

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@cidaid.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/99918005838> 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 15, 2020: 6:00 p.m.

A. CALL TO ORDER/ROLL CALL

B. INVOCATION: Pastor Mike Rima with Lake City Community Church

C. PLEDGE OF ALLEGIANCE:

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

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

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

F. ANNOUNCEMENTS:

1. City Council

2. Mayor Appointment – Sandy Emerson, Walter Burns, and Courtney Beebe to the Historic Preservation Commission; Steve Peterson and Ann Melbourn to the Parking Commission and Susie Freligh to the Childcare Commission.

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 September 1, 2020 Council Meetings.
2. Approval of Bills as Submitted.
3. Approval of Financial Report.
4. Setting of General Services/Public Works Committee meeting for Monday, September 21, 2020 at 12:00 noon.
5. Setting of public hearings for October 20, 2020
 - a. Quasi-judicial - ZC-4-20 - A proposed zone change from R-8 to R-17; at 3520 N. 15TH - Applicant: Northwest Solutions Investment Group, LLC
 - b. Quasi-judicial -ZC-5-20- A proposed zone change from MH-8 to R-17 at 2926 N. Howard Street- Applicant: Howard, LLC
6. **Resolution No. 20-050** -
 - a. Approval of a Quitclaim Deed from Kootenai County for a section of alley
As Recommended by the City Attorney
 - b. Approval of a Water Line Easement across 1234 W. Appleway with Reach America
As Recommended by the Assistant Water Director
 - c. Approval of a Sewer Line Easement across 1234 W. Appleway with Reach America
As Recommended by the Wastewater Project Manager
 - d. Approval of an Agreement with ITD for construction of the Sherman and Lakeside Avenue signal.
As Recommended by the City Engineer

H. OTHER BUSINESS:

1. Approval of the elimination of on-street parking on Hanley Avenue between Courcelles parkway and Ramsey Road.

Staff Report by: Chris Bosley, City Engineer

2. Approval to change the employment status of the City Police Chief and Fire Chief from at-will to appointed and direct staff to move forward with the personnel rule amendment process.

Staff Report by Councilmember Gookin

3. Approval and authorization to accept the STEP (Selective Traffic Enforcement Program) Grant from the Idaho Office of Highway Safety in the amount of \$96,000.

Staff Report by: Captain Dave Hagar

4. **Resolution No. 20-051** – Authorization for Fire Department to expend up to \$335,000 from Development Impact Fees and Approval of a Contract with Verdis Construction for construction of a capital improvement known as the Fire Boat Garage (Station #5).

Staff Report by: Kenny Gabriel, Fire Chief

5. Approval and authorization for staff to enter into contract negotiation with United Way of North Idaho for a CDBG-CV funds for a COVID Crisis Childcare Scholarship program for Low-moderate income families in the amount of \$15,000.

Staff Report by: Chelsea Nesbit, CDBG Specialist

I. PUBLIC HEARING:

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

1. **(Legislative) ZC-3-20; for property located at 647 E. Best Avenue; proposing to change zone from R-12 to R-17; by Rock & Robyn Investments, LLC.**

Staff Report by: Tami Stroud, Planner

- a. **Council Bill No. 20-1012** – Approving ZC-3-20; for property located at 647 E. Best Avenue; proposing to change zone from R-12 to R17.
2. **(Legislative) Fiscal Year 2019-2020 Annual Appropriations Ordinance Amendment for Fiscal Year beginning October 1, 2019 through September 30, 2020.**

Staff Report by: Vonnie Jensen, Comptroller

- a. **Council Bill No. 20-1013-** Approving Fiscal Year 2019-2020 Annual Appropriations Amendment

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 15, 2020

MEMBERS OF THE CITY COUNCIL:

Steve Widmyer, Mayor

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

ANNOUNCEMENTS

Memo to Council

DATE: September 10, 2020

RE: Appointments to Boards/Commissions/Committees

The following reappointments are presented for your consideration for the September 15th Council Meeting:

WALTER BURNS	Historic Preservation Commission
SANDY EMERSON	Historic Preservation Commission
COURTNEY BEEBE	Historic Preservation Commission
STEVE PETERSEN	Parking Commission
ANN MELBOURN	Parking Commission
SUSIE FRELIGH	Childcare Commission

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

Sincerely,

Amy Ferguson
Executive Assistant

cc: Renata McLeod, Municipal Services Director
Shana Stuhmiller
Emily Boyd, Downtown Association
Kelley Setters

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

September 1, 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 September 1, 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)
Kiki Miller)

Amy Evans) Member of Council Absent

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

INVOCATION: Pastor Mark McWhorter with the Church of the Nazarene provided the invocation.

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

PUBLIC COMMENTS:

Annett Barnes, Coeur d'Alene, noted that she has lived in Coeur d'Alene since 1971. She requested the Council consider an amendment to code pertaining to raising chickens in City limits. She noted that the current code regulates noise, odor, and number of chickens, but not the placement of the coop and run abutting neighboring property. She indicated support of raising chickens within the City limits, and said that other states and cities have added requirements of coops and runs at 20-25 feet from a dwelling. She noted that her neighbor's coop/run is near her bedroom window and has attracted flies and ants. She has spoken to her neighbor to see if they would voluntarily move their run, but they refused. Ms. Barnes requested the Council consider an amendment to the code requiring separations from abutting property lines without a grandfather clause.

Stephanie Duset, Coeur d'Alene, stated that she is a registered nurse. She referenced a cease and desist letter received by the City on July 15, 2020, and read a section of the Federal Communication Act of 1996 regarding radio frequency and health effects. She noted that the Act left the authority within state and local control and it is an obligation of local officials to protect residents against the health effects of WTF (wireless telecommunication facility). She asked the City Council to stop using the current ordinance, which she believes was created by

Verizon, and to create a new one based on a non-communication industry created sample they would provide. She further commented that the Council should think for themselves.

Mark Weary, Coeur d'Alene, noted that his background is in the health care industry. He referenced a cease and desist letter received by the City on July 15, 2020, and noted that the D.C. Circuit Court of Appeals ruled against FCC overreach. He concluded that the case means that internet transmissions fall under Title 1, regulated by localities; however, at this time the Coeur d'Alene code allows for considering applications under Title 2 rather than Title 1. Therefore, he asked for a moratorium of any acceptance of applications, placement, or construction of WTF (wireless telecommunication facility), or a modification that would result in any antenna that results in an increase of radio waves or ERP (effective radiated power). Additionally, he asked that the city inform applicants of the D.C. Circuit case and require that they comply with the rulings. He asked that the City Council stop using the current ordinance, which he believes was created by Verizon, and immediately create a new one based on a non-communication industry created sample they would provide and that the Council should think for themselves.

Mayor Widmyer asked City Attorney Mike Gridley to provide a legal update. Mr. Gridley noted that the current ordinance is preempted by Federal Law. The court case referenced by the speakers is out of the D.C. Circuit Court of Appeals and he clarified that there are 12 Circuits throughout the United States and the D.C. Circuit Court does not take precedent over the 9th Circuit that the City is regulated by. In consulting with an attorney who specializes in this type of law, the attorney confirmed that the regulatory agency over radio frequency is the F.C.C. (Federal Communications Commission) and there could be an argument in regard to the testing and researching of radio frequency, but that lies with F.C.C. Additionally, a cease and desist letter from private citizens has no legal effect on the City.

Susan Green, Coeur d'Alene, read a section of the cease and desist letter received by the City on July 15, 2020. She noted that within the Council Meeting minutes of January 21, 2020, several Councilmembers asked about the City's authority in regulating radio frequencies. She noted that the agreement was a boiler plate agreement from Verizon that Council was approving. She requested the Council abstain from denying legal rights of citizens and asked for an immediate moratorium of the ordinance. She asked that the City Council stop using the current ordinance, which she believes was created by Verizon and immediately create a new one based on a non-communication industry created sample they would provide and that the Council should think for themselves.

Johnny Steinburg, Coeur d'Alene, read a section of the cease and desist letter received by the City on July 15, 2020. He noted that the City needs to ensure the identity the applicant of the wireless company by its true identity, not as doing business as a corporate name. He felt that the identity clarification should be added to the ordinance and that the company should be registered to do business in the state of Idaho, as positive corporate identification is important for liability management. He noted that proof of insurance and an asset list should also be required. He believes the radio structures are illegal. He asked that the City Council stop using the current ordinance, which he believes was created by Verizon, and immediately create a new one based on a non-communication industry created sample they would provide, and that the Council should think for themselves.

COUNCIL COMMENTS:

Councilmember Gookin said that he has been talking to Ms. Barnes regarding the chicken coop situation and confirmed that there is nothing in the code for enforcement to move the coop. He asked Council if they would want staff to explore a code amendment. Mayor Widmyer said that he felt it was a nuisance and should be researched. Councilmember English concurred it should be reviewed. The Mayor asked the Community Planning Director to look at the code and review possible amendments. Councilmember Miller asked that the review include other animal complaints received by the City that should be considered.

Mayor Widmyer requested confirmation of the appointment of Kathleen Sayler to the Library Board.

MOTION: Motion by Miller, seconded by Wood to appoint Kathleen Sayler to the Library Board. **Motion carried.**

CONSENT CALENDAR:

1. Approval of Council Minutes for the August 18, 2020 Council Meeting
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 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.

MOTION: Motion by McEvers, seconded by Gookin, to approve the Consent Calendar as presented, including **Resolution No. 20-047**.

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

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.

STAFF REPORT: Water Department Director Terry Pickel explained that during the last water system engineering study, deficiencies were identified in regard to overall system capacities and supplies in the General and High Zones. The 2012 Water Comprehensive Plan Update looked at those 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 been working to keep the 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, the City 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. Funding for the proposed project is included in the 2019-20 Fiscal Year Budget at \$3.9 million to be paid out of the Capitalization Fee fund. Eleven bids were received ranging from the lowest at \$328,248.51 to the highest at \$567,716.01. The engineer's estimate for the phase is \$535,200.00. Staff recommends acceptance of the lowest responsive bid and approval of a Construction Contract with Northwest Grading Inc. to install a new transmission main for a total \$328,248.51.

DISCUSSION: Councilmember Miller asked if the project will need to consider the closure of the asphalt plants. Mr. Pickel noted that it is a project that is not needing asphalt, which is why he thinks they wanted to do the project at that time of year. Councilmember McEvers asked if the well will cover the future need in that part of town. Mr. Pickel explained that during the summer it will be a benefit and will reduce the dependence on the Hanley Well, and that they used the well in the modeling for the Huetter area future development.

MOTION: Motion by Miller, seconded by McEvers to approve **Resolution No. 20-048**, approving an agreement with Northwest Grading, Inc. for the award of the 18" Water Transmission Main bid.

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

APPROVAL OF STAFF TO ENTER 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: Hilary Anderson, Community Planning Director, explained that the first two requests are related to the 2019 CDBG funds and the third request is for use of the COVID funds. She clarified the grants for the Idaho Youth Ranch and Children's village are both for therapist positions. The Safe Passage grant would be for domestic violence support and sheltering related to COVID. Ms. Anderson noted that they had \$196,520 set aside for community grants. One award was to United Way for \$44,000; however, due to COVID they were not able to do the kindergarten boot camp and decided to reapply at a later time. Due to COVID, HUD has waived the public service cap of 15%, so they reviewed previous applications to see if they needed items previously requested. The CDBG CV funds are specifically held to prevent, respond, or prepare for COVID. As previously presented to Council, it was determined to prioritize sheltering and food. The Safe Passage organization reached out and stated their need and requested grant funding. She reviewed the current grants and their status and noted the current grant fund balance is \$139,458, with \$80,000 reserved for this fall and winter.

DISCUSSION: Councilmember Gookin expressed concern with regard to the on-going funding for the positions at the Youth Ranch and Children Village. Community Grant Specialist Chelsea

Nesbit noted that they are both implementing their program and hoping their revenue will increase for the future funding and do not expect CDBG to cover the future costs.

Councilmember Gookin asked what would happen to the funds if St. Vincent does not incur \$24,000 in expenses. Ms. Nesbit noted that the grant will be reevaluated on December 1 and if it is not spent it would go back into the City's grant account. Councilmember English noted that all three of the organizations have long-term successful track records in the community and know how one-time grants work and have means to generate it for long term.

MOTION: Motion by McEvers, seconded by Miller to authorize staff to enter 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).

Motion carried.

LEGISLATIVE PUBLIC HEARING FOR THE ANNUAL APPROPRIATIONS FOR FISCAL YEAR 2020--2021 AND RESERVATION OF THE RIGHT TO RECOVER THE CURRENT YEAR'S FOREGONE INCREASE OF \$687,110

STAFF REPORT: Comptroller Vonnie Jensen presented the annual budget for fiscal year 2020-2021 and noted that it does not include the 3% property tax increase allowed and does opt into the Governor's property tax relief program. She noted the changes from the resolution to include the removal of the 3% property tax increase, decrease in Fund Balance usage, and a decrease in property tax revenue offset by CARES Act funding. She noted the Resolution required to reserve the foregone taxes on un-levied property taxes. She reviewed new construction figures over the past 8 years including the 2021 amount of \$454,272. Ms. Jensen noted that the City has taken an increase in property taxes three times since 2013, in which the City took a 2% increase in the amount of \$329,432 and in 2017 for 2.5% in the amount of \$490,553 and in 2020 with 3% in the amount of \$655,361. The City's accumulated foregone balance of property tax revenue not taken is \$6.3 Million. She clarified that the City's unassigned fund balance at September, 2019 was \$9,057,245. She reviewed the projected Fund Balance at 15.23% of revenues for the year ending September 30, 2021, which is estimated as revenues are currently unknown. She reviewed the personnel expenses compared to the increase in new growth, which totals \$999,865 compared to new growth at \$457,530. City-wide personnel changes were reviewed demonstrating an increase of 3.45 full-time equivalent (FTE). She reviewed the City valuation and levy rates, noting that a home valued at \$300,000, with the property tax reduction opportunity, would have property taxes at approximately \$53.00/month as compared to last year's \$74.33/month. She clarified that the hearing was also to determine if the City will reserve the foregone property tax amount of \$687,110, that is the allowed 3% maximum, by not taking any property tax increase for Fiscal Year 2020-21.

DISCUSSION: Councilmember McEvers asked if the City used Fund Balance during the years the City did not take foregone. Mayor Widmyer noted that last year was the first time during his term that the City took Fund Balance. Ms. Jensen noted that when Fund Balance is used it has been for one-time purchases not ongoing expenses. Councilmember McEvers asked for

clarification regarding the use of the \$1.2 Million out of Fund Balance. Ms. Jensen noted that \$270,000 is set aside for capital items, leaving the rest for ongoing expenses. Councilmember Wood asked for clarification regarding Fire Department PERSI expenses. Ms. Jensen explained that the Fire Department had to pay an additional 5% above what the City paid into PERSI, and it is now the same as all public safety. Fire Chief Gabriel noted that in 1981 the Firefighter Retirement Fund was taken over by PERSI, but the City still had the responsibility for the firefighters who retired prior to that time. He noted that they have been looking at it for over four years and they finally reached the 135% funding level, so they will no longer have to pay the additional. Councilmember Wood said that she thought that the Fire Department was trying to save the money for a special project. Chief Gabriel noted that they wanted to open Fire Station No. 4 and pay for the personnel to man it, and the \$300,000 plus funding is going to Fire Department needs. Councilmember Gookin noted that the \$382,000 goes into the General Fund and this is a firefighter retirement paid by the City on their behalf. Chief Gabriel noted they talked early on in regard to HRA increases which would go in the contract and could come forward to the Council in the future. Councilmember English noted that it is a legitimate concern about retirement plans coming up short, and everything has been delivered and will be delivered. Chief Gabriel noted that the group is looking for post-employment benefits, but in the trust they can now stay on the City's insurance. Councilmember McEvers said that he looked at the savings to help justify positions. He also noted that EMS raised its reimbursement so this is a department that generates income, which is rare. Councilmember Wood asked about the Police Department's ability to purchase a used car and how fast they can make that purchase. Mr. Tymesen noted that there isn't much capital in the budget, but there is a line item in the Street Department to purchase used equipment. He noted that when the department has savings, it is brought forward with the Police Chief. Councilmember Wood clarified that they are looking for efficiency and need to move quickly as those vehicles can go quickly and they may only have a few hours to purchase it. Mr. Tymesen noted that those are approved administratively. Councilmember Wood asked for clarification regarding the funding of the Ambassador program that is paid through parking revenue. Ms. Jensen explained that the Parking Fund is a separate fund and it transfers to General Fund, not into the police department budget. However, the police budget has the funding for the Ambassador program and the Parking Fund transfers funds that offset that expense. Councilmember English noted he is pleased with how the budget has come together. Councilmember McEvers asked if the COVID funds and the Governor's incentive weren't included in the budget, would the City have more or less money. Ms. Jensen explained that if the City took the 3% tax increase, it would have more money, but if the City did not take the 3%, it would be short. Councilmember McEvers noted he received an email from the Police Chief that he could make it another year without the Sergeants positions; however, the positions are in the budget. Police Chief White noted that they have added positions over the years, but no supervisors. He has an old organizational chart from the 1980's that reflected more supervisors than they do today. He clarified that he understands the financial situation that the City is in currently and felt they could kick it down the road one more year, but there is a need. He believes accountability and liability are an issue without the positions. Councilmember McEvers asked if the overtime cost will go down. Chief White noted that it will assist to a degree, and they would plan to hire one Sergeant in January, but they need two. Mayor Widmyer noted that part of the CARES funding will include 3% back to the City toward public safety costs.

Mayor Widmyer opened public comments.

David Lyons, Coeur d'Alene, noted that if the budget is approved as proposed it will take \$40,000 from police or the Fund Balance to give to CDA2030, and he noted that a majority of funding for that agency comes from the City and ignite yet they refused to offer open meetings. He feels that the City cares more for CDA2030 than voters and believes the City should stop funding that group or make them agree to open meetings and open records. Mr. Lyons noted that their 2019 tax return showed total donations around \$88,610. He believes it is an illegal delegation of the City and believes it evades transparency.

Susan Snedaker, Coeur d'Alene, noted that at a previous meeting she said that she expects transparency and critical review of all financial transactions by the Council. However, it appears that the City has not increased impact fees for 14 years and that Mr. Tymesen stated that the City was waiting for the updated Comprehensive Plan. She expressed concerns about the lack of collecting the correct amount and the impact to the community. Ms. Snedaker noted that the Person Field restrooms were not scheduled until Fiscal Year 2024/25. She noted that the Jewett House has no insurance, despite rental of the grounds. The Water Department operating fund had a line that stated it was capital developer contribution and she questioned what that was. She also noted that public parking shows a depreciation of \$900,000 and she questioned what account this was transferred to. She noted that the Downtown Association agreement should be upheld and that downtown needs maintenance and they should adhere to their agreement. She asked that the chairmen of the nonprofits funded by the City address the Council regarding how their funds are spent.

DISCUSSION: Councilmember Wood noted that Mr. Lyons has brought up the CDA2030 questions several times and she wondered if the City has asked them to have open meetings. Mr. Gridley said that he has been involved in CDA2030 for years and they have all their actions and information on their web, but clarified they are a private non-profit. Ms. Anderson noted that she serves as the staff liaison, and they have noted that they operate as other non-profits do in the community, and said that they do provide the minutes and financial reports to the City. Councilmember Wood wondered if it would be reasonable for the City to get a detailed summary of how the City money is spent. Ms. Anderson explained that the budget shows how all the money is being spent, but it is not broken down into just how the City funds are spent. Mayor Widmyer reiterated that they will be asked to do a presentation to the Council this upcoming year with other organizations as requested by Council.

MOTION: Motion by Gookin, seconded by Wood to cut the CDA2030 funding from the budget but keep the amount (\$40,000) in the Planning Department budget.

DISCUSSION: Councilmember Gookin said that he agrees on the need for transparency and sees the future role of CDA2030 as a sub-committee of the Planning Commission; therefore, funds would go toward funding activities the City is currently using CDA2030 for. Councilmember Miller questioned what the lack of funding for CDA2030 would do to the completion of the Comprehensive Plan. She noted that the Council normally gets a presentation as to what they do and how they use their money, and their impact on the community; however, those presentations haven't been seen lately, and her concern is that this is not the right timing to

remove the funding. She would like the Comprehensive Plan finished on schedule. Ms. Anderson noted that it would be problematic to the Comprehensive Plan to remove CDA2030 from the efforts. Additionally, taking on another committee would take a lot of staff time and CDA2030 provides a lot of community benefit not just for the City. She noted that there are many projects going on at this time and concurred that this would not be good timing to remove the funding. Councilmember McEvers said that he doesn't like the use of a lot of outside groups, but the Comprehensive Plan is required by the state and the City is lucky to have them help, and he would like the City to not carry the financial load. Therefore, he believes the City should step away from funding when it can but it needs to get the Comprehensive Plan done first. Councilmember Wood concurred that it is the wrong timing and would like to have additional discussion on it later. She noted that the question is, "Should and can we fund this group with tax payer dollars and/or help them find ways to be successful with private funding." Councilmember English noted that he agrees that the timing is off, and the number of volunteers they have has given the City a lot of value for its money versus paying staff to do work.

Motion failed.

MOTION: Motion by Gookin, seconded by Wood, to reclassify the Water Department Administrative position from a level 10 to a level 5 as originally budgeted.

DISCUSSION: Councilmember Gookin commented that the second position in Water should not have been increased to a level 10. Councilmember Wood said that it is not the sort of thing that comes to the Council and she would want assurance that it is necessary and that there is no other way around it. Mr. Pickel noted that the position is very important, especially during COVID, and confirmed that there is a considerable work load in the department and he assured the Council that the employees do their job very well and they both do the same job description and should be compensated the same. Mr. Tymesen noted that they worked through the personnel issues and the department continues to grow, and has lots of funds going through it. Councilmember McEvers noted that he has faith that they have already justified those positions to Administration and are trying to be efficient and not wasteful.

Motion failed.

MOTION: Motion by Gookin, seconded by English, to dispense with the rule and read **Council Bill No. 20-1011** once by title only.

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

MOTION: Motion by Gookin, seconded by Wood, to adopt **Council Bill 20-1011**.

DISCUSSION: Councilmember Gookin said that he will vote in favor of the budget, as it has a 0% request for increase in property taxes. Councilmember McEvers noted that he would be opposed to the budget because of the use of Fund Balance for ongoing expenses and is concerned about next year, although he noted he doesn't have a solution to expenses.

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

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.

RESOLUTION NO. 20-049

A RESOLUTION OF THE CITY OF COEUR D'ALENE, KOOTENAI COUNTY, IDAHO, RESERVING THE RIGHT TO RECOVER THE FISCAL YEAR 2020-2021 FOREGONE INCREASE OF \$687,110.00 PURSUANT TO IDAHO CODE 63-802(1)(f).

MOTION: Motion by Gookin, seconded by Wood to approve **Resolution No. 20-049**, Reserving the right to recover the Fiscal Year 2020-2021 foregone increase of \$687,110 pursuant to Idaho Code 63-802(1)(f).

DISCUSSION: Councilmember Gookin noted that he would normally vote against this, but feels it would be an insurance to the Governor's property tax relief program. Councilmember Wood agreed that the City does not know where the lawsuit will end up.

ROLL CALL: Wood Aye; Miller Aye; McEvers Aye; Gookin Aye; English Aye.

Motion carried.

Mayor Widmyer noted that the nation has been dealing with COVID-19 for approximately 6 months and thanked Councilmember Miller for her involvement in the "Wear a Mask" campaign. He noted that wearing masks, social distancing, and general awareness have helped to lower hospitalizations and the number of daily cases. He reminded the community to continue to do the right thing and, if it is not wearing a mask, then to practice social distancing.

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

The meeting adjourned at 8:03 p.m.

Steve Widmyer, Mayor

ATTEST:

Renata McLeod, CMC
City Clerk

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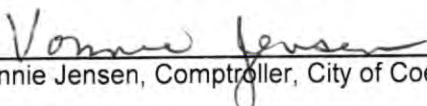
SEP 8 2020

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

CITY CLERK

FUND	BALANCE 7/31/2020	RECEIPTS	DISBURSE- MENTS	BALANCE 8/31/2020
<u>General-Designated</u>	\$1,582,453	\$104,634	\$32,386	\$1,654,701
<u>General-Undesignated</u>	14,761,435	4,824,876	6,800,611	12,785,700
<u>Special Revenue:</u>				
Library	617,521	7,349	173,233	451,637
CDBG	8,010	149,456	138,621	18,845
Cemetery	106,441	28,079	28,326	106,194
Parks Capital Improvements	977,465	7,911	47,285	938,091
Impact Fees	4,261,374	96,116	291	4,357,199
Annexation Fees	95,197	48	8	95,237
Cemetery P/C	1,342,058	6,030	15,310	1,332,778
Jewett House	27,491	2,514	1,110	28,895
Reforestation	29,055	15	2	29,068
Street Trees	192,752	5,198	1,778	196,172
Community Canopy	3,250	1		3,251
Public Art Fund	66,649	134	1,470	65,313
Public Art Fund - ignite	503,724	258	40	503,942
Public Art Fund - Maintenance	126,600	1,527	30	128,097
<u>Debt Service:</u>				
2015 G.O. Bonds	91,124	2,559	25	93,658
<u>Capital Projects:</u>				
Street Projects	773,892	100,505	55,730	818,667
<u>Enterprise:</u>				
Street Lights	84,685	49,680	12,354	122,011
Water	160,099	659,786	583,276	236,609
Water Capitalization Fees	7,868,807	73,463	597	7,941,673
Wastewater	9,413,891	1,865,644	1,698,277	9,581,258
Wastewater - Equip Reserve	1,310,212	27,500		1,337,712
Wastewater - Capital Reserve	1,500,000			1,500,000
WWTP Capitalization Fees	3,593,982	146,291	731	3,739,542
WW Property Mgmt	60,668			60,668
Sanitation	1,758,320	356,734	362,668	1,752,386
Public Parking	261,319	104,910	68,976	297,253
Drainage	1,407,955	87,244	83,417	1,411,782
Wastewater Debt Service	1,079,746	1,176,972	1,176,467	1,080,251
<u>Fiduciary Funds:</u>				
Kootenai County Solid Waste Billing	222,974	237,988	223,019	237,943
Police Retirement	826,173	14,605	29,400	811,378
Sales Tax	1,546	2,803	1,546	2,803
BID	219,360	38,256	41,019	216,597
Homeless Trust Fund	516	423	516	423
GRAND TOTAL	\$55,336,744	\$10,179,509	\$11,578,519	\$53,937,734

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



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

CITY OF COEUR D'ALENE
 BUDGET STATUS REPORT
 ELEVEN MONTHS ENDED
 August 31, 2020

RECEIVED

SEP 8 2020

CITY CLERK

FUND OR DEPARTMENT	TYPE OF EXPENDITURE	TOTAL BUDGETED	SPENT THRU 8/31/2020	PERCENT EXPENDED
Mayor/Council	Personnel Services	\$254,425	\$220,650	87%
	Services/Supplies	11,400	3,594	32%
Administration	Personnel Services	209,521	191,013	91%
	Services/Supplies	7,200	1,005	14%
Finance	Personnel Services	679,466	600,636	88%
	Services/Supplies	518,050	527,129	102%
Municipal Services	Personnel Services	1,273,999	1,091,700	86%
	Services/Supplies	546,375	601,258	110%
	Capital Outlay			
Human Resources	Personnel Services	328,696	298,257	91%
	Services/Supplies	71,823	50,391	70%
Legal	Personnel Services	1,240,704	1,159,047	93%
	Services/Supplies	51,153	54,646	107%
Planning	Personnel Services	675,488	596,288	88%
	Services/Supplies	297,800	162,626	55%
	Capital Outlay			
Building Maintenance	Personnel Services	383,106	296,091	77%
	Services/Supplies	172,875	191,422	111%
	Capital Outlay	120,000	130,888	109%
Police	Personnel Services	14,216,783	12,516,887	88%
	Services/Supplies	1,617,216	1,000,457	62%
	Capital Outlay	140,161	39,748	28%
Fire	Personnel Services	9,911,402	9,349,668	94%
	Services/Supplies	641,095	547,742	85%
	Capital Outlay	23,000	22,224	97%
General Government	Services/Supplies	125,750	1,542,672	1227%
	Capital Outlay		302,998	
Police Grants	Personnel Services		58,643	
	Services/Supplies		106,777	
	Capital Outlay		1,104	
CdA Drug Task Force	Services/Supplies		4,034	
	Capital Outlay			
Streets	Personnel Services	3,086,704	2,825,072	92%
	Services/Supplies	1,797,404	1,011,288	56%
	Capital Outlay	155,000	170,056	110%
Parks	Personnel Services	1,684,388	1,444,825	86%
	Services/Supplies	687,150	492,082	72%
	Capital Outlay	126,000	112,842	90%


CITY OF COEUR D'ALENE
 BUDGET STATUS REPORT
 ELEVEN MONTHS ENDED
 August 31, 2020

FUND OR DEPARTMENT	TYPE OF EXPENDITURE	TOTAL BUDGETED	SPENT THRU 8/31/2020	PERCENT EXPENDED
Recreation	Personnel Services	556,208	472,182	85%
	Services/Supplies	196,280	87,436	45%
	Capital Outlay	9,500	9,500	100%
Building Inspection	Personnel Services	898,321	799,299	89%
	Services/Supplies	41,256	20,659	50%
	Capital Outlay	24,233	24,089	99%
Total General Fund		<u>42,779,932</u>	<u>39,138,925</u>	<u>91%</u>
Library	Personnel Services	1,353,266	1,222,224	90%
	Services/Supplies	252,500	190,800	76%
	Capital Outlay	180,000	142,650	79%
CDBG	Services/Supplies	597,467	224,832	38%
Cemetery	Personnel Services	190,877	169,043	89%
	Services/Supplies	105,950	78,277	74%
	Capital Outlay	72,800	68,208	94%
Impact Fees	Services/Supplies	360,000	238,052	66%
Annexation Fees	Services/Supplies	99,000	99,000	100%
Parks Capital Improvements	Capital Outlay	564,500	1,227,319	217%
Cemetery Perpetual Care	Services/Supplies	191,500	174,937	91%
Jewett House	Services/Supplies	28,853	9,455	33%
Reforestation	Services/Supplies	5,000	(1,100)	-22%
Street Trees	Services/Supplies	104,000	62,905	60%
Community Canopy	Services/Supplies	2,000	248	12%
Public Art Fund	Services/Supplies	369,300	79,612	22%
		<u>4,477,013</u>	<u>3,986,462</u>	<u>89%</u>
Debt Service Fund		<u>878,932</u>	<u>878,931</u>	<u>100%</u>

CITY OF COEUR D'ALENE
BUDGET STATUS REPORT
ELEVEN MONTHS ENDED
August 31, 2020

FUND OR DEPARTMENT	TYPE OF EXPENDITURE	TOTAL BUDGETED	SPENT THRU 8/31/2020	PERCENT EXPENDED
Seltice Way	Capital Outlay		15,275	
Seltice Way Sidewalks	Capital Outlay	63,986		
Traffic Calming	Capital Outlay	8,472	11,784	
Kathleen Avenue Widening	Capital Outlay	445,000	35,802	8%
US 95 Upgrade	Capital Outlay	226,839	224,100	
15th Street	Capital Outlay	53,015	7,766	15%
Industrial Park Loop & Atlas	Capital Outlay	804,500	535,357	67%
Downtown Signal Imprvmnts	Capital Outlay	10,000	25,618	256%
Atlas Waterfront Project	Capital Outlay		87,924	
NW Blvd Traffic Signals	Capital Outlay		348,863	
		<u>1,611,812</u>	<u>1,292,489</u>	<u>80%</u>
Street Lights	Services/Supplies	706,000	516,933	73%
Water	Personnel Services	2,166,893	1,983,548	92%
	Services/Supplies	4,778,418	1,464,937	31%
	Capital Outlay	7,676,000	4,288,422	56%
Water Capitalization Fees	Services/Supplies	3,900,000		
Wastewater	Personnel Services	2,911,298	2,408,733	83%
	Services/Supplies	6,874,376	2,241,284	33%
	Capital Outlay	4,710,000	2,623,552	56%
	Debt Service	2,176,363	2,174,639	100%
WW Capitalization	Services/Supplies	1,250,000		
Sanitation	Services/Supplies	3,959,644	3,530,919	89%
Public Parking	Services/Supplies	1,351,011	752,256	56%
	Capital Outlay	24,000	87,887	366%
Drainage	Personnel Services	118,155	107,292	91%
	Services/Supplies	798,391	347,055	43%
	Capital Outlay	905,000	259,402	29%
Total Enterprise Funds		<u>44,305,549</u>	<u>22,786,859</u>	<u>51%</u>
Kootenai County Solid Waste		2,885,000	2,267,967	79%
Police Retirement		184,241	167,866	91%
Business Improvement District		176,000	161,000	91%
Homeless Trust Fund		4,800	5,388	112%
Total Fiduciary Funds		<u>3,250,041</u>	<u>2,602,221</u>	<u>80%</u>
TOTALS:		<u>\$97,303,279</u>	<u>\$70,685,887</u>	<u>73%</u>

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



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

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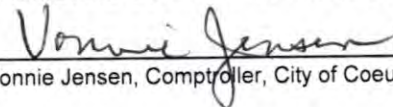
SEP 8 2020

CITY CLERK

City of Coeur d Alene
Cash and Investments
8/31/2020

Description	City's Balance
U.S. Bank	
Checking Account	3,738,486
Checking Account	36,724
Investment Account - Police Retirement	799,892
Investment Account - Cemetery Perpetual Care Fund	1,330,920
Idaho Central Credit Union	
Certificate of Deposit	267,679
Idaho State Investment Pool	
State Investment Pool Account	46,499,857
Spokane Teacher's Credit Union	
Certificate of Deposit	255,592
Numerica Credit Union	
Certificate of Deposit	1,006,459
Cash on Hand	
Finance Department Petty Cash	500
Treasurer's Change Fund	1,350
Police Change Fund	75
Library Change fund	180
Cemetery Change Fund	20
Total	<u><u>53,937,734</u></u>

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



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

DATE: SEPTEMBER 10, 2020
TO: MAYOR AND CITY COUNCIL
FROM: PLANNING DEPARTMENT
RE: SETTING OF PUBLIC HEARING DATE: OCTOBER 20, 2020

Mayor Widmyer,

The Planning Department has forwarded the following item to the City Council for scheduling of a public hearing. In keeping with state law and Council policy, the Council will set the date of the public hearing upon receipt of recommendation.

<u>ITEM NO.</u>	<u>REQUEST</u>	<u>COMMISSION ACTION</u>	<u>COMMENT</u>
ZC-4-20	Applicant: Northwest Solutions Investment Group, LLC Location: 3520 N. 15TH Request: A proposed zone change from R-8 to R-17	Recommended approval	QUASI-JUDICIAL
ZC-5-20	Applicant: Howard, LLC Location: 2926 N. Howard Street Request: A proposed zone change from MH-8 to R-17	Recommended approval	QUASI-JUDICIAL

In order to satisfy the mandatory 15-day notice requirement, the next recommended hearing date will be **October 20, 2020**

RESOLUTION NO. 20-050

A RESOLUTION OF THE CITY OF COEUR D'ALENE, KOOTENAI COUNTY, IDAHO, AUTHORIZING THE FOLLOWING: A QUIT CLAIM DEED FROM KOOTENAI COUNTY FOR A SECTION OF ALLEY BEHIND 1141 N. THIRD STREET; A WATER LINE EASEMENT ACROSS 1234 APPLEWAY WITH REACH AMERICA; A SEWER LINE EASEMENT ACROSS 1234 APPLEWAY WITH REACH AMERICA; AND A STATE/LOCAL AGREEMENT WITH THE IDAHO TRANSPORTATION DEPARTMENT (ITD) FOR CONSTRUCTION OF THE SHERMAN AND LAKESIDE AVENUE SIGNAL.

WHEREAS, it has been recommended that the City of Coeur d'Alene accept a deed and easements, and enter into an agreement, pursuant to the terms and conditions set forth in the documents and agreement attached hereto as Exhibits "A" through "D" and by reference made a part hereof as summarized as follows:

- A) A Quit Claim Deed from Kootenai County for a section of alley behind 1141 N. Third Street;
- B) A Water Line Easement across 1234 Appleway with Reach America;
- C) A Sewer Line Easement across 1234 Appleway with Reach America;
- D) A State/Local Agreement with the Idaho Transportation Department (ITD) for construction of the Sherman and Lakeside Avenue signal; and

WHEREAS, it is deemed to be in the best interests of the City of Coeur d'Alene and the citizens thereof to accept such deed and easements, and enter into the agreement;

NOW, THEREFORE,

BE IT RESOLVED by the Mayor and City Council of the City of Coeur d'Alene that the City accept the deed and easements, and enter into the agreement, as set forth in substantially the form attached hereto as Exhibits "A" through "D" and incorporated herein by reference, with the provision that the Mayor, City Administrator, and City Attorney are hereby authorized to modify the documents and agreement so long as the substantive provisions of the documents and agreement remain intact.

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

DATED this 15th 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 MCEVERS	Voted
COUNCIL MEMBER WOOD	Voted

_____ was absent. Motion _____.

QUITCLAIM DEED

The Grantor, KOOTENAI COUNTY, a political subdivision of the State of Idaho, for good and valuable consideration received, does hereby REMISE, RELEASE and forever QUITCLAIM unto the Grantee, the CITY OF COEUR D'ALENE, a municipal corporation formed in accordance with the laws of the State of Idaho, whose address is 710 East Mullan Avenue, Coeur d'Alene, Idaho 83814, and to the Grantee's successors and assigns forever, the real property described as follows:

The West 11.75 feet of the North 75 feet of the South 130 feet of the East 150 feet of Lot 16, Krotzer's Addition to Coeur d'Alene, Idaho, according to the Plat recorded at Book "B" of Plats, Page 33, Records of Kootenai County, Idaho.

Together with all tenements, hereditaments and appurtenances belonging thereto.

DATED this 11th day of August, 2020.

KOOTENAI COUNTY
BOARD OF COMMISSIONERS


Chris Fillios, Chairman


Leslie Duncan, Commissioner


Bill Brooks, Commissioner

ATTEST

JIM BRANNON, CLERK

By:


Deputy Clerk

QUITCLAIM DEED TO CITY OF COEUR D'ALENE – 1

H:\Community Development\Deeds\County-City - 244728\Quitclaim Deed to City of Cd'A.docx

STATE OF IDAHO)
) ss.
COUNTY OF KOOTENAI)

On this 13th day of August, 2020, before me, K. Reynolds, a Notary Public in and for the State of Idaho, personally appeared CHRIS FILLIOS, LESLIE DUNCAN and BILL BROOKS, known or identified to me to be the Board of County Commissioners of Kootenai County, Idaho that executed the said instrument, and acknowledged to me that such Board of County Commissioners of Kootenai County, Idaho executed the same.

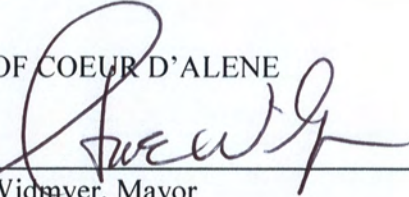


K. Reynolds
Notary Public for the State of Idaho
Residing at: Post Falls, ID
Commission Expires: 01/09/2024

ACCEPTED this _____ day of August, 2020.

CITY OF COEUR D'ALENE

Steve Widmyer, Mayor



ATTEST:

By: _____
Renata McLeod, City Clerk

STATE OF IDAHO)
) ss.
COUNTY OF KOOTENAI)

On this _____ day of August, 2020, before me, _____, a Notary Public in and for the State of Idaho, personally appeared STEVE WIDMYER, known or identified to me to be the Mayor of the City of Coeur d'Alene, Idaho that executed the said instrument, and acknowledged to me that such City of Coeur d'Alene, Idaho executed the same.

Notary Public for the State of Idaho
Residing at: _____
Commission Expires: _____

RECORDING FEE: \$0 00

DE



UTILITY EASEMENT FOR WATER LINE

KNOW ALL MEN BY THESE PRESENTS, that Gary Brown, President – Reach America, Inc., with its principle place of business at 1234 W. Appleway Avenue, Coeur d'Alene, Idaho 83814, the **GRANTOR**, for and in consideration of the sum of One Dollar (\$1.00), and other good and valuable consideration, paid by the City of Coeur d'Alene, Kootenai County, State of Idaho, receipt of which is acknowledged, do hereby grant, quitclaim and convey unto the **CITY OF COEUR D'ALENE**, a municipal corporation, the **GRANTEE**, whose address is 710 Mullan Avenue, Coeur d'Alene, Idaho, 83814, its successors and assigns, an easement, together with the rights of ingress and egress for the improvement, operation and maintenance of the water line, twenty (20) feet in total width, over and through the property situated in Kootenai County with an address of 1234 W. Appleway Avenue, which easement is described in Exhibit "A" attached hereto and incorporated herein by reference.

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

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

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

Exhibit 'A'

UTILITY EASEMENT FOR WATER LINE

An easement as to that portion of a strip of land located within the below described property.

A parcel of land being part of Parcel No. 3025 according to the Record of Survey thereof, as recorded at Book 18, Page 499, Kootenai County Records, State of Idaho (also known as Tax ID No. 17268 & Assessor's Parcel No. C-0000-011-3025) situated in the East 1/2 of the NE 1/4 of the NW 1/4 of the NW 1/4 of Section 11, Township 50 North, Range 4 West, Boise Meridian, in the city of Coeur d'Alene, Kootenai County, Idaho.

A strip of land 20.00 feet in width and lying 8.00 feet right and 12.00 feet left of the following described line.

Commencing at the Northwest Corner of said Section 11, said point monumented with a 3 inch brass cap stamped PLS 6374, per CP&F Instrument Number 2189634000 as filed in the Kootenai County Recorder's Office, from which the North 1/4 Corner of Section 11 bears South 88°54'14" East a distance of 2672.70 feet, monumented with a 2-1/2 inch aluminum cap stamped PLS 6374, per CP&F Instrument Number 2670073000 as filed in the Kootenai County Recorder's Office;

Thence, South 88°54'14" East, along the North line of said Section 11, a distance of 1172.42 feet to a point,

Thence, departing said North line of Section 11, South 1° 05' 28" West, a distance of 43.00 feet to the Northeast corner of Parcel "A" and the Northwest corner of Parcel "B", monumented with a 5/8" rebar having an orange plastic cap stamped "HMH-ENG PLS 17407", said point also being the **TRUE POINT OF BEGINNING**;

Thence, South 1° 05' 28" West, along the boundary line in common to said Parcel "A" and Parcel "B", a distance of 156.03 feet, monumented with a 5/8" rebar having an orange plastic cap stamped "HMH-ENG PLS 17407",

Thence, departing said boundary line in common for Parcel "A" and Parcel "B", continuing South 1° 05' 28" West, a distance of 21.72 feet, to a point, said point is the **Point of Terminus** for this centerline description.

Thence from said Point of Terminus, for closure purposes only, North 78°14'29" West, a distance of 1193.04 feet to the **Point of Commencement**.

Said described easement containing 3555 square feet more or less.

The existing water line is located entirely in Parcel "B", 2.0 feet east of said boundary line.

Exhibit 'A'

UTILITY EASEMENT FOR WATER LINE



9/4/2020

UTILITY EASEMENT FOR SEWER LINE

KNOW ALL MEN BY THESE PRESENTS, that **Gary Brown, President - Reach America, Inc. whose address is 1234 W. Appleway Avenue, Coeur d'Alene, Idaho 83814**, the **GRANTORS**, for and in consideration of the sum of One Dollar (\$1.00), and other good and valuable consideration, paid by the City of Coeur d'Alene, Kootenai County, State of Idaho, receipt of which is acknowledged, do hereby grant, quitclaim and convey unto the **CITY OF COEUR D'ALENE, a municipal corporation, the GRANTEE, whose address is 710 Mullan Avenue, Coeur d'Alene, Idaho, 83814**, its successors and assigns, an easement, together with the rights of ingress and egress for the improvement, operation and maintenance of the sanitary sewer line and appurtenances, twenty (20) feet in total width, as measured from and centered over the centerline of the pipe and described as follows, (see attached "Exhibit A") over and through the following described property:

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

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

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

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

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

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

IN WITNESS WHEREOF, the GRANTOR have caused this instrument to be executed this 4th day of September, 2020.

Gary N. Brown
Grantor

STATE OF IDAHO)
) SS
COUNTY OF KOOTENAI)

On the 4th day of September, 2020 before me, a Notary Public, personally appeared Gary N. Brown and _____, known or identified to me to be the persons whose names are subscribed to the within instrument, and acknowledged to me that they executed the same.

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

Dianne E. Sullivan
Notary Public for Idaho
Residing at Kootenai County
My Commission Expires: 09-08-2023



Exhibit 'A'

UTILITY EASEMENT FOR SEWER LINE

An easement as to that portion of a strip of land located within the below described property.

A parcel of land being part of Parcel No. 3025 according to the Record of Survey thereof, as recorded at Book 18, Page 499, Kootenai County Records, State of Idaho (also known as Tax ID No. 17268 & Assessor's Parcel No. C-0000-011-3025) situated in the East 1/2 of the NE 1/4 of the NW 1/4 of the NW 1/4 of Section 11, Township 50 North, Range 4 West, Boise Meridian, in the city of Coeur d'Alene, Kootenai County, Idaho.

A strip of land 20.00 feet in width and lying 10.00 feet on each side of the following described centerline:

Commencing at the Northwest Corner of said Section 11, said point monumented with a 3 inch brass cap stamped PLS 6374, per CP&F Instrument Number 2189634000 as filed in the Kootenai County Recorder's Office, from which the North 1/4 Corner of Section 11 bears South 88°54'14" East a distance of 2672.70 feet, monumented with a 2-1/2 inch aluminum cap stamped PLS 6374, per CP&F Instrument Number 2670073000 as filed in the Kootenai County Recorder's Office;

Thence, South 88°54'14" East, along the North line of said Section 11, a distance of 1300.46 feet to a point,

Thence, departing said North line of Section 11, South 00° 59' 21" East, a distance of 217.23 feet to a point, said point also being the **TRUE POINT OF BEGINNING**;

Thence, South 00° 59' 21" East to the north right of way line of Interstate Highway 90, a distance of 169.24 feet, said point is the **Point of Terminus** for this centerline description.

With sidelines extended or shortened to intersect adjacent boundaries

Thence from said Point of Terminus, for closure purposes only, North 72°31'49" West, a distance of 1370.09 feet to the **Point of Commencement**.

Said described easement containing 3385 square feet more or less.

Exhibit 'A'

UTILITY EASEMENT FOR SEWER LINE



9/4/2020

EXHIBIT

1327

HUDSON

LEE

APPLEWAY

1234

1604

1602

A2-11B

1112

1212

20' Easement

8 in
172'

A2-11A

8 in
393'

A2-11

INTERSTATE 90

EXIT 11 I90 WB OFF

INTERSTATE 90

EXIT 11 I90 EB ON

18 in
268'

1311

1270



**CITY COUNCIL
STAFF REPORT**

DATE: September 15, 2020
FROM: Chris Bosley – City Engineer
SUBJECT: State/Local Agreement for Sherman Ave/Lakeside Ave Traffic Signal
LHSIP Construction

=====

DECISION POINT:

Staff is requesting approval the State/Local Agreement for construction of the Local Highway Safety Improvement Program (LHSIP) project to upgrade traffic signals on Sherman Ave and Lakeside Ave in downtown Coeur d’Alene.

HISTORY:

The existing traffic signals in downtown Coeur d’Alene are outdated and in need of upgrades, with some signals being over 25 years old. City Council approved the submittal of the Federal grant application through the Local Highway Technical Assistance Council (LHTAC) in December of 2017 and the City was awarded the grant in March of 2018. City Council then approved a State/Local agreement to select an engineering consultant for the design of the project. The Precision Engineering was the consultant selected for the Design in January of 2019. Design was completed in November of 2019 and the project is now ready to advertise for construction bids. A State/Local agreement is needed to enter the construction phase of this project which is anticipated to occur this fall.

FINANCIAL ANALYSIS:

The City’s estimated match requirement for the LHSIP grant is \$91,896.80, which has been budgeted for with impact fees. The resulting project will provide approximately \$1,252,000 in signal upgrades to downtown Coeur d’Alene.

PERFORMANCE ANALYSIS:

Approval of this agreement will allow staff and LHTAC to advertise for construction bids to begin the construction phase of the project. Once complete, the project will provide much needed traffic signal upgrades in the downtown area, improving pedestrian safety, ADA accessibility, and traffic efficiency.

DECISION POINT/RECOMMENDATION:

Staff recommends that Council approve the State/Local agreement with the Local Highway Technical Assistance Council.

**STATE/LOCAL AGREEMENT
(CONSTRUCTION)
PROJECT NO. A021(993)
SHERMAN AVE & LAKESIDE AVE
KOOTENAI COUNTY
KEY NO. 21993**

PARTIES

THIS AGREEMENT is made and entered into this 15th day of September, 2020, by and between the **IDAHO TRANSPORTATION BOARD** by and through the **IDAHO TRANSPORTATION DEPARTMENT**, hereafter called the State, and the **CITY OF COEUR D'ALENE**, acting by and through its Mayor and Council, hereafter called the Sponsor.

PURPOSE

The Sponsor has requested federal participation in the costs of upgrading traffic signals on Sherman Avenue and Lakeside Avenue, which has been designated as Project No. A021(993). This Agreement sets out the responsibilities of the parties in the construction and maintenance of the project.

Authority for this Agreement is established by Section 40-317 of the Idaho Code.

The Parties agree as follows:

SECTION I. GENERAL

1. This Agreement is entered into for the purpose of complying with certain provisions of the Federal-Aid Highway Act in obtaining federal participation in the construction of the project.
2. Federal participation in the costs of the project will be governed by the applicable sections of Title 23, U.S. Code (Highways) and rules and regulations prescribed or promulgated by the Federal Highway Administration, including, but not limited to, the requirements of 23 U.S.C. §313.23 and CFR §635.410.
3. Funds owed by the Sponsor shall be remitted to the State through the ITD payment portal at:
<https://apps.itd.idaho.gov/PayITD> .

*State/Local Agreement (Construction)
Sherman Ave & Lakeside Ave
Key No. 21993
Page No. 1
Exhibit "D"*

4. All information, regulatory and warning signs, pavement or other markings, and traffic signals, the cost of which is not provided for in the plans and estimates, must be erected at the sole expense of the Sponsor upon the completion of the project.
5. The location, form and character of all signs, markings and signals installed on the project, initially or in the future, shall be in conformity with the Manual of Uniform Traffic Control Devices as adopted by the State.
6. This State/Local Agreement (Construction) upon its execution by both Parties, supplements the State/Local Agreement (Project Development) by and between the same parties, dated February 4, 2019.
7. Sufficient Appropriation. It is understood and agreed that the State is a governmental agency, and this Agreement shall in no way be construed so as to bind or obligate the State beyond the term of any particular appropriation of funds by the Federal Government or the State Legislature as may exist from time to time. The State reserves the right to terminate this Agreement if, in its sole judgment, the Federal Government or the legislature of the State of Idaho fails, neglects or refuses to appropriate sufficient funds as may be required for the State to continue payments. Any such termination shall take effect immediately upon notice and be otherwise effective as provided in this Agreement.

SECTION II. That the State shall:

1. Enter into an Agreement with the Federal Highway Administration covering the federal government's pro rata share of construction costs.
2. Advertise, open bids, prepare a contract estimate of cost based on the successful low bid and notify the Sponsor thereof.
3. Award a contract for construction of the project, based on the successful low bid, if it does not exceed the State's estimate of cost of construction by more than ten (10) percent. If the low bid exceeds the estimate

by more than 10%, the bid will be evaluated, and if justified, the contract will be awarded and the Sponsor will be notified.

4. Obtain concurrence of the Sponsor before awarding the contract if the Sponsor's share of the low bid amount exceeds the amount set forth in Section III, Paragraph 1 by more than ten (10) percent.
5. Provide to the Sponsor sufficient copies of the Contract Proposal, Notice to Contractors, and approved construction plans.
6. Designate a resident engineer and other personnel, as the State deems necessary, to supervise and inspect construction of the project in accordance with the plans and specifications in the manner required by applicable state and federal regulations. This engineer, or his authorized representatives, will prepare all monthly and final contract estimates and change orders, and submit all change orders to the Sponsor for their concurrence. If the Sponsor's share of any change order exceeds \$1,000.00, the State will submit a statement to the Sponsor indicating the amount owed by the Sponsor.
7. Appoint the Local Highway Technical Assistance Council as the contract administrator for the State.
8. Notify the Sponsor when construction engineering and inspection (CE&I) costs have reached approximately 85% of the estimated cost for CE&I.
9. Maintain complete accounts of all project funds received and disbursed, which accounting will determine the final project costs.
10. Upon completion of the project, after all costs have been accumulated and the final voucher paid by the Federal Highway Administration, provide a statement to the Sponsor summarizing the estimated and actual costs, indicating an adjustment for or against the Sponsor. Any excess funds transmitted by the Sponsor and not required for the project will be applied to any outstanding balance the Sponsor may have on a previously completed project. If no such outstanding balance exists, the excess funds will be returned to the Sponsor.

SECTION III. That the Sponsor shall:

1. Pay to the State before the advertisement for bids, the amount of **NINETY-FOUR THOUSAND FOUR HUNDRED FORTY-EIGHT DOLLARS (\$94,448)**, which is the Sponsor's estimated share of the cost for construction plus preliminary engineering, and construction engineering & inspection (CE&I), and after deducting credit for the Sponsor's previous deposit as applies to Preliminary Engineering and the Sponsor's match for the consulting agreement. These costs and the Sponsor's match are detailed in the attached *Worksheet for State/Local Construction Agreements* marked Exhibit A. The actual cost to the Sponsor will be determined from the total quantities obtained by measurement plus the actual cost of engineering and contingencies required to complete the work. Construction engineering, inspection and contingencies will be approximately 29% of the total construction cost.
2. Upon approval of the lowest qualified bid received, if the Sponsor's share exceeds the amount set forth in Section III, Paragraph 1, transmit to the State the Sponsor's portion of such excess cost.
3. Authorize the State to administer the project and make any necessary changes and decisions within the general scope of the plans and specifications. Prior approval of the Sponsor will be obtained if it is necessary, during the life of the construction contract, to deviate from the plans and specifications to such a degree that the costs will be increased or the nature of the completed work will be significantly changed.
4. Designate an authorized representative to act on the Sponsor's behalf regarding action on change orders. That authorized representative's name is _____, Phone No. _____.
5. When change orders are submitted by the State for approval pursuant to Section II, Paragraph 6, the Sponsor or its authorized representative shall give approval of same as soon as possible, but no later than ten (10) calendar days after receipt of the change order.

If approval is delayed, any claims due to that delay shall be the responsibility of the Sponsor.

6. Upon receipt of any statement referred to in Section II, Paragraphs 6 and 10, indicating an adjustment in cost against the Sponsor, promptly remit to the State a check or warrant in that amount.
7. Maintain the project upon completion to the satisfaction of the State. Such maintenance includes, but is not limited to, preservation of the entire roadway surface, shoulders, roadside cut and fill slopes, drainage structures, and such traffic control devices as are necessary for its safe and efficient utilization. Failure to maintain the project in a satisfactory manner will jeopardize the future allotment of federal-aid highway funds for projects within the Sponsor's jurisdiction.
8. To the extent permitted by Idaho law and as provided by the Idaho Tort Claims Act, indemnify, save harmless the State, regardless of outcome, from the expenses of and against suits, actions, claims or losses of every kind, nature and description, including costs, expenses and attorney fees that may be incurred by reason of any act or omission, neglect or misconduct of the Sponsor or its consultant in the design, construction and maintenance of the work which is the subject of this Agreement, or Sponsor's failure to comply with any state or federal statute, law, regulation or rule. Nothing contained herein shall be deemed to constitute a waiver of the State's sovereign immunity, which immunity is hereby expressly reserved.

EXECUTION

This Agreement is executed for the State by its Highways Construction and Operations Division Administrator, and executed for the Sponsor by the Mayor, attested to by the City Clerk, with the imprinted corporate seal of the City of Coeur d'Alene.

IDAHO TRANSPORTATION DEPARTMENT

Division Administrator
Highways Construction and Operations

ATTEST:

CITY OF COEUR D'ALENE

City Clerk Renata McLeod

Mayor Steve Widmyer

(SEAL)

By regular/special meeting
on _____.

hm:21993 SLAConst.docx

*State/Local Agreement (Construction)
Sherman Ave & Lakeside Ave
Key No. 21993
Page No. 6
Exhibit "D"*

WORKSHEET FOR STATE / LOCAL CONSTRUCTION AGREEMENTS

Key No: 21993


Project No: A021(993)

Project Name: Sherman Ave & Lakeside Ave

Sponsor: City of Coeur d'Alene

Description of work: This project upgrades the traffic signals on Sherman Ave and Lakeside Ave.

Date of State/Local Agreement for Project Development: 2/4/2019

	FEDERAL	LOCAL
TOTAL ESTIMATED COST OF CONSTRUCTION <i>Includes E&C</i>		
_____ \$1,297,000		
APPROVED FORCE ACCOUNT WORK		
_____ \$0		
PLUS PE BY STATE <i>(from 2101)</i>		
_____ \$2,000		
PLUS PL BY LHTAC <i>(from 2101)</i>		
_____ \$15,000		
PLUS PC <i>(from PC Agreements)</i>		
_____ \$135,618		
MINUS ALL NON-PARTICIPATING PARTICIPATING TOTAL		
_____ \$1,449,618		
MATCH PERCENTAGES	92.66%	7.34%
PERCENTAGE AMOUNTS		
MINUS FEDERAL MAXIMUM	\$1,343,216.04	\$106,401.96
ADD OVERAGE <i>(If Any To Local)</i>	\$0	
LOCAL SHARE OF CONSTRUCTION AMOUNT	1,343,216 	\$0
		\$106,402

ADJUSTMENTS

PLUS ALL NON-PARTICIPATING <i>(From above if work by contract)</i>	\$0
MINUS FUNDS ADVANCED BY THE SPONSOR FOR STATE PE <i>(from PD Agreement)</i>	\$2,000
MINUS APPROVED FORCE ACCOUNT WORK <i>(From above)</i>	\$0
MINUS PRELIMINARY ENGINEERING PAID BY LOCAL	\$9,954
<i>(If LPA has not rec'd reimbursement, use actual PC dollars paid by LPA)</i>	
<i>(If LPA has rec'd reimbursement, use local match % of actual PC dollars paid by LPA)</i>	
<i>(Amounts must be supported by District Records Inspector Audit)</i>	
CONSTRUCTION AMOUNT REQUIRED FROM SPONSOR AFTER ADJUSTMENTS	\$94,448

Comments:

PREPARED BY: | Heather Parker | | Date: 8/4/2020

Announcing Our Latest Innovation!



It's So Easy!

- Log on
- Enter basic customer information
- Enter check information
- Click "Pay"
- Receive email receipt
- DONE!

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**WELLS
FARGO**

Idaho Transportation Department

PO Box 7129
Boise, ID 83707
Phone: 208-334-8770

*Becoming the best
organization
by implementing
innovative business
practices.*



Here is the internet address for making payments to the Idaho Transportation Department, also called PayITD.

<https://apps.itd.idaho.gov/payitd>

Introducing the new Online Payment Portal for Highway Project Partners. This will make payments quick and secure for your next highway project with the Idaho Transportation Department.

Benefits!
Free, Easy, Safe, Efficient

HOW IT WORKS

ITD (Idaho Transportation Department); LHTAC (Local Highway Technical Assistance Council)

Process Overview

- Your organization will receive an agreement packet for your local highway project. The agreement contains the amount your local organization needs to pay for its contribution.
- The agreement contains the Project Key Number.
- Sign the agreement and send to ITD or LHTAC
- Log onto the PayITD website and fill in the information screens using known banking information. (If your organization requires a check to be created for payment, you can use this as your guide to enter the banking information. **Don't mail the check to ITD or LHTAC after you enter the E-Check on the PayITD website.**

Before you begin the online process, here are three things you will need:

- **Bank Routing Number**
- **Account Number**
- **Check Number**

YOUR NAME
678 Main Street
Anywhere, MI 12345

DATE _____

PAY TO THE ORDER OF _____ \$ _____

_____ DOLLARS

⑆998888777⑆ ⑆00123456789⑆ ⑆123⑆

Routing Number Account Number Check Number

This information will convert your physical check into an electronic check.

Steps for the PayITD website

1. Go to: <https://apps.itd.idaho.gov/payitd>
2. Fill in your organization contact information in the form.
3. Enter the amount of your contribution. Follow the example on the page.
Ex. \$50,000.00 is entered as 50000
OR
Ex. \$50,000.00 is entered as 50000.00
4. Enter the Reference Field with the Project Key number provided in the agreement.
5. Click **Submit**.
6. Verify information. If correct, click **Confirm**.
7. Web pages from this step forward are **Wells Fargo Bank** web pages.
8. Enter the Bank Routing Number
9. Enter the Bank Account Number
10. Enter the Check Number.
11. Click **Next**.
12. Complete payment. (Click **"Pay"** to complete payment)
13. Email receipt is sent to the email address you provided.
14. ITD also receives an email notification of your payment.



OTHER BUSINESS

**CITY COUNCIL
STAFF REPORT**

DATE: September 15, 2020
FROM: Chris Bosley – City Engineer
SUBJECT: Hanley Ave On-street Parking Removal

=====

DECISION POINT:

Staff is requesting approval to eliminate on-street parking on Hanley Ave between Courcelles Parkway and Ramsey Road.

HISTORY:

Hanley Avenue was originally built to a section width that allows for on-street parking. Historically, the parking was used only for a few nearby apartment residents and for sporting events in which drivers opted to park along the curb, rather than in the provided parking lots. With the recent construction of additional apartment units in the area, the Streets & Engineering Department has answered many phone calls about parking causing sight distance issues and safety concerns. The City Planning Department confirmed that parking requirements were met by the apartment developments, so no on-street parking is needed for them. Additionally, Hanley Ave is a primary snow route which does not use gated plows for carrying snow around parked vehicles. Winter snow removal operations are expected to be rather challenging with parked vehicles present. Currently, this is the only section of Hanley Avenue that allows on-street parking. Lastly, as identified in the Trails & Bikeways Master Plan, Hanley Ave is planned for on-street bike lanes. Currently, this 1/3 mile section of Hanley Ave is the only section lacking bike lanes in its entire length, including through the City of Dalton Gardens, for a total length of 3.5 miles. Removal of parking and installing an on-street bike lane will reduce safety concerns, improve snow plowing operations, and complete a critical piece of the Trails & Bikeways Master Plan.

FINANCIAL ANALYSIS:

The City’s cost for these changes will be minimal for paint and signage, but will be offset by improved efficiency in snow plowing operations and listening to community concerns about the parking issues.

PERFORMANCE ANALYSIS:

Removal of parking and installing an on-street bike lane will reduce safety concerns, improve snow plowing operations, and complete a critical piece of the Trails & Bikeways Master Plan.

DECISION POINT/RECOMMENDATION:

Staff is recommends approving the elimination of on-street parking on Hanley Ave between Courcelles Parkway and Ramsey Road.

Hanley Ave Parking



January 7, 2020

Hanley Ave Parking



Hanley Ave Parking



Hanley Ave Parking

Major Routes, Arterials

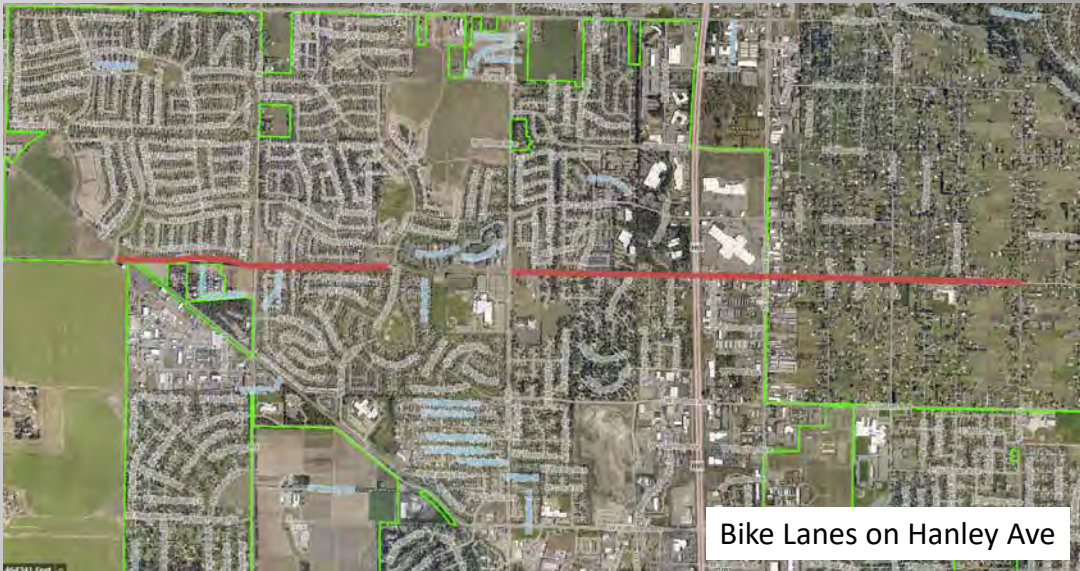


Arterials, Hills, Collectors and Areas of Concern

Arterials	Collectors	Hills
NW Blvd	Fruitland	Cherry
Ironwood, Lakewood	Beavink	Tubbs
Rainey	Howard	Armstrong
Sallice		Gilbe Hill
Alta		Feman Terrace
Kathlamet		Victorian
Margaret - Shaddock		
Honeycreek		
Colum - St. Michelle		
Seted Collectors		
Canfield	7th	
Wilbur	9th	
Govt Way	11th	
Gov't Way S.	Thomas Ln.	
Nader	Lincoln	
Appleway	Foster	
Julia	Walnut	
Bell	Luxford 4 th -15th	
3 rd Street	Pennsylvania	
4 th Street		



Hanley Ave Parking



Hanley Ave Parking

Department/Agency Coordination:

- Plow Operators
- Parks & Recreation
- School District
- Planning
- Police



Photo sent by community member

DATE: September 9, 2020
FROM: Dan Gookin, City Council
SUBJECT: Fire Chief and Police Chief Appointed Officers

DECISION POINT:

To change the employment status of the City Police Chief and Fire Chief from at-will to appointed and direct staff to move forward with the personnel rule amendment process.

HISTORY:

In Idaho, three city officials are designated “appointed”: City Clerk, City Attorney, City Treasurer. These were once elected positions. When they transitioned to hired positions, the Legislature afforded these officers special status; an *appointed* city official is hired or removed by consent of the City Council, either a majority of council and the mayor, or by unanimous vote of the council.

In the City of Coeur d’Alene, the position of City Administrator is also afforded the same protection as an appointed official. The Administrator is hired or removed with consent of the City Council.

PROPOSAL:

Both the Police Chief and Fire Chief are highly visible public employees. As public safety officials, their actions play a direct role in citizens’ lives. They are frequently interviewed by the media. Their jobs involve more than administrative work, and in many ways they take on the role of a public information officer. These positions hold high regard in the public eye.

As high-profile officials, the Police Chief and Fire Chief must be afforded the same level of protection as City Clerk, City Attorney, City Treasurer, and City Administrator. The hiring of these highly visible officials is far more important than hiring other department heads, almost on a par with the election of mayor and council.

The city’s personnel rules shall be updated. The classification of appointed officers shall be updated to include Police Chief and Fire Chief, and their designations as at-will employees shall be removed. The hiring and dismissal of the City of Coeur d’Alene Police Chief, as well as the hiring and dismissal of the City of Coeur d’Alene Fire Chief, shall be approved by majority vote of the City Council, in the same manner as the hiring and dismissal of the City Administrator.

FINANCIAL ANALYSIS:

This proposal has no impact on the budget.

DECISION POINT:

That Council direct staff to move forward with personnel rule amendment process and the adopt a new policy, providing for Council approval of the hiring and dismissal of the City Police Chief and City Fire Chief. That the Personnel Rules, Rule 26 Section 2, be updated to include Police Chief and Fire Chief in the list of appointed officers.

CITY OF COEUR D'ALENE, PERSONNEL RULES

RULE 26: APPOINTED OFFICERS AND DEPARTMENT HEADS

SECTION 2. Definitions

For the purposes of this section, the following terms have the following meanings:

- (a) Appointed Officers: The City Administrator, Fire Chief, Police Chief, City Attorney, City Clerk and City Finance Director.
- (b) Department Heads: All appointed officers and the Community Planning Director, ~~Fire Chief~~, Human Resources Director, Library Director, Parks and Recreation Director, ~~Police Chief~~, Director of Engineering and Streets, Wastewater Superintendent and Water Superintendent.
- (c) City Administrator: The person appointed by the Mayor and approved by the City Council to fill the position of City Administrator in the adopted classification and compensation plan.
- (d) Library Director: The person appointed by the Library Board of Trustees to fill the position of Library Director in the adopted classification and compensation plan.

City council and Mayor,

I am writing in support of councilman Gookin's motion concerning the City of Coeur D' Alene Personnel Rules, Rule 26 Section 2. The proposal to move the fire chief from an at-will employee to an appointed employee.

As a labor organization we feel the motion is in line with our values and principals. We would like to support to the Fire Chief to become a more protected position within the city through a democratic process of checks and balances.

Thankyou,



Brian Judge

President - Coeur D' Alene Firefighters Local 710



Coeur d'Alene Police Association

3818 N. SCHREIBER WAY
COEUR D'ALENE, ID 83815
208/769-2292 FAX 208/769-2344

Via E-mail

August 25, 2020

The Honorable Steve Widmyer
Mayor
710 E. Mullan Avenue
Coeur d'Alene, ID 83814

Re: Public Safety Heads as Appointed Positions

Dear Mr. Widmyer:

It has come to our attention that a proposal to amend the City's Personnel rules to change the Fire and Police Chief's status from at will to appointed is being proposed. Please consider this letter as an official endorsement of the same from the Coeur d'Alene Police Officer's Association.

The men and women of our Association strongly believe in transparency and the inherent wisdom associated with having major decisions affecting public safety fall within the collective wisdom of the City Council. Doing so will ensure that the hiring and/or dismissal of such high-profile positions be vetted in a group setting.

In this regard, please know that any proposal resulting in the Council's ability to ultimately be the decision maker with respect to employment actions involving Public Safety Department Heads will be met with our unequivocal support.

Respectfully,

Johann Schmitz
President

Johann Schmitz
By: J. Schmitz
[Signature]

Brady Reed
Vice President

[Signature]

Joseph Scholten
Secretary

[Signature]

Joshua Schneider
Treasurer

[Signature]

Jon Cantrell
Sergeant at Arms

[Signature]

Amy Niska
At Large

[Signature]

Shawn Youngman
At Large

[Signature]

Cc: Councilmember Dan English
Councilmember Amy Evans
Councilmember Dan Gookin
Councilmember Kiki Miller
Councilmember Christie Wood
Councilmember Woody McEvers

CITY COUNCIL
STAFF REPORT

DATE: September 2, 2020
FROM: Lee White, Chief of Police
SUBJECT: Acceptance of STEP Grant

Decision Point: The Police Department requests authorization to accept the STEP (Selective Traffic Enforcement Program) Grant from the Idaho Office of Highway Safety for the partial funding of one traffic officer and related equipment.

History: The police department currently has four officers permanently assigned to the traffic team. Although our agency does a great job with traffic enforcement and education, we still had nearly 800 total crashes last year and fielded numerous complaints about traffic issues. In an effort to make our streets safer, the Coeur d'Alene Police Department is requesting to take part in the Office of Highway Safety's Selective Traffic Enforcement Program (STEP) to add one officer to our Traffic unit.

This grant is part of an effort to make our roadways safer through an education and enforcement-based focus on impaired drivers, distracted drivers and traffic collision reduction. The new traffic officer position will be filled by a current patrol officer and then the Police Department will hire a new employee to fill the vacant officer position. The Police Department currently has four dedicated traffic personnel: Two officers who focus on impaired driving and two general traffic safety-focused officers. The addition of one officer will allow the Department to more effectively deal with traffic related issues, particularly those surrounding complaints, preventable crashes, and areas in need of additional emphasis.

Financial Analysis: The grant funds 75% of an officer's wages and benefits, and some related equipment. The total grant allocation is estimated to be approximately \$96,000. The City's portion is estimated to be approximately \$24,000. The City would receive approximately 50% of the employee's wages and benefits in year two, and 25% in year three. The grant must be accepted or declined by October 1, 2020. The grant also provides for the purchase of a LIDAR speed device, two training conferences, and approximately \$7,500 in anticipated court overtime.

Decision Point: The Police Department requests authorization to accept the STEP (Selective Traffic Enforcement Program) Grant from the Idaho Office of Highway Safety which will add an additional sworn officer to the department.

City of Coeur d'Alene

FIRE DEPARTMENT

"City of Excellence"

Staff Report

Date: September 15, 2020

From: Kenneth G. Gabriel, Fire Chief

Re: Fire Boat Garage (Station #5)

DECISION POINT: Should Council authorized the Fire Department to expend \$335,000 from impact fees and enter into a contract with Verdis Construction for construction of Station #5?

HISTORY: In June of this year, Council allowed the Fire Department to go to bid for a new Boat Garage (Station #5) at the Third Street Dock. The bids came in substantially higher than budgeted. Council rejected all bids and allowed for staff to negotiate directly with the lowest bidder, Verdis Construction, in an effort to get the project completed. Council, at the Fire Department's request, approved budget authority of \$250,000, from Impact Fees for the construction. The Fire Department met with Verdis we feel we have come to an agreement that will get the project done with available impact fees.

FINANCIAL ANALYSIS: The Fire Department is asking for authority to spend up to \$335,000 from impact fees to cover the building of the station. Through negotiations and working with City staff, we have a contract price from Verdis of \$273,061. The City will self-perform a part of the construction (Electrical and Security) which will save a substantial amount from the original bids.

PERFORMANCE ANALYSIS: Through negotiations and great work from City staff, we are confident we have a plan that will work going forward. The structure, function, and aesthetics of the station have not been compromised in any way from the plans Council initially approved.

DECISION POINT/RECOMMENDATION: Council should authorize the Fire Department to expend up to \$335,000 from impact fees and enter into a contractual agreement with Verdis Construction for \$273,061 to build Station #5.

Project: CDA FIRE DEPARTMENT BOAT HOUSE
Value Engineering Spreadsheet
Date: 8/25/2020

Original Cost	Item	Savings	VE Cost
\$ 37,134	DIV 01 - GENERAL CONDITIONS (INCL. VERDIS LABOR)		\$ 35,014.00
	Savings (Labor for Interior Finishes)	\$ (2,120.00)	
\$ 6,372	DIV 05 - METALS		\$ 6,372
	No Savings - Per Plans		
\$ 27,090	DIV 06 - WOOD/PLASTICS		\$ 23,549.00
	Savings (Interior Finishes, Marine Grade Ply Removed)	\$ (3,541.00)	
\$ 55,817	DIV 07 - THERMAL/MOISTURE PROTECTION		\$ 52,217.00
	Savings (Different Roof Materials)	\$ (3,600.00)	
\$ 29,941	DIV 08 - OPENINGS		\$ 27,031.00
	Diamond Window, Safety Glass	\$ (2,910.00)	
\$ 4,931	DIV 09 - FINISHES		\$ 3,581.00
	Savings (No Paint on Interior - Materials Only)	\$ (1,350.00)	
\$ 881	DIV 10 - SPECIALTIES		\$ 881
	No Savings - Per Plans		
\$ 119,040	DIV 13 - SPECIAL CONSTRUCTION (DOCK)		\$ 119,040.00
	No Savings - Per Plans Note: Dock surface to be composite decking.		
\$ 86,200	DIV 26 - ELECTRICAL		\$ -
	Savings (All Electrical)	\$ (86,200.00)	
\$ 5,376	DIV 32 - SITE IMPROVEMENTS		\$ 5,376.00
	No Savings - Per Plans		
\$ 372,782	GRAND TOTAL	\$ (99,721.00)	\$ 273,061

RESOLUTION NO. 20-051

A RESOLUTION OF THE CITY OF COEUR D'ALENE, KOOTENAI COUNTY, IDAHO, AUTHORIZING THE FIRE DEPARTMENT TO EXPEND UP TO \$335,000.00 FROM DEVELOPMENT IMPACT FEES AND APPROVING A CONTRACT WITH VERDIS CONSTRUCTION FOR CONSTRUCTION OF A CAPITAL IMPROVEMENT PROJECT KNOWN AS THE FIRE BOAT GARAGE (STATION #5).

WHEREAS, Idaho law and the City Code authorize capital improvement projects to be financed by Development Impact Fees; and

WHEREAS, it is recommended that the City of Coeur d'Alene Fire Department expend development impact fees to construct a capital improvement project known as the Fire Boat Garage (Station #5) and to enter into a contract for said construction, 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 expend development impact fees to construct a capital improvement project known as the Fire Boat Garage (Station #5) and to enter into a contract for said construction, 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 15th 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 MCEVERS	Voted
COUNCIL MEMBER MILLER	Voted
COUNCIL MEMBER GOOKIN	Voted
COUNCIL MEMBER EVANS	Voted
COUNCIL MEMBER ENGLISH	Voted
COUNCIL MEMBER WOOD	Voted

**CITY OF COEUR D'ALENE FIRE DEPARTMENT
FIRE BOAT GARAGE (STATION #5) CONSTRUCTION CONTRACT**

THIS CONTRACT is made and entered into this 15th 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 the "CITY," and VERDIS, an Idaho company with its principal place of business at 601 East Front Avenue, Ste. 205, Coeur d'Alene, Idaho, hereinafter referred to as the "CONTRACTOR."

WITNESSETH:

WHEREAS, the CONTRACTOR has been awarded the contract for the Fire Department's Fire Boat Garage (Station #5) in the City of Coeur d'Alene, according to the plans and specifications on file in the office of the City Clerk of the CITY, which plans and specifications are entitled:

Fire Boat Garage (Station #5)

NOW, THEREFORE,

IT IS AGREED that for and in consideration of the covenants and agreements to be made and performed by the CITY, as hereinafter set forth, the CONTRACTOR shall make construct a Fire Boat Garage (Station #5) as set forth in the said plans and specifications described above, furnishing all labor and materials therefor, excepting electrical and security, 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 Fire Chief or designee, and all labor performed shall be of first-class workmanship.

The CONTRACTOR shall employ appropriate means to prevent accidents and defend the CITY from all claims for injury to person or property resulting from the CONTRACTOR's actions or omissions in performance of this contract, and to that end shall maintain insurance of the type and in the amount specified in the Contract Documents[A1]. 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 Idaho Worker's Compensation 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, a sum not to exceed Two-hundred Seventy-three Thousand Sixty-one and No/100 Dollars (\$273,061.00). Partial payment shall be made on the third Tuesday of each calendar month on a duly certified estimate of the work completed in the previous calendar month less five percent (5%) retainage. Final payment shall be made thirty (30) days after completion of all work and acceptance by the City Council, provided that the CONTRACTOR has obtained from the Idaho State Tax Commission and submitted to the City a release of liability for taxes (Form EFO00234).

The Work shall be substantially complete within _____ calendar days after the date when a Notice to Proceed is issued, and shall be completed and ready for final payment within **thirty (30) calendar days** after the date of substantial completion.

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

IT IS AGREED that the CONTRACTOR must employ ninety-five percent (95%) bona fide Idaho residents as employees on any job under this contract except where under this contract fifty (50) or less persons are employed by the contractor, in which case the CONTRACTOR may employ ten percent (10%) nonresidents; provided, however, in all cases the CONTRACTOR must give preference to the employment of bona fide residents in the performance of said work. (Idaho Code § 44-1002).

The CONTRACTOR further agrees: 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, his property used therein may be without the state of Idaho when taxes, excises or license fees to which he is liable become payable, agrees:

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

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

IT IS FURTHER AGREED that for additions or deductions to the plans and specifications, the parties will negotiation an adjustment to the contract price in good faith.

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

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

The term "CONTRACT DOCUMENTS" are defined in "Standard General Conditions of the Construction Contract" ISPWC Division 100.^[A2]

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

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

CITY OF COEUR D'ALENE

VERDIS

By _____
Steve Widmyer, Mayor

By _____
_____ (printed name)

ATTEST:

Renata McLeod, City Clerk

**CITY COUNCIL
MEMORANDUM**

DATE: September 15, 2020

FROM: Chelsea Nesbit, CDBG Specialist and Renata McLeod, Municipal Services Director

RE: Grant Award Recommendation and Requested Approval to Enter into Contract Negotiations with United Way of North Idaho for the COVID Crisis Child Care Scholarships using CDBG-CV Funds

DECISION POINT: Should City Council authorize staff to proceed with an agreement to fund United Way of North Idaho in the amount of \$15,000 to provide child care scholarships for LMI families in Coeur d’Alene supporting licensed care providers for ages 0-12 with CDBG-CV funds in response to COVID-19?

HISTORY:

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. So far, funds have been allocated to St. Vincent de Paul for homeless sheltering and support services, Family Promise to shelter homeless families, Lake City Center for the expanded Meals on Wheels program, Boys & Girls Club of North Idaho for their food pantry, Safe Passage for domestic violence victim support, including sheltering and counseling, and CDBG staff administration. Child care is another industry that has been seriously impacted by COVID-19 in Coeur d’Alene and it directly impacts the local workforce as well as the child care providers.

Staff attended a webinar in August called Idaho’s Child Care Crisis. The webinar highlighted the challenges with keeping child care facilities open during the pandemic due to financial reasons and fewer children, and lack of funding for some of the smaller in-home child care businesses. Staff met with United Way and members of the Coeur d’ Alene Early Learning Advisory Committee in August to discuss the increased need for funding to support child care services in Coeur d’Alene as a result of COVID-19 and the anticipated crisis as a result of school not returning to the in-person format five days a week. With school reopening and a lack of after-school programs and the in-person education being limited to a few days a week, there will be an increased need for licensed providers and funding to support child care services so that

working parents can return to work. See **Attachment 2** for additional COVID impacts on child care providers and the ALICE (Asset Limited, Income Constrained, Employed) workforce.

PERFORMANCE ANALYSIS:

The 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. HUD provided some initial guidance for the use of the funds including eligible activities. That list has been provided in previous staff reports and is posted on the CDBG webpage. It is also attached to this staff report for reference. In addition to the list of activities, the funds must be used to meet a National Objective: 1) benefit to low- and moderate-income (LMI) persons; 2) aid in the prevention or elimination of slums or blight; or 3) meet a need having a particular urgency (referred to as urgent need)). Funding requests must also fall under one of the eligible activities in the HUD matrix, which is based on federal regulations 570.201-570.207. There are also reporting requirements and proof of LMI benefit that must be achieved.

The COVID Crisis Child Care Scholarship Program would address the 2018-2022 Consolidated Plan **Goal Number 6: expanding public services for low- to moderate-income residents in Coeur d'Alene**. Specifically, this program would reduce education opportunity gaps for children and increase adult workforce participation by providing financial support to families to access and maintain child care. It falls under the CDBG National Objective **Benefit to low- and moderate- income (LMI) persons** and Activity Code **05L Child Care Services**.

United Way of North Idaho is a driving force for community change by identifying key issues in education, financial stability, and health. They focus on viable, long term solutions, partnering with schools, nonprofits, businesses, government entities, and individuals to build a strong North Idaho. In 2018, they established the Early Care and Education task force which includes the Child Care Resource Center, Head Start, Early Head Start, North Idaho College, University of Idaho- CDA, Coeur d'Alene and Post Falls Chambers of Commerce, past- and current preschool teachers, and local businesses. The task force braids together strategies for professional development for early care and education providers, parent empowerment programs, and aligning community supports for under-resourced families. The collaboration and momentum of this group has enabled us to develop significant financial and human resources for early childhood education.

If approved, United Way of North Idaho will expand their existing scholarship program. Currently, ALICE family child care scholarships provide assistance to families earning up to 100% Area Median Income and living in the 5 northern counties. Families must be employed or enrolled in school, and above the income limit or ineligible for Idaho Child Care Assistance Program. The scholarship is intended to bridge the "benefits cliff" between public assistance programs and financial stability. CDBG-CV funds will augment assistance available to families as they recover from income and educational disruptions as a result of COVID-19 and increase the existing child care scholarship program by 54%. United Way of North Idaho would supplement the \$15,000 in CDBG-CV funds with grants and fundraising in the amount of \$8,956, bringing the scholarship program amount to \$23,956. Of that amount, \$1,500 would be used to

administer the scholarship program, which equates to 10%. The CDBG-CV funds would pay for 62% of the scholarship program. United Way of North Idaho has the capacity to administer and market the scholarship program.

The COVID Crisis Child Care Scholarship Program proposed by United Way of North Idaho will assist families experiencing hardship as a result of COVID-19 in accessing and maintaining child care. It will also help support working parents by providing vouchers for school-age children to have day care on the days children have remote learning. Parents would apply for funds and scholarships are awarded directly to the licensed care provider as a monthly supplement based on need and funds available not to exceed \$1500 per family. Applications would be reviewed monthly (or possibly twice a month) and families will be selected based on identified need. Award amounts are scaled according to family size and number of children enrolled in care. It would also help expand United Way's existing ALICE Child Care Scholarship Program by directing those funds to families outside of Coeur d'Alene and focusing the CDBG-CV funds on families who reside in Coeur d'Alene. This effectively will double the amount of scholarships available in the greater Coeur d'Alene area. CDBG-CV funds will create COVID Crisis child care scholarships for Coeur d'Alene families whose income is at or below 80% of Area Median Income. Scholarships would be awarded as a monthly supplement paid directly to recipient's child care provider.

With \$15,000, it is estimated that 10-15 families in Coeur d'Alene will directly benefit from scholarships. Secondary beneficiaries are child care providers receiving tuition supplements, and employers whose personnel can return to or maintain employment by retaining reliable child care.

Reliable child care allows adult household members to stay productive and engaged in the workforce or to pursue further education. Child care providers receive timely reimbursement of tuition. Scholarship applications require evidence of income, employment status, and COVID-related hardship, ensuring we reach the target population. It also includes verification that children remain enrolled in child care for the duration of the scholarship award. United Way will provide financial, demographic and outcome reports when all funds are expended.

FINANCIAL ANALYSIS:

The City received \$199,675 in CDBG-CV funds. The total dollar amount of approved grants so far is \$86,365.92. There is \$113,309 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 on the next page for reference.

Staff is recommending funding for United Way of North Idaho in the amount of \$15,000 for the COVID Crisis Child Care Scholarship Program. There is currently \$33,308.08 available to spend this summer/fall on COVID-19-related needs that meet the HUD requirements for funding and

an additional \$80,000 would be available to spend this fall and winter. If awarded, there would be \$18,309.08 to spend without using the \$80,000 that is set aside for the fall/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
Safe Passage (Shelter & Services)	\$	26,145.00
Total Currently Allocated	\$	86,365.92
Remaining Funds	\$	113,309.08
Funds Held back in anticipation of housing, food and childcare needs in fall and winter	\$	(80,000.00)
Amount of funds currently available to spend	\$	33,309.08

DECISION POINT/RECOMMENDATION:

The City Council should authorize staff to proceed with an agreement to fund United Way of North Idaho in the amount of \$15,000 to provide child care scholarships for LMI families in Coeur d’Alene supporting licensed care providers for ages 0-12 with CDBG-CV funds in response to COVID-19.

Attachments:

- Eligible Projects to Receive CDBG-CV Funds in Response To COVID-19
- United Way of North Idaho’s COVID Crisis Child Care Scholarship Program

ATTACHMENT 1 – 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.*

ATTACHMENT 2 – UNITED WAY OF NORTH IDAHO COVID CRISIS CHILD CARE SCHOLARSHIP PROGRAM

Funds Requested: \$15,000

Grant Parameters: COVID Crisis Child Care Scholarships for families in Coeur d’Alene that are 80% AMI supporting licensed child care providers and children ages 0-12.

National Objective: Benefit to low- and moderate- income (LMI) persons

Activity Code: 05L Child Care Services

Increased Need as a Result of COVID-19: The COVID Crisis Child Care Scholarship Program will assist families experiencing hardship as a result of COVID-19 in accessing and maintaining child care. It will also help support working parents by providing vouchers for school-age children to have day care on the days children have remote learning.

United Way of North Idaho works in multi-sector collaboration to create communities where all children, and especially those from ALICE (Asset Limited, Income Constrained, Employed) and low-income families, have access to affordable, high-quality early childhood education and experiences that prepare them to succeed in school and in life. Children learn continuously from the moment they are born, so what we call “child care” IS early education. Providing high-quality care is expensive: safe and age-appropriate care for the youngest of children requires low staff-child ratios, which are costly to deliver. State child care assistance (ICCP) reaches only a fraction of eligible families, and even when available the amount providers are reimbursed is barely enough to cover the cost of operating a program that meets basic licensing standards—let alone a high-quality program. On average, payroll consumes 90% of a program budget, yet wages for staff are poverty-level and usually do not include benefits, leading to high turnover and financial struggle for those in the field.

As the COVID-19 pandemic continues to impact every aspect of our state and our economy, it is driving home the critical importance of child care in Idaho. While the Idaho State Board of Education closed all schools in March 2020, the choice to keep child care programs open across the state remained discretionary. Within the first 2 weeks of the governor’s lockdown order, 70% of licensed child care programs in Region 1 closed, displacing hundreds of children. Many child care programs do not have the reserves on hand to continue to pay basic operating costs or cover payroll. Without adequate outside help from the government, an estimated 40% of child care programs will have to close permanently. Low-income and ALICE families are particularly vulnerable to hardship from both illness and economic disruption. While they are working jobs essential to infrastructure, many lack basic employee protections—such as an annual salary, adequate health care coverage, and access to other benefits—that would help them withstand the COVID crisis. Furthermore, children from under-resourced families are more likely to experience educational gaps. By focusing our efforts on children and parents/caregivers of low-income working families with high risk factors for stress and crisis, we advance two significant opportunities for this population: 1. Reduce the education opportunity gaps for at-risk children, and 2. Provide working parents with safe, quality child care, allowing them to maintain employment and recover household stability affected by COVID.

Child care in Idaho was already a system in crisis. COVID both shone a spotlight on the fragility, and deepened the cracks. With a severe loss of income, providers struggle to pay rent and utilities, and many home-based providers did not qualify for CARES Act funds. Providers struggle to make ends meet because of low enrollment, but simultaneously need to keep group sizes small in order to manage

sanitation and physical distancing. They have increased staffing and cleaning supply costs, and struggle to acquire enough sanitation supplies because of grocery store limits. They also face temporary closures if a child or staff person has been exposed to COVID. Finally, with hybrid school reopening plans, providers are being looked to for school-age care. The shortage of licensed child care forces parents to make tradeoffs that result in substandard care, or that harm their family's economic security. ALICE data shows that at least 19,000 households in Coeur d'Alene do not have sufficient income to afford basic necessities. With income disruptions as a result of COVID, more families are struggling to make ends meet and the cost of basic household essentials is increasing more rapidly than income can keep up with. The need is consistent and ongoing.

Program Benefit: With \$15,000, 10-15 families will directly benefit from scholarships. Secondary beneficiaries are child care providers receiving tuition supplements, and employers whose personnel can return to or maintain employment by retaining reliable child care.

Cost/Benefit Ratio Justification: United Way of North Idaho uses Local Market Rate tables generated by the Idaho Department of Health and Welfare as a baseline for scholarship amounts. On average, full-time care for an infant or toddler in the region is \$600-\$700, and for a preschooler is \$400-\$500. Scholarships are awarded as a monthly supplement up to \$1500 per family max benefit, typically paid over 4-5 months. This provides a monthly supplement (avg. \$100-\$250 per child) to alleviate the household budget, and a span of time to plan for family sustainability when the scholarship expires. Studies show that investments in early childhood education provide a return on investment ranging from \$7 to \$13 for each dollar invested as a result of higher wages later in life, increased tax revenue, more effective public schools, improved personal and public health, less crime, and more educated, skilled workers. Particularly among lower income families, children who have access to high quality early care are less likely to be held back a grade, referred to special education, and even incarcerated. Those same children are more likely to graduate high school and attend college, all leading to higher earnings and less dependence on social programs as adults. Furthermore, a US Chamber of Commerce Foundation study found that Idaho's economy loses an estimated \$65 million in lost tax revenue and an estimated \$414 million annual loss to employers due to absences and employee turnover as a result of child care breakdowns.

Timeline & Milestones: Anticipated Start Date: September 2020 / Anticipated End Date: January 2021

- September 2020- publicize scholarship opportunity with community referral partners.
- October 7, 2020- monthly application review meeting, notification to recipients
- October 21, 2020- contact child care providers of scholarship recipients to confirm attendance and rates; finance committee approves/signs checks; finance specialist sends voucher payments.
- November 5, 2020- child care providers receive tuition supplements.
- Monthly schedule will repeat until funds expended

Sustainability of Program: These child care scholarships fall under COVID recovery, and therefore are not intended to be a long-term solution. They are part of ongoing early care and education work that includes family scholarships, capacity-building grants and training for child care providers, and advocacy for increased investment in child care infrastructure. CDBG-CV funds will allow the existing scholarship program to be expanded by 54%. This will enable UWNI to shift existing scholarship funds to families outside city limits, and utilize CDBG funding for families within the city, effectively doubling the number of scholarships available within the greater Coeur d'Alene area. This is not intended to be a long-term program. It is in response to COVID-19. Scholarship applications require evidence of income, employment status, and COVID-related hardship, ensuring we reach the target population.

CDBG-CV Funding Recommendation

United Way of North Idaho Child Care Scholarships



City Council Meeting – September 15, 2020

Chelsea Nesbit, CDBG Specialist

DECISION POINT

Should City Council authorize staff to proceed with an agreement to fund United Way of North Idaho in the amount of \$15,000 to provide child care scholarships for LMI families in Coeur d'Alene supporting licensed care providers for ages 0-12 with CDBG-CV funds in response to COVID-19?

CDBG-CV FUNDING REQUEST

United Way of North Idaho is requesting \$15,000 to provide COVID Crisis Child Care Scholarships for up to 15 LMI families in Coeur d'Alene supporting children ages 0-12. Vouchers would be provided to licensed providers.

CDBG-CV FUNDING OVERVIEW

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 FUNDING ALLOCATIONS

- Of the **\$199,675** received, **\$86,365.92** have been allocated for homeless sheltering and support services, sheltering homeless families, expanded Meals on Wheels, food pantry, domestic violence victim support (sheltering and counseling), and CDBG staff administration.
- Staff recommends funding United Way of North Idaho in the amount of \$15,000.
- If approved, \$18,309 would be available to spend (plus \$80,000 set aside for the fall/winter).

CDBG-CV FUND BREAKDOWN

<u>CARES Act Funds</u>	\$ 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
Safe Passage (Shelter & Services)	\$ 26,145.00
<u>Total Currently Allocated</u>	\$ 86,365.92
Remaining Funds	\$ 113,309.08
Funds Held back in anticipation of housing, food and childcare needs in fall and winter	\$ (80,000.00)
Amount of funds currently available to spend	\$ 33,309.08

PERFORMANCE ANALYSIS

- The COVID Crisis Child Care Scholarship Program would reduce education opportunity gaps for children and increase adult workforce participation by providing financial support to families to access and maintain child care.
- It falls under the CDBG National Objective **Benefit to low- and moderate- income (LMI) persons** and Activity Code **05L Child Care Services**.
- The funds would allow United Way of North Idaho to expand their existing child care scholarship program by 54%.

PERFORMANCE ANALYSIS CONTINUED...

- The COVID Crisis Child Care Scholarship Program will:
 - Assist 10-15 families experiencing hardship as a result of COVID-19 in accessing and maintaining child care. (Scholarships not to exceed \$1500 per family.
 - Support working parents by providing monthly vouchers directly to licensed providers for school-age children to have day care on the days children have remote learning.
- Secondary beneficiaries are child care providers receiving tuition supplements, and employers whose personnel can return to or maintain employment by retaining reliable child care.

COVID-19 IMPACTS

- Within the first 2 weeks of the governor's lockdown order, 70% of licensed child care programs in Region 1 closed, displacing hundreds of children. Many child care programs do not have the reserves on hand to continue to pay basic operating costs or cover payroll.
- Low-income and ALICE families are particularly vulnerable to hardship from both illness and economic disruption. While they are working jobs essential to infrastructure, many lack basic employee protections—such as an annual salary, adequate health care coverage, and access to other benefits—that would help them withstand the COVID crisis.
- With income disruptions as a result of COVID, more families are struggling to make ends meet

DECISION POINT / RECOMMENDATION

The City Council should authorize staff to proceed with an agreement to fund United Way of North Idaho in the amount of \$15,000 to provide child care scholarships for LMI families in Coeur d'Alene supporting licensed care providers for ages 0-12 with CDBG-CV funds in response to COVID-19.

QUESTIONS??



CDBG-CV FUNDING BREAKDOWN

\$199,675

4.98% Administration (*20% = maximum*)

>95% Community Opportunity Grants

FY20 CDBG-CV Allocation	
\$	199,675.00
\$	9,935.00
\$	189,740.00

QUALIFYING CRITERIA: 25 POINTS POSSIBLE

• Which of the 2018-2022 Consolidated Plan Goals does your project/program plan to address? (Refer to application guide)

United Way of North Idaho's COVID Crisis Child Care Scholarship Program addresses the 2018-2022 Consolidated Plan Goal Number 6: *expanding public services for low- to moderate-income residents in Coeur d'Alene*. Specifically, this program reduces education opportunity gaps for children and increases adult workforce participation by providing financial support to families to access and maintain child care.

Goals

• What are the specific goals and anticipated outcomes of the project? Please use clear concise statements when identifying goals and outcomes.

Goal: Provide financial support to Coeur d'Alene families with incomes up to 80% Area Median Income experiencing hardship as a result of COVID by awarding an estimated 10-15 child care scholarships.

Outcome: Working parents maintain care while increasing their earned income through workforce participation. Children 0-5 have care that builds their emotional & cognitive development.

• What process will you use to document the accomplishments for each goal listed for the project?

Scholarship applications require evidence of income, employment status, and COVID-related hardship, ensuring we reach the target population.

• How will your agency track and measure the success of this project?

Awarding scholarships in the full amount granted through CDBG is quantitative evidence of project success. Scholarship applications provide evidence of recipient income and employment status, and each month attendance is verified for family members enrolled in child care for the duration of scholarship award. Scholarship recipients agree to complete a short survey on the impact of the award, providing qualitative information. Financial, demographic, and outcome reports will be generated when all funds are expended.

• Is this project intended to be sustainable beyond the funding year?

These child care scholarships fall under COVID recovery, and therefore are not intended to be a long-term solution. They are, however, part of ongoing early care and education work that includes family scholarships, capacity-building grants and training for child care providers, and advocacy for increased investment in child care infrastructure. UWNI continues to build and mobilize resources around early care and education, as detailed in the "Leverage" section.

• How many persons do you anticipate will benefit from the project?

With \$15,000, 10-15 families will directly benefit from scholarships. Secondary beneficiaries are child care providers receiving tuition supplements, and employers whose personnel can return to or maintain employment by retaining reliable child care.

• Please describe your cost/benefit ratio justification (program costs per persons served)

We use Local Market Rate tables generated by the Idaho Department of Health and Welfare as a baseline for scholarship amounts. On average, full-time care for an infant or toddler in the region is \$600-\$700, and for a preschooler is \$400-\$500. Scholarships are awarded as a monthly supplement up to \$1500 per family max benefit, typically paid over 4-5 months. This provides a monthly supplement (avg. \$100-\$250 per child) to alleviate the household budget, and a span of time to plan for family sustainability when the scholarship expires. Studies show that investments in early childhood education provide a return on investment ranging from \$7 to \$13 for each dollar invested as a result of higher wages later in life, increased tax revenue, more effective public schools, improved personal and public health, less crime, and more

educated, skilled workers^[1]. Particularly among lower income families, children who have access to high quality early care are less likely to be held back a grade, referred to special education, and even incarcerated. Those same children are more likely to graduate high school and attend college, all leading to higher earnings and less dependence on social programs as adults^[2]. Furthermore, a US Chamber of Commerce Foundation study found that Idaho’s economy loses an estimated \$65 million in lost tax revenue and an estimated \$414 million annual loss to employers due to absences and employee turnover as a result of child care breakdowns.

NEED: 25 POINTS POSSIBLE

• Why have you chosen to address this particular need?

UWNI works in multi-sector collaboration to create communities where all children, and especially those from ALICE (Asset Limited, Income Constrained, Employed) and low-income families, have access to affordable, high-quality early childhood education and experiences that prepare them to succeed in school and in life.

Children learn continuously from the moment they are born, so what we call “child care” IS early education. Providing high-quality care is expensive: safe and age-appropriate care for the youngest of children requires low staff-child ratios, which are costly to deliver. State child care assistance (ICCP) reaches only a fraction of eligible families, and even when available the amount providers are reimbursed is barely enough to cover the cost of operating a program that meets basic licensing standards—let alone a high-quality program. On average, payroll consumes 90% of a program budget, yet wages for staff are poverty-level and usually do not include benefits, leading to high turnover and financial struggle for those in the field.

As the COVID-19 pandemic continues to impact every aspect of our state and our economy, it is driving home the critical importance of child care in Idaho. While the Idaho State Board of Education closed all schools in March 2020, the choice to keep child care programs open across the state remained discretionary. Within the first 2 weeks of the governor’s lockdown order, 70% of licensed child care programs in Region 1 closed, displacing hundreds of children^[3]. Many child care programs do not have the reserves on hand to continue to pay basic operating costs or cover payroll.

Without adequate outside help from the government, an estimated 40% of child care programs will have to close permanently^[4]. —

Low-income and ALICE families are particularly vulnerable to hardship from both illness and economic disruption. While they are working jobs essential to infrastructure, many lack basic employee protections—such as an annual salary, adequate health care coverage, and access to other benefits—that would help them withstand the COVID crisis. Furthermore, children from under-resourced families are more likely to experience educational gaps^[5]. By focusing our efforts on children and parents/caregivers of low-income working families with high risk factors for stress and crisis, we advance two significant opportunities for this population: 1. Reduce the education opportunity gaps for at-risk children, and 2. Provide working parents with safe, quality child care, allowing them to maintain employment and recover household stability affected by COVID.

• What services will this project provide?

CDBG funds will create COVID Crisis child care scholarships for Coeur d’Alene families whose income is at or below 80% of Area Median Income. Scholarships are awarded as a monthly supplement paid directly to recipient’s child care provider. The monthly supplement amount is determined based on applicant need and funds available, not to exceed \$1000 per family. Reliable child care allows adult household members

to stay productive and engaged in the workforce or to pursue further education. Child care providers receive timely reimbursement of tuition.

- **How did you identify and measure this need?**

UWNI has been studying child care need since 2017 in collaboration with Idaho Association for the Education of Young Children (Idaho AEYC), the Child Care Resource Center formerly at Panhandle Health District, Early Care and Education Task Force, and direct connections to providers. Even before COVID, child care inventory was insufficient to meet the need, especially for infants and toddlers and families below Area Median Income. In addition, the CDA COVID Relief Fund launched in March 2020 brought to light unique challenges and obstacles that providers face in serving families during the pandemic.

- **Describe the client population to be served.**

39% of working families with children in Kootenai County are not financially stable. 72% of single female-headed households with children in Kootenai County do not earn enough to meet basic needs^[6]. Business disruptions quickly erode ALICE family stability: telecommuting is not an option for many essential ALICE workers. Workers in the service sector must work on-site—cashiers, security guards, hospitality staff, etc. cannot perform their jobs remotely and therefore are more likely to lose hours and wages as the economy slows. Without a safety net, ALICE workers have no choice but to go to work. To avoid losing their jobs, ALICE workers may feel pressured to go to work even if sick which could contribute to the spread of COVID. Child care closures negatively impact ALICE workers disproportionately: young children will not have their regular routing including meals, socialization, and early education. In households without backup care options, one parent will not be able to work.

- **Is this a new need, an ongoing need or a need that has re-surfaced?**

Child care in Idaho was already a system in crisis. COVID both shone a spotlight on the fragility, and deepened the cracks. With a severe loss of income, providers struggle to pay rent and utilities, and many home-based providers did not qualify for CARES Act funds. Providers struggle to make ends meet because of low enrollment, but simultaneously need to keep group sizes small in order to manage sanitation and physical distancing. They have increased staffing and cleaning supply costs, and struggle to acquire enough sanitation supplies because of grocery store limits. They also face temporary closures if a child or staff person has been exposed to COVID. Finally, with hybrid school reopening plans, providers are being looked to for school-age care.

The shortage of licensed child care forces parents to make tradeoffs that result in substandard care, or that harm their family's economic security. ALICE data shows that at least 19,000 households in Coeur d'Alene do not have sufficient income to afford basic necessities. With income disruptions as a result of COVID, more families are struggling to make ends meet and the cost of basic household essentials is increasing more rapidly than income can keep up with.

The need is consistent and ongoing.

- **What is the impact of this deficiency on our community, when these needs are not met?** Investments in early childhood education result in more effective public schools, improved personal & public health, less crime, and more educated, skilled workers, particularly among lower income families. The structure of work and family has shifted: both parents are working so affordable care is necessary for parents to stay engaged and productive in the workplace.



Child care is not an industry but an infrastructure, and without it, parents cannot get to work.

- **How will your project complement or build on the efforts of other groups or agencies that are serving the same or similar populations?**

United Way COVID Crisis child care scholarships augment Idaho Child Care Assistance (ICCP) through the Department of Health and Welfare, and ALICE family child care scholarships funded through grants and fundraising as direct-to-family support. They are an additional resource to Coeur d'Alene Schools' outreach to struggling families. The grant also supports broader efforts to strengthen child care infrastructure, including CARES Act and City of CDA Small Business grants, UWNI grants to child care programs, and the CDA COVID Relief Fund partnership. These efforts align with statewide Preschool Development Grant initiatives to develop and enhance mixed-delivery systems for early childhood and pre-K transitions.

GOALS AND OUTCOMES: 20 POINTS

- **What other agencies or potential beneficiaries were included in the process?**

The United Way Early Care and Education Task Force includes Head Start, Early Head Start, CDA 2030, multiple programs at North Idaho College, a network of child care providers, and Coeur d'Alene Schools. In addition, we are collaborating with the City of CDA (CDBG department and the Child Care Commission) to reach collective goals and leverage networks. We rely on our school and child care provider networks, as well as community based organizations such as St Vincent de Paul, Heritage Health, Family Promise, CASA, Fostering Idaho, libraries, CDAIDE, and the Kroc Center to identify and refer families who would be eligible for the scholarship.

- **How is your plan consistent with other planning efforts?**

We are in our fifth year of focused resources toward improving early education in North Idaho communities, and have been mobilizing COVID relief and recovery resources since March 2020. Broadly, mobilizing resources for families needing child care and child care infrastructure is a collective impact effort with local organizations like Envision CDA and CDA 2030, and statewide child care crisis response initiatives led by Idaho AEYC.

- **Please describe in detail, how the project will be accomplished. Planning and implementation should show a clear path from beginning of project to the end.**

The UWNI Child Care Scholarship is a pool of funds created through grants and fundraising to support families who are attending school or employed and need assistance paying for child care, and who don't qualify for the Idaho Child Care Program (ICCP). Families must meet income guidelines and demonstrated need via an application process.

Families can apply for scholarships through multiple channels: NIC Center for New Directions, CDA Schools, and United Way. Scholarships are reviewed and award decisions made each month on the first Wednesday.

Representatives from United Way of North Idaho, NIC Center for New Directions, and the Coeur d'Alene School District review applications and recommend awards. Personally-identifying information is kept confidential.

The selection committee meets once per month on the first Wednesday. Applicants are notified via email within one week. The selection committee and community partners make every effort to connect applicant with additional resources should the application be denied.

Applicants selected for a scholarship award receive a letter detailing the amount awarded per month, the disbursement process, and timeline. The applicant's child care provider completes a W-9 and returns it to UWNI. UWNI verifies rates and attendance with the provider each month and sends a check directly to the provider by the 5th of the month.

- **Please include a timeline, and milestones if applicable.**

The application and evaluation process is already in place, as is appropriate record-keeping for CDBG fund expenditures. We will duplicate and modify the existing application to reflect income eligibility up to 80% AMI, as current ALICE child care scholarship eligibility is up to 100% AMI.

September 2020- publicize scholarship opportunity with community referral partners.

October 7, 2020- monthly application review meeting, notification to recipients immediately following

October 21, 2020- contact child care providers of scholarship recipients to confirm attendance and rates; UWNl finance committee approves and signs checks; finance specialist sends supplement to providers.

November 5, 2020- child care providers receive tuition supplements.

Monthly schedule will repeat until funds expended.

At the time funds are expended, or at a time indicated by CDBG, a full financial and outcome report will be generated.

LEVERAGE: 10 POINTS

- What other financial resources – federal, state and local – do you have in place to support this project?

Please identify source and amount in table format.

Child care scholarships fall within the broader impact area of early education and school readiness.

United with community stakeholders we’ve identified and work toward the following overarching goals to improve early childhood systems:

Family engagement: equip families with the knowledge, skills, and resources needed to support child development and school success

Effective care and education: improve learning environments to engage and support children and students

Community supports: align community supports for under-resourced children and their families and increase access to early care that is high quality, affordable, and meets the needs of working families

To that end, in collaboration with the Early Care and Education Task Force, we’ve secured a diverse range of funding:

United Way of North Idaho Education/School Readiness Resources		
Description	Amount	Source
Noncompetitive grantee continuation to partner agencies addressing early care and education ECE Task Force Personnel First Birthday literacy program with pediatricians	\$35,000	Idaho Department of Health and Welfare Child Care Development Block Grant (secured, committed through 2021)
Preschool the Idaho Way grant to develop handbook for local employer-supported child care	\$10,000	Idaho AEYC (completed)
Idaho AEYC Preschool	\$100,000	Idaho AEYC (secured, in-progress)

Development Grant to conduct local needs assessment and strategic plan for Kootenai and Bonner county child care systems		
READY! for Kindergarten family and child care provider modules	\$82,500	Alliance Data, individual donors, UWNI Golf Tournament, Idaho AEYC (secured)
Family and child care provider scholarships; child care workforce development	\$22,750	Idaho Community Foundation's Idaho Future Fund, Wells Fargo Foundation, Pita Pit Round-Up, UWNI Ride for ALICE (committed, in-progress)
UWNI administrative commitment	\$40,000	UWNI general operating expenses
Total investment	\$290,250	

In addition, the CDA COVID Relief Fund partnership (City of CDA, Chamber of Commerce, Panhandle Health District, CDA Schools, St Vincent de Paul, Orchard Ridge Senior Living, CDAIDE, and United Way of North Idaho) has disbursed \$28,000 in weekly grants to local organizations, with \$8765 granted to child care providers between March and August 2020.

Outreach is ongoing to business sponsors and local foundations to augment scholarships.

^[1] www.developingchild.harvard.edu; www.heckmanequation.org;

^[2] www.purdue.edu/hhs

^[3] Panhandle Health District Child Care Resource Center, March 2020

^[4] <https://idahoaeyc.org/news/2020/8/7/idahos-child-care-industry-literally-on-the-verge-of-collapse>

^[5] Nores, Milagros, and W. Steven Barnett. *Access to High Quality Early Care and Education: Readiness and Opportunity Gaps in America*. CEELo & NIEER Policy Report, 2014

^[6] www.unitedforalice.org/idaho

Detailed Implementation Schedule

The UWNI Child Care Scholarship is a pool of funds created through grants and fundraising to support families who are attending school or employed and need assistance paying for child care, and who don't qualify for the Idaho Child Care Program (ICCP). Families must meet income guidelines and demonstrated need via an application process.

Families can apply for scholarships through multiple channels: NIC Center for New Directions, CDA Schools, and United Way. Scholarships are reviewed and award decisions made each month on the first Wednesday.

Representatives from United Way of North Idaho, NIC Center for New Directions, and the Coeur d'Alene School District review applications and recommend awards. Personally-identifying information is kept confidential.

The selection committee meets every other Wednesday. Applicants are notified via email within one week. The selection committee and community partners make every effort to connect applicant with additional resources should the application be denied.

Applicants selected for a scholarship award receive a letter detailing the amount awarded per month, the disbursement process, and timeline. The applicant's child care provider completes a W-9 and returns it to UWNI. UWNI verifies rates and attendance with the provider each month and sends a check directly to the provider by the 5th of the month.

The application and evaluation process is already in place, as is appropriate record-keeping for CDBG fund expenditures. We will duplicate and modify the existing application to reflect income eligibility up to 80% AMI, as current ALICE child care scholarship eligibility is up to 100% AMI.

September 2020- publicize scholarship opportunity with community referral partners.

October 7 & 21, 2020- bi-monthly application review meeting, notification to recipients immediately following

October 21, 2020- contact child care providers of scholarship recipients to confirm attendance and rates; UWNI finance committee approves and signs checks; finance specialist sends supplement to providers.

November 5, 2020- child care providers receive tuition supplements.

Monthly schedule will repeat until funds expended.

At the time funds are expended, or at a time indicated by CDBG, a full financial and outcome report will be generated.



**CITY OF COEUR D'ALENE
PLANNING DEPARTMENT
COMMUNITY OPPORTUNITY GRANT**

**10/1/2019-
11/4/2019**

CDBG PY 2019 Application

The City of Coeur d'Alene is pleased to announce the availability of funds for the Community Development Block Grant (CDBG) program. Applications MUST address one of the three national objectives set by the U.S. Department of Housing and Urban Development (HUD), or they will NOT be considered for CDBG funding (see the section on Qualifying Criteria for detailed information on the objectives). Furthermore, completed applications should provide the necessary exhibits, budgets, or requested information on targeted populations. **Please submit (5) copies per application to City Hall, 710 E. Mullan Ave., Attn: Michelle Cushing by the application deadline of 5:00 P.M., MONDAY, NOVEMBER 4, 2019.** *Note: Required documents, supplemental documents and information or answers which exceed the allotted space or character limit may be added as attachments.

APPLICANT INFORMATION

(1-1) Organization Name	
DUNS Number	
Project Manager/Title	
Phone/Fax Numbers	
Email	
Address	
City, State, Zip	

PROJECT SUMMARY

(2-1) Project/Program Title	
Project/Program Address	
Jurisdiction/Area Served	
Targeted clientele	
Project type (select one):	
<input type="checkbox"/> Public Service <input type="checkbox"/> Public Facilities <input type="checkbox"/> Economic Development <input type="checkbox"/> Housing	
(2-2) Brief Project Description:	
(2-3) Total CDBG Funding Requested	
Total Cost to Complete Project	
Anticipated Start Date:	Anticipated End Date:

2019 COMMUNITY OPPORTUNITY GRANT APPLICATION

RISK ASSESSMENT: AGENCY DETAILS, CAPACITY, AND EXPERIENCE (25 points)

Type of Agency	<input type="checkbox"/> 501 (c)(3)	<input type="checkbox"/> For Profit	<input type="checkbox"/> Gov't/Public	<input type="checkbox"/> Faith-based	<input type="checkbox"/> Other:
Date of Incorporation			Annual Operating Budget		
Number of Paid Staff			Number of Volunteers		
(R1) Agency Mission Statement:					
(R2) Please describe your organization's capacity to implement the proposed project/program. Who will be involved in the project/program? (In-house employees, contractors, other agency partners, etc.) List projects of similar size and type that your organization has completed.					

2019 CDBG APPLICATION

(R3) Briefly describe your agency's record keeping system with relevance to the proposed project/program:

(R4) Briefly describe your agency's auditing requirements, including those for the proposed project/program, and attach a copy of your most recent audit or financial statement:

2019 CDBG APPLICATION

(R5) Will the services offered by your organization increase or expand as a result of CDBG assistance? If YES, please answer the following two questions.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
What new programs or services will be provided?		
Describe how existing programs or services will be expanded and what percentage of an increase is expected?		
(R6) If your program serves homeless households, please describe how your program coordinates with other homeless service providers to connect homeless individuals and families to resources.		

Line Item Budget Form – Public Service Project

United Way of North Idaho

COVID Crisis Child Care Scholarships

Applicant: _____

Project Title _____

BUDGET ITEMS	CDBG ENTITLEMENT REQUEST	OTHER SOURCES	DEFINE OTHER SOURCES AND AMOUNTS OF EACH SOURCE	TOTAL PROJECT COST
PERSONNEL				
Number of Employees & Job Title				
UWNI administration (10%)	\$1,500			
Salaries Total				
Fringe Benefits				
PERSONNEL TOTAL	\$ 1,500	\$	\$	
OPERATING COSTS				
Supplies:				
Equipment:				
Rent/Lease:				
Telephone:				
Travel:				
Insurance:				
Printing:				
Contractual:				
Other (Define): Scholarships	\$13,500	\$8956	grants, fundraising	\$22,456
Other (Define):				
Other (Define):				
Other (Define):				
OPERATING TOTAL	\$ 13,500	\$ 8956	\$	\$22,456
PROJECT TOTAL	\$ 15,000	\$ 8956	\$	\$23,956

What percentage of your project is comprised of this CDBG request? 62%

What is your agency's total annual budget? \$690,500

Date of last audit: July 2020

United Way of North Idaho, Inc.

Financial Statements
JUNE 30, 2019 AND 2018

United Way of North Idaho, Inc.

Audited Financial Statements

TABLE OF CONTENTS

June 30, 2019 and 2018

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INDEPENDENT AUDITOR'S REPORT

To the Board of Directors
United Way of North Idaho, Inc.
Coeur d'Alene, Idaho

I have audited the accompanying financial statements of the United Way of North Idaho, Inc. (a nonprofit organization), which comprise the statement of financial position as of June 30, 2019, and the related statements of activities, functional expenses, and cash flows for the year then ended, and the related notes to the financial statements.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement whether due to fraud or error.

Auditor's Responsibility

My responsibility is to express an opinion on these financial statements based on my audit. I conducted my audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that I plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, I express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as the overall presentation of the financial statements.

I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my audit opinion.

Opinion

In my opinion, the financial statements referred to above present fairly, in all material respects, the financial position of United Way of North Idaho, Inc. as of June 30, 2019, and the changes in its net assets and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

INDEPENDENT AUDITOR'S REPORT (Continued)

Report on Summarized Comparative Information

I have previously audited United Way of North Idaho, Inc.'s financial statements for the fiscal year ended June 30, 2018, and I expressed an unmodified audit opinion on those audited financial statements in my report dated October 3, 2018. In my opinion, the summarized comparative information presented herein as of and for the year ended June 30, 2018, is consistent, in all material respects, with the audited financial statements from which it has been derived.

Scott P. Hoover, CPA

Scott P. Hoover, CPA, PLLC
Liberty Lake, WA

October 17, 2019

United Way of North Idaho, Inc.

STATEMENTS OF FINANCIAL POSITION

June 30, 2019 and 2018

	<u>2019</u>	<u>2018*</u>
ASSETS		
Current assets:		
Cash and cash equivalents	\$ 143,839	\$ 34,409
Promises to give, net of allowances	70,037	177,172
Designations receivable	3,537	3,176
Accounts receivable - other	2,635	3,800
Prepaid expenses	<u>13,539</u>	<u>1,949</u>
Total current assets	<u>233,587</u>	<u>220,506</u>
 Property and equipment, net of accumulated depreciation	 <u>-</u>	 <u>-</u>
 Total assets	 <u><u>\$ 233,587</u></u>	 <u><u>\$ 220,506</u></u>
 LIABILITIES AND NET ASSETS		
Current liabilities:		
Designations payable	\$ 10,204	\$ 16,880
Allocations payable	-	2,500
Accounts payable	6,084	14,737
Accrued payroll liabilities and vacation	8,093	9,288
Deferred revenue	<u>-</u>	<u>6,112</u>
Total current liabilities	<u>24,381</u>	<u>49,517</u>
 NET ASSETS		
Without donor restrictions:		
Board designated	65,068	5,532
Available for unrestricted use	<u>68,698</u>	<u>124,579</u>
Total unrestricted	133,766	130,111
With donor restrictions	<u>75,440</u>	<u>40,878</u>
Total net assets	<u>209,206</u>	<u>170,989</u>
 Total liabilities and net assets	 <u><u>\$ 233,587</u></u>	 <u><u>\$ 220,506</u></u>

* Prior year information is summarized and included for comparative purposes only

See Accompanying Notes to the Financial Statements

United Way of North Idaho, Inc.

**STATEMENTS OF ACTIVITIES
For the Years Ended June 30, 2019 and 2018**

	Without Donor Restrictions	With Donor Restrictions	2019 Total	2018*
PUBLIC SUPPORT AND REVENUE				
Public Support:				
Campaign results	\$ 370,688	\$ -	\$ 370,688	\$ 422,017
Designated contributions	-	19,644	19,644	10,653
Direct pay contributions	-	24,311	24,311	89,559
Combined federal campaign contributions	-	3,568	3,568	5,206
Community impact initiative contributions	-	12,604	12,604	35,317
Grants and other contributions	12,471	74,463	86,934	12,026
Revenue:				
Interest	75	-	75	5
Administration fees	791	-	791	9,158
In-kind donations	13,367	-	13,367	16,055
Special events and other income	66,834	-	66,834	62,367
Total public support	<u>464,226</u>	<u>134,590</u>	<u>598,816</u>	<u>662,363</u>
Net assets released from restrictions	<u>100,028</u>	<u>(100,028)</u>	<u>-</u>	<u>-</u>
Total public support and revenue	<u>564,254</u>	<u>34,562</u>	<u>598,816</u>	<u>662,363</u>
EXPENSES				
Allocations and program services	419,832	-	419,832	522,173
Supporting services:				
Management and general	77,201	-	77,201	71,907
Fundraising	63,567	-	63,567	61,737
Total supporting services	<u>140,767</u>	<u>-</u>	<u>140,767</u>	<u>133,644</u>
Total expenses	<u>560,599</u>	<u>-</u>	<u>560,599</u>	<u>655,817</u>
CHANGE IN NET ASSETS	3,655	34,562	38,217	6,546
NET ASSETS, beginning of year	<u>130,111</u>	<u>40,878</u>	<u>170,989</u>	<u>164,443</u>
NET ASSETS, end of year	<u>\$ 133,766</u>	<u>\$ 75,440</u>	<u>\$ 209,206</u>	<u>\$ 170,989</u>

* Prior year information is summarized and included for comparative purposes only

See Accompanying Notes to the Financial Statements

United Way of North Idaho, Inc.

**STATEMENTS OF FUNCTIONAL EXPENSES
For the Years Ended June 30, 2019 and 2018**

	Program Services	Supporting Services		2019 Total	2018*
		Management and General	Fund Raising		
Allocations and designations	\$ 144,209	\$ -	\$ -	\$ 144,209	\$ 285,667
Payroll	79,099	47,278	13,120	139,497	140,000
Payroll taxes and benefits	16,772	9,884	3,295	29,950	31,461
Professional services	-	6,591	-	6,591	6,500
Marketing and education	7,181	3,590	3,590	14,361	9,710
Office supplies and expense	2,106	452	451	3,009	3,686
Occupancy	16,487	2,910	-	19,397	18,707
Travel and meals	6,916	1,482	1,482	9,880	6,062
Meetings	-	611	-	611	919
Insurance	-	2,279	-	2,279	2,374
Community impact expenses	105,995	-	-	105,995	68,175
Special events expenses	-	-	39,910	39,910	36,783
Uncollectible pledges	25,513	-	-	25,513	28,538
Bank charges	-	483	483	966	382
Postage and shipping	315	158	52	525	1,068
United Way fair share	5,351	-	-	5,351	5,037
Equipment leases	892	446	148	1,486	1,671
Computers and software	8,293	1,037	1,036	10,366	7,237
Other expenses	703	-	-	703	1,840
Totals	\$ 419,832	\$ 77,201	\$ 63,567	\$ 560,599	\$ 655,817

* Prior year information is summarized and included for comparative purposes only

See Accompanying Notes to the Financial Statements

United Way of North Idaho, Inc.

STATEMENTS OF CASH FLOWS
For the Years Ended June 30, 2019 and 2018

	<u>2019</u>	<u>2018*</u>
CASH FLOWS FROM OPERATING ACTIVITIES		
Change in net assets	\$ 38,217	\$ 6,546
Adjustments to reconcile change in net assets to net cash provided (used) by operating activities:		
Bad debt expense	25,513	28,538
Changes in operating assets and liabilities:		
Promises to give	82,426	(37,954)
Prepaid expenses	(11,590)	(102)
Allocations payable	(2,500)	(19,989)
Designations payable	(6,676)	(820)
Accounts payable	(8,653)	13,578
Deferred revenue	(6,112)	250
Accrued liabilities	(1,195)	(57)
Net cash provided (used) by operating activities	<u>109,430</u>	<u>(10,010)</u>
CASH FLOWS FROM INVESTING ACTIVITIES		
Change in board-designated cash	<u>-</u>	<u>5,529</u>
Net cash provided (used) by investing activities	<u>-</u>	<u>5,529</u>
NET CHANGE IN CASH AND CASH EQUIVALENTS	109,430	(4,481)
CASH AND CASH EQUIVALENTS, beginning of year	<u>34,409</u>	<u>38,890</u>
CASH AND CASH EQUIVALENTS, end of year	<u>\$ 143,839</u>	<u>\$ 34,409</u>

* Prior year information is summarized and included for comparative purposes only

See Accompanying Notes to the Financial Statements

United Way of North Idaho, Inc.

NOTES TO FINANCIAL STATEMENTS

June 30, 2019 and 2018

NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Nature of Organization

United Way of North Idaho, Inc.'s (the "Organization") stated purposes are to develop financial support to maximize the resources available to agencies for services aimed at the most urgent needs of the community and to assess, on a continuing basis, the need for human service programs. The Organization receives support from individuals, businesses, and other entities in the 5 northern counties of Idaho.

The Organization is exempt from income tax under Section 501(c)(3) of the Internal Revenue Code.

Basis of Accounting

The accompanying financial statements have been prepared on the accrual basis of accounting in accordance with accounting principles generally accepted in the United States of America.

Basis of Presentation

Financial statement presentation follows the recommendations of the Financial Accounting Board Accounting Standards Codification, *Not-for-Profit Entities* (FASB ASC 958). Under FASB 958, the Organization is required to report information regarding its financial position and activities according to the following net asset classifications:

Net Assets Without Donor Restrictions – Net assets that are not subject to donor-imposed restrictions and may be expended for any purpose in performing the primary objectives of the Organization. These net assets may be used at the discretion of management and the board of directors. Contributions are considered to be available for unrestricted use unless specifically restricted by the donor.

Net Assets With Donor Restrictions – Net Assets subject to stipulations imposed by donors and grantors. Some donor restrictions are temporary in nature; those restrictions will be met by actions of the Organization, or by the passage of time. Other donor restrictions are perpetual in nature, whereby the donor has stipulated the funds to be maintained in perpetuity.

Donor restricted contributions are reported as increases in net assets with donor restrictions. When a restriction expires, net assets are reclassified from net assets with donor restrictions to net assets without donor restrictions in the statement of activities.

Prior Year Information Presentation

The financial statements include certain prior year summarized comparative information in total, but not by net asset class. Such information does not include sufficient detail to constitute a presentation in conformity with generally accepted accounting principles. Accordingly, such information should be read in conjunction with the Organization's prior year financial statements, from which the summarized information was derived.

United Way of North Idaho, Inc.

NOTES TO FINANCIAL STATEMENTS

June 30, 2019 and 2018

NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Estimates

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

Cash and Cash Equivalents

For purposes of the statement of cash flows, the Organization considers all highly-liquid debt instruments purchased with a maturity of three months or less to be cash equivalents. Cash balances rarely exceed FDIC insured limits.

Contributions/Promises to Give

Contributions received and promises to give are recorded as either increases in net assets without donor restrictions or increases in net assets with donor restrictions, depending on the existence of and/or nature of any donor-imposed restrictions. Unconditional promises to give that are expected to be collected within one year are recorded at net realizable value.

Unconditional promises to give that are expected to be collected in future years are recorded at the present value of their estimated future cash flows. Annual campaigns are conducted to raise support for allocations to participating agencies in the following year. Each campaign lasts approximately 12 months. A majority of the campaign is conducted from September of the current year to January of the following year.

The Organization accounts for campaign contributions in accordance with the provisions of Accounting Standards Codification (ASC) Section 958 in which promises to give are recorded as revenue when made and allowances are recorded for amounts estimated to be uncollectible. The Organization carries its promises to give receivables at the donor-pledged dollar amount, less an allowance for uncollectible amounts. Pledges are written off against the allowance account as they become uncollectible. Allowances were established at \$22,000 and \$25,000 at June 30, 2019 and 2018, respectively.

Property and Equipment

Acquisitions of property and equipment in excess of \$500 have been capitalized and recorded at cost. Depreciation is provided over the estimated useful life of each asset and is computed using the straight-line method. Gifts of long-lived assets such as land, building, or equipment are recorded as unrestricted support unless donor restrictions specify how or when the assets are to be used. Gifts of cash and other assets that must be used to acquire long-lived assets are reported as restricted support. Absent donor-imposed stipulations about how those long-lived assets must be maintained, expirations of donor restrictions are reported when the donated or acquired long-lived assets are placed in service.

United Way of North Idaho, Inc.

NOTES TO FINANCIAL STATEMENTS

June 30, 2019 and 2018

NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Allocations

Allocations to agencies are recommended by a community fund distribution committee during the year of distribution and approved by the board of directors.

Designations

Some donations pledged to the Organization are designated by the resource provider to be distributed to other 501(C)(3) nonprofit organizations. The Organization maintains a liability (Designations Payable) to account for this obligation. Upon receipt of these donations, and after verification of IRC 501(C)(3) status, the Organization distributes the funds per the donors' request.

Donated Services

The value of donated professional IT, advertising, and other services included as in-kind support in the financial statements for the years ended June 30, 2019 and 2018 was \$13,367 and \$16,055, respectively. These in-kind revenues are offset by a corresponding in-kind expense and recorded in their natural expense category (i.e. advertising or information technology).

A substantial number of volunteers have contributed significant amounts of their time to the Organization's programs and activities. The value of this contributed time is not reflected in these financial statements since they do not meet the criteria for recognition under FASB 958-605-25-16 *Not-for-Profit Entities- Contributed Services*.

Advertising Expenses

Advertising expenses are charged to expense as incurred. Advertising costs were \$10,404 and \$4,392 for the years ended June 30, 2019 and 2018, respectively, and are included in Marketing and Education expense line item in the accompanying statement of functional expenses.

Concentration of Credit Risk

Financial instruments that potentially expose the Organization to concentrations of credit risk principally consist of cash and cash equivalents. The Organization's cash balances rarely, if ever, exceed federally insured limits. The Organization maintains its cash and cash equivalents with high credit quality financial institutions. The Organization has not experienced, nor does it anticipate, any losses with respect to such accounts.

Functional Allocation of Expenses

The cost of providing the Organization's programs and other activities is summarized on a functional basis in the accompanying statements of activities. Expenses that can be identified with a specific program or support service are charged directly to that program or support service. Costs common to multiple functions have been allocated among the functions benefited based on management's estimate.

Management and general administration expenses include those costs that are not directly identifiable with any specific program, but which provide for the overall support and direction of the Organization.

United Way of North Idaho, Inc.

NOTES TO FINANCIAL STATEMENTS

June 30, 2019 and 2018

NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Concluded)

Income Taxes and Uncertain Tax Positions

The Organization is exempt from federal income taxes under Section 501-(C)(3) of the Internal Revenue Code and from state taxes under similar provisions of state law. Accordingly, no provision for income taxes is made in the financial statements. However, the Internal Revenue Code may subject an organization to tax on unrelated business taxable income. It is management's opinion that the Organization had no unrelated business taxable income activity during the year ended June 30, 2019. As of June 30, 2019, open tax years subject to potential examination by tax authorities include 2016 through 2019. There are currently no tax years that are under examination by federal or state tax authorities.

In accordance with generally accepted accounting principles, the Organization is required to disclose certain information regarding potential liabilities regarding its tax positions it currently takes or has taken in prior years. There are no unrecognized tax benefits or liabilities that need to be recognized during the current year or due to a tax position taken in a prior year. If the Organization were to have a potential liability for such taxes, it would also accrue interest and penalties as a liability in the financial statements. Management has evaluated the positions reflected in the Organization's tax filings and does not believe that any material uncertain tax positions exist.

New Accounting Pronouncement

On August 18, 2016, the Financial Accounting Standards Board (FASB) issued ASB 2016-14, Not-for-Profit Entities (Topic 958) – *Presentation of Financial Statements of Not-for-Profit Entities*. The update addresses the complexity and understandability of net asset classification, deficiencies in information about liquidity and availability of resources, and the lack of consistency in the type of information provided about expenses and investment return. The new guidance became effective for United Way of North Idaho during the current fiscal year ended June 30, 2019. The Organization has adjusted the presentation of these accompanying financial statements accordingly.

NOTE 2: PROMISES TO GIVE

Promises to give are stated at gross amounts, net of an estimated allowance for uncollectible promises. Net promises to give as of June 30, 2019 and 2018 are as follows:

	2019	2018
Promises to give, gross	\$ 92,037	\$ 201,254
Designations receivable	3,537	4,094
Total promises to give	95,574	205,348
Less: allowance for uncollectible	(22,000)	(25,000)
Net promises to give	<u>\$ 73,574</u>	<u>\$ 180,348</u>

United Way of North Idaho, Inc.

NOTES TO FINANCIAL STATEMENTS June 30, 2019 and 2018

NOTE 3: PROPERTY AND EQUIPMENT

Property and equipment consisted of the following at June 30, 2019 and 2018:

	2019	2018
Office equipment and furnishings	\$ 18,382	\$ 18,382
Less: accumulated depreciation	(18,382)	(18,382)
Property and equipment, net	\$ -	\$ -

NOTE 4: ALLOCATIONS PAYABLE

Allocations payable are all due within one year and are stated at June 30, 2019 and 2018 as follows:

	2019	2018
Designations payable	\$ 10,204	\$ 16,880
Allocations payable	-	2,500
Total allocations payable	\$ 10,204	\$ 19,380

NOTE 5: OPERATING LEASE COMMITMENTS

The Organization has an operating lease for office premises. The lease required monthly payments of \$1,273 during fiscal year ending June 30, 2019 and expires September 2022. Rent expense was \$15,207 and \$14,908 for the fiscal years ending June 30, 2019 and 2018, respectively, and is included in Occupancy expense line item in the accompanying statement of functional expenses.

Future non-cancelable minimum lease payments are as follows:

Year Ending June 30,	Amount
2020	\$ 15,888
2021	16,368
2022	16,860
	\$ 49,116

NOTE 6: PENSION PLAN

The Organization has implemented a Simple retirement plan for all eligible employees. Employees are eligible to participate in the retirement plan after 90 days of employment and are fully vested upon entering the Plan. Employer contributions to individual retirement accounts for the years ended June 30, 2019 and 2018 were \$2,291 and \$0, respectively.

United Way of North Idaho, Inc.

NOTES TO FINANCIAL STATEMENTS

June 30, 2019 and 2018

NOTE 7: NET ASSETS

At June 30, 2019 and 2018, the Organization had a balance of net assets with donor restrictions which were purpose-restricted for the following programs/initiatives:

	<u>2019</u>	<u>2018</u>
Education Impact	\$ 70,534	\$ 22,031
Financial Stability	4,883	-
North Idaho Day of Hope	-	18,847
Health	23	-
Total Net Assets with Donor Restrictions	<u>\$ 75,440</u>	<u>\$ 40,878</u>

Board Designated Net Assets

During the fiscal year ended June 30, 2019, the Organization's board of directors implemented a policy to establish a cash liquidity reserve. The intent of the liquidity reserve is to build up to, and eventually maintain, a reserve of approximately 6 months' operating expenditures in a separate bank account. If necessary, upon board approval, the funds may be used to offset temporary shortages in cash flow due to unexpected delays in the receipt of pledged resources, or unanticipated expenditures. The balance of the liquidity reserve as of June 30, 2019 was \$65,068, and is presented in the net assets without donor restrictions category on the accompanying statement of financial position.

NOTE 8: LIQUIDITY AND AVAILABILITY OF FINANCIAL RESOURCES

The Organization has \$220,048 of financial assets available within one year of the statement of financial position date to meet cash needs for general operating expenditures consisting of \$143,839 in cash and \$73,574 in net promises to give, and \$2,635 in other receivables. While \$75,440 of these financial assets are subject to donor purpose restrictions (see Footnote 7), management considers the purposes for which these net assets are restricted to be related to significant programs of the Organization, and expects that these amounts will be expended within one year. Accordingly, management has not subtracted this amount in calculating financial assets available to meet cash needs for general expenditures within one year. As part of its liquidity management, the Organization budgets annually for anticipated monthly cash flow needs in order to ensure that sufficient liquid assets are available as general expenditures become due. The above financial assets include a board designated cash liquidity reserve of \$65,068, which upon board approval, management can access should an unforeseen liquidity need arise.

NOTE 9: SUBSEQUENT EVENTS

Management has evaluated events and transactions occurring subsequent to June 30, 2019 as of October 17, 2019, which is the date the financial statements were available to be issued. Subsequent events occurring after October 17, 2019 have not been evaluated by management. No material events have occurred since June 30, 2019 that would require recognition or disclosure in the financial statements.

PUBLIC HEARINGS

CITY COUNCIL STAFF REPORT

FROM: TAMI STROUD, ASSOCIATE PLANNER & JAKE PLAGERMAN,
PLANNING TECHNICIAN

DATE: SEPTEMBER 15, 2020

SUBJECT: ZC-3-20 ZONE CHANGE FROM R-12 TO R-17

LOCATION: HAYCRAFT ESTATES, LT 2 BLK 1, COMMONLY KNOWN AS 647 E.
BEST AVENUE

OWNER:
Rock and Robyn Investments, LLC
701 N. Victorian Drive
Coeur d'Alene, ID 83814

APPLICANT:
Same as Owner

DECISION POINT:

The applicant is requesting approval of a zone change from R-12 (Residential at 12 units/acre) to R-17 (Residential at 17 units/acre) zoning district.

BACKGROUND INFORMATION:

The property is located east of 4th Street between 6th Place and 7th Street along Best Avenue. There is an existing single-family dwelling unit on the subject site. According to the County Assessor's office, the single-family dwelling was constructed in 1925. The property owner would like to demo the existing structure in order to build a multi-family structure (the size of the lot, .25 acres, would allow up to 4 units).

The zoning ordinance requires a multi-family use be located in the R-17 Zoning District (also allowed in C-17/C-17L), as it is not allowed in the R-12 Zoning District (See R-17 Zoning District Information on pages 13-15).

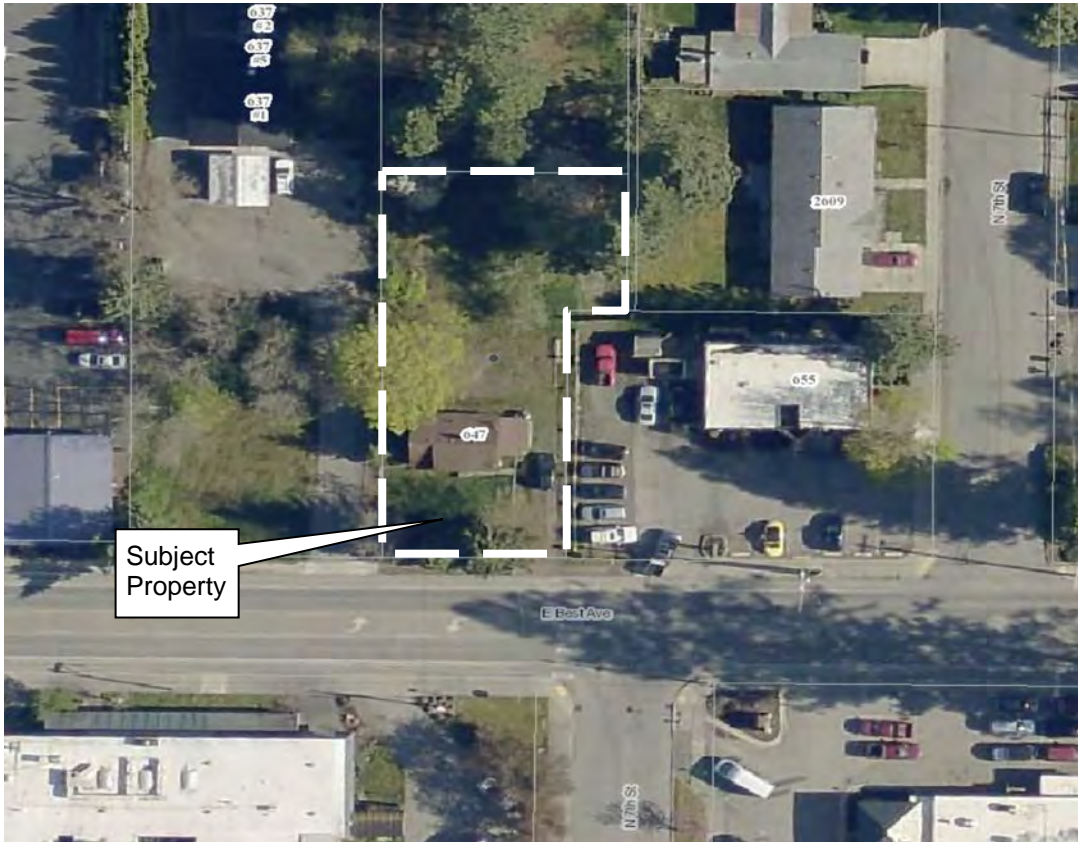
The applicant has indicated that they would like to construct a multi-family structure on the site, which will require a project review pre-development meeting prior to the project coming forward for a building permit. The applicant is aware that site improvements will be triggered should a multi-family project come forward, including landscaping and parking improvements. Site performance standards per the R-17 Zoning District will need to be met as well.

It should be noted that the applicant's proposed multi-family use of the property is not tied to the requested zone change. If the subject site is approved to be changed to the R-17 Residential District, then all permitted uses in the R-17 Residential District would be allowed on this site.

LOCATION MAP:



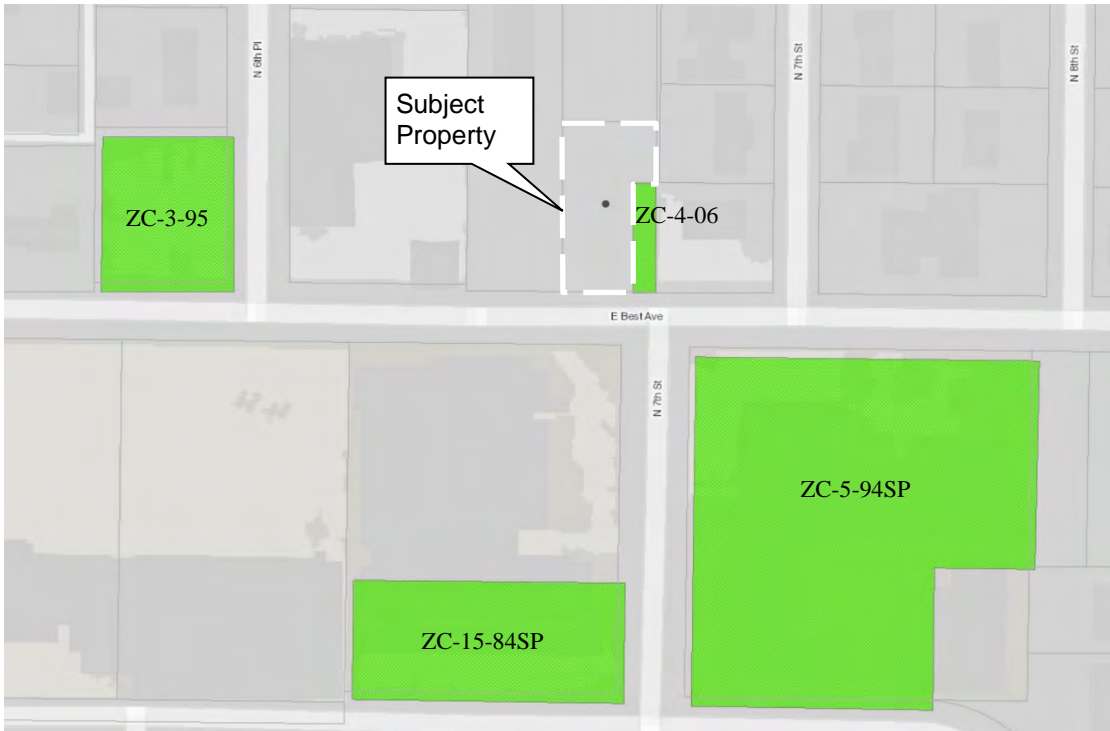
AERIAL PHOTO:



BIRDS EYE AERIAL (for reference only):



PRIOR LAND USE ACTIONS MAP:



PRIOR LAND USE ACTIONS:

Planning Commission and City Council approved zone change requests from R-12 to R-17 in items ZC-15-84SP and ZC-5-94SP, which are south and southeast of the subject property. Also, two zone change requests from R-12 to C-17 were approved in items ZC-3-95 and ZC-4-06 as seen in the map provided on the above page.

Zone Changes:

ZC-4-06	R-12 to C-17	Approved
ZC-3-95	R-12 to C-17	Approved
ZC-5-94SP	R-12 to R-17	Approved
ZC-15-84SP	R-12 to R-17	Approved

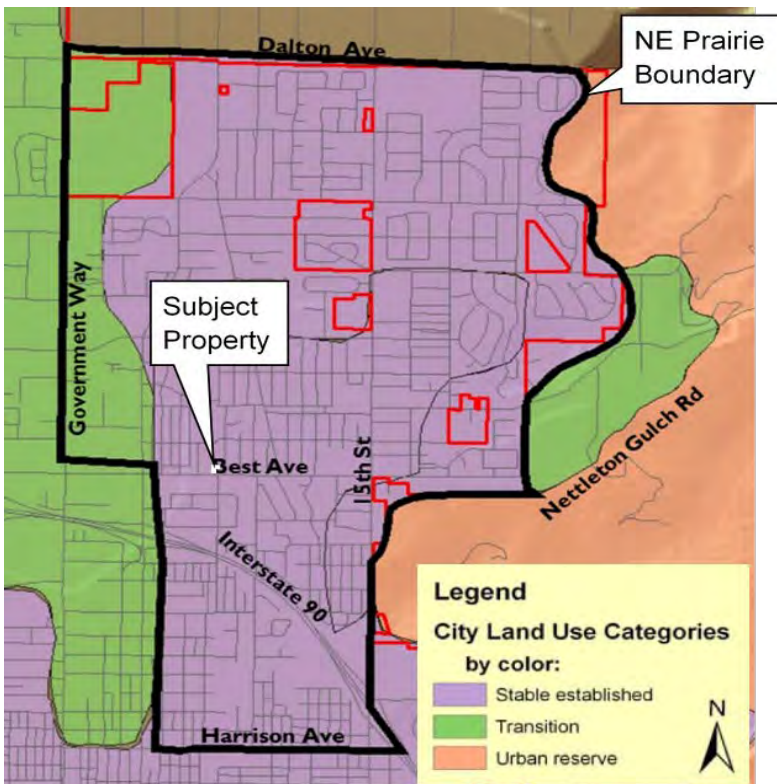
REQUIRED FINDINGS:

- A. **Finding #B8:** That this proposal (is) (is not) in conformance with the Comprehensive Plan policies.

2007 COMPREHENSIVE PLAN- LAND USE CATEGORY: NE Prairie

- The subject property is within the existing city limits.
- The City Comprehensive Plan designates this area in the 2007 Comprehensive Plan as NE Prairie

Comprehensive Plan Map: NE Prairie



Stable Established: These areas are where the character of neighborhoods have largely been established and, in general, should be maintained. The street network, the number of building lots, and general land use are not expected to change greatly within the planning period.

NE Prairie Today:

This area is composed of a variety of zoning districts with a majority of residential density at three to eight units per acre (3-8:1). Lower density development becomes more prominent moving north. The NE Prairie provides a range of housing choices that includes a number of large recreation areas and small pocket parks.

Canfield Mountain and Best Hill act as the backdrop for this portion of the prairie. Much of the lower lying, less inhibitive areas have been developed. Pockets of development and an occasional undeveloped lot remain.

NE Prairie Tomorrow:

It is typically a stable established housing area with a mix of zoning districts. The majority of this area has been developed. Special care should be given to the areas that remain such as the Nettleton Gulch area, protecting the beauty and value of the hillside and wetlands.

The characteristics of NE Prairie neighborhoods will be:

- That overall density may approach three to four residential units per acre (3-4:1), however, pockets of higher density housing and multi-family units are appropriate in compatible areas.
- Commercial uses are concentrated in existing commercial areas along arterials with neighborhood service nodes where appropriate.
- Natural vegetation is encouraged and should be protected in these areas.
- Pedestrian connections and street trees are encouraged in both existing neighborhoods and developing areas.
- Clustering of smaller lots to preserve large connected open space areas as well as views and vistas are encouraged.
- Incentives will be provided to encourage clustering.

COMPREHENSIVE PLAN GOALS & OBJECTIVES THAT APPLY:**GOAL #1 - Natural Environment:**

Our Comprehensive Plan supports policies that preserve the beauty of our natural environment and enhance the beauty of Coeur d'Alene through:

Objective 1.12 - Community Design:

Support the enhancement of existing urbanized areas and discourage sprawl.

Objective 1.14 - Efficiency:

Promote the efficient use of existing infrastructure, thereby reducing impacts to undeveloped areas.

Goal #2 - Economic Environment:

Our Comprehensive Plan preserves the city's quality workplaces and policies, and promotes economic growth.

Objective 2.01 – Business Image & Diversity:

Welcome and support a diverse mix of quality professional, trade, business, and service industries, while protecting existing uses of these types from encroachment by incompatible land uses.

Objective 2.02 – Economic & workforce Development:

Plan suitable zones and mixed-use areas, and support local workforce development and housing to meet the needs of business and industry.

Goal #3 - Home Environment:

Our Comprehensive Plan preserves the city's qualities that make Coeur d'Alene a great place to live.

Objective 3.05 - Neighborhoods:

Protect and preserve existing neighborhoods from incompatible land uses and developments.

Objective 3.16 – Capital Improvements:

Ensure infrastructure and essential services are available for properties in development.

Goal #4 - Administrative Environment:

Our Comprehensive Plan preserves and enables efficiency and good management.

Objective 4.01 - City Services:

Make decisions based on the needs and desires of the citizenry.

Objective 4.06 - Public Participation:

Strive for community involvement that is broad-based and inclusive, encouraging public participation in the decision-making process.

Evaluation: *The City Council must determine, based on the information before them, whether the Comprehensive Plan policies do or do not support the request. Specific ways in which the policy is or is not supported by this request should be stated in the finding.*

B. Finding #B9: That public facilities and utilities (are) (are not) available and adequate for the proposed use.

STORMWATER:

City Code requires that all stormwater remain on the property and for a stormwater management plan to be submitted and approved prior to any construction activity on the site. The applicant will be required to include a stormwater management plan with any building permit submittal for the subject property.

- Submitted by Chris Bosley, City Engineering

STREETS:

The subject property is bordered by Best Avenue to the south. Sidewalks must be added along the entire frontage with any construction on the property. A utility pole within the right-of-way will likely require relocation to meet ADA standards.

- Submitted by Chris Bosley, City Engineering

WATER:

There is existing ¾ water service to the lot attached to an 8" main in Best Avenue. There is adequate capacity in the public water system to support domestic, irrigation and fire flow for the proposed zone change.

-Submitted by Kyle Marine, Assistant Water Superintendent

Wastewater:

There is a sewer stub servicing the existing residence at 647 E Best Avenue. Public sewer is on Best Avenue. Wastewater has no issues with this zone change.

- Submitted by Larry Parsons, Wastewater Utility Project Manager

BUILDING:

The Building Department will comment on the project when plans are submitted during the project review process. They foresee no issues with removing the existing residence and constructing a 4-unit apartment.

-Submitted by Ted Lantzy, Building Official

FIRE:

The Fire Department works with the Engineering, Water and Building Departments to ensure the design of any proposal meets mandated safety requirements for the city and its residents:

Fire department access to the site (Road widths, surfacing, maximum grade and turning radiuses), in addition to, fire protection (Size of water main, fire hydrant amount and placement, and any fire line(s) for buildings requiring a fire sprinkler system) will be reviewed prior to final plat recordation or during the Site Development and Building Permit, utilizing the currently adopted International Fire Code (IFC) for compliance. The CD'A FD can address all concerns at site and building permit submittals.

-Submitted by Bobby Gonder, Fire Inspector

Evaluation: *The City Council must determine, based on the information before them, whether or not the public facilities and utilities are adequate for the request.*

C. **Finding #B10:** **That the physical characteristics of the site (do) (do not) make it suitable for the request at this time.**

PHYSICAL CHARACTERISTICS:

The site is generally flat. There are no topographical or physical constraints that would make the subject property unsuitable to change the zoning from R-12 to R-17. See topographic map below.



SITE PHOTO 1: Looking north at a portion of the subject property along Best Avenue.



SITE PHOTO 2: View of the subject property facing northwest.



SITE PHOTO 3: Looking west toward the subject property behind the existing SFD.



SITE PHOTO 4: Interior portion of the lot facing north



SITE PHOTO 5: View of subject property from rear property line facing south towards the existing SFD.



Evaluation: *The City Council must determine, based on the information before them, whether or not the physical characteristics of the site make it suitable for the request at this time.*

- D. **Finding #B11:** **That the proposal (would) (would not) adversely affect the surrounding neighborhood with regard to traffic, neighborhood character, (and) (or) existing land uses.**

TRAFFIC:

The proposed zone change itself would not adversely affect the surrounding area with regard to traffic, as no traffic is generated from a zone change alone. With the proposed development of this property into a four-unit multifamily structure, the small size of the lot will only allow a limited increase in density and is not expected to adversely affect traffic. The Streets & Engineering Department has no objection to the zone change as proposed.

-Submitted by Chris Bosley, City Engineering

NEIGHBORHOOD CHARACTER:

NE Prairie Today:

This area is composed of a variety of zoning districts with a majority of residential density at three to eight units per acre (3-8:1). Lower density development becomes more prominent moving north. The NE Prairie provides a range of housing choices that includes a number of large recreation areas and small pocket parks.

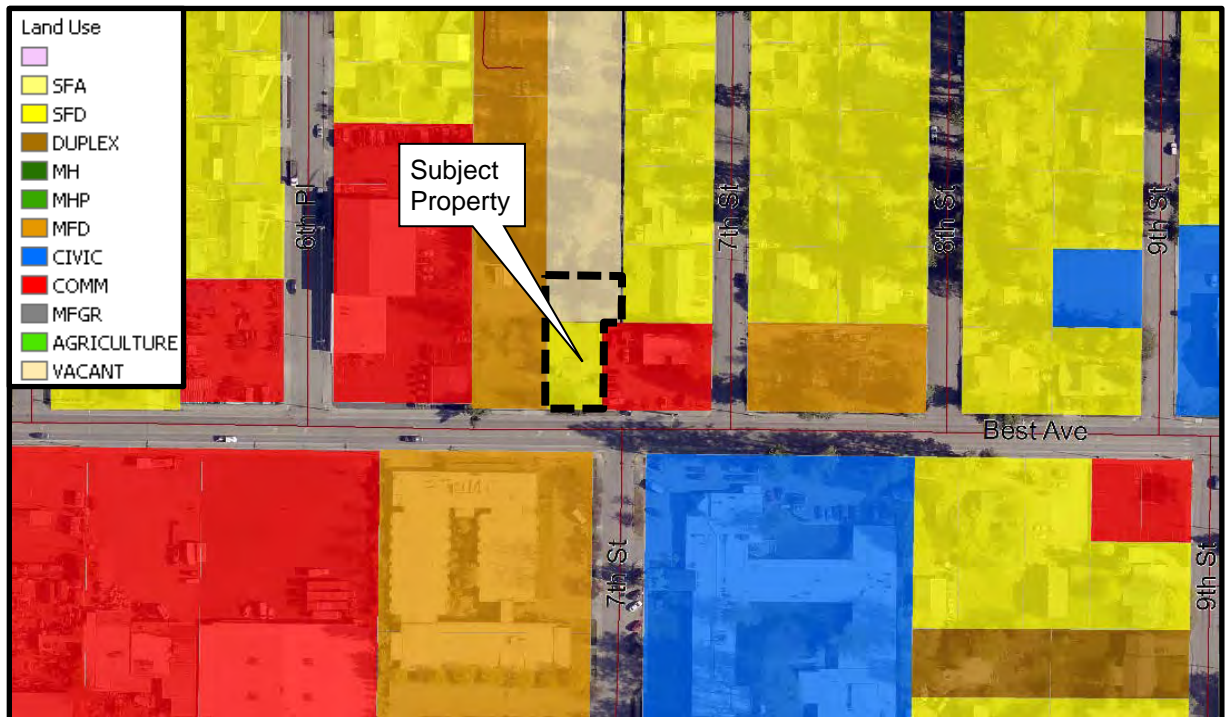
Canfield Mountain and Best Hill act as the backdrop for this portion of the prairie. Much of the lower lying, less inhibitive areas have been developed. Pockets of development and an occasional undeveloped lot remain.

SURROUNDING LAND USES AND ZONING:

The properties just north of the subject site are residential land uses. The property to the east is an animal hospital, which falls under a commercial land use, and to the west is a multi-family use/land use. Across Best Avenue to the south, there is a senior independent living facility and a health and rehabilitation center, which fall under a multi-family land use and a civic land use. (See Land Use Map)

The property to the east is zoned C-17 Commercial, and the property to the west is zoned R-17 Residential. The properties directly to the north of the subject site are primarily zoned R-12 Residential but there are some R-17 Residential zoned properties. To the south, across Best Avenue, there are both R-17 Residential and C-17 Commercial zoned properties. (See Zoning Map)

GENERALIZED LAND USE PATTERN



ZONING MAP:



Approval of the zone change request would allow the uses by right to change from R-12 uses to R-17 uses (as listed below).

Existing R-12 Zoning District:

The R-12 district is intended as a residential area that permits a mix of housing types at a density not greater of twelve (12) units per gross acre.

17.05.180: PERMITTED USES; PRINCIPAL:

Principal permitted uses in an R-12 district shall be as follows:

- Administrative Office
- Duplex housing
- Essential service
- Home occupation
- Neighborhood recreation
- Public recreation
- Single-family detached housing

17.05.190: PERMITTED USES; ACCESSORY:

Accessory permitted uses in an R-12 district shall be as follows:

- Accessory dwelling unit.
- Garage or carport (attached or detached).
- Private recreation facility (enclosed or unenclosed).

17.05.200: PERMITTED USES; SPECIAL USE PERMIT:

Permitted uses by special use permit in an R-12 district shall be as follows:

- Boarding house
- Childcare facility
- Commercial film production
- Commercial recreation
- Community assembly
- Community education
- Community organization
- Convenience sales
- Essential service
- Group dwelling - detached housing
- Handicapped or minimal care facility
- Juvenile offenders facility

- Noncommercial kennel
- Religious assembly
- Restriction to single-family only
- Two (2) unit per gross acre density increase

17.05.240: SITE PERFORMANCE STANDARDS; MINIMUM YARD:

Minimum yard requirements for residential activities in an R-12 District shall be as follows:

1. Front: The front yard requirement shall be twenty feet (20').
2. Side, Interior: The interior side yard requirement shall be five feet (5'). If there is no alley or other legal access behind a lot, each lot shall have at least one side yard of ten-foot (10') minimum.
3. Side, Street: The street side yard requirement shall be ten feet (10').
4. Rear: The rear yard requirement shall be twenty-five feet (25'). However, the required rear yard will be reduced by one-half (1/2) when adjacent to public open space

17.05.245: NONRESIDENTIAL SITE PERFORMANCE STANDARDS; MINIMUM YARD:

Minimum yard requirements for nonresidential activities in an R-12 district shall be as follows:

- A. Front: The front yard requirement shall be twenty feet (20').
- B. Side, Interior: The interior side yard requirement shall be twenty-five feet (25').
- C. Side, Street: The street side yard requirement shall be twenty-five feet (25').
- D. Rear: The rear yard requirement shall be twenty-five feet (25'). However, the required rear yard will be reduced by one-half (1/2) when adjacent to public open space.

Proposed R-17 Zoning District:

The R-17 District is intended as a medium/high density residential district that permits a mix of housing types at a density not greater than seventeen (17) units per gross acre. This district permits single-family detached housing as specified by the R-8 District and duplex housing as specified by the R-12 District. This district is for establishment in those areas that are not suitable for lower density residential due to proximity to more intense types of land use. This district is appropriate as a transition between low density residential and commercial districts, or as a buffer between arterial streets and low-density residential districts.

17.05.260 PERMITTED USES; PRINCIPAL:

Principal permitted uses in a R-17 district shall be as follows:

- Single Family Housing.
- Duplex Housing.
- Child Care Facility.
- Community Education.
- Home Occupations As Defined In Sec. 17.06.705.
- Essential Services.
- Civic Administrative Offices.
- *Multi-Family Housing.*
- Neighborhood Recreation.
- Public Recreation.

17.05.270 PERMITTED USES; ACCESSORY:

Accessory permitted uses in a R-17 district shall be as follows:

- Carport, Garage and Storage Structures (Attached or Detached).
- Private Recreation Facility (Enclosed or Unenclosed).
- Mail Room and/or Common Use Room for Cluster or Multiple Family Developments.
- Outside Storage When Incidental to the Principal Use.
- Open Areas and Swimming Pools.
- Temporary Construction Yard.
- Temporary Real Estate Office.
- Accessory Dwelling Unit.

17.05.280 PERMITTED USES; SPECIAL USE PERMIT

Permitted uses by special use permit in a R-17 district shall be as follows:

- Automobile Parking for Adjacent Commercial Use.
- Boarding House
- Commercial Recreation
- Community Assembly
- Community Organization
- Convalescent Home/Nursing Home
- Convenience Sales
- Group Dwelling
- Handicapped or Minimal Care Facility
- Juvenile Offenders Facility
- Mobile Home
- Noncommercial Kennel
- Religious Assembly
- Rehabilitative Facility
- Residential Density of R-34
- 3 Unit Per Gross Acre Density Increase. (Only for Pocket Housing)
- Bed & Breakfast Facility
- Mini-Storage Facility
- Commercial Film Production

17.05.290: SITE PERFORMANCE STANDARDS; MAXIMUM HEIGHT:

Maximum height requirements in an R-17 District shall be as follows:

Structure Type	Structure Location	
	In Buildable Area For Principal Facilities	In Rear Yard
Single-family and duplex structure	32 feet ¹	n/a
Multiple-family structure	45 feet ¹	n/a
For public recreation, community education or religious assembly activities	45 feet ¹	n/a
Detached accessory building including garages and carports	32 feet ¹	With low or no slope roof: 14 feet With medium to high slope roof: 18 feet

17.05.320: SITE PERFORMANCE STANDARDS; MINIMUM YARD:

A. Minimum yard requirements for single family and duplex residential activities in an R-17 District shall be as follows:

1. Front: The front yard requirement shall be twenty feet (20').
2. Side, Interior: The interior side yard requirement shall be five feet (5'). If there is no alley or other legal access behind a lot, each lot shall have at least one side yard of ten-foot (10') minimum.

3. Side, Street: The street side yard requirement shall be ten feet (10').
4. Rear: The rear yard requirement shall be twenty-five feet (25'). However, the required rear yard will be reduced by one-half (1/2) when adjacent to public open space (see section 17.06.480 of this title).

C. Multiple-family housing at seventeen (17) units per acre:

1. Front: The front yard requirement shall be twenty feet (20').
2. Side, Interior: The interior side yard requirement shall be ten feet (10').
3. Side, Street: The street side yard requirement shall be twenty feet (20').
4. Rear: The rear yard requirement shall be twenty feet (20'). However, the required rear yard will be reduced by one-half (1/2) when adjacent to public open space (see section 17.06.480 of this title).

17.44.030: RESIDENTIAL USES:

Unless otherwise allowed by the relevant zoning or overlay district, the following off-street parking

D.	Multiple-family housing:		
	1. Studio units		1 space per unit
	2. 1 bedroom units		1.5 spaces per unit
	3. 2 bedroom units		2 spaces per unit
	4. 3 bedroom units		2 spaces per unit
	5. More than 3 bedrooms		2 spaces per unit

Evaluation: *The City Council must determine, based on the information before them, whether or not the proposal would adversely affect the surrounding neighborhood with regard to traffic, neighborhood character, (and)/(or) existing land uses.*

APPLICABLE CODES AND POLICIES:

UTILITIES:

- All proposed utilities within the project shall be installed underground.
- All water and sewer facilities shall be designed and constructed to the requirements of the City of Coeur d'Alene. Improvement plans conforming to City guidelines shall be submitted and approved by the City Engineer prior to construction.
- All water and sewer facilities servicing the project shall be installed and approved prior to issuance of building permits.

STREETS:

- Street improvement plans conforming to City guidelines shall be submitted and approved by the City Engineer prior to construction.
- All required street improvements shall be constructed prior to issuance of, or, in conjunction with, building permits.
- An encroachment permit is required to be obtained prior to any work being performed in the existing right-of-way.

STORMWATER:

- A stormwater management plan shall be submitted and approved prior to start of any construction. The plan shall conform to all requirements of the City.

PLANNING:

- All site improvements must meet the site performance standards of the R-17 Zoning District.

PROPOSED CONDITIONS:

Wastewater:

City Wastewater Policy #716 Only one appropriately sized sewer lateral is allowed to serve each legally recognized parcel. 'One parcel, One service.

- Submitted by Larry Parsons, Wastewater Utility Project Manager

ORDINANCES & STANDARDS USED FOR EVALUATION:

2007 Comprehensive Plan
Transportation Plan
Municipal Code
Idaho Code
Wastewater Treatment Facility Plan
Water and Sewer Service Policies
Urban Forestry Standards
Transportation and Traffic Engineering Handbook, I.T.E.
Manual on Uniform Traffic Control Devices
2017 Trails & Bikeways Master Plan

ACTION ALTERNATIVES:

The City Council must consider this request and make separate findings to approve, deny or deny without prejudice. The findings worksheet is attached.



**APPLICANT'S
NARRATIVE**

647 E BEST AVENUE
ZONE CHANGE

PROJECT NARRATIVE

Coeur d'Alene, Idaho
June 29, 2020

INTRODUCTION

Rock & Robyn Investment LLC, as the Applicant, is hereby requesting the zoning designation of approximately .2484 acres of property be amended to R-17 Residential. The subject property is located near the northwest corner of the intersection of Best Avenue and Seventh Street . Currently, there is an existing single-family residential house on the subject parcel; however, the majority of the land is vacant.

SUBJECT PARCEL

The property being requested for rezoning is as follows:

Parcel #:	C-K174-001-0020
Address:	647 E Best Avenue Coeur d'Alene, ID 83814
Area:	.2484 acres
Current Zoning:	R-12 Residential
Proposed Zoning:	R-17 Residential
Legal Description:	LOT 2, BLOCK 1, HAYCRAFT ESTATES, ACCORDING TO THE PLAT RECORDED IN BOOK "A" OF PLATS, PAGE 174, RECORDS OF KOOTENAI COUNTY, IDAHO

Exhibit 1: Vicinity Map

Map



Exhibit A



0.04 mi

0.02

0.01

0

1 in = 0 miles

3/26/2020, 5:58:06 AM

ZONING CLASSIFICATION

The parcel is currently zoned R-12 Residential and is located at the boundary of the City of Coeur d'Alene City Limits. The surrounding property consists of residentially zoned parcels to the North (R-17) and South (C-17). This requested zoning classification of R-17 for the subject property would allow for the development of a Townhouse project.

COMPREHENSIVE PLAN ANALYSIS

The property lies in Haycraft Estates land use area per the City of Coeur d'Alene Comprehensive Plan. Neighborhood characteristics for this land use tend to be single-family and multi-family housing with an overall density of 3 – 4 units per acre with pockets of higher density housing. Neighborhood service nodes and commercial uses should be placed where appropriate. The proposed zoning would be consistent with the Comprehensive Plan, as this is located near the intersection of two major arterial streets and is appropriate for high density residential uses adjacent to commercial uses.

The City of Coeur d'Alene Comprehensive Plan is the guiding document for all land use development decisions. It is important that land use decisions meet, or exceed, the goals, policies and objectives as outlined in the Comprehensive Plan. The project proponent believes that the following Goals and Objectives (shown in *italics*) as outlined in the Comprehensive Plan are applicable to the request for zone classification:

Goal #1 – Natural Environment

Objective 1.12 – Community Design: Support the enhancement of existing urbanized areas and discourage sprawl.

The subject property is currently a residential parcel located within the boundary of the City of Coeur d'Alene. This zoning amendment will allow for the development of this property to match that of the surrounding land uses.

Objective 1.14 – Efficiency: Promote the efficient use of existing infrastructure, thereby reducing impacts to undeveloped areas.

Existing utilities including sanitary sewer and domestic water are extended to this property, and have the capacity to serve this development.

Goal #2 – Economic Environment

Objective 2.02 – Economic and Workforce Development: Plan suitable zones and mixed use areas, and support local workforce development and housing to meet the needs of business and industry.

It is the intention of the proponent to develop this property into multi-family residential housing in coordination with the previously approved multi-family zoning. This will provide mixed-use opportunities to the area as it is located directly adjacent to commercial property on Best Avenue.

Goal # 3 – Home Environment

Objective 3.05 – Neighborhoods: Protect and preserve existing neighborhoods from incompatible land uses and developments.

The proposed zoning will allow for the future development of the subject property in a similar character and style of the surrounding land uses and neighborhoods and act as a buffer between the less intense residential uses to the North, and the commercial uses to the South and Adjacent.

Objective 3.06 – Neighborhoods – Protect the residential character of neighborhoods by allowing residential/commercial/industrial transition boundaries at alleyways or along back lot lines if possible.

The subject property is adjacent to both residential and commercial uses, and the proposed multi-family zoning designation will provide a natural buffer and transition between the uses.

PRE-DEVELOPMENT CONDITIONS

The subject property currently contains a single-family residence. Access to the single-family residence is currently off of Best Avenue. The current single family residence would be demolished.

The Best Avenue frontage improvements to the property are to include: approach & sidewalks and will need to be completed during development of the property. No additional improvements are anticipated to be required during development of the subject property.

City Council Meeting



September 15, 2020

ZC-3-20 Zone change from R-12 to R-17
647 E Best Avenue +/- .25 Acres

Owner:

Rock and Robyn Investments, LLC
701 N. Victorian Drive
Coeur d'Alene, ID 83814

APPLICANT:

Same as owner

REQUEST:

Zone change from R-12 (Residential at 12 units/acre) to R-17 (Residential at 17 units/acre) zoning district.



ZC-3-20 Zone change from R-12 to R-17
647 E Best Avenue +/- .25 Acres

LOCATION:

HAYCRAFT ESTATES, LT 2 BLK 1, COMMONLY
KNOWN AS 647 E. BEST AVENUE

LEGAL NOTICE:

Notice was published in the CDA Press on
August 29th, 2020



ZC-3-20 Zone change from R-12 to R-17
647 E Best Avenue +/- .25 Acres

Location Map



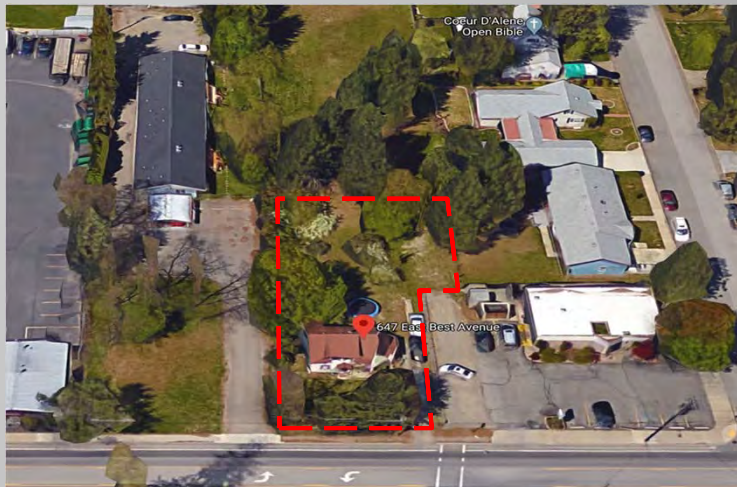
ZC-3-20 Zone change from R-12 to R-17
647 E Best Avenue +/- .25 Acres

Aerial Photo



ZC-3-20 Zone change from R-12 to R-17
647 E Best Avenue +/- .25 Acres

Birds Eye-View



ZC-3-20 Zone change from R-12 to R-17
647 E Best Avenue +/- .25 Acres

Finding #B8:

That this proposal (is) (is not) in conformance with the Comprehensive Plan.

Finding #B9:

That public facilities and utilities (are) (are not) available and adequate for the proposed use.

Finding #B10:

That the physical characteristics of the site (do) (do not) make it suitable for the request at this time.

Finding #B11:

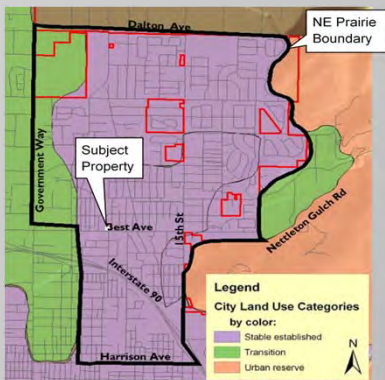
That the proposal (would) (would not) adversely affect the surrounding neighborhood with regard to traffic, neighborhood character, (and) (or) existing land uses.



ZC-3-20 Zone change from R-12 to R-17
647 E Best Avenue +/- .25 Acres

Finding #B8:

That this proposal (is) (is not) in conformance with the Comprehensive Plan.



**2007 Comprehensive Plan:
NE Prairie**

Stable Established:

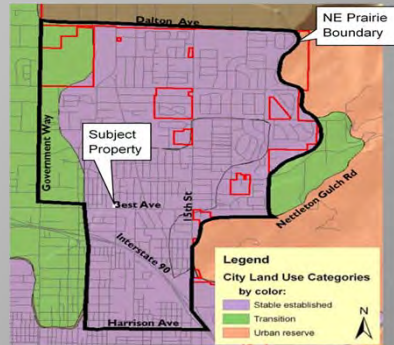
These areas are where the character of neighborhoods have largely been established and, in general, should be maintained. The street network, the number of building lots, and general land use are not expected to change greatly within the planning period.



ZC-3-20 Zone change from R-12 to R-17
647 E Best Avenue +/- .25 Acres

COMPREHENSIVE PLAN OBJECTIVES:

- Goal #1 Natural Environment**
 - 1.12 Community Design
 - 1.14 Efficiency
- Goal #2 Economic Environment**
 - 2.01 Business Image and Diversity
 - 2.02 Economic and Workforce Development
- Goal #3 Home Environment**
 - 3.05 Neighborhoods
 - 3.16 Capital Improvements
- Goal #4 Administrative Environment**
 - 4.01 City Services
 - 4.06 Public Participation



See pages 5 and 6 of the staff report for the full list of Comp Plan Goals and Objectives



ZC-3-20 Zone change from R-12 to R-17
647 E Best Avenue +/- .25 Acres

Finding #B9:

That public facilities and utilities (are) (are not) available and adequate for the proposed use.

- City staff from Engineering, Streets, Water, Fire, Parks, and Wastewater Departments have reviewed the application request in regards to public utilities and public facilities.
- Each department has indicated that there are adequate public facilities and public utilities available to serve the proposed zone change request.
- No objection to this zone change request as proposed—but certain requirements will be triggered with new construction on the property (handled at time of permit).



ZC-3-20 Zone change from R-12 to R-17
647 E Best Avenue +/- .25 Acres

Finding #B9: Continued

That public facilities and utilities (are) (are not) available and adequate for the proposed use.

STREETS:

The subject property is bordered by Best Ave to the south. Sidewalks must be added along the entire frontage with any construction on the property. A utility pole within the right-of-way will likely require relocation to meet ADA standards.

- Submitted by Chris Bosley, City Engineering

See pages 6 and 7 of the staff report for full staff comments



ZC-3-20 Zone change from R-12 to R-17
647 E Best Avenue +/- .25 Acres

Finding #B10:

That the physical characteristics of the site (do) (do not) make it suitable for the request at this time.

PHYSICAL CHARACTERISTICS:

The site is generally flat. There are no topographical or physical constraints that would make the subject property unsuitable to change the zoning from R-12 to R-17.



ZC-3-20 Zone change from R-12 to R-17
647 E Best Avenue +/- .25 Acres

Topographic Map



ZC-3-20 Zone change from R-12 to R-17
647 E Best Avenue +/- .25 Acres

Looking north at a portion of the subject property along Best Avenue



ZC-3-20 Zone change from R-12 to R-17
647 E Best Avenue +/- .25 Acres

View of the subject property facing northwest



ZC-3-20 Zone change from R-12 to R-17
647 E Best Avenue +/- .25 Acres

Looking west toward the subject property behind the existing SFD



ZC-3-20 Zone change from R-12 to R-17
647 E Best Avenue +/- .25 Acres

Interior portion of the lot facing north



ZC-3-20 Zone change from R-12 to R-17
647 E Best Avenue +/- .25 Acres

View of the subject property from rear property line facing south towards SFD



ZC-3-20 Zone change from R-12 to R-17
 647 E Best Avenue +/- .25 Acres

Finding #B11:

That the proposal (would) (would not) adversely affect the surrounding neighborhood with regard to traffic, neighborhood character, (and) (or) existing land uses.

Traffic:

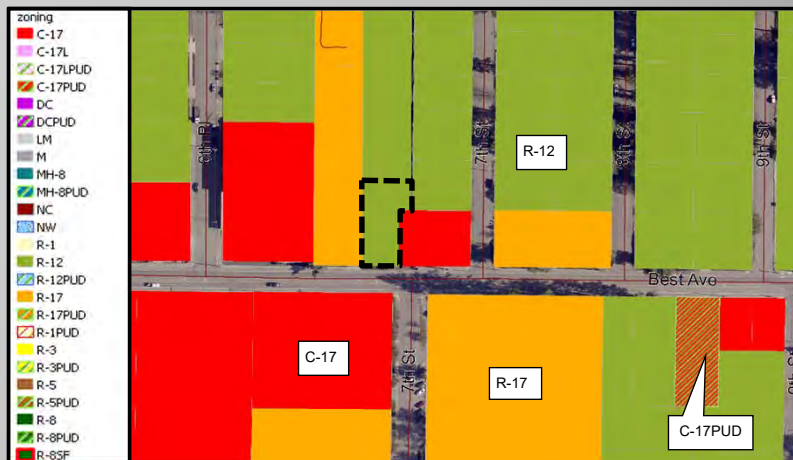
The proposed zone change itself would not adversely affect the surrounding area with regard to traffic, as no traffic is generated from a zone change alone. With the proposed development of this property into a four unit multifamily structure, the small size of the lot will only allow a limited increase in density and is not expected to adversely affect traffic. The Streets & Engineering Department has no objection to the zone change as proposed.

-Submitted by Chris Bosley, City Engineer



ZC-3-20 Zone change from R-12 to R-17
 647 E Best Avenue +/- .25 Acres

Zoning Map



ZC-3-20 Zone change from R-12 to R-17
647 E Best Avenue +/- .25 Acres

Proposed R-17 Zoning District:

- Intended as a medium/high density residential district that permits a mix of housing types.
- Permits single-family, duplex, and multi-family housing.
- This district is for establishment in those areas that are not suitable for lower density residential due to proximity to more intense types of land use.
- Appropriate as a transition between low density residential and commercial districts, or as a buffer between arterial streets and low-density residential districts.



ZC-3-20 Zone change from R-12 to R-17
647 E Best Avenue +/- .25 Acres

The following is a list of the Principal uses that are permitted in the R-17 district:

- Single Family Housing.
- Duplex Housing.
- Child Care Facility.
- Community Education.
- Home Occupations As Defined In Sec. 17.06.705.
- Essential Services.
- Civic Administrative Offices.
- *Multi-Family Housing.*
- Neighborhood Recreation.
- Public Recreation.



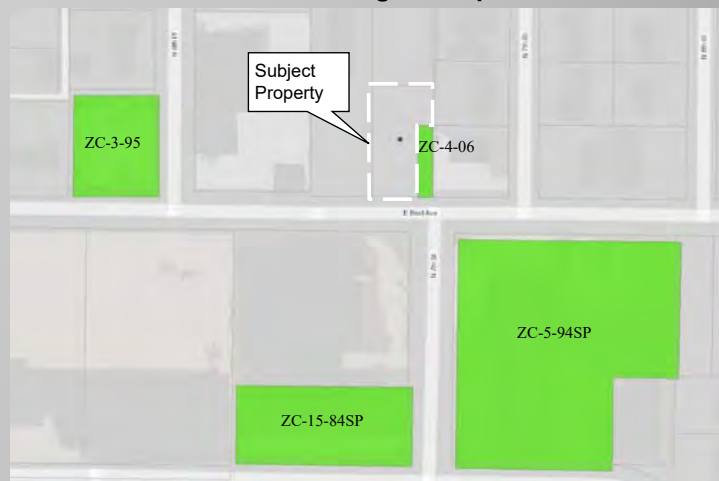
ZC-3-20 Zone change from R-12 to R-17
647 E Best Avenue +/- .25 Acres

- Project review pre-development meeting is required prior to a multi-family project coming forward for a building permit.
- Applicant is aware that site improvements will be triggered should a multi-family project come forward, including landscaping and parking improvements. Site performance standards per the R-17 Zoning District will need to be met as well.
- Applicant's proposed multi-family use of the property is not tied to the requested zone change. If the subject site is approved to be changed to the R-17 Residential District, then all permitted uses in the R-17 Residential District would be allowed on this site.



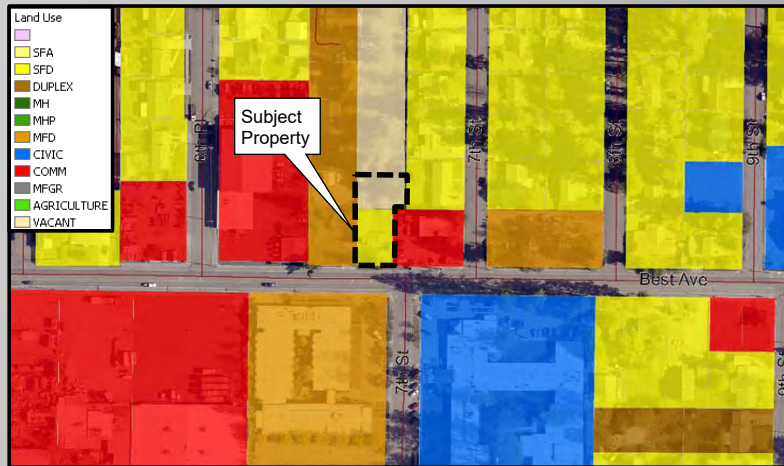
ZC-3-20 Zone change from R-12 to R-17
647 E Best Avenue +/- .25 Acres

Zone Changes - Map



ZC-3-20 Zone change from R-12 to R-17
647 E Best Avenue +/- .25 Acres

Land Use Map



ZC-3-20 Zone change from R-12 to R-17
647 E Best Avenue +/- .25 Acres

DECISION POINT: Zone Change

Provide a decision regarding the proposed zone change from R-12 (Residential at 12 units/acre) to R-17 (Residential at 17 units/acre) on approximately .25 acres.



ZC-3-20 Zone change from R-12 to R-17
647 E Best Avenue +/- .25 Acres

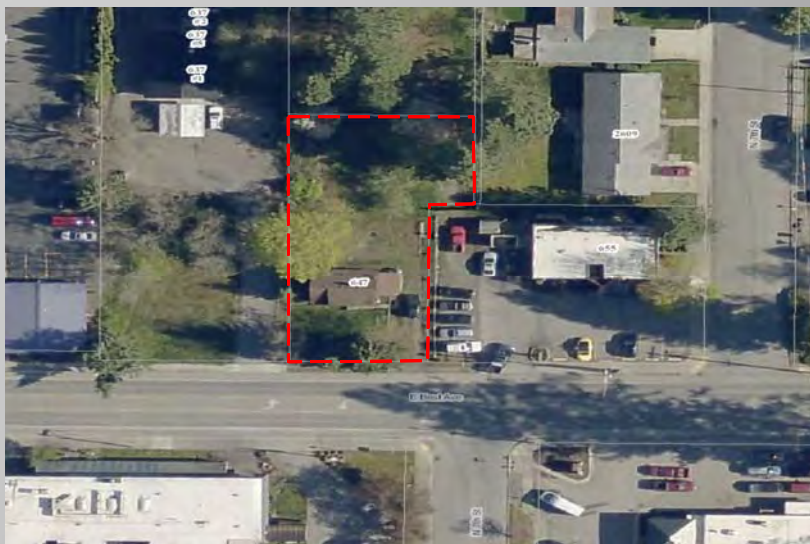
ACTION ALTERNATIVES:

The City Council will need to consider this request and make appropriate findings to:

- Approve
- Deny
- Deny without prejudice.



ZC-3-20 Zone change from R-12 to R-17
647 E Best Avenue +/- .25 Acres



Excerpt from August 11, 2020 Planning Commission Minutes

2. Applicant: Rock & Robyn Investments, LLC
Location: 647 E. Best Avenue
Request: A proposed zone change from R-12 to R-17
QUASI-JUDICIAL, (ZC-3-20)

Jake Plagerman, Planning Technician, provided the following comments:

- The property is located east of 4th Street between 6th Place and 7th Street along Best Avenue.
- There is an existing single-family dwelling unit on the subject site.
- According to the County Assessor's office, the single-family dwelling was constructed in 1925.
- The property owner would like to demolish the existing structure in order to build a multi-family structure. The size of the lot is .25 acres, which would allow up to 4 units.
- The zoning ordinance requires a multi-family use be located in the R-17 Zoning District (also allowed in C-17/C-17L), as it is not allowed in the R-12 Zoning District.
- The applicant has indicated that they would like to construct a multi-family structure on the site, which will require a project review pre-development meeting prior to the project coming forward for a building permit.
- The applicant is aware that site improvements will be triggered should a multi-family project come forward, including landscaping and parking improvements. Site performance standards per the R-17 Zoning District will need to be met as well.
- The applicant's proposed multi-family use of the property is not tied to the requested zone change. If the subject site is approved to be changed to the R-17 Residential District, then all permitted uses in the R-17 Residential District would be allowed on the site.
- He went through the required findings for the zone change request as outlined in the staff report.
- The Comprehensive Plan designates the area as NE Prairie – Stable Established.
- He referenced the various staff comments in the staff report with all in agreement that the standards have been met.
- He presented various site photos of the property.
- He noted that there is one condition if the application is approved.

Mr. Plagerman concluded his presentation.

Commission Comments:

Commissioner Ingalls asked if the applicant could remove the single-family home and replace it with a multi-family unit without a zone change.

Mr. Plagerman explained that within the R-12 zoning district multi-family would not be allowed and noted

without the zone change the applicant would be limited to doing a duplex based on the size of the lot, or a single family with an Accessory Dwelling Unit (ADU).

Public testimony open.

Rick Peterson, applicant, said that staff did a great presentation and he didn't have anything to add but would stand for questions.

Commission Comments:

None.

Public testimony closed.

Discussion:

Motion by Ingalls, seconded by Luttrupp, to approve Item ZC-3-20. Motion approved.

ROLL CALL:

Commissioner Ingalls Voted Aye
Commissioner Mandel Voted Aye
Commissioner Luttrupp Voted Aye
Commissioner Rumpler Votes Aye

Motion to approve carried by a 6 to 0 vote.

**COEUR D'ALENE PLANNING COMMISSION
FINDINGS AND ORDER**

ZC-3-20

A. INTRODUCTION

This matter having come before the Planning Commission on August 11,2020, and there being present a person requesting approval of Item: ZC-3-20, a request for a zone change from R-12 to R-17 zoning district

APPLICANT: ROCK AND ROBYN INVESTMENTS, LLC

LOCATION: HAYCRAFT ESTATES, LT 2 BLK 1, COMMONLY KNOWN AS 647 E. BEST AVENUE

B. FINDINGS: JUSTIFICATION FOR THE DECISION/CRITERIA, STANDARDS AND FACTS RELIED UPON

(The Planning Commission may adopt Items B1-through7.)

- B1. That the existing land uses are Residential and Commercial.
- B2. That the Comprehensive Plan Map designation is NE Prairie – Stable Established
- B3. That the zoning is R-12.
- B4. That the notice of public hearing was published on, July 25, 2020, which fulfills the proper legal requirement.
- B5. That the notice of public hearing was posted on the property on, July 27, 2020, which fulfills the proper legal requirement.
- B6. That notices of public hearing were mailed to all property owners of record within three-hundred feet of the subject property.
- B7. That public testimony was heard on August 11, 2020.

B8. That this proposal is in conformance with the Comprehensive Plan policies as follows:

Goal #1: Natural Environment

Our Comprehensive Plan supports policies that preserve the beauty of our natural environment and enhance the beauty of Coeur d'Alene.

Objective 1.12 Community Design:

Support the enhancement of existing urbanized areas and discourage sprawl

Objective 1.14 Efficiency:

Promote the efficient use of existing infrastructure, thereby reducing impacts to undeveloped areas.

Goal #2: Economic Environment

Our Comprehensive Plan preserves the city's quality workplaces and policies, and promotes opportunities for economic growth.

Objective 2.01 Business Image & Diversity:

Welcome and support a diverse mix of quality professional, trade, business, and service industries, while protecting existing uses of these types from encroachment by incompatible land uses.

Objective 2.02 Economic & Workforce Development:

Plan suitable zones and mixed use areas, and support local workforce development and housing to meet the needs of business and industry.

Goal #3: Home Environment

Our Comprehensive Plan preserves the qualities that make Coeur d'Alene a great place to live.

Objective 3.05 Neighborhoods:

Protect and preserve existing neighborhoods from incompatible land uses and developments.

Objective 3.16 Capital Improvements:

Ensure infrastructure and essential services are available for properties in development.

Goal #4: Administrative Environment

Our Comprehensive Plan advocates efficiency and quality management.

Objective 4.01 City Services:

Make decisions based on the needs and desires of the citizenry.

Objective 4.06 – Public Participation:

Strive for community involvement that is broad-based and inclusive, encouraging public participation in the decision-making process.

- B9. That public facilities and utilities are available and adequate for the proposed use. This is based on staff comments.
- B10. That the physical characteristics of the site do make it suitable for the request at this time because there are no physical or topographical constraints, with a flat site for future development.
- B11. That the proposal would not adversely affect the surrounding neighborhood with regard to traffic, neighborhood character, or existing land uses based on staff comments.

C. ORDER: CONCLUSION AND DECISION

The Planning Commission, pursuant to the aforementioned, finds that the request of ROCK AND ROBYN INVESTMENTS, LLC for a zone change, as described in the application should be approved.

Special conditions applied are as follows:

Wastewater:

City Wastewater Policy #716 Only one appropriately sized sewer lateral is allowed to serve each legally recognized parcel. 'One parcel, One service.


Motion by Ingalls, seconded by Luttrupp, to adopt the foregoing Findings and Order.

ROLL CALL:

Commissioner Ingalls	Voted Yes
Commissioner Luttrupp	Voted Yes
Commissioner Mandel	Voted Yes
Commissioner Rumpler	Voted Yes

Commissioners Ward and Fleming were absent.

Motion to approve carried by a 4 to 0 vote.


CHAIRMAN TOM MESSINA

ORDINANCE NO. _____
COUNCIL BILL NO. 20-1012

AN ORDINANCE AMENDING THE ZONING ACT OF THE CITY OF COEUR D'ALENE, KOOTENAI COUNTY, IDAHO, KNOWN AS ORDINANCE NO. 1691, ORDINANCES OF THE CITY OF COEUR D'ALENE, BY CHANGING THE FOLLOWING DESCRIBED PROPERTY FROM R-12 TO R-17 AND PLACING CERTAIN CONDITIONS UPON THE PROPERTY, SAID PROPERTY BEING DESCRIBED AS FOLLOWS, TO WIT: HAYCRAFT ESTATES, LT 2 BLK 1, COMMONLY KNOWN AS 647 E. BEST AVENUE; REPEALING ALL ORDINANCES AND PARTS OF ORDINANCES IN CONFLICT HEREWITH; PROVIDING A SEVERABILITY CLAUSE; PROVIDE FOR THE PUBLICATION OF A SUMMARY OF THIS ORDINANCE AND AN EFFECTIVE DATE HEREOF.

WHEREAS, after public hearing on the hereinafter provided amendments, and after recommendation by the Planning Commission, it is deemed by the Mayor and City Council to be for the best interests of the City of Coeur d'Alene, Idaho, that said amendments be adopted;

NOW, THEREFORE,

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

SECTION 1. That the zoning of the following described property, to wit:

The property is legally described as: Lot 2, Block 1, Haycraft Estates, according to the plat recorded in Book "K" of plats, Page 174, Records of Kootenai County, Idaho and commonly known as 647 E. Best Avenue.

is hereby changed from the R-12 (Residential at 12 units/acre) to the R-17 (Residential at 17 units/acre) zoning district.

SECTION 2. That the following condition is placed upon the rezone of the property:

Wastewater: City Wastewater Policy #716 - Only one appropriately sized sewer lateral is allowed to serve each legally recognized parcel. 'One parcel, One service.'

SECTION 3. That the Zoning Act of the City of Coeur d'Alene, known as Ordinance No. 1691, Ordinances of the City of Coeur d'Alene, is hereby amended as set forth in Section 1 hereof.

SECTION 4. That the Planning Director is hereby instructed to make such change and amendment on the official Zoning Map of the City of Coeur d'Alene, and shall make an electronic copy available on the City's website.

SECTION 5. All ordinances and parts of ordinances in conflict with this ordinance are hereby repealed.

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

Passed under suspension of rules upon which a roll call vote was duly taken and duly enacted an Ordinance of the City of Coeur d'Alene at a regular session of the City Council on September 15, 2020.

APPROVED this 15th day of September 2020.

Steve Widmyer, Mayor

ATTEST:

Renata McLeod, City Clerk

SUMMARY OF COEUR D'ALENE ORDINANCE NO. _____
Zone Change – ZC-3-20
647 E. Best Avenue

AN ORDINANCE AMENDING THE ZONING ACT OF THE CITY OF COEUR D'ALENE, KOOTENAI COUNTY, IDAHO, KNOWN AS ORDINANCE NO. 1691, ORDINANCES OF THE CITY OF COEUR D'ALENE, BY CHANGING THE FOLLOWING DESCRIBED PROPERTY FROM R-12 TO R-17 AND PLACING CERTAIN CONDITIONS UPON THE PROPERTY, SAID PROPERTY BEING DESCRIBED AS FOLLOWS, TO WIT: HAYCRAFT ESTATES, LT 2 BLK 1, COMMONLY KNOWN AS 647 E. BEST AVENUE; REPEALING ALL ORDINANCES AND PARTS OF ORDINANCES IN CONFLICT HERewith AND PROVIDING A SEVERABILITY CLAUSE. THE ORDINANCE SHALL BE EFFECTIVE UPON PUBLICATION OF THIS SUMMARY. THE FULL TEXT OF THE SUMMARIZED ORDINANCE NO. _____ IS AVAILABLE AT COEUR D'ALENE CITY HALL, 710 E. MULLAN AVENUE, COEUR D'ALENE, IDAHO 83814 IN THE OFFICE OF THE CITY CLERK.

Renata McLeod, City Clerk

STATEMENT OF LEGAL ADVISOR

I, Randall R. Adams, am a Chief Deputy City Attorney for the City of Coeur d'Alene, Idaho. I have examined the attached summary of Coeur d'Alene Ordinance No. _____, ZC-3-20 647 E Best Avenue, and find it to be a true and complete summary of said ordinance which provides adequate notice to the public of the context thereof.

DATED this 15th day of September, 2020.

Randall R. Adams, Chief Civil Deputy City Attorney



STAFF REPORT

Date: September 15, 2020

From: Vonnie Jensen, Comptroller

Subject: Amendment to the 2019-2020 Fiscal Year Appropriations (Budget)

Decision Point:

To approve Council Bill No. 20-1013 to amend the Fiscal Year 2019-20 Budget by a total of \$7,110,497.

History:

The City Council annually amends the original appropriations ordinance for unanticipated expenditures.

Financial Analysis:

Idaho code allows the City Council at any time during the current fiscal year to amend the appropriations ordinance to reflect the receipt of revenues and/or the expenditure of funds that were unanticipated when the ordinance was adopted. The City each year adopts an amendment or amendments to the appropriation's ordinance.

Performance Analysis:

The budget amendment shows increases in expenditures due to carryovers of projects, state and federal grants received, the purchase of property on East Sherman, the transfer of \$1,4 million to the City of Coeur d'Alene Employee Benefit Trust Fund, the Memorial Park Grandstand reconstruction 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. \$1,976,944 is coming from designated fund balance.

Decision Point:

To approve Council Bill No.20-1013 to amend the Fiscal Year 2019-20 Budget by a total of \$7,110,497.

CITY OF COEUR D'ALENE
FISCAL YEAR 2019-20 BUDGET AMENDMENT

General Fund Revenue Projections

	FY 19-20 BUDGETED	FY 19-20 PROJECTED	Projected Increase
<u>TAXES</u>			
CURRENT YEAR	21,160,045	21,160,045	0
PRIOR YEARS	250,000	250,000	0
	<u>21,410,045</u>	<u>21,410,045</u>	<u>0</u>
<u>FEES & LICENSES</u>			
CABLE TV	438,000	438,000	0
NATURAL GAS	728,000	728,000	0
ELECTRICITY	2,372,000	2,372,000	0
BUSINESS LICENSES	117,000	117,000	0
SHORT TERM RENTALS	28,000	28,000	0
BUILDING INSPECTION	1,442,386	1,442,386	0
MECHANICAL INSPECTION	110,000	110,000	0
STORMWATER REVIEW	24,000	24,000	0
PLUMBING INSPECTION	205,000	205,000	0
ENCROACHMENT PERMITS	30,000	30,000	0
ELECTRICAL PERMITS	65,000	65,000	0
BUSINESS PERMITS	25,000	25,000	0
BURN PERMITS	400	400	0
SIGN PERMITS	22,000	22,000	0
ANNEX/ZONING FEES	35,000	35,000	0
FIRE DEPT PERMITS	65,000	65,000	0
TOTAL FEES AND LICENSES	<u>5,706,786</u>	<u>5,706,786</u>	<u>0</u>
<u>INTERGOVERNMENTAL</u>			
LIQUOR	1,227,000	1,227,000	0
HIGHWAY USER	2,385,168	2,385,168	0
REVENUE SHARE	2,961,678	3,311,956	350,278
SALES TAX	1,278,012	1,278,012	0
HIGHWAY DIST	635,000	635,000	0
KOOTENAI CNTY EMSS	1,706,534	1,706,534	0
FEDERAL GRANT	55,534	228,176	172,642
STATE GRANT		911,228	911,228
SCHOOL RESOURCE OFFICER	537,612	537,612	0
COST OF PROSECUTION (THRU CNTY)	3,000	3,000	0
OTHER INCOME (THRU CNTY)	35,000	35,000	0
TOTAL INTERGOVERNMENTAL	<u>10,824,538</u>	<u>12,258,686</u>	<u>1,434,148</u>
<u>SERVICES</u>			
BID SPECS	800	800	0
FEES FOR DOCUMENT PREP	500	500	0
POLICE	20,000	20,000	0
FIRE	7,500	7,500	0
BILLING SERVICES	11,000	11,000	0
PARKING PERMITS	2,200	2,200	0
RECREATION	265,000	265,000	0
PRINTING AND PHOTOCOPYING	1,400	1,400	0
MAP/CODE BOOKS	100	100	0
TOTAL SERVICES	<u>308,500</u>	<u>308,500</u>	<u>0</u>

CITY OF COEUR D'ALENE
FISCAL YEAR 2019-20 BUDGET AMENDMENT

	FY 19-20 BUDGETED	FY 19-20 PROJECTED	Projected Increase
<u>FINES/FORFEITS</u>			
DISTRICT COURT	250,000	250,000	0
PEN/ INTEREST ON PROP TAXES	93,000	93,000	0
RESTITUTION	2,100	82,400	80,300
DRUG TASK FORCE			0
LATE FEE ON UTILITY BILLS	40,000	40,000	0
ORDINANCE VIOLATIONS	12,000	12,000	0
NSF CHECK FEES	1,300	1,300	0
TOTAL FINES AND FORFEITS	<u>398,400</u>	<u>478,700</u>	<u>80,300</u>
<u>INTEREST EARNINGS</u>			
INTEREST EARNINGS	<u>210,000</u>	<u>210,000</u>	<u>0</u>
<u>MISCELLANEOUS</u>			
SURPLUS SALE	30,000	103,000	73,000
POLICE - UNCLAIMED PROPERTY	1,000	1,000	0
VIN INSPECTIONS	1,000	1,000	
RENTS & ROYALTIES	25,000	25,000	0
CDA TV DONATIONS		15,000	15,000
OTHER	40,000	40,000	0
TOTAL MISCELLANEOUS	<u>97,000</u>	<u>185,000</u>	<u>88,000</u>
<u>TRANSFERS</u>			
INTERFUND TRANSFER	1,943,030	1,943,030	0
TRANSFERS IN	881,060	904,327	23,267
			0
TOTAL TRANSFERS	<u>2,824,090</u>	<u>2,847,357</u>	<u>23,267</u>
DESIGNATED FUND BALANCE		1,976,944	1,976,944
FUND BALANCE	1,000,573	1,000,573	0
TOTAL FUND BALANCE	<u>1,000,573</u>	<u>2,977,517</u>	<u>1,976,944</u>
TOTALS	<u><u>42,779,932</u></u>	<u><u>25,222,546</u></u>	<u><u>3,602,659</u></u>

CITY OF COEUR D'ALENE
FISCAL YEAR 2019-20 BUDGET AMENDMENT

SUMMARY	FY 19-20 BUDGETED	FY 19-20 PROJECTED	Projected Increase
Property Taxes	\$ 21,410,045	\$ 21,410,045	0
Fees and Licenses	5,706,786	5,706,786	0
Intergovernmental	10,824,538	12,258,686	1,434,148
Services	308,500	308,500	0
Fines and Forfeits	398,400	478,700	80,300
Interest	210,000	210,000	0
Miscellaneous	97,000	185,000	88,000
Interfund Transfer	2,824,090	2,847,357	23,267
Beginning Balance	1,000,573	2,977,517	1,976,944
TOTAL GENERAL FUND	\$ 42,779,932	\$ 46,382,591	\$ 3,602,659

General Fund - Added Expenses

	<u>Cost</u>
Municipal Services - Audio Visual Supplies	15,000
Legal Dept - Separation payouts of Vacation, Comp & Sick Leave at retirement per contract	33,700
Legal Dept - Outside Legal Counsel	27,000
Building Maintenance - City Hall generator	48,878
Police Dept - 2019 SHSP Grant	36,500
Police Dept - LEL Grant	4,000
Police Dept - Bulletproof Vest Grant	4,685
Police Dept - COVID-19 Formula Allocation Grant	103,457
Police Dept - DUI STEP Grant	57,228
Police Dept - Police Substation - impact fees	10,517
Police Dept - tuition reimbursement per contract	9,901
Fire Dept - Separation payouts of Vacation, Comp & Sick Leave at retirement per contract	50,000
Fire Dept - Constant Manning	289,000
Fire Dept - 2018 & 2019 SHSP Grants	28,000
Fire Dept - Boathouse - impact fees	12,750
General Government - Transfer to Health Insurance Trust Fund	1,400,000
General Government - Purchase of and utilities for East Sherman Property	326,750
Streets - Separation payouts of Vacation & Sick Leave at retirement per contract	55,000
Streets / Engineering - Overlay Carryover from FY 19-20	233,358
Recreation - Sunset Lighting Project - Carryover	6,935
CARES Act - COVID Expenses - grant reimbursed	850,000
	\$ 3,602,659

CITY OF COEUR D'ALENE
FISCAL YEAR 2019-20 BUDGET AMENDMENT

<u>Other Funds - Added Expenses</u>	<u>Cost</u>
Library - State Grants	8,400
Library - Separation payouts of Vacation & Sick Leave at retirement per contract	70,000
CDBG - COVID-19 CARES Act Grant	199,675
Impact Fees - transfer for police substation	10,517
Impact Fees - transfer for Fire Boathouse	12,750
Impact Fees - transfer for NW Blvd Traffic Signals	300,000
Capital Projects - NW Blvd Traffic Signals	300,000
Capital Projects - Seltice Way - Carryover	15,275
Capital Projects - Downtown Signal Improvements	16,000
Wastewater - AWTF Facility Plan - Carryover	40,000
Wastewater - R/M Auto Collection	12,000
Wastewater - Tertiary Phase 2 Construction - Carryover	455,000
Wastewater - Sewer Replacement Collection - Carryover	400,000
Wastewater - Equipment Replacements	150,000
Wastewater - Plant / Collection SCADA Upgrade	22,000
Sanitation Fund - Garbage Collection	215,000
Parking Fund - Transfer 4th of July parking receipts to General Fund	11,221
Parks Capital Improvements Fund - Memorial Park Grandstand - carryover	1,100,000
Parks Capital Improvements Fund - Trail Realignment - Hubbard/River - NIC funded - carryover	170,000
	<u>\$ 3,507,838</u>

COUNCIL BILL NO. 20-1013
ORDINANCE NO. _____

AN ORDINANCE AMENDING ORDINANCE 3641, THE ANNUAL APPROPRIATION ORDINANCE FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2019 APPROPRIATING THE SUM OF \$97,303,279 \$104,413,776, WHICH SUM INCLUDES ADDITIONAL MONIES RECEIVED BY THE CITY OF COEUR D'ALENE IN THE SUM OF \$7,110,497; REPEALING ALL ORDINANCES AND PARTS OF ORDINANCES IN CONFLICT HEREWITH; PROVIDE FOR THE PUBLICATION OF A SUMMARY OF THIS ORDINANCE 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 Section 1 of Ordinance 3641, Ordinance of the City of Coeur d'Alene, be and the same is hereby amended to read as follows:

That the sum of \$97,303,279 \$104,413,776, 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, 2019.

Section 2

That Section 2 of Ordinance 3641; Ordinances of the City of Coeur d'Alene be and the same is hereby amended to read as follows:

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

GENERAL FUND EXPENDITURES:

Mayor and Council	\$ 265,825	
Administration	216,721	
Finance Department	1,197,516	
Municipal Services	1,820,374	1,835,374
Human Resources	400,519	
Legal Department	1,291,857	1,352,557
Planning Department	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	
Recreation Department	761,988	768,923
Building Inspection	963,810	
TOTAL GENERAL FUND EXPENDITURES:	<u>\$ 42,779,932</u>	<u>\$ 46,382,591</u>
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	
Cemetery Fund	369,627	
Cemetery Perpetual Care Fund	191,500	
Jewett House	28,853	
Reforestation/Street Trees/Community Canopy	111,000	
Public Art Funds	369,300	
TOTAL SPECIAL FUNDS:	<u>\$ 4,477,013</u>	<u>\$ 6,348,355</u>
ENTERPRISE FUND EXPENDITURES:		
Street Lighting Fund	\$ 706,000	
Water Fund	14,621,311	
Wastewater Fund	16,672,037	17,751,037
Water Cap Fee Fund	3,900,000	
WWTP Cap Fees Fund	1,250,000	
Sanitation Fund	3,959,644	4,174,644
City Parking Fund	1,375,011	1,386,232
Drainage	1,821,546	
TOTAL ENTERPRISE EXPENDITURES:	<u>\$ 44,305,549</u>	<u>\$ 45,610,770</u>
FIDUCIARY FUNDS:	\$ 3,250,041	
CAPITAL PROJECTS FUNDS:	1,611,812	1,943,087
DEBT SERVICE FUNDS:	878,932	
GRAND TOTAL OF ALL EXPENDITURES:	<u>\$ 97,303,279</u>	<u>\$ 104,413,776</u>

Section 3

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

Section 4

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.

APPROVED by this Mayor this 15th day of September, 2020.

Steve Widmyer, Mayor

ATTEST:

Renata McLeod, City Clerk

SUMMARY OF COEUR D' ALENE ORDINANCE NO.

ANNUAL APPROPRIATION AMENDMENT FOR FISCAL YEAR 2019 - 2020

AN ORDINANCE AMENDING ORDINANCE 3641, THE ANNUAL APPROPRIATION ORDINANCE FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2019 APPROPRIATING THE SUM OF \$97,303,279 \$104,413,776, WHICH SUM INCLUDES ADDITIONAL MONIES RECEIVED BY THE CITY OF COEUR D'ALENE IN THE SUM OF \$7,110,497; REPEALING ALL ORDINANCES AND PARTS OF ORDINANCES IN CONFLICT HEREWITH AND PROVIDING A SEVERABILITY CLAUSE. THE ORDINANCE SHALL BE EFFECTIVE UPON PUBLICATION OF THIS SUMMARY. THE FULL TEXT OF THE SUMMARIZED ORDINANCE NO. _IS AVAILABLE AT COEUR D'ALENE CITY HALL, 710 E. MULLAN AVENUE, COEUR D'ALENE, IDAHO 83814 IN THE OFFICE OF THE CITY CLERK.

Renata McLeod, City Clerk

STATEMENT OF LEGAL ADVISOR

I, Randy Adams, am a Chief Deputy City Attorney for the City of Coeur d'Alene, Idaho. I have examined the attached summary of Coeur d'Alene Ordinance No._____, Annual Appropriation Amendment for Fiscal Year 2019 - 2020, and find it to be a true and complete summary of said ordinance which provides adequate notice to the public of the context thereof.

DATED this 15th day of September, 2020.

Randy Adams, Chief Deputy City Attorney