



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
October 8, 2018, 4:00 p.m.
AGENDA

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

- Item 1 Approval of Personnel Rule Amendments: Rule II, Definition of Terms; Rule III, Miscellaneous Provisions; Rule IX – Method of Filling Vacancies, Rule XIII – Transfer, Promotion, Demotion, Suspension and Reinstatement; Rule XIX – Expense Reimbursement – Melissa Tosi
- Item 2 V-18-06: Vacation of Right-of-Way, Adjoining Lots 1-3, Block 1, Boothe Addition, City of Coeur d'Alene – Dennis Grant
- Item 3 V-18-08, Vacation of Right-of-Way, Seltice Way, adjoining a portion of Gov't Lots 1 & 2 and the NE ¼ of Sec. 10, T. 50 N., R. 4 W. in the City of Coeur d'Alene – Dennis Grant
- Item 4 Approval of Change Order No. 1 to the Agreement between the City of Coeur d'Alene and Apollo, Inc. for the Construction of the Tertiary Treatment Phase 2 Improvements – Jim Remitz

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.

To: Public Works Committee

From: Melissa Tosi; Human Resources Director

Re: Personnel Rule Amendments

Date: October 8, 2018

Decision Point: Should the City Council approve amendments to Rule II, Definitions of Terms; Rules III, Miscellaneous Provisions; Rule IX, Method of Filling Vacancies; Rule XIII, Transfer, Promotion, Demotion, Suspension and Reinstatement; and the rewrite of Rule XIX, Authorization and Procedures for Expense Reimbursement, of the City's Personnel Rules?

History:

Amending Rule II: Definitions of Terms

Rule II of the City's Personnel Rules provides definitions for various terms that are used throughout the Personnel Rules. The amendment provides an actual definition for "Bereavement Leave" as well as the updated resolution numbers and dates for when the Classification/Compensation plan was updated and approved by Council for LCEA, Exempt, Fire, and Police positions.

Amending Rule III: Miscellaneous Provisions

Rule III provides a current list of protected classes as well as the requirements for applicants seeking employment with the City.

Amending Rule IX: Method of Filling Vacancies

Rule IX is being amended to add clarity for police vacancies and the certification process. Additionally, this amendment establishes that once a promotional testing process is complete and an eligibility list is established for every one vacancy, the top eight ranked names will be certified and eligible for promotion.

Amending Rule XIII: Transfer, Promotion, Demotion, Suspension and Reinstatement

Rule XIII is being amended specific to police officer promotions. The amendments state when the officer is eligible to take the examination and promote for each police rank. Additionally, the fire language is being removed since it is captured in the Civil Service Rules, which are the rules specific to the fire union.

Rewrite of Rule XIX: Authorization and Procedures for Expense Reimbursement

Rule XIX of the City's Personnel Rules provides the authorization, procedures, and parameters for employees to obtain reimbursement for expenses related to travel, training, and tuition at undergraduate public education institutions in Idaho. The procedures and parameters for expense reimbursement were altered for members of the police department in the recently approved Collective Bargaining Agreement

(CBA) with the Coeur d'Alene Police Association. The proposed replacement for Rule XIX captures the changes made in the CBA for all employees of the City.

The primary changes are: (1) creation of a daily per diem allowance to cover expenses for meals, beverages (other than alcoholic beverages), and related gratuities, and all other tips and gratuities incurred in travel; (2) clarification to the rules related to expenses for the use of a personal vehicle during work-related travel; (3) provision for advance payment of the daily per diem allowance; (4) establishment of the method for calculating the daily per diem allowance; (5) clarification of the rules related to the use of an employee's P-card; (6) a new rule for the reimbursement of certain expenses incurred in professional meetings or other official business occurring within the local area; (7) a new rule clarifying the policy with respect to third-party payment of all or part of an employee's travel expenses; and (8) clarification of the policies related to tuition reimbursement.

General Housekeeping Amendments: Miscellaneous amendments were made throughout the rules listed above to provide better clarity and current practice. Additionally, throughout the Personnel Rules, all roman numerals were converted to numbers.

These proposed amendments have been discussed with the executive team, emailed to all three employee groups and posted for all employees to review.

Financial Analysis: There are no hard costs associated with the amendments that are providing clearer definitions and process. The rewrite of Rule XIX, Authorization and Procedures for Expense Reimbursement, is changing our current expense reimbursement policy and providing a daily per diem for meals. Since employees are already entitled to expense reimbursement, it is unknown whether the overall cost to the City will be affected. However, as these costs come out of each Department's training budget, the Departments will be responsible for determining the level of training required and accounting for it in their budget requests.

Performance Analysis: The purpose of these amendments is to provide an accurate and uniform policy for all employees to follow.

Recommendation: Council should approve amendments to Rule II, Definitions of Terms; Rules III, Miscellaneous Provisions; Rule IX, Method of Filling Vacancies; Rule XIII, Transfer, Promotion, Demotion, Suspension and Reinstatement; and the rewrite of Rule XIX, Authorization and Procedures for Expense Reimbursement, effective at the beginning of the fiscal year, October 1, 2018.

Throughout the Personnel Rules: Convert all roman numerals to numbers.

RULE II: DEFINITION OF TERMS

SECTION 4. **“Bereavement Leave”** – ~~See Rule XI, Section 4.~~ Paid leave benefit due to the death of an immediate family member.

SECTION 7. **“Classification Plan”** - The most current plan adopted by the City Council. At the time of this publication the most current plan was adopted by Resolution No. ~~17-067 03-007~~ approved on November 7, 2017 ~~October 29, 2002~~ and Resolution No. 18-052 approved on September 18, 2018.

SECTION 10. **“Compensation Plan”** – The most current plan adopted by the City Council. At the time of this publication the most current plan was adopted by Resolution No. ~~17-067 03-007~~ approved on November 7, 2017 ~~October 29, 2002~~ and Resolution No. 18-052 approved on September 18, 2018.

RULE III: MISCELLANEOUS PROVISIONS

SECTION I. Fair Employment

No appointment to or removal from a position in the competitive service shall be affected or influenced in any manner by any consideration of race, color, religion, gender, age, disability, sexual orientation, gender identity, veteran status, national origin or any other applicable legally protected status, ~~ancestry, religious creed, marital status, sex, political or religious opinion or affiliation,~~ nor shall the City act in violation of applicable provisions of the Americans with Disabilities Act (ADA). The City of Coeur d’Alene by Resolution 76-8 of March 2, 1976 formalized its position relative to Equal Employment Opportunity and such statement is designated as Exhibit “A,” on file in the Human Resources Department.

SECTION 4. Qualifications

(a) An applicant for a position of any kind under the Competitive Service must meet the qualifications and requirements in the official job description.

(b) Every applicant, upon request, must authorize the City to conduct ~~such~~ background and professional reference checks. Additionally, a credit check will be required on applicable positions as may be appropriate for the position to which appointment is sought.

RULE IX: METHOD OF FILLING VACANCIES

SECTION 1. Types of Appointments

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 appointing power shall notify the Human Resources Director in the manner prescribed. If there is no re-employment list available for the class, the 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 employment list, or appointment from a new recruitment open employment list.

SECTION 3. Certification of Police Eligibles

If the 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 shall be made from an appropriate eligibility employment 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 open employment 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 open employment 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 employment eligibility list.

Whenever a sworn police officer position in the police department needs is to be filled, the appointing power shall make requisition to fill a certain number of the vacancies to the Human Resources Director, and the Human Resources Director shall, as soon as possible, certify to the appointing power as follows: all eligible names on the eligibility list.

(a) Entry level police officer certification: Once requested, all eligible names on the eligibility list shall be certified and the police department will thereafter conduct a thorough background investigation. The appointing power shall make a selection from the list of certified names provided and will consider the applicants based on all testing examinations, ranking on the eligibility list and the completed background process, in the order of their ranked scores. All persons not appointed shall remain on the eligibility list in the be restored to their relative position on the employment list.

(b) Promotional certification: 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.

SECTION 4. Appointment

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

Vacancies for positions in the police departments, 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 the appointing official, as in this section provided, shall appoint one of the persons certified 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 due to reduction of force, the appointing official shall have no choice. The person so certified must be appointed within ten (10) days and report of same filed with the Human Resources Director.

SECTION 5. 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 6. 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.

RULE XIII: TRANSFER, PROMOTION, DEMOTION, SUSPENSION AND REINSTATEMENT

SECTION 1. Transfer

No person shall be transferred to a position for which the employee does not possess the minimum qualifications. Upon notice to the Human Resources Director, an employee may be transferred by the appointing power at any time from one position to another position in a comparable class. For transfer purposes, a comparable class is one with the same maximum wage, involves the performance of similar duties and requires substantially the same basic qualifications.

If the transfer involves a change from one department to another, both Department Heads must consent to the transfer thereto unless with approval from the Human Resources Director ~~orders the transfer for purposes of economy or efficiency~~. Transfers shall not be used to create ~~effectuate~~ a promotion, demotion, advancement, or reduction, each of which may be accomplished only as provided in these Rules.

SECTION 2A. Promotion

Insofar as consistent with the best interests of the competitive service, all vacancies in the competitive service may be filled by promotion from within the competitive service, after a promotional examination has been given and a promotional list is established.

If, in the opinion of the Human Resources Director and the Department Head, a vacancy in the position could be filled better by an open-competitive examination instead of promotional examination, then such arrangements for an open-competitive examination and for the preparation and certification of an open-competitive employment list shall be made.

The probation for all promotional appointments shall be six (6) months from the date the promoted employee actually commences fulfilling the duties of their new position. Promotional appointments may be extended for up to two (2) successive six (6) month periods.

SECTION 32B. Promotion of Police Officers and Firefighters

- (a) Method of Promotion: Whenever a vacancy in the classified service exists, it may be filled by promotion from the next lower rank ~~when such next lower rank contains any eligibles desirous of taking examination~~. Promotion shall be accomplished by means of a competitive examination process established by the Chief of Police or his designee, in consultation with the Human Resources Director. Should no eligible candidates apply ~~register~~, or should all candidates fail to pass, an original entrance examination may be held or re-examination for promotion may be established ~~ordered~~. Nothing in this section shall preclude the Human Resources Director and Department Head from filling the Police Captain positions through an open-competitive process consistent with Section 2A above.

- (b) Examination and Promotional Eligibility~~Eligibility, Police Personnel~~: To be eligible to enter an internal promotional examination process in the Police Department, a person must be employed by the City of Coeur d'Alene Police Department and hold a non-probationary position in the next lower rank. ~~If the employee meets these requirements but does not meet the following certification requirements, the employee will be ranked on the promotional list, but will not be eligible for promotion until they meet the following certification requirements.~~
- Police Sergeant: To be eligible to test and promote to Police Sergeant, an officer must have thirty six (36) months of law enforcement experience with at least twenty-four (24) current consecutive months as a City of Coeur d'Alene Police Officer. ~~thirty six (36) To be eligible to promote to Police Sergeant, an employee must have worked at least forty eight (48) current consecutive months as a City of Coeur d'Alene Police Officer.~~
 - Police Lieutenant: To be eligible to test and promote for Police Lieutenant, an employee must have worked at least twelve (12) current consecutive months as a City of Coeur d'Alene Police Sergeant.
 - Police Captain: If the Police Captain position is filled from an internal promotion, an employee must have worked at least twelve (12) current consecutive months as a City of Coeur d'Alene Police Lieutenant.
- (b) ~~In order to be certified for appointment from the promotional list and selected for the promotion, an employee must have successfully completed their probationary period as a City of Coeur d'Alene police officer to be eligible for a sergeant promotion; an employee must have twelve (12) current consecutive months as a City of Coeur d'Alene sergeant to be eligible for a lieutenant promotion. If the Captain position is filled from an internal promotion, an employee must have twelve (12) current consecutive months as a lieutenant to be eligible for a captain promotion.~~
- (c) Eligibility, Fire Personnel: To be eligible to enter a promotional examination in the Fire Department for Fire Engineer, a person must have worked at least twelve (12) current consecutive months for the City of Coeur d'Alene Fire Department and have successfully completed probation. To be eligible to enter an examination for a promotional examination for Fire Captain, a person must have worked at least twenty-four (24) current consecutive months for the City of Coeur d'Alene Fire Department. To be eligible to enter a promotional examination for Fire Battalion Chief, a person must have worked at least thirty-six (36) current consecutive months for the City of Coeur d'Alene Fire Department. To be eligible for promotion to Fire Engineer, a person must have worked at least twenty-four (24) current consecutive months for the City of Coeur d'Alene Fire Department. To be eligible for promotion to Fire Captain, a person must have worked at least thirty-six (36) current consecutive months for the City of Coeur d'Alene Fire Department and have current Fire Department certification as a Fire Engineer. To be eligible for promotion to Battalion Chief, a person must have worked at least forty-eight (48) current consecutive months for the City of Coeur d'Alene Fire Department and have twelve (12) current consecutive months as a Fire Captain with the City of Coeur d'Alene Fire Department. In lieu of twelve (12) current consecutive months as a Fire Captain with the City of Coeur d'Alene Fire Department, a person must have the equivalency of twelve (12) months / (122 full shifts) working in the capacity of a Fire Captain with the City of Coeur d'Alene Fire Department. The Fire Chief may require a medical

~~examination to determine an applicant's physical fitness for the position applied for.~~

SECTION 43. Demotion

The Department Head, with the approval of the Human Resources Director, may demote an employee whose ability to perform the required duties falls below standard, or for disciplinary purposes. Upon request of the employee, and with the consent of the appointing power, demotion may be made to a vacant position. No employee shall be demoted to a position for which the employee does not possess the minimum qualifications. Written notice of the demotion shall be given the employee before or within three (3) days after the effective date of the demotion, and a copy filed with the Human Resources Director.

SECTION 54. Suspension

The Department Head, with the approval of the Human Resources Director, may suspend or relieve of duties, with or without pay, an employee from his/her position at any time for a disciplinary purpose. Suspension without pay shall not exceed thirty (30) calendar days. ~~Department Heads may suspend a subordinate employee for not more than ten (10) working days without approval of the Human Resources Director at any one time, and not more than once in a thirty (30) calendar day period.~~

SECTION 65. Reinstatement

With the approval of the appointing power and the Human Resources Director, a regular appointed or probationary employee who has resigned with a good record may be reinstated within two (2) years of the effective date of resignation to a vacant position in the same or comparable class. The effective date uUpon reinstatement, ~~the employee,~~ for all purposes, shall be the employee's new anniversary date, ~~considered as though the employee had received an original appointment.~~

RULE XIX: AUTHORIZATION AND PROCEDURES FOR EXPENSE REIMBURSEMENT

SECTION 1. Purpose; Definitions

- (a) Purpose and Administration: This Rule provides employees and public officials (claimants), who incur authorized non-travel, travel, meals, registration, and related expenses while on City business and for job-related educational courses, reasonable and timely procedures for reimbursement of such necessary expenditures when submitted with a valid receipt, or, in the case of per diem funds, the calculation for meal and incidental expenses. It is the intent of this policy that the Department Heads shall review and approve the most efficient and economical method of travel.
- (b) Valid Receipt: For the purposes of the Personnel Rules, a “valid receipt” is a receipt that includes the date of purchase, name of the business, and an itemized list of purchases/services received.
- (c) Non-allowable Expenses: These expenses include, but are not limited to, alcoholic beverages, tobacco products, personal entertainment, theft, loss or damage to personal property, expenses of a spouse, family or other persons not authorized for reimbursement under this policy, barber or beauty parlor services, trip insurance, personal postage, reading material, personal toiletry articles, and parking or traffic tickets. Claimants are responsible for becoming knowledgeable about authorized expenditures and the documentation required. Unnecessary or excessive expenditures, and those not directly and reasonably related to the conduct of City business, or a reimbursement request submitted without a valid receipt when required, will not be paid or reimbursed by the City.
- (d) Daily Per Diem Allowance: A daily per diem allowance is the amount given to a claimant to cover expenses for meals, beverages, and related gratuities, and all other tips and gratuities whether related to meals or otherwise.

SECTION 2. Allowable Expenditures

- (a) Meals: The claimant’s cost of food and beverages, with the exception of alcoholic beverages, and related gratuities, in the amounts provided by this Rule.
- (b) Travel: Reimbursement for the reasonable cost of business travel is authorized by this Rule; however, such costs shall be approved in advance by the Department Head. Travel costs such as parking, and ferry or bridge tolls are reimbursable. The City will not pay any fines associated with vehicular travel, such as parking tickets or traffic tickets. If personal travel is combined with business travel, the claimant shall be responsible for paying any increase in costs necessary to accommodate the personal portion of the trip. If changes in travel plans occur as a result of City business requirements, the associated costs shall be paid by the City. Increases in costs of travel due to changes for personal convenience shall be borne by the claimant.

- (c) City Vehicle: Reasonable and necessary out-of-the-City costs of vehicle operation are authorized, such as gas, oil, and, under emergency conditions only, tires and necessary repairs.
- (d) Car Rental: The most economical and practical rental car available should be used. The City's P-card is the preferred payment method. A detailed receipt must be submitted to the department upon return.
- (e) Personal Vehicle: Reasonable and necessary expenses shall be reimbursed at a rate per mile not to exceed the current maximum rate allowed by the Internal Revenue Service for business travel expense deductions (hereinafter referred to as the "I.R.S. RATE"). Reimbursement is based on the distance from the normal worksite or from the claimant's home, whichever is closer. The most direct and/or efficient routes mileage shall be used when computing mileage reimbursement. Valid documentation includes the route and mileage according to MapQuest, Yahoo, or Google Maps, or another reliable source which supports the distance submitted. Any claimant receiving the I.R.S. RATE for use of a personal vehicle must pay for the gas; City gas cards cannot be used under those circumstances. If an employee chooses to travel in a personal vehicle but has access to a City vehicle for travel, they are not eligible to receive mileage reimbursement. If a claimant chooses to travel in a personal vehicle when a common carrier is reasonably available, reimbursement will be limited to the mileage rate or the cost of the common carrier, whichever is less.
- (f) Air Travel: The claimant must provide Airfare receipts which include the flight schedule. Baggage fees charged by commercial airlines are allowable charges with valid receipts. Additional costs, including in-flight services, premium seating, pre-boarding charges, internet access, or entertainment, are not allowed and shall be the responsibility of the claimant.
- (g) Other Travel Expenses: Miscellaneous travel costs which are reasonable and necessary such as bus, taxi, bridge, parking and ferry fares are allowable charges with valid receipts that must be submitted for Department Head approval.
- (h) Overnight Travel for City Business: To be eligible for reimbursement for overnight travel expenses, one of the following must be met.
 - (1) The one-way travel distance must be greater than 50 miles; or
 - (2) Consecutive hours away from the work place must be greater than twelve (12) hours.
- i) Lodging; Hotel/Motel Accommodations: Claimants are encouraged to obtain the government rate, if available, when booking lodging. The claimant must provide the final itemized hotel bill showing the daily room charges, meals, telephone calls, and any other expenses charged to the room.
- (j) Tax Implications: If travel does not require an overnight stay and is less than 50 miles away, the per diem allowance would be taxable unless a valid expense report is submitted.

SECTION 3. Per Diem Allowance Advance

- (a) The per diem allowance may be requested in advance by completing the City of Coeur d'Alene travel expense form which must be approved by the Department Head and submitted to the Finance Department for payment. Advances will be released no sooner than two weeks prior to the date of travel or training.
- (b) The claimant's per diem allowance is calculated as described in this section. If the claimant's trip or training is canceled, any advance shall be repaid to the Finance Department within ten (10) days of the date of cancellation.
- (c) The daily per diem allowance will be calculated based upon the duration and location of travel, timeframes of travel, and meals provided by others, while using established procedures delineated within the Idaho State Travel Policy and Procedures Guidelines (the "Guidelines"). The daily per diem allowance rates will be tied to the Idaho State Board of Examiners pursuant to Appendix B to the Guidelines.
- (d) If the claimant is traveling to/through more than one location in a day, the per diem rate for the area where they stop to sleep shall be used.
- (e) No receipt or other evidence of expenditure is required.
- (f) No item of cost covered by the daily per diem allowance will be reimbursed as a separate item.
- (g) For a partial travel day, the allowance is adjusted based on the first allowable meal in accordance with the percentages set out herein. The City will not pay more than 100% of the allowance for any given travel day. If claimant is entitled to three meals, the full per diem will be provided.
 - (1) Breakfast - 25% allowed when leaving at 7 am or earlier/return at 8:00 am or later.
 - (2) Lunch - 35% allowed when leaving at 11:00 am or earlier/return 2:00 pm or later.
 - (3) Dinner - 55% allowed when leaving at 5:00 pm or earlier/return at 7:00 pm or later.
- (h) If claimant attends a seminar or conference in which one or more meals are included in the registration fee, the daily allowance amount will be adjusted according to the percentages in subparagraph g.
- (i) Other complimentary meals or beverages such breakfast provided via the lodging accommodations will not be considered when determining per diem allowance.
- (j) Local Formal Conferences, Training or Seminars: If claimant is required to attend a seminar or training within the local area then the reimbursement for reasonable and necessary expenses such mileage and parking are an allowable expense. Mileage is reimbursed according to Section 2 (e) of this policy. Per diem is allowable when:
 - (1) a meal is not provided as part of the registration package; and
 - (2) the above time frames and percentages are met.

SECTION 4. Reimbursement

- (a) Expenses paid with personal funds: After the trip, the City of Coeur d'Alene travel expense form must be filled out, with all required valid receipts stapled to it with the exception of items not covered by the per diem allowance, and submitted to the Department Head for approval. After approval, the Department Head shall submit the form to the Finance Department within fifteen (15) working days of the completion of the travel. The per diem allowance shall be calculated according to Section 2 above.
- (b) Meals purchased using the City P-Card: Any use of the City issued P-card must comply with the terms and conditions of the City's Purchasing Card Program Policies and the Purchasing Card User Agreement the employee signed when the card was issued. After the trip, the City of Coeur d'Alene travel expense form must be completed using the per diem allowance according to Section 2 above and submitted to the Department Head for approval. After approval, the Department Head shall submit the form to the Finance Department within fifteen (15) working days of the completion of travel. Any expenditure exceeding the maximum allowable amount for meals and incidentals charged on the City P-card must be refunded to the Finance Department **within fifteen (15) days of the completion of the trip**. Any non-allowable expenses as defined in Section 1(c) above, must be paid back immediately and may result in disciplinary action. If funds are not refunded to the City as required, the failure may be grounds for disciplinary action and/or garnishment from the employee's wages, which may become taxable earnings to the employee. If the amount charged on the P-card is less than the maximum allowable amount for meals and incidentals, no further action is required and the claimant will not be entitled to any difference.
- (c) A check for the amount due will be issued on the next available check run after the approvals are secured and the reimbursement form, with attached necessary valid receipts, is turned in to the Finance Department.

SECTION 5. Official Representation

Official Representation: Reasonable and necessary expenses, such as the actual cost of a meal, mileage, and parking fees, are allowable for employees or Public Officials who attend professional meetings or other official business within the local area. To reimburse the actual meal cost in this instance, a valid receipt must be submitted. The details regarding who was in attendance, the location of the event, and a description of the subject matter of the event must be included with the receipt. There must be at least one person in attendance who is not a city employee. Local meals are not eligible for the per diem allowance. Mileage is reimbursed according to Section 2 (e) of this policy. The City's P-card is the preferred method of payment in these situations.

SECTION 6. Third Party Funded Travel

When a third party will reimburse the cost of any part of a claimant's travel, the name of the third party must be submitted with all travel documents. Any reimbursement must be paid directly to the City. Any third party reimbursement that exceeds allowable costs of this policy will be returned to the third party or retained by the City if the third party does not provide for partial refunds. Under no circumstance shall the claimant retain any excess reimbursement.

SECTION 7. Partial Reimbursement for Tuition Reimbursement

There is hereby adopted a policy for partial reimbursement at the in-state undergraduate tuition rates for public education institutions in Idaho. Unless a different reimbursement rate or percentage is established with an employees' association, the City shall reimburse an employee one hundred percent (100%) with an "A" or "B" grade and eighty percent (80%) with a "C" grade for any courses approved in advance by the Human Resources Director. Approved courses need to be directly related to the employee's present position or expected promotional position, but which courses are not required by the City and are attended upon the employee's personal volition.

Due to budget limitations and available funds, the City may not be able to approve all tuition reimbursements requests. All books, supplies, and travel expenses shall be paid by the employee and the approved courses shall be taken outside of regularly scheduled working hours. Human Resources shall administer this program in accordance with practices and procedures established by the City Council. The total amount paid by the City for tuition reimbursement shall be that amount set in the annual budget and employees will be reimbursed on a first-come, first-serve basis.

If an employee voluntarily separates from the City's employment within two years of receipt of tuition reimbursement, he/she agrees to reimburse the City in full for the total amount of tuition reimbursement paid by the City to the employee.

PUBLIC WORKS COMMITTEE

STAFF REPORT

DATE: October 8, 2018
FROM: Dennis J. Grant, Engineering Project Manager
SUBJECT: **V-18-06, Vacation of a portion of Annie Avenue right-of-way adjoining the northerly boundary of Lot 1, Block 1, Boothe Addition to the City of Coeur d'Alene.**

DECISION POINT

The applicant, Shelley R. Bruna, Trustee for the Ralph Rudolph Rash Irrevocable Trust, is requesting the vacation of a portion of Annie Avenue right-of-way that adjoins the northerly boundary of the property located at 1941 N. 9th Street.

HISTORY

The requested right-of-way was originally dedicated to the City of Coeur d'Alene in the Borah Third Addition plat in 1954.

FINANCIAL ANALYSIS

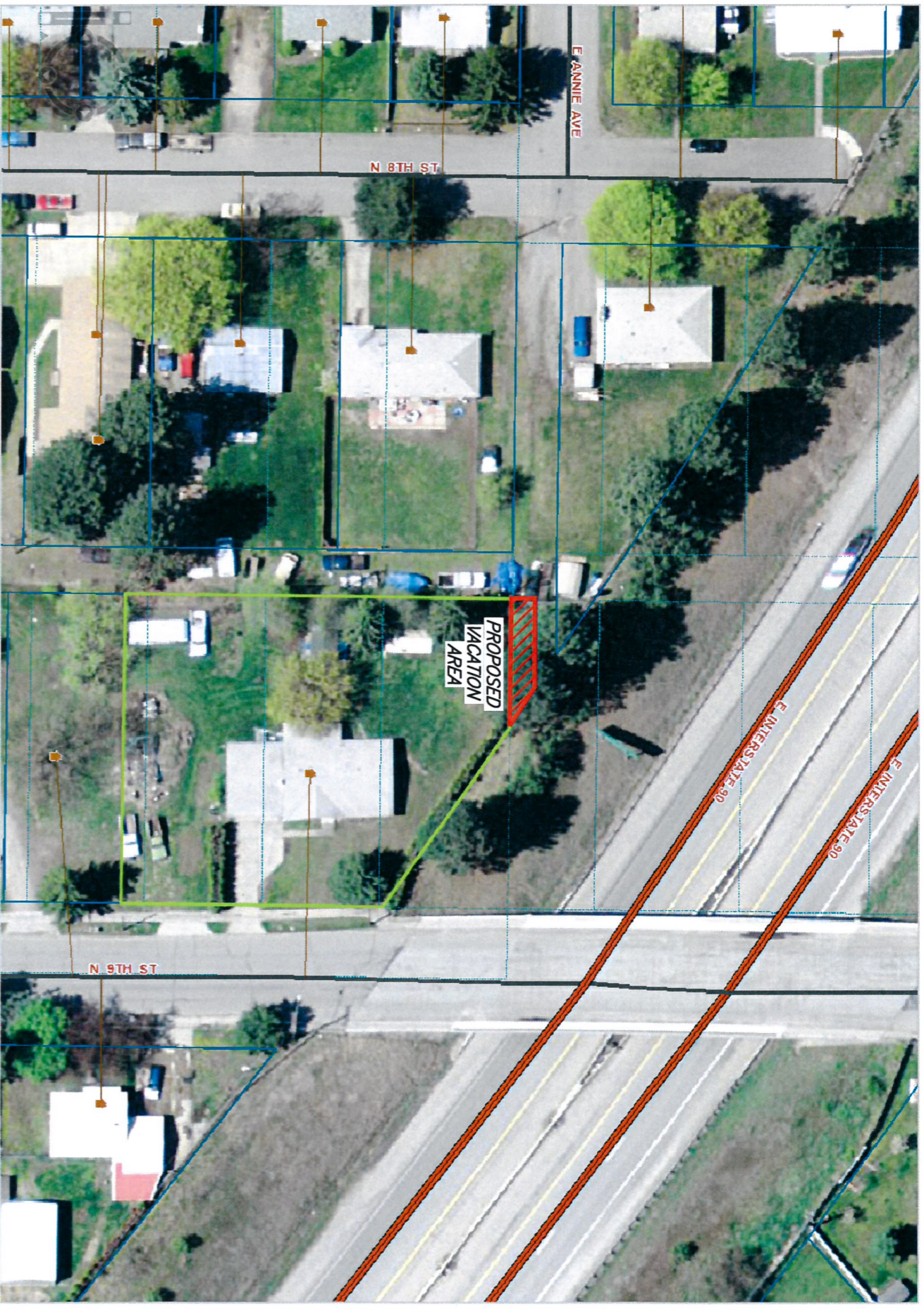
The vacation of the requested right-of-way would not have any financial impact on the City and would add approximately 802 square feet to the County tax roll. Although a minor amount, it would be a benefit to the municipality as tax revenue and to the land owner whose lot adjoins the strip of usable property.

PERFORMANCE ANALYSIS

The purpose of this request is to vacate the unused street right-of-way. Annie Avenue is a dead-end street that was cut off when Interstate 90 was built. It is unimproved and not needed. There is no foreseeable use for this additional right-of-way. Therefore, the vacation of this portion of street right-of-way adjoining this lot would not impact the City and would be a benefit to the property owner. The Development Review Team was informed about this vacation.

RECOMMENDATION

Staff recommends to the Public Works Committee to proceed with the vacation process as outlined in Idaho Code Section 50-1306, and, to recommend to the City Council the setting of a public hearing for the item on November 6, 2018.



PROJECT AERIAL

NOT TO SCALE



VACATION AREA

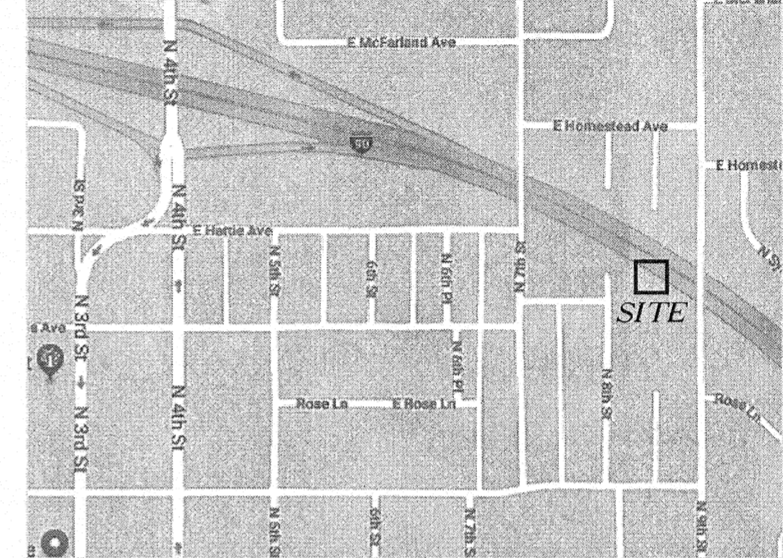
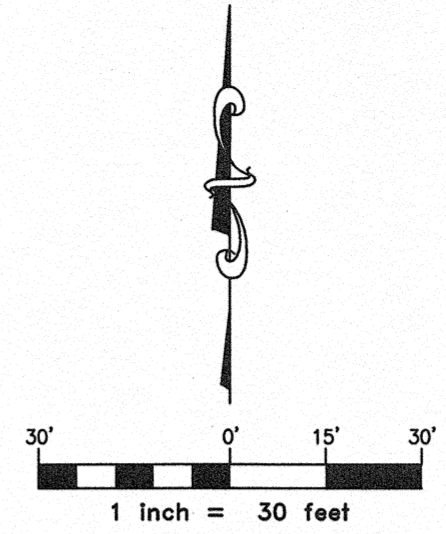
