, and that tape is rotated out of the building every Tuesday morning.

Database/Applications/Web Servers:

Other servers are backed up nightly, to tape, or to offsite file locations over our network. To begin restoring we would need to obtain new servers and storage to restore the backups onto.

Server Hardware

In the event that City Hall would become unusable, we'd need to quickly rebuild several servers, with comparable hardware to that of the original source server. The use of virtualization in server deployment would help facilitate a quicker recovery.

Desktop Workstations

There are currently 120 workstation in use at City Hall. We would need to acquire new workstations to replace any lost in a disaster event.

Orphaned buildings

City Hall is a Critical hub for the information that flows through the city. In event that City Hall were destroyed, all other buildings would lose internet connectivity, phone services, and various other communications access.

A redundant fiber ring or backbone would allow us to keep these buildings online in the event of a disaster at city hall, or any other city location for that matter.

City of Coeur d'Alene
RECORDS RETENTION SCHEDULE

DEPARTMENT	TITLE	DEFINITION	RECORD TYPE	TOTAL MOS.	VITAL RECORDS	COMMENTS
	COMP TIME REPORTS	Copies of reports showing accrual of comp time for department employees	Copy		No	Original reports are located in Human Resources
	CORRESPONDENCE	Contains letters, messages, notes and drafts relating to various topics maintained by the department membership in professional organizations, requests for public information, reports of building activities, staff reports, vehicle information such as maintenance logs.	Temporary	24	No	
	E-MAIL AND MISC. COMPUTER FILES	Various records maintained in databases on the City's computer system for reference/research purposes. E-mails that impact city business.	Temporary	24	No	
	E-MAIL ARCHIVE FOLDER	Various e-mails archived based on projects they pertain to.	Temporary	24	No	
	EMPLOYEE LEAVE REQUESTS	Forms filled by the employee noting their request for time off.	Temporary	24	No	
	GIS	Geographic Information System. Records may be in several different media: paper based documents or electronic database files. GIS records are generally produced by manipulation of special computer software.	Semi-Permanent	9999-60	Yes	Working File that is amended as updates are made.
	GRANT MANAGEMENT FILES	May include application, notices, awards, agreements, contracts, statements, reports, schedules, studies, audits, correspondence, purchase orders, copies of invoices, etc.	Semi-Permanent	60	No	Retention as determined by individual grant regulations.
	HISTORICAL FILES	Various historical information including high profile cases or issues, photos, maps, log books, <u>Minute books</u> .	Permanent <u>Historical</u>	Permanent <u>Historical</u>	No	<u>Various Departments</u>
	MAINTENANCE AND OPERATION MANUALS	Manuals detailing the operation & maintenance of facilities, equipment or vehicles. Some manuals include audio-visual training aids.	Semi-Permanent	60		Retain for life of equipment.
	MISC. REFERENCE/RESOURCE FILES	Copies of information maintained for possible future reference such as Council Retreat information, surplus auction lists, contact lists, budget preparation information, etc.	Copy	N/A	No	
	PERSONNEL POLICIES AND PROCEDURES	Copies of written guidelines, rules, regulations, expectations, policies, and performance standards.	Copy			Originals of Policies maintained in the Office of the City Clerk
	PHONE MESSAGE BOOKS	Book containing duplicates of messages taken	<u>transitory</u>	N/A	No	

City of Coeur d'Alene
RECORDS RETENTION SCHEDULE

DEPARTMENT	TITLE	DEFINITION	RECORD TYPE	TOTAL MOS.	VITAL RECORDS	COMMENTS
	POSTAGE REPORTS	Convenience copies of monthly report of postage used and billed to department's budget.	Copy	N/A	No	
	PUBLIC INFORMATION REQUESTS	Forms used to document public requests for municipal information. Shows response and time required to fill the request.	Temporary	24	No	
	PUBLICATIONS	Documents published by or for City departments or about issues of interest to the City by other agencies: reports, studies, manuals, pamphlets, posters, etc. These publications (usually with covers and a binding) are produced for public distribution or in furtherance of City operations.	Semi-Permanent	60	No	
	REFERENCE MANUALS, PRINTED MATERIAL	Various adopted manuals adopted by the City such as Building Codes, manuals interpreting codes, International Fire Codes, Universal Plumbing Code, and professional newsletters, subscriptions.	Copy	N/A	No	Originals may be obtained from agency creating material.
	STAFF MEETINGS	Minutes &/or summaries of meetings with agenda's, reports or other attachments. Files chronologically.	Temporary	24	No	
	STANDARD OPERATING PROCEDURES	Written guidelines, rules, regulations detailing dept. requirements, expectations, performance standards such as use & operation of city equipment, supplies, services, etc. Some policies may be codified by Council actions. Also called SOP's or STANDARD OPERATING PROCEDURES.	Semi-Permanent	240 -60	No	Working document regularly updated when amended.
	VEHICLE MAINTENANCE WORK ORDERS	Copies of forms received from the Street Department which show what work was done on each vehicle assigned to this department.	Copy		No	
ADMINISTRATION	ACCOUNTS PAYABLE TRANSACTION PRINTOUTS	Includes printouts of bills paid from department budget.	Copy		No	Originals in Finance
ADMINISTRATION	ADMINISTRATOR'S FILES	Contains copies of correspondence, schedules, individual department information, reports, notes, copies of contractors/MOU's, agendas, minutes.	Copy		No	MOU and Contract originals are located in the Office of the City Clerk.

City of Coeur d'Alene
RECORDS RETENTION SCHEDULE

DEPARTMENT	TITLE	DEFINITION	RECORD TYPE	TOTAL MOS.	VITAL RECORDS	COMMENTS
ADMINISTRATION	AUDIO TAPES	Audio tapes used for recording labor negotiations meetings.	Semi-Permanent	60	No	
ADMINISTRATION	CITY MAJOR PROJECT FILES	Files contain meeting notes, agendas, correspondence, research, draft documents, computer files such as power points/excel, copies of publications, photos for a particular project.	Temporary	24	No	
ADMINISTRATION	COMMITTEES, COMMISSIONS & BOARDS MEMBERSHIPS	Includes data sheets on each member, letters of recommendation, membership lists, memos, letters of appointment.	Semi-Permanent	60	No	
ADMINISTRATION	CREDIT CARD INFORMATION	Contains photocopies of various departments' credit cards for use in making travel arrangements.	Copy		No	
ADMINISTRATION	DEPARTMENT HEAD EVALUATIONS	File contains duplicate records of Department Head evaluations, notes and other data used for measuring criteria on evaluations.	Copy		No	Original evaluations found in Human Resources
ADMINISTRATION	DEVELOPMENT REVIEW TEAM	Contains agendas and packet information	Semi-Permanent	60	No	
ADMINISTRATION	DRAFT POLICY/PROCEDURES	Working documents, research papers, notes, memos	Temporary	24	No	Final document original in City Clerk's Office
ADMINISTRATION	E-MAIL ARCHIVE FOLDERS	Various e-mails archived based on projects they pertain to.	Temporary	24	No	
ADMINISTRATION	GOAL REPORTING FILES	Includes data for Council on Executive Team goal progress reporting.	Temporary	24	No	
ADMINISTRATION	MAYOR'S FILES	Contains correspondence, schedules, individual department information, reports, notes, copies of contractors/MOU's, agendas, minutes.	Temporary	24	No	Electronically held within pigeonhole
ADMINISTRATION	MISCELLANEOUS PROJECT FILES	Various miscellaneous works in progress	Temporary	24	No	Electronically held within pigeonhole
ADMINISTRATION	MONTHLY ACTIVITY REPORT	Copies of the Administrator's monthly report of meetings and activities attended	Temporary	24	No	Electronically held within pigeonhole
ADMINISTRATION	NEWS RELEASES	Notes, layouts, department publication submittals, newspaper clippings, e-mails, photographs.	Temporary	24	No	Electronically held within pigeonhole
ADMINISTRATION	SPEECHES	Speeches by the Mayor & other officials including annual State of the City address.	Temporary	24	No	Electronically held within pigeonhole
ADMINISTRATION	STRATEGIC PLANNING	Contains files on Council and Executive Team strategic planning.	Semi-Permanent	60	No	Electronically held within pigeonhole

City of Coeur d'Alene
RECORDS RETENTION SCHEDULE

DEPARTMENT	TITLE	DEFINITION	RECORD TYPE	TOTAL MOS.	VITAL RECORDS	COMMENTS
ADMINISTRATION	TOURS	Includes requests and schedules of presenters for tours of City Hall	Temporary	24	No	
ADMINISTRATION	TRAVEL ARRANGEMENTS / ITINERARIES	Contains copies of paperless tickets, reservations, travel agency forms.	Copy		No	
ADMINISTRATION	TRAVEL CREDIT	Tracks individual employees credits for travel	Temporary	24	No	
BUILDING	BUILDING APPLICATION AND PLANS	Application and plans submitted but never picked up or paid for by Contractor. After expiration, the plans are voided and returned to Contractor. Application information is voided in computer.	Copy	N/A	No	Information retained in computer.
BUILDING	COMMERCIAL CERTIFICATES OF OCCUPANCY	Documentation that all Building and City Codes have been complied with and that all inspections pass, can occupy and including temporary certificates of occupancy and may include bonding information building.	Semi-Permanent	120	No	
BUILDING	COMMERCIAL DEMOLITION PERMITS	Allows a contractor to demo a building and documents that they have been given required EPA standards relating to asbestos.	Semi-Permanent	60	No	
BUILDING	COMMERCIAL MECHANICAL PERMITS	Permit to allow a contractor to do any work with gas equipment, can be a stand alone document or can be included with the commercial building permit.	Semi-Permanent	60	No	
BUILDING	COMMERCIAL PLANS AND SPECS	Approved building plans and structural calcs and specs	Permanent	Permanent	No	
BUILDING	COMMERCIAL PLUMBING, WATER, SEWER, AND BACKFLOW/IRRIGATION	Permits to allow a contractor to connect to the City water and sewer system, to install a backflow device for an irrigation system, or other device such as a drinking fountain, and to place or repair interior plumbing fixtures.	Semi-Permanent	60	No	
BUILDING	COMMERCIAL REROOF PERMITS	Allows a contractor to replace or repair a roof.	Semi-Permanent	60	No	
BUILDING	NOTICES OF ABATED BUILDINGS	Letters, pictures, notices posted on the structure, notice to title for dangerous buildings recorded at the County, release of notice to title recorded at the County.	Semi-Permanent	120	No	
BUILDING	PROJECT REVIEW INFORMATION FOR COMMERCIAL	Documentation of meeting with City Staff and owner/contractor that notifies them of fees and requirements to submit for a building permit.	Temporary	24	No	

City of Coeur d'Alene
RECORDS RETENTION SCHEDULE

DEPARTMENT	TITLE	DEFINITION	RECORD TYPE	TOTAL MOS.	VITAL RECORDS	COMMENTS
BUILDING	RESIDENTIAL BUILDING PERMITS	Application, permit, inspection records, res check (compliance with energy code), payment information, correction notices, revision forms and letters, elevation certificates, geotechnical reports, truss data sheets, stormwater management plans, stop work notices.	Temporary	24	No	Retention period begins after issuance of CO
BUILDING	RESIDENTIAL CERTIFICATE OF OCCUPANCIES	Documentation that all Building and City Codes have been complied with and that all inspections pass, can occupy home (CO's) and including temporary certificates of occupancy and may include bonding information.	Temporary	24	No	Retention period begins after issuance of CO
BUILDING	RESIDENTIAL DEMOLITION PERMITS	Allows a contractor to demo a building and documents that they have been given required EPA standards relating to asbestos.	Temporary	24	No	
BUILDING	RESIDENTIAL MECHANICAL PERMITS	Permit to allow a contractor to do any work with gas equipment; can be a stand alone document or can be included with the residential building permit.	Temporary	24	No	
BUILDING	RESIDENTIAL PLANS AND STRUCTURAL CALCS.	The approved plans and calcs.	Temporary	24	No	
BUILDING	RESIDENTIAL PLUMBING, WATER AND SEWER, AND BACKFLOW/IRRIGATION PERMITS	Permits to allow a contractor to connect to the City water and sewer system, to install a backflow device for an irrigation system and to place or repair interior plumbing fixtures.	Temporary	24	No	
BUILDING	RESIDENTIAL RE-ROOF PERMITS	Allows a contractor to replace or repair a roof.	Temporary	24	No	
CCBs - AD HOC - COMMITTEE OF NINE	DOCUMENT FILES	Includes copies of agendas, packet information, correspondence, reports.	Semi-Permanent	60	No	<u>Scanned into Pigeonhole</u>
CCBs - AD HOC - COMMITTEE OF NINE	MINUTES	Official minutes of the proceedings of the Committee of Nine	Permanent	Permanent	No	<u>Scanned into Pigeonhole</u>
CCBs - ADMINISTRATIVE - ENOUGH IS ENOUGH	DOCUMENT FILES	Notes, agendas, correspondence, reports, publications.	Semi-Permanent	60	No	<u>Scanned into Pigeonhole</u>
CCBs - ADMINISTRATIVE - ENOUGH IS ENOUGH	MINUTES	Minutes &/or summaries of meetings with agenda's, reports or other attachments. Files chronologically.	Permanent	Permanent	No	<u>Scanned into Pigeonhole</u>

City of Coeur d'Alene
RECORDS RETENTION SCHEDULE

DEPARTMENT	TITLE	DEFINITION	RECORD TYPE	TOTAL MOS.	VITAL RECORDS	COMMENTS
CCBs - ADMINISTRATIVE - GENERAL SERVICES COMMITTEE	DOCUMENT FILES	Includes copies of agenda, packet information	Semi-Permanent	60	No	File located in Municipal Services
CCBs - ADMINISTRATIVE - NORTH IDAHO MAYORS COALITION	DOCUMENT FILES	Minutes, notes, agendas, correspondence, e-mails, research papers	Semi-Permanent	60	No	<u>Scanned into Pigeonhole</u>
CCBs - ADMINISTRATIVE - PUBLIC WORKS COMMITTEE	MINUTES	Official minutes of the proceedings of the Public Works Committee	Permanent	Permanent	No	File located in Administration; <u>executive Assistance Desk</u>
CCBs - ADMINISTRATIVE - PUBLIC WORKS COMMITTEE	DOCUMENT FILES	Includes copies of agenda, packet information	Semi-Permanent	60	No	<u>Scanned into Pigeonhole</u>
CCBs - ADMINISTRATIVE - GENERAL SERVICES COMMITTEE	MINUTES	Official minutes of the proceedings of the General Services Committee	Permanent	Permanent	No	File located in Municipal Services
CCBs - OTHER - MAYOR'S COALITION	DOCUMENT FILES	Includes notes from meetings, agendas, correspondence, packet information	Semi-Permanent	60	No	City maintains records as long as the Mayor is Chairman of this coalition; <u>Scanned into Pigeonhole</u>
CCBs - STAFF - CITIFIT	DOCUMENT FILES	Minutes, notes, event plans, correspondence, agendas	Temporary	24	No	File located in Human Resources
CCBs - STAFF - EMPLOYEE EMPOWERMENT COMMITTEE	DOCUMENT FILES	Minutes, notes, correspondence, agendas	Temporary	24	No	File located in Administration
CCBs - STAFF - EMPLOYEE SERVICE AWARDS	DOCUMENT FILES	Contains the names and comments from the department heads for use during Administrator's comments during the presentation of awards.	Temporary	24	No	<u>Scanned into Pigeonhole</u>
CCBs - STAFF - MEDICAL BENEFIT REVIEW	DOCUMENT FILES	Includes Agenda, minutes and final reports	Temporary	24	No	File located in Human Resources
CCBs - STAFF - PTO COMMITTEE	DOCUMENT FILES	Includes Agenda, minutes and final reports	Temporary	24	No	<u>Scanned into Pigeonhole</u>

City of Coeur d'Alene
RECORDS RETENTION SCHEDULE

DEPARTMENT	TITLE	DEFINITION	RECORD TYPE	TOTAL MOS.	VITAL RECORDS	COMMENTS
CCBs - STAFF - RISK MANAGEMENT	DOCUMENT FILES	Includes Agenda, minutes and final reports	Temporary	24	No	File located in Legal - Civil
CCBs - STAFF - SICK LEAVE BANK	DOCUMENT FILES	Includes Agenda, minutes and final reports	Temporary	24	No	File located in Human Resources
CCBs - STANDING - ANIMAL CONTROL ADVISORY BOARD	DOCUMENT FILES	Contains agenda, packet information, Findings and Order, correspondence and notes from meetings	Semi-Permanent	60	No	File located in Legal - Civil
CCBs - STANDING - ANIMAL CONTROL ADVISORY BOARD	MINUTES	Official minutes of the Animal Control Advisory Board	Permanent	Permanent	No	File located in Legal - Civil
CCBs - STANDING - ARTS COMMISSION	DOCUMENT FILES	Contains agenda, packet information, Findings and Order, staff reports, memos, correspondence and notes from meeting.	Semi-Permanent	60	No	Scanned located on F drive. Administration; current files located at Admin Assit. Desk
CCBs - STANDING - ARTS COMMISSION	MINUTES	Official minutes of the Arts Commission	Permanent	Permanent	No	File located in Municipal Services
CCBs - STANDING - CDATV COMMITTEE	DOCUMENT FILES/VIDEO RECORDINGS	Contains agenda, packet information, Findings and Order, staff reports, memos, correspondence and notes from meeting.	Temporary	24	No	Files located in Municipal Services
CCBs - STANDING - CDATV COMMITTEE	MINUTES	Official minutes of the CDA TV Committee	Permanent	Permanent	No	File located in Municipal Services
CCBs - STANDING - CEMETERY ADVISORY	DOCUMENT FILES *Committee ended 2008	Contains agenda, packet information, Findings and Order, staff reports, memos, correspondence and notes from meeting.	Semi-Permanent	60	No	File located in the Parks Department
CCBs - STANDING - CEMETERY ADVISORY	MINUTES	Official minutes of the Cemetery Advisory Board	Permanent	Permanent	No	File located in the Parks Department
CCBs - STANDING - CHILDCARE COMMISSION	DOCUMENT FILES	Contains agenda, packet information, staff reports, correspondence, Findings and Order, notes from meeting	Semi-Permanent	60	No	File located in Municipal Services
CCBs - STANDING - CHILDCARE COMMISSION	MINUTES	Official minutes of the Childcare Commission	Permanent	Permanent	60	File located in Municipal Services
CCBs - STANDING - CIVIL SERVICE COMMISSION	DOCUMENT FILES	Contains agenda, packet information, Findings and Order, staff reports, memos, correspondence and notes from meeting.	Semi-Permanent	60	No	File located in Human Resources
CCBs - STANDING - CIVIL SERVICE COMMISSION	MINUTES	Official minutes of the Civil Service Commission	Permanent	Permanent	No	File located in Human Resources

City of Coeur d'Alene
RECORDS RETENTION SCHEDULE

DEPARTMENT	TITLE	DEFINITION	RECORD TYPE	TOTAL MOS.	VITAL RECORDS	COMMENTS
CCBs - STANDING - DESIGN REVIEW COMMISSION	DOCUMENT FILES	Contains agenda, packet information, Findings and Order, staff reports, memos, correspondence and notes from meeting.	Semi-Permanent	60	No	File located in Planning Department
CCBs - STANDING - DESIGN REVIEW COMMISSION	MINUTES	Official minutes of the Design Review Commission	Permanent	Permanent	No	File located in Planning Dept
CCBs - STANDING - INTERNATIONAL APPEALS BOARD	DOCUMENT FILES	Contains agenda, packet information, Findings and Order, staff reports, memos, correspondence and notes from meeting	Semi-Permanent	60	No	File located in Building
CCBs - STANDING - INTERNATIONAL APPEALS BOARD	MINUTES	Official minutes of the International Appeals Board	Permanent	Permanent	No	File located in Building
CCBs - STANDING - JEWETT HOUSE ADVISORY COMMITTEE	DOCUMENT FILES	Contains agenda, packet information, memos, correspondence and notes from meeting	Semi-Permanent	60	No	File located in Recreation
CCBs - STANDING - JEWETT HOUSE ADVISORY COMMITTEE	MINUTES	Official minutes of the Jewett House Advisory Committee	Permanent	Permanent	No	File located in Recreation
CCBs - STANDING - LIBRARY BOARD	DOCUMENT FILES	Contains agenda, packet information, correspondence, memos, staff reports and notes from meeting	Semi-Permanent	60	No	File located in Library
CCBs - STANDING - LIBRARY BOARD	MINUTES	Official minutes of the Library Board	Permanent	Permanent	No	File located in Library
CCBs - STANDING - PARKING COMMISSION	<u>PARKING TICKETS</u>	<u>Copies of parking tickets</u>	<u>transitory</u>	<u>As Needed</u>	<u>no</u>	<u>Held electronically</u>
CCBs - STANDING - PARKING COMMISSION	DOCUMENT FILES	Contains packet information, Findings and Order, staff reports, memos, correspondence, appeal and notes from meeting	Semi-Permanent	60	No	File located in Administration
CCBs - STANDING - PARKING COMMISSION	MINUTES/AGENDAS	Official minutes of the Parking Commission	Permanent	Permanent	No	File located in Administration
CCBs - STANDING - PEDESTRIAN AND BICYCLE ADVISORY COMMITTEE	DOCUMENT FILES	Contains agenda, packet information, staff reports, memos, correspondence and notes from meeting	Semi-Permanent	60	No	<u>File located in Parks Department</u>

City of Coeur d'Alene
RECORDS RETENTION SCHEDULE

DEPARTMENT	TITLE	DEFINITION	RECORD TYPE	TOTAL MOS.	VITAL RECORDS	COMMENTS
CCBs - STANDING - PEDESTRIAN AND BICYCLE ADVISORY COMMITTEE	MINUTES	Official minutes of the Pedestrian and Bicycle Advisory Committee	Permanent	Permanent	No	<u>File located in Parks Department</u>
CCBs - STANDING - PERSONNEL APPEALS BOARD	DOCUMENT FILES	Contains agenda, packet information, staff reports, memos, correspondence and notes from meeting	Semi-Permanent	60	No	File located in Human Resources
CCBs - STANDING - PERSONNEL APPEALS BOARD	MINUTES	Official minutes of the Personnel Appeals Board	Permanent	Permanent	No	File located in Human Resources
CCBs - STANDING - PLANNING COMMISSION	DOCUMENT FILES	Contains agenda, packet information, Findings and Order, notes from meeting	Semi-Permanent	60	No	File located in Planning
CCBs - STANDING - PLANNING COMMISSION	MINUTES	Official minutes of the Planning Commission	Permanent	Permanent	No	File located in Planning
CCBs - STANDING - RECREATION AND PARKS COMMISSION	DOCUMENT FILES	Contains agenda, packet information, staff reports, correspondence, notes from meeting	Semi-Permanent	60	No	File located in Parks
CCBs - STANDING - RECREATION AND PARKS COMMISSION	MINUTES	Official minutes of the Parks & Recreation Commission	Permanent	Permanent	No	File located in Parks
CCBs - STANDING - SIGN BOARD	DOCUMENT FILES	Contains agenda, packet information, staff reports, correspondence, notes from meetings	Semi-Permanent	60	No	File located in Municipal Services
CCBs - standing - sign board	MINUTES	Official minutes of the Sign Board	Permanent	Permanent	No	File located in Municipal Services
CCBs - STANDING - URBAN FORESTRY COMMITTEE	DOCUMENT FILES	Contains agenda, packet information, Findings and Order, staff reports, memos, notes from meetings	Semi-Permanent	60	No	File located in Parks
CCBs - STANDING - URBAN FORESTRY COMMITTEE	MINUTES	Official minutes of the Urban Forestry Committee	Permanent	Permanent	No	File located in Parks
CCBs - STANDING - YOUTH ADVISORY COUNCIL	DOCUMENT FILES	Contains agenda, packet information, memos, correspondence and notes from meeting	Semi-Permanent	60	no	<u>Scanned to pigeonhole</u>
CCBs - STANDING - YOUTH ADVISORY COUNCIL	MINUTES	Official minutes of the Youth Advisory Council	Permanent	Permanent	No	File located in Administration

City of Coeur d'Alene
RECORDS RETENTION SCHEDULE

DEPARTMENT	TITLE	DEFINITION	RECORD TYPE	TOTAL MOS.	VITAL RECORDS	COMMENTS
ENGINEERING	ENCROACHMENT PERMITS	Electronic database of permits for temporary work in public right-of-way including street cuts, driveways, sidewalks, franchise utility work and various other right-of-way encroachments	Temporary	24	No	Held within the building permit program
ENGINEERING	PROJECT FILES	Contracts, bid specs, pay requests, change orders, correspondence, notes	Temporary	24	No	Contract original is kept with City Clerk, payment request originals with Finance
ENGINEERING	RECORD DRAWINGS	Record drawings for construction of streets, water, sewer, curbing, stormwater facilities, traffic signals, striping, signage and generally any facility built within the public right-of-way	Permanent	Permanent	No	Kept electronically
ENGINEERING	SURVEYING RECORDS	City Boundary, City Bench marks, City survey projects, WPA maps	Permanent	Permanent	No	
ENGINEERING	VACATION FILE	This file contains records of vacation of rights-of-way including the application, correspondence, staff reports and public mailing information	Semi-Permanent	60	No	Ordinances vacating this property are on file in the Office of the City Clerk
FINANCE	ACCOUNTS PAYABLE CHECK REGISTER	Monthly list of cleared payment vouchers (request for payment) by voucher number within each fund and payable account. Shows vendor names and voucher amounts.	Temporary	24	No	
FINANCE	AUDIT REPORTS	Annual financial or fund audits of revenue, expenditures & changes in financial position. Files may include correspondence, official responses and exceptions to audit findings.	Permanent		Yes	
FINANCE	BANK CHECKING ACCOUNT RECORDS MISC	Bank statements, deposit slips, canceled checks & related documentation developed or maintained for management of miscellaneous bank accounts. Records of current expense or payroll checking accounts are separated into more specific record series: cancelled checks, bank statements, etc.	Temporary Semi-permanent	24 60	No	
FINANCE	BANK IMPORT	Hard copy of daily activity entered by US Bank, also saved in a PDF file	Copy	N/A	No	

City of Coeur d'Alene

RECORDS RETENTION SCHEDULE

DEPARTMENT	TITLE	DEFINITION	RECORD TYPE	TOTAL MOS.	VITAL RECORDS	COMMENTS
FINANCE	<u>BANK STATEMENTS FOR INDEBTEDNESS</u>	Monthly account statements generated by the bank for the City's long or short term indebtedness. This record series is used to group misc. files when insufficient volume prevents transfer under a more specific record title. May group revenue anticipation notes, bonds and reg. warrants.	Temporary <u>Semi-Permanent</u>	420 <u>60</u>	No	
FINANCE	BILLING CALENDAR	Defines billing dates, past due letters, tags and holidays	Temporary <u>Semi-permanent</u>	24	No	
FINANCE	BOND FILES	Bond issue and redemption records: financial reports, transcripts, debt schedules including payments and amortization, refunding proposals, correspondence, bond election plans, resolutions authorizing the issuance of general obligation, L.I.D., and revenue bonds, etc.	Temporary <u>Semi-permanent</u>	24 <u>60</u>	Yes	City Clerk has record of official statement.
FINANCE	BOND TRANSCRIPTS	Records of bond registrations, receipts, payment schedules, correspondence, and redemptions including transcripts and copies of Council resolutions controlling the issuance of bonds and notes.	Permanent		Yes	Original Bond transcript in the City Clerk's Office.
FINANCE	BUDGET AMENDMENTS	Request for budget changes with rationale, revenue sources vs costs, time frame, long term effects on budget base, priority, alternatives. May include other documentation. Approval required by Mayor's Budget Committee.	Temporary <u>Semi-Permanent</u>	24 <u>60</u>	No	
FINANCE	BUDGET AMENDMENTS APPROVED	Final budget reports including staff reports & PowerPoint files statements of changes in fund balances or financial condition, submitted to Council	Temporary <u>Semi-Permanent</u>	60	No	City Clerk's Office
FINANCE	BUDGET BOOK	Published annual budget reports including public hearing budgets. Shows budget by actual revenue, expenses, fund, department and expense category.	Permanent		No	

City of Coeur d'Alene

RECORDS RETENTION SCHEDULE

DEPARTMENT	TITLE	DEFINITION	RECORD TYPE	TOTAL MOS.	VITAL RECORDS	COMMENTS
FINANCE	BUDGET PREPARATION	Working papers for budget development: turnaround reports, expense & revenue summaries, drafts and other documentation used to justify or develop the annual budget request.	Temporary Semi- <u>Permanent</u>	60	No	
FINANCE	CANCELLED CHECKS/CHECKING- ACCOUNTS	Checks drawn against the City's primary checking accounts: General expense, payroll & misc accounts such as parking, library fund, or refund accounts. Once a check is endorsed and presented to a bank for payment it is processed, cancelled and then returned.	Temporary	60	No	
FINANCE	CANCELLED CHECKS/CHECKING ACCOUNTS	Checks drawn against the City's primary checking accounts: General expense, payroll & misc accounts such as parking, library fund, Wastewater Fund, Water Fund, Stormwater or refund accounts. Once a check is endorsed and presented to a bank for payment it is processed, cancelled and then returned.	Temporary- Semi- <u>Permanent</u>	60	No	
FINANCE	CASH RECEIPTING PROOFS	Receipts and coding sheets with or without source documents for revenue (i.e., fees, permits, licenses, assessments, loans, services, fines, fares) cash transmittals, reconciliations, register summary reports, deposit slips, etc.	Temporary- Semi- <u>Permanent</u>	60	No	
FINANCE	CEMETERY MASTER CARD- INDEX	3x5 card index to burials in city cemeteries by name of deceased. Cards show location, date of burial. Serves as the master index to the section books.	Permanent		Yes	
FINANCE	CHECK REGISTERS	Register showing check number, date, payee name and amount paid.	Semi- Permanent	24 60	No	
FINANCE	CHECK REQUESTS <u>VOUCHERS & INVOICES</u>	Monthly list of checks requested (request for payment) and copies of invoices. Shows vendor names and voucher amounts.	Temporary- Semi- <u>Permanent</u>	24 60	No	
FINANCE	CHECKING ACCOUNT MASTER AGREEMENTS	Copies of agreements pertaining to interest bearing checking or sweep accounts.	Permanent	120	Yes	
FINANCE	COLLECTIONS SPREADSHEET	Hard copy of spreadsheet with past due accounts listed. This list is used to generate past due letters.	Temporary- Semi- <u>Permanent</u>	24 60	No	

City of Coeur d'Alene
RECORDS RETENTION SCHEDULE

DEPARTMENT	TITLE	DEFINITION	RECORD TYPE	TOTAL MOS.	VITAL RECORDS	COMMENTS
FINANCE	CONTRACTS	Executed contracts for \$5,000 or more approved by Council with supporting documentation: services, equipment, construction, supplies, lease to purchase. City Clerk maintains the original document. Departments retain convenience file copy.	Copy	N/A	No	
FINANCE	CONTRACTS & AGREEMENTS	Agreements with vendors & other parties re: acquisition, lease, lease-purchase or sale of EQUIPMENT, SUPPLIES, SERVICES or PROPERTY. When insufficient volume prevents transfer under a more specific record title use this record title.	Copy	N/A	No	Original Leases in City Clerk's Files
FINANCE	DAILY ADJUSTMENT REPORTS	Payments & adjustments to water, sewer & Trash-garbage accounts from the automated accounting system on a daily basis.	Temporary - <u>Semi-Permanent</u>	24 60	No	
FINANCE	DAILY CASH RECEIPTING PROOFS	Hard copy of daily activity entered	Temporary	24	No	
FINANCE	DATA DISKETTES	Backup of Payroll Detail from Old computer system. Program documentation should be included if possible. Disk labels should reference programs used to create the data.	Semi-Permanent	120	No	
FINANCE	EMPLOYEE OPINION-SURVEYS	Bi-weekly surveys and detail for choice for assistance-payroll.	Semi-Permanent	60	No	
FINANCE	EMPLOYEES PAYROLL PAY REPORTS	Shows year to date gross pay & tax amount for each employee. Detail is by department, tax withholdings, other deductions & gross pay by regular, overtime, vacation & holiday.	Temporary - <u>Semi-Permanent</u>	60	No	
FINANCE	EXPENDITURE BUDGET SUMMARY	Budget summary of expenses by fund, agency, organization & activity. Report shows current and YTD obligations; amounts budgeted; balances with percentages. Working copies retained for current use only or to two years.	Temporary - <u>Semi-Permanent</u>	60	No	
FINANCE	FINANCIAL STATEMENTS	Unaudited balance sheets, statements of revenue expense & changes in fund balances or financial condition by fund/category. Working papers used to prepare the annual budget.	Temporary - <u>Semi-Permanent</u>	120 60	No	

City of Coeur d'Alene

RECORDS RETENTION SCHEDULE

DEPARTMENT	TITLE	DEFINITION	RECORD TYPE	TOTAL MOS.	VITAL RECORDS	COMMENTS
FINANCE	FIXED ASSET BACK UP SCHEDULES	Compiled data describing fixed assets (furniture, vehicles, land or buildings) on general fund or enterprise fund schedules with backup.	Temporary-Semi-Permanent	120-60	Yes	
FINANCE	FLEET INVENTORY RECORDS	Parts, tools, & equipment, including fleet inventory reports, department vehicle lists by make & model with fuel & mileage use.	Temporary-Semi-Permanent	60	No	
FINANCE	GRANT FINANCIAL FILES	Financial records of grant funds: accounting rpts, journal entries, drawdown requests, bank deposits, purchase orders, vendor payments, payroll, transfers, disbursements, receipts, audits, cash flow reports, convenience copies of awards & contracts.	Temporary-Semi-Permanent	120-60	Yes	
FINANCE	INTERFUND TRANSFERS	Study and records and/or source documents for transfers between funds. revenue (ie. concessions, fees, permits, licenses, assessments, loans, services, fines, fares, cash transmittals, reconciliations, register summary reports, deposit slips, etc.	Temporary-Semi-Permanent	240-60	No	
FINANCE	JOURNAL ENTRIES	Journal records with documentation attached. Entries made against fund accounts other than from cash receipts, or payment vouchers, on a month cycle. Sometimes called interdepartmental charges.	Temporary-Semi-Permanent	60	No	
FINANCE	L.I.D. CERTIFICATIONS	Records of legal notice of publication; transcripts of L.I.D. authorizations	Copy	N/A		City Clerks Office
FINANCE	LEASE AGREEMENTS	Agreements w/property owners, service providers & concessionaries for the use, lease, sale, or purchase of goods & real property. Related documents: correspondence, RFP's, F/B's resolutions, payment history, etc., may be filed with the lease.	Copy	N/A		City Clerks Office
FINANCE	LEDGER CARDS	Ledger Reports. Ledger cards, a designated permanent record, have been superseded by newer technology. This record series includes expenditure & revenue detail cards. Payroll Summaries by employee.	Temporary	24	No	

City of Coeur d'Alene
RECORDS RETENTION SCHEDULE

DEPARTMENT	TITLE	DEFINITION	RECORD TYPE	TOTAL MOS.	VITAL RECORDS	COMMENTS
FINANCE	LEGAL ADVERTISEMENTS	Records of legal notifications including LID's. Files contains tear sheets, with an index to dates of publication, number of public readings given, hearings or transcripts of public broadcasts.	Copy	Copy	No	City Clerks Office
FINANCE	LETTER OF AGREEMENT	Signed document from owner or property manager regarding mailing information of property owners monthly billing.	Semi-Permanent	60	No	
FINANCE	METER PROOF	Import file from water department that contain the meter reads	Temporary - <u>Semi-Permanent</u>	24 60	No	
FINANCE	METER READ SCHEDULE	List routes and date of meter reading.	Temporary - <u>Semi-Permanent</u>	24 60	No	
FINANCE	MICRO-FICHE	Backup for data & files used for Utility Billing and BHD billing.	Permanent	Permanent	Yes	
FINANCE	MONTHLY BILLING PROOFS	Monthly billing for utility customers	Temporary - <u>Semi-Permanent</u>	24 60	No	
FINANCE	NEW ACCOUNT INFORMATION	Personal billing information for new accounts	Temporary - <u>Semi-Permanent</u>	24 60	No	
FINANCE	NEW OWNERS LIST	Produced bi-weekly to give to "The Welcome Wagon."	Temporary	24	No	
FINANCE	PARKING TICKETS/VIOLATIONS	Parking tickets paid that were issued by city parking patrols & other agencies such as Police Department	Temporary - <u>Semi-Permanent</u>	24 60	No	
FINANCE	PAST DUE REPORT	Identifies the accounts that are to be given notice for non-payment	Temporary - <u>Semi-Permanent</u>	24 60	No	
FINANCE	PAYMENT STUB	Portion of bill customer returns with payment, if stub is not presented with payment a city employee generates a hand-noted stub.	Temporary - <u>Semi-Permanent</u>	24 60	No	
FINANCE	PAYROLL CHECK REGISTERS	Lists a pay checks and manual checks processed during current payroll runs. Sorted in check number sequence.	Semi-Permanent	60	No	
FINANCE	PAYROLL DEDUCTIONS BY EMPLOYEE	Shows semi-monthly employee deductions. Lists deduction code, amount and total for year to date.	Temporary - <u>Semi-Permanent</u>	60	No	

City of Coeur d'Alene
RECORDS RETENTION SCHEDULE

DEPARTMENT	TITLE	DEFINITION	RECORD TYPE	TOTAL MOS.	VITAL RECORDS	COMMENTS
FINANCE	PAYROLL GARNISHMENTS	Authorizations for involuntary payroll withholdings. CONFIDENTIAL.	Temporary - <u>Semi-permanent</u> after paid in full	Until garnishment is paid in full then <u>60</u>	No	
FINANCE	PAYROLL RECORDS, TIME SHEETS, REPORTS	Department time reports submitted semi monthly for inputting employee hours worked time into the payroll system.	Semi-Permanent	60	Yes	
FINANCE	PAYROLL W-2 FORMS	Employee's annual wage and tax withholding statement. Shows taxable wages and amounts withheld for Federal, State and Social Security taxes.	Semi-Permanent	60	Yes	<u>Held electronically</u>
FINANCE	PETTY CASH RECORDS	Receipts & coding sheets w/ or w/o source documents for revenue (i.e., fees, permits, licenses, assessments, loans, services, fines, fares) cash transmittals, reconciliations, register summary reports, deposit slips, etc.	Temporary	24	No	
FINANCE	REFUND ACCOUNTS	Accounting copies of payment vouchers for trash and sewer closed accounts.	Copy	Copy	No	
FINANCE	REVENUE BOND FILES	Correspondence with bond counsel, financial rprts for the bond issue, debt schedules, refunding proposals, account statements, bond election plans, consultants reports, canceled instruments, and copies of contracts with bonding agents.	Semi-Permanent	60	No	City Clerks Office
FINANCE	SERVICE REQUEST	Document produced when service or special circumstance meter reads are requested.	Temporary - <u>Semi-Permanent</u>	24 <u>60</u>	No	
FINANCE	SEWER CONNECTION FEES & RATE ISSUES	Administrative files pertaining to disputes re connection fees, billings, refunds, sewer ratings, & related issues. Files may include correspondence, legal opinions, billing statements & supporting documentation.	Semi-Permanent	60	No	
FINANCE	SEWER CONNECTION LETTERS	Letters & inquiries regarding sewer assessments, status of connections, outstanding connection fees or amounts due.	Temporary - <u>Semi-Permanent</u>	24 <u>60</u>	No	

City of Coeur d'Alene
RECORDS RETENTION SCHEDULE

DEPARTMENT	TITLE	DEFINITION	RECORD TYPE	TOTAL MOS.	VITAL RECORDS	COMMENTS
FINANCE	STREET LIGHT CORRESPONDENCE	Correspondence re installation, repair, LOCATION, removal, budgeting, billings & charges for Street Lights and other city mandated utility services.	Temporary	24	No	
FINANCE	STREET LIGHT INSPECTIONS	Maps & records of street light inspections. Used to determine street light outages & numbers of lights needing repair.	Temporary	24	No	
FINANCE	STREET LIGHT MAPS	Maps showing location of street lights, power poles belonging to local utilities & associated records.	Temporary	24	No	
FINANCE	STREET LIGHT SERVICE REQUESTS/INFO	Requests for Street Light service & repair; complaints; Idaho Power Co work orders; street light information system detail listings of operational status & locations	Temporary	24	No	Current request through Streets and Engineering
FINANCE	TRAVEL/TRAINING EXPENSES	Travel receipts, expense reports & backup material so checks can be issued.	Temporary Semi-Permanent	24 60	No	
FINANCE	TRIAL BALANCE	Accounting trial balance reports by fund, agency, organization and activity. Report shows transaction #, date, vendor, report category, item description, account #'s, debits and credits.	Temporary Semi-Permanent	120 60	Yes	
FINANCE	TURN OFF LIST	List of customers whose service has been disconnected.	Temporary Semi-Permanent	24 60	No	
FINANCE	UNEMPLOYMENT COMPENSATION INSURANCE	Annual report of gross salaries	Temporary Semi-Permanent	60	No	
FINANCE	UTILITY BILLING REGISTERS	Monthly billing summary of every trash & sewer account by number. Used for account research. Shows service provided & amount retained on microfiche.	Temporary Semi-Permanent	24 60	No	
FINANCE	WORKMEN'S COMPENSATION	Quarterly reports filed detailing compensation by employee and department.	Temporary Semi-Permanent	24 60	No	

City of Coeur d'Alene
RECORDS RETENTION SCHEDULE

DEPARTMENT	TITLE	DEFINITION	RECORD TYPE	TOTAL MOS.	VITAL RECORDS	COMMENTS
FIRE	ACCIDENT REVIEW BOARD	Reports of accidents involving city owned vehicles, equipment or property. Eyewitness accounts; description of circumstances, damages or injuries; weather and traffic conditions; date of occurrence, and names of those involved. May include minutes, agenda, and reports of the accident review board. May include finding of fact, cause of accident, photographs, summaries and prevention recommendations.	Temporary	24	No	
FIRE	ANNUAL REPORTS	Summary of department & division activity for the preceding year. May include records generated for use in the annual report such as photographs, statistics, graphics, narrative text and other media.	Semi-Permanent	60	No	
FIRE	APPARATUS INVENTORY	Department vehicle list including unit#, use, license #, make/model, VIN and year.	Temporary	24	No	Maintained & updated as needed. Copy sent to finance.
FIRE	BUDGET PREPARATION	Working papers for budget development: History of expenses and personnel costs along with summaries of anticipated increases and other documentation used to justify or develop the annual budget request. May include give year organization plans & goals with budget & capital equipment projections.	Temporary	24	No	Updated annually.
FIRE	BURN PERMITS	Temporary permits issued to allow burning of garden waste, leaves, pine needles, small tree trimmings. Signed by permit holder and filed by date.	Temporary	24	No	Originals issued to permit applicants. Copies sent to Finance with transmittal and fees.
FIRE	COLLECTIVE LABOR AGREEMENTS	Copies of labor contracts between the City and major employee bargaining groups outlining wages, rates of pay, working conditions, and all other terms and conditions of employment.	Copy	N/A	No	City Clerk maintains the official copies. Department retains convenience file copies.
FIRE	CONTRACTS	Executed contracts for \$20,000 or more approved by Council with supporting documentation: services, equipment, construction, supplies, lease to purchase, etc.	Semi-Permanent	60	No	City Clerk maintains the official copy of the contract.

City of Coeur d'Alene
RECORDS RETENTION SCHEDULE

DEPARTMENT	TITLE	DEFINITION	RECORD TYPE	TOTAL MOS.	VITAL RECORDS	COMMENTS
FIRE	DEPARTMENT JOURNAL	Daily activity log maintained/used by all fire department personnel. Entries are chronological day, hour & shift; show personnel on duty, areas assigned, unusual occurrences, daily activities, Fire & EMS incidents, training classes, apparatus/equipment maintenance schedule, etc. Used to facilitate communication between stations & shifts. Primary source for statistics used in annual reports.	Semi-Permanent	120	No	Journal from Mar '99 to present stored in Firehouse Software on the FireServer. Hard copy Company Officer and Incident Logs from pre-'99 are in boxes filed by date in the basement of Station #1.
FIRE	HAZARDOUS MATERIALS	Documentation relating to implementation of federal & state laws governing the inventory, storage or disposal of hazardous materials. Data used to ensure public safety & allow for appropriate emergency response such as clean up actions.	Temporary	24	No	Convenience copy - original maintained by Kootenai County
FIRE	HYDRANT RECORDS	Record of fire hydrant locations. Indexed by hydrant #, location by address or street intersection. Includes fire flows, date last flushed, location of gate valve, make & model of hydrant.	Semi-Permanent	60	No	Records stored in firehouse software and updated as needed from information received from water dept.
FIRE	INCIDENT REPORTS	State Uniform Fire Incident Reports. Made for each fire run, medical emergency, citizen assist or other casualty response. Returned monthly to the State Fire Marshal. May include investigation report, EMS Report, Civilian Casualty Report, & Fire Service Casualty Reports.	Semi-Permanent	60	No	Reports from Mar '99 to present stored in Firehouse Software on the FireServer. Hard copy reports from pre-'99 are in boxes filed by date in the basement of Station #1.
FIRE	INVESTIGATION FILES	Fire investigation case files. May include witness statements, photographs, video & cassette tape recordings of interviews, copies of incident, injury, and police department reports.	Semi-Permanent	60	No	Retention period being at completion of investigation.
FIRE	INVOICES	Copies of vendor invoices paid for services rendered and/or goods received. Filed by month payment was made.	Copy			Original invoices sent to Finance to be entered into A/P system. Convenience copies kept by dept.

City of Coeur d'Alene
RECORDS RETENTION SCHEDULE

DEPARTMENT	TITLE	DEFINITION	RECORD TYPE	TOTAL MOS.	VITAL RECORDS	COMMENTS
FIRE	LIABILITY WAIVERS	Document the release of the city from liability related to various activities, including fire ride-alongs, participating in city-sponsored events, training classes, etc. Information usually includes: release terms, date, signatures, and related information.	Temporary	24	No	
FIRE	MAP BOOKS	Quick access city map book depicting hydrant locations. Arranged with a street index including addresses and kept in each fire engine. Under continuous revision.	Copy	N/A	No	Created in-house. Originals maintained electronically.
FIRE	MUTUAL AID AGREEMENTS	Agreements for cooperative fire fighting policy & procedures between the CDAFD & surrounding fire districts (includes emergency medical services). Record series also covers annual equipment rental agreement with the Department of Lands.	Copy	N/A		Originals in the City Clerk's files
FIRE	OCCUPANCY FILES	Records & reports of periodic inspections by fire inspectors and/or fire company personnel. May contain project review reports, plan check records, day care inspections, fire alarm plans, sprinkler system plans, site inspections and letters to the occupant/owner outlining requirements and/or any code violations.	Semi-Permanent	120	No	
FIRE	PREPLAN BOOKS	Quick access map book locating all commercial buildings, schools, hospitals, factories, mobile home parks & multiple housing units within the city Contains preplans of major buildings with information on lock box location, hazards, breaker box, gas/electric shut-offs, F.D. connections, hydrants, sprinkler systems, etc. Arranged with a street index including addresses and kept in each fire engine. Under continuous revision.	Copy	N/A	No	Created in house.
FIRE	TIME SHEETS	Copies of Department time reports submitted semi-monthly to Finance for inputting employee hours worked, overtime, sick leave, vacation leave, etc. into the payroll system.	Copy	N/A	No	Original submitted to payroll. Convenience copy retained by department.
FIRE	TRAINING RECORDS AND REPORTS	Records related to job training: classes, conferences, seminars, etc.	Semi-Permanent	120	No	Originals maintained electronically.

City of Coeur d'Alene
RECORDS RETENTION SCHEDULE

DEPARTMENT	TITLE	DEFINITION	RECORD TYPE	TOTAL MOS.	VITAL RECORDS	COMMENTS
HUMAN RESOURCES	AFFIRMATIVE ACTION DATA QUESTIONNAIRE	Completed questionnaire including job interest, ethnic data, sex, age, whether a veteran or disabled, and how applicant learned about the job. Used to insure compliance with Federal E.O guidelines.	Temporary	24	No	<u>Maintained electronically</u>
HUMAN RESOURCES	COBRA RECORDS	Continued medical and/or dental coverage by terminated or retired employees.	Temporary	36 <u>Termination plus 60 months</u>	No	
HUMAN RESOURCES	EMPLOYEE BENEFIT PLAN	Comprehensive benefits studies, plans, programs, surveys, analyses, and recommendation. Insurance plan administration manuals	Semi-Permanent	60	No	Retention period begins at expiration of contract.
HUMAN RESOURCES	REGULAR EMPLOYEE FILES	<u>Employee file containing application, performance evaluations, status change sheets, notices of award achievements and deficiencies. Separate employee file contains enrollment forms pertaining to medical information. Human Resources Department maintains the official permanent file. Working file kept until termination. Employee file containing personnel history, including employment applications, performance evaluations, status change sheets, notices of award achievements, discipline records and deficiencies, training information, and other relevant materials related to the employee's service with the City etc. (excludes military leave records under USERRA). Human Resources Department maintains the official personnel permanent file. If a Department keep employee files/records, it is considered an unofficial working file and may be kept until termination.</u>	Semi-Permanent	<u>Termination plus 60 months</u>	No	Semi-Permanent is for all. All other information is purged 24 month after date of termination. Semi-Permanent is for all. All other information is purged 24 month after date of termination. Complete file to be scanned for semi-permanent electronic storage after termination

City of Coeur d'Alene
RECORDS RETENTION SCHEDULE

DEPARTMENT	TITLE	DEFINITION	RECORD TYPE	TOTAL MOS.	VITAL RECORDS	COMMENTS
HUMAN RESOURCES	<u>EMPLOYEE MEDICAL FILES</u>	<u>Employee medical files including health and benefits beneficiary forms, fitness for duty pre-employment exams for firefighters, employee benefit elections, FMLA records, medical certifications, return to work notes, sick leave bank applications, long term disability applications, and reasonable accommodation records, etc.</u>	<u>Semi-Permanent</u>	<u>Termination + 60 months</u>	<u>No</u>	<u>Complete file to be scanned for semi-permanent electronic storage after termination</u>
HUMAN RESOURCES	<u>TEMPORARY EMPLOYEE FILES</u>	<u>Employee file for irregular, seasonal or temporary employees containing relevant materials related to the employee's service with the City.</u>	<u>Semi-Permanent</u>	<u>Termination + 60 months</u>		
HUMAN RESOURCES	<u>EMPLOYEE OPINION SURVEY</u>	<u>Supervisor and employee peer ratings and evaluations, narrative summaries, statistical reports.</u>	<u>Temporary</u>	<u>24</u>	<u>No</u>	
HUMAN RESOURCES	<u>EMPLOYMENT ELIGIBILITY VERIFICATION</u>	<u>Form (I-9) required by US Justice Department to verify/certify citizenship of all employees using specified documents. Filed alphabetically.</u>	<u>Temporary</u>	<u>36</u>	<u>No</u>	
HUMAN RESOURCES	<u>GRIEVANCES</u>	<u>Formal or informal complaints and appeals for arbitration. May involve personnel matters, investigations or interpretation of collective bargaining agreements.</u>	<u>Formal - Semi-Permanent Informal - Temporary</u>	<u>60 36</u>	<u>No</u>	<u>Retention period begins at conclusion of process or resolution of grievance.</u>
HUMAN RESOURCES	<u>HRA VEBA RECORDS</u>	<u>Report documenting semi-monthly contribution made by employer into employee's account.</u>	<u>Copy</u>	<u>N/A</u>	<u>No</u>	<u>Maintained electronically</u>
HUMAN RESOURCES	<u>JOB CLASS SPECIFICATIONS</u>	<u>Job titles with descriptions of job and duties required. Minimum qualifications and examples of work performed and data on Fair Labor Standards classifications.</u>	<u>Temporary</u>	<u>24</u>	<u>No</u>	<u>Retention period begins upon replacement with new plan. Maintained Electronically.</u>
HUMAN RESOURCES	<u>MILITARY LEAVE RECORDS</u>	<u>All records related to a military leave of absence and reemployment and employee benefits during an dupon return from a military leave.</u>	<u>Permanent</u>	<u>Permanent</u>	<u>Yes</u>	<u>Per USERRA</u>
HUMAN RESOURCES	<u>RE-EMPLOYMENT-RECRUITMENT-FILES</u>	<u>Medical exams for fitness for duty for firefighter applicants.</u>	<u>Semi-Permanent</u>	<u>60</u>	<u>No</u>	
HUMAN RESOURCES	<u>RANDOM PRE-EMPLOYMENT DRUG TESTING INFORMATION</u>	<u>Pre-employment qualification and randomly required throughout employment by safety sensitive positions.</u>	<u>Temporary</u>	<u>24</u>	<u>No</u>	

City of Coeur d'Alene
RECORDS RETENTION SCHEDULE

DEPARTMENT	TITLE	DEFINITION	RECORD TYPE	TOTAL MOS.	VITAL RECORDS	COMMENTS
HUMAN RESOURCES	RECRUITMENT FILES	Job announcements, advertising information, completed job applications, scoring, rating and test validation procedures with records of interviews and copies of exams and supplementary examinations. Filed per department by position.	Temporary	24	No	<u>Maintained electronically</u>
HUMAN RESOURCES	STATE INSURANCE FUND-REPORTS	Quarterly and annual reports on computer printout showing number of losses, injury, source, cause and amount of reserve for losses based on estimated amount of claims.	Temporary	24	No	
HUMAN RESOURCES	TRAINING RECORDS AND-REPORTS	Records related to job training: classes, conferences, seminars, etc.	Temporary	24	No	
HUMAN RESOURCES	WAGE SCHEDULES	Minimum and maximum wage ranges by grade and class.	Temporary	24	No	<u>Maintained electronically</u>
HUMAN RESOURCES	WORKERS COMPENSATION	Compensation claims with documentation for work related accidents and injuries. Files are arranged annually.	Temporary	24	No	
LEGAL - CIVIL DIVISION	BANKRUPTCY FILES	Various notices of bankruptcy discharge of debtor, bankruptcy court case notifications, etc. (utility accounts)	Temporary	24	No	Electronic File: Retention period being upon notice of closure of bankruptcy
LEGAL - CIVIL DIVISION	BUDGET PREPARATIONS	Working papers for budget development: History of expenses and personnel costs along with summaries of anticipated increases and other documentation used to justify or develop the annual budget request.	Temporary	24	No	Electronic File: & three ring binder
LEGAL - CIVIL DIVISION	COEUR D'ALENE MUNICIPAL CODE BOOK	Copy of Coeur d'Alene Municipal Code Book detailing municipal code sections within the city.	Copy	N/A	No	Official Copy in the Office of the City Clerk.
LEGAL - CIVIL DIVISION	ELECTRONIC SPREADSHEETS / DATABASES	Various records maintained in spreadsheets or databases on the City's computer system for reference/research purposes.	Temporary	24		
LEGAL - CIVIL DIVISION	GENERAL MATTERS FILES	Miscellaneous documents to include communication, memos, research, notes, maps, press articles, legal descriptions, draft agreements, contracts, etc.;	Temporary	24	No	Electronic File
LEGAL - CIVIL DIVISION	GENERAL LEDGER/COURT FINES	City Traffic Fine/Agency Reports	Copy	N/A	No	Electronic File
LEGAL - CIVIL DIVISION	GENERAL SERVICES COMMITTEE	Meeting Minutes	Permanent	Permanent		Electronic File

City of Coeur d'Alene
RECORDS RETENTION SCHEDULE

DEPARTMENT	TITLE	DEFINITION	RECORD TYPE	TOTAL MOS.	VITAL RECORDS	COMMENTS
LEGAL - CIVIL DIVISION	INTERN RESEARCH FILES	Misc. notes, research done by Legal Interns	Temporary	24	No	Electronic File
LEGAL - CIVIL DIVISION	INVOICES	Copies of vendor invoices paid for services rendered and/or goods received. Filed by month payment was made.	Copy	N/A	No	Electronic File: Original invoices sent to Finance to be entered into A/P system. Convenience copies kept by dept.
LEGAL - CIVIL DIVISION	LAWSUIT FILES	Correspondence to include letters; memos; emails and faxes. Miscellaneous documents to include maps, press articles, legal descriptions, draft agreements, contracts, etc.; research. Pleadings - misc. pleadings from both parties to the lawsuit. Notes to include misc. handwritten notes by attorneys.	Semi-Permanent	60	No	Electronic File: Retention period begins at close of case.
LEGAL - CIVIL DIVISION	LEGAL LIBRARY-IN-STORAGE	Various books, binder, pamphlets, etc.	Copy	N/A	No	Legal Office Bookshelf Storage Room-in-Parks-Department
LEGAL - CIVIL DIVISION	OFFICE CREDIT CARD	Copies of credit card statements and the card itself.	Copy	N/A	No	Electronic File
LEGAL - CIVIL DIVISION	OFFICE EQUIPMENT & MISC. OFFICE INFORMATION	Misc. documents on office equipment & office information	Temporary	As Needed	No	Electronic File & Senior Legal's Office
LEGAL - CIVIL DIVISION	OPINION FILES	Various legal opinion memo's prepared by attorneys, AG's Office, and legal interns.	Semi-Permanent	60	No	Electronic File: Opinions kept indefinitely for future reference.
LEGAL - CIVIL DIVISION	ORDINANCES & RESOLUTIONS	Copies of Ordinances and Resolutions that are passed by a vote of the City Council & attested	Copy	N/A	No	Electronic File: Originals in City Clerks' office.
LEGAL - CIVIL DIVISION	PEDESTRIAN AND BICYCLE COMMITTEE	Misc. documents to 2011 to include bikeways plan, bike to work, budget, emails, forms, letter and memos, etc.	Temporary	As Needed	No	Electronic File
LEGAL - CIVIL DIVISION	PERSONNEL FILES	Active and inactive employee files. May contain copies of resume, performance evaluations, PAFs, notices of award achievements &/or disciplinary actions, etc.	Copy	N/A	No	Electronic File: Human Resources Dept maintains the official permanent file. Working file kept in department.
LEGAL - CIVIL DIVISION	PHONE MESSAGES	Transmitted via E-mail	Temporary	24	No	Electronic File
LEGAL - CIVIL DIVISION	RESTITUTION CHECKS RECEIVED	Copy of checks received for restitution	Copy	N/A	No	Electronic File

City of Coeur d'Alene
RECORDS RETENTION SCHEDULE

DEPARTMENT	TITLE	DEFINITION	RECORD TYPE	TOTAL MOS.	VITAL RECORDS	COMMENTS
LEGAL - CIVIL DIVISION	TRAVEL & TRAINING ARRANGEMENTS	Notes, flights, hotels, registrations. Copy of confirmations.	Temporary	24	No	Electronic File
LEGAL - CIVIL DIVISION	VARIOUS MAPS	Various maps for various projects. Maps are obtained from other departments or entities.	Copy	N/A	No	Copies and Electronic File
LEGAL - CIVIL DIVISION	YEARLY DUES/SUBSCRIPTION & BOOKS	Copy of usage agreements; subscription notices; updates for legal books, etc.	Temporary	24		Electronic File
LEGAL - CRIMINAL DIVISION	ATTORNEY NOTES	Attorney notes regarding work product of criminal case files.	Temporary	24	No	
LEGAL - CRIMINAL DIVISION	AUDIO/VIDEO RECORDINGS	Audio tapes, including cassette tapes, CD's, micro-cassette and video recordings including VHS, DVD's and CD's of traffic stops, surveillance, interviews, telephone conversations.	Temporary	24	No	Originals are returned to police dept. or party.
LEGAL - CRIMINAL DIVISION	BRIEF BANK	Briefs are written statements setting out one's argument for use in litigation. The brief bank consists of various briefs written pertaining to various appeal issues.	Temporary	24	No	Court maintains original. (Currently briefs are kept indefinitely for future reference)
LEGAL - CRIMINAL DIVISION	CORRESPONDENCE (SPECIFIC)	Correspondence to/from various agencies regarding prosecution management/protocol/procedures that	Temporary	24	No	
LEGAL - CRIMINAL DIVISION	CORRESPONDENCE/ LETTERS & MEMORANDUMS	Correspondence to and from defendants, victims, defense attorneys, other agencies, witnesses in the form of letters, memorandums and written notes and impact statements and notification of rights forms from victims.	Temporary	24	No	This record is temporary as it is within a temporary file.
LEGAL - CRIMINAL DIVISION	CRIMINAL CASE FILE	Criminal case files consist of incidents regarding misdemeanor or infractions that occurred within the city limits. The file consists of reports, record history, work product notes, pleadings, correspondence, judgments, etc.	Temporary	24	No	Electronic Files
LEGAL - CRIMINAL DIVISION	INTERN LIMITED LICENSE INFORMATION	Copy of intern limited license issued by Supreme Court, and application and correspondence regarding designated supervising attorney.	Temporary	24	No	Electronic File
LEGAL - CRIMINAL DIVISION	INVOICES, BILLS, RECEIPTS	Invoices, bills, etc. forwarded to our civil dept. for bills to council/budget.	Copy	N/A	No	Finance maintains originals
LEGAL - CRIMINAL DIVISION	MINUTES	Criminal Justice meeting minutes detailing agenda items discussed.	Copy	N/A	No	Electronic File

City of Coeur d'Alene
RECORDS RETENTION SCHEDULE

DEPARTMENT	TITLE	DEFINITION	RECORD TYPE	TOTAL MOS.	VITAL RECORDS	COMMENTS
LEGAL - CRIMINAL DIVISION	NCIC RECORD CHECKS AND PACKETS	NCIC record checks, driver's abstracts, certified suspension packets detailing defendant criminal and traffic history, and certified packets from court consisting of judgments, citations, and statement of rights.	Copy	N/A	No	Each agency maintains original, i.e. police departments, transportation dept., state, and/or court. See Criminal Case File; electronic file in segregated server
LEGAL - CRIMINAL DIVISION	OFFICER CERTIFICATIONS AND TRAININGS	Copies of officer certifications, and training records, such as P.O.S.T. (Peace Officer Standards Training) certificates, intoxilyzer cards and drug recognition training documentation.	Copy	N/A	No	Police Dept. maintains original (in VIPER).
LEGAL - CRIMINAL DIVISION	PHOTOGRAPHS	Copies and/or original photographs from police department or victim/witnesses/defendants and copies of booking photos.	Temporary	24	No	Electronic File: Original photos are returned to parties or police department once file is closed. Police Department maintains case file originals from digital cameras from which we only have copies.
LEGAL - CRIMINAL DIVISION	PLEADINGS	A pleading is legal allegations of the parties in a formal written document filed with the court. Ex. Motions, orders, request, response and supplemental discovery and production, interrogatories, appeals, complaints. Examples of documents filed with the court: notices of hearing, subpoenas, restitution estimates, bills, summons, warrants, return of service and copy of court minutes.	Temporary	24	No	Electronic File: Court maintains originals. All misdemeanor cases are held if an appeal exists.
LEGAL - CRIMINAL DIVISION	REPORTS	Police reports and arrest reports including citations, p/c affidavit, booking sheet, supplemental reports, investigative narratives and complaint request forms detailing the incident and victim statements, lab reports, intoxilyzer logs, and certifications.	Temporary	24	No	Police Department maintains original. Idaho State Police maintains original lab reports.
LEGAL DEPARTMENT - RISK MANAGEMENT, CODE ENFORCEMENT, CLAIMS	ANIMAL CONTROL	Documents on Animal Control Advisory Board - Documents on Dangerous Dog Issues; other misc. documents regarding animal control issues	Temporary	<u>24</u>	No	

City of Coeur d'Alene
RECORDS RETENTION SCHEDULE

DEPARTMENT	TITLE	DEFINITION	RECORD TYPE	TOTAL MOS.	VITAL RECORDS	COMMENTS
LEGAL DEPARTMENT, RISK MANAGEMENT, CODE ENFORCEMENT, CLAIMS	CLAIMS	Claims filed; Memo's, letters, research, photo's, misc.	Semi-Permanent	60	No	Electronic Files: Original Notice of Claim document is kept by the City Clerk.
LEGAL DEPARTMENT, RISK MANAGEMENT, CODE ENFORCEMENT, CLAIMS	CODE ENFORCEMENT CASE FILES	Case files of city code violations. Correspondence with owners, site inspections, photographs, enforcement actions and hearings.	Temporary	24	No	Electronic Files
LEGAL DEPARTMENT, RISK MANAGEMENT, CODE ENFORCEMENT, CLAIMS	PARKING COMMISSION	Commission Liaison: Agenda's, minutes, correspondence, forms, ticket appeals, member information, etc.	Temporary	24	No	Electronic Files
LEGAL DEPARTMENT, RISK MANAGEMENT, CODE ENFORCEMENT, CLAIMS	RISK MANAGEMENT	Letters, emails, insurance info, training, risk reduction team agendas, newsletters, research, etc.	Temporary	24	No	Electronic File: Original insurance document is kept by the Finance Department
LIBRARY	ANNUAL REPORTS	Summary of department activity for the preceding year. Includes circulation statistics, materials added and deleted, program attendance, number of library patrons, etc.	Semi-Permanent	60	No	Submitted annual to state library.
LIBRARY	BUDGET PREPARATION	Working documents for budget preparation. Includes history of expenses and personnel figures along with anticipated increases. May include future years as tired in to long range strategic plan.	Temporary	24		Maintained & updated as needed. Copy sent to finance and submitted to Library Board for approval.
LIBRARY	CIRCULATION RECORDS	Records of all library materials checked out. Computerized database includes title, barcode number, due date, patron name, and library card number.	Semi-Permanent	60	No	Deleted from system upon return of item unless item is late or damaged.
LIBRARY	CIRCULATION STATISTICAL REPORTS	Monthly statistical reports on numbers of types of library materials checked out, number of patrons in library, patron cards, etc.	Semi-Permanent	60	No	Distributed monthly to Library Board. See Annual Report.

City of Coeur d'Alene
RECORDS RETENTION SCHEDULE

DEPARTMENT	TITLE	DEFINITION	RECORD TYPE	TOTAL MOS.	VITAL RECORDS	COMMENTS
LIBRARY	HOLDINGS & ACQUISITION RECORDS	Automated catalog used by patrons to find materials in the library collection. Information includes call number, author, title, publisher, subject, and other pertinent information.	Semi-Permanent	120	No	Changes regularly as items are added and withdrawn.
LIBRARY	INTERLIBRARY LOAN RECORDS	Records documenting the temporary transfer of library materials between libraries: standardized forms, correspondence, billings, working copies of studies & reports.	Temporary	24	No	Kept until request completed or canceled.
LIBRARY	INVOICES	Copies of vendor invoices paid for services rendered and/or goods received. Filed by month payment was made.	Copy	N/A	No	Original invoices sent to Finance to be entered into A/P system. Convenience copies kept by dept. for approximately 2 years.
LIBRARY	KEY ASSIGNMENTS	List of keys issued to each employee	Semi-Permanent	60	No	
LIBRARY	LIBRARY BOARD MINUTES	Meeting Minutes of the Library Board	Permanent	Permanent	No	bound copies kept
LIBRARY	LIBRARY CARD APPLICATIONS	Borrower's card applications and agreements acknowledging willingness to comply with library rules and regulations. After data from form is entered onto Library computer, form is shredded. Official record is the electronic data file.	Temporary	24	No	*Susan & Warren - this was the policy on the Boise document. And this is our current practice as well.
LIBRARY	PATRON COMMENTS	Comments and letters regarding library services	Temporary	24	No	
LIBRARY	POSTAGE REPORT	Monthly report of postage used and billed to department's budgets	Copy	N/A	No	
LIBRARY	PROJECT FILES	Files contain plans, documents, photographs, etc. for a particular project.	Semi-Permanent	60	No	
LIBRARY	STAFF EVALUATIONS	Copies of Library employees evaluations	Copies	N/A	No	
LIBRARY	STRATEGIC PLANNING	Contains files on library's long range strategic plans which are updated regularly	Semi-Permanent	60	No	
LIBRARY	TRAVEL ARRANGEMENT/ITINERARIES	Contains copies of paperless tickets, reservations	Copy	N/A	No	
<u>MUNICIPAL SERVICES</u>	<u>APPEALS</u>	<u>Animal control; Childcare; Noise Abatement; staff notes, evidence, Findings</u>	<u>Temporary</u>	<u>24</u>	<u>No</u>	<u>Will be kept longer if licensure will be affected longer</u>
<u>MUNICIPAL SERVICES</u>	<u>BIDS</u>	<u>Specifications, notices, responses</u>	<u>Temporary</u>	<u>24</u>	<u>No</u>	

City of Coeur d'Alene
RECORDS RETENTION SCHEDULE

DEPARTMENT	TITLE	DEFINITION	RECORD TYPE	TOTAL MOS.	VITAL RECORDS	COMMENTS
MUNICIPAL SERVICES	CEMETERY DEEDS	The only City copy of deeds issued for City cemetery lots	Permanent	Permanent	No	
MUNICIPAL SERVICES	CHILDCARE COMPLAINTS	Complaints received against City childcare facilities	Temporary	24	No	
MUNICIPAL SERVICES	CITY VEHICLE IN BOISE RESERVATION LOG	Listing of dates and times car is reserved for use by various staff	Temporary	24	No	
MUNICIPAL SERVICES	CLAIMS	Claims, City involved in - Sewer backups, torts, damage to property. Scanned into City system.	Temporary	24	No	
MUNICIPAL SERVICES	CODE ENFORCEMENT CASE FILES	Case files of city code violations. Correspondence with owners, site inspections, photographs, enforcement actions and hearings.	Semi-Permanent	60	No	
MUNICIPAL SERVICES	COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)	Annual Action Plans, Year End CAPER reports, Correspondance, staff reports, employee notes, environmental reviews, grant applications and awards, agreements/contracts	Semi-Permanent	60	No	
MUNICIPAL SERVICES	COUNCIL MINUTES	Official Minutes of City Council meetings. Council minutes have been scanned into the City's system from 1970 to present	Permanent	Permanent	No	
MUNICIPAL SERVICES	COUNCIL MEETING TAPES/DVD	A transcribable record of council meeting; <u>not</u> required after Minutes are complete	temporary Transitory	120-72 (not sooner than 60 days after final decision)	No	
MUNICIPAL SERVICES	COUNCIL PACKETS	The official copy of the council packets prepared for each council meeting.	Semi-Permanent	60	No	
MUNICIPAL SERVICES	DEEDS	Deeds for easements, grant deeds, right of ways, etc. scanned into City system.	Permanent	Permanent	No	
MUNICIPAL SERVICES	ELECTIONS	All City election sample ballots, poll books, campaign finance reports and other election records.	Permanent	Permanent	No	
MUNICIPAL SERVICES	FINGERPRINTS	Fingerprint authorization forms and results from FBI (in computer system also)	Copy	N/A	No	Originals maintained in Boise's BCI database.
MUNICIPAL SERVICES	FRANCHISES	Franchise agreements containing copy of ordinance, required reports, correspondence, etc.	Semi-Permanent	60	No	Record to be retained up to the life of the franchise
MUNICIPAL SERVICES	HOME OCCUPATIONS	Original home occupation applications and staff analysis, correspondence	Semi	60	No	

City of Coeur d'Alene
RECORDS RETENTION SCHEDULE

DEPARTMENT	TITLE	DEFINITION	RECORD TYPE	TOTAL MOS.	VITAL RECORDS	COMMENTS
MUNICIPAL SERVICES	INSURANCE	Bonds and insurance for contractors pulling encroachment permits or required for City licensing	Temporary	24	No	
MUNICIPAL SERVICES	LEASES	Lease agreements the City entered into with council approval	Semi-Permanent	120	No	
MUNICIPAL SERVICES	LICENSES	City licenses required by City code: Drainlayer, Childcare, massage, private detective, merchant police, alcohol, amusement arcades, kennel, mobile home park, pawnshops, taxi cab companies, home occupations & tree services	Semi-Permanent	60	No	
MUNICIPAL SERVICES	LOCAL IMPROVEMENT DISTRICTS	Copies ordinances, resolutions, originals of affidavits or mailing and assessment rolls for LIDs	Semi-Permanent	60	No	Retained for the term of the LID
MUNICIPAL SERVICES	MANUAL CHECK REQUESTS	Copies of requests for manual checks paid	Copy	N/A	No	
MUNICIPAL SERVICES	PROCLAMATIONS	Drafts and final proclamations, those read at Council meetings will be included in the packets	Transitory	N/A	No	
MUNICIPAL SERVICES	RECORDS REQUESTS	Request for records, correspondence, costs estimates, responses	Temporary	24	No	
PARKS	CONCERT SERIES FINANCIAL RECORDS	Information for all money collected and paid out for Summer Concert Series each year.	Temporary	24	No	
PARKS	EQUIPMENT INSPECTIONS	Periodic inspections, as required, of all equipment in city buildings.	Semi-Permanent	Life of equipment	No	
PARKS	FACILITY USE PERMITS	Permits issued for use of park facilities	Semi-Permanent	60	No	
PARKS	FACILITY USE PERMITS SUMMARY	Annual Report of all Facility Use Permits issued showing all pertinent information. (Historical value).	Semi-Permanent	120	No	
PARKS	FLOOR PLANS	Floor plans, including remodels of all city buildings	Permanent	Permanent	No	
PARKS	INSCRIPTION LISTS	Inscriptions done on Tubbs Hill Rocks, Centennial Trail Monument and pickets at various parks	Semi-Permanent	120	No	
PARKS	KEYCARD RECORDS	List of keycards issued to each employee	Semi-Permanent	60	No	Updated as changes occur
PARKS	MAPS & PLANS	Large, hanging maps and plans for new parks, including grading, irrigation & lighting systems, park structures, pathways & trails	Semi-Permanent	60	No	

City of Coeur d'Alene
RECORDS RETENTION SCHEDULE

DEPARTMENT	TITLE	DEFINITION	RECORD TYPE	TOTAL MOS.	VITAL RECORDS	COMMENTS
PARKS	NEW PARKS	Information relating to the development of each new park including grants, bids, contracts and correspondence	Semi-Permanent	60	No	
PARKS	PARK HISTORY	Photos, memos, improvements, complaints. (Historical File)	Permanent	Permanent	No	
PARKS	PERSONNEL FILES	Active and inactive employee files. May contain copies of application, I-9 form, I.D. cards, W-4 forms, performance evaluations, PAFs, work comp claim forms & doctor's releases, exposure reports, notice of award achievements and/or disciplinary actions, etc.	Copy	N/A	No	
PARKS	PUBLIC TREE INVENTORY	Database of all public trees on streets and in parks which state location, species, size and condition of each tree	Semi-Permanent	60	No	
PARKS	TIME SHEETS	Copies of Department time reports submitted semi-monthly to Finance for inputting employee hours worked, overtime, sick leave, vacation leave, etc. into the payroll system.	Copy	N/A		Original submitted to Payroll. Convenience copy retained by department.
PARKS	WORK ORDERS	Electronic numbered list (by Year) of all work orders submitted to each division of department with disposition information on each.	Temporary	24	No	
PARKS - BUILDING MAINTENANCE	BUILDING INSPECTIONS	Periodic inspections, as required, of elevators, boilers, generators, backflow prevention, fire sprinklers and alarms	Semi-Permanent	60	No	
PARKS - BUILDING MAINTENANCE	EQUIPMENT INSPECTIONS	Periodic inspections, as required, of all equipment in city buildings.	Semi-Permanent	Life of equipment	No	
PARKS - BUILDING MAINTENANCE	FLOOR PLANS	Floor plans, including remodels of all city buildings	Permanent	Permanent	No	
PARKS - BUILDING MAINTENANCE	KEYCARD RECORDS	List of keycards issued to each employee	Semi-Permanent	60	No	
PARKS - BUILDING MAINTENANCE	LONG DISTANCE ACCOUNT CODES	List of long distance account code assigned to each employee.	Semi-Permanent	60	No	Updated as changes occur
PARKS - CEMETERY	CEMETERY INVENTORY - INDEX BINDERS	Records of all lot/niche purchases and burials by year.	Permanent	Permanent	No	
PARKS - CEMETERY	CEMETERY INVENTORY - INTERMENT BINDERS	Binders with all lots/niches listed by section, block and lot number with name of lot owner, purchase date, occupant & burial date.	Permanent	Permanent	No	

City of Coeur d'Alene
RECORDS RETENTION SCHEDULE

DEPARTMENT	TITLE	DEFINITION	RECORD TYPE	TOTAL MOS.	VITAL RECORDS	COMMENTS
PARKS - CEMETERY	CONTRACTS	Copy of contract for each cemetery transaction such as lot/niche sales, opening & closings, liner & nameplate sales, stump removals & door removals.	Semi-Permanent	120	No	
PARKS - CEMETERY	MONUMENT SETTINGS LISTS	Setting lists with name, location, and date that monuments were set.	Semi-Permanent	60	No	
PARKS - CEMETERY	CEMETERY INVENTORY - DATABASE	Electronic database of all cemetery lots/niches by section, block and lot/niche number with status of each, whether sold or unsold, available or unusable and interments.	Semi-Permanent	120	No	
PARKS - CEMETERY	CEMETERY INVENTORY - MAPS	Mounted maps showing lots and numbers for each cemetery. Binding with maps of individual sections showing sold & available lots.	Semi-Permanent	60	No	Updated as changes occur
PARKS - URBAN FORESTRY	ARBOR DAY CEREMONIES	Information and photos of annual Arbor Day celebration ceremonies, including species and location of tree(s) planted, volunteer groups participating, and donations made.	Temporary	24	No	
PARKS - URBAN FORESTRY	PUBLIC TREE INVENTORY	Database of all public trees on streets and in parks which state location, species, size and condition of each tree.	Semi-Permanent	60	No	
PARKS - URBAN FORESTRY	URBAN FORESTRY GRANTS	Information relating to grants received for tree plantings or development projects	Temporary	24	No	
PARKS - URBAN FORESTRY	URBAN FORESTRY REQUESTS	Permits for tree removal/plantings, tree problem reports, and inspection forms	Semi-Permanent	60	No	
PARKS - URBAN FORESTRY	URBAN FORESTRY COMMITTEE MINUTES	Regular scheduled committee meetings	Permanent	Permanent	No	Records kept electronically
PLANNING	COMPREHENSIVE PLAN	Contains all adopted Comprehensive Plans for the City since 1969	Permanent	Permanent	No	
PLANNING	CORRESPONDENCE	Contains letters, messages, notes and drafts relating to various topics maintained by the department.	Temporary	24	No	
PLANNING	GEOGRAPHIC INFORMATION FILES	Includes maps and zoning overlays for the City	Semi-Permanent	60	No	Updated as changes occur
PLANNING	PRE-APPLICATION FILE	Includes project tracking sheet, maps and notes of meetings with applicant.	Temporary	24	No	
PLANNING	PROJECT REVIEW FILES	Contains maps and technical review sheets for Project Review meetings with other departments relating to planning issues for the proposed project.	Temporary	24	No	

City of Coeur d'Alene
RECORDS RETENTION SCHEDULE

DEPARTMENT	TITLE	DEFINITION	RECORD TYPE	TOTAL MOS.	VITAL RECORDS	COMMENTS
PLANNING	PUBLIC HEARING FILES	Contains applications and mailings, responses and tally sheets, affidavits of publication, exhibits, maps, staff reports and Commission interpretations as Findings and Order for hearings relating to annexations, Special Use Permits, Subdivisions, PUD's, Variances, zone changes, and code amendments	Semi-Permanent	120	No	
PLANNING	TAPES OF PLANNING COMMISSION MEETINGS	Recording tapes of meetings	Semi-Permanent	60	No	
PLANNING	TRANSPORTATION PLAN	Plan for traffic patterns and flow throughout the City	Semi-Permanent	60	No	
POLICE	ACCIDENT REPORTS	Reports of auto accidents, eye witness accounts; descriptions of circumstances, damages or injuries; weather and traffic conditions; date of occurrence; names of those involved. Includes City Employees.	Semi-Permanent	60	No	Entered into Software that is transferred to the State. PD prints a copy to enter information into Spillman Record keeping system.
POLICE	ACTIVE NO-CONTACT ORDERS	Copies of No-Contact Orders sent to the Police Dept. from Jail to enter into NCIC	Copy		No	Jail has original
POLICE	ACTIVE PROTECTION ORDERS	Copies of Protection Orders sent to the Police Department from Court to enter into NCIC system.	Copies		No	Court maintains originals.
POLICE	ADULT CRIME REPORTS (incident reports, criminal case files)	Police reports of violations of law or behavior problems up to and including arrests (which could include copies of citations, copies of P/C affidavit, booking sheet, copies of supplemental reports, copies of investigative narratives and complaint reports detailing the incident and victim statements, lab reports, copies of intoxalyzer logs, and certifications) criminal investigations, civil disturbances, citations for disregard of policies and procedures, etc.	Semi-Permanent; except death reports and outstanding missing persons reports shall be permanent	12 months after disposition for infraction and misdemeanor statute of limitations for felonies		PERM (All deaths, missing persons if still missing)
POLICE	ASSET SEIZURE/FORFEITURE FILES	Files contain financial information & are categorized as open or closed.	After disposition, same as adult crime reports		No	

City of Coeur d'Alene
RECORDS RETENTION SCHEDULE

DEPARTMENT	TITLE	DEFINITION	RECORD TYPE	TOTAL MOS.	VITAL RECORDS	COMMENTS
POLICE	AUCTION RECORDS	Sale of abandoned or unclaimed property. Records consist of (1) Consignment sheet (2) copy of check or proceed of sale, (3) receipt of deposit from city Finance office (4) Affidavit of Publication	Temporary	24	No	
POLICE	AUDIO/VIDEO RECORDINGS	Digital DVD's and CD's of traffic stops, surveillance, interviews & telephone conversations	Same as <u>digital Evidence Adult Crime Reports</u>			<u>Digital copies may be uploaded into VIPER</u>
POLICE	AUDIT RECORDS	Copies of ILET audits done by Boise.	Copy		No	
POLICE	BANK CHECKING ACCOUNT RECORDS	Bank statements, deposit slips, canceled checks, receipts, invoices & related documentation developed or maintained. (Reserve academy and Honor guard)	Temporary	24	No	
POLICE	BRIEFING SHEETS AND LOGS	Activities occurring during the preceding shifts. Used to update officers and other staff coming onto duty. May include announcements, orders, policy changes as well as incidents, complaints, "be on the lookout for," etc. USUALLY COPIES	Copy		No	
POLICE	BUY ACCOUNTS	COPIES Log of seizures, includes who, what, where.	Copy		No	Original information at Prosecutor's Office
POLICE	CASH RECEIPTING PROOFS	COPIES of fingerprinting & Traffic School Balance Sheet.	Copy		No	Original balance sheet to Finance
POLICE	COLLECTIVE LABOR AGREEMENTS	Copies Labor contracts between City and employee bargaining groups outlining wages, rates of pay, working conditions, and all other terms & conditions of employment	Copy		No	Original with City Clerk
POLICE	COMMUNITY SERVICE PROGRAMS	Summary reports of planning for POLICE services such as the Park Patrol, Peer Counsel, Accident Review Board, School Resource Officers, Public Information & Juvenile Programs	Semi-Permanent	60	No	
POLICE	CONFIDENTIAL INFORMANT CASE FILES	Includes personal history, contract, fingerprints, photo, notes, progress log.	Semi-Permanent	60	No	

City of Coeur d'Alene
RECORDS RETENTION SCHEDULE

DEPARTMENT	TITLE	DEFINITION	RECORD TYPE	TOTAL MOS.	VITAL RECORDS	COMMENTS
POLICE	CONFIDENTIAL PERSONNEL ISSUES	Formal and informal inquiries: Complaints, Internal Investigations, Accident Review Boards, Use of Force, Pursuits, and Firearm Discharge Reports	Semi-Permanent	60	No	Original disciplinary letters to HR. Original investigation in PD files. Destroy upon resignation/termination of employee, unless litigation is pending, in which case records to be retained until completion of the litigation.
POLICE	COURT CALENDAR BOOK	Copy of court schedule or a call from City Attorney & Prosecutor's Office of trials that are going or cancelled for week. Documented daily in book to enter on voice mail for officer's information.	Copy		No	Destroy book at end of year. City Attorney and County Prosecutor has original information.
POLICE	COURT DISPOSITIONS	Copies of case dispositions from court. Used to enter disposition status into Summit.	Copy		No	
POLICE	CRIME PREVENTION SLIDES/TAPES	Video tapes, photographic slides & tape recordings used for public service projects & community service projects & community education on Crime prevention programs; Neighborhood Watch, Operation ID	Temporary	24	No	
POLICE	DIGITAL MEDIA NOT ASSIGNED	Includes digital media like video, audio, and digital photographs uploaded but not assigned to a criminal case or investigation including calls for service cleared as a warning, no action taken, unable to locate or unfounded	Transitory	210 days	No	If not assigned within 210 days, will be purged from VIPER system.
POLICE	DIGITAL MEDIA ASSIGNED TO INFRACTIONS, CIVIL CITATIONS, PARKING CITATIONS, EDUCATION, SUMMONS, AND OTHER MINOR VIOLATIONS	Includes digital media like video, audio, and digital photographs uploaded but not assigned to a criminal case or investigation including calls for service as a citation (but not misdemeanor) traffic	Temporary	36 months or 12 months after disposition	No	Unless there is a need to preserve including by court order
POLICE	DIGITAL MEDIA ASSIGNED TO MISDEMEANOR CITATIONS / ARRESTS	Includes digital media like video, audio, and digital photographs uploaded assigned to a criminal case or investigation including calls for service cleared as a citation or misdemeanor arrest	Semi-Permanent	60 months or 12 months after disposition	No	Unless there is a need to preserve including by court order

City of Coeur d'Alene
RECORDS RETENTION SCHEDULE

DEPARTMENT	TITLE	DEFINITION	RECORD TYPE	TOTAL MOS.	VITAL RECORDS	COMMENTS
POLICE	<u>DIGITAL MEDIA ASSIGNED TO FELONY ARRESTS</u>	Includes digital media like video, audio, and digital photographs uploaded assigned to a criminal case or investigation including calls for service cleared with felony charges / arrest	Semi-Permanent or Permanent if involving homicide, suspicious death, felony sex offenses	60 months or 12 months after disposition or as mandated by Idaho Law	No	Unless there is a need to preserve including by court order
POLICE	<u>DIGITAL MEDIA ASSIGNED TO MISDEMEANOR REPORTS</u>	Includes digital media like video, audio, and digital photographs uploaded assigned to a criminal case or investigation but no arrest / charges filed.	Temporary	36 months	No	If suspect is known and out of area, this may be extended if Idaho Code is applicable. Also unless there is a need to preserve including by court order
POLICE	<u>DIGITAL MEDIA ASSIGNED TO FELONY REPORTS</u>	Includes digital media like video, audio, and digital photographs uploaded assigned to a criminal case or investigation but no arrest / charges filed.	Semi-Permanent or Permanent if involving homicide, suspicious death, felony sex offenses	60 months, plus 12 months past statute of limitations	No	PERM (All deaths, missing persons if still missing, some sex offenses), Also unless there is a need to preserve including by court order
POLICE	<u>CRIMINAL CASE CLOSING SHEETS (DISPOSITIONS)</u>	Copies of case status reports received from both investigations and court. Part of file.	Copy		No	
POLICE	<u>DRUG DESTRUCTION LOG</u>	Drugs submitted to ISP for destruction. File to include: ISP drug destruction inventory with description, quantity, lab number, case number, defendant, submitting agency, signature of ISP officer rec. inventory. Part of criminal case file.	After Dispo same as crime reports	60	No	Original maintained by Idaho State Police
POLICE	<u>EMPLOYEE EVALUATIONS</u>	Copies of employee evaluations detailing performance, areas of development and goals for the year	Copy		No	
POLICE	<u>EMPLOYEE OPINION SURVEY</u>	Supervisor & employee peer ratings & evaluations, narrative summaries, statistical reports.	Temporary	24	No	

City of Coeur d'Alene
RECORDS RETENTION SCHEDULE

DEPARTMENT	TITLE	DEFINITION	RECORD TYPE	TOTAL MOS.	VITAL RECORDS	COMMENTS
POLICE	EQUIPMENT REPAIR (EXCEPT VEHICLES)	Repair log, vendor lists, repair notes, invoices.	Temporary	24	No	<u>Currently maintained through the PDNET software in place</u>
POLICE	EQUIPMENT WORKING PAPERS	Records compiled to manage, utilize or acquire equipment. May include operating manuals, registration & licensing information, departmental copies of bids & specifications.	Copy		No	
POLICE	EVIDENCE LEDGERS	A record of evidence received & returned by the central crime lab. Shows name submitting for analysis, agency, date, defendant, offense, date of offense, description of evidence with brief analysis.	After disposal same as crime reports.		No	Originals maintained by Lab
POLICE	EXPENDITURE BUDGET SUMMARY	Budget summary of expenses by fund and organization & activity. Report shows current and YTD obligations; amounts budgeted; balances with percentages. Copies.	Copy		No	
POLICE	FIREARM DISPOSITIONS	All firearm dispositions recorded electronically in Spillman. Transfers of firearms to individuals will be documented by an affidavit of acceptance to receive a firearm. Firearms assigned to official use will include an inventory. Inventory will include make, model, serial number & original case number. A copy of the Federal firearms license & copies of receipts for checks associated with the sale will be maintained in a case file for firearms transferred outside the department.	After disposal same as crime reports.	9999- After disposal same as crime reports.	No	Retained indefinitely.
POLICE	FIXED ASSETS	Compiled data describing fixed assets (vehicles) on general fund.	Copy		No	Finance maintains originals
POLICE	GRIEVANCES	Formal or informal complaints and appeals for arbitration. May involve personnel matters, investigations or interpretation of collective bargaining agreements. Copies.	Copy		No	Original in HR
POLICE	III FBI LOG FOR CRIMINAL HISTORIES	Dissemination log which includes date and name of defendants. Used to log criminal histories being sent to City Attorney.	Temporary	24	No	
POLICE	IMPOUND VEHICLE FILES	Reports of vehicles towed, impounded & disposed of by the department.	Temporary	24	No	
POLICE	IMPOUND VEHICLE LOGS	If vehicle has been picked up, date, type of vehicle, when forms sent, etc.	Temporary	24	No	

City of Coeur d'Alene
RECORDS RETENTION SCHEDULE

DEPARTMENT	TITLE	DEFINITION	RECORD TYPE	TOTAL MOS.	VITAL RECORDS	COMMENTS
POLICE	INVOICES	Copies of vendor invoices.	Copy		No	
POLICE	JOB CLASS SPECIFICATIONS	Job titles with descriptions of job and duties required, etc. Copies.	Copy		No	Copies of BDPA study book. HR maintains original
POLICE	JOURNAL ENTRIES	Journal vouchers with documentation attached. Entries made against fund accounts other than from cash rec. or payment vouchers, on a month cycle. Sometimes called interdepartmental charges. Copies.	Copy		No	Chief assistant reclassification of expenditure to Vonnie in Finance. Keeps copies.
POLICE	JUVENILE CRIME REPORTS (incident reports)	Police reports of violations of law or behavior problems up to & including arrests, criminal investigations, civil disturbances, for disregard of policies and procedures, etc.	Semi-Permanent	60	No	Semi perm after turn 18 unless fall under the description of Perm record
POLICE	K-9 RECORDS	Training records & certifications for K-9. Copies	Copy		No	<u>Originals to HR—Use of online software; no paper copies kept</u>
POLICE	LEAVE REQUEST FORMS	Leave requests.	Temporary	24	No	
POLICE	MANUAL CHECK REQUESTS	Copies of requests for manual checks paid from department budgets.	Copy			
POLICE	NCIC ENTRY VALIDATION FILES	Tracking record of NCIC entries (log books)	Temporary	24	No	
POLICE	PARK PERMITS	Copies of permits issued for park activities	Copy			Parks dept. maintains original
POLICE	PARKING TICKETS	Parking tickets issued for parking violations.	Temporary	24	No	<u>Maintained through vendor software</u>
POLICE	PAWN SHOP TICKETS	Copies of pawn tickets by store #, customer name, seller by age, sex, height, weight, drivers lic., article pawned, w description, serial # or other ID, signature, & transaction number. Entered into Spillman.	Copy			<u>Maintained through approved software. No paper copies.</u>
POLICE	PERSONNEL FILES	Copies of active and inactive employee files. May contain copies of application, I-9 form, ID cards, W-4 forms, performance evaluations, work comp claim forms & Dr. releases, notices of award achievements & or disciplinary actions, etc.	Copy			HR maintains original
POLICE	PETTY CASH RECORDS	Receipts & coding sheets w or w/o source documents for revenue cash transmittals, reconciliations, register summary reports, deposit slips, etc. Copies.	Copy		No	Chief assistant keeps copies of envelope & rec. book. Original to finance

City of Coeur d'Alene
RECORDS RETENTION SCHEDULE

DEPARTMENT	TITLE	DEFINITION	RECORD TYPE	TOTAL MOS.	VITAL RECORDS	COMMENTS
POLICE	PHOTOGRAPHIC EVIDENCE	35MM photos and negatives taken at crime scenes.	After disposition same as adult crime reports.		No	35 MM pictures kept with file and follow crime report schedule (legacy system). Can be scanned into Viper.
POLICE	POLYGRAPH EXAMS	File contains (1) pre-examination interview (2) charts, (3) consent to interview & waiver of liability, (4) examiner's analysis.	After dispo same as adult crime reports		No	
POLICE	POST ACADEMY	Records relating to the Peace Officers Standards Training program conducted by the State of Idaho. Includes applications, training schedules, lesson plans & course objectives, practice exams & results of course evaluations.	Temporary	24	No	Currently handled through the Idaho POST website or the VIPER Training or Background tab.
POLICE	PRESS RELEASES	Announcements to the news media and general public. Releases contain information on issues or events of current public interest.	Temporary	24	No	Maintained in computer
POLICE	PRINTING REPRODUCTION	Print requests and Print Logs	Copies			
POLICE	PRIVILEGED INFORMATION	Information regarding crime trends and investigations	Transitory or Temporary	30 days		This includes privileged memos, software like Microsoft Teams, and other privileged communications.
POLICE	PROPERTY CONTROL LOG	For property impounds checked in and held for evidence, safe keeping or as a result of arrests, search warrants, or seizures. Detective/Prosecutor authorization to release maintained with the case file.	After dispo same as adult crime reports		No	Maintained in Spillman by case number
POLICE	PROPERTY RECEIPTS	All property returned to public will be documented on a signed receipt including the case number, description, identifying number from a photo id, the date and signature of the person rec. the property. Receipt number recorded in Spillman.	Semi-Permanent	60	No	
POLICE	PROPERTY ROOM SIGN IN LOGS	A sign in log with authorizing person and authorized visitor name.	Temporary	24	No	
POLICE	RANDOM & PRE-EMPLOYMENT DRUG TESTING INFORMATION	Copies in personnel file.	Copy		No	HR maintains original

City of Coeur d'Alene
RECORDS RETENTION SCHEDULE

DEPARTMENT	TITLE	DEFINITION	RECORD TYPE	TOTAL MOS.	VITAL RECORDS	COMMENTS
POLICE	RECORD REQUESTS	Formal requests made by the public for information on cases. Sent to City Attorney for approval or denial.	Temporary	24	No	
POLICE	RESERVE ACADEMY APPLICATIONS	Applications, various check list ex. Equipment, exams, background investigations, etc.	Temporary	24	No	
POLICE	SUPPLIES	Supply order log, vendors lists, packing lists & invoices	Temporary	24	No	
POLICE	TIME SHEETS	Copies of Department time reports submitted semi-monthly to Finance for inputting employee hours worked, overtime, sick leave, vacation leave, etc. into the payroll system.	Copy		No	Original submitted to Payroll. Convenience copy retained by department.
POLICE	TRAINING RECORDS & REPORTS	Records related to job training; classes, conferences, seminars, etc. Both paper & electronic	Copy		No	
POLICE	TRAVEL ARRANGEMENTS/ITINERARIES	Contains copies of paperless tickets, reservations, travel agent forms.	Copy		No	Original to Finance
POLICE	TRAVEL/TRAINING EXPENSES	Copies of travel receipts, expense reports & backup material so checks can be issued.	Copy		No	Originals to Finance
POLICE	UNIFORMS	Copies of uniform orders, invoices, inventories, issue documents	Copy		No	
POLICE	VEHICLE DAILY INSPECTIONS	Vehicle inspection slips and daily vehicle status reports.	Temporary	24	No	
POLICE	VEHICLE & EQUIPMENT INVENTORIES	Regular inventories of fleet vehicles, vehicle equipment and personal gear.	Temporary	24	No	
POLICE	VEHICLE MAINTENANCE	Purchase, license, insurance, shop work orders, warranty and body repair work orders and manuals.	Temporary	24	No	
POLICE	VEHICLE PROCUREMENT	Working papers, bid specifications, correspondence, outfitting plans and vendor information.	Copy			Original bid specifications held by City Clerk
POLICE	VEHICLE USAGE AND FUEL RECORDS	Copies of detailed fuel invoices including usage.	Copy			
RECREATION	GAME SCHEDULES	For each league, lists team vs. team, date, time and location of game to be held.	Temporary	24	No	
RECREATION	INDIVIDUAL PLAYER REGISTRATION FORM	A form each parent or player fills out with their individual information, including address and phone number as well as times, date of birth, school and grade	Temporary	24	No	

City of Coeur d'Alene
RECORDS RETENTION SCHEDULE

DEPARTMENT	TITLE	DEFINITION	RECORD TYPE	TOTAL MOS.	VITAL RECORDS	COMMENTS
RECREATION	MANAGER/COACH LIST	League information list with manager/coach name, address, phone number	Temporary	24	No	
RECREATION	TEAM PLAYER ROSTER	Lists given to individual coach or manager with players names, addresses and phone numbers. If it is a youth roster it would have parents names listed.	Temporary	24	No	
RECREATION	TIME SHEETS	Copies of Department time reports submitted semi-monthly to Finance for inputting employee hours work, overtime, sick leave, vacation leave, etc. in the payroll system.	Copy		No	Original submitted to Payroll. Convenience copy retained by department.
STREET MAINTENANCE	CONTRACTS AGREEMENTS	Rental agreements for equipment during snow season	Semi-Permanent	60	No	
STREET MAINTENANCE	COOPERATIVE AGREEMENTS WITH STATE OF ID AND HIGHWAY	Maintenance Agreements for mutual jurisdictions regarding snow plowing/sweeping/signal response	Semi-Permanent	60	No	
STREET MAINTENANCE	DAILY TIME SHEETS	Employee completed break downs by street maintenance department tasks, hours and vehicle/equipment used	Semi-Permanent	60	No	
STREET MAINTENANCE	EMPLOYEE ABSENCE REQUESTS/REPORTS	Reports completed by employees requesting vacations, comp time, sick leave, bereavement, birthday, or other time off.	Temporary	24	No	
STREET MAINTENANCE	INVOICES	Copies of vendor invoices paid for services rendered and/or goods received. Filed by month payment was made.	Copy		No	Original invoices sent to Finance to be entered into A/P system. Convenience copies kept by dept.
STREET MAINTENANCE	PERSONNEL FILES/RECORDS	Copies of Work Records/Evaluations/Emergency Contact Information/Training/Certificates of Achievement/Certifications.	Copy		No	Originals are kept in Human Resources
STREET MAINTENANCE	PHONE LOGS CITIZEN/911	911/Citizen phone requests for service on maintenance items or complaints regarding maintenance issues	Temporary	24	No	
STREET MAINTENANCE	SIGNAL/SIGN INSTALL/MAINTENANCE LOGS	Logs for requests for installation, maintenance, repair, malfunctioning signals or signs. Includes date received, date of completion, requested by, completed by	Temporary	24	No	
STREET MAINTENANCE	STATE FUEL TAX REFUND	Report originated for State Revenue Dept for refund of taxes paid at fueling location	Temporary	24	No	Original Finance (Vonnie)

City of Coeur d'Alene
RECORDS RETENTION SCHEDULE

DEPARTMENT	TITLE	DEFINITION	RECORD TYPE	TOTAL MOS.	VITAL RECORDS	COMMENTS
STREET MAINTENANCE	STORMWATER MAINTENANCE LOGS	Originate with maintenance of storm lines cleaned, swales cleaned, pipes rodded, various maintenance functions	Temporary	24	No	
STREET MAINTENANCE	VEHICLE INVENTORY	Copies of vehicle registrations/titles	Temporary	Keep 2 years after disposal of vehicle/equipment	No	Original registrations are in vehicles/Titles kept by City Clerk
STREET MAINTENANCE	VEHICLE/EQUIPMENT WORK ORDERS	Corrective & preventative maintenance performed on City owned rolling stock	Temporary	Keep 2 years after disposal of vehicle/equipment	No	Original generated on computer in shop. Copies sent electronically to Depts.
STREET MAINTENANCE	VENDOR INVOICES/FILES	Copies of paid invoices with packing slips	Temporary	24	No	Original invoices in Finance Dept.
WASTEWATER	CAPITAL IMPROVEMENTS PROGRAM	Working papers and long range studies or plans for the purchase of land, construction of buildings or making other improvements to the WWTP	Semi-Permanent	60	No	
WASTEWATER	CCTV INSPECTIONS	Records of sewer pipe & line defects consisting of video tapes; DVD's tape log or diaries & notes.	Semi-Permanent	60		
WASTEWATER	COMPOST	Correspondence, reports, statistics, studies, publicity and documentation. May include working copies of contractors, publicity, etc.	Temporary	24	No	
WASTEWATER	CONTRACTS AND AGREEMENTS	Agreement with vendors and other parties re: acquisitions, lease, lease-purchase or sale of equipment, supplies, services or property.	Semi-Permanent	60	No	Original contracts on file in City Clerk's Office
WASTEWATER	DEEDS AND EASEMENTS	Copies of real property conveyances and deeds, deed of gift, claim deeds, warranty deeds and related documentation. Copies of easements granting right-of-way and public access. Some files contain titles policies, abstracts, etc.	Permanent except for copies	Permanent	No	Original deeds and easements on file in the City Clerk's office
WASTEWATER	DISCHARGE MONITORING REPORTS (DMRs)	Daily and monthly data collected from the analysis of water process by the WWTP. EPA requires analysis for various chemical compounds and metals.	Semi-Permanent	120	No	
WASTEWATER	EQUIPMENT PURCHASE	Documentation of purchase process for rolling stock, jet truck, tank trucks, TV van, etc.	Semi-Permanent	60	No	

City of Coeur d'Alene
RECORDS RETENTION SCHEDULE

DEPARTMENT	TITLE	DEFINITION	RECORD TYPE	TOTAL MOS.	VITAL RECORDS	COMMENTS
WASTEWATER	LAB	Whole effluent toxicity reports	Permanent	Permanent	No	
WASTEWATER	LAND ACQUISITION	Documentation of the acquisition process of property necessary to the operation of the WWTP and compost facility.	Permanent	Permanent	No	
WASTEWATER	MAINTENANCE AND OPERATION MANUALS	Manuals detailing the operation & maintenance of facilities, equipment or vehicles. Some manuals include audio-visual training aids.	Semi-Permanent	60	No	
WASTEWATER	MAPS, PLANS & DESIGN DRAWINGS	Maps, blueprints, architectural plans and sketches, designs, as-built drawings, etc. Some types of maps & plans may be assigned a more specific record title code if volume warrants.	Semi-Permanent	60	No	
WASTEWATER	MASTER FACILITY PLANS	Documentation files for the design, planning, specification, construction or remodeling of city owned facilities/capital assets. This series may include Master Plans which are periodically revisited and updated.	Semi-Permanent	60	No	
WASTEWATER	MASTER PROJECT FILES	Projects vary in scope from study & design to construction/remodeling of building & facilities. Documentation includes plans, bids & specs, project diaries, correspondence, agreements, etc.	Semi-Permanent	60	No	
WASTEWATER	NON-RESIDENTIAL MONITORING REPORTS / PRETREATMENT STANDARDS	Flow data, waste strength reports, compliance reports, sewage discharged from non-residential users.	Semi-Permanent	60	No	
WASTEWATER	NON-RESIDENTIAL SERVICE APPLICATIONS (NRFs)	Applications for connection to the city sewer, includes business name, address, contact information, and type of wastewater business will discharge	Semi-Permanent	60	No	
WASTEWATER	PROJECT REVIEWS	Contains departmental research as to the location and feasibility of sewerage new/existing projects.	Temporary	24	No	
WASTEWATER	QUALITY ASSURANCE PLAN	Report required by EPA documenting the quality of the laboratory performing our testing.	Semi-Permanent	60	No	
WASTEWATER	SEWER CONNECTION FEES & RATES ISSUES	Administrative files pertaining to disputes re: connection fees, billings, refunds, sewer rating, & related issues. Files may include correspondence, legal opinions, billing statements & supporting documentation.	Semi-Permanent	60	No	

City of Coeur d'Alene
RECORDS RETENTION SCHEDULE

DEPARTMENT	TITLE	DEFINITION	RECORD TYPE	TOTAL MOS.	VITAL RECORDS	COMMENTS
WASTEWATER	SEWER LINE MAINTENANCE REPORTS	Includes records of sewer calls, sewer cleaning reports, investigative reports & work orders for public/private lines.	Semi-Permanent	60	No	
WASTEWATER	SLUDGE MANAGEMENT	Compost process monitoring yearly report. Compliance logs.	Semi-Permanent	60	No	
WASTEWATER	TRAINING RECORDS AND REPORTS	Records related to job training: classes, conferences, seminars, etc.	Copy		No	
WASTEWATER	WASTEWATER DISCHARGE PERMITS	Current permit to discharge or treat wastewater, issued by EPA	Semi-Permanent	60	No	Issued by EPA every 5 years
WASTEWATER	WATER QUALITY REPORTS	Yearly reports summarizing pretreatment. Information required for EPA.	Semi-Permanent	84	No	
WATER	ACCOUNTS PAYABLE PROOF LIST	This is a list summarizing a portion of the department's bills to council for the current month.	Copy		No	Original submitted to Finance with the invoices
WATER	ANNUAL WORK ORDER BINDERS	These are a condensed version of the work order files - they contain portable vital information	Copy		No	
WATER	BAC-T TESTS	Bac-T water test reports	Semi-Permanent	60	No	DEQ requires these to be kept for 5 years
WATER	BAT FILES	These files consist of a backflow tester's certification and equipment certification	Temporary	24	No	These certifications must be renewed on an annual basis
WATER	BILLING SUMMARIES	These records contain information we use to complete pump reports, specifically # of accounts, gallons sold, total billed	Temporary	24	No	
WATER	BUDGETS	Copies of annual budgets	Copy		No	Originals kept by Finance
WATER	BULK WATER FILES	Files documenting usage, correspondence, & billing for customer bulk water hydrant usage.	Temporary	24	No	
WATER	CERTIFICATION FILES	Contains copies of employee's certification cards, renewal invoices and test documentation; used to keep employee's annual certifications up-to-date	Copy		No	
WATER	CHEMICAL ANALYSES	Water chemical analysis test reports	Semi-Permanent	120	No	DEQ requires these be kept for 10 years
WATER	CL2 RESIDUAL TESTS	Daily chlorine residual tests	Temporary	24	No	Per DEQ, keep for one year
WATER	COMMERCIAL PERMIT COPIES	Annual binder of commercial permit copies with appropriate notes & follow-ups attached	Temporary	24	No	

City of Coeur d'Alene
RECORDS RETENTION SCHEDULE

DEPARTMENT	TITLE	DEFINITION	RECORD TYPE	TOTAL MOS.	VITAL RECORDS	COMMENTS
WATER	COMPREHENSIVE MASTER PLANS	Copies of department comprehensive master plans	Copy		No	New comp plans done to replace previous ones (approximately every decade)
WATER	CONSERVATION CREDIT FILE	Documentation of customer submitted requirements for conservation credits	Temporary	24	No	
WATER	CONTRACTS	Working copies of contracts	Copy		No	Originals kept by City Clerk
WATER	CROSS CONNECTION FILES	These files contain backflow assembly test results, correspondence and any other cross connection information for each identified property.	Temporary	24	No	Re-testing is done annually
WATER	DEEDS & EASEMENTS	Copies of applicable deeds and easements	Copy		No	Originals kept by?
WATER	DEPARTMENT ISSUED INVOICES	Copies of invoices issued by the Water Department (e.g. cap fees, hydrant repairs, etc.)	Temporary	24	No	
WATER	DEPARTMENT WORK ORDER FILES	These files consist of all documentation on Water Department projects including cost summary sheet, correspondence and as-builts	Semi-Permanent	9999	Yes	Plan to scan these into the system
WATER	DEQ APPROVALS	File of DEQ project approvals	Semi-Permanent	60	No	
WATER	DRT MEETING INFORMATION	DRT meeting agendas, pertinent information & notes on these weekly meetings	Temporary	24	No	
WATER	EMERGENCY RESPONSE PLAN	Emergency contacts and procedures	Semi-Permanent	60	No	EPA required; updated regularly
WATER	EMPLOYEE FILE	Active & inactive employee files including copies of performance evaluations, PAF's, and notices of awards, achievements, and/or disciplinary actions.	Copy		No	HR maintains the original and permanent files; working file for department use only.
WATER	HYDRANT CARDS	Official documentation of all City fire hydrants including location and other pertinent information.	Semi-Permanent	9999	No	
WATER	INVOICES	Copies of vendor invoices paid for services rendered and/or goods received. Filed by month payment was made.	Copy	N/A		Original invoices sent to Finance to be entered into A/P system. Convenience copies kept by dept.
WATER	LOCATES	Request to locate specific water service faxes from the Call-Before-You-Dig company	Temporary	24	No	
WATER	MANUAL CHECKS REQUESTS	Copies of manual check requests	Copy		No	
WATER	MAPS	Water system maps	Temporary	24		Continuously updated

City of Coeur d'Alene
RECORDS RETENTION SCHEDULE

DEPARTMENT	TITLE	DEFINITION	RECORD TYPE	TOTAL MOS.	VITAL RECORDS	COMMENTS
WATER	PIPE INVENTORY	Electronic listing of pipe stock	Temporary	24	No	Constantly updated
WATER	PROJECT FILES	Files containing information on potential, upcoming, or in-process projects including correspondence, maps, notes, change orders, etc.	Temporary	24	No	This information is put into the work order file once the project comes to fruition; or can be destroyed if the project never materializes
WATER	PROJECT REVIEWS	Documentation of Water Department requirements for proposed projects conveyed during meeting for same.	Temporary	36	No	Filed in date order
WATER	PUMP RECORDS	Daily record of quantities of water pumped	Semi-Permanent	9999	No	
WATER	PUMP REPORT	This record contained # of accounts, gallons sold, total billed and total pumped on a monthly basis	Semi-Permanent	9999	No	
WATER	RATE STUDIES	Records of rate studies done.	Semi-Permanent	60	No	New rate studies done as need is determined.
WATER	RECORDED AGREEMENTS	Copies of recorded agreements	Copy		No	Originals kept by the County
WATER	REFUNDS	Copies of refunds issued	Copy		No	
WATER	RESIDENTIAL PERMIT COPIES	Annual binder of residential permit copies with appropriate notes & follow-ups attached	Temporary	24	No	
WATER	SAFETY MANUAL	Manual of departmental safety guidelines & requirements	Temporary	24	No	Routinely updated
WATER	SERVICE WORK ORDERS	Sheet printed from Springbrook for service people to take out in the field and record repair/change data, which is then transferred to Springbrook when finished.	Temporary	24	No	
WATER	SPEC BOOK	Manual of departmental specifications for water system construction & installations	Semi-Permanent	9999	No	Routinely updated
WATER	SYSTEM TEST WAIVERS	Test waivers issued by DEQ	Semi-Permanent	60	No	DEQ requires these be kept for 5 years
WATER	TAP CARDS	Official documentation of all City water services, including location, meter, service, and other pertinent information	Semi-Permanent	9999	No	Have photocopies of tap cards in computer
WATER	TRAINING FILES	These files contain documents pertinent to training attended by department personnel including: travel itineraries, training schedules, and related information	Temporary	24	No	

City of Coeur d'Alene

RECORDS RETENTION SCHEDULE

DEPARTMENT	TITLE	DEFINITION	RECORD TYPE	TOTAL MOS.	VITAL RECORDS	COMMENTS
WATER	VEHICLE RECORDS	Reports of maintenance work done on Water Department vehicles	Copy		No	Kept for convenience; Street Department maintains originals
WATER	VULNERABILITY ASSESSMENT	Water system report	Semi-Permanent	60	No	EPA required non-disclose able document; updated as needed
WATER	WATER QUALITY REPORT	Annual report on the status of the water system	Temporary	24	No	Annually updated
WATER	WEEKLY PERMIT REPORTS	Report printed weekly from the Building Permit program that identifies permits issued.	Copy		No	Monitored as needed
WATER	WELL-BOOSTER-STORAGE FILES	These files contain important well, booster & storage facility information such as driller's records, O & M Manuals, pertinent notes, and other applicable data	Semi-Permanent	9999	No	

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

DATE: JULY 10, 2023

FROM: RENATA MCLEOD, MUNICIPAL SERVICES DIRECTOR/CITY CLERK

SUBJECT: REQUEST FOR DESTRUCTION OF RECORDS

DECISION POINT: Should Council authorize the destruction of certain public records in accordance with the City's records retention schedule?

HISTORY: Idaho Code §§ 50-907 and 50-908 set forth requirements for cities related to public records. The Code establishes the types of records length of time for minimum retention, and requires that cities adopt their own records retention manual and schedule. The City has done so through Resolution No. 16-056. The following request for destruction of records is in accordance with the policy adopted by Council.

The Police Department is requesting the destruction of selected videos from the digital storage system known as Viper, which have surpassed the retention period of 2 years for temporary files and 5 years for semi-permanent records. The VIPER system went live in December of 2007 with the modest mission of being able to store documents, photos and other digital media, and the occasional car video that was recorded on a USB stick. In August of 2012, the Department transitioned from DVD recordings in the car to a digital system that eventually led to wireless uploading into Viper automatically. In 2013 the first generation of body worn cameras ("BWC") were assigned and by 2014 there was a full implementation of BWC. Viper has grown to accommodate the demands, but space and costs continues to be a concern. Recent estimations show an upload over 1 terabyte per month. It is believed that, at current rates, the backup process will no longer be sufficient due to the time it takes to back up the ~100 Terabytes of data. Therefore, selected videos from 2006-2018 are requested to be purged. All requested destruction items have not been used in months if not years. All investigation/prosecution is complete.

The Municipal Services Department is requesting the destruction of City-wide public records requests from 2011 through 2019, these are Temporary records that are no longer needed and/or no longer required to be maintained.

The Legal Department has requested the destruction of Pedestrian and Bicycle Committee related documents prior to 2011, and files kept prior to 2016 that are temporary in nature and were only required to be kept for a 2-year period and are no longer managed by this Department. Those records include matters related to Animal Control, Code Enforcement, Parking Commission, and Risk Management. Additionally, Legal requests the destruction of records prior to 2019 that are temporary and include general documents, discovery requests, and bankruptcy files.

The Human Resources Department has requested the destruction of various employee, recruitment, drug testing, grievances, and negotiation files that are no longer needed and/or no

longer required to be maintained. They do scan pertinent documents from the benefited employees' personnel files to be kept more than 5-years as needed.

A detailed list of items is attached to this staff report.

PERFORMANCE ANALYSIS: Records are routinely reviewed to determine if the necessity of maintaining the record is warranted. Because the attached list of records has exceeded the time required to maintain them and their useful life has been exhausted, it is necessary to purge these files to maintain storage space for future records. This request is in accordance with the approved Records Retention Policy approved pursuant to Resolution No. 16-056.

DECISION POINT: Council should authorize staff to proceed with the destruction of records from the Police, Municipal Service, Legal, and Human Resources Departments as attached, and pursuant to I.C. § 50-907 and the City's adopted records retention schedule.

REQUEST FOR DESTRUCTION OF RECORDS
DEPARTMENT: **Police**
DATE: June 21, 2023

RECORD DESCRIPTION	TYPE OF RECORD (Perm./Semi-P/Temp)	DATES OF RECORDS (From - To)
Digital videos of traffic stops that resulted in warnings, traffic education, citations that have completed the court process and field interviews that no longer have value	Semi-Permanent	2006-2018
Background investigations with digital video interviews	Semi-Permanent	2006-2015
Digital videos that were not tagged with any event (case #) or investigations	Temporary	2006-2018
Digital videos attached to misdemeanor cases resulting in a citation that have completed the court process	Semi-Permanent	2006-2018
Digital videos attached to police reports where the incident was cleared as unfounded, unable to locate, or no additional action taken	Semi-Permanent	2006-2018

REQUEST FOR DESTRUCTION OF RECORDS
DEPARTMENT: **Municipal Services**
DATE: July 2023

RECORD DESCRIPTION	TYPE OF RECORD (Perm./Semi-P/Temp)	DATES OF RECORDS (From - To)
City-wide public records requests	TEMP	2011 through 2019

REQUEST FOR DESTRUCTION OF RECORDS
DEPARTMENT: **Human Resources**
DATE: July 2023

RECORD DESCRIPTION	TYPE OF RECORD (Perm./Semi-P/Temp)	DATES OF RECORDS (From - To)
Employee Personnel Files	Semi-Permanent	Prior to July 2018
Temporary Employee Files	Semi-Permanent	Prior to July 2018
Recruitment Files	Temporary	Prior to July 2021
Random & Pre-Employment Drug Tests	Temporary	Prior to July 2021
Grievances	Semi-Permanent	Prior to July 2018
Negotiation Notes, Topics and Discussion Points	Temporary	<ul style="list-style-type: none"> • Fire: 2018, 2019 • LCEA: 2018 • Police: 2018, 2019

REQUEST FOR DESTRUCTION OF RECORDS

DEPARTMENT: Legal Department

DATE: July 2023

RECORD DESCRIPTION	TYPE OF RECORD (Permanent, Semi-Permanent, Temporary)	DATES OF RECORDS (From - To)	NOTES/DESCRIPTION
Legal – Civil			
Animal Control	Temporary	2016 and prior	Documents on Animal Control Advisory Board. Documents on Dangerous Dog issues; other misc. documents regarding animal control issues
Code Enforcement Case Files	Temporary	2016 and prior	Case files of city code violations. Correspondence with owners, site inspections, photographs, enforcement actions and hearings.
Parking Commission	Temporary	2016 and prior	Commission Liaison: Agenda's, minutes, correspondence, forms, ticket appeals, member information, etc.
Risk Management	Temporary	2016 and prior	Letters, emails, insurance info., training, risk reduction team agendas, newsletters, research, etc.
Heads Up	Temporary	2019 and prior	Documents created for Heads Up to Mayor and Council/CityAll
Discovery	Temporary	2019 and prior	Copies of document collected for Discovery requests
General Files	Temporary	2019 and prior	Miscellaneous documents to include communication, memos, letters, research, notes, maps, press articles, legal descriptions, photos, draft agreements, contracts, etc.
Bankruptcy Files	Temporary	2019 and prior	Various notices of bankruptcy discharge of debtor, bankruptcy court case notifications, etc. (utility accounts)
Pedestrian and Bicycle Committee	Temporary	2011 and prior	Misc. documents 2003 to 2011 to include bikeways plan, bike to work, budget, emails, forms, letter and memos, etc.

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

DATE: JULY 10, 2023
FROM: RANDY ADAMS, CITY ATTORNEY
SUBJECT: APPROVAL OF AGREEMENT WITH DIMENSIONS HEALTH GROUP
LLC TO MAKE FRONTAGE IMPROVEMENTS ON N. SCHREIBER WAY

DECISION POINT: Should City Council approve an agreement with Dimensions Health Group LLC (“Dimensions”) to make improvements to pedestrian ramps, driveway approaches, and sidewalks at 3815, 3817, and 3819 N. Schreiber Way?

HISTORY: Dimensions owns the property at 3815, 3817, and 3819 N. Schreiber Way. *See* attached photo. In January 2023, Beacon Cancer Center pulled a permit to do tenant improvements in the Dimensions building located at 3815 N. Schreiber Way. The estimated value of the improvements is \$2,500,000. In addition, in February 2023, Dimensions pulled a permit for exterior upgrades and interior demolition to the same building. The estimated value of this work is \$2,000,000. During the project review for these projects in late 2022, the Streets and Engineering Department identified certain frontage improvements that would have to be completed in order to comply with the ADA. These improvements included replacement of six PED ramps, two driveway approaches, and approximately 25% of the sidewalk along the 650-feet of Schreiber Way frontage. *See* attached diagram. The CEO of Beacon Cancer Center requested 24 to 36 months to complete the frontage improvements due to the overall cost of the project and the substantial immediate outlay of funds for building improvements.

FINANCIAL ANALYSIS: There will be no cost to the City.

PERFORMANCE ANALYSIS: Schreiber Way in an area of mixed use. Originally zoned industrial, a number of commercial business have moved into the area, including Federal Express, construction supplies companies, and a brewery. The City’s Police Department headquarters is across the street from the Dimensions building. There are sidewalks throughout this area, but the nature of the businesses on Schreiber Way are such that little foot traffic is generated. Under the negotiated Agreement, five panels of sidewalk will be replaced by August 10, 2023, and the rest of the improvements will be completed no later than October 1, 2025. A Temporary Certificate of Occupancy will be issued when the work on the building and the sidewalk panels has passed City inspection. A permanent Certificate of Occupancy will not be issued under all frontage improvements have been complete. Dimensions has agreed that the Temporary Certificate may be revoked if the frontage improvements are not completed on time. This compromise will assist a critical business for the community and assure that needed improvements to frontage will be completed.

DECISION POINT/RECOMMENDATION: Council should approve the Agreement with Dimensions Health Group LLC for completion of frontage improvements along N. Schreiber Way.

AGREEMENT TO MAKE IMPROVEMENTS

THIS AGREEMENT is made this _____ day of _____, 2023, between **Dimensions Health Group LLC**, whose address is 980 W. Ironwood Dr., #207, Coeur d'Alene, Idaho, hereinafter referred to as "DHG," and the **City of Coeur d'Alene**, a municipal corporation and political subdivision of the state of Idaho, whose address is 710 E. Mullan Avenue, Coeur d'Alene, Idaho, hereinafter referred to as the "City."

WHEREAS, the City issued building permit number 142917-B on February 1, 2023, to DHG which triggered the need to improve six (6) Pedestrian ramps, two (2) driveway approaches, and a portion of the sidewalk abutting 3815, 3817, and 3819 N. Schreiber Way, Coeur d'Alene, Idaho, (hereinafter referred to as the "Property") in order to comply with City standards and the Americans With Disabilities Act ("ADA"); and

WHEREAS, DHG has requested more time to complete the improvements due to the cost of the improvements and the overall cost of the work under building permit numbers 142917-B, 143042-D, and 143043-B; and

WHEREAS, the areas requiring improvement are in relatively good condition and do not present a substantial hazard to the public; and

WHEREAS, it is the intent of the City that all sidewalks abutting the Property shall be free of damage and in compliance with the ADA when the work under the existing permits is complete.

NOW, THEREFORE,

IT IS AGREED AS FOLLOWS:

DHG shall complete the repair and replacement of a portion of the sidewalk adjacent to the building at 3815 N. Schreiber Way, Coeur d'Alene, Idaho, as identified by the City, to City standards by August 10, 2023. The work to be completed by August 10, 2023 shall comprise the replacement of five (5) panels of sidewalk as shown on Exhibit "A," attached hereto, located generally in the area marked in blue on Exhibit "B," attached hereto. If this work is completed in a manner acceptable to the City, a Temporary Certificate of Occupancy will be issued for DHG's premises.

DHG further agrees to complete the improvement of the six (6) Pedestrian ramps, two (2) driveway approaches, and sidewalks abutting the Property, as shown in red on Exhibit "B"), to City standards by October 1, 2025. DHG shall apply for an encroachment permit prior to the commencement of this work. In addition, the parties agree that additional portions of the sidewalk abutting the Property may require repair and/or replacement if the City determines that other portions of the sidewalk are damaged or do not meet ADA standards. If this work is completed in a manner acceptable to the City, a Certificate of Occupancy will be issued for DHG's premises. If the work is not completed in a manner acceptable to the City, the Temporary Certificate of

AGREEMENT TO MAKE IMPROVEMENTS - 1

Occupancy will be revoked.

IN WITNESS WHEREOF, the parties have set their hands and seal the day and year first above written.

City of Coeur d'Alene

Dimensions Health Group LLC

By _____
James Hammond, Mayor

By Shayna E. Wood
Shayna E. Wood (print name)
DHG member Board (title)

ATTEST:

Renata McLeod, City Clerk

AGREEMENT TO MAKE IMPROVEMENTS - 2



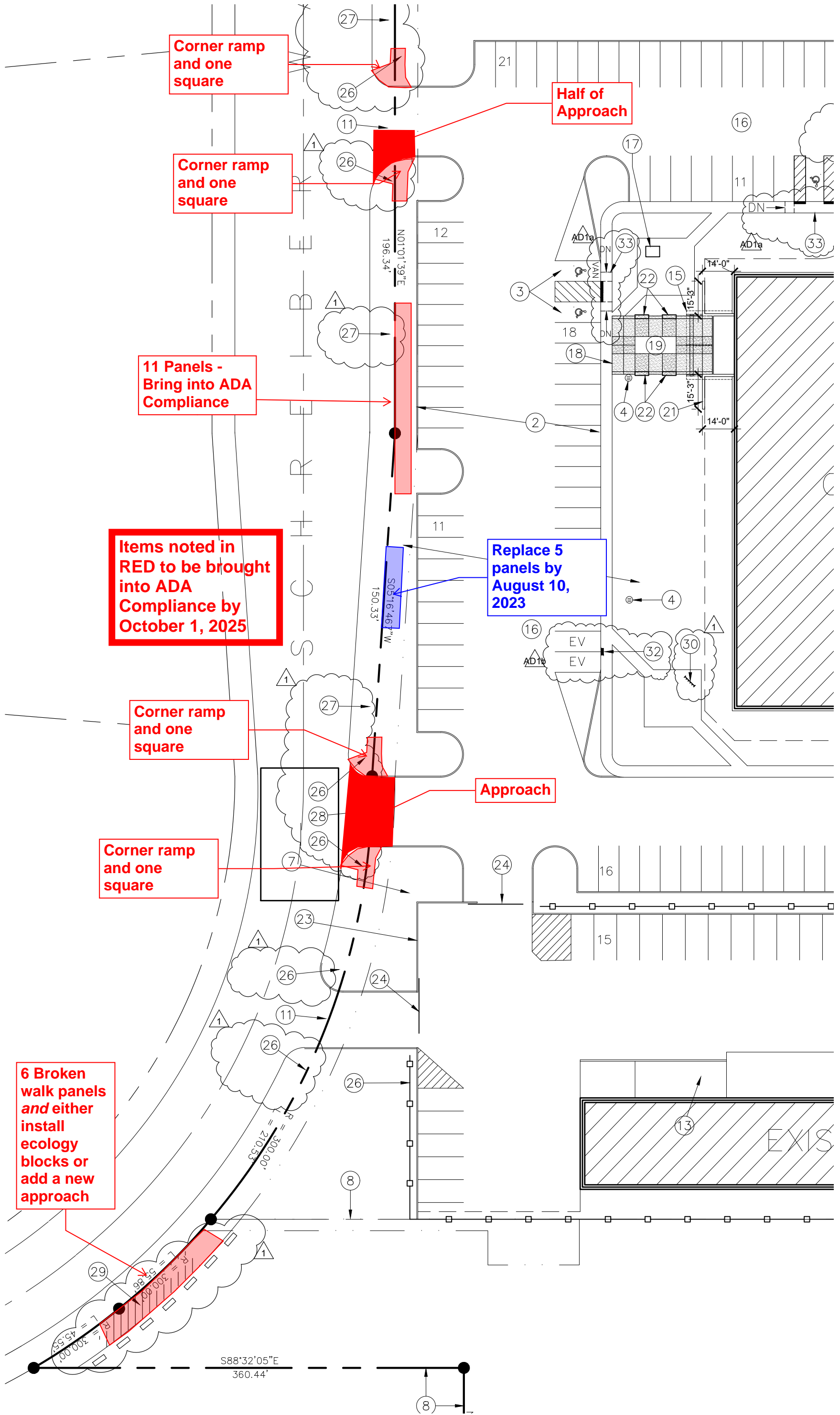
5

4

3

2

1



OTHER BUSINESS

**CITY COUNCIL
STAFF REPORT**

DATE: JULY 18, 2023

FROM: CHRIS BOSLEY – CITY ENGINEER

**SUBJECT: CONTRACT AWARD TO NNAC FOR PUBLIC TRANSIT
SIDEWALK ACCESSIBILITY PROJECT**

DECISION POINT:

Should Council approve a contract with NNAC, Inc., for the Public Transit Sidewalk Accessibility Project?

HISTORY:

With funding provided by the Federal Transit Administration through the Idaho Transportation Department, the City of Coeur d’Alene was given the opportunity to eliminate gaps in the sidewalk network near transit routes. A plan set produced by the City Engineer was advertised for two weeks and bids were open on June 16th. The two bids received were:

Interstate Concrete & Asphalt:	\$383,387.60
NNAC, Inc.:	\$318,385.00

FINANCIAL ANALYSIS:

\$329,999 in funding is available to complete the project. A 20% match by the City is required for this grant funding, which can be in the form of in-kind services. The Streets & Engineering Department and the Parks Department are partnering on this project to complete the shared-use path near the Riverstone Transit Center from Riverstone Drive to the Prairie Trail as the match.

PERFORMANCE ANALYSIS:

Approval of this contract will allow NNAC to begin work and eliminate several gaps in our sidewalk network, creating better connections to the transit route.

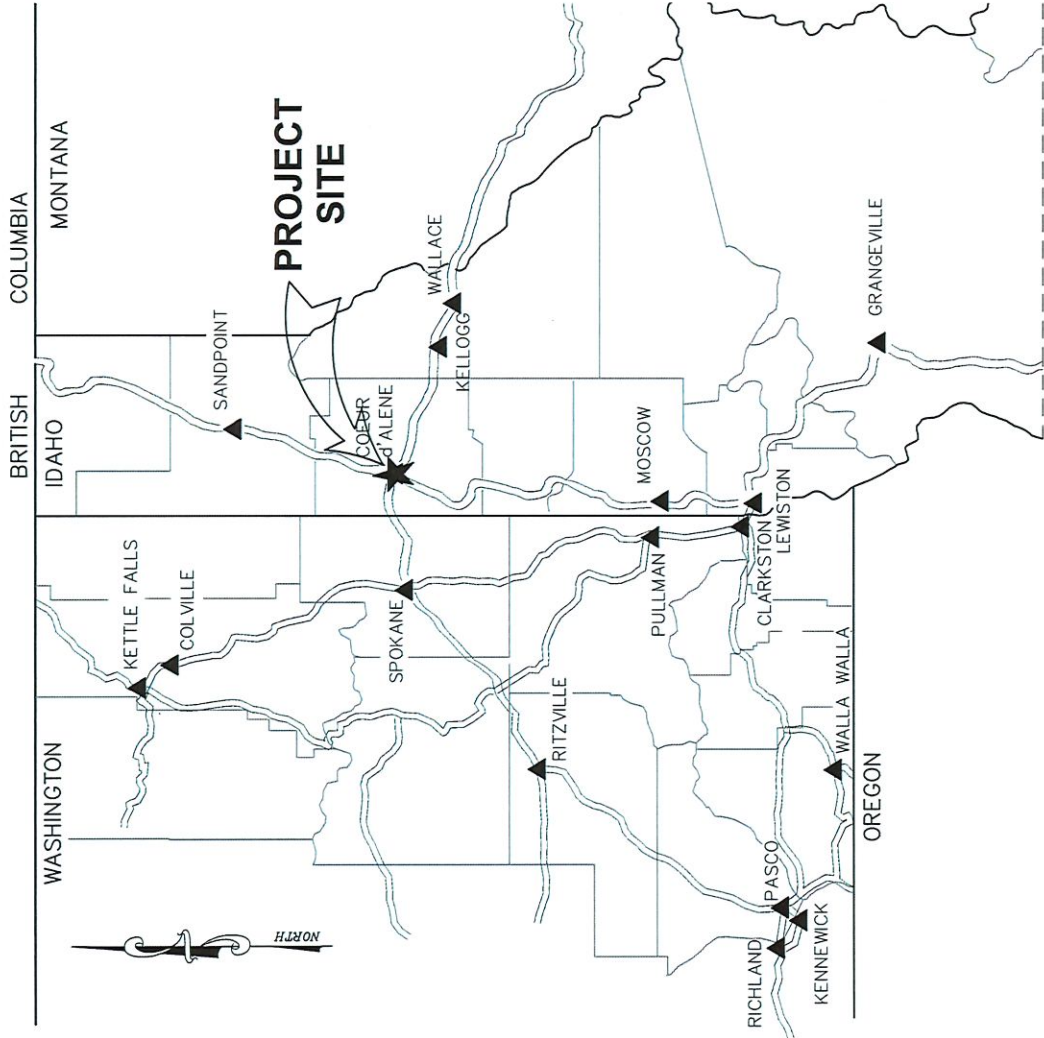
DECISION POINT/RECOMMENDATION:

City Council should approve the contract with NNAC, Inc.

Construction Drawings

Public Transit Sidewalk Accessibility Program

May 2023



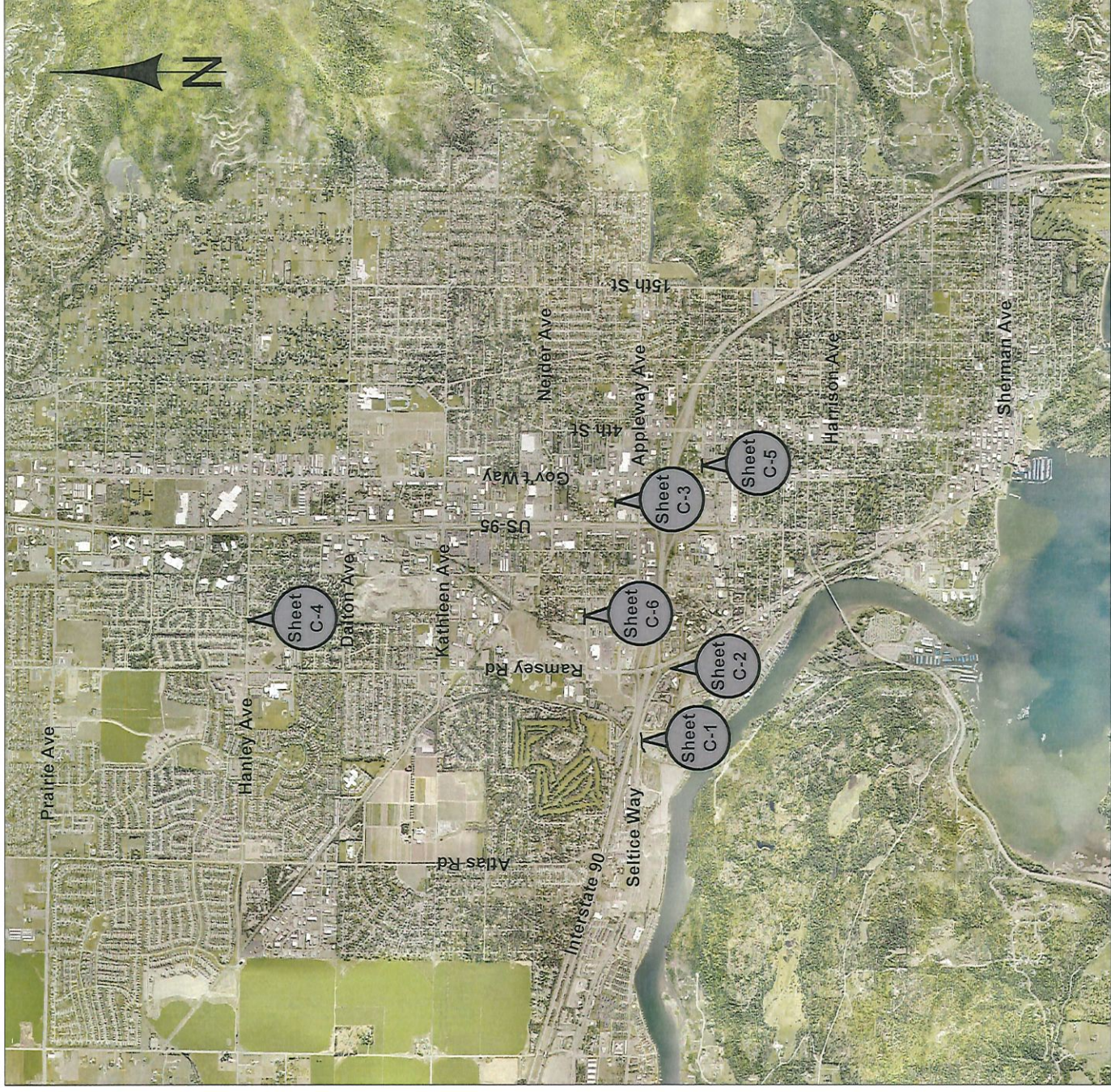
Sheet Index	
Sheet Number	Description
G-1	Title Sheet
G-2	General Project Notes & Project Location Map
C-1	Seltice Way Trail
C-2	Seltice Way Bus Stop
C-3	Haycraft Ave Sidewalk
C-4	Hanley Ave Sidewalk and RRFB
C-5	Hattie Ave Sidewalk
C-6	Marie Ave Sidewalk
D-1	Details
D-2	Details
D-3	Details
D-4	Details



City of Coeur d'Alene
Kootenai County, Idaho

General Project Notes

1. ALL EXISTING UTILITIES SHOWN ON THESE PLANS ARE BASED ON BEST AVAILABLE INFORMATION AND ARE FOR REFERENCE ONLY. CONTRACTOR SHALL CONTACT THE APPROPRIATE UTILITY OWNERS FOR ACTUAL FIELD LOCATIONS PRIOR TO CONSTRUCTION. CALL BEFORE CALL BEFORE YOU DIG - UTILITY ONE CALL NUMBER 811
2. LANDINGS WITH CROSS SLOPES OF 2% OR LESS IN ANY DIRECTION MUST BE PROVIDED AT ALL CURB RAMPS. LANDINGS MUST BE A MINIMUM OF 4' WIDE AND EXTEND AT LEAST 4' FROM THE TOP OF RAMP.
3. PRIOR TO POURING CURB, CONTRACTOR SHALL VERIFY THAT SIDEWALKS AND CURB RAMPS WILL BE ADA/PROWAG COMPLIANT BY CHECKING GRADES FROM THE CURB FORMS TO THE MATCH POINTS AT THE BACK OF WALK. COORDINATE WITH ENGINEER.
4. CONTRACTOR SHALL PROVIDE POSITIVE DRAINAGE ON ALL SIDEWALK AND CURB. SIDEWALK SHALL NOT DRAIN TO PRIVATE PROPERTY.
5. CONTRACTOR TO COORDINATE WITH ENGINEER PRIOR TO DEMOLITION OF SIDEWALK TO DETERMINE BEST POINT OF REMOVAL TO MINIMIZE DAMAGE.
6. CONTRACTOR SHALL BE RESPONSIBLE FOR ALL PERMITS AND FEES REQUIRED FOR THE WORK.
7. APPROACH LOCATIONS ARE APPROXIMATE AND EXACT LOCATIONS WILL BE IDENTIFIED BY THE CITY PRIOR TO CONSTRUCTION.
8. CONTRACTOR MUST HAVE CURRENT PUBLIC WORKS LICENSE IN THE STATE OF IDAHO.
9. ENCROACHMENT PERMITS ARE REQUIRED FOR ALL WORK IN THE RIGHT-OF-WAY. IF LANE CLOSURES ARE NEEDED, A TRAFFIC CONTROL PLAN MEETING MUTCD REQUIREMENTS MUST BE SUBMITTED A MINIMUM OF 5 BUSINESS DAYS IN ADVANCE OF THE WORK.
10. EXCAVATION AND SHRUB REMOVAL IS CONSIDERED INCIDENTAL TO OTHER REMOVAL ITEMS.
11. SIDEWALK ELEVATIONS MAY BE VARIED TO REDUCE IMPACTS ON ADJACENT FEATURES.
12. SAWCUTTING IS CONSIDERED INCIDENTAL TO THE RESPECTIVE REMOVAL ITEMS.



Project Location Map

UNDERGROUND SERVICE ALERT
ONE-CALL NUMBER
811
 CALL TWO BUSINESS DAYS BEFORE YOU DIG

City of Coeur d'Alene
 Public Transit Sidewalk
 Accessibility Program
 & Project Location Map
 General Project Notes

PROJ NO: _____
 DESIGNED BY: C. Bosley
 DRAWN BY: C. Bosley
 CHECKED BY: T. Feustler
 DWG NAME: FTA SIDEWALKS.dwg
 DATE: May 2, 2023
 SHEET NO: _____

G-2

City of Coeur d'Alene
 710 E. Mullan Ave
 Coeur d'Alene, ID 83814
 208-769-2300
 www.cdadid.org



NO. DATE REVISION DESCRIPTION BY



**FOR INFORMATION ONLY:
NOT A PART OF THIS
CONTRACT**



NO.	DATE	REVISION DESCRIPTION	BY

City of Coeur d'Alene
710 E. Mullan Ave
Coeur d'Alene, ID 83814
208-769-2300
www.cdaid.org



City of Coeur d'Alene
Public Transit Sidewalk
Accessibility Program
Seltice Way Trail

PROJ NO:	
DESIGNED BY:	C. Bosley
DRAWN BY:	C. Bosley
CHECKED BY:	T. Feusler
DWG NAME:	FTA SIDEWALKS.dwg
DATE:	April 13, 2023
SHEET NO:	C-1



NO.	DATE	REVISION DESCRIPTION	BY

City of Coeur d'Alene
 710 E. Mullan Ave
 Coeur d'Alene, ID 83814
 208-769-2300
 www.cdaid.org

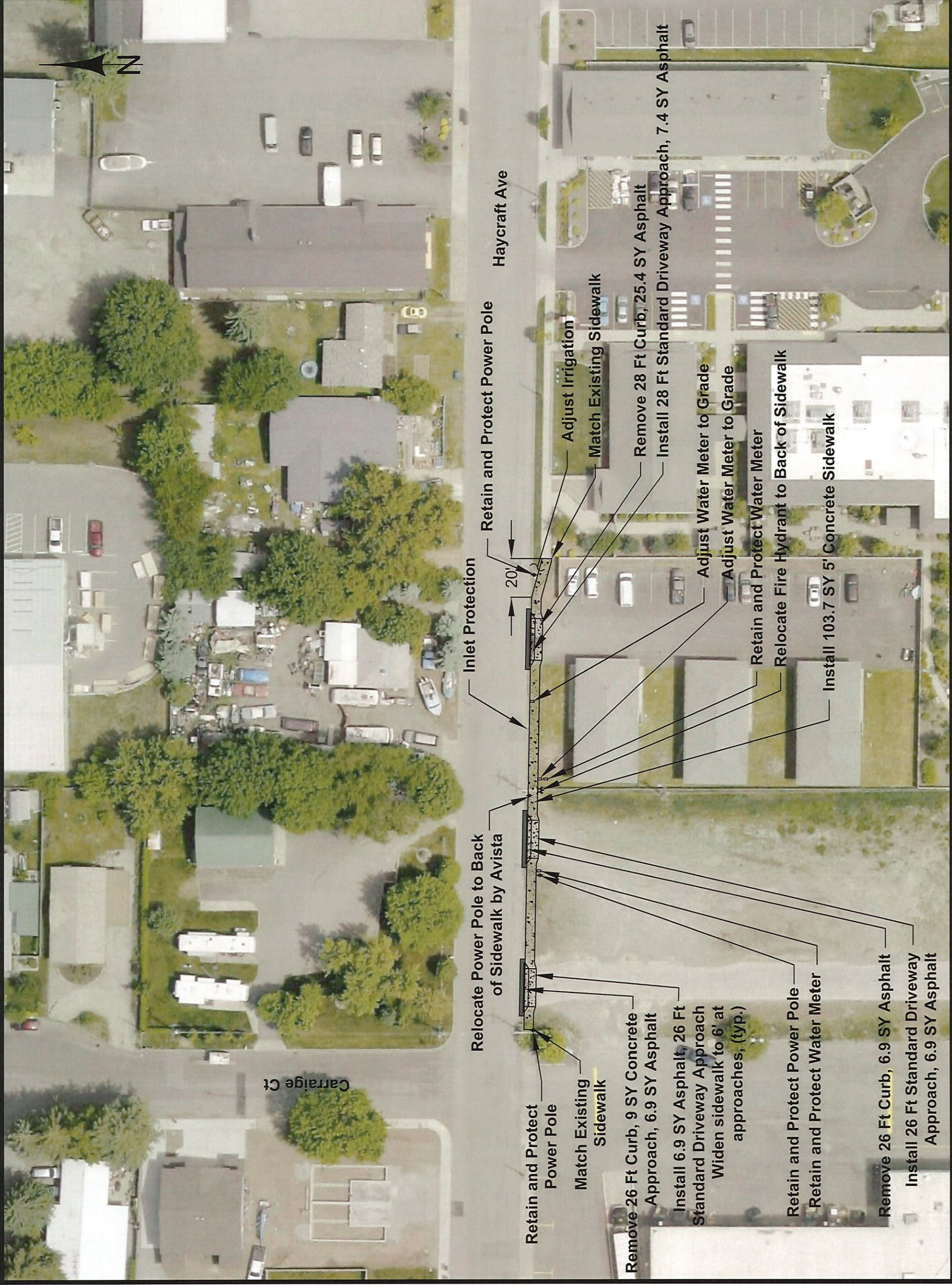


City of Coeur d'Alene
 Public Transit Sidewalk
 Accessibility Program
 Seltice Way Bus Stop

PROJ NO:
 DESIGNED BY: C. Bosley
 DRAWN BY: C. Bosley
 CHECKED BY: T. Feuster
 DWG NAME: FTA SIDEWALKS.dwg
 DATE: April 13, 2023
 SHEET NO:

C-2





City of Coeur d'Alene
 Public Transit Sidewalk
 Accessibility Program
 Haycraft Ave Sidewalks

PROJ. NO.:
 DESIGNED BY: C. Bosley
 DRAWN BY: C. Bosley
 CHECKED BY: T. Feuster
 DWG NAME: FTA_SIDEWALKS.dwg
 DATE: May 2, 2023
 SHEET NO: C-3

City of Coeur d'Alene
 710 E. Millan Ave
 Coeur d'Alene, ID 83814
 208-769-2300
 www.cdaid.org



NO.	DATE	REVISION DESCRIPTION	BY





NO.	DATE	REVISION DESCRIPTION	BY

City of Coeur d'Alene
 710 E. Mullan Ave
 Coeur d'Alene, ID 83814
 208-769-2300
 www.cdaid.org

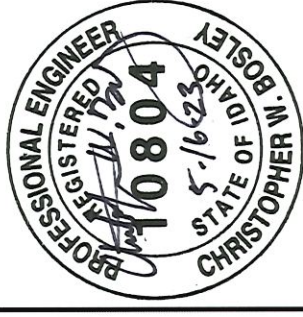


City of Coeur d'Alene
 Public Transit Sidewalk
 Accessibility Program
 Hanley Ave Sidewalk and RRFB

PROJ NO:
 DESIGNED BY: C. Bosley
 DRAWN BY: C. Bosley
 CHECKED BY: T. Feuster
 DWG NAME: FTA SIDEWALKS.dwg
 DATE: May 2, 2023
 SHEET NO:

C-4





NO.	DATE	REVISION DESCRIPTION	BY

City of Coeur d'Alene
 710 E. Mullan Ave
 Coeur d'Alene, ID 83814
 208-769-2300
 www.cdadid.org



City of Coeur d'Alene
 Public Transit Sidewalk
 Accessibility Program
 Hattie Ave Sidewalk

PROJ NO:
 DESIGNED BY: C. Bosley
 DRAWN BY: C. Bosley
 CHECKED BY: T. Feustel
 DWG NAME: FTA SIDEWALKS.dwg
 DATE: May 2, 2023
 SHEET NO:

C-5





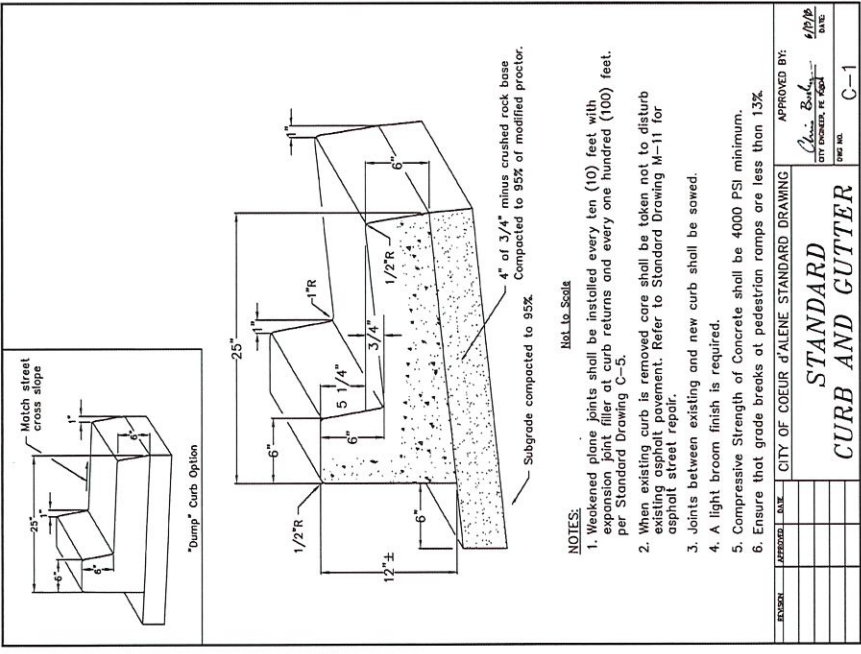
NO.	DATE	REVISION DESCRIPTION	BY

City of Coeur d'Alene
 710 E. Millan Ave
 Coeur d'Alene, ID 83814
 208-769-2300
 www.cdaid.org



City of Coeur d'Alene
 Public Transit Sidewalk
 Accessibility Program
 Marie Ave Sidewalk

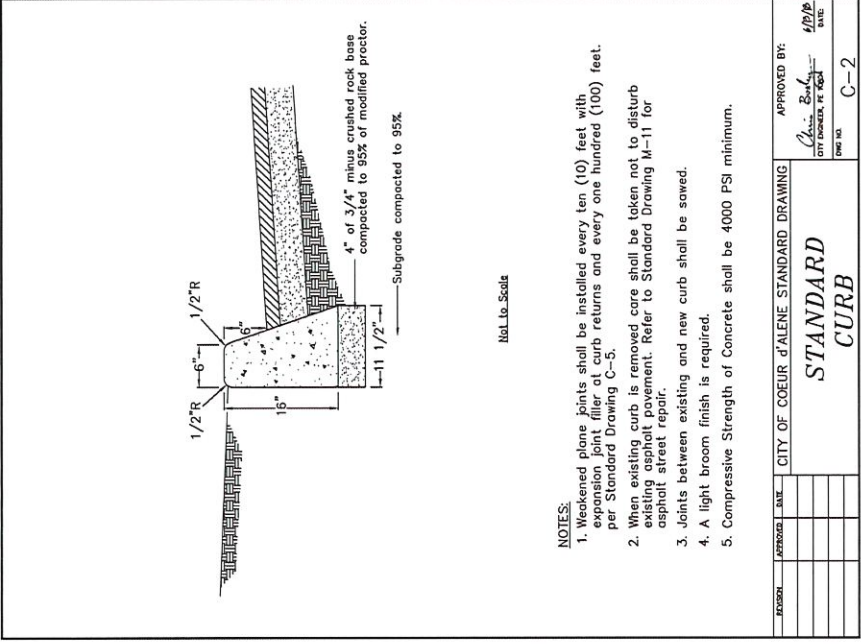
PROJ NO:	
DESIGNED BY:	C. Bosley
DRAWN BY:	C. Bosley
CHECKED BY:	T. Feusler
DWG NAME:	FTA SIDEWALKS.dwg
DATE:	May 2, 2023
SHEET NO:	



NOTES:

1. Weakened plane joints shall be installed every ten (10) feet with expansion joint filler at curb returns and every one hundred (100) feet, per Standard Drawing C-5.
2. When existing curb is removed, care shall be taken not to disturb existing asphalt pavement. Refer to Standard Drawing M-11 for asphalt street repair.
3. Joints between existing and new curb shall be sawed.
4. A light broom finish is required.
5. Compressive Strength of Concrete shall be 4000 PSI minimum.
6. Ensure that grade breaks at pedestrian ramps are less than 1.3%.

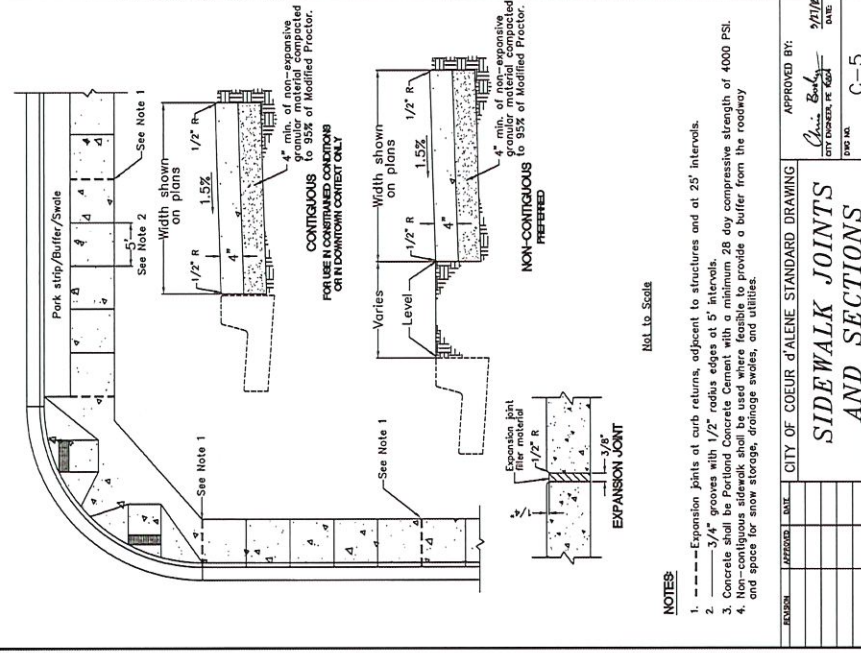
APPROVED BY: *C. Bosley* DATE: 4/10/16
CITY OF COEUR D'ALENE STANDARD DRAWING
C-1



NOTES:

1. Weakened plane joints shall be installed every ten (10) feet with expansion joint filler at curb returns and every one hundred (100) feet, per Standard Drawing C-5.
2. When existing curb is removed, care shall be taken not to disturb existing asphalt pavement. Refer to Standard Drawing M-11 for asphalt street repair.
3. Joints between existing and new curb shall be sawed.
4. A light broom finish is required.
5. Compressive Strength of Concrete shall be 4000 PSI minimum.

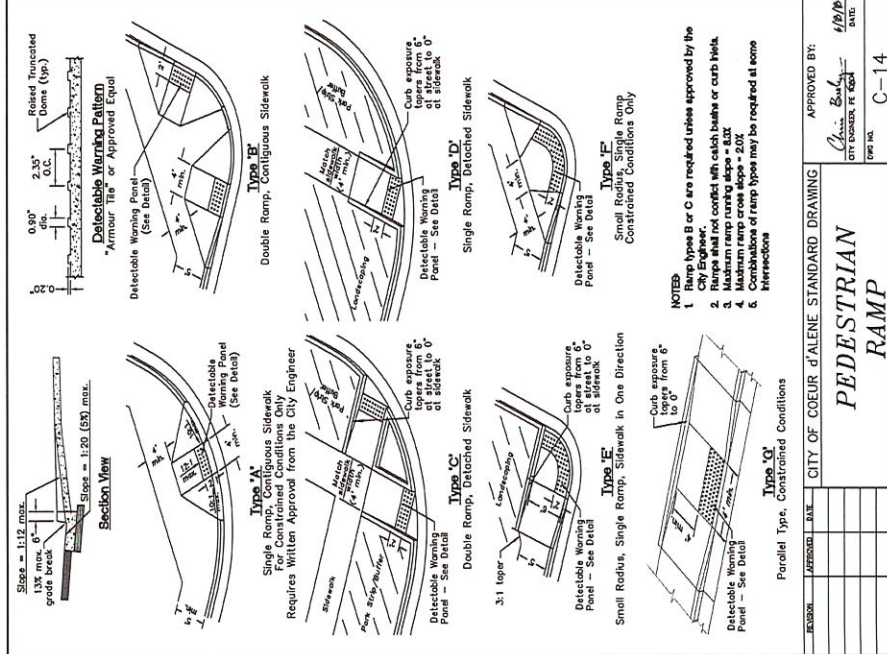
APPROVED BY: *C. Bosley* DATE: 4/10/16
CITY OF COEUR D'ALENE STANDARD DRAWING
C-2



NOTES:

1. Expansion joints at curb returns, adjacent to structures and at 25' intervals.
2. 3/4" grooves with 1/2" radius edges at 5' intervals.
3. Concrete shall be Portland Concrete Cement with a minimum 28 day compressive strength of 4000 PSI.
4. Non-contiguous sidewalk shall be used where feasible to provide a buffer from the roadway and space for snow storage, drainage swales, and utilities.

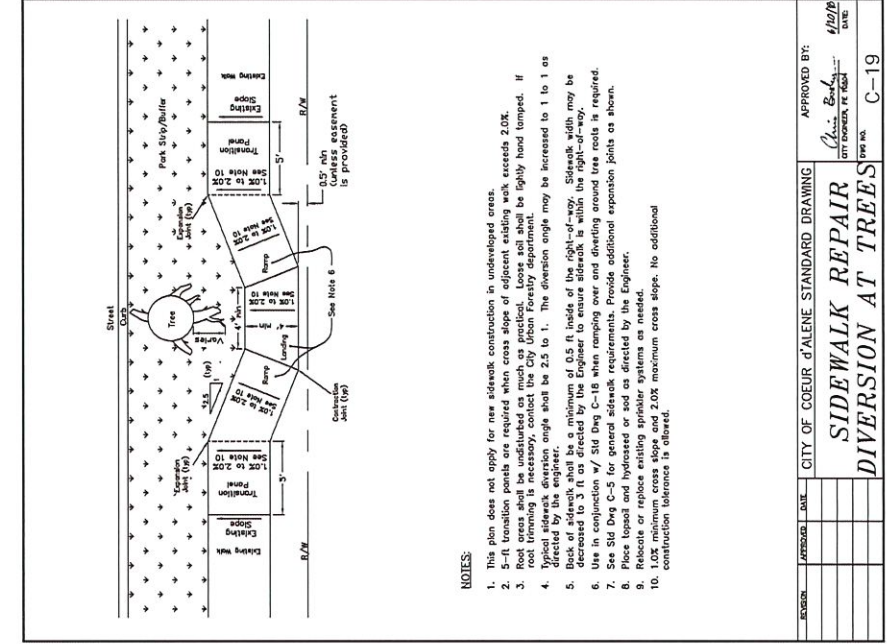
APPROVED BY: *C. Bosley* DATE: 3/10/16
CITY OF COEUR D'ALENE STANDARD DRAWING
C-5



NOTES:

1. Ramp types B or C are required unless approved by the City Engineer.
2. Ramps shall not conflict with catch basins or curb inlets.
3. Maximum ramp cross slope = 2.0%.
4. Maximum ramp cross slope = 2.0%.
5. Combination of ramp types may be required at some intersections.

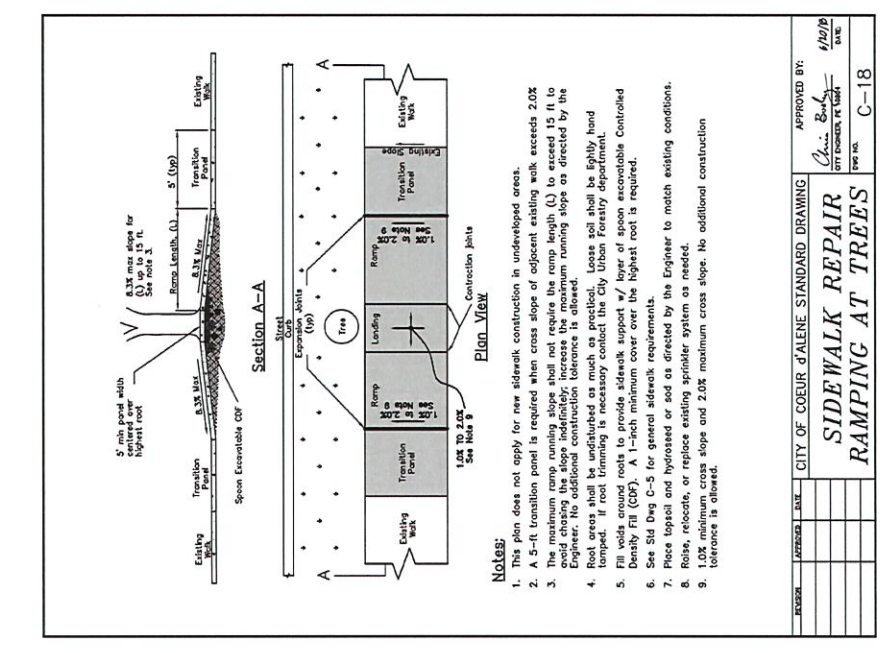
APPROVED BY: *C. Bosley* DATE: 4/10/16
CITY OF COEUR D'ALENE STANDARD DRAWING
C-14



NOTES:

1. This plan does not apply for new sidewalk construction in undeveloped areas.
2. 5-ft transition panels are required when cross slope of adjacent existing work exceeds 2.0%.
3. Root areas shall be undisturbed as much as practical. Loose soil shall be lightly hand tamped. If root trimming is necessary, contact the City Urban Forestry department.
4. Root trimming is necessary, contact the City Urban Forestry department.
5. Back of sidewalk shall be a minimum of 0.5 ft inside of the right-of-way. Sidewalk width may be decreased to 3 ft as directed by the Engineer to ensure sidewalk is within the right-of-way.
6. Use the Sidewalk Curb and Gutter Detail C-18 when ramping over and diverting around tree roots is required.
7. Place 3/4\"/>

APPROVED BY: *C. Bosley* DATE: 4/10/16
CITY OF COEUR D'ALENE STANDARD DRAWING
C-19



NOTES:

1. This plan does not apply for new sidewalk construction in undeveloped areas.
2. A 5-ft transition panel is required when cross slope of adjacent existing work exceeds 2.0%.
3. The maximum ramp running slope shall not require the ramp length (L) to exceed 15 ft to provide a maximum running slope as directed by the Engineer.
4. Root areas shall be undisturbed as much as practical. Loose soil shall be lightly hand tamped. If root trimming is necessary, contact the City Urban Forestry department.
5. Fill voids around roots to provide sidewalk support +/- layer of spoon excavatable Controlled Density Fill (CDF). A 1-inch minimum cover over the highest root is required.
6. See Sidewalk Curb and Gutter Detail C-5 for general sidewalk requirements.
7. Place topsoil and hydroseed or sod as directed by the Engineer to match existing conditions.
8. Raise, relocate, or replace existing sprinkler system as needed.
9. 1.0% minimum cross slope and 2.0% maximum cross slope. No additional construction tolerance is allowed.

APPROVED BY: *C. Bosley* DATE: 4/10/16
CITY OF COEUR D'ALENE STANDARD DRAWING
C-18

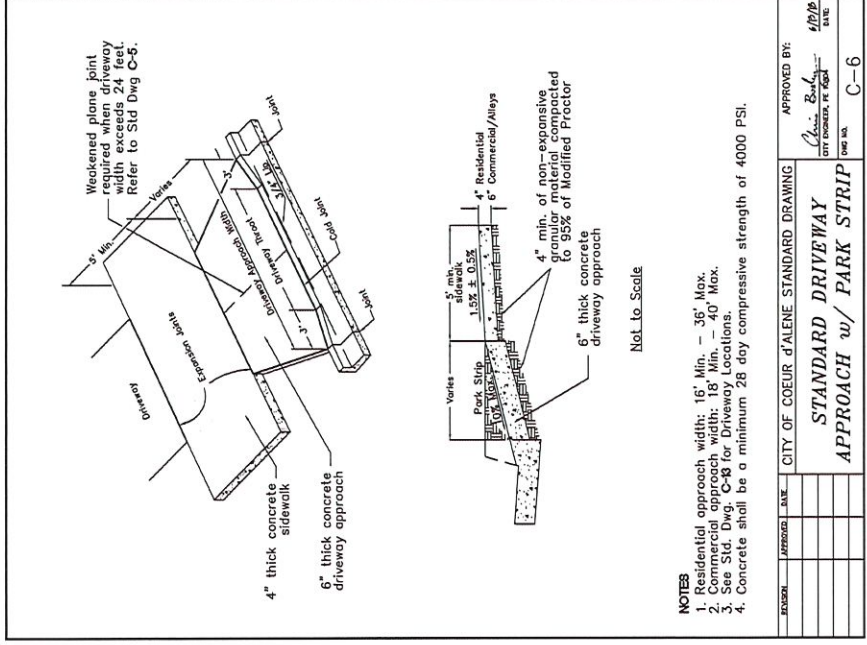


City of Coeur d'Alene
710 E. Mullan Ave
Coeur d'Alene, ID 83814
208-769-2300
www.cdaid.org

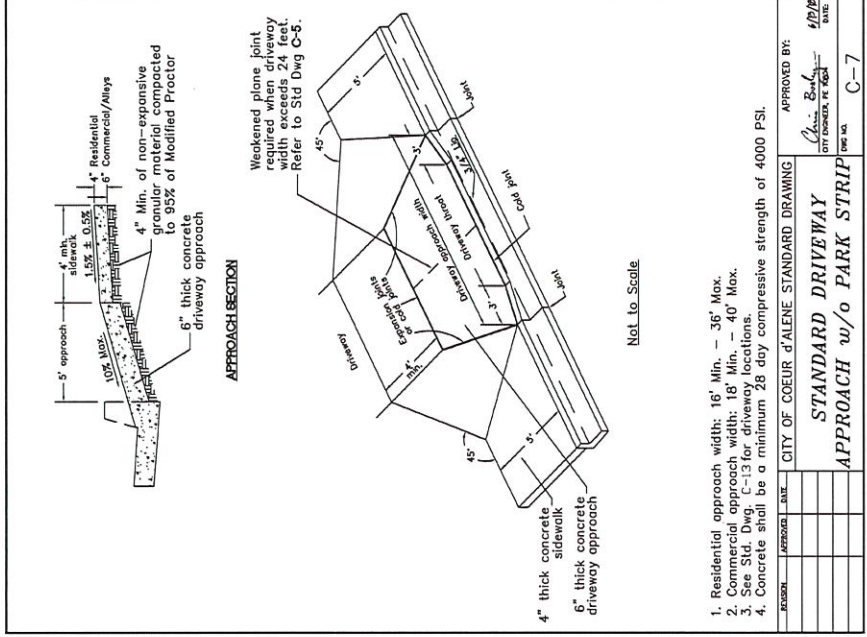
City of Coeur d'Alene
CITY ENGINEER
CITY ENGINEER, ID 10804

City of Coeur d'Alene
Public Transit Sidewalk
Accessibility Program
Details

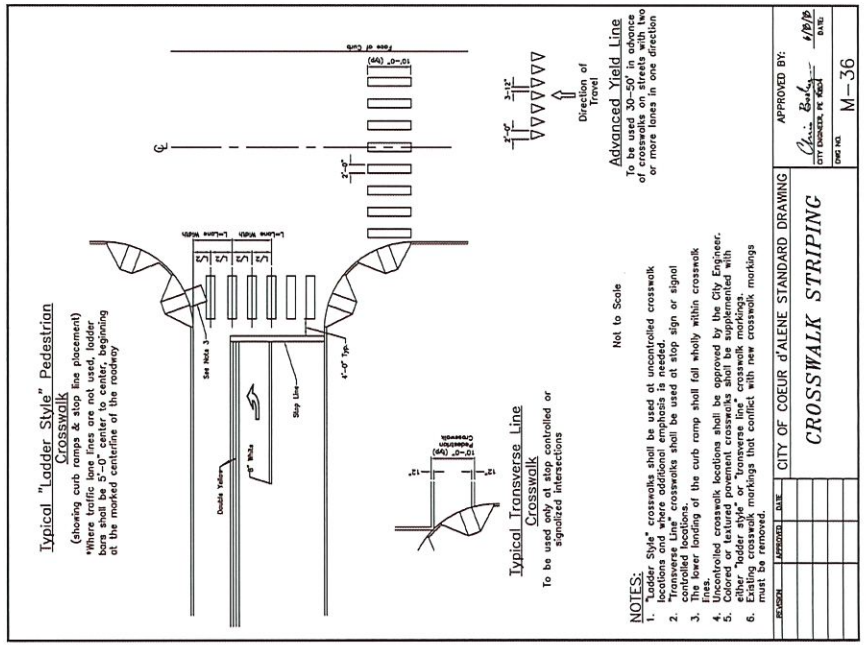
PROJ NO: C. Bosley
DRAWN BY: C. Bosley
CHECKED BY: T. Feustler
DWG NAME: FTA SIDEWALKS.dwg
DATE: May 2, 2023
SHEET NO: D-1



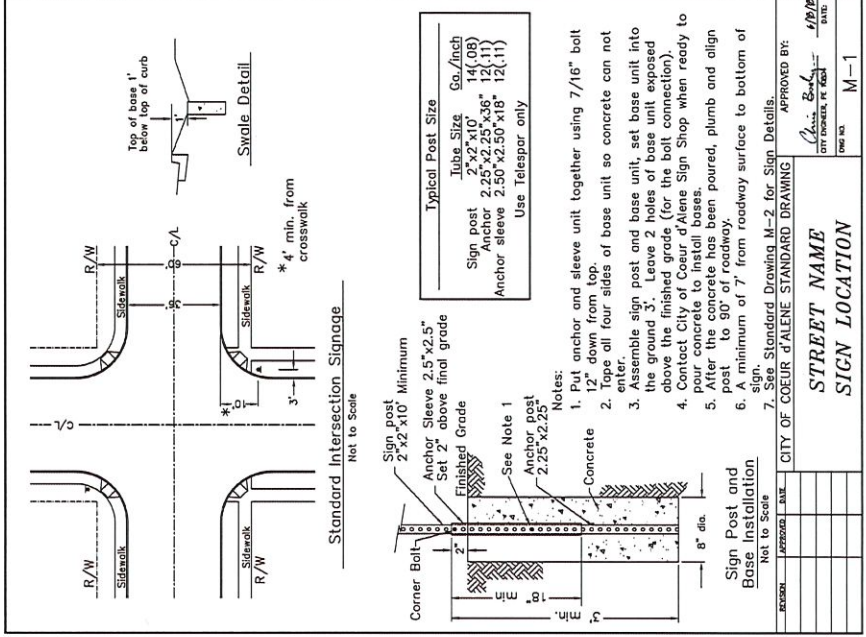
APPROVED BY:	<i>[Signature]</i>	DATE:	4/10/18
APPROVED BY:	<i>[Signature]</i>	DATE:	4/10/18
CITY OF COEUR D'ALENE STANDARD DRAWING	STANDARD DRIVEWAY APPROACH w/ PARK STRIP	USE NO.	C-6



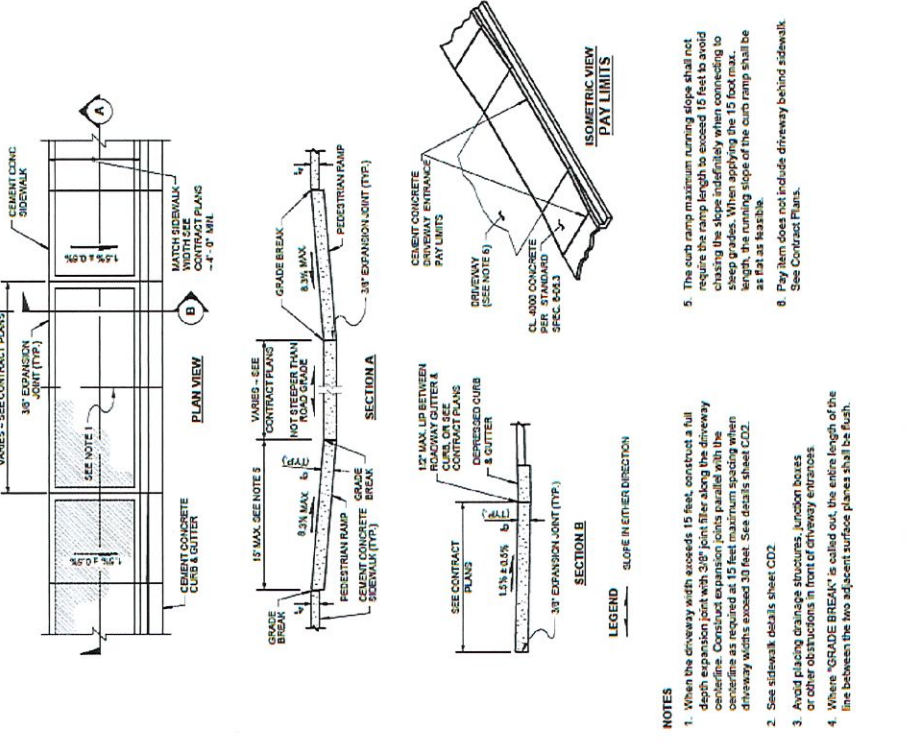
APPROVED BY:	<i>[Signature]</i>	DATE:	4/10/18
APPROVED BY:	<i>[Signature]</i>	DATE:	4/10/18
CITY OF COEUR D'ALENE STANDARD DRAWING	STANDARD DRIVEWAY APPROACH w/o PARK STRIP	USE NO.	C-7



APPROVED BY:	<i>[Signature]</i>	DATE:	4/10/18
APPROVED BY:	<i>[Signature]</i>	DATE:	4/10/18
CITY OF COEUR D'ALENE STANDARD DRAWING	CROSSWALK STRIPING	USE NO.	M-36



APPROVED BY:	<i>[Signature]</i>	DATE:	4/10/18
APPROVED BY:	<i>[Signature]</i>	DATE:	4/10/18
CITY OF COEUR D'ALENE STANDARD DRAWING	STREET NAME SIGN LOCATION	USE NO.	M-1



APPROVED BY:	<i>[Signature]</i>	DATE:	4/10/18
APPROVED BY:	<i>[Signature]</i>	DATE:	4/10/18
CITY OF COEUR D'ALENE STANDARD DRAWING	STANDARD DRIVEWAY APPROACH w/o PARK STRIP	USE NO.	C-8



NO.	DATE	REVISION DESCRIPTION	BY

City of Coeur d'Alene
710 E. Mullan Ave
Coeur d'Alene, ID 83814
208-769-2300
www.cdaid.org

City of Coeur d'Alene
IDaho

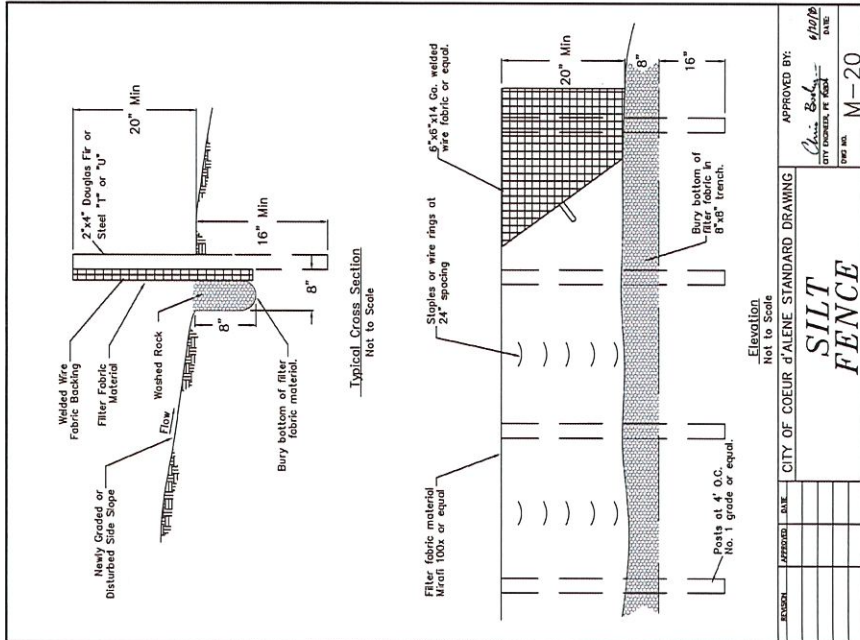
City of Coeur d'Alene
Public Transit Sidewalk
Accessibility Program
Details

DESIGNED BY: C. Bosley
DRAWN BY: C. Bosley
CHECKED BY: T. Feustler
DWG NAME: FTA SIDEWALKS.dwg
DATE: May 2, 2023
SHEET NO: D-2

EROSION / SEDIMENTATION CONTROL NOTES PAGE 1

- Approval of this Erosion/Sedimentation Control (ESC) plan does not constitute an approval of permanent road or drainage design (e.g., size and location of roads, pipes, restrictors, channels, retention facilities, outlets, etc.).
- The implementation of this ESC plan and the construction, maintenance, replacement, and upgrading of these ESC facilities is the responsibility of the Permittee / Contractor until all construction is approved.
- The boundaries of the clearing limits shown on this plan shall be clearly flagged in the field prior to construction. The Permittee / Contractor shall be responsible for the maintenance and removal of construction materials and equipment from the clearing limits. The Permittee / Contractor shall be responsible for the duration of construction. All ground cover is to remain outside of clearing area(s).
- The ESC facilities shown on this plan must be constructed in conjunction with all clearing and grading activities in such a manner as to ensure that sediment-laden water does not enter the drainage system, leave the site, or violate applicable water standards, and must be installed and maintained to any grading or land clearing. Whenever possible, maintain natural vegetation for erosion control.
- The ESC facilities shown on this plan are the minimum requirements for anticipated site activities. The Permittee / Contractor shall be responsible for upgrading (e.g., additional retention of sites and silt fences) as needed for the duration of construction. Therefore, during the course of construction it shall be the obligation and responsibility of the Contractor to maintain and upgrade the ESC facilities as needed to provide additional facilities over and above the minimum requirements as may be needed.
- The ESC facilities shall be inspected by the Permittee / Contractor daily during non-rainfall periods. Any holes (soybean) during rainfall events, and at the end of every rainfall, shall be maintained in a satisfactory condition. The Permittee / Contractor shall maintain a log of all inspections and shall provide a copy of this log to the City of Coeur d'Alene. All necessary siltation controls shall be maintained in a satisfactory condition until such time as clearing and/or construction is completed, permanent drainage facilities are operational, and the potential for erosion has passed.
- The ESC facilities on inactive sites shall be inspected and maintained a minimum of once a week or within 48 hours following a storm event.
- At no time shall more than 1 foot of sediment be allowed to accumulate within a catch basin. All catch basins and conveyance lines shall be cleaned prior to paving. The cleaning operation shall not flush sediment-laden water into the downstream system.
- Stabilized construction entrances and wash pads shall be installed at the beginning of construction and maintained for the duration of the project. Additional measures may be required to ensure that all paved areas are kept clean for the duration of the project.
- Any permanent retention/detention facility used as a temporary settling basin shall be modified within the necessary erosion control measures and shall provide adequate storage capacity for the duration of the project. The facility shall not be used as a temporary settling basin, detention vault, or system which backs under or into a pond shall be used as a temporary settling basin.

REVISION	APPROVED DATE	CITY OF COEUR D'ALENE STANDARD DRAWING	APPROVED BY:	DATE
		EROSION / SEDIMENTATION CONTROL NOTES PAGE 1	<i>Christina Bosley</i>	4/12/16
			OFF. DESIGN. OR SEAL	
			REV. NO.	M-16

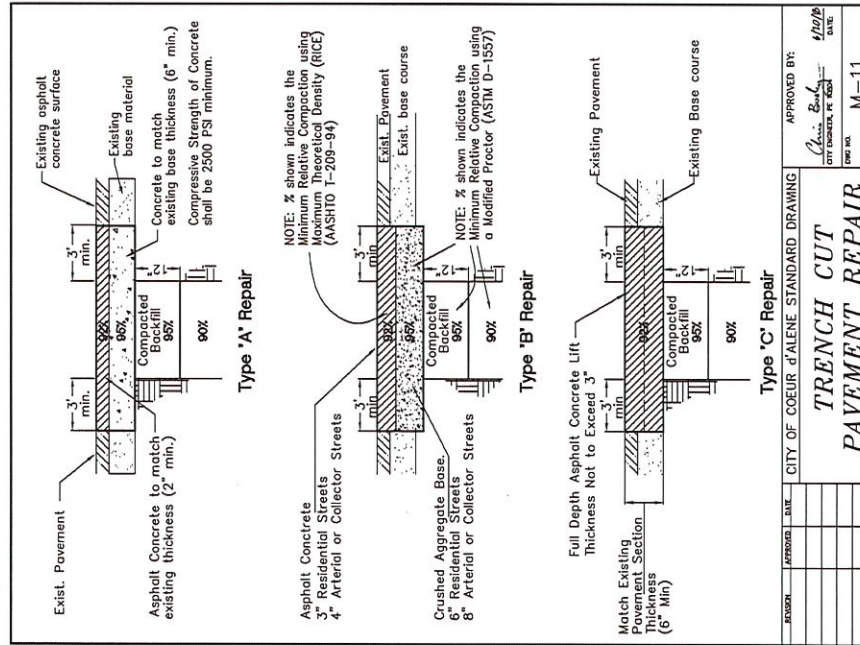


REVISION	APPROVED DATE	CITY OF COEUR D'ALENE STANDARD DRAWING	APPROVED BY:	DATE
		SILT FENCE	<i>Christina Bosley</i>	4/12/16
			OFF. DESIGN. OR SEAL	
			REV. NO.	M-20

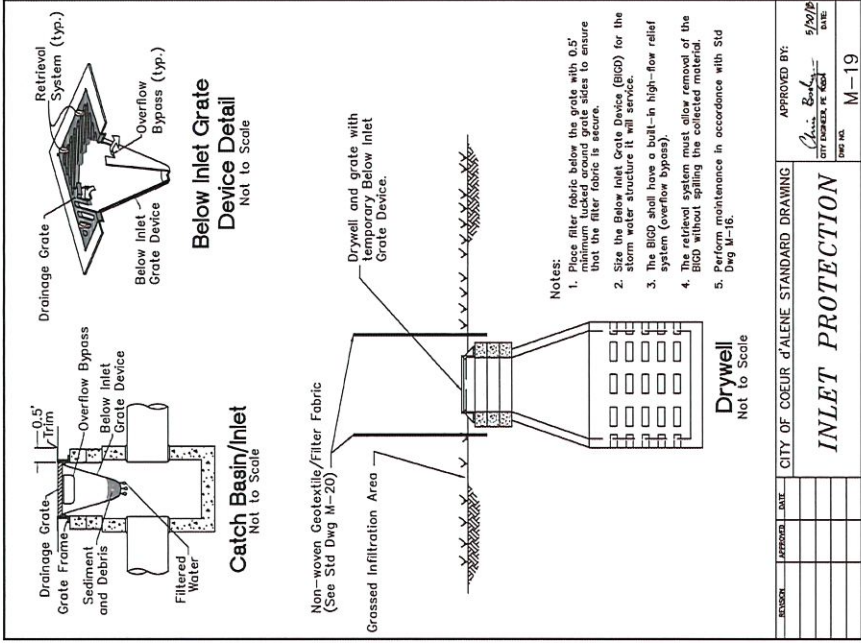
EROSION / SEDIMENTATION CONTROL NOTES PAGE 2

- Where straw mulch is required for temporary erosion control, it shall be applied at a minimum thickness of 2\"/>

REVISION	APPROVED DATE	CITY OF COEUR D'ALENE STANDARD DRAWING	APPROVED BY:	DATE
		EROSION / SEDIMENTATION CONTROL NOTES PAGE 2	<i>Christina Bosley</i>	4/12/16
			OFF. DESIGN. OR SEAL	
			REV. NO.	M-17



REVISION	APPROVED DATE	CITY OF COEUR D'ALENE STANDARD DRAWING	APPROVED BY:	DATE
		TRENCH CUT PAVEMENT REPAIR	<i>Christina Bosley</i>	4/12/16
			OFF. DESIGN. OR SEAL	
			REV. NO.	M-11



REVISION	APPROVED DATE	CITY OF COEUR D'ALENE STANDARD DRAWING	APPROVED BY:	DATE
		INLET PROTECTION	<i>Christina Bosley</i>	9/29/16
			OFF. DESIGN. OR SEAL	
			REV. NO.	M-19



NO.	DATE	REVISION DESCRIPTION	BY



City of Coeur d'Alene
710 E. Mullion Ave
Coeur d'Alene, ID 83814
208-769-2300
www.cdaid.org

City of Coeur d'Alene
Public Transit Sidewalk
Accessibility Program
Details

PROJ NO:	C. Bosley
DESIGNED BY:	C. Bosley
DRAWN BY:	C. Bosley
CHECKED BY:	T. Feustler
DWG NAME:	FTA SIDEWALKS.dwg
DATE:	May 2, 2023
SHEET NO:	

- All work shall conform to the "Idaho Standards for Public Works Specifications" and the City of Coeur d'Alene Standard Drawings and Specifications. In the case of a conflict, City of Coeur d'Alene Standards shall prevail.
- The contractor shall notify the appropriate utility company prior to starting work near any utilities and shall coordinate his work with company representatives. All utilities shall be installed underground, for existing utility locations, contact "call before you dig" at '911 at least 48 hours prior to starting any excavations.
- Work shall not begin until a notice to proceed is issued by the City.
- The contractor shall notify the City of Coeur d'Alene Streets & Engineering Inspector 48 hours prior to starting work.
- An encroachment permit shall be obtained from the City Streets & Engineering Department for work within existing City right-of-way.
- The contractor shall have an approved set of improvement plans on the job site at all times.
- Construction expansion joints are required in curb and gutter at returns and at driveway intersections per City Standards. Weakened plane joints are required every twentyfive (25) feet per City Standards.
- All underground utility laterals shall be installed before construction of curbs, cross gutters, or surfacing of the streets.
- Where trenches are within public easements, compaction test results shall be submitted to the Engineer of work and the City Engineer by a qualified engineer which certifies that trench backfill was compacted as required in accordance with ISPWC and City of Coeur d'Alene Specifications.
- All testing required by the City of Coeur d'Alene shall be at no cost to the City.

REVISION	APPROVAL	DATE	CITY OF COEUR D'ALENE STANDARD DRAWING	APPROVED BY:	4/12/18
			GENERAL NOTES	<i>Chas. Bosley</i>	DATE
			PAGE 1	CITY ENGINEER	
				REV NO.	M-22

- All work shall conform to the requirements of Division 800 of the "Idaho Standards for Public Works Construction" (ISPWC), latest edition.
- The upper twelve inches (12") of subgrade shall be compacted to a relative compaction of 95%.
- Prior to placing base material, the following shall be completed:
 - Provide compaction test results for all utility trenches, subgrade, and areas under curb and gutter to the City's Engineering Inspector.
 - Obtain authorization from the City Inspector to proceed with placement of base material. The City Engineer shall be notified at least forty-eight (48) hours prior to placement of base material.
 - Prior to placing base, the subgrade shall be proof-rolled and observed by the City's Streets & Engineering Inspector.
- Compaction of the crushed aggregate base shall conform to the requirements of Section 802, Part 3.4 of the ISPWC, latest edition.
- Compaction of the aggregate base shall be tested and approved by a qualified engineer prior to placement of asphaltic concrete.
- A tack coat shall be applied to the adjacent curbs prior to placement of asphaltic concrete.

REVISION	APPROVAL	DATE	CITY OF COEUR D'ALENE STANDARD DRAWING	APPROVED BY:	4/12/18
			PAVEMENT NOTES	<i>Chas. Bosley</i>	DATE
			PAGE 1	CITY ENGINEER	
				REV NO.	M-24

- All operations conducted on the premises, including the warming up, repair, arrival, departure or running of trucks, earthmoving equipment, construction equipment and any other related equipment shall be limited to the period between 7:00 A.M. and 5:00 P.M., everyday unless otherwise approved by the City of Coeur d'Alene.
 - All existing improvements including curb and gutter, sidewalks, asphaltic concrete or Portland Cement Concrete paving, which are being joined or matched in connection with this project shall be joined or matched in a manner satisfactory to the City Engineer, including necessary sawcutting, removal, replacement and capping.
 - No revisions shall be made to these plans without the approval of the City Engineer.
 - Compaction testing shall be performed on the following:
 - Utility trench backfill
 - Roadway embankment
 - Curb and gutter subgrade
 - Road subgrade
 - Road base
 - Asphalt paving
- The City may require additional testing if deemed necessary. Compaction frequency shall generally adhere to the following guidelines:

Embankment	1 per 50 cy
Trench	1 per 50 cy located in pipe zone, mid-depth, surface, and around manholes and valves.
Subgrade	
Road base	1 per 750-1000 sf
Asphalt paving	
Curb and gutter	1 per 75-100 lf

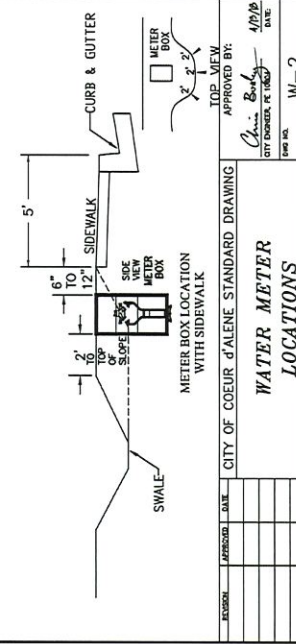
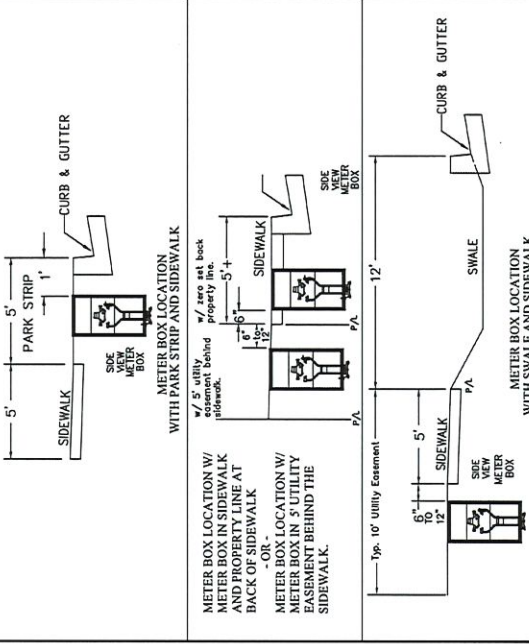
REVISION	APPROVAL	DATE	CITY OF COEUR D'ALENE STANDARD DRAWING	APPROVED BY:	4/12/18
			GENERAL NOTES	<i>Chas. Bosley</i>	DATE
			PAGE 2	CITY ENGINEER	
				REV NO.	M-23

- Prior to placing of asphaltic concrete, the following shall be completed:
 - Provide compaction test results for base material to the City's Engineering Inspector.
 - Obtain authorization from the City Inspector to proceed with Asphalt paving. The City Inspector shall be notified at least forty-eight (48) hours prior to placement of Asphalt paving.
 - Obtain approval of all underground utilities which will lie under the pavement.
- Placement of Asphaltic Concrete shall be observed by a representative of the Engineer of work.
- Asphaltic Concrete shall be compacted to at least 92% of the maximum theoretical density - AASHTO T209-94.
- Prior to approval by the City, the pavement shall be water tested for proper drainage and approved by the City Inspector.
- The City Engineer may require the pavement sections shown on the plans to be verified by the "R" value tests taken from the exposed subgrade.
- The City Engineer may require coring of the asphalt pavement to verify pavement thickness or density.

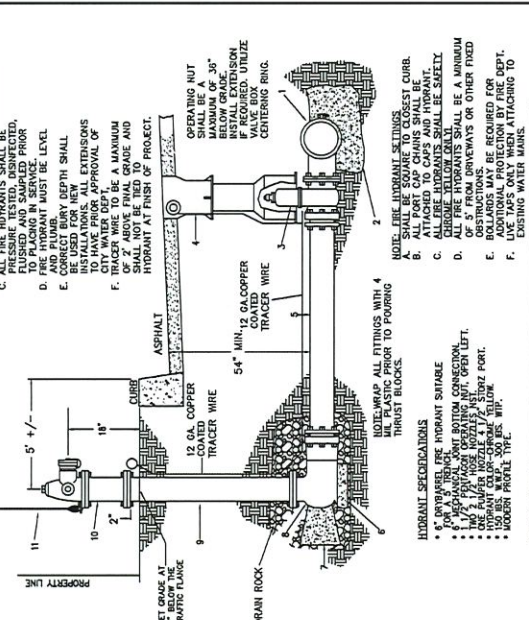
REVISION	APPROVAL	DATE	CITY OF COEUR D'ALENE STANDARD DRAWING	APPROVED BY:	4/12/18
			PAVEMENT NOTES	<i>Chas. Bosley</i>	DATE
			PAGE 2	CITY ENGINEER	
				REV NO.	M-25

- The minimum water service shall be one inch (1"), two inch (2"), four inch (4"), six inch (6") or eight inch (8"), unless otherwise approved. Meter sizes shall range from three quarter inch (3/4") to eight inch (8").
- Water mains shall be AWWA C900 PVC pipe (DR-18) four inch (4") to twelve inch (12"), C905 PVC fourteen inch (14") and larger, and shall be constructed with the top of the pipe at a minimum of 54 inches below finish grade except where otherwise indicated with specific elevations and approved by the City Engineer.
- No disruption of existing water services while making connection to existing mains shall be allowed without specific approval from the City of Coeur d'Alene Water Division. All affected properties must be notified at least 48 hours prior to shut-off. Failure to comply with noticing or other requirements could result in a stop-work notice, fines, and/or other penalties.
- No connections for the purpose of obtaining water supply during construction shall be made without first obtaining approval from the City of Coeur d'Alene Water Division. Bulk water for construction and dust control shall be purchased through approved filling stations.
- The existence and location of water facilities shown on the plans were obtained by a search of available City records. Location and elevation of existing water facilities shall be confirmed by field measurements and excavation exploration by the contractor prior to beginning of new work.
- The City's Engineering Inspector shall be notified at least 48 hours prior to any inspection.
- All fittings or appurtenances removed from the City water lines shall be returned by the contractor to the City of Coeur d'Alene Water Division unless otherwise specified by the contract documents or supplementments.
- All water mains, valves and valve boxes, fire hydrants, services, and appurtenances shall be installed, tested, and approved prior to paving.
- All mains shall be tested in accordance with City requirements. Hydrostatic testing shall be witnessed by a City Inspector. Results of chlorination and bacteria tests shall be submitted to the City of Coeur d'Alene water division for approval.

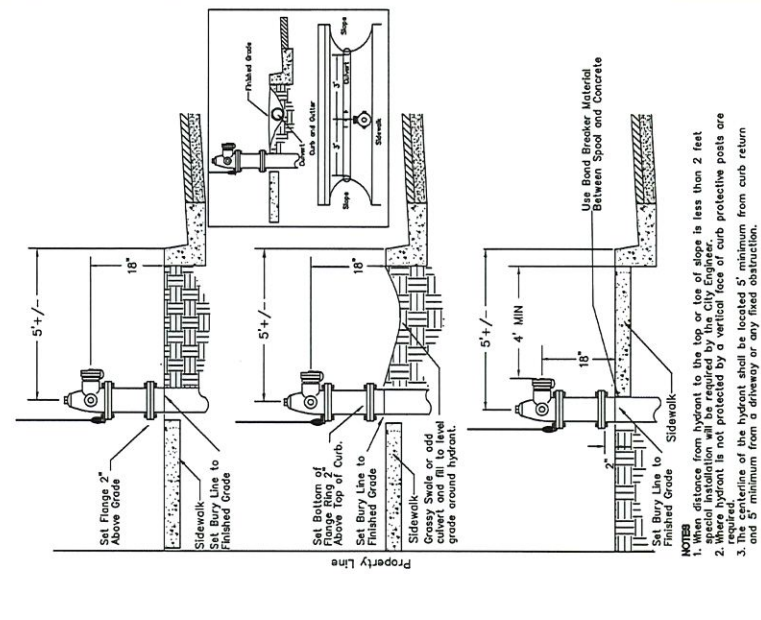
REVISION	APPROVAL	DATE	CITY OF COEUR D'ALENE STANDARD DRAWING	APPROVED BY:	4/12/18
			WATER SYSTEM NOTES	<i>Chas. Bosley</i>	DATE
				CITY ENGINEER	
				REV NO.	M-27



REVISION	APPROVAL	DATE	CITY OF COEUR D'ALENE STANDARD DRAWING	APPROVED BY:	4/12/18
			WATER METER LOCATIONS	<i>Chas. Bosley</i>	DATE
				CITY ENGINEER	
				REV NO.	M-2



REVISION	APPROVAL	DATE	CITY OF COEUR D'ALENE STANDARD DRAWING	APPROVED BY:	4/12/18
			TYPICAL 6" FIRE HYDRANT SETTING	<i>Chas. Bosley</i>	DATE
				CITY ENGINEER	
				REV NO.	M-3



REVISION	APPROVAL	DATE	CITY OF COEUR D'ALENE STANDARD DRAWING	APPROVED BY:	4/12/18
			FIRE HYDRANT LOCATIONS	<i>Chas. Bosley</i>	DATE
				CITY ENGINEER	
				REV NO.	M-4



City of Coeur d'Alene
710 E. Millon Ave
Coeur d'Alene, ID 83814
208-769-2300
www.cdaid.org

City of Coeur d'Alene

City of Coeur d'Alene
Public Transit Sidewalk
Accessibility Program
Details

PROJ. NO.:	C. Bosley
DESIGNED BY:	C. Bosley
DRAWN BY:	T. Feustler
CHECKED BY:	FTA SIDEWALKS.dwg
DWG NAME:	May 15, 2023
DATE:	
SHEET NO.:	D-4

RESOLUTION NO. 23-056

A RESOLUTION OF THE CITY OF COEUR D'ALENE, KOOTENAI COUNTY, IDAHO, APPROVING A CONTRACT WITH NATIONAL NATIVE AMERICAN CONSTRUCTION, INC., D/B/A NNAC, INC., FOR THE PUBLIC TRANSIT SIDEWALK ACCESSIBILITY PROJECT IN AN AMOUNT NOT TO EXCEED \$318,385.00.

WHEREAS, the City Engineer of the City of Coeur d'Alene has recommended that the City enter into a contract with National Native American Construction, Inc., d/b/a NNAC, Inc., for the Public Transit Sidewalk Accessibility Project in an amount not to exceed \$318,385.00, pursuant to terms and conditions set forth in the Contract, a copy of which is attached hereto as Exhibit "A" 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 the 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 National Native American Construction, Inc., d/b/a NNAC, Inc., for the Public Transit Sidewalk Accessibility Project in an amount not to exceed \$318,385.00, in substantially the form attached hereto as Exhibit "A" and incorporated herein by reference with the provision that the Mayor, City Administrator, and City Attorney are hereby authorized to modify said 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 18th day of July, 2023.

James Hammond, Mayor

ATTEST:

Renata McLeod, City Clerk

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

ROLL CALL:

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

_____ was absent. Motion _____.

PUBLIC WORKS CONSTRUCTION CONTRACT
for
PUBLIC TRANSIT SIDEWALK ACCESSIBILITY PROGRAM

THIS CONTRACT is made and entered into this 18th day of July, 2023, 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 “the **CITY**,” and **NATIONAL NATIVE AMERICAN CONSTRUCTION, INC.**, d/b/a NNAC, Inc., a corporation duly organized and existing under and by virtue of the laws of the state of Idaho, with its principal place of business at 3901 N. Schreiber Way, Coeur d’Alene, Idaho, hereinafter referred to as “**CONTRACTOR**.”

W I T N E S S E T H:

WHEREAS, after complying with State purchasing laws and the **CITY**’s Purchasing Policy, **CONTRACTOR** was determined to be the lowest responsible bidder; and

WHEREAS, it was deemed to be in the best interests of the **CITY** to accept the lowest responsible bid; and

WHEREAS, **CONTRACTOR** has been awarded the Contract for the Public Transit Sidewalk Accessibility Program, hereinafter referred to as the “Work,” according to the Contract Documents described below and on file in the office of the City Clerk of the **CITY**, which Contract Documents are incorporated herein by reference.

NOW, THEREFORE,

IT IS AGREED that, for and in consideration of the covenants and agreements made and to be performed by the **CITY** as set forth herein, **CONTRACTOR** shall complete the Work, furnishing all labor and materials therefor according to the Contract Documents. All material shall be of the high standard required by the Contract Documents and approved by the **CITY**, and all labor performed shall be of first-class workmanship.

CONTRACTOR agrees to receive and accept, as full compensation for furnishing all labor and materials for the Work, an amount equal to the sum of the total for the items list in the Bid Schedule. The total for each item in the Bid Schedule shall be calculated by determining the actual quantity of each item and multiplying that actual quantity by the unit price bid by the **CONTRACTOR** for that item in the Bid Schedule. The total amount of the contract shall not exceed Three Hundred Eighteen Thousand Three Hundred Eight-five and no/100 Dollars (\$318,385.00). For additions or deductions to the Contract amount, the unit prices as set forth in the written bid of **CONTRACTOR** are hereby made part of this Contract.

A request for a progress payment must be submitted by the 10th of the month for work done in the previous calendar month. Payment shall be made by the end of that calendar month on a duly certified estimate of the work completed in the previous calendar month less five percent (5%)

retainage. Final payment shall be made within thirty (30) days after completion of all work and acceptance by the City Council, provided that **CONTRACTOR** has obtained from the Idaho State Tax Commission and submitted to the **CITY** a release of liability for taxes (Form 10-248-79).

Ninety (90) calendar days shall be allowed for completion of the Work, hereinafter referred to as "Contract Time." The Contract Time shall commence when the Work is actually commenced, but in any event no later than 10 days after the date of the Notice to Proceed issued by the **CITY**.

CONTRACTOR acknowledges that time is of the essence in this Contract and the failure of **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 **CONTRACTOR** shall fail to complete the Work within the Contract Time, **CONTRACTOR** shall pay to the **CITY**, or the **CITY** may withhold from monies due **CONTRACTOR**, liquidated damages at the rate of Five Hundred and No/100 Dollars (\$500.00) per calendar day, which sums shall not be construed as a penalty.

CONTRACTOR shall indemnify, defend, and hold the **CITY** harmless from any and all claims arising from **CONTRACTOR**'s actions or omissions in performance of this Contract, including the actions and omissions of **CONTRACTOR**'s employees, representatives, agents, and subcontractors. In addition, **CONTRACTOR** shall maintain liability insurance naming the **CITY** as an additional insured, and not merely a "certificate holder," in the amount of at least Five Hundred Thousand Dollars (\$500,000.00) for property damage or for bodily or personal injury, death, or loss as a result of any one occurrence or accident. It is the **CITY**'s intent, and **CONTRACTOR**'s agreement, that **CONTRACTOR**'s liability insurance shall have limits of not less than those provided for by Idaho Code § 6-924. A certificate of insurance shall further provide at least thirty (30) days' written notice to the **CITY** prior to cancellation of the policy.

CONTRACTOR agrees to maintain Worker's Compensation coverage on all employees, including the employees of subcontractors, during the term of this Contract as required by Title 72, Idaho Code. In addition to a certificate of insurance, **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 Employment Security Law including, at the option of the **CITY**, a surety bond in an amount sufficient to make such payments. Should **CONTRACTOR** fail to maintain the required Worker's Compensation insurance during the entire term hereof, **CONTRACTOR** shall indemnify the **CITY** against any loss resulting to the **CITY** from such failure, either by way of compensation or additional premium liability.

Certificates of all insurance required by this Contract shall be filed with the City Clerk.

Pursuant to Idaho Code § 44-1002, ninety-five percent (95%) of the employees engaged by **CONTRACTOR** for the Work shall be bona fide Idaho residents; PROVIDED, where fifty (50) or fewer persons are employed by **CONTRACTOR** for the Work, up to ten percent (10%) may be nonresidents of Idaho; PROVIDED FURTHER, in all cases **CONTRACTOR** shall give preference to the employment of bona fide Idaho residents in the performance of the Work.

In consideration of the award of this Contract to **CONTRACTOR**, and in recognition that the business in which **CONTRACTOR** is engaged is of a transitory character and that **CONTRACTOR**'s property may be outside the state of Idaho when taxes, excises or license fees to which **CONTRACTOR** is liable become payable, **CONTRACTOR** further 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; and
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 may constitute a lien upon **CONTRACTOR**'s property, **CONTRACTOR** shall secure the same to the satisfaction of the officers charged with the collection thereof; and
3. That, in the event of a default in the payment or securing of such taxes, excises and license fees, **CONTRACTOR** consents that the **CITY** may withhold from any payment due **CONTRACTOR** hereunder the estimated amount of such accrued and accruing taxes, excises and license fees for the benefit of all taxing units to which said **CONTRACTOR** may be liable.

CONTRACTOR further agrees to comply will all the requirements of **Attachment 1**, which is incorporated herein by reference.

Pursuant to Idaho Code § 67-2359, **CONTRACTOR** certifies that it is not currently owned or operated by the government of China and will not, for the duration of this Contract, be owned or operated by the government of China.

Pursuant to Idaho Code § 67-2346, **CONTRACTOR** certifies that it is not currently engaged in, and will not for the duration of the contract engage in, a boycott of goods or services from Israel or territories under its control.

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

The term "CONTRACT DOCUMENTS" means and includes the following:

- A) Advertisement For Bids
- B) Information For Bidders
- C) Bid Proposal
- D) Bid Bond
- E) Bidding Forms as Required

- F) Contract
- G) Labor and Materials Payment Bond
- H) Performance Bond
- I) Notice of Award
- J) Notice to Proceed
- K) Change Order
- L) General Conditions
- M) Technical Specifications
- N) Special Provisions
- O) Plans
- P) Addenda

No. _____, dated _____, _____

THIS contract, with all of its forms, specifications and stipulations, shall be binding upon the parties hereto, their successors and assigns. However, CONTRACTOR shall not assign this contract, or any part thereof, without the prior written consent of the CITY.

IN WITNESS WHEREOF, the Mayor and City Clerk of the City of Coeur d'Alene have executed this contract on behalf of said CITY, and the CONTRACTOR has caused the same to be signed by its President, the day and year first above written.

CITY OF COEUR D'ALENE

NNAC, INC.

By: _____
James Hammond, Mayor

By: _____

Its: _____

ATTEST:

Renata McLeod, City Clerk

Attachment 1

This Attachment is to be inserted in every contract subject to Title VI of the Civil Rights Act of 1964 and associated Regulations.

During the performance of this contract, the contractor/consultant, for itself, its assignees and successors in interest (hereinafter referred to as the “contractor”) agrees as follows:

1. Compliance with Regulations

The contractor shall comply with the Regulations relative to non-discrimination in federally assisted programs of United States Department of Transportation (USDOT), Title 49, Code of Federal Regulations, part 21, as they may be amended from time to time, (hereinafter referred to as the Regulations), which are herein incorporated by reference and made a part of this contract.

2. Non-discrimination

The contractor, with regard to the work performed by it during the contract, shall not discriminate on the grounds of race, color, sex, or national origin in the selection and retention of sub-contractors, including procurement of materials and leases of equipment. The contractor shall not participate either directly or indirectly in the discrimination prohibited by Section 21.5 of the Regulations, including employment practices when the contract covers a program set forth in Appendix B of the Regulations.

3. Solicitations for Sub-contracts, Including Procurement of Materials and Equipment

In all solicitations either by competitive bidding or negotiations made by the contractor for work to be performed under a sub-contract, including procurement of materials or leases of equipment, each potential sub-contractor or supplier shall be notified by the contractor of the contractor’s obligations under this contract and the Regulations relative to non-discrimination on the grounds of race, color, sex, or national origin.

4. Information and Reports

The contractor shall provide all information and reports required by the Regulations or directives issued pursuant thereto, and shall permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the contracting agency or the appropriate federal agency to be pertinent to ascertain compliance with such Regulations, orders and instructions. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish this information, the contractor shall so certify to ITD or the USDOT as appropriate, and shall set forth what efforts it has made to obtain the information.

5. Sanctions for Non-compliance

In the event of the contractor’s non-compliance with the non-discrimination provisions of this contract, the contracting agency shall impose such contract sanctions as it or the USDOT may determine to be appropriate, including, but not limited to:

- Withholding of payments to the contractor under the contract until the contractor complies, and/or;
- Cancellation, termination, or suspension of the contract, in whole or in part.

Incorporation of Provisions

The contractor shall include the provisions of paragraphs (1) through (5) in every sub-contract, including procurement of materials and leases of equipment, unless exempt by the Regulations, or directives issued pursuant thereto. The contractor shall take such action with respect to any sub-contractor or procurement as the contracting agency or USDOT may direct as a means of enforcing such provisions including sanctions for non-compliance.

Provided, however, that in the event a contractor becomes involved in, or is threatened with, litigation with a sub-contractor or supplier as a result of such direction, the contractor may request ITD enter into such litigation to protect the interests of the state and, in addition, the contractor may request the USDOT enter into such litigation to protect the interests of the United States.

**CITY COUNCIL
STAFF REPORT**

DATE: JULY 18, 2023

FROM: RENATA MCLEOD, MUNICIPAL SERVICES DIRECTOR/CITY CLERK

**SUBJECT: APPROVAL OF A MEMORANDUM OF UNDERSTANDING WITH THE
DOWNTOWN ASSOCIATION (DTA) FOR THE ANNUAL STREET FAIR**

DECISION POINT: Should the City Council approve the proposed Memorandum of Understanding with the Downtown Association (DTA) for the Street Fair Event to be held August 4, 5, and 6, 2023?

HISTORY: At the July 19, 2022, Council meeting, Council requested staff to begin looking at options of entering into agreements for some of the large special events held in the City. Agreements allow the City to negotiate with the sponsor to take on additional responsibilities such as providing volunteers to man non-emergency intersections, placement of no-parking signs, use of certified flaggers, and payment in addition to the general fees. The Street Fair is an annual event that coincides with the Taste of Coeur d'Alene in the City Park and Art on the Green at the NIC Campus. The Taste of Coeur d'Alene is regulated through the Parks Department and is hosted by Panhandle Kiwanis; and Art on the Green is an NIC event, unregulated by the City. Therefore, this proposed agreement with the DTA is coming before the Council individually. Negotiations resulted in a clarification of the volunteers needed for traffic control at 3rd Street and Sherman as well as a four-way stop at 2nd and Lakeside Avenue to aid in traffic flow and safety. Additionally, the Memorandum clarifies roles and responsibilities so there are no questions the days of the events.

The Streets and Engineering Department crafted the traffic safety plan, which will remain the plan for years to come. This plan satisfies the requirements of the Manual on Uniform Traffic Control Devices (MUTCD). Staff envisions one future master agreement for all events that are sponsored by the DTA after working through each event this season and creating the traffic control plans for each event.

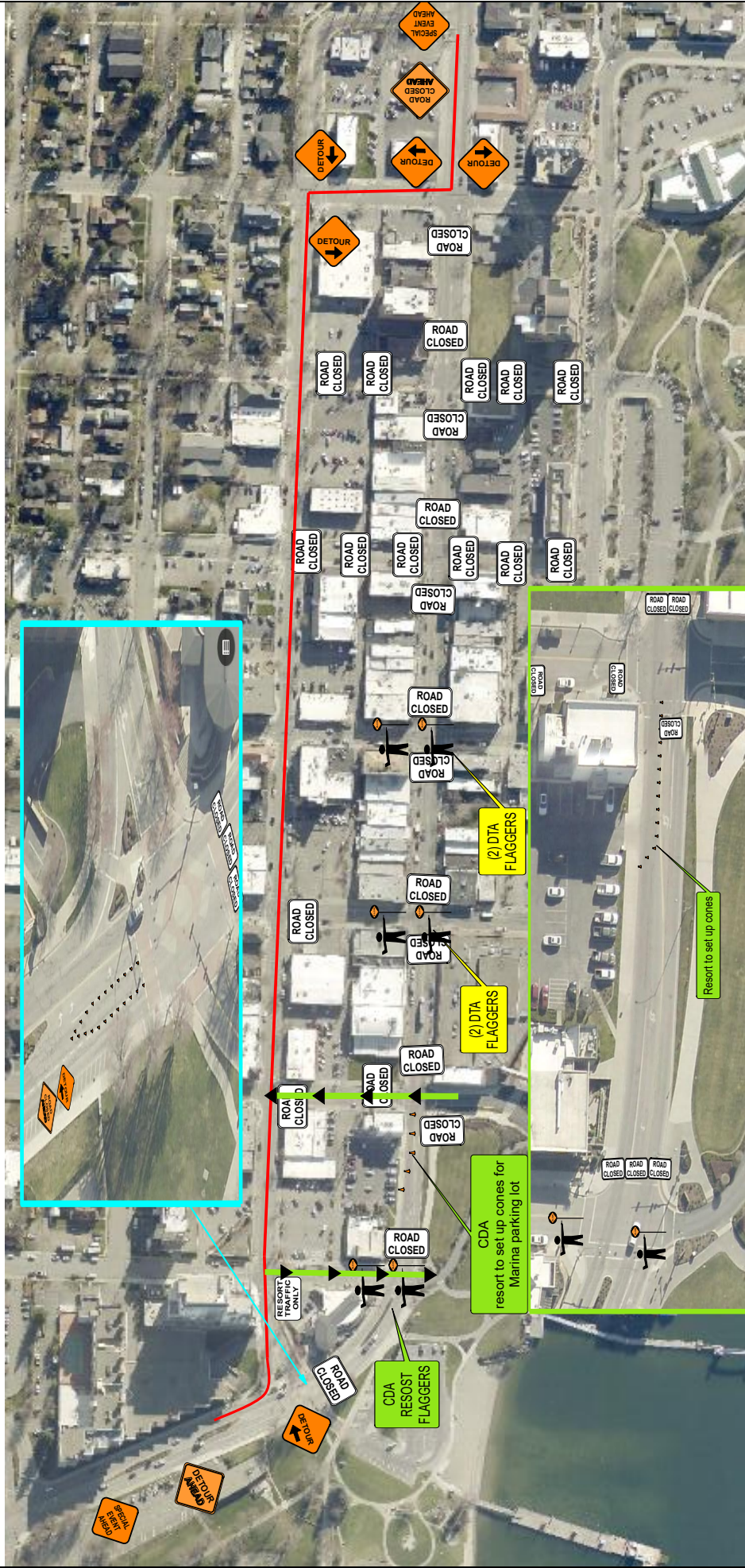
FINANCIAL ANALYSIS: The fee included under the Memorandum is \$2,250.00, with a \$1,000.00 security deposit, in compliance with the approved fee resolution. There are some legal restrictions regarding covering event costs, including that the fee must be reasonably related to actual costs and cannot be higher than actual costs for the actual event. When there is a controversial political message which might offend a hostile crowd, it is unconstitutional to add to the fees anyone else must pay. Further, a fee that is based on the content of the message violates the First Amendment. While there are additional costs to City departments with the Street Fair, it is difficult to pull expenses for the three-day event separate from the other two events that are within the City during that same timeframe. However, the DTA has provided a cost breakdown and it has approximately \$19,000 in expenses. They also estimate volunteer

hours to have a value of \$1,800 for a total of \$20,800. The Memorandum outlines the responsibilities of the City and DTA to level the amount of staff time needed for these types of community events.

The following are the City costs associated with last year's events (event coverage was not divided between all three events):

8/05/2022 to 8/7/2022		
	All Wages & Benefits	OT Wages & Benefits
Fire	\$57,208.53	\$ 5,072.72
Police	63,833.45	17,022.52
Streets	3,357.21	473.86
Parks	11,621.97	4,770.07
Full day Costs	\$136,021.16	\$27,339.17
Costs minus OT	\$108,682.00	

DECISION POINT/RECOMMENDATION: Staff recommends the approval of the proposed Memorandum of Understanding with the Downtown Association for the Street Fair Event to be held August 4, 5, 6, 2023.



Manifest

42 x Cone
38 x R11-2 ROAD CLOSED
8 x flagger flagger
6 x SC9 (FWY) DETOUR with Arrow
2 x CW20-3F CW20-3F
2 x SC5 SPECIAL EVENT AHEAD
1 x CW20-101F CW20-101F

Date: 8/4/2023 **Author:** Travis Galloway **Project:** Street Fair

Comments:
 Prior to event- Approximately 5am Friday August 4th
 All road closed barricades and detour signage to be put out per TCP plan.
 1. Zip tied signs from 2nd to 7th, (8) per block. (put out 2-3 days prior to event)
 2. Special event sign installed on NW BLVD at River heading south.
 3. Resort staff responsible for placement of cones for Marina parking on Sherman.
 Starting at 5AM 8/4/2023-
 -Traffic lights go into flash-
 1. Independence Point/Lakeside/ NW Blvd
 2. 1st St
 3. 2nd St
 Manned Intersections-
 1. 1st and Sherman (2) Flagger- (CDA Resort Staff)
 2. 3rd and Sherman (2) Flagger- (Downtown Assoc.)
 3. 4th and Sherman (2) Flagger- (Downtown Assoc.)

RESOLUTION NO. 23-057

A RESOLUTION OF THE CITY OF COEUR D'ALENE, KOOTENAI COUNTY, IDAHO, APPROVING A MEMORANDUM OF UNDERSTANDING WITH THE COEUR D'ALENE DOWNTOWN ASSOCIATION, INC., ("DTA") FOR THE ANNUAL STREET FAIR.

WHEREAS, the Municipal Services Director has recommended that the City of Coeur d'Alene enter into a Memorandum of Understanding with the Coeur d'Alene Downtown Association, Inc., pursuant to terms and conditions set forth in a Memorandum of Understanding, a copy of which is attached hereto as Exhibit "A" and by reference made a part hereof; and

WHEREAS, it is deemed to be in the best interests of the City of Coeur d'Alene and the citizens thereof to approve such Memorandum of Understanding.

NOW, THEREFORE,

BE IT RESOLVED by the Mayor and City Council of the City of Coeur d'Alene that the City enter into a Memorandum of Understanding with the Coeur d'Alene Downtown Association, Inc., for the Annual Street Fair, in substantially the form attached hereto as Exhibit "A" and incorporated herein by reference with the provision that the Mayor, City Administrator, and City Attorney are hereby authorized to modify said Memorandum of Understanding to the extent the substantive provisions of the Memorandum of Understanding remain intact.

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

DATED this 18th day of July, 2023.

James Hammond, Mayor

ATTEST:

Renata McLeod, City Clerk

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

ROLL CALL:

COUNCIL MEMBER EVANS Voted

COUNCIL MEMBER MILLER Voted

COUNCIL MEMBER GOOKIN Voted

COUNCIL MEMBER ENGLISH Voted

COUNCIL MEMBER MCEVERS Voted

COUNCIL MEMBER WOOD Voted

_____ was absent. Motion _____.

**MEMORANDUM OF UNDERSTANDING
BETWEEN
THE CITY OF COEUR D’ALENE
AND
THE COEUR D’ALENE DOWNTOWN ASSOCIATION, INC.
FOR
THE STREET FAIR**

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 Street Fair in Coeur d’Alene, Idaho.

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 Street Fair in Coeur d’Alene; 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 Street Fair; and

WHEREAS, it is the mutual desire of CDA and DTA to memorialize their understanding and agreement with respect to their cooperation on the Street Fair; 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 Street Fair on Friday through Sunday, August 4, 2023, through August 6, 2023, and pay CDA a fee of seven hundred fifty and no/100 dollars (\$750.00) for the first two days and three hundred and no/100 dollars (\$300.00) for the third day, for a total of one thousand eight hundred and no/100 dollars

(\$1,800.00), together with a refundable damage deposit of one thousand and no/100 dollars (\$1,000.00);

2. To be solely responsible for the organization and operation of the Street Fair, 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 Street Fair to discuss the traffic control plan and fire department requirements;
4. To provide qualified adults to monitor and oversee the traffic control devices used for the Street Fair (“Monitors”), 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 regarding the proper methods of traffic control for street closures;
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 it will notify the Streets & Engineering Department at least two (2) days in advance that it will pick up the required “No Parking” signs for placement in accordance with paragraph III(A)(8) hereof; or, in the alternative, if DTA desires the Streets & Engineering Department to deliver the “No Parking” signs, DTA will notify the Streets & Engineering Department at least seven (7) before the desired delivery date;
8. That no more than three (3) days or less than two (2) days prior to the first day of the Street Fair, DTA will place “No Parking” signs, approved and supplied by CDA, along the Street Fair venue. DTA is responsible for inserting the appropriate information on the “No Parking” signs and cleaning the signs prior to returning them to CDA. The cleaned signs shall be returned to CDA no later than noon on the Tuesday following the end of the Street Fair. DTA will contact the Coeur d’Alene Police Department if a vehicle is parked in violation of the “No Parking” signs;
9. To assure that the traffic barricades supplied by CDA remain in their proper positions, in accordance with the traffic control plan until the Street Fair is completed;
10. That it will pull tent permits through the Fire Department in advance of the event;

11. To provide twelve (12) portable toilets for vendors and customers, placed at convenient locations. All portable toilets shall be equipped with, or shall be accompanied by, an approved hand washing/hand sanitizing station. Portable toilets shall be located so as to not obstruct existing structures, utilities, doorways, or pedestrian travel paths, and in such a manner as to not be potentially impacted by site conditions. All portable toilets shall be monitored and serviced by a person, firm or corporation engaged in the business of cleaning or emptying portable toilets and recharged at a sufficient frequency to prevent the escape of offensive odors or spillage. It is DTA's responsibility to ensure that portable toilets are not used in a dangerous or inappropriate manner, and shall be secured during periods of inactivity. At least two (2) of the portable toilets shall be ADA compliant.
12. To provide sufficient fixed street trash disposal containers and green cans capable of holding all trash generated by the Street Fair, placed at convenient locations. The containers shall be emptied periodically as necessary in order to ensure, at all times, public access to and use of the containers.
13. That the Street Fair shall be located on City streets on Northwest Blvd. from Lakeside Ave. to 1st Street, and on Sherman Avenue from 1st Street to 7th Street;
14. That DTA may begin set up for the Street Fair no earlier than 5:30 a.m., on Friday, August 4, 2023;
15. That the hours of the Street Fair shall be from 10:00 a.m. to 8:00 p.m. on Friday and Saturday, August 4 and 5, 2023, and from 10:00 a.m. to 5 p.m. on Sunday, August 6, 2023.
16. That it will begin cleaning the Street Fair venue and removing any DTA property that was placed for the Street Fair at 5:00 p.m. on Sunday, August 6, 2023. Clean-up shall be completed no later than 11:00 p.m. on Sunday, August 6, 2023; and
17. That it will participate in a debriefing session with CDA within one (1) week of the conclusion of the Street Fair, or such other time as agreed by CDA.

B. CDA hereby agrees:

1. To prepare a traffic control plan for the Street Fair and complete it at least seven (7) days prior to the date of the Street Fair;
2. To meet with DTA at least seven (7) days prior to the date the Street Fair will begin 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 Street Fair, provided that the notice required by paragraph III(A)(7) is given;

4. That the Coeur d'Alene Police Department will coordinate towing of vehicles parked in violation of the "No Parking" signs with DTA;
5. To provide and set up traffic barricades needed to comply with the traffic control plan. Streets shall be blocked by 5:00 a.m. on Friday, August 4, 2023; and
6. To remove the traffic barricades no earlier than 6:30 p.m. on Sunday, August 6, 2023.

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 18th day of July, 2023.

CITY OF COEUR D'ALENE

**COEUR D'ALENE DOWNTOWN
ASSOCIATION**

James Hammond, Mayor

Emily C. Boyd, Executive Director

ATTEST:

Renata McLeod, City Clerk

**CITY COUNCIL
STAFF REPORT**

DATE: JULY 18, 2023

FROM: HILARY PATTERSON, COMMUNITY PLANNING DIRECTOR

**SUBJECT: O-2-23 - AMENDMENTS TO MUNICIPAL CODE CHAPTER 2.85,
HISTORIC PRESERVATION CODE**

DECISION POINT: Should the Council adopt amendments to Chapter 2.85, Section 2.85.030, of the Municipal Code regarding members of the Historic Preservation Commission?

HISTORY: The City Council adopted the Historic Preservation Code and formed the new commission in 2019. Initially, the commission had three members who also served on the Kootenai County Historic Preservation Commission. Since that time, it has become difficult to have more than one commission member serve on both commissions. Additionally, the current members of the City’s Historic Preservation Commission (HPC) asked that a representative from the Coeur d’Alene Tribe serve on the commission. The Coeur d’Alene Tribe was contacted to see if they would have a representative that was available and interested in serving on the commission. A representative was identified who applied for the commission and was appointed by the City Council in January 3, 2023. However, it was discovered shortly after an orientation meeting with the individual that the Municipal Code did not allow him to serve on the commission as he did not reside in Kootenai County. He was informed that his appointment was invalid and the commission has had a vacancy for the past seven months.

Staff discussed the matter with the City Attorney, City Administrator, and HPC to determine what other changes should be made to the Municipal Code to allow for commission members to live outside of Kootenai County if they were qualified and represented a partner organization, and also to allow for the Mayor to request the appointment of a member outside of the County if no other qualified persons residing within Kootenai County were willing to serve.

The proposed amendments, if adopted, would:

- Allow commission members to live outside of Kootenai County PROVIDED they represent an organization that has a vested interest in Coeur d’Alene’s historic preservation, such as the Museum of North Idaho, The Coeur d’Alene Tribe, and local higher education institutions.
- Allow commission members to live outside of Kootenai County if no qualified persons residing in the County are willing to serve.
- Reduce the minimum number of commission members who are also serving on Kootenai County’s Historic Preservation Commission from two (2) to one (1).

The HPC voted unanimously on June 8, 2023, to recommend adoption of the amendments by the City Council.

FINANCIAL ANALYSIS: There would be no financial impact associated with these amendments.

PERFORMANCE ANALYSIS: If adopted, these amendments would allow the Commission to be filled with a new member representing the Coeur d'Alene Tribe. It would also allow for future commission members to be a representative of the Museum of North Idaho or a local higher education institution if they were to live outside of Kootenai County. The amendments would help fill the commission with qualified and interested candidates.

The proposed amendment would not change the requirement of the City's HPC to maintain its Certified Local Government requirements of having at least two (2) members who meet the Secretary of the Interior's Historic Preservation Professional Qualification Standards as set out in the Federal Register, Vol. 62, No. 11, dated Friday, June 20, 1997 and include a member or members who have professional training or experience in the disciplines of architecture, history, architectural history, urban planning, archaeology, engineering, conservation, landscape architecture, law, or other historic preservation-related disciplines. Those important provisions would remain intact.

DECISION POINT/RECOMMENDATION: The Council should adopt amendments to Chapter 2.85, Section 2.85.030, of the Municipal Code regarding members of the Historic Preservation Commission.

ORDINANCE NO. _____
COUNCIL BILL NO. 23-1007

AN ORDINANCE AMENDING THE MUNICIPAL CODE OF THE CITY OF COEUR D'ALENE, KOOTENAI COUNTY, IDAHO, BY AMENDING MUNICIPAL CODE SECTION 2.85.030, ENTITLED "HISTORIC PRESERVATION COMMISSION"; REPEALING ALL ORDINANCES AND PARTS OF ORDINANCES IN CONFLICT HEREWITH; PROVIDING A SEVERABILITY CLAUSE; PROVIDING FOR THE PUBLICATION OF A SUMMARY OF THIS ORDINANCE AND AN EFFECTIVE DATE HEREOF.

WHEREAS, after recommendation by the Community Planning Director, it is deemed by the Mayor and City Council to be in the best interests of the City of Coeur d'Alene that said amendments be adopted; NOW, THEREFORE,

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

SECTION 1. *That Coeur d'Alene Municipal Code Section 2.85.030 is amended as follows:*

2.85.030: HISTORIC PRESERVATION COMMISSION:

A. There is hereby established a Historic Preservation Commission which shall consist of nine (9) members who shall be appointed by the Mayor with the advice and consent of the Council.

B. Commissioners shall reside in Kootenai County during their term in office; PROVIDED, members representing an organization that has a vested interest in Coeur d'Alene's historic preservation, such as the Museum of North Idaho, the Coeur d'Alene Tribe, and local higher educational institutions, may reside outside of Kootenai County. Additionally, if no qualified persons residing within Kootenai County are willing to serve, the Mayor may appoint members who reside outside of Kootenai County.

BC. All members of the Commission shall have a demonstrated interest, competence, or knowledge in history or Historic Preservation. The Commission shall have at least ~~two (2)~~ one (1) members who also serves on the historic preservation commission of Kootenai County and at least two (2) members who meet the Secretary of the Interior's Historic Preservation Professional Qualification Standards as set out in the Federal Register, Vol. 62, No. 11, dated Friday, June 20, 1997. The Commission should include a member or members who have professional training or experience in the disciplines of architecture, history, architectural history, urban planning, archaeology, engineering, conservation, landscape architecture, law, or other historic preservation-related disciplines. Additional Commission members may include representatives of partner organizations such as the Museum of North Idaho and the Coeur d'Alene Tribe, or other organizations with a vested interest in Coeur d'Alene's historic preservation.

CD. The terms of the members shall be staggered so that the terms of no more than three (3) members expire in any one year. Initial appointments to the Commission shall be made as

follows: Three (3) members shall hold office for a term of one (1) year; three (3) members shall hold office for a term of two (2) years; and three (3) members shall hold office for a term of three (3) years. All subsequent appointments shall be made for three-year terms. Commission members may be reappointed. Vacancies in the Commission shall be filled in the same manner as original appointments and the appointee shall serve for the remainder of the unexpired term of the vacating member.

~~DE~~. A member may be removed by the Mayor with the consent of a majority of the City Council.

~~EF~~. A member of the City Council shall be a non-voting member of the Commission and act as liaison between the Council and the Commission.

SECTION 2. All ordinances and parts of ordinances in conflict with this ordinance are hereby repealed.

SECTION 3. The provisions of this ordinance are severable and if any provision, clause, sentence, subsection, word or part thereof is held illegal, invalid, or unconstitutional or inapplicable to any person or circumstance, such illegality, invalidity or unconstitutionality or inapplicability shall not affect or impair any of the remaining provisions, clauses, sentences, subsections, words or parts of this ordinance or their application to other persons or circumstances. It is hereby declared to be the legislative intent that this ordinance would have been adopted if such illegal, invalid or unconstitutional provision, clause sentence, subsection, word, or part had not been included therein.

SECTION 4. After its passage and adoption, a summary of this Ordinance, under the provisions of the Idaho Code, shall be published once in the official newspaper of the City of Coeur d'Alene, and upon such publication shall be in full force and effect.

Passed under suspension of rules upon which a roll call vote was duly taken and duly enacted an Ordinance of the City of Coeur d'Alene at a regular session of the City Council on July 18, 2023.

APPROVED, ADOPTED and SIGNED this 18th day of July, 2023.

James Hammond, Mayor

ATTEST:

Renata McLeod, City Clerk

SUMMARY OF COEUR D'ALENE ORDINANCE NO. _____
Amending Section 2.85.030 entitled "Historic Preservation Commission"

AN ORDINANCE AMENDING THE MUNICIPAL CODE OF THE CITY OF COEUR D'ALENE, KOOTENAI COUNTY, IDAHO, BY AMENDING MUNICIPAL CODE SECTION 2.85.030, ENTITLED "HISTORIC PRESERVATION COMMISSION"; PROVIDING REPEAL OF CONFLICTING ORDINANCES; PROVIDING SEVERABILITY. THE ORDINANCE SHALL BE EFFECTIVE UPON PUBLICATION OF THIS SUMMARY. THE FULL TEXT OF THE SUMMARIZED ORDINANCE NO. _____ IS AVAILABLE AT COEUR D'ALENE CITY HALL, 710 E. MULLAN AVENUE, COEUR D'ALENE, IDAHO 83814 IN THE OFFICE OF THE CITY CLERK.

Renata McLeod, City Clerk

STATEMENT OF LEGAL ADVISOR

I, Randall R. Adams, am a City Attorney for the City of Coeur d'Alene, Idaho. I have examined the attached summary of Coeur d'Alene Ordinance No. _____, Amending Section 2.85.030 entitled "Historic Preservation Commission", and find it to be a true and complete summary of said ordinance which provides adequate notice to the public of the context thereof.

DATED this 18th day of July, 2023.

Randall R. Adams, City Attorney