



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

## **PUBLIC WORKS COMMITTEE**

with

**Council Members McEvers, Miller & English**

**March 11, 2019, 4:00 p.m.**

### **AGENDA**

Item 1      INFORMATION ONLY: Traffic Calming Policy – Chris Bosley, City Engineer

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

Item 2      Approval of Personnel Rule Amendments – Rule 8. Employment Lists, and Rule 9.  
Method of Filling Vacancies – Melissa Tosi, Human Resources Director

Item 3      Authorization to Purchase Compact Track Loader (Skid Steer and Accessories) – Tim  
Martin, Streets & Engineering Director

Item 4      Approval of 2018 Community Opportunity Grant Recommendations for Grant Award  
to Lake City Center through the Community Development Block Grant (CDBG)  
Program – Michelle Cushing, CDBG Grant Administrator

Item 5      Request to declare the used Locust Well Column pipe be declared surplus – Kyle  
Marine, Assistant Water Superintendent

**Library Community Room  
702 Front Street**

*The City of Coeur d'Alene will make reasonable accommodations for anyone attending this meeting who requires special assistance for hearing, physical or other impairments. Please contact Amy Ferguson, Public Works Committee Liaison, at (208) 666-5754 at least 24 hours in advance of the meeting date and time.*

**PUBLIC WORKS  
STAFF REPORT**

**DATE:** March 11, 2019  
**FROM:** Chris Bosley – City Engineer  
**SUBJECT:** Traffic Calming Policy

=====

**DECISION POINT:**

No decision requested. Informational only.

**HISTORY:**

Streets & Engineering staff regularly respond to community concerns regarding traffic speeds. Cities throughout the United States are learning that traffic calming (reducing motor vehicle speeds) is an important tool for improving safety and livability for their residents. Speeding is a major problem with serious consequences. Speeding increases the likelihood of being involved in a crash and increases the severity of injuries sustained in a crash. At higher speeds it takes longer for drivers to stop, increasing stopping distance, making it harder to avoid crashes, and increasing crash severity. In order to create a consistent procedure for responding to and addressing traffic calming requests, the Streets & Engineering Department developed a Traffic Calming Policy which details procedures, department involvement, and tools used to address issues. The policy has been reviewed by the City departments that could be affected by its implementation.

**FINANCIAL ANALYSIS:**

A traffic calming budget currently exists within the Streets & Engineering Department. That funding would be used to implement traffic calming measures.

**PERFORMANCE ANALYSIS:**

This policy sets a standard protocol for responses to speeding complaints and ensures that departments that could be affected by traffic calming measures have the opportunity to get involved in those decisions.

**DECISION POINT/RECOMMENDATION:**

No decision requested. Informational only.



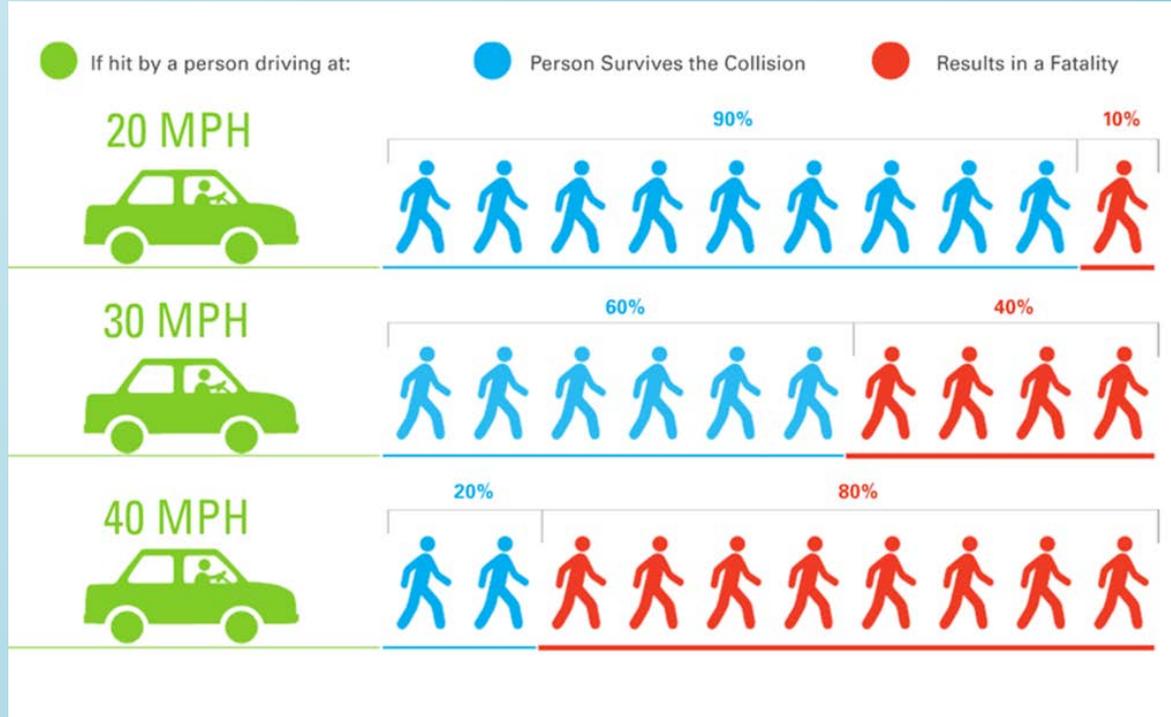
City of  
**Coeur d'Alene**  
IDAHO

# Traffic Calming

Traffic calming reduces motor vehicle speeds and improves the safety and comfort level for all: pedestrians, bicyclists, motorists, and residents.



# Dangers of Speeding



# Speed Data Collection



**TRAFFIC ANALYSIS REPORT**

For Project: 5th and Garden  
 Project Notes:  
 Location/Name: NB 5TH S OF GARDEN  
 Report Generated: 01/16/2019 15:57  
 Speed Interval: 1 MPH  
 Time Interval: 1  
 Traffic Report From 01/10/2019 12:00:00 through 01/16/2019 14:59:59  
 85th Percentile Speed 26 MPH  
 85th Percentile Vehicles 1185  
 Max Speed 42 MPH on 01/15/2019 10:34:21  
 Total Vehicles 1395  
 AADT: 227

