

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

AGENDA

VISION STATEMENT

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

NOTE: The City is utilizing Governor Little's Stage 4 Rebound Idaho guidance for its public meeting. As such, we are abiding by the social distancing standard of 6' within the physical meeting room. Therefore, we are still encouraging the public to participate electronically. While participating electronically the public comments will be taken during that section of the meeting by indicating a raised hand through the Zoom meeting application. Public comments will not be acknowledged during any other time in the meeting. Additionally, you may provide written public comments to the City Clerk at renata@cdaid.org any time prior to 4:00 p.m. the day of the meeting.

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

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

September 1, 2020: 6:00 p.m.

A. CALL TO ORDER/ROLL CALL

B. INVOCATION: Pastor Mark McWhorter with the Church of the Nazarene

C. PLEDGE OF ALLEGIANCE:

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

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

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

F. ANNOUNCEMENTS:

- 1. City Council**
- 2. Mayor – Appointment – Kathleen Sayler to the Library Board**

G. 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 August 18, 2020 Council Meetings.
2. Approval of General Services/Public Works Subcommittee Minutes for August 24, 2020.
3. Approval of Bills as Submitted.
4. **Resolution No. 20-047 -**
 - a. Approval of an Amendment to Coeur d’Alene Solid Waste Billing Services Agreement with Kootenai County for Billing Commercial Solid Waste Accounts Within the City Limits.

As Recommended by the General Services/Public Works Committee

H. OTHER BUSINESS:

1. **Resolution No. 20-048 -** Approval of an agreement with Northwest Grading, Inc. for the award of the Transmission Line bid.

Staff Report by: Terry Pickel, Water Department Director

2. Approval of staff to enter into contract negotiations for CDBG Agreements with the Idaho Youth Ranch (for a full-time therapist position) and Children’s Village (a part-time therapist position) and a CDBG-CV Agreement with Safe Passage (shelter, food, rental assistance and staffing for shelter and crisis lines).

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

J. PUBLIC HEARING:

Please sign up to testify at <https://www.cdaid.org/signinpublic/Signinformlist>

1. **(Legislative) Annual Appropriations for Fiscal Year 2020-2021**

Staff Report by: Vonnie Jensen, Comptroller

- a. **Council Bill No. 20-1011 -** Approving the Annual Appropriations for Fiscal Year 2020-2021

J. ADJOURNMENT

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



Coeur d'Alene

CITY COUNCIL MEETING

September 1, 2020

MEMBERS OF THE CITY COUNCIL:

Steve Widmyer, Mayor

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

ANNOUNCEMENTS

Memo to Council

DATE: August 25, 2020

RE: Appointments to Boards/Commissions/Committees

The following reappointment is presented for your consideration for the September 1st Council Meeting:

KATHEEN SAYLER
(Reappointment)

Library Board

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

Sincerely,

Amy Ferguson
Executive Assistant

cc: Renata McLeod, Municipal Services Director
Tyler McLane, Interim Library Director

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

August 18, 2020

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

Steve Widmyer, Mayor

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

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

INVOCATION: Pastor Tim Remington with the Altar Church provided the invocation.

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

PUBLIC COMMENTS:

Kevin Crayton, Post Falls, noted that he has been a member of the community for 20 years, and wanted to let the Council know that the City's Police Chief has been a leader that has brought the department together more than any other leader he has seen over the past 20 years. He noted that the crowd of people in attendance at the meeting tonight is a testament of a true leader. He expressed concern over ribbons being hung at the police memorial wall in June as he felt it was a political statement that should not be connected to the memorial and asked the Mayor to not allow the use of the memorial for such activities in the future. The Mayor noted that he was unaware of the ribbons being hung and clarified that he did not authorize the use.

Johann Schmitz, said that he was the President of the Police Association. He expressed concern about the current political movement throughout the nation expressing police reform, noting that local officers are not immune to the noise. He noted examples of the hurt officers feel when delivering bad news, loss of time from family, and the loss of fellow officers. Mr. Schmitz noted the unwavering support of the people of this community, and the support of the Mayor and Council for public safety, which comes from the leadership of Lee White, whose success has been unprecedented. He expressed gratitude for the cultural change, and the support that Chief White has given in the darkest hours or times of crisis to the Police Department. He remarked that the world is unfair and no one will tolerate injustice and he knows they have the support of Council, and he thanked Chief White.

COUNCIL COMMENTS:

The Mayor noted that the City is seeking youth representatives on City committees, commissions, and boards. He noted that more information and applications can be found by visiting the city's website at www.cdavid.org/volunteer. Additionally, he said that applications are due by September 30, 2020.

Mayor Widmyer requested confirmation of the appointment of Greta Snodgrass to the Design Review Commission.

MOTION: Motion by Evans, seconded by McEvers to appoint Greta Snodgrass to the Design Review Commission. **Motion carried.**

CONSENT CALENDAR:

1. Approval of Council Minutes for the August 4, 2020 Council Meetings.
2. Approval of Bills as Submitted.
3. Approval of Financial Report.
4. Approval of Minutes from the August 10, 2020 General Service/Public Works Committee Meeting.
5. Setting of General Services/Public Works Committee meeting for Monday, August 24, 2020 at 12:00 noon.
6. Setting of a public hearing for September 15, 2020 for ZC-3-20; for property located at 647 E. Best Avenue; proposing to change zone from R-12 to C-17; by Rock & Robyn Investments, LLC.
7. **Resolution No. 20-044** - A RESOLUTION OF THE CITY OF COEUR D'ALENE, KOOTENAI COUNTY, IDAHO, AUTHORIZING AND APPROVING THE FOLLOWING AGREEMENTS AND OTHER ACTIONS OF THE CITY OF COEUR D'ALENE: FINAL PLAT, SUBDIVISION IMPROVEMENT AGREEMENT, AND SECURITY FOR LILAC GLEN [SS-6-14]; LANDSCAPE AGREEMENT AND SECURITY FOR LILAC GLEN [SS-6-14]; GRANT DEED FOR RIGHT-OF-WAY AND UTILITY EASEMENT DEDICATION WITH LAUNDER PROPERTIES, LLC, FOR PROPERTY LOCATED ALONG 8TH STREET BETWEEN LAKESIDE AND SHERMAN AVENUES; AND GRANT DEED FOR RIGHT-OF-WAY AND UTILITY EASEMENT DEDICATION WITH CRYSTAL CREEK, LLC, FOR PROPERTY LOCATED ABUTTING ALPS STREET.

MOTION: Motion by McEvers, seconded by Miller, to approve the Consent Calendar as presented, including **Resolution No. 20-044**.

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

REQUEST FOR EXCEPTION TO ANNEXATION IN EXCHANGE FOR WATER SERVICE OUTSIDE THE CITY LIMITS POLICY.

STAFF REPORT: Water Department Director Terry Pickel explained that the Water Service Outside City Limits policy, as revised April 1st of 2017, allows county property owners that abut City water mains to petition for a new water service if they meet the required criteria. If they had prior agreements with Idaho Water, or materially/monetarily participated in the water main construction, then they were automatically guaranteed the right to service. Other lots that did not have grandfathered rights, but do abut an existing main and were platted prior to April 1, 2017 were granted the opportunity to petition for a new water service. Those lots were identified as part of the revised policy and the requirements for service were listed with them. Pre-existing subdivisions were identified in the policy as well as guaranteed service. The current property owner of 2411 E. Cherry Hill Rd., located within the Les James subdivision, wishes to petition for service to her adjacent county lot which was not included in the original subdivision. However, the lot is contiguous and the current policy requires that a property contiguous to the City Limits must annex for water service. The property owner is requesting that the policy requirement for annexation be waived by City Council due to financial hardship. Annexation will require property frontage improvements that are not required by the County. No other home in the subdivision has been required to make such frontage improvements so this would be the only home on a dead end, County-maintained road with such improvements. The Water Department will not be monetarily affected either way and would provide service either way. If the property owner is granted a waiver, water service would naturally be part of the agreement. If Council denies a waiver, then the property owner would be required to annex and the Water Department would then grant them service. The policy was designed to require annexation where possible but also allows flexibility for Council to exercise fair judgement where they see fit as good neighbors. Mr. Pickel noted that the property owner and their engineering consultant requested the opportunity to address Council.

Sandy Young, with Verdis, noted that she is representing the applicant and said that their parcel is just north of the Turkenburg parcel and that they have lived there since 1996. The parcel is unimproved and is in the County limits, with abutting neighbors that already have City water service. She noted the owners decided to develop the parcel this year and would not receive any other services, other than water, from the City. Ms. Young noted the hardship would be the annexation fees and the cost to install the required frontage improvements. Ms. Turkenburg has indicated that she does not want to annex. She explained that a year ago her husband suffered a stroke and he has no ability to speak and/or be mobile. He was self-employed and is no longer able to work, so she is the caregiver and they are now on a fixed income. Their current home is on two floors and they were not able to reside in the home the first six months of rehab, and it currently poses safety concerns. She is attempting to build a house that is more accessible in a neighborhood with friends who help her. She noted the vacant parcel is adjacent to her home and is a $\frac{3}{4}$ acre parcel that is independent of the subdivision, but abuts all parcels that have City water. She clarified that if they are annexed they would be within the City with higher taxes, would pay an annexation fee and pay to install the frontage improvements. She clarified that they are not building to re-sell the home; but, rather, to help her husband.

DISCUSSION: Councilmember Gookin noted that the City policy does not include any language regarding an appeal to Council. City Attorney Mike Gridley said that there is a Municipal Code that provides for appeals of administrative decisions to the Council, which would be a catch-all provision. Mr. Pickel said that they have brought three of these types of requests to the Council over the past 15 years, one of which was a failed well.

Councilmember Miller clarified that the policy does not allow the waiver, so the only recourse is to bring the request before the Council. Councilmember McEvers asked if there was any wiggle room regarding the annexation, such as delaying the frontage improvements. Mr. Pickel noted that no other abutting property within the County subdivision has the frontage improvements. Mr. Gridley said that the Council could defer the requirements and/or waive the requirements but the concern would be setting a precedent. Councilmember McEvers noted that water and sewer are a big asset provided by the City and the annexation make sense, and the Council could help them out by not requiring the improvements at this time. Councilmember English asked if there was a timeline for annexation, and if the improvements can be deferred down the road. Mr. Pickel said that he did not know of any timeline for development, and that improvements would be required when a developer decides to extend the main. Councilmember Wood said that she was touched by the testimony and understands the hardship, and suggested that the improvements be deferred until a transfer of sale, as she would not want the burden hanging over the property owner. Mr. Tymesen said that he thought staff could work with the property owner to hammer out details. Councilmember Evans said she felt that now would be the time to make an exception to the policy.

MOTION: Motion by Evans, seconded by English to approve an exception to Annexation in exchange for water service outside the City limits pursuant to City policy, with the agreement to defer annexation to a future time when the rest of the subdivision is annexed.

DISCUSSION: Councilmember Gookin said that once you make an exception the policy goes out the window, which means the next person can make a financial burden claim. He commented that he doesn't believe the Council should look at individual cases. Councilmember Miller agreed that policy is important, but noted that life creates non-black and white situations. She said that within the staff report it stated that the owner would sign an agreement for subsequent annexation if Council desires, which means if there is a sale of property or the subdivision is annexed, they would annex, and she thinks that would protect the city. Mr. Pickel said they could track that with building permit requests. Mr. Gridley noted that such an agreement would go onto a title. Councilmember McEvers said that the City fights for tax dollars and feels the property owner will save more money with lack of the frontage improvements requirement to pay for the annexation fee and that way it would still stay within the policy.

Motion carried with McEvers opposed.

RESOLUTION NO. 20-045

A RESOLUTION OF THE CITY OF COEUR D'ALENE, KOOTENAI COUNTY, IDAHO, AUTHORIZING A PROFESSIONAL SERVICES AGREEMENT WITH HDR ENGINEERING, INC., FOR THE WASTEWATER DEPARTMENT SOLIDS HANDLING IMPROVEMENT PROJECT.

STAFF REPORT: Wastewater Capital Programs Manager Mike Becker explained the process of the City's Advanced Wastewater Treatment Facility (AWTF) dewater anaerobically digested biosolids and their goal to reduce volume and weight prior to transportation to the City's Compost Facility. Presently, the AWTF operates a single centrifuge with a belt filter press (BFP) as a standby dewatering unit within the Solids Handling Building. A centrifuge employs centrifugal forces (spinning) to separate solid particles from the liquid. The BFP mechanically squeezes the liquid through a filter belt. The centrifuge produces a drier biosolids cake which greatly decreases hauling and compost processing costs. Excess water in the biosolids will adversely affect the composting production process too. In January 2018, HDR, working with the Wastewater Department, evaluated the AWTF's existing dewatering equipment and solids handling facilities. They developed a conditional assessment and a Capital Improvement Plan (CIP) for the entire solids handling facility. Assuming a 20-year service life cycle, their analysis immediately identified replacing the BFP with another viable dewatering equipment alternative. To optimize biosolid cake production while minimizing constructability and long-term O&M costs, centrifuge equipment was selected. This project will include the replacement of the existing belt filter press with a new centrifuge, new electrical and manufacturer control equipment and associated polymer and enhanced odor control equipment, as well as planning for other Solids Handling Building improvements that may, or may not, be implemented in conjunction with provision of the new dewatering equipment depending upon further progress evaluations and decision making in the course of project development. HDR Engineering, Inc., is uniquely qualified to perform the engineering design and bidding services for the project. Subsequently, HDR was selected for the project in accordance with Idaho Statute § 67-2320(4) that allows for the City to negotiate a new professional services contract for an associated or phased project. The project is a continuation of the numerous previous wastewater treatment plant phased projects, facility plans, regulatory permitting, etc. Mr. Becker noted that staff is requesting approval of an agreement with HDR Engineering, Inc., for professional services associated with the Wastewater Department's Solids Handling Improvements Project at a cost of \$232,785.00.

DISCUSSION: Councilmember Gookin asked why the belt filter press (BFP) is hardly ever used. Mr. Becker explained that the press drives the biosolids and was state of the art in 1999; however, today's technology provides a drier product and the BFP provides a wet product so they are looking for redundancy. He noted that Wastewater will experience an increase in production as population grows, which means the solid concentration increases and they need to maximize technology to create compost with a centrifuge. He further explained that they currently only have one centrifuge and they need a back-up. The current one was purchased in 2006 and rebuilt in 2016, with a ten-year lifecycle. Their goal is to replace the BFP, which would provide a backup. Councilmember Gookin asked if the project went out to bid. Mr.

Becker clarified that the project will go out to bid, and this is a request for continued engineering services.

MOTION: Motion by McEvers, seconded by Evans to approve **Resolution No. 20-045**, approving a Professional Services Agreement with HDR Engineering, Inc. for the Wastewater Department Solids Handling Improvements Project.

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

RESOLUTION NO. 20-046 -A RESOLUTION ESTABLISHING A NOTICE OF TIME AND PLACE OF PUBLIC HEARING OF THE PROPOSED AMENDED BUDGET FOR FISCAL YEAR 2019-2020.

STAFF REPORT: Comptroller Vonnie Jensen presented the budget amendments for fiscal year 2019-2020, noting that state code allows Council to amend a budget for unanticipated revenues and expenses totaling \$7.1 Million. She noted the budget amendment shows increases in expenditures due to carryovers of projects, state and federal grants received, purchase of property on East Sherman, the transfer of \$1,400,000 to the City of Coeur d'Alene Employee Benefits Trust Fund, expenditures for the Memorial Park Grandstand and miscellaneous additional items. Additional revenues of \$1,625,715 are projected to be received in the General Fund to cover the increased expenses for the fiscal year, and \$1,976,944 is coming from designated fund balance.

DISCUSSION: Councilmember Wood asked how a \$7.1 Million amendment would be unplanned for as it seems like a lot of additional funds. Ms. Jensen noted there were a lot of amendments this year such as the City transferring \$1.4 to the Employee Benefits Trust Fund and receiving over \$1 Million in COVID grant dollars. The Wastewater Department had approximately \$1 Million in changes and there were \$1.1 Million of carry overs for the Memorial Park Grandstand. Councilmember Wood asked for clarification of the unexpected revenues. Ms. Jensen explained that revenues are from designated things like grants received, the Memorial grandstand project, and some increase in sales tax. Councilmember English noted that this is a year's worth of activities that a culminated into a year-end action that accounts for opportunities, grants and emergencies that come up throughout the year.

RESOLUTION NO. 20-046

A RESOLUTION OF THE CITY OF COEUR D'ALENE, KOOTENAI COUNTY, IDAHO, ESTABLISHING A NOTICE OF TIME AND PLACE OF PUBLIC HEARING OF THE PROPOSED AMENDED BUDGET FOR FISCAL YEAR 2019-2020, AND INCLUDING PROPOSED EXPENDITURES BY FUND AND/OR DEPARTMENT, AND STATEMENT OF THE AMENDED ESTIMATED REVENUE FROM PROPERTY TAXES AND THE AMENDED TOTAL AMOUNT FROM SOURCES OTHER THAN PROPERTY TAXES OF THE CITY FOR THE ENSUING FISCAL YEAR AND PROVIDING FOR PUBLICATION OF THE SAME.

WHEREAS, it is necessary, pursuant to Idaho Code § 50-1003, for the City Council of the City of Coeur d'Alene, prior to passing an Amended Annual Appropriation Ordinance, to prepare a proposed amended Budget, tentatively approve the same, and enter such proposed amended Budget at length in the journal of the proceedings;

NOW, THEREFORE,

BE IT RESOLVED by the Mayor and City Council of the City of Coeur d'Alene that the following be and the same is hereby adopted as an Amended Estimate of Expenditures and Anticipated Revenue of the City of Coeur d'Alene for the fiscal year beginning October 1, 2019:

	FY 2019-20 BUDGET	FY 2019-20 AMENDED BUDGET
GENERAL FUND EXPENDITURES:		
Mayor and Council	\$ 265,825	\$ 265,825
Administration	216,721	216,721
Finance Department	1,197,516	1,197,516
Municipal Services	1,820,374	1,835,374
Human Resources	400,519	400,519
Legal Department	1,291,857	1,352,557
Planning Department	973,288	973,288
Building Maintenance	675,981	724,859
Police Department	15,974,160	16,200,448
Fire Department	10,575,497	10,955,247
General Government	125,750	2,702,500
Streets and Engineering	5,039,108	5,327,466
Parks Department	2,497,538	2,497,538
Recreation Department	761,988	768,923
Building Inspection	963,810	963,810
TOTAL GENERAL FUND EXPENDITURES:	<u>\$ 42,779,932</u>	<u>\$ 46,382,591</u>

	FY 2019-20 BUDGET	FY 2019-20 AMENDED BUDGET
SPECIAL REVENUE FUND EXPENDITURES:		
Library Fund	\$ 1,785,766	\$ 1,864,166
Community Development Block Grant	597,467	797,142
Impact Fee Fund	360,000	683,267
Parks Capital Improvements	564,500	1,834,500
Annexation Fee Fund	99,000	99,000
Cemetery Fund	369,627	369,627
Cemetery Perpetual Care Fund	191,500	191,500
Jewett House	28,853	28,853
Reforestation/Street Trees/Community Canopy	111,000	111,000
Public Art Funds	369,300	369,300
TOTAL SPECIAL FUNDS:	<u>\$ 4,477,013</u>	<u>\$ 6,348,355</u>
ENTERPRISE FUND EXPENDITURES:		
Street Lighting Fund	\$ 706,000	\$ 706,000
Water Fund	14,621,311	14,621,311
Wastewater Fund	16,672,037	17,751,037
Water Cap Fee Fund	3,900,000	3,900,000
WWTP Cap Fees Fund	1,250,000	1,250,000
Sanitation Fund	3,959,644	4,174,644
City Parking Fund	1,375,011	1,386,232
Drainage	1,821,546	1,821,546
TOTAL ENTERPRISE EXPENDITURES:	<u>\$ 44,305,549</u>	<u>\$ 45,610,770</u>
FIDUCIARY FUNDS:	\$ 3,250,041	\$ 3,250,041
CAPITAL PROJECTS FUNDS:	1,611,812	1,943,087
DEBT SERVICE FUNDS:	878,932	878,932
GRAND TOTAL OF ALL EXPENDITURES:	<u>\$ 97,303,279</u>	<u>\$ 104,413,776</u>

	FY 2019-20 BUDGET	FY 2019-20 AMENDED BUDGET
ESTIMATED REVENUES:		
Property Taxes:		
General Levy	\$ 20,910,045	\$ 20,910,045
Library Levy	1,743,616	1,743,616
Fireman's Retirement Fund Levy	250,000	250,000
2015 G.O. Bond Levy	878,932	878,932
TOTAL REVENUE FROM PROPERTY TAXES:	<u>\$ 23,782,593</u>	<u>\$ 23,782,593</u>

	FY 2019-20 BUDGET	FY 2019-20 AMENDED BUDGET
ESTIMATED OTHER REVENUES:		
Interfund Transfers	\$ 8,865,140	\$ 9,188,407
Beginning Balance	25,335,773	29,961,992
Other Revenue:		
General Fund	17,795,224	19,397,672
Library Fund	19,150	27,550
Community Development Block Grant	597,467	797,142
Parks Capital Improvement Fund	885,000	885,000
Cemetery	178,248	178,248
Annexation Fee Fund	80,000	80,000
Impact Fee Fund	187,488	510,755
Cemetery Perpetual Care Fund	50,000	50,000
Jewett House	19,000	19,000
Reforestation	6,000	6,000
Street Trees	83,000	83,000
Community Canopy	2,000	2,000
Public Art Funds	104,000	104,000
Street Lighting Fund	575,000	575,000
Water Fund	6,277,400	6,277,400
Wastewater Fund	11,550,767	11,550,767
Water Capitalization Fees	1,250,000	1,250,000
WWTP Capitalization Fees	1,300,000	1,300,000
Sanitation Fund	4,330,000	4,330,000
City Parking Fund	748,475	759,696
Drainage	1,045,329	1,045,329
Fiduciary Funds	3,024,800	3,024,800
Capital Projects Fund	804,500	820,500
TOTAL REVENUE OTHER THAN PROPERTY TAXES:	<u>\$ 85,113,761</u>	<u>\$ 92,224,258</u>
SUMMARY:		
	FY 2019-20 BUDGET	FY 2019-20 AMENDED BUDGET
PROPERTY TAXES	\$ 23,782,593	\$ 23,782,593
OTHER THAN PROPERTY TAXES	<u>85,113,761</u>	<u>92,224,258</u>
TOTAL ESTIMATED REVENUES	<u>\$ 108,896,354</u>	<u>\$ 116,006,851</u>

BE IT FURTHER RESOLVED that the same be spread upon the Minutes of this meeting and published in two (2) issues of the Coeur d'Alene Press, seven (7) days apart, to be published on August 24, 2020, and August 31, 2020.

BE IT FURTHER RESOLVED that a Public Hearing on the Budget be held on the 15th day of September, 2020, at the hour of 6:00 o'clock p.m. on said day, at which time any interested person may appear and show cause, if any he has, why the proposed amended Budget should or should not be adopted.

MOTION: Motion by Evans, seconded by McEvers to approve **Resolution No. 20-046**, approving the Proposed amendment to Fiscal Year 2019-2020 budget, and scheduling a public hearing for September 15, 2020.

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

APPROVAL FOR STAFF TO DEVELOP AND IMPLEMENT A MUNICIPAL SMALL BUSINESS GRANT PROGRAM TO ALLOCATE A PORTION OF THE CARES ACT FUNDS RECEIVED BY THE CITY OF COEUR D' ALENE TO SMALL BUSINESSES THAT HAVE BEEN AFFECTED BY THE CORONAVIRUS.

STAFF REPORT: Accountant Stephanie Padilla said that the City of Coeur d'Alene has been allocated \$1,766,300 of CARES Act funds and Council accepted the funds during the July 7, 2020, Council meeting. She clarified that the program would not go above and beyond what the Council has already approved. She further explained that recently Governor Brad Little has allowed municipalities flexibility on the use of the funds. Local governments are allowed to utilize their allocation of the CARES ACT fund to create a Municipal Small Business Grant Program to aid businesses affected by COVID -19 within the City limits. Several cities in Idaho are in the process of developing such programs. As with all items related to the Coronavirus, the regulations regarding the use and approval of CARES Act funds is rapidly developing in a very short timeframe and involve limited funds. All funds allocated to the Municipal Small Business Grant Program are required to be disbursed by December 30, 2020. The total of \$1,766,300 in CARES Act funds allocated to the City are currently the only Coronavirus-related funds available. The recommended proportion of these funds to be allocated to the Municipal Small Business Grant is no more than 20%. For the City of Coeur d'Alene, this would be approximately \$340,000. The City of Coeur d'Alene will be required to document and submit grant details to the Coronavirus Financial Advisory Committee (CFAC) to ensure that all Federal guidelines are met. All requests for funds through the Municipal Small Business Grant must be approved by the CFAC. The Municipal Small Business Grants are for businesses that are closed or whose business was interrupted pursuant to local health district or local government decisions made after June 20, 2020, that were otherwise not eligible for a state small business grant, and that have specific personal protective equipment (PPE) needs in order to operate safely. Businesses qualifying for the Municipal Small Business Grant must have 500 employees or fewer, have an Employer Identification Number (EIN), be in good standing and not federally prohibited from receiving funds, have not received funds for the current purpose by other COVID-19 grant programs, and have qualified business interruption or expenses caused by COVID-19. Ms. Padilla noted that staff would like to set up a program and create a committee for application review and that all requests would still need to go forward to the state CFAC Committee. The City has spent \$830,000 to date and the date may be moved to June for disbursement to cities, but that is unknown at this time. Some cities have capped the grant

request amount at \$15,000, and have approved items specifically associated with the COVID virus such as sanitation equipment. She noted that there is an application that the state requires to be used, but cities can add additional requirements. She further explained that the request is time sensitive as it would need quick approval so the City may want to consider using the existing CDBG grant review ad hoc committee.

DISCUSSION: Councilmember Miller said she felt that the committee should have people added from the business sector. She asked if the committee would determine whether a business is eligible and would prior PPE funds exclude them. Ms. Padilla confirmed the committee's role to determine eligibility based on the state requirements and that there would be a small window of options for non-profit groups. Councilmember McEvers asked if there could be a requirement that they live within the City. Ms. Padilla noted that the business would have to be within the City. Councilmember Gookin questioned the qualifiers that the business was closed or that they had interrupted service after June, 2020. Ms. Padilla explained that the City of Meridian is using that because their bars are still closed. The Mayor asked if that was a strict requirement, or maybe there is an interpretation of what qualifies as impacted or interrupted. Ms. Padilla noted that there has been a ruling from the Governor's office that they would refer to. Councilmember Evans said she felt that several businesses have been interrupted due to having positive cases and that could be another opportunity. Councilmember Miller noted that she worked with a group of gym owners that could quality who had to restructure how the gym works and buy new equipment, as well as cut schedules in half. Councilmember Wood requested that the Council receive a written report once a month with an update on the funding.

MOTION: Motion by Evans, seconded by English to approve the development and implementation of a Municipal Small Business Grant Program by staff to allocate a portion of the CARES Act funds received by the City of Coeur d' Alene to small businesses that have been affected by the Coronavirus. **Motion carried with Gookin being opposed.**

APPROVAL FOR STAFF TO ABATE, DEMOLISH AND IMPROVE THE CITY-OWNED EAST SHERMAN MOTEL SITES IN SUPPORT OF REVITALIZATION EFFORTS ALONG THE CORRIDOR USING FUNDS FROM THE FRUITLAND LANE PROPERTY SALE AND FUND BALANCE.

STAFF REPORT: Community Planning Director Hilary Anderson noted that the City entered into an agreement in April 2019 to exchange real property with the Society of St. Vincent De Paul in the City of Cda, Inc. and the St. Vincent De Paul Salvage Bureau, Inc. for properties located at 1516 and 1620 E. Sherman Avenue in exchange for real property owned by the City located at 102/106 East Homestead in Coeur d' Alene. The City Council approved the exchange after a public hearing on June 4, 2019, and the transaction closed and the City obtained the properties on December 20, 2019. During the public hearing, staff shared possible uses of the two properties and community preferences for how the sites could be utilized to further support the East Sherman revitalization efforts. A variety of uses were suggested with varying costs and levels of improvement, some requiring public-private partnerships or possible future acquisition of the sites by private parties for redevelopment purposes. While staff presented the various uses that could be achieved on the properties, it was also noted that the short-term goal and lowest cost investment would be to provide pocket park greenspace to allow for community gathering

places and public parking to support the growing business community and avoid the potential challenges like the City has been experiencing with parking in Midtown. Longer term goals could include land exchanges and/or public-private partnerships in support of redevelopment consistent with the community vision outlined in the draft East Sherman Revitalization Plan. The former motels on East Sherman have sat vacant since September 30, 2018. They are not inhabitable in their current state and are not providing any value to the business district or surrounding neighborhoods sitting vacant, and could become an attractive nuisance if they continue to remain in their current state, potentially inviting vandalism or break-ins. Staff is proposing to move forward this fall with asbestos abatement and demolition of the former motel buildings at 1516 and 1620 E. Sherman Avenue, and backfilling the holes where the buildings are removed. The plan would be to keep the current asphalt parking areas in place over the winter and apply soil tackifiers to the exposed soil to ensure stormwater best management practices until the sites are improved in spring 2021. Staff is recommending improving the properties by maintaining power, water and wastewater connections, making both parcels development-ready by bringing in structural fill, adding some lighting and outlets to allow for farmers markets and community events, and adding public green space through the use of micro clover, ornamental grasses and other low maintenance plants, irrigation, rocks, and picnic tables to create a low cost community gathering place, and adding new pavement to allow for public parking to support the district. The proposal would cost the least amount of money and would allow maximum flexibility for both properties, including allowing the community to begin using the properties in 2021 for public green space in support of recreation, picnicking, small events, farmer's markets, and parking. The initial work would take place later this fall. The full site improvements are expected to take place in the spring of 2021.

Ms. Anderson noted that the Streets & Engineering Department would assist with site preparation after the asbestos abatement and demolition work is completed. The work would include filling any holes, importing suitable soil to the site and compacting the soil, and preparing for the winter with stormwater management and construction best management practices. The Streets & Engineering crew would also be able to pull power for lighting and outlets, pave the parking areas, and install curb stops for the parking area. The City's Parks crew would install mulch and soil tackifier to the soil this fall for stormwater management, and then install the irrigation, micro clover, ornamental grasses street trees, rocks, and picnic tables in the spring. The Streets & Engineering crew would install new pavement in the spring. The Police and Fire Department have expressed an interest in doing some trainings in the buildings prior to their demolition. The total cost of the contracted work is estimated to be \$97,465. Ms. Anderson noted that the City received \$69,845.51 from the sale of the 3285 Fruitland Lane property, which closed in February 2020, and it would require approximately \$27,620 from Fund Balance to cover the difference.

DISCUSSION: Councilmember Miller asked about the plan for the improvements. Ms. Anderson said that once the site is cleared the plan is for half asphalt and half greenspace. The property at 1516 Sherman might be a good flex space, and would also benefit from public parking. Councilmember Miller said that she agreed with demolition and noted that the City doesn't track staff time costs and was hoping there would be a park plan and expected expenses, such as wiring. Ms. Anderson noted that there are electrical improvements and street lights included in the plan. They are looking for a low maintenance area that requires little water, with

rock features similar to the midtown pocket park. Councilmember Miller asked if this was the final development plan with no improvements down the road. Ms. Anderson explained that the plan provides for immediate use and could be used down the road as a land trade or sale if the Council desires in the future. Councilmember Gookin asked about the funding and if those amounts could be included in the current budget amendment. Ms. Jensen said that it would occur in next fiscal year's budget amendment. Councilmember Wood asked if a property sale like Fruitland goes into a different fund. Ms. Jensen said that at the year-end it is designated, but goes into the General Fund. Councilmember McEvers asked if the \$27,000 is included in the already planned \$1.5 Million to be taken from the General Fund in the currently proposed budget. Ms. Jensen noted that it would be additional. Councilmember Miller asked if there would be an opportunity for community funding and possibly naming opportunities to lessen the impact to the General Fund. Ms. Anderson noted that they have not included that at this time; however, she could bring that idea to the Parks and Recreation Commission. Councilmember Wood asked what the long-term goals were for the properties. Mayor Widmyer noted that several ideas were discussed at the time and several options included future revitalization for East Sherman. Ms. Anderson explained that some of the popular community ideas included a year-round farmers market or co-op, affordable housing, micro-enterprise, pop-up shops and pocket park with more public parking. She also noted that if there is a future urban renewal district, the parcels could be used. Councilmember McEvers noted the purchase value of the properties was \$326,000, but questioned what they would be worth today. Ms. Anderson clarified that the City does not have a great process available for the sale of property, due to the Idaho Code requirement for disposing of public property; therefore, a better option would be a land trade. Councilmember McEvers expressed concern over the use of General Fund balance for the benefit of the abutting businesses. Councilmember Wood proposed further discussion on how to move forward with more information regarding the development of the land. Mayor Widmyer suggested the option to demolish now and leave the ground bare. Ms. Anderson confirmed they could do it in two phases; however, she requested that the development still occur in 2021, so the parcel is not left in a vacant state for many years.

MOTION: Motion by Miller, seconded by Wood to authorize staff to abate, demolish and improve the City-owned East Sherman Motel Sites, with staff to prepare a budget and development plan to present to Council before spring 2021.

DISCUSSION: Councilmember Gookin asked for clarification regarding the cost of demolition. Ms. Anderson noted that the price for contracted work would be \$79,465 so they would still need about \$10,000 to complete the task. Councilmember Miller reiterated her request to look at naming rights and items that would be physically installed there and more information on the long-term use plan for the property.

Motion carried.

MOTION: Motion by Gookin, seconded by Wood to enter into Executive Session pursuant to Idaho Code 74-206 (1) (b) To consider the evaluation, dismissal or disciplining of, or to hear complaints or charges brought against, a public officer, employee, staff member or individual agent; and (f) To communicate with legal counsel for the public agency to discuss the legal ramifications of and legal options for pending litigation, or controversies not yet being litigated

but imminently likely to be litigated and asked that the Police Chief be available if Council needs to call him.

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

The City Council entered Executive Session at 7:35 p.m. Those present were the Mayor, City Council, City Administrator, Human Resources Director, Kirt Naylor, Deputy City Attorney, and City Attorney. Council returned to regular session at 9:40 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 9:41 p.m.

Steve Widmyer, Mayor

ATTEST:

Renata McLeod, CMC
City Clerk

**GENERAL SERVICES/PUBLIC WORKS COMMITTEE
MINUTES
August 24, 2020
4:00 p.m., Library Community Room**

COMMITTEE MEMBERS PRESENT

Councilmember Woody McEvers
Councilmember Dan Gookin
Councilmember Kiki Miller

STAFF PRESENT

Lee White, Police Chief
Amy Ferguson, Executive Asst.
Mike Anderson, WW Superintendent
Vonnie Jensen, Comptroller
Troy Tymesen, City Administrator

**Item 1 POLICE DEPARTMENT PRESENTATION
No Motion**

Police Chief Lee White presented an overview of the Police Department. He noted that the department has 113 employees in the Patrol and Investigations Divisions, with 91 sworn officers. Investigations includes anything other than sworn uniformed personnel, including detectives, records, etc. Calls for service last year were 42,717.

Chief White noted that the focus for the last several years has been crime reduction, development of employees, and customer service. He noted that there has been a slight reduction in calls from the previous year. The Police Department uses a combination of data and intelligence to put officers where they are most likely to encounter criminal behavior. When not doing that, they ask the officers to build ties with the community.

Chief White commented that Part 1 crime has dropped 60% since 2014. Calls for service are just a measure of activity, but not a measure of success. The crime statistics tell them about their success rates. He noted that traffic accidents year to date are down 25% in reportable accidents, 25% in fatal and injury crashes, and 60% in vehicle vs. bike crashes.

The Police Department has a strong focus on community engagement. Chief White noted that what you don't hear about the PD is almost as important as what you do hear, in regard to press coverage. He further commented that they have had a lot of high-profile, provocative incidents over the last six years.

Some of the things that they focus on are transparency, accountability and professionalism with the Police Department. They are widely regarded as leaders in law enforcement in the Northwest.

The Police Department has two openings right now. Chief White noted that it takes a while to fill openings because the testing process is very involved. For those two openings, they currently have 37 lateral applicants and over 200 entry level applicants. He expects to be issuing a couple of conditional offers of employment within the next couple of weeks.

Councilmember Miller asked if it was common to have more laterals wanting to work for the City. Chief White said that they were getting some applicants prior to the changes made by the Council approving the lateral incentive program in 2018, but those changes did help incentivize people to come to their department. Lateral recruitment has been very successful.

Councilmember McEvers asked if traffic counts, reports, etc. are initiated through patrol. Chief White said that calls come in through dispatch or are generated on officer-initiated activity. After that, the data collection goes through a supervisor, and then goes to their Records Division to make sure that things are coded correctly and recorded universally in the same way. After that, it gets uploaded into the system and two crime analysts look at it and do the mapping and assist with intelligence-led policing.

Councilmember McEvers asked about the detectives and when they are involved. Chief White responded that they are only involved in certain things but years ago just about everything went to the detectives. They have changed a couple of things that have allow some of their patrol officers to do the follow-up themselves. The detectives can then spend more time focusing on some of the more serious crimes.

Chief White said that the Police Department entered into a new partnership with DEA and ISP in the last two years to investigate drug crimes and trafficking in the area. They were recently designated as a HIDTA (High Drug Traffic Area), due to their close proximity to Spokane and the I-90 corridor. This is the first time it has ever happened and they worked long and hard with the ISP to get the designation, which will result in federal funds being received. Chief White noted that they also have a fantastic partnership with other agencies for major events, such as protests, July 4th, critical incidents, etc.

Chief White discussed Part 1 and 2 crimes, and noted that Part 1 crimes (aggravated assault, homicides, etc.) are relatively flat so far this year. Part 2 crimes are auto burglaries, drug and alcohol offenses, etc. Councilmember Gookin asked why the auto burglaries are almost double this year. Chief White explained that they were hit by a number of groups in early March/April which resulted in a 134% increase in just one month because of two groups. The thefts were from predominantly unlocked cars. Arrests were made for both groups, and they used the data from the mapping program to focus police activity. He further noted that they receive a report every morning at 7 a.m. that tells them what occurred in the last 24 hours. If a citizen is interested in looking at the crime statistics for individual neighborhoods, they can visit www.cityprotect.com.

Chief White also talked about community engagement and noted that their crime prevention officer directs a lot of crime prevention activities and public meetings, including “Coffee with a Cop,” the Police Athletic League, the annual Toy Drive, clean-ups and other off-duty work.

Councilmember McEvers asked about patrol shifts. Chief White said that they are broken down into three shifts, although it is technically four because they have a day shift that starts four hours after the first one. They staff differently based on the time of year and time of day. The Detective Division and support staff work a variety of schedules. They try to work 10-hour shifts because they oftentimes need to meet with people before businesses open up or when they are getting home, and 8-hour shifts are limiting in the amount of things that they can accomplish.

Councilmember McEvers asked about the impact of court appearances. Chief White said that the detectives typically get called fewer times, but their time in court on a per case basis is dramatically longer. Councilmember McEvers asked if the appearances end up pulling an officer out of a shift. Chief White responded that it can, and sometimes it is on their days off and requires overtime. He noted that they tried to interact with the court a couple of years ago in regard to scheduling, but working through the courts has proven to be problematic.

Councilmember Miller asked how the COVID pandemic is affecting the School Resource Officer (SRO) program. Chief White said that the current contract is a two-year contract and he hasn't heard anything from the school district about reducing the program.

Councilmember Miller asked if the Police Department was fully staffed, supplied and able to be fully in compliance in regarding to COVID. Chief White said that in the beginning there was quite a bit of difficulty, but they have navigated through it. They have one person who is out pending a test result, but they have nobody who is symptomatic and out. They don't get a lot of calls for service regarding mask compliance. Their officers are required to wear a mask on every planned contact, unless it is an emergency.

Councilmember Miller noted that this summer she has been downtown a couple of times and has seen interactions between citizens and the Police Department and was extremely proud of the way the officers handled and de-escalated the situations.

Item 2 WASTEWATER RATE EQUITABILITY PRESENTATION
No Motion

Mike Anderson, Wastewater Superintendent, presented regarding wastewater rates within the City of Coeur d'Alene. He noted in his staff report that the Wastewater Department regularly reviews both the rates and capitalization fees which are charged to the system's users. This process is performed in three steps:

1. Revenue requirement analysis
2. Cost of service analysis
3. Rate design analysis, taking into consideration that the rates are easy to understand and administer, the customers' ability to pay, continuity, address policies, and that the rates provide revenue stability efficient allocation of the resource, and are equitable and non-discriminatory.

A rate study was performed in 2017-2018. The most recent rate study indicated that customers are being charged appropriately (within 5%) of the actual cost of service; however, a series of rate increases was needed across all classes to fund increased costs of treatment. Rate studies are a crucial tool to the operation of the Wastewater Department and, as such, an important part of our City's structure. Rate studies are performed regularly as needed, approximately every 5 years.

Councilmember Gookin asked if it all goes through one pipe, how do they know the difference between commercial and residential usage? Mr. Anderson responded that it is based on strength in solids (carbon, phosphorous and ammonia) and industry standards, and that there are a lot more of those materials in each gallon of water in a restaurant than from a home.

Mr. Anderson noted that the total cost to treat is slightly more for commercial. Each commercial customer uses many gallons as compared to residential. The cost per 1,000 gallons for commercial activity is actually less because they are not paying as much in administrative costs.

Mr. Anderson said that when they did their previous rate study, everyone was within 5% of their actual costs, which is what they consider success. They look at the groups on aggregate. At the time the rate analysis was done, not all of their costs were fully realized, and as a result they passed the rate increases that have been rolling out every year.

Mr. Anderson said that the problem is they can't measure wastewater flows. There is a lot of water that people are bringing into their house that doesn't become wastewater. Councilmember Gookin asked if

there is any utility in the country that measures discharge at the source. Mr. Anderson said that there is not, and that it is not possible to measure wastewater unless it is pressurized.

Mr. Anderson said that there is a relatively small range of usage with residential customers, and a wider range in regarding to commercial customers. As a result, residents are billed at a fixed rate. In regard to commercial, there are different size buildings that can vary greatly, and the same unit probably uses a lot more wastewater in the summer than in the winter. Seasonally, the wastewater usage varies greatly, and so they bill based on individual usage. They do offer irrigation meters to larger commercial users, which would entail having a separate meter installed where they would pay no wastewater rates. Currently the CAP fee to have an irrigation meter installed is about \$7,000 for a ¾ inch irrigation meter. At the commercial low rate, it would take about 1.4M of gallons of wastewater to pay for it. The business has to make the decision considering return on investment.

Mr. Anderson explained that most cities bill commercial based on water use, and approximately half of cities bill residential based on water use.

Councilmember McEvers said that they have done some sewer access out of City wall and asked if it has been a problem. Mr. Anderson said they have gotten it to work and for the most part it is pretty seamless. As new ones come online there have been some sticking points but it is nothing they haven't been able to iron out.

Councilmember Miller noted that she has had multiple conversations with Mr. Anderson and commented that they make it equitable for the residential properties, but for the commercial properties they clearly know they are charging them to process water that is not going through the sewer plant and, to her, that just isn't right. She asked what the other 50% of the cities are doing and why there is no ability for a commercial property to appeal the charge. She also commented that the separate meter is a huge expense, especially to small businesses, and there is no ability to appeal. She asked why, if they have the ability to figure out a fixed rate average for residential, why can't they do it for commercial. She noted that as they grow within the City limits and have more and more infill and businesses are converting commercially zoned properties, etc., they are going to have more and more of the irrigation issue.

Mr. Anderson said that he agrees that people are paying wastewater rates on irrigation, but they don't know how much, which is the problem. He agrees in concept that it is not fair for somebody to pay wastewater rates on something that is not wastewater, and offered to bring it forward during their next rate study which will be performed in 2022/23 just to see if there is something that can be done about it. By and large across the industry, commercial pays based on water use.

Councilmember Miller asked if a reexamination of the CAP fee for installing a separate meter could be part of the next rate study, and also an appeal process. Mr. Anderson said that they do have an appeal process when it comes to leaks, which is generally their biggest problem. He noted that, on the whole, they are within 5% for the aggregate group of commercial accounts.

[Councilmember Gookin left the meeting.]

* * * * *

* * * * *

**Item 3 APPROVAL OF AMENDMENT TO COEUR D’ALENE SOLID WASTE
BILLING SERVICES AGREEMENT WITH KOOTENAI COUNTY FOR
BILLING COMMERCIAL SOCIAL WASTE ACCOUNTS WITHIN THE CITY
LIMITS**

Consent Calendar

Vonnie Jensen, Comptroller, presented a request for Council approval of an amendment to continue the agreement with Kootenai County for billing services for commercial solid waste accounts within the City limits of Coeur d’Alene.

Ms. Jensen noted in her staff report that since 2006 the City has been a part to the Coeur d’Alene Billing Services Agreement. The City was already billing customers on a monthly basis for residential garbage service and commercial container rent. This partnership between the City and County streamlined the billing process because the City also bills for commercial garbage containers. Prior to this agreement commercial customers were receiving a separate bill from Kootenai County for commercial garbage yardage. The Kootenai County Sanitation Department also provides assistance to the City with the Solid Waste Joint Powers Agreement. The amendment to the agreement calls for a payment to the City of \$12,500 per year, a 25% increase, for the next two years.

Ms. Jensen noted that the City has not increased the contracted amount since 2016.

MOTION: Motion by Miller, seconded by McEvers, to recommend Council approval of an amendment to continue the agreement with Kootenai County for billing services for commercial solid waste accounts within the City limits of Coeur d’Alene. Motion carried.

The meeting adjourned at 12:59 p.m.

Respectfully submitted,

Amy C. Ferguson
Public Works Committee Liaison

RESOLUTION NO. 20-047

A RESOLUTION OF THE CITY OF COEUR D'ALENE, KOOTENAI COUNTY, IDAHO, APPROVING FIRST AMENDMENT TO THE AGREEMENT WITH KOOTENAI COUNTY FOR SOLID WASTE BILLING SERVICES EXTENDING THE TERM AND INCREASING THE COUNTY'S ANNUAL PAYMENT TO THE CITY.

WHEREAS, pursuant to Resolution No.16-006 adopted the 2nd day of February, 2016, the City of Coeur d'Alene entered into an agreement with Kootenai County for solid waste billing services extending the term of the agreement and increasing Kootenai County's payment to the City to \$12,500.00 per year; and

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

NOW, THEREFORE,

BE IT RESOLVED by the Mayor and City Council of the City of Coeur d'Alene that the City hereby approves Amendment No. 1 to the agreement with Kootenai County for Solid Waste Billing Services pursuant to the agreement attached hereto as Exhibit "1" and by this reference incorporated herein.

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

DATED this 1st day of September, 2020.

Steve Widmyer, Mayor

ATTEST:

Renata McLeod, City Clerk

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

ROLL CALL:

COUNCIL MEMBER GOOKIN Voted _____

COUNCIL MEMBER MCEVERS Voted _____

COUNCIL MEMBER MILLER Voted _____

COUNCIL MEMBER WOOD Voted _____

COUNCIL MEMBER EVANS Voted _____

COUNCIL MEMBER ENGLISH Voted _____

_____ was absent. Motion _____.

Finance Department
Staff Report

Date: August 24, 2020
From: Vonnie Jensen, Comptroller
Subject: Coeur d'Alene Billing Services Agreement

Decision Point:

To approve the amendment to continue the agreement with Kootenai County for billing services for commercial solid waste accounts within the City limits of Coeur d'Alene.

History:

Since 2006 the City has been a party to the Coeur d' Alene Billing Services Agreement. The City was already billing customers on a monthly basis for residential garbage service and commercial container rent. This partnership between the City and County streamlined the billing process because the City also bills for commercial garbage containers. Prior to this agreement commercial customers were receiving a separate bill from Kootenai County for commercial garbage yardage. The Kootenai County Sanitation Department also provides assistance to the City with the Solid Waste Joint Powers agreement.

Financial Analysis:

In 2006 the City added a new line item to its existing utility bill post card at no additional cost and did not add any staff. The amendment to the agreement calls for a payment to the City of \$12,500 per year, a 25% increase, for the next two years. Kootenai County Solid Waste is a utility and an enterprise fund, which means that there is a fee charged for the service provided.

Performance Analysis:

The citizens of Coeur d' Alene receive one bill for garbage service which enhances customer service. The County Sanitation Department receives monthly cash flow whereas previously some of the commercial accounts were billed quarterly instead of monthly.

Decision Point:

To approve to amendment to continue the contract with Kootenai County for billing services for commercial solid waste accounts within the City limits of Coeur d'Alene.

**FIRST AMENDMENT
TO COEUR D'ALENE SOLID WASTE BILLING SERVICES AGREEMENT**

THIS FIRST AMENDMENT is made and effective this _____ day of _____, 2020, by and between KOOTENAI COUNTY, a political subdivision of the State of Idaho (hereinafter "the County"), and the CITY OF COEUR D'ALENE, a municipal corporation organized pursuant to the laws of the State of Idaho (hereinafter, "the City").

WHEREAS, the County and City entered into a Solid Waste Billing Services Agreement on February 2, 2016, for the purpose of the provision of billing services for waste disposal fees of commercial solid waste accounts within the city limits of the City; and,

WHEREAS, the County and City deem it to be of benefit to both parties to amend certain provisions of the February 2, 2016, Agreement, to-wit: amending the Agreement to provide for additional fees to be paid by the County to the City and to extend the term of the Agreement.

NOW, THEREFORE, in consideration of their mutual benefit and the covenants, conditions, agreements, and terms herein, the parties agree as follows:

1. **Term and Termination** shall be amended as follows:

Term: This Agreement shall commence on February 2, 2016, and end on September 30, 2022.

This agreement is contingent upon the County receiving the necessary funding to cover the obligations of the County. In the event that such funding is not received or appropriated, the County's obligations under the Contract shall cease, and each party shall be released from further performance without any liability to the other party.

2. **County's Responsibility** shall be amended as follows:

The County shall:

- Maintain a billing interface between the contracted solid waste collector and the City to assist in reconciliation of accounts and to notify customers of any billing changes.
- Coordinate delinquent accounts with the City so that solid waste disposal services are not provided to delinquent accounts until such time as they are no longer delinquent.

**FIRST AMENDMENT TO
CONSULTANT AGREEMENT - 1**

- In exchange for the City's provision of the contracted billing services, the County will pay to the City the sum of Twelve Thousand and Five Hundred and no/100 Dollars (\$12,500.00) per year, commencing on January 1, 2021, and prorated as appropriate, on or before December 31st of each year.
 - Provide City staff with training on the County's solid waste billing procedures and fee structures.
 - Provide the City with at least 30 days' notice of all rate changes and/or adjustments.
 - Provide the City with a monthly report detailing all adjustments or changes to accounts for the next month's bill. To ensure that the City has sufficient time to prepare bills, the County will provide the report to the City no later than 5 days following the County's receipt of the information from the City's contracted solid waste collector.
 - Indemnify, defend and hold the City harmless from any and all liability, loss, damage or claims, of any description, which result from the acts of the County and its employees, officers and/or agents arising out of or in connection with this agreement.
3. This amendment is effective as of the _____ day of _____, 2020.
 4. This amendment incorporates and includes all changes agreed to by the parties and supersedes and replaces any oral discussions, representations, or stipulations previously entered into by the parties.
 5. All other provisions of the Agreement, dated February 2, 2016, shall remain in full force and effect and shall not in any way be modified, changed, or altered by this amendment.

DATED this _____ day of _____, 2020.

CITY OF COEUR D'ALENE

STEVE WIDMYER, MAYOR

ATTEST:

RENATA MCLEOD, CITY CLERK

**FIRST AMENDMENT TO
CONSULTANT AGREEMENT - 2**

**KOOTENAI COUNTY
BOARD OF COMMISSIONERS**

Chris Fillios, Chairman

Leslie Duncan, Commissioner

Bill Brooks, Commissioner

ATTEST:

JIM BRANNON, CLERK

By _____
Deputy Clerk

**FIRST AMENDMENT TO
CONSULTANT AGREEMENT - 3**

**CITY COUNCIL
STAFF REPORT**

DATE: September 1, 2020
FROM: Terry Pickel, Water Department Director
SUBJECT: Approval for construction of a new 18" Water Transmission Main construction along the Prairie Trail.

=====

DECISION POINT: Staff is requesting approval of a contract with Northwest Grading Inc. for construction of a new 18" water transmission main along the Prairie Trail.

HISTORY: During the last water system engineering study, deficiencies were identified in regards to overall system capacities and supplies in the General and High Zones. The 2012 Water Comprehensive Plan Update looked at these deficiencies and recommended a phased approach for installation of new transmission mains, new sources, and potential new storage facilities in the existing zones. A construction schedule was included in the plan and Water Department staff has endeavored to keep this plan on track. A new 4000 gpm source for the General Zone is needed to meet peak demands. The difficulty is finding a suitable site as the best location is on the western boundary of the City. By using the Huetter Well in the High Zone, we will then be able to reallocate the Atlas Well to the General Zone to provide the necessary capacity. The transmission main projects will move the water to the necessary areas of the City.

FINANCIAL ANALYSIS: Funding for the proposed project is included in the 2019 -20 FY budget at \$3.9 million to be paid out of the Capitalization Fee fund. The funding will be carried over into FY 2020-21 budget as construction may not begin until after the end of the fiscal year. Bids were solicited for phase one of the project. Eleven bids were received ranging from the lowest at \$328,248.51 to the highest at \$567,716.01. The engineer's estimate for this phase is \$535,200.00. The bid tabulation has been included in the Council packet. The lowest responsive bid was received from Northwest Grading Inc. The consulting engineer has reviewed all bids, contacted the low bidder to verify they are good with their bid.

PERFORMANCE ANALYSIS: The Prairie Transmission Main will move water from the Huetter Well to the Industrial Standpipe to replace the capacity that will be lost in redirecting the Atlas Well to the General Zone. Construction will occur along the Prairie Trail without any significant impact to the trail itself. The adjacent property owner is working with staff to provide additional construction space to eliminate any potential impact to the paved surface. Pedestrian traffic may be slightly impacted during construction strictly for safety reasons.

DECISION POINT/RECOMMENDATION: City Council should accept the lowest responsive bid and approve a Construction Contract with Northwest Grading Inc. to install a new transmission main for a total \$328,248.51.

CITY OF CDA																					
TRANSMISSION LINE - NORTHERN SECTION																					
BID TABULATION																					
Bid Opening: 08/21/2020																					
				Northwest Grading, Inc.		MDM Construction Group		LaRiviere, Inc.		Sonray Enterprises		NNAC		Big Sky ID, Corp.		S&L Underground		Ditches Unlimited		Stewart Contracting	
Pay Item	Description	Pay Unit	Estimat ed Quantity	Unit Price	Total Amount	Unit Price	Total Amount	Unit Price	Total Amount	Unit Price	Total Amount	Unit Price	Total Amount	Unit Price	Total Amount	Unit Price	Total Amount	Unit Price	Total Amount	Unit Price	Total Amount
015050.01	Mobilization	LS	1	#####	\$ 13,500.00	\$ 9,000.00	\$ 9,000.00	\$ 47,000.00	\$ 47,000.00	\$ 20,000.00	\$ 20,000.00	\$ 30,885.00	\$ 30,885.00	\$60,000.00	\$ 60,000.00	\$45,000.00	\$ 45,000.00	\$47,000.00	\$ 47,000.00	\$50,000.00	\$ 50,000.00
015500.02	Traffic Control	LS	1	\$ 2,500.00	\$ 2,500.00	\$ 2,550.00	\$ 2,550.00	\$ 9,129.00	\$ 9,129.00	\$ 5,000.00	\$ 5,000.00	\$ 10,700.00	\$ 10,700.00	\$ 2,940.00	\$ 2,940.00	\$ 5,000.00	\$ 5,000.00	\$ 2,500.00	\$ 2,500.00	\$10,000.00	\$ 10,000.00
015713.04	Site Control	LS	1	\$ 3,500.00	\$ 3,500.00	\$ 10,040.00	\$ 10,040.00	\$ 7,298.00	\$ 7,298.00	\$ 13,500.00	\$ 13,500.00	\$ 9,335.00	\$ 9,335.00	\$ 4,856.00	\$ 4,856.00	\$15,000.00	\$ 15,000.00	\$ 2,500.00	\$ 2,500.00	\$10,000.00	\$ 10,000.00
329219.01	Dryland Hydroseeding	SY	11025	\$ 0.50	\$ 5,512.50	\$ 0.75	\$ 8,268.75	\$ 0.50	\$ 5,512.50	\$ 0.46	\$ 5,071.50	\$ 1.00	\$ 11,025.00	\$ 2.00	\$ 22,050.00	\$ 0.80	\$ 8,820.00	\$ 0.54	\$ 5,953.50	\$ 1.00	\$ 11,025.00
331116.02	18-inch AWWA C905 DR-18 Water Line	LF	3150	\$ 64.00	\$ 201,600.00	\$ 79.00	\$ 248,850.00	\$ 70.00	\$ 220,500.00	\$ 84.00	\$ 264,600.00	\$ 92.00	\$ 289,800.00	\$ 92.00	\$ 289,800.00	\$ 96.00	\$ 302,400.00	\$ 134.68	\$ 424,242.00	\$ 110.00	\$ 346,500.00
331116.22	18-inch AWWA C504 Butterfly Valve Installation	EA	7	\$ 1,935.00	\$ 13,545.00	\$ 441.00	\$ 3,087.00	\$ 668.00	\$ 4,676.00	\$ 1,000.00	\$ 7,000.00	\$ 1,060.00	\$ 7,420.00	\$ 776.00	\$ 5,432.00	\$ 2,500.00	\$ 17,500.00	\$ 57.15	\$ 400.05	\$ 5,000.00	\$ 35,000.00
331116.23	24-inch AWWA C504 Butterfly Valve Installation	EA	1	\$ 1,000.00	\$ 1,000.00	\$ 438.00	\$ 438.00	\$ 668.00	\$ 668.00	\$ 1,800.00	\$ 1,800.00	\$ 2,240.00	\$ 2,240.00	\$ 776.00	\$ 776.00	\$ 3,000.00	\$ 3,000.00	\$ 400.00	\$ 400.00	\$ 5,000.00	\$ 5,000.00
331116.37	Fire Hydrant Assembly	EA	5	\$ 8,000.00	\$ 40,000.00	\$ 7,730.00	\$ 38,650.00	\$ 6,229.00	\$ 31,145.00	\$ 6,500.00	\$ 32,500.00	\$ 8,885.00	\$ 44,425.00	\$ 7,237.00	\$ 36,185.00	\$ 6,500.00	\$ 32,500.00	\$ 1,100.00	\$ 5,500.00	\$10,000.00	\$ 50,000.00
331116.60	Altitude Valve Installation	LS	1	#####	\$ 37,900.00	\$ 39,600.00	\$ 39,600.00	\$ 37,767.00	\$ 37,767.00	\$ 44,500.00	\$ 44,500.00	\$ 49,000.00	\$ 49,000.00	\$44,070.00	\$ 44,070.00	\$40,000.00	\$ 40,000.00	\$ 600.00	\$ 600.00	\$40,000.00	\$ 40,000.00
331116.67	Tie-in to Existing 24" Waterline	EA	1	\$ 5,500.00	\$ 5,500.00	\$ 4,020.00	\$ 4,020.00	\$ 5,111.00	\$ 5,111.00	\$ 9,150.00	\$ 9,150.00	\$ 9,900.00	\$ 9,900.00	\$ 6,533.00	\$ 6,533.00	\$ 6,500.00	\$ 6,500.00	\$ 3,300.00	\$ 3,300.00	\$ 7,000.00	\$ 7,000.00
31231613.03	Exploratory Excavation	HR	5	\$ 250.00	\$ 1,250.00	\$ 225.00	\$ 1,125.00	\$ 417.00	\$ 2,085.00	\$ 370.00	\$ 1,850.00	\$ 479.00	\$ 2,395.00	\$ 254.00	\$ 1,270.00	\$ 250.00	\$ 1,250.00	\$ 135.00	\$ 675.00	\$ 150.00	\$ 750.00
	Sales Tax on Owner-Furnished Materials	LS	1	\$ 2,441.01	\$ 2,441.01	\$ 2,441.01	\$ 2,441.01	\$ 2,441.01	\$ 2,441.01	\$ 2,441.01	\$ 2,441.01	\$ 2,441.01	\$ 2,441.01	\$ 2,441.01	\$ 2,441.01	\$ 2,441.01	\$ 2,441.01	\$ 2,441.01	\$ 2,441.01	\$ 2,441.01	\$ 2,441.01
	TOTAL CONSTRUCTION COST				\$ 328,248.51		\$ 368,069.76		\$ 373,332.51		\$ 407,412.51		\$ 469,566.01		\$ 476,353.01		\$ 479,411.01		\$ 495,511.56		\$ 567,716.01

CITY OF CDA							
TRANSMISSION LINE - NORTHERN SECTION							
BID TABULATION							
Bid Opening: 08/21/2020							
				TML Construction Inc		Peck & Peck Excavating	
Pay Item	Description	Pay Unit	Estimat ed Quantity	Unit Price	Total Amount	Unit Price	Total Amount
015050.01	Mobilization	LS	1	\$43,000.00	\$ 43,000.00	\$21,945.00	\$ 21,945.00
015500.02	Traffic Control	LS	1	\$ 4,000.00	\$ 4,000.00	\$ 2,000.00	\$ 2,000.00
015713.04	Site Control	LS	1	\$10,000.00	\$ 10,000.00	\$18,000.00	\$ 18,000.00
329219.01	Dryland Hydroseeding	SY	11025	\$ 0.60	\$ 6,615.00	\$ 1.50	\$ 16,537.50
331116.02	18-inch AWWA C905 DR-18 Water Line	LF	3150	\$ 112.50	\$ 354,375.00	\$ 121.00	\$ 381,150.00
331116.22	18-inch AWWA C504 Butterfly Valve Installation	EA	7	\$ 750.00	\$ 5,250.00	\$ 1,350.00	\$ 9,450.00
331116.23	24-inch AWWA C504 Butterfly Valve Installation	EA	1	\$ 1,000.00	\$ 1,000.00	\$ 1,615.00	\$ 1,615.00
331116.37	Fire Hydrant Assembly	EA	5	\$ 8,300.00	\$ 41,500.00	\$ 7,600.00	\$ 38,000.00
331116.60	Altitude Valve Installation	LS	1	\$63,000.00	\$ 63,000.00	\$60,820.00	\$ 60,820.00
331116.67	Tie-in to Existing 24" Waterline	EA	1	\$ 9,000.00	\$ 9,000.00	\$ 6,790.00	\$ 6,790.00
31231613.03	Exploratory Excavation	HR	5	\$ 500.00	\$ 2,500.00	\$ 250.00	\$ 1,250.00
	Sales Tax on Owner-Furnished Materials	LS	1	\$ 2,441.01	\$ 2,441.01	\$ 2,441.01	\$ 2,441.01
	TOTAL CONSTRUCTION COST				\$ 542,681.01		\$ 559,998.51



TRAILS TRANSMISSION MAIN ROUTE



TRAILS TRANSMISSION MAIN ROUTE



BID TABULATION

PRAIRIE TRAILS TRANSMISSION MAIN BID TABULATION		
BIDDER:		
Northwest Grading, Inc.	\$328,248.51	
MDM Construction Group	\$368,069.76	
LaRiviere, Inc.	\$373,332.51	
Sonray Enterprises	\$407,412.51	
NNAC	\$469,566.01	
Big Sky ID, Corp.	\$476,353.01	
S&L Underground	\$479,411.01	
Ditches Unlimited	\$495,511.56	
TML Construction Inc	\$542,681.01	
Peck & Peck Excavating	\$559,998.51	
Stewart Contracting	\$567,716.01	
GINEER'S ESTIMATE	\$535,200.00	



TRAILS TRANSMISSION MAIN



THANK YOU!



RESOLUTION NO. 20-048

A RESOLUTION OF THE CITY OF COEUR D'ALENE, KOOTENAI COUNTY, IDAHO, AUTHORIZING A CONTRACT WITH NORTHWEST GRADING, INC., TO INSTALL A NEW 18" WATER TRANSMISSION MAIN ALONG THE PRAIRIE TRAIL.

WHEREAS, it is recommended that the City of Coeur d'Alene enter into a Contract with Northwest Grading, Inc., for the installation of a new 18" water transmission main along the Prairie Trail pursuant to terms and conditions set forth in the Contract, a copy of which is attached hereto as Exhibit "1" and by reference made a part hereof; and

WHEREAS, it is deemed to be in the best interests of the city of Coeur d'Alene and the citizens thereof to enter into such Contract;

NOW, THEREFORE,

BE IT RESOLVED by the Mayor and City Council of the City of Coeur d'Alene that the City enter into a Contract for the installation of a new 18" water transmission main along the Prairie Trail with Northwest Grading, Inc., in substantially the form attached hereto as Exhibit "1" and incorporated herein by reference with the provision that the Mayor, City Administrator, and City Attorney are hereby authorized to modify said Contract to the extent the substantive provisions of the Contract remain intact.

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

DATED this 1st day of September, 2020.

Steve Widmyer, 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 WOOD	Voted
COUNCIL MEMBER MCEVERS	Voted

_____ was absent. Motion _____.

**CONTRACT
TRANSMISSION LINE – NORTHERN SECTION
CITY OF COEUR D’ALENE WATER DEPARTMENT
AND
NORTHWEST GRADING, INC.**

THIS CONTRACT, made and entered into this 1st day of September, 2020, between the CITY OF COEUR D’ALENE, Kootenai County, Idaho, a municipal corporation duly organized and existing under and by virtue of the laws of the state of Idaho, hereinafter referred to as “CITY”, and NORTHWEST GRADING, INC., a corporation duly organized and existing under and by virtue of the laws of the state of Montana, with its principal place of business at 1875 N. Lakewood Dr., Ste. 201, Coeur d’Alene, Idaho, hereinafter referred to as the CONTRACTOR.

W I T N E S S E T H:

WHEREAS, the CITY duly advertised for bids for the Water Department Transmission Line – Northern Section; and

WHEREAS, the CONTRACTOR submitted the lowest responsive bid for the project; and

WHEREAS, the CONTRACTOR has been awarded the contract for the City of Coeur d’Alene Water Department TRANSMISSION LINE - NORTHERN SECTION in Coeur d’Alene, according to plans and specifications on file in the office of the City Clerk of the CITY.

NOW, THEREFORE,

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

The CONTRACTOR shall employ appropriate means to prevent accidents and defend the CITY from all claims for injury to person or property resulting from the CONTRACTOR’s actions or omissions in performance of this Contract and, to that end, shall maintain insurance of the type and in the amount specified in the Contract Documents, it being the intention that the minimum limits shall be those provided for under Chapter 9, Title 6, Idaho Code. Certificates of insurance providing at least thirty (30) days written notice to the CITY prior to cancellation of the policy shall be filed in the office of the City Clerk.

The CONTRACTOR agrees to maintain Worker’s Compensation coverage on all employees, including employees of subcontractors, during the term of this Contract as required by Idaho Code Sections 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 CITY shall pay to the CONTRACTOR for the work, services and materials herein provided to be done and furnished by it, an amount not exceeding the sum of Three Hundred Twenty-eight Thousand Two Hundred Forty-eight and 51/100 Dollars (\$328,248.51), as hereinafter provided. Partial payment shall be made on or before the third Tuesday of each calendar month on a duly certified estimate of the work completed in the previous calendar month submitted before the first Tuesday of the month, less five percent (5%). Final payment shall be made within 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).

The CONTRACTOR shall complete all work and be ready for final acceptance within **one hundred twenty (120) calendar days** of the commencement date given in the Notice to Proceed issued by the CITY. The CONTRACTOR shall only have **thirty (30) continuous calendar days to complete the onsite work once they have mobilized to the project site.** The CONTRACTOR shall complete all work necessary as set forth in the said plans and specifications described above within the above specified time frame.

The CITY and the CONTRACTOR recognize that time is of the essence and failure of the CONTRACTOR to complete the work within the time allowed shall result in damages being sustained by the CITY. Such damages are and will continue to be impractical and extremely difficult to determine. Therefore, in the event the CONTRACTOR shall fail to complete the work within the above time limit, the CONTRACTOR shall pay to the CITY or have withheld from moneys due, liquidated damages at the rate of Five Hundred and no/100 Dollars (\$500.00) per calendar day, which sum shall not be construed as a penalty.

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

1. To pay promptly when due all taxes (other than on real property), excises and license fees due to the State of Idaho, its subdivisions, and municipal and quasi-municipal corporations therein, accrued or accruing during the term of this Contract, whether or not the same shall be payable at the end of such term.

2. That, if the said taxes, excises and license fees are not payable at the end of said term, but liability for said payment thereof exists, even though the same constitutes liens upon his property, to secure the same to the satisfaction of the respective officers charged with the collection thereof.

3. That, in the event of his default in the payment or securing of such taxes, excises and license fees, to consent that the CITY may withhold from any payment due it thereunder the estimated amount of such accrued and accruing taxes, excises and license fees for the benefit of all taxing units to which the CONTRACTOR is liable.

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

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

The term "CONTRACT DOCUMENTS" are defined in Section 2 of the Contract Documents, entitled, "Standard General Conditions of the Construction Contract.

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

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

For the CITY:

For the CONTRACTOR:

Steve Widmyer, Mayor

_____, President

ATTEST:

ATTEST:

Renata McLeod, City Clerk

_____, Secretary

**CITY COUNCIL
STAFF REPORT**

DATE: September 1, 2020

FROM: Chelsea Nesbit, Community Development Specialist
Hilary Anderson, Community Planning Director

RE: Grant Award Recommendations and Requested Approval to Enter into Contract Negotiations using 2019 Community Opportunity Grant Funds and CDBG-CV (COVID-19) Funds to Support Idaho Youth Ranch, Children’s Village, and Safe Passage

DECISION POINTS:

Should Council authorize staff to enter into contract negotiations for the remaining 2019 Community Opportunity Grants and the use of CDBG-CV funds to respond to COVID-19?

Staff is requesting authorization to negotiate contracts with the following organizations using the remaining 2019 Community Opportunity Grants, pursuant to the recommendations of the Ad Hoc Grant Review Committee:

- Idaho Youth Ranch for \$44,000 to enable them to add a full-time therapist position; and
- Children’s Village for \$19,392.93 to enable them to add a part time therapist position.

Staff is also requesting authorization to enter into contract negotiations for the use of CDBG-CV funds with:

- Safe Passage for COVID-19 specific needs in the amount of \$26,145 to provide domestic violence survivors with shelter, food during hotel stays, rental assistance and staffing for shelter and crisis lines with CDBG-CV funds.

HISTORY: The City receives an annual allocation from the Housing and Urban Development Agency (HUD). With roughly half this funding, the City manages an annual Community Opportunity Grant accepting proposals for projects benefitting low to moderate income (LMI) Coeur d’Alene residents and neighborhoods, as well as organizations providing services to LMI community members.

CDBG 2019 Community Opportunity Grant Recommendations:

Based on the 2019 Annual Action Plan, \$196,520 was budgeted for the Community Opportunity Grant. The 2019 cycle of Community Opportunity Grants was available starting October 1, 2019. City Council approved awarding United Way of North Idaho \$44,000 for their 4-week

Kindergarten Boot Camp at the February 18, 2020 meeting and a contract was negotiated. Unfortunately, due to the uncertainty caused by the COVID-19 pandemic, United Way of North Idaho made the decision not to go forward with this project at this time, and reapply for the CDBG 2020 Community Opportunity Grant funds this fall, hoping to carry out the project the summer of 2021. This leaves \$63,392.93 remaining in the 2019 Community Opportunity Grant funds that needs to be spent. Normally, HUD imposes a 15% cap on public services projects, which would have limited public services projects to a maximum of \$44,000 in the 2019 CDBG program year. However, due to COVID-19 pandemic, HUD has waived the cap on public services grants for 2019 and 2020 program years and the CDBG-CV funds if there is an increased need as a result of COVID-19. This change allows the City to use the full \$63,392.93 remaining in the 2019 Community Opportunity Grants category for public services projects.

Two other organizations, Idaho Youth Ranch and Children's Village, had submitted applications for 2019 funds but were not selected due to the funding limitation on public services projects at that time and United Way's Kindergarten Bootcamp being the top-ranking grant application. Now that United Way will not be moving forward with their project this year, staff asked both organizations to submit any updates to their grant applications and to provide clarification regarding the sustainability of their projects, as well as inform the City of any new considerations that are COVID-19 specific. Both organizations provided detailed information and noted the increased need for mental health services due to heightened anxiety, depression, stress, worry, substance abuse, in-home violence, and financial instability.

The CDBG volunteer Ad Hoc Grant Review Committee met on August 12, 2020 to review and rate the applications. The group unanimously recommended awarding \$44,000 to Idaho Youth Ranch to enable them to hire a full-time licensed therapist. The position will allow them to increase their capacity by 37%, helping 68 individuals and their families.

The Grant Review team also unanimously recommended awarding \$19,392.93 to Children's Village, enabling them to hire a part time licensed therapist. Although their original application request was for \$37,440 and 20 hour per week addition to their clinical hours, they expressed that the program would still be beneficial and sustainable if awarded half the grant amount originally requested, allowing them to expand by 10 hours per week. This would still allow them to increase their revenue and sustain the additional hours beyond the first year.

Funding both projects in this way allows us to expend the full amount available without re-opening the grant application process again for the remaining 2019 grant funds and starting over in the process. If one or both projects are not funded with will need to re-open the grant for new application.

CDBG-CV Funding Recommendations:

On March 19, 2020, the U.S. Senate introduced the Coronavirus Aid, Relief and Economic Security (CARES) Act Bill to provide emergency assistance and health care response for individuals, families, and businesses affected by the 2020 coronavirus pandemic. The City of Coeur d'Alene was notified on April 2, 2020 that we will be receiving \$199,675 in FY20 CDBG-CV funding, which was accepted by the City Council at its May 5, 2020 meeting. HUD is allowing the CDBG-CV funds to be spent for two years to respond to COVID-19.

CDBG-CV funds can only be used to prevent, prepare for, and respond to coronavirus, and shall prioritize the unique needs of low- and moderate-income persons. The City Council directed staff to prioritize housing and food for the use of the CDBG-CV funds.

The request from Safe Passage would provide \$26,145 to assist with hotels stays when domestic violence survivors are symptomatic or when shelter is full, food for survivors and their children during hotel stays, rental assistance to prevent evictions and homelessness and staffing for shelter and crisis lines in response to COVID-19.

FINANCIAL:

CDBG 2019 Community Opportunity Grant Funds:

As noted above, normally, the public service maximum for the 2019 fund year can only be 15% of the annual allocation; therefore, the community grant allocation amount was capped at \$44,000, as there is already a \$5,000 public service allocation to the Lake City Center for the Meals on Wheels program. Due to COVID-19 and the CARES Act, the 15% cap has been waived for both 2019 and 2020, allowing for all of the remaining \$63,392.93 funds in the 2019 Community Opportunity Fund grant to be used for Public Services. Authorizing staff to negotiate contracts with Idaho Youth Ranch and Children's Village would use the remaining funds in the 2019 Community Opportunity Grant fund, which would help ensure the HUD timeliness test is met for the City's CDBG program.

CDBG-CV Funds:

The City received \$199,675 in CDBG-CV funds. The total dollar amount of approved grants so far is \$60,220.92. There is \$139,454 remaining in the CDBG-CV grant fund. It was recommended at the May 19, 2020 meeting that \$80,000 be held back to provide assistance during the fall and winter when community members may be impacted the most. The breakdown of the funds is provided below for reference. Staff is recommending funding Safe Passage with the requested \$26,145 for them to provide necessary shelter and services to domestic violence survivors in response to COVID-19. There is currently \$59,454.08 available to spend on COVID-19-related needs that meet the HUD requirements for funding. If the requested \$26,145 is awarded to Safe Passage, \$33,309.08 would be remaining in the available funds to spend this summer and an additional \$80,000 would be available to spend this fall and winter.

CARES Act Funds	\$	199,675.00
General Admin	\$	9,935.00
St. Vincent Homeless Sheltering/Services	\$	24,000.00
Family Promise Homeless Housing	\$	12,600.00
Boys and Girls Club Food Pantry	\$	10,000.00
Lake City Center Expanded Meals on Wheels	\$	3,685.92
Total Currently Allocated	\$	60,220.92
Remaining Funds	\$	139,454.08
Funds Held back in anticipation of housing, food and childcare needs in fall and winter	\$	(80,000.00)
Amount of funds available to spend	\$	59,454.08

PERFORMANCE ANALYSIS: Approving contract negotiations with Idaho Youth Ranch and Children’s Village will allow both to move forward with their projects and fully expend the CDBG Plan year 2019 Community Opportunity funds.

Approving the contract negotiations with Safe Passage will allow them to meet the needs of the already existing and increasing needs specifically due to COVID-19 for emergency sheltering, food, rental assistance, and crisis line staffing.

DECISION POINT/RECOMMENDATION:

The Council should authorize staff to enter into contract negotiations for the remaining 2019 CDBG Community Opportunity Grants with Idaho Youth Ranch for \$44,000 to enable them to add a full-time therapist position and Children’s Village for \$19,392.93 to enable them to add a part time therapist position; and,

Authorize staff to enter into contract negotiations for the use of CDBG-CV funds with Safe Passage for COVID-19 specific needs in the amount of \$26,145 to provide domestic violence survivors with shelter, food during hotel stays, rental assistance and staffing for shelter and crisis lines with CDBG-CV funds.

Attachments:

- Idaho Youth Ranch Funding Request for a full-time licensed therapist position: \$44,000
- Children's Village Funding Request for a part time licensed therapist position: \$19,392.93
- Safe Passage Funding Request for emergency sheltering, food, rental assistance, and crisis line staffing: \$26,145
- Eligible Projects to Receive CDBG-CV Funds in Response To COVID-19

ATTACHMENT 1 – IDAHO YOUTH RANCH, FAMILY COUNSELING THERAPIST POSTION

Idaho Youth Ranch—Anchor House

Funds Requested: \$44,000

Grant Parameters: Requesting funds to hire one new licensed therapist for Idaho Youth Ranch's counseling program in order to increase its capacity by 37% and serve approximately 68 more youth and 166 more parents/siblings. The target for this therapist's case load is presumably LMI families (see note below), many of whom would be referred by social service agencies/non-profits/schools.

National Objective: LMC, Public Service

Activity Code: 050, Mental Health Services 24 CFR 570.201(e) or 42 USC 5305(a)(8) + 24 CFR 570.482(c)(2) Services addressing the mental health needs of residents of the community.

Addendum to application dated 6/26/20

Data Collection/Use of CDBG Funds

92 percent of our clients meet Medicaid criteria which is within the LMI threshold or qualify for our sliding fee scale (and are LMI). This does not include clients served through third party contracts (e.g., the Coeur d'Alene Tribe), the majority of which meet LMI criteria.

COVID-19 Impact:

Expected to be ongoing possibly long term, and possibly increase in impact and needs as time goes on.

We are hearing a lot about school related needs. Being online was difficult for several clients and their parents. Some clients either stopped doing school all together or failed their classes last semester.

- Parents had difficulty managing schoolwork and kids being home. Kids miss their socializing and sports activities.

Telemental Health:

- Allows clients to keep appointments they would otherwise not be able to due to health concerns or those who have difficulty with transportation issues.
- Allowed a staff member to still see her clients without increasing her own risk due to health concerns. She finds it to be effective and feels better/calmer/safer about limiting her exposure to people.
- Previous clients-who either just want to check-in, update us, have a booster session, or start services again.

Increased Symptoms and needs:

- Symptoms of anxiety and depression are heightened, more stress. One specific quote from a parent was "I'm so very appreciative that we were able to do therapy appointments because I don't know what we would've done without being able to talk to our counselor during the shutdown. It's been so stressful to be stuck at home!" We would not have been able to make it through this without Anchor House being available during the COVID crisis."
- Families have missed sessions (even with telehealth available) because they feel sick and worry that they have COVID and/or have been tested.

We've done a lot of case management in terms of helping families who need help with food, shelter, housing, employment, etc. We've taken a lot of "crisis calls" and helped stressed parents vent, share, and calm down by having a therapist just listen.

Targeted Outreach and Collaborations:

Idaho Youth Ranch (IYR) Anchor House has been actively developing partnerships in the community since we began providing outpatient therapy in 2015. In each case we have provided a service to a population of youth working with another organization, and through that partnership, have enhanced the benefit to the youth.

Community Outreach/Sharing Resources:

The Program Manager at IYR Anchor House, Amanda Smith, is engaged in the community and has a history of creating opportunities for enhancing services through partnerships with others. Examples of how she was worked with other providers include:

- 1) coordinating a group for IYR clients on Healthy Relationships by bringing in professionals from Kootenai Juvenile Probation and Safe Passages;
- 2) providing equine therapy groups to youth from Kootenai Juvenile Probation, and Children's Mental Health;
- 3) working with Kootenai Behavioral Health to provide follow up services for youth receiving hospitalization for mental health issues;
- 4) referring youth Anchor House is treating to Restored Paths when they need substance abuse assessments;
- 5) referring youth Anchor House is treating to Ambitions of Idaho for specialized trauma services, when needed;
- 6) providing family counseling to families receiving services from Safe Passages; and
- 7) offering group for Kootenai Bridge Academy.

We've recently developed an equine therapy demonstration that highlights our services and care to youth and families with the partnership of our horses. We've presented to numerous service clubs, individuals, and partner organizations. We continue to expand our outreach to educate the community on the services IYR provides.

Targeted Outreach:

In 2019 we shifted our mass media outreach to digital and streaming. We have delivered no fewer than 150,000 impressions through social media and streaming services to targeted audiences based on financial and social demographics. We saw an uptick when we marketed Telemental Health. Most of our face-to-face clients transferred to Telemental Health services, and all of our new clients since mid-March have been virtual.

Sustainability of Position:

Grants will always play a critical role in jump-starting programs and expanding services during times of increased need. Our decision to add staff is always balanced with an evaluation of our capacity to continue funding a new position over time. Grants are often an important catalyst during a ramp up period. This is how the CDBG grant can support our efforts to expand services in Coeur d'Alene. We are confident that our other fundraising efforts will steadily increase as planned to replace the initial seed money provided by CDBG.

ATTACHMENT 2 – CHILDREN’S VILLAGE, FAMILY COUNSELING THERAPIST POSTION

Children’s Village

Funds Requested: \$37,440 // Funds Recommended: \$19,392.93

Scope of Financial Request: To increase licensed clinical services provided by Children’s Village to resident and discharged children and their families by 20 hours per-week. A breakdown of hours requested for CDBG funding includes 5 hours per week in direct administrative services (case management) and 15 hours per week in direct therapeutic assistance. Serving primarily low-income family members who are experiencing severe crisis, including homelessness, neglect, and abuse. With the funding, 10 children, plus their families, will be served.

National Objective: LMC, public service

Activity Code: 050, Mental Health Services 24 CFR 570.201(e) or 42 USC 5305(a)(8) + 24 CFR 570.482(c)(2) Services addressing the mental health needs of residents of the community.

Goals:

- Expand public services for the Non-Homeless Special Needs residents of Coeur d’Alene.
- Provide 15 clinical hours per week to Children’s Village residents (or former residents in the case of post-discharge services) and their families.

Sustainability:

This project will be sustainable beyond the funding year through increased revenue from the additional therapeutic hours. Projected revenue streams include but are not limited to:

- Increased placements by the Idaho Department of Health and Welfare of children removed from their homes for their safety. We are contractually obligated to provide clinical services to these children, and we are currently constrained by our therapeutic capacity. DHW pays a daily rate for these services.
- Increased billable hours for Medicaid dollars through Optum of Idaho.
 - Clinical services provided to Medicaid eligible children privately placed by their families will qualify for billing as will clinical services provided to their families. These clinical services may be extended for up to six months post discharge in the form of aftercare services.
 - Clinical services provided to the families of state placed children as well as aftercare clinical services for the children and families will also be eligible.
- Contractual agreements with other agencies, i.e., Children’s Mental Health and Juvenile Justice. We have been in discussions with both of the aforementioned agencies who have expressed interest in possibly contracting with us for short-term residential placements. These types of placements often require therapeutic services.

Cost Benefit Ratio Justification:

\$37,440 divided by 10 children served = \$3,744 per child

Cost of residential care and therapeutic services at Children’s Village = \$237 per day

Approximately 95% of these families are low to very low income and a large percentage of them are experiencing homelessness. Many of these parents suffer from substance abuse and/or

mental health challenges that limit their parenting capabilities. In addition to the services provided through Children's Village, these families will be connected with existing community resources to further enhance their chances of success.

The children served typically fall into 1 of 2 categories:

1. Children placed here by the Department of Health and Welfare as a result of the child's inability to succeed in a traditional foster care setting and/or their need for therapeutic services not available in traditional foster care homes. Many of these children experience several failed placements in other foster homes prior to coming to Children's Village.
2. Children placed by families in crisis who are incapable of providing adequate care for their children. These parents are typically lacking in outside resources from either family, community, or social service programs.

Increased need due to COVID-19:

Unfortunately, all the risk factors that catalyze out-of-home placements of these children have been increased during the pandemic. Local and global experts are reporting increases in in-home violence, mental health crisis and substance abuse. Financial hardships add fuel to the fire and many people are lacking the safety nets (friends and community resources) that typically help them through hard times. The primary life events/situations that lead to placements at Children's Village include:

- Homelessness
- Domestic Violence
- Substance Abuse
- Mental Health Crisis

Additionally, most of our residents suffer from attachment disorders as a result of the trauma they have experienced. Due to the pandemic we have restricted visitations which has caused additional angst for many residents. As a result, we have increased the therapeutic groups and activities for the children and will continue to increase these services as needed and available.

Children's Village has begun discussions with Idaho Youth Ranch (IYR) to explore the feasibility of providing respite care for families served by IYR. Children could potentially be placed here for short periods of time and then return home after an adequate service plan has been established. This would give the parents a much-needed break and allow for the stabilization of the child. Additionally, Medicaid eligible families could potentially qualify to receive therapeutic and support services from Children's Village for up to six months after the child's discharge from our residential program. Similar discussions are also planned with CASA, Family Promise and Safe Passage.

Timeline/Milestones:

The opportunity to increase their clinical hours will be presented to our existing therapists upon notification of an award.

If the services of an additional therapist are required, a job posting will immediately occur as well as notifications to clinicians previously expressing an interest in our program.

The additional clinical resources will be secured by March 2020 in anticipation of an expansion of therapeutic services beginning in April 2020.

ATTACHMENT 3 – SAFE PASSAGE, EMERGENCY SHELTERING, FOOD, RENTAL ASSISTANCE, AND CRISIS LINE STAFFING

Safe Passage CDBG Narrative Responses

Funds Requested: \$26,145

Qualifying Criteria

Alignment with 2018 – 2022 Consolidated Plan Goals

Safe Passage's request aligns with Goal #6 of the 2018-2022 Consolidated Plan, "Offer Public Service Program assistance to service organizations supporting low and moderate-income residents of Coeur d'Alene.

Project Goals and Activities

The goal of our project is to help survivors of domestic violence and their dependent children increase health and safety and avoid homelessness. To advance this goal, we will implement the following activities:

- Use hotels to accommodate survivors when the shelter is at capacity or when a survivor or their child experience symptoms suggestive of COVID-19 infection
- Provide food assistance to survivors and children during their hotel stay
- Increase shelter and 24-hour crisis line staffing at the Safe Shelter. Additional staffing resources are necessary because our regular fulltime advocates must take PTO when they show symptoms or when they or someone in their household tests positive for COVID-19. When this occurs, Safe Passage needs backup staffing resources to ensure our shelter maintains 24-hour coverage.
- Offer backpay rental assistance to prevent evictions for survivors impacted by COVID-19 who have fallen behind on rent.

Process to Document Accomplishments

Safe Passage will document the accomplishments of this project at multiple levels. At the individual level, we will use weekly case management meetings to document each survivor's individual goals and challenges, track progress against those goals, and learn how advocates can support survivors to remove any barriers to service.

At the agency level, we also monitor aggregate numbers of survivors who access our services, by each program area. We use these data to determine fluctuations in service utilization year to year. With funding from CDBG, we to maintain a 10-20% increase in individuals who access our shelter compared to the same period in 2019.

Tracking and Measuring Success

Across every program, Safe Passage uses client surveys to measure survivor-identified changes in safety and access to resources as a result of contacting our agency. Historically, 90% or more of all survivors indicate they have increased their safety and have expanded their access to needed resources after working with one of our advocates.

Within our shelter program, we also track the percentage of survivors who transition from shelter to permanent housing. We expect to achieve a transition target of 60% or higher.

Sustainability

Safe Passage is committed to providing survivor-centered services regardless of whether COVID-19 continues to resurge. While we do not expect the services we outlined to be sustainable without external funding, if these services continued to be needed beyond the funding period, we expect to have a plan for continued funding to sustain these services after the CDBG grant period has ended.

As shown in the budget section, Safe Passage has demonstrable success leveraging resources from multiple funding streams, and we are prepared to continue to do so if COVID-19 and its impact do not subside within the next 12 months. What we need now is emergency funding to fill existing service gaps which will also give us more time to develop a longer-term funding strategy if needed.

Number of People to Benefit

Safe Passage estimates our project will benefit 22 survivors and their children.

Cost/Benefit Ratio

The average benefit each participant will receive is estimated at \$1,188.

Need:

1. Why this Need?

Safe Passage has firsthand experience of new needs created as a result of COVID-19. In the first days of the pandemic, Safe Passage invested in more frequent deep cleaning janitorial services to reduce potential infections and increased purchases of disinfecting cleaning supplies. When our shelter is full, we have always relied on hotels for temporary stays. These expenses have risen significantly over recent months as demand for shelter is high and some area providers temporarily limited or suspended services. Safe Passage continues to use hotels when our shelter is full, and we also do so when a shelter resident is symptomatic. We know Safe Shelter is an ESSENTIAL service for survivors. We never had any intention of closing our shelter, but have been forced to increase hotel stays if anyone at our shelter becomes infected, or to reduce the need to double up single women in the same room.

Safe Passage has also seen an increased need for backup staffing for our Safe Shelter. We operate a 24-hour facility. Whenever an advocate calls out sick, our management team coordinates alternative shelter staffing, which ensures our crisis line and safe shelter are available to survivors 24 hours a day, 7 days a week. COVID-19 has forced our shelter team to take extra precautions and stay home if they or a member of their family fall ill or test positive for COVID-19. We have needed more staffing resources to accommodate for these absences.

As the impact of COVID-19 and business closures begin to be felt throughout the community, we see an increase in demand for survivors to meet their essential needs. Utility assistance, childcare support for those who work in essential services, help with groceries, housing expenses, and other individual support requests are in high demand. Fortunately, Safe Passage already offers many forms of individual support, so we have policies and financial procedures already established to process these requests. A new need created as a result of COVID-19 is back pay rental assistance, which is part of our request to CDBG.

2. Need Identification and Measurement

Our response to COVID-19 has been dynamic. The experiences of survivors at our shelter has been our primary source of information to inform our response. Safe Passage has also used information about other available community services to adjust our response to fill new gaps or unmet needs.

3. Population to be Served

With funds from CDBG, Safe Passage will serve survivors of DV and their dependent children.

4. New or Ongoing Need

The needs described in our proposal are in response to ongoing needs created as a result of COVID-19.

5. Impact if Need is Not Addressed

If Safe Passage does not have sufficient fund to increase our shelter capacity using hotels, then we will be unable to support survivors in high-risk situations with no other housing options. If we have insufficient staffing coverage at our shelter, our 24-hour crisis line will go unanswered and survivors who need shelter outside of business hours will not receive the assistance they need. Without backpay rental assistance, survivors will be evicted and become homeless, or be forced to return to their abusive partners. Our work is life-saving and unduplicated. We are the only confidential, 24-hour victim service agency in Kootenai County.

On June 29, the Coeur d'Alene Press published an article that featured our Executive Director explaining what stay-at-home orders have been like for many survivors in our community. Before COVID-19, survivors or abusers would leave the house to go to work and, "by the time they come home from work he's cooled down, he's better, we have dinner and that's (a victim's) routine and the way she gets through it," Lieske said. "Now she can't go to work, she's stuck at home, things are escalating and there is no safe place to go, there are no friends to go check in with. Those things that are natural safety nets for people are taken away."

Since COVID-19, Safe Passage has witnessed an uptick in strangulation cases and other indicators of high DV lethality. Put simply, our request is urgent.

6. Complement Other Efforts

Our 5-bedroom residential facility is the only shelter in Kootenai County specifically designed for survivors and responds to an unmet need. Unlike other shelters in North Idaho, our location is confidential, admittance into our shelter is available 24-hours a day, and trained advocates are always onsite to offer safety planning, support with other resources, or emergency hotel assistance if our shelter is full. Our program is one of only two domestic violence shelters serving all five counties of North Idaho.

Our work complements the efforts of other local providers. Safe Passage shares a bidirectional referral relationship with St. Vincent de Paul and Family Promise. We refer homeless individuals who do not meet our criteria of fleeing DV and imminent danger, and St. Vincent's and Family Promise refer survivors in danger to our program.

Drawdown Schedule

Safe Passage cannot predict a drawdown schedule because our level of service will depend on shelter demands, COVID-19 prevalence, and requests for backpay rental assistance.

ATTACHMENT 4 – ELIGIBLE PROJECTS TO RECEIVE CDBG-CV FUNDS IN RESPONSE TO COVID-19

- Buildings and Improvements, including public facilities
 - Construct a facility for testing, diagnosis, or treatment
 - Rehabilitate a community facility to establish an infectious disease treatment clinic
 - Acquire and rehabilitate, or construct, a group living facility that may be used to centralize patients undergoing treatment
 - Rehabilitate a commercial building or closed school building to establish an infectious disease treatment clinic
 - Acquire, or quickly rehabilitate (if necessary), a motel or hotel building to expand capacity of hospitals to accommodate isolation of patients during recovery
 - Make interim improvements to private properties to enable an individual patient to remain quarantined on a temporary basis

- Assistance to Businesses, including Special Economic Development Assistance
 - Provide grants or loans to support new businesses or business expansion to create jobs and manufacture medical supplies necessary to respond to infectious disease
 - Avoid job loss caused by business closures related to social distancing by providing short-term working capital assistance to small businesses to enable retention of jobs held by low- and moderate-income persons
 - Provide technical assistance, grants, loans, and other financial assistance to establish, stabilize, and expand microenterprises that provide medical, food delivery, cleaning, and other services to support home health and quarantine

- Public Services
 - Carry out job training to expand the pool of health care workers and technicians that are available to treat disease within a community
 - Provide testing, diagnosis, or other services at a fixed or mobile location
 - Increase the capacity and availability of targeted health services for infectious disease response within existing health facilities
 - Provide equipment, supplies, and materials necessary to carry-out a public service
 - Deliver meals on wheels to quarantined individuals or individuals that need to maintain social distancing due to medical vulnerabilities

- Grants or revolving loan funds for small and medium enterprises
- Supporting community non-profits performing essential services
- Workforce development and training services for displaced workers
- Retrofitting community facilities for medical or quarantine uses
- Supporting food and other essential supply deliveries to elderly or other vulnerable populations
- Supporting various interrupted or at-risk core governmental functions (***see note below***)
- All other CDBG eligible activities that are exacerbated by COVID-19 (e.g., homeless shelters)
- Reimbursement costs to prevent, prepare for, and respond to coronavirus incurred by a State or locality, regardless of the date on which such costs were incurred, when those costs comply with CDBG requirements.

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

CDBG Community Opportunity and CDBG-CV Funding Requests



City Council Meeting – September 1, 2020

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

DECISION POINT

Should Council authorize staff to enter into contract negotiations for the remaining 2019 Community Opportunity Grants and the use of CDBG-CV funds to respond to COVID-19?

FUNDING REQUESTS TO BE NEGOTIATED

2019 Community Opportunity Grants funds:

- Idaho Youth Ranch for \$44,000 to enable them to add a full-time therapist position; and
- Children's Village for \$19,392.93 to enable them to add a part time therapist position.

CDBG-CV funds:

- Safe Passage for \$26,145 to provide domestic violence survivors with shelter, food during hotel stays, rental assistance and staffing for shelter and crisis lines with CDBG-CV funds.

CDBG 2019 COMMUNITY OPPORTUNITY GRANT RECOMMENDATIONS

Based on the 2019 Annual Action Plan, **\$196,520** was budgeted for the Community Opportunity Grant. The 2019 cycle of Community Opportunity Grants was available starting October 1, 2019.

City Council approved awarding United Way of North Idaho \$44,000 for their 4-week Kindergarten Boot Camp. Due to COVID-19, United Way of North Idaho made the decision not to go forward with this project at this time.

This leaves **\$63,392.93** remaining in the 2019 Community Opportunity Grant funds that needs to be spent.

CDBG 2019 COMMUNITY OPPORTUNITY GRANT RECOMMENDATIONS

Idaho Youth Ranch and Children's Village applied for 2019 grant funds. They were not selected due to the funding limitation on public services projects at that time and United Way's Kindergarten Bootcamp being the top-ranking grant application.

Staff reached out to the organizations to find out their current need for assistance in light of previous requests and COVID-19.

Both organizations provided detailed information and noted the increased need for mental health services due to heightened anxiety, depression, stress, worry, substance abuse, in-home violence, and financial instability.

AD HOC GRANT REVIEW COMMITTEE RECOMMENDATIONS

The CDBG volunteer Ad Hoc Grant Review Committee met on August 12, 2020 to review and rate the applications. They unanimously recommended:

- Awarding \$44,000 to Idaho Youth Ranch to enable them to hire a full-time licensed therapist. The position will allow them to increase their capacity by 37%, helping 68 individuals and their families.
- Awarding \$19,392.93 to Children's Village, enabling them to hire a part time licensed therapist.

Funding both projects will expend the full amount available without re-opening the grant application process again for the remaining funds.

CDBG-CV FUNDING RECOMMENDATIONS

On March 19, 2020, the U.S. Senate introduced the Coronavirus Aid, Relief and Economic Security (CARES) Act Bill to provide emergency assistance and health care response for individuals, families, and businesses affected by the 2020 coronavirus pandemic.

The City of Coeur d'Alene was notified on April 2, 2020 that we will be receiving **\$199,675** in FY20 CDBG-CV funding, which was accepted by the City Council at its May 5, 2020 meeting. HUD is allowing the CDBG-CV funds to be spent for two years to respond to COVID-19.

CDBG-CV funds can only be used to prevent, prepare for, and respond to coronavirus, and shall prioritize the unique needs of low- and moderate-income persons. The City Council directed staff to prioritize housing and food for the use of the CDBG-CV funds.

CDBG-CV SAFE PASSAGE REQUEST

The request from Safe Passage would provide \$26,145 to assist with hotels stays when domestic violence survivors are symptomatic or when shelter is full, food for survivors and their children during hotel stays, rental assistance to prevent evictions and homelessness and staffing for shelter and crisis lines in response to COVID-19.

CDBG-CV FUNDS

CARES Act Funds	\$ 199,675.00
General Admin	\$ 9,935.00
St. Vincent Homeless Sheltering/Services	\$ 24,000.00
Family Promise Homeless Housing	\$ 12,600.00
Boys and Girls Club Food Pantry	\$ 10,000.00
Lake City Center Expanded Meals on Wheels	\$ 3,685.92
Total Currently Allocated	\$ 60,220.92
Remaining Funds	\$ 139,454.08
Funds Held back in anticipation of housing, food and childcare needs in fall and winter	\$ (80,000.00)
Amount of funds available to spend	\$ 59,454.08

PERFORMANCE ANALYSIS

- Approving funding request negotiations with Idaho Youth Ranch and Children’s Village will allow both to move forward with their projects and fully expend the CDBG Plan year 2019 Community Opportunity funds. (Unanimous recommendation from Ad Hoc Committee)
- Approving the funding request negotiations with Safe Passage will allow them to meet the needs of the already existing and increasing needs specifically due to COVID-19 for emergency sheltering, food, rental assistance, and crisis line staffing.

DECISION POINT / RECOMMENDATION

The Council should authorize staff to enter into contract negotiations for the remaining 2019 CDBG Community Opportunity Grants with Idaho Youth Ranch for \$44,000 to enable them to add a full-time therapist position and Children's Village for \$19,392.93 enabling them to add a part time therapist position; and,

Authorize staff to enter into contract negotiations for the use of CDBG-CV funds with Safe Passage for COVID-19 specific needs in the amount of \$26,145 to provide domestic violence survivors with shelter, food during hotel stays, rental assistance and staffing for shelter and crisis lines with CDBG-CV funds.

QUESTIONS??





FINANCE DEPARTMENT

710 E. Mullan Avenue
Coeur d'Alene, Idaho 83814
(208)769-2225 – FAX (208)769-2284
www.cdaid.org

Finance Department Staff Report

Date: September 1, 2020
From Vonnie Jensen, Comptroller
Subject: Fiscal Year 2020-21 Financial Plan

Decision Point: To approve Council Bill No 20-1011, the Annual Appropriation for the fiscal year beginning October 1, 2020.

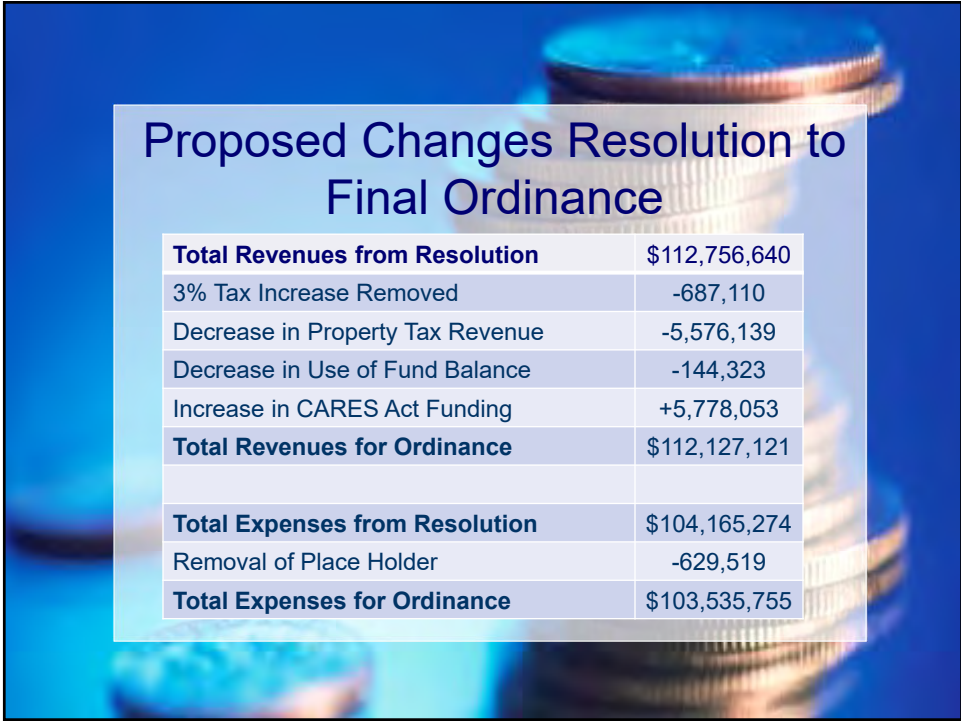
History: Idaho code requires that the City Council approve an appropriations ordinance each year. The purpose of the ordinance is to establish a ceiling for expenditures and disclose the potential property tax revenue necessary to balance the budget. The financial plan or budget is the guide and detailed report for establishing these numbers.

Financial analysis: The financial plan is an estimate of revenues and expenditures for the upcoming year. The expenditures are classified by department as well as by fund or service and the revenues are classified by source. Included in the budget document as per Idaho Code 50-1002 are actual revenues and expenditures from the prior two fiscal years, budgeted revenues and expenditures for the current fiscal year, and proposed revenues and expenditures for the upcoming fiscal year. The revenue includes new growth from property taxes but no foregone property taxes.

Decision Point: To approve Council Bill No 20-1011, the Annual Appropriation for the fiscal year beginning October 1, 2020.

A stack of gold coins is shown against a blue background. The coins are stacked vertically, with the top coin slightly offset. The background is a gradient of blue, and there are some blurred coins in the foreground.

Fiscal Year 2020-2021 Financial Plan

A stack of gold coins is shown against a blue background. The coins are stacked vertically, with the top coin slightly offset. The background is a gradient of blue, and there are some blurred coins in the foreground.

Proposed Changes Resolution to Final Ordinance

Total Revenues from Resolution	\$112,756,640
3% Tax Increase Removed	-687,110
Decrease in Property Tax Revenue	-5,576,139
Decrease in Use of Fund Balance	-144,323
Increase in CARES Act Funding	+5,778,053
Total Revenues for Ordinance	\$112,127,121
Total Expenses from Resolution	\$104,165,274
Removal of Place Holder	-629,519
Total Expenses for Ordinance	\$103,535,755

New Construction Year over Year

Tax Year	Tax Dollars
2021	\$454,272
2020	\$404,623
2019	\$492,918
2018	\$375,549
2017	\$325,934
2017 Deannexation	\$538,311
2016	\$827,349
2015	\$669,966

Tax Revenues

FY 2019-20 Non-exempt tax budget	\$22,903,661
Decrease in Property Tax Revenue	-\$5,576,139
New Construction Roll	\$454,272
2015 GO Bond Levy	\$876,281
Total amount to Levy	\$18,658,074

History

Tax Year	Amount Taken of 3% Allowed
2021 Proposed	\$-0-
2020	\$655,361 3%
2019	\$-0-
2018	\$-0-
2017	\$490,553 2.5%
2016	\$-0-
2015	\$-0-
2014	\$-0-
2013	\$329,432 2%

September 30, 2019
Unassigned Fund Balance
\$9,057,245

21% of FY 20/21 Plan

Estimated Fund Balance

Unassigned Fund Balance at 9/30/19	\$9,057,245
19/20 Budgeted Use of Fund Balance	(\$1,000,573)
19/20 Amendments	(\$232,020)
Projected Fund Balance 9/30/2020	\$7,824,652
2020/2021 Budgeted Use of Fund Balance	(\$1,240,106)
Projected Fund Balance 9/30/2020	\$6,584,546
Projected 9/30/20 Fund Balance - % of Revenues	16.87%
Projected 9/30/21 Fund Balance - % of Revenues	15.23%

Fiscal Year	Unassigned Fund Balance	Total Amended Budgeted Expenditures	% of Budgeted Expenditures to Fund Balance
2021 estimated	\$6,584,546	\$43,245,426	15.23%
2020 estimated	\$7,824,652	\$46,382,591	16.87%
2019	\$9,057,245	\$42,523,860	21.30%
2018	\$9,799,963	\$40,744,312	24.05%
2017	\$8,328,872	\$42,979,564	19.38%
2016	\$8,788,602	\$42,263,213	20.79%
2015	\$7,663,870	\$35,598,449	21.53%
2014	\$6,142,590	\$33,788,435	18.18%
2013	\$5,589,570	\$33,806,473	16.53%
2012	\$4,852,673	\$30,743,887	15.78%
2011	\$4,815,782	\$31,794,275	15.15%

Increase in Personnel Expenses Compared to Increase in New Growth

Contracted Merit Increase	\$527,215
Contracted COLA Increases – 2.5%	\$685,758
Contracted Wage Adjustment – 1%	\$159,748
PERSI Decrease	-\$342,063
Decrease in Health Insurance	-\$30,793
Total	\$999,865
New Growth	\$457,530

City-Wide Personnel Changes

CDBG Administrator 75% to 100% grant funded	+.25 FTE	\$19,033
Building Maintenance – Part-time	-.96 FTE	-\$26,914
Police – Sergeant 75% of year	+1 FTE	\$93,238
Fire – EMS Position	+1 FTE	\$96,610
Fire Admin position to full time	+.25 FTE	\$45,214
Parks Maintenance Worker for ½ yr	+1 FTE	\$42,985
Parks & Recreation Part-time	-.63 FTE	-\$22,662
Cemetery Part-time	+.24 FTE	\$316
Water Part-time	+.93 FTE	\$36,016
Wastewater Part-time	+.37 FTE	\$7,368
TOTAL CHANGE - Citywide	+3.45 FTE	\$291,204

Taxable City Valuation

2021 CDA - Estimated	\$5,869,379,625
2020 Coeur d'Alene	\$5,258,074,767
2019 Coeur d'Alene	\$4,502,081,793

City Levy Rate

2021 – Estimated with 3%	\$4.24/\$1,000
2021 – Estimated with 0%	\$4.12/\$1,000
2021 – Estimated with tax decrease	\$3.18/\$1,000
2020	\$4.46/\$1,000

Year over Year Comparison
 0% Increase in Valuation
 3% Increase in Property Taxes Received by the City

Assessed Value	\$300,000
Homeowner's Exemption	\$100,000
Net Value	\$200,000

2019: $\$200.00 \times \$4.46 = \$892.00$
 $\$74.33/\text{Month}$

2020: $\$200.00 \times \$4.24 = \$848.00$
 $\$70.67/\text{Month}$

Year over Year Comparison
0% Increase in Valuation
0% Increase in Property Taxes Received by the City

Assessed Value	\$300,000
Homeowner's Exemption	\$100,000
Net Value	\$200,000

2019: $\$200.00 \times \$4.46 = \$892.00$
\$74.33/Month

2020: $\$200.00 \times \$4.12 = \$824.00$
\$68.67/Month

Year over Year Comparison
0% Increase in Valuation
Decrease in Property Taxes Received by the City

Assessed Value	\$300,000
Homeowner's Exemption	\$100,000
Net Value	\$200,000

2019: $\$200.00 \times \$4.46 = \$892.00$
\$74.33/Month

2020: $\$200.00 \times \$3.18 = \$636.00$
\$53.00/Month



ORDINANCE NO. _____
COUNCIL BILL NO. 20-1011

AN ORDINANCE ENTITLED "THE ANNUAL APPROPRIATION ORDINANCE FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2020" APPROPRIATING THE SUM OF \$103,535,756 TO DEFRAY THE EXPENSES AND LIABILITIES OF THE CITY OF COEUR D'ALENE FOR SAID YEAR; LEVYING A SUFFICIENT TAX UPON THE TAXABLE PROPERTY WITHIN SAID CITY FOR GENERAL REVENUE PURPOSES FOR WHICH SUCH APPROPRIATION IS MADE; LEVYING SPECIAL TAXES UPON THE TAXABLE PROPERTY WITH SAID CITY FOR SPECIAL REVENUE PURPOSES WITHIN THE LIMITS OF SAID CITY OF COEUR D'ALENE, IDAHO; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE HEREOF.

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

Section 1

That the sum of \$103,535,756 be and the same is hereby appropriated to defray the necessary expenses and liabilities of the City of Coeur d'Alene, Kootenai County, Idaho, for the fiscal year beginning October 1, 2020.

Section 2

That the objects and purposes for which such appropriations are made are as follows:

GENERAL FUND EXPENDITURES:

Mayor and Council	\$251,742
Administration	217,699
Finance Department	1,234,784
Municipal Services	1,804,906
Human Resources	418,825
Legal Department	1,313,413
Planning Department	726,892
Building Maintenance	547,526
Police Department	16,732,158
Fire Department	10,710,811
General Government	153,050
Streets / Engineering	4,981,197
Parks Department	2,448,730
Recreation Department	745,208
Building Inspection	958,485
TOTAL GENERAL FUND EXPENDITURES:	<u>\$43,245,426</u>

SPECIAL REVENUE FUND

EXPENDITURES:

Library Fund	\$1,736,045
Community Development Block Grant	695,032
Impact Fee Fund	450,000
Parks Capital Improvements	323,260
Annexation Fee Fund	195,000
Cemetery Fund	306,787
Cemetery Perpetual Care Fund	166,500
Jewett House	26,353
Reforestation/Street Trees/Community Canopy	120,000
Public Art Funds	271,300
TOTAL SPECIAL FUNDS:	<u>\$4,290,277</u>

ENTERPRISE FUND EXPENDITURES:

Street Lighting Fund	\$733,250
Water Fund	14,566,370
Wastewater Fund	20,111,378
Water Cap Fee Fund	5,300,000
WWTP Cap Fees Fund	1,484,809
Sanitation Fund	4,215,002
City Parking Fund	1,640,036
Drainage Fund	1,701,863
TOTAL ENTERPRISE EXPENDITURES:	<u>\$49,752,708</u>

FIDUCIARY FUNDS:	\$3,169,432
STREET CAPITAL PROJECTS FUNDS:	2,201,632
DEBT SERVICE FUNDS:	876,281
GRAND TOTAL OF ALL EXPENDITURES:	<u><u>\$103,535,756</u></u>

Section 3

That a General Levy of \$16,159,748 on all taxable property within the City of Coeur d'Alene be and the same is hereby levied for general revenue purposes for the fiscal year commencing October 1, 2020.

Section 4

That a Special Levy upon all taxable property within the limits of the City of Coeur d'Alene in the amount of \$2,498,326 is hereby levied for special revenue purposes for the fiscal year commencing October 1, 2020.

Section 5

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

Section 6

This ordinance shall take effect and be in full force upon its passage, approval and publication in one (1) issue of the Coeur d'Alene Press, a newspaper of general circulation published within the City of Coeur d'Alene and the official newspaper thereof.

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 September 1, 2020.

APPROVED by this Mayor this 1st day of September, 2020.

Steve Widmyer, Mayor

ATTEST:

Renata McLeod, City Clerk