**Volumes - weekly counts**

Time	5 Day	7 Day
Average Daily	202	199
AM Peak	14	14
PM Peak	25	20

**Speed**

Speed Limit: 25  
 85th Percentile Speed: 26  
 Average Speed: 22.12

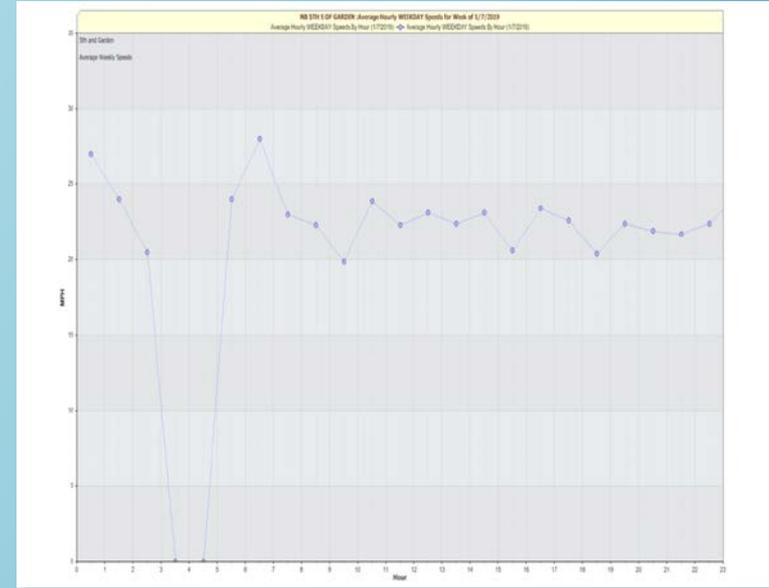
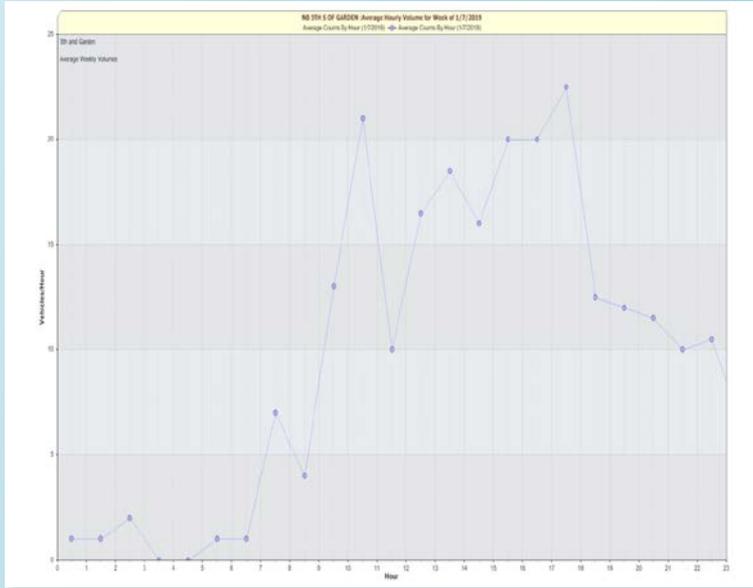
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Count over limit	51	53	22	40	64	50	32
% over limit	22.6	21.1	17.9	24.4	25.6	24.0	18.5
Avg Speeder	28.1	28.0	27.5	27.4	27.5	28.6	27.7

**Class Counts**

Number	%
VEH_SM	0.4
VEH_MED	96.3
VEH_LG	3.4

[VEH\_SM=motorcycle, VEH\_MED = sedan, VEH\_LG = truck]

# Speed Data Collection



# Traffic Calming Policy

## City of Coeur d'Alene Traffic Calming Policy



Mayor:  
Steve Widmyer

Council Members:  
Loren R. "Ron" Edinger  
Dan English  
Amy Evans  
Dan Gookin  
Woody McEvers  
Kiki Miller

City Administrator:  
Troy Tymesen

City Engineer:  
Chris Bosley, PE



## Coeur d'Alene Traffic Calming Policy

### Horizontal Deflection

1. Neighborhood Traffic Circles and Roundabouts
  - Prevent drivers from speeding through intersections by impeding the straight-through movement
  - Force drivers to slow down to yield to others
  - Reduce severity of crashes
  - Landscaping and/or public art can be incorporated to improve aesthetics of an intersection



2. Chokers
  - Easily negotiable by emergency vehicles and buses
  - Can be landscaped to improve aesthetics
  - Should not be used where bike lanes are present
  - Should be designed to accommodate snow plowing and street sweeping
  - May affect stormwater drainage but may provide stormwater opportunities



3. Curb Extensions (Bulb-outs)
  - Reduce pedestrian crossing distance
  - Improve visibility for pedestrians and drivers
  - Prevent illegal parking at corners
  - Reduce vehicle turning speeds
  - Provide opportunities for public art, street furniture, landscaping, snow storage, stormwater and/or pedestrian space
  - Decrease turning radius for emergency vehicles and increase potential damage to both Fire Department apparatus and citizen vehicles
  - Should be designed to accommodate snow plowing and street sweeping
  - May affect stormwater drainage



4. Median Islands
  - Make it safer to cross the street by allowing pedestrians to cross only one direction of traffic at a time
  - Slow the speed of vehicles by breaking up straight sections of roadways
  - May eliminate left turns
  - Provide opportunities for public art, landscaping, snow storage, additional signage and stormwater



# Traffic Calming Goals

- reducing motor vehicle speeds
- improving the livability of streets
- emphasizing the pedestrian nature of streets
- making it easier for pedestrians to cross the street
- reducing crash frequency and severity
- improving the comfort level for pedestrians, bicyclists, and drivers

**Thank you!**



# City of Coeur d'Alene Traffic Calming Policy



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# Coeur d'Alene Traffic Calming Policy

## Summary

Cities throughout the United States are learning that traffic calming (reducing motor vehicle speeds) is an important tool for improving safety and livability for their residents. Speeding is a major problem with serious consequences. Speeding increases the likelihood of being involved in a crash and increases the severity of injuries sustained in a crash. At higher speeds it takes longer for drivers to stop, increasing stopping distance, making it harder to avoid crashes, and increasing crash severity.



Pedestrians and bicyclists are particularly susceptible to increases in the severity of crashes. As speeds increase, the severity of injuries increases significantly. A 1991 study in the United Kingdom studied the relationship between the severity of pedestrian injuries and the speed of vehicles. According to the study, at 20 mph 5% of pedestrians are killed; at 40 mph 85% are killed.

Traffic calming reduces motor vehicle speeds and improves the safety and comfort level for all: pedestrians, bicyclists, motorists, and residents. This document outlines a formal process and policy for implementation of traffic calming tools as well as a

toolbox of various traffic calming measures that best fit the City of Coeur d'Alene. Its purpose is to help guide decisions regarding reduction of motor vehicle speeds.

## Process & Department Involvement

Requests for neighborhood traffic calming should be reviewed by the City departments that are most affected by changes to traffic patterns and operations. When a request for traffic calming is received, traffic speed counters will be placed on the street near the perceived speeding problem. If the resulting 85<sup>th</sup> percentile speeds are in excess of 8 mph over the posted speed limit, traffic calming tools will be considered. Depending on the level of speeds documented and the potential traffic calming measures being considered, a meeting between departments may be held to effectively vet the potential issues and benefits of any proposed traffic calming measure and location. Departments that should be involved in the review of traffic calming requests include, but are not limited to:

- Administration
- Fire
- Law Enforcement
- Planning
- Streets and Engineering
- Utility Departments

# Coeur d'Alene Traffic Calming Policy

## Policy Objectives

Each request or opportunity for traffic calming measures shall be reviewed by City staff to assess whether the following objectives will be met:

- 1) Improving neighborhood livability and/or commercial area viability
- 2) Promoting safe and pleasant conditions for all modes of transportation
- 3) Ensuring opportunities for existing and future development
- 4) Enabling efficient use of City resources

Implementation of traffic calming measures should meet these objectives while achieving a balance between mobility, livability, emergency response, maintenance, and other City and community needs. Requests that meet the above objectives will be placed on a prioritization list for future implementation.

## Application & Feasibility

Opportunities for implementation of traffic calming measures need to consider the context of each location. Street classifications, adjacent land uses, bicycle routes, pedestrian use, emergency response routes, transit routes, snow removal, school zones, and on-street parking are all factors that must be taken into consideration when evaluating the feasibility of traffic calming.

- *Arterials:* Typically, arterial streets are not conducive to traffic calming measures. Emergency response and snow removal are more critical on these streets. However, other factors such as adjacent land use and pedestrian/bicycle traffic may warrant traffic calming.
- *Collectors and Residential Streets:* Traffic circulation to and from businesses and residences should be considered when implementing traffic calming measures on collectors and residential (local) streets.
- *Street Use:* Streets that are primary routes for the Fire Department, Law Enforcement, public transportation, and/or snow removal should be analyzed for potential impacts of traffic calming.
- *On-street Parking:* The presence of on-street parking can reduce traffic speeds if highly utilized. Seldom used on-street parking creates the appearance of a wide street, encouraging higher speeds. In areas where on-street parking demand is low, consideration should be given to removing or consolidating parking to implement other forms of traffic calming and/or install bike lanes.
- *Design:* Traffic calming measures shall be planned, designed, and constructed with sound engineering practices to provide measures appropriate for the anticipated traffic speeds, volumes, and uses. Street sweeping, snow plowing, and emergency response are just a few of the considerations that should be taken into account. These concerns must be vetted with appropriate City departments.



# Coeur d'Alene Traffic Calming Policy

## Funding

An annual budget has been designated for the implementation of traffic calming measures through the Streets & Engineering Department. These funds shall be used explicitly for the design and/or construction of traffic calming devices. Other funds may be used for additional measures, as deemed appropriate. The amount of funding should be reviewed annually to assess the adequacy of funds for needed improvements.



Traffic calming measures may also be incorporated into street construction and reconstruction projects, where appropriate. Private funding may also be used for traffic calming in locations that are mutually beneficial. In most cases, traffic calming implementation measures should begin with the least expensive solutions that address the problem, moving to more expensive measures if problems persist.

## Project Selection Criteria & Prioritization

City staff will review each potential project to find a balance between need, feasibility, impacts, and available funding. Potential projects will be evaluated and prioritized based on:



### Traffic Speed

- Traffic volumes and speeds will be collected and analyzed to determine the need for traffic calming as well as prioritization of projects.
- Streets exhibiting an 85th percentile speed in excess of 8 mph over the posted speed limit are possible candidates for traffic calming.

### Street Characteristics

- Streets with reduced sight distance due to buildings, trees, or other obstructions could benefit from reduced speeds.
- Shared streets used by pedestrians, bicyclists, and motor vehicles due to lack of separate facilities may warrant traffic calming to improve safety.
- Excessively wide streets, such as those with seldom used on-street parking resulting in speeding, should be evaluated for opportunities to incorporate traffic calming.
- As a first step, infrequently used on-street parking should be utilized to cost-effectively narrow the street where feasible.

### Crash History

- Streets with a crash history identifying excess speeds as a contributing factor should be evaluated to improve safety through speed reduction.
- Crash histories involving sight distance may also warrant traffic calming.

# Coeur d'Alene Traffic Calming Policy

## Schools

- Streets near schools are likely candidates for traffic calming, as excess speeds in school zones create an unsafe and unpleasant environment for school children and discourage walking and biking to school.

## Neighborhood Buy-in

- Traffic calming requested by neighborhoods will require written approval from at least 2/3 of residents within two blocks or 500 feet of the proposed site, whichever is less. Buy-in from the neighborhood does not necessitate the implementation of traffic calming, but rather, should serve as a first step in a request to demonstrate community support.

## Emergency Vehicle Access

- Traffic calming devices on emergency vehicle access streets must be approved by the fire code official.
- Speed humps, traffic diverters, and curb radii less than 25 feet may delay emergency response times.

It is important to identify and evaluate specific speeding problems occurring on a street and then find solutions that specifically address those problems. If drivers are not yielding to pedestrians at a high priority crosswalk, then a raised crosswalk or intersection may be appropriate. If turning speeds are too high at an intersection, curb radius reductions may be appropriate. If pedestrians are having difficulty finding sufficient gaps in traffic to cross a street, then median islands should be considered. In addition to reducing excessive speeding, traffic calming tools are used to address specific safety issues. City staff will work with residents to identify the problem that they are experiencing on their street, analyze the appropriateness of the available tools, and develop a traffic calming method to address the problem. In most cases, less expensive and less restrictive traffic calming measures should be implemented as a first action.

# Coeur d'Alene Traffic Calming Policy

## Education and Enforcement

Several methods of education and enforcement are available to change community behavior to reduce travel speeds. Various methods should be used in an attempt to reach the broadest audience. For a long-term change in driver behavior, periodic educational attempts should be made through a variety of outreach methods, such as:

- Neighborhood Meetings
  - Neighborhood meetings to discuss speeding issues will underscore the neighborhood's desire for reduced speeds and coerce neighbors to reduce travel speeds so they aren't recognized as the problem
- Community Message Boards
  - Posting educational messages on community message boards will help bring awareness to those who participate
- Yard Signs
  - Inexpensive yard signs can be placed to educate drivers and bring awareness
  - Too many signs become a sign clutter issue
  - Sign code may limit the allowable size of signs
- Public Service Announcements (PSAs)
  - Educational PSAs directed toward reducing speeds will help the community understand the need
- Radar Trailer
  - Speed feedback sign trailers may be temporarily deployed by the Coeur d'Alene Police Department to educate drivers
- Police Emphasis Patrol
  - Speed enforcement emphasis patrols may be temporarily deployed by the Coeur d'Alene Police Department to educate drivers
- Speed Feedback Signs
  - Speed feedback signs are typically mounted on or near speed limit signs
  - Real-time speeds are relayed to drivers and flash when speeds exceed the limit
  - For use on Collectors and Arterials



# Coeur d'Alene Traffic Calming Policy

## Engineering Approaches

Traffic calming tools can help to reduce speeds and improve safety by making physical changes to streets. Coeur d'Alene's traffic calming program uses tools that best fit our community. City staff will work with residents to develop designs that specifically address the problems that residents are experiencing. The City may employ a variety of traffic calming tools to address the assortment of problems that exist on city streets. These tools include:

### Traffic Calming Tools (Speed Reduction):

#### Vertical Deflection

#### 1. Speed Humps, Speed Cushions, and Speed Tables

- Relatively inexpensive
- Relatively easy for bicyclists to negotiate
- Very effective in slowing traffic speeds
- Increase emergency response time (and increase wear and tear on emergency vehicles)
- Increase noise for nearby residents when motorists accelerate after the hump



#### 2. Raised Crosswalks and Intersections

- Slow the speed of vehicles by operating similarly to speed humps
- Make it safer for pedestrians to cross the street by improving the visibility of the pedestrians and the crosswalks
- Make crossing with wheelchairs and strollers easier
- Increase emergency response time (and increase wear and tear on emergency vehicles)



# Coeur d'Alene Traffic Calming Policy

## Horizontal Deflection

### 1. Neighborhood Traffic Circles and Roundabouts

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### 2. Chokers

- Easily negotiable by emergency vehicles and buses
- Can be landscaped to improve aesthetics
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### 3. Curb Extensions (Bulb-outs)

- Reduce pedestrian crossing distance
- Improve visibility for pedestrians and drivers
- Prevent illegal parking at corners
- Reduce vehicle turning speeds
- Provide opportunities for public art, street furniture, landscaping, snow storage, stormwater and/or pedestrian space
- Decrease turning radius for emergency vehicles and increase potential damage to both Fire Department apparatus and citizen vehicles
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### 4. Median Islands

- Make it safer to cross the street by allowing pedestrians to cross only one direction of traffic at a time
- Slow the speed of vehicles by breaking up straight sections of roadways
- May eliminate left turns
- Provide opportunities for public art, landscaping, snow storage, additional signage and stormwater



## Coeur d'Alene Traffic Calming Policy

### 5. Pavement Striping

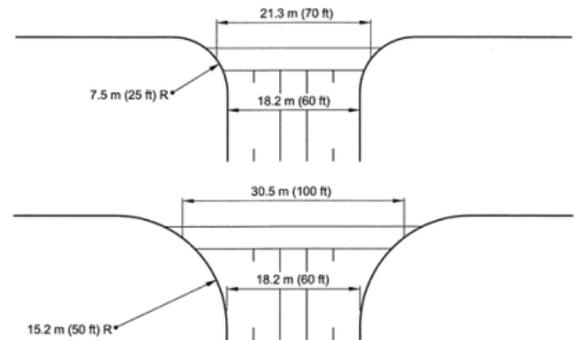
- Visually reduces street width without permanent changes
- Inexpensive, but requires annual restriping
- Can be used to create bike lanes
- Does not slow emergency vehicles
- Not as effective as physical traffic calming measures
- Not as effective in winter months



due to snow cover, though speeding is typically less of an issue on snow covered streets

### 6. Curb Radius Reductions

- Reduce vehicle turning speeds
- Reduce pedestrian crossing distances
- May not accommodate emergency and other large vehicles if reduced too much



# Coeur d'Alene Traffic Calming Policy

## Traffic Diverters (Volume Reduction):

### 1. Full Diverters

- Very effective in reducing cut-through traffic volumes
- Able to maintain pedestrian and bicycle connectivity
- Divert traffic to other streets
- Increase motor vehicle trip length for residents
- May delay emergency vehicle response



### 2. Semi-Diverters/Partial Closures

- Effective in reducing traffic volumes
- Increase motor vehicle trip length for residents
- Able to maintain pedestrian and bicycle connectivity
- Some drivers may illegally bypass the diverter
- Present snow removal and street sweeping challenges
- Divert traffic to other streets
- May delay emergency vehicle response



### 3. Median Islands

- Can improve safety at an intersection
- Can reduce cut-through traffic volumes
- Make it safer to cross the street by allowing pedestrians to cross only one direction of traffic at a time
- Limit left turns for emergency vehicles and residents
- Potentially delay emergency vehicles
- Provide opportunities for public art, landscaping, snow storage, additional signage and stormwater



# Coeur d'Alene Traffic Calming Policy

## Measures of Effectiveness

Traffic calming projects have multiple goals and reducing speed is just one of them. Traffic calming is not implemented simply for the sake of reducing speeds. The goal of the program is to improve the safety and comfort level for all street users. For this reason, it is important to establish the goals of a project and to set corresponding evaluation criteria. The goals of traffic calming include:

- reducing motor vehicle speeds
- improving the livability of streets
- emphasizing the pedestrian nature of streets
- making it easier for pedestrians to cross the street
- reducing crash frequency and severity
- improving the comfort level for pedestrians, bicyclists and drivers



With any traffic calming implementation project, before and after studies should be conducted to measure the effectiveness of the traffic calming device. If the goals of the implementation are not met, another traffic calming tool should be considered.

**Date:** March 11, 2019  
**To:** Public Works Committee  
**From:** Melissa Tosi, Human Resources Director  
**Re:** Personnel Rule Amendments

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**Decision Point:** Should the City Council approve amendments to Rule 8, Employment Lists, and Rule 9, Method of Filling Vacancies, of the City's Personnel Rules?

**History:**

***Amending Rule 8: Employment Lists (Police Department)***

Currently, we create a police officer eligibility list that includes both our ranked entry level and lateral police officer candidates. The testing process is a little different for both classifications, but they are still ranked on the same list. Amending Rule 8 would establish a separate ranked list for entry level and lateral applicants.

Amending Rule 8 also provides a clear definition of the difference between an entry level and lateral police officer applicant.

***Amending Rule 9: Method of Filling Vacancies***

To begin, this rule is being amended to provide clearer language on the City's overall hiring process and methods for internal and/or external recruitments.

Secondly, proposed language is added to provide guidance to departments if they should have a vacancy occur within 6 months of a recent recruitment for the same position. A new recruitment may not be necessary if there were additional qualified applicants on file. This proposed amendment follows current practice.

Lastly, updated language is being proposed for filling vacancies for entry level and lateral police officer candidates. The certification process is being removed for the rank of police officer only, and once the candidate has completed the testing process and is placed on the eligibility list based on their overall ranked score, the department will be able to move forward with the background process and hire based on the overall needs of the department.

These proposed amendments have been discussed with the police department and posted for all employees to review.

**Financial:**

There are no hard costs associated with the Personnel Rule amendments.

**Performance Analysis:**

The purpose of these amendments is to provide a consistent and clear document for the Personnel Rules with up to date, relevant information.

**Decision Point/Recommendation:**

City Council should approve amendments to Rule 8, Employment Lists and Rule 9, Method of Filling Vacancies.

## RULE 8: EMPLOYMENT LISTS

### SECTION 1. Employment Lists

As soon as possible after the completion of an examination, the Human Resources Director shall prepare and keep available an employment list consisting of the names of candidates who qualified in the lowest qualifying score. Applicants whose general average upon examination is less than the qualifying standard established by the Human Resources Director (except in the case of police, 70% shall be the qualifying standard) shall be excluded from the employment list of candidates, and they shall be considered as having failed.

Successful candidates shall be placed upon the employment list in the order of their general average standing. When two or more have received the same average rating, the first filing his or her application, or, if the examination be for promotion, the first appointed in the department shall have priority.

Candidates may be placed on up to two (2) employment lists at the same time.

### SECTION 2. Employment Lists/Police Department

Employment lists shall be established for entry level, lateral police officer and promotional positions in the police department ~~shall be~~ as follows:

- (a) Names and scores on the entry level and lateral police officer ~~or police officer-lateral~~ eligibility lists will not remain in effect for more than one (1) year. An applicant is not eligible to participate in further recruitment testing as long as their name remains on the current eligibility list. Once the name has been removed from the list, the applicant must repeat a testing process to be placed on a new list.
- (b) Entry level police officer applicants are individuals without any prior law enforcement experience or individuals with prior law enforcement experience who do not meet the criteria to be considered a lateral police officer applicant.
- (c) Lateral Ppolice Oofficer —Lateral Applicants: Mare individuals that ust meet all Idaho POST requirements and have successfully completed a P.O.S.T. certified basic academy and are experienced police officers who have worked for other municipal, county, or state agencies completing a probationary period and having a minimum of twenty-four (24) months of full time employment in either a patrol or investigative capacity. The 24 months may include academy and field training time. Corrections, reserve officer, security officer, and federal officer experience do not fulfill our requirement for certified police experience needed as a lateral applicant.
- ~~(a)~~ Police Officer applicants are entry level individuals or individuals with prior law enforcement experience who do not meet the criteria to be considered a Lateral Applicant.
- ~~(b)~~(a) Police Promotional employment lists for Sergeants, Lieutenant, and Captain positions shall be in force for two (2) years. After this time, all persons who have not been appointed will be removed therefrom and can only be returned thereto upon regular examination.
- ~~(e)~~(b) All other police positions employment lists shall remain in effect for one (1) year,

unless expired sooner, and may be extended, prior to their expiration dates, by action of the Human Resources Director for additional periods, but in no event shall an employment list remain in effect for more than two (2) years.

### **SECTION 3. Re-employment Lists**

The names of probationary and regular appointed employees who have been laid off shall be placed on appropriate re-employment lists in the order of total continuous cumulative time served in probationary and regular appointed status. Such names shall remain thereon for a period of one (1) year unless such persons are sooner re-employed.

When a re-employment list is to be used to fill vacancies, the Human Resources Director shall certify from the top of such list the number of names equal to the number of vacancies to be filled, and the appointing power shall appoint such persons to fill the vacancies.

### **SECTION 4. Removal of Names from List**

The name of any person appearing on an employment, re-employment or promotional list shall be removed by the Human Resources Director if the candidate requests in writing that his/her name be removed, if the candidate fails to respond within ten (10) days to a notice of certification ~~mailed to his last known address~~, or for any of the reasons specified in Rule 6, Section 3, of these Rules. All candidates for positions in the police department will additionally be removed from the list if they have been dishonorably discharged from the United States Armed Services. The person affected shall be notified of the removal of his/her name by a notice mailed to the candidate's last known address. The names of persons on promotional employment lists who resign from the City of Coeur d'Alene shall automatically be dropped from such lists. The Human Resources Director, in consultation with the Department Head, may disqualify a list ~~of~~ if three or less applicants remain on the list.

## RULE 9: METHOD OF FILLING VACANCIES

### SECTION 1. Types of Appointments

The City of Coeur d'Alene shall hire qualified individuals who are best suited to contribute to the overall strategic success of the City of Coeur d'Alene. All employees are expected to make positive contributions to the City through their work. The City of Coeur d'Alene's competitive hiring process involves posting vacancies and accepting applications from internal applicants, or internal and external applicants. This process shall be used to fill all positions, unless the position is eligible to be filled using one of the following methods:

(a) Promotions, Transfers or Demotions

(b) Rehiring a former employee

~~All vacancies in the competitive service shall be filled by transfer, demotion, re-employment, reinstatement or from eligibles certified by the Human Resources Director from an appropriate employment list, if available. For purposes of the police department, an eligible certified applicant is one that has successfully tested and has been ranked and placed on a police eligibility list. In the absence of persons eligible for appointment in these ways, provisional appointments may be made in accordance with these rules.~~

### SECTION 2. Notice to Human Resources Director

Whenever a vacancy ~~in the competitive service~~ is to be filled, the department head, or designee, appointing power shall notify the Human Resources Director ~~in the manner prescribed~~. If there is no re-employment list available for the class, the department head, or designee, appointing power shall have the right to decide whether to fill the vacancy by reinstatement, transfer, demotion, appointment from an entry level or promotional eligibility list, or appointment from a new recruitment.

If a vacancy in the same position and department occurs within 180 calendar days of the last day of the most recent posting, it will not be required to be reposted providing there are sufficient qualified applications on file from the recent posting. To fill the position using applicants from a recent posting, the department head, or designee, shall contact the Human Resources Director who will provide the applications on file and proceed through the remaining steps of the hiring process.

### SECTION 3. Certification of Filling Vacancies for Entry Level and Lateral Police Officers Eligibles

If the Police Chief, or designee, appointing power does not consider it in the City's best interest to fill the vacancy by reinstatement, transfer, demotion, or if it is not possible to fill the vacancy by re-employment, ~~certification-selection~~ shall be made from an appropriate entry level or lateral eligibility list, provided eligibles are available.

~~When the appointing power requests a vacancy be filled by appointment from a promotional employment list or from an entry level eligibility list, the Human Resources Director shall certify from the specified list all individuals willing to accept appointment. Whenever there are fewer than three (3) names of individuals willing to accept appointment on a promotional employment list or on an entry level eligibility list, the appointing power may make an appointment from among such eligibles or may request the Human Resources Director to establish a new list. When so requested, the Human Resources Director shall hold a new examination and establish a new eligibility list.~~

Whenever a sworn police officer position in the police department needs to be filled, the Police Chief, or designee, appointing power shall make requisition to fill the vacancy to the Human Resources Director. The police department will hire new officers based on the following practice, and the Human Resources Director shall, as soon as possible, certify to the appointing power as follows:

~~\_\_\_\_\_ (a) Entry level and lateral police officers certification:~~ Once the candidate has successfully passed the steps of the initial testing process, the candidate will be placed on an eligibility list, in order of ranked score, ~~requested, all eligible names on the eligibility list shall be certified~~ and the police department will thereafter conduct a thorough background investigation. The Police Chief, or designee, appointing power shall make a selection from the lists of eligible certified names provided and will consider the applicants based on all testing examinations, ranking on the eligibility list, and the completed background process and the overall needs of the police department. If future candidates are added to an eligibility list due to additional testing (i.e. written exam and/or oral interview), those names are eligible for consideration once they have successfully passed the testing process and are ranked on the list. All persons not appointed shall remain on the eligibility list in the relative position.

#### SECTION 4. Promotional Certification of Police Officers

~~\_\_\_\_\_ (b) Promotional certification:~~ When the Police Chief, or designee, requests a vacancy be filled by appointment from a promotional employment list, the Human Resources Director shall certify ~~Once requested,~~ the names of eight (8) times the number of persons necessary ~~will be certified~~ to fill any promotional position. The Human Resources Director shall always certify the persons having the highest standing on the eligible list for the position to be filled. The names not certified, are not eligible for consideration. All persons not appointed shall remain on the eligibility list in the relative position.

Whenever there are fewer than three (3) names of individuals willing to accept appointment on a promotional employment list, the Police Chief, or designee, may make an appointment from the names available or may request the Human Resources Director to establish a new list. When so requested, the Human Resources Director shall hold a new examination and establish a new eligibility list.

#### **SECTION 54. Appointment**

After interview and investigation, the department head, or designee, appointing power shall make appointments from among those eligible~~certified~~, and shall immediately notify the Human Resources Director of the persons appointed. If the applicant candidate accepts the appointment and presents himself or herself for duty within such period of time as the department head, or designee~~appointing authority~~ shall prescribe, the applicant candidate shall be deemed to be appointed; otherwise, he or she shall be deemed to have declined the appointment.

Vacancies for positions in the police department, if not filled by transfer, shall be filled by requisition ~~and certification~~ as provided in this Rule. Appointment of a person certified from a promotional list who is on leave of absence on account of military service may be made. A person so appointed shall be re-employed in the advance position upon application and qualification. When, upon such appointment, the position remains vacant by reason of the absence of the appointee, requisition shall be made as provided in these rules; and, upon certification if required, the appointing official, as in this section provided, shall appoint one of the persons ~~certified~~eligible to fill the vacant position in an acting capacity, and a person so appointed shall be permanently appointed to the vacancy ~~in the same grade next arising~~. When the name ~~certified is one which has been removed~~someone who was formerly employed by the City but no longer is due to reduction of force, the appointing official shall have no choice. The person so ~~certified~~named must be appointed within ten (10) days and report of same filed with the Human Resources Director.

#### **SECTION 65. Provisional Appointment**

In the absence of there being names of one or more individuals willing to accept appointment on appropriate employment lists, a provisional appointment may be made by the appointing authority of a person meeting the minimum training and experience qualifications for the position. An employment list shall be established within six (6) months for any regular appointed position filled by provisional appointment. The Human Resources Director may extend the period of any provisional appointment for not more than thirty (30) days by any one action.

No special credit shall be allowed in meeting any qualifications or in the giving of any test or the establishment of any open competitive promotional lists, for service rendered under a provisional appointment.

#### **SECTION 76. Temporary Appointments-Police**

- (a) When services to be rendered are of a temporary character for a limited period, or during a leave of absence, which has been approved by the Human Resources Director, of an employee who will return to the service of the City, the appointing official shall inform the Human Resources Director stating the duration of such period, the rate of compensation, the authority for such temporary compensation,

the authority for employing such temporary service, and other conditions of employment, and may select for such employment one (1) of the first three (3) persons on the employment list, who, after due notice of conditions, is willing to accept appointment. In case of acceptance of appointment for temporary service, the eligible so appointed shall retain all rights ~~to certification~~ for regular appointed positions as though no temporary appointment had been given. Provisional and temporary appointment shall not confer upon the appointee any privilege of promotion, transfer, or reinstatement to any other position in service.

- (b) Temporary Appointment Made Regular: Any person who has been appointed temporarily from an employment list, and who at the time of said appointment was on the list of eligibles willing to accept said appointment under the conditions and for a period then stated, may, in case such position is made or becomes a regular appointed position irrespective of the number of higher eligibles willing to accept regular appointment, but only on the approval of the Human Resources Director, and only if it is shown to the satisfaction of the Human Resources Director, that the fact that the position would become regular appointed was not known to the appointing official or department at the time the temporary appointment was made, and provided further, that the employment list from which temporary appointment was made is the most appropriate employment list for such regular appointed position.

# PUBLIC WORKS COMMITTEE STAFF REPORT

**DATE:** March 11, 2019  
**FROM:** Tim Martin, Streets & Engineering Director  
**SUBJECT:** **AUTHORIZATION TO PURCHASE COMPACT TRACK  
LOADER (SKID STEER) AND ACCESSORIES**

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**DECISION POINT:**

Should Council approve the purchase of a new compact track loader and accessories for the Drainage Utility?

**HISTORY:**

The Drainage Utility Capital = Replacement Plan for 2018- 2019 authorizes the purchase of a Compact Track Loader and Accessories for \$165,000.00

**PERFORMANCE ANALYSIS**

This machine, with accessories, will allow the utility to be very efficient in repairing and replacing manholes, lifting underdrains, and cleaning swales. With its multiple uses and attachments, it will be used nearly year-round.

**FINANCIAL ANALYSIS**

In the formal bid process, bids were obtained from four area vendors as follows:

	<u>Total Quote</u>
(1) Coeur d'Alene Tractor	\$109,700.00
(2) FMI Equipment	\$113,111.00
(3) Pape' Machinery	\$113,213.57
(4) Western States Cat	\$130,909.06

The formal bid from Coeur d'Alene Tractor bid of \$109,700.00 meets our requirements for all purposes.

**DECISION POINT:**

Council should approve the purchase of a new Compact Track Loader and Accessories from Coeur d'Alene Tractor for \$109,700.00.

**City Council  
Memorandum**

DATE: March 11, 2019

FROM: MICHELLE CUSHING, CDBG GRANT ADMINISTRATOR

RE: APPROVAL OF 2018 COMMUNITY OPPORTUNITY GRANT  
RECOMMENDATIONS FOR GRANT AWARD TO LAKE CITY CENTER  
THROUGH THE COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)  
PROGRAM.

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**DECISION POINT:**

Should Council authorize a CDBG grant award to Lake City Center to fund site drainage and exterior building improvements in the amount of \$94,201.10?

**HISTORY:** The City receives an annual allocation from the Housing and Urban Development Agency (HUD). With roughly half the annual funding amount, the City manages its own Community Opportunity Grant which is open to the public and accepts applications benefitting low to moderate income Coeur d'Alene residents. The City received two grant applications in the second round of its 2018 Community Opportunity Grant cycle, one from Lake City Center and one from St. Vincent de Paul. Lake City Center requested funds to implement drainage and building improvements in the amount of \$94,201.10. St. Vincent de Paul requested funds to rehabilitate the parking lot at the H.E.L.P. Center in the amount of \$60,000.00. The City's Community Opportunity Grant's Ad Hoc Review Committee rated Lake City Center's application at an average of 92 points and recommend funding the project in its entirety at \$94,201.10. St. Vincent de Paul's application was rated at an average of 52 points and did not receive a funding recommendation in this grant cycle. Rejected Community Opportunity Grant applicants are welcome to apply again in future grant cycles.

**FINANCIAL:** \$96,797.60 was budgeted in the 2018 2<sup>nd</sup> Round CDBG Community Opportunity Grant. The proposed award of \$94,201.10 to Lake City Center would leave \$2,596.50 in the 2018 Community Opportunity Grant fund. Staff suggests holding the remaining funding for inclusion in the 2019 Community Opportunity Grant budget.

**PERFORMANCE ANALYSIS:** Authorizing this grant award will allow Lake City Center to move forward with its project. The activity(ies) carried out under this project will meet the National Objective to serve low-to-moderate income persons by facilitating needed public facility rehabilitation activities of improving a senior center's building exterior and managing flooding related drainage improvements which will improve the safety, accessibility, and longevity for seniors utilizing the senior center. Public Facility Rehabilitation of a Senior Center (03A) is the eligible HUD activity code for all elements of this project's activities.

**DECISION POINT/RECOMMENDATION:**

Council should authorize a CDBG grant award to Lake City Center to fund site drainage and exterior building improvements in the amount of \$94,201.10.

## **AGREEMENT FOR CDBG GRANT FUNDS FOR Lake City Center**

CDBG PROGRAM YEAR: 2018.  
CFDA 14.218, Community Development Block Grants/Entitlement Grant

This Agreement is entered into between the CITY OF COEUR D'ALENE, a municipal corporation, whose mailing address is 710 E Mullan Avenue, Coeur d'Alene, Idaho 83814-3958, hereinafter referred to as the "CITY," and LAKE CITY CENTER, an Idaho non-profit corporation, whose mailing address is 1916 Lakewood Drive, Coeur d'Alene, ID 83814, hereinafter referred to as "Subrecipient."

The key contact for the Subrecipient is Bob Small, Director. The key contact for the CITY is Michelle Cushing, the CITY'S CDBG Grant Administrator.

1. Activities Under This Agreement. The CITY has received from the U.S. Department of Housing and Urban Development ("HUD") a grant from the Community Development Block Grant Program, identified as Grant No. B-18-MC-16-0007 (the "CDBG Grant"). From this CDBG Grant the CITY is awarding \$94,201.10 (Ninety-four thousand two-hundred and one dollars and ten cents) to the Subrecipient for Public Facility Improvements. The project is more fully described in Attachment A "Scope of Work."

All activities funded with CDBG funds must meet one of the CDBG program's National Objectives. The Subrecipient certifies that the activity(ies) carried out under this Agreement will meet the National Objective to serve low-to-moderate income persons by facilitating needed public facility rehabilitation activities of improving a senior center's building exterior and managing flooding related drainage improvements which will improve the safety, accessibility, and longevity for seniors utilizing the senior center.

2. Effective Date and Time of Performance. This Agreement shall take effect on the date of execution of this Agreement and shall end on March 31, 2020. The term of this agreement and the provisions herein shall be extended to cover any additional time period required to perform work for close out.

3. Grant Amount and Matching Obligations. It is expressly agreed and understood that the total amount to be paid by the CITY under this Agreement shall not exceed \$94,201.10 (Ninety-four thousand two-hundred and one dollars and ten cents), referred to herein as the "grant funds." In the event costs exceed these grant funds, the Subrecipient shall be responsible for any and all additional costs. The Subrecipient will provide the management resources, staff, and office supplies needed for the project.

4. Budget. The Budget, as set forth in Attachment B and attached hereto, shall be adhered to unless otherwise amended in writing, signed by both the Subrecipient and the CITY. LAKE CITY CENTER will immediately repay to the City any amount of the grant funds that the City determines has been expended in a manner inconsistent with the CDBG Budget-Use of Funds.

5. Program Income. The Subrecipient shall report monthly all program income (as defined in 24 CFR 570.500(a)) generated by activities carried out with CDBG funds made available under this Agreement. The use of program income by the Subrecipient shall comply with the requirements set forth at 24 CFR 570.504. Program income is considered the same as grant funds and is thereby subject to this Agreement and all the applicable federal regulations. The Subrecipient is allowed to retain and use program income for the same purposes as covered by this Agreement. Program income shall be expended before any additional grant funds are requested unless authorized differently in the Scope of Work.

6. Payments. The CITY will pay to the Subrecipient funds available under this Agreement based upon information submitted by the Subrecipient and consistent with any approved budget and City policy concerning payments. Payments will be made for eligible expenses actually incurred by the Subrecipient, and in no case will it exceed actual cash requirements. Payments will be adjusted for any program income earned under this Agreement.

The Subrecipient shall submit a request for reimbursement of actual eligible expenses, which shall be numbered and dated. The report shall at a minimum include the project name, name of the Subrecipient and address to which payment is to be made, and detailed itemized costs by budget category. All reporting shall be supported by sufficient documentation such as receipts, billings, invoices, timesheets, or other similar documents. Demographic & LMI Income Reporting Requirements must be submitted with each pay request.

The request should be submitted to the City's Grant Administrator at City of Coeur d'Alene, Attn: Michelle Cushing, 710 E. Mullan Avenue, Coeur d'Alene, Idaho 83814.

7. Insurance. The Subrecipient warrants that it has obtained, and will maintain at its expense for the duration of this Agreement, statutory worker's compensation, employer's liability, and comprehensive general liability insurance coverage for its principals and employees. The comprehensive general liability insurance shall have, at a minimum, a coverage limit of five hundred thousand dollars (\$500,000) for bodily or personal injury, death, or property damage or loss as the result of any one (1) occurrence or accident, regardless of the number of persons injured or the number of claimants.

8. Grant Program Requirements. This Agreement and the project are governed by the provisions of Title I of the Housing and Community Development Act of 1974 as amended, Public Law 93-383, and the implementing regulations at 24 CFR Part 570. The Subrecipient shall not take any action or do anything inconsistent with the purposes and intent of the CDBG program. The Subrecipient shall comply with all state, local, and federal laws and regulations that pertain to the program and the CDBG grant program and funds.

9. Environmental. The Subrecipient shall comply with the conditions of the Environmental Review performed for this project, which are: *Categorical exclusion subject to the Federal laws and authorities cited in §58.5 (CEST).*

10. Real Property Acquisition, Relocation, and Disposal. The Subrecipient agrees to comply with: (a) the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended (URA), and implementing regulations at 49 CFR Part 24 and 24 CFR 570.606(b); (b) the requirements of 24 CFR 570.606(c) governing the Residential Anti-displacement and Relocations Assistance Plan under section 104(d) of the HCD Act; and (c) the requirements in 24 CFR 570.606(d) governing optional relocation policies. The Subrecipient shall provide relocation assistance to displaced persons as defined by 24 CFR 570.606(b)(2) who are displaced as a direct result of acquisition, rehabilitation, demolition, or conversion for a CDBG-assisted project. The Subrecipient also agrees to comply with applicable City ordinances, resolutions, and policies concerning the displacement of persons from their residence.

11. Procurement Standards and Methods. The Subrecipient shall use procurement and purchasing standards that are in compliance with state law. Generally, procurement of items or services must follow the Procurement of Personal Property and Services Policy adopted by the CITY. The CITY'S Grant Administrator can provide technical assistance for procurement.

12. Termination of Agreement. The CITY may at any time terminate this Agreement for cause or convenience. If terminated for the convenience of the CITY, the CITY shall pay for any work completed up to the date of the termination. If the CITY terminates this Agreement for cause, the CITY will not make any payments for work completed in violation of this Agreement. If for any reason the Agreement is terminated, the Subrecipient agrees and acknowledges that the CITY shall bear no liability or responsibility of any kind or for any reason to the Subrecipient or the Subrecipient's clients for any of the funds received, to be received, or anticipated to be received pursuant to this Agreement.

13. Financial and Progress Reports. The Subrecipient shall submit financial and progress reports with each drawdown that detail costs incurred by line item as described in the project budget, Attachment B. The Subrecipient agrees to submit performance reports in the form, content, and frequency as required by the CITY, and to provide any and all information, including demographic data, which the CITY may need or request in preparing the CITY's interim performance reports to HUD or otherwise. A detailed written final progress report with documentation of the activities carried out, expenditures, and benefits generated shall be submitted to the CITY'S Grant Administrator at the conclusion of the program, Attachments A,C,D, and E.

The Subrecipient shall report all program income generated by activities carried out with CDBG funds made available under this Agreement. The Subrecipient may use such income during the contract period for activities permitted under this Agreement and shall reduce requests for additional funds by the amount of any such program income balance on hand, as provided by 24 CFR 570.504.

All required reports shall be submitted to the CITY'S Grant Administrator at City of Coeur d'Alene, Attn: Michelle Cushing, 710 E. Mullan Avenue, Coeur d'Alene, Idaho 83814.

14. Record Keeping. The Subrecipient agrees to comply with 24 CFR 84.21-28 and agrees to adhere to the accounting principles and procedures required therein, utilize adequate internal controls, and maintain necessary source documentation for all costs incurred. The Subrecipient shall administer its program in conformance with OMB Circulars A-122, "Cost Principles for Non-Profit Organizations," or A-21, "Cost Principles for Educational Institutions," as applicable. These principles shall be applied for all costs incurred.

Subrecipient shall keep records sufficient to document purchases that are in accordance with procurement policies and track assets. Any real property acquisition activities shall be documented as required by the Acquisition and Relocation requirements of the grant program. Records of compliance with any environmental requirements shall be maintained. Other records required documenting activities undertaken, eligibility, and that a national objective has been met, shall also be maintained.

15. Client Data and Disclosure. The Subrecipient shall maintain client data demonstrating client eligibility for services, which shall include but not be limited to client name, address, and income level or other basis for determining eligibility. This data will be submitted to the Grant Administrator using the provided demographic report form as part of the final progress report.

Client information collected under this Agreement is private and the use or disclosure of such information is prohibited when not directly related to the CITY's or Subrecipients' responsibilities with respect to services under this Agreement unless written consent is first obtained from the client.

16. Amendments to this Grant Agreement. The Subrecipient understands and agrees that no change shall be made to the nature or purpose of the project and this Agreement, and that no changes shall be made in the budget (Attachment B), the Scope of Work (Attachment A), or the design of the project without the prior written consent of the CITY. Either party may initiate an amendment. From time to time the CITY may at its discretion amend this Agreement to reflect changes in the program requirements, regulations, or law.

17. Subcontracts. The Subrecipient shall not enter into any subcontracts with any agency or individual in the performance of this Agreement without written consent of the CITY prior to the execution of such agreement. These subcontracts shall contain all the requirements of this Agreement. In addition, prior to execution of any amendments to subcontracts, written consent by the CITY is required. All contracts and subcontracts must comply with all applicable state and federal laws and regulations.

18. Audit and Monitoring. All Subrecipient records with respect to any matters covered by this Agreement shall be made available to the CITY, grantor agency, and the Comptroller General of the

United States or any of their authorized representatives, at any time during normal business hours, to audit, examine, and make excerpts or transcripts of all relevant data.

The Subrecipient shall provide the CITY with an annual agency audit in accordance with OMB Circular A-133 and the Single Audit Act of 1984. The audit shall be completed by a certified public accountant during the regular annual audit cycle. The Subrecipient shall provide annual audits through the last fiscal year grant funds are expended.

19. Retention. The Subrecipient shall retain all financial records, supporting documents, statistical records, and all other records pertinent to the Agreement for a period of four (4) years. The retention period begins on the date of the submission of the CITY's annual performance and evaluation report to HUD in which the activities assisted under the Agreement are reported on for the final time. If there is litigation, claims, audits, negotiations, or other actions that involve any of the records cited and that have started before the expiration of the four-year retention period, then such records must be retained until completion of the actions and resolution of all issues, or the expiration of the four-year period, whichever occurs later.

20. Recognition. The CITY and the Subrecipient agree that appropriate information shall be given to recipients of the CDBG Entitlement Program that shall give credit to HUD and the CITY for helping underwrite the program with CDBG funding. The Subrecipient shall include a reference to the support provided herein in all publications made possible with CDBG funds under this Agreement.

21. Severability. The provisions of this Agreement are severable. In the event any provision is determined to be void or unenforceable for any reason, such determination shall not affect the enforceability of the remaining provisions.

22. Hold Harmless. The Subrecipient shall hold harmless, defend, and indemnify the CITY and its representatives from any and all claims, actions, suits, charges, and judgments or losses of any 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 Subrecipient that may arise out of or which is in any way related to this Agreement.

23. Independent Contractor. The contracting parties warrant by their signatures that no employer-employee relationship is established between the Subrecipient and the CITY by the terms of this Agreement. It is understood by the parties hereto that the Subrecipient is an independent contractor and shall at all times remain an independent contractor with all respects to the CITY and shall maintain (as needed or required by 24 CFR 84.31) for itself and its employees, insurance, worker's compensation coverage, and unemployment insurance, and shall prepare and be responsible for FICA and tax filings.

24. Closeout. The Subrecipient's obligation to the CITY shall not end until all closeout requirements are completed. Closeout activities shall include, but are not limited to, making final

payments, disposing of program assets, and determining the custodianship of records, completion of required reporting, and determination that the project National Objective has been met.

25. Labor Standards. The Subrecipient agrees to comply with the Davis-Bacon Act as amended, the provisions of Contract Work Hours and Safety Standards Act (40 U.S.C. 327 et seq.), and all other applicable Federal, state and local laws and regulations pertaining to labor standards insofar as those acts apply to the performance of this Agreement.

26. Copyrights. If this Agreement results in any copyrightable materials or inventions, the CITY reserves the right to a royalty-free, non-exclusive, and irrevocable license to reproduce, publish, or otherwise use, and to authorize others to use, the work or materials for governmental purposes.

27. Religious and Lobbying Activities. The Subrecipient certifies that no federal funds have been paid or will be paid to any person for the purpose of influencing any official, employee of any agency, or Member of Congress in the connection with the awarding of any federal contract or agreement. If other funds have been or will be so used, the Subrecipient certifies it has followed the proper procedures and submitted the Disclosure Form to Report Lobbying.

The Subrecipient certifies that no funds provided by this Agreement shall be used for political activities, lobbying, political patronage, or nepotism.

The Subrecipient further agrees that funds provided under this Agreement will not be used for religious activities prohibited by 24 CFR 570.200(j), such as worship, religious instruction, or proselytizing.

28. Section 3. The Subrecipient shall comply with the provisions of Section 3 of the HUD Act of 1968, as amended, and strive to select services or contractors that reside or have their business locations in the City of Coeur d'Alene. This will meet the Section 3 requirements that, to the greatest extent feasible, opportunities for training and employment be given to low and very low income residents of the project area and that contracts for work in connection with this project be awarded to business concerns that provide economic opportunities for low and very low income persons residing in the area in which the project is located.

29. Anti-Discrimination. The Subrecipient shall not discriminate in the provision of its services, hiring practices, or procurement on any of the following bases: Race, Color, National Origin, Family Status, Sex, Handicap Condition, or Religion. The Subrecipient agrees to comply with Idaho Code and with Title VI of the Civil Rights Act of 1964 as amended, Title VIII of the Civil Rights Act of 1968 as amended, Section 104 (b) and Section 109 of Title I of the Housing and Community Development Act of 1974 as amended, Section 504 of the Rehabilitation Act of 1973 and the American with Disabilities Act of 1990, The Age Discrimination Act of 1975, Executive Order 11063, and Executive Order 11246 as amended by Executive Orders 11375, 11478, 12107 and 12086.

**IN WITNESS WHEREOF**, the Mayor and City Clerk of the City of Coeur d'Alene have executed this Agreement on behalf of the CITY, the City Clerk has affixed the seal of the City hereto, and the Subrecipient has caused the same to be signed and its seal to be affixed hereto, and the undersigned have caused this Agreement to be executed this \_\_\_\_ day of \_\_\_\_\_ 2019.

CITY of Coeur d'Alene

Lake City Senior Center

Dated: \_\_\_\_\_

Dated: \_\_\_\_\_

By: \_\_\_\_\_

Steve Widmyer, Mayor  
City of Coeur d'Alene, Idaho

By: \_\_\_\_\_

Bob Small, Director  
Lake City Center

ATTEST:

By: \_\_\_\_\_

Renata McLeod  
Its: City Clerk

Attachment A

**Grant Agreement between CITY of Coeur d'Alene and Lake City Center**

**Scope of Services**

Under the 2018 allocation of the Community Development Block Grant, Lake City Center will be conducting a public facility rehabilitation project which will correct flooding and site drainage issues and improve upon exterior building deficiencies including replacement of dry rot soffit and fascia boards, replacement of steel soffit screening to prevent rodents and birds from entering the structure, installation of steel soffit gutters, and the installation of an extensive roofing heat tape system. With this project, Lake City Center will increase the safety, accessibility, and longevity of the senior center which primarily serves the presumed benefit group of elderly clientele of moderate income.

**Summary of the Project Activities**

Project activities will include appropriate level of environmental review, pre-construction meeting, Davis-Bacon contracted rehabilitation work for all labor performed, and project oversight by the City's CDBG Grant Administrator. Public Facility Rehabilitation of a Senior Center (03A) is the eligible HUD activity code for all elements of this project's activities.

**Benefits**

The project will benefit approximately 750 individuals on a monthly basis; at least 51% are presumed to be low-to-moderate income Coeur d'Alene residents due to the nature of the building's location and Lake City Center's in-demand programs running at high capacity in their support of seniors in need. The National Objective for this project is benefit to low-to-moderate income persons, LMC.

**Schedule**

Upon execution of the Agreement between Lake City Center and the City of Coeur d'Alene, the Project shall commence and shall be complete by March 31, 2020. At the completion of the project, a final report is due on the number and demographics of beneficiaries served.

Attachment B  
**Project Budget**  
**Grant Agreement between CITY of Coeur d’Alene and Lake City Center**

<b>Budget Item</b>	<b>CDBG Funds</b>	<b>Other Funding</b>	<b>Total Project Costs</b>
Public Facility Rehabilitation	\$94,201.10		<b>\$94,201.10</b>
<b>Total</b>	<b>\$94,201.10</b>		<b>\$94,201.10</b>

Lake City Center will submit detailed, itemized invoices to the CITY’S CDBG Grant Administrator for review. The invoices shall be dated; shall state the Project, name and address to which payment shall be made, and any additional information required by the grant-funding agency.

The CITY’S CDBG Grant Administrator will verify the information, process the request, and submit the invoice to the CITY for payment.

\*\*It is anticipated the project costs will exceed these grant funds; Lake City Center shall be responsible for finding any and all additional funds. The CITY shall not be responsible to provide additional funds to pay any costs in excess of \$94,201.10 (Ninety-four thousand two-hundred and one dollars and ten cents).

Attachment C

**Lake City Center Reporting Requirements**

The Subrecipient shall provide:

- 1) A completed report with final drawdown (Attachment D) and a completed beneficiary and demographic report with each drawdown (Attachment E).
- 2) Verification of comprehensive general liability insurance which, at a minimum, shall have a coverage limit of five hundred thousand dollars (\$500,000) for bodily or personal injury, death, or property damage or loss as the result of any one (1) occurrence or accident, regardless of the number of persons injured or the number of claimants. Please attach policy or provide a Declarations sheet verifying insurance.
- 3) Detailed, itemized invoice(s) to the CITY'S CDBG Grant Administrator for review. The invoice(s) shall be dated, shall state the Project, name and address to which payment shall be made, and any additional information required by the grant-funding agency.

Attachment D

**Lake City Center Final Report**

During the CITY'S CDBG funded timeline of Lake City Center's Public Facility Rehabilitation:

- 1) A) Number of total seniors and number of total Coeur d'Alene seniors benefiting in the CDBG supported period:  
  
B) Number of total seniors and number of total Coeur d'Alene seniors benefitting with increased access to the facility post CDBG funded project:  
  
C) Number of total seniors and number of total Coeur d'Alene seniors with new access to facility post CDBG funded project:
- 2) Brief rationale of why >51% of Lake City Center's senior population is considered to be of low-to-moderate income (LMI):
- 3) Brief rationale of why >51% of Lake City Center's senior population is considered to be of Coeur d'Alene residency:
- 4) Lake City Center Official Reporting:
  - A) Duns #: \_\_\_\_\_
  - B) EIN #: \_\_\_\_\_
  - C) Is this a woman owned business (Y/N): \_\_\_\_\_
  - D) Is this a minority owned business (Y/N): \_\_\_\_\_

Attachment E  
**Demographic & LMI Income Reporting Requirements**

Please report for elderly clientele served in CDBG funded project:

<b>Race</b>	<b>#Total</b>
White	
Hispanic/Latino	
Black/African American	
Asian	
Indian American/Alaskan Native	
American Indian/Alaskan Native & White	
Native Hawaiian/ Other Pacific Islander	
Asian & White	
Black/African American & White	
American Indian/Alaskan Native & Black/African American	
Other Multi-racial	
<b>Total Persons</b>	
<b>Income (Based on HUD'S 2018 Income limits)</b>	<b># Total</b>
Very Low	
Low	
Moderate	

**PUBLIC WORKS COMMITTEE  
STAFF REPORT**

**DATE:** March 11, 2019  
**FROM:** Kyle Marine Assistant Superintendent  
**SUBJECT:** **Request to declare the used Locust Well Column pipe be declared surplus.**

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**DECISION POINT:**

Should Council declare the used Locust Well column pipe and used pump assembly “surplus” property and authorize Water Department staff to dispose of the pipe through sale as scrap.

**HISTORY:**

As part of the Water Department’s routine pump maintenance program, the Locust Well pump was pulled for inspection and rehabilitation. We discovered that the entire column pipe was welded together, making it impossible to pull apart, forcing the contractor to cut the pipe in a way that won’t allow reuse of it. Replacement Column pipe components have been ordered as part of the project under the current contract.

**FINANCIAL ANALYSIS:**

The price of scrap fluctuates almost daily. As the majority of the scrap is steel or ductile iron, there will be relatively little value in that portion.

**PERFORMANCE ANALYSIS:**

The declaration of the pipe and pump assembly as surplus and authorization for it to be sold to the current scrap dealer will not affect the City’s customers in any way with regards to financial impact or customer service.

**DECISION POINT/RECOMMENDATION:**

Council should declare the used Locust Well column pipe and used pump assembly as surplus property and allow Water Department staff to dispose of this property through sale as scrap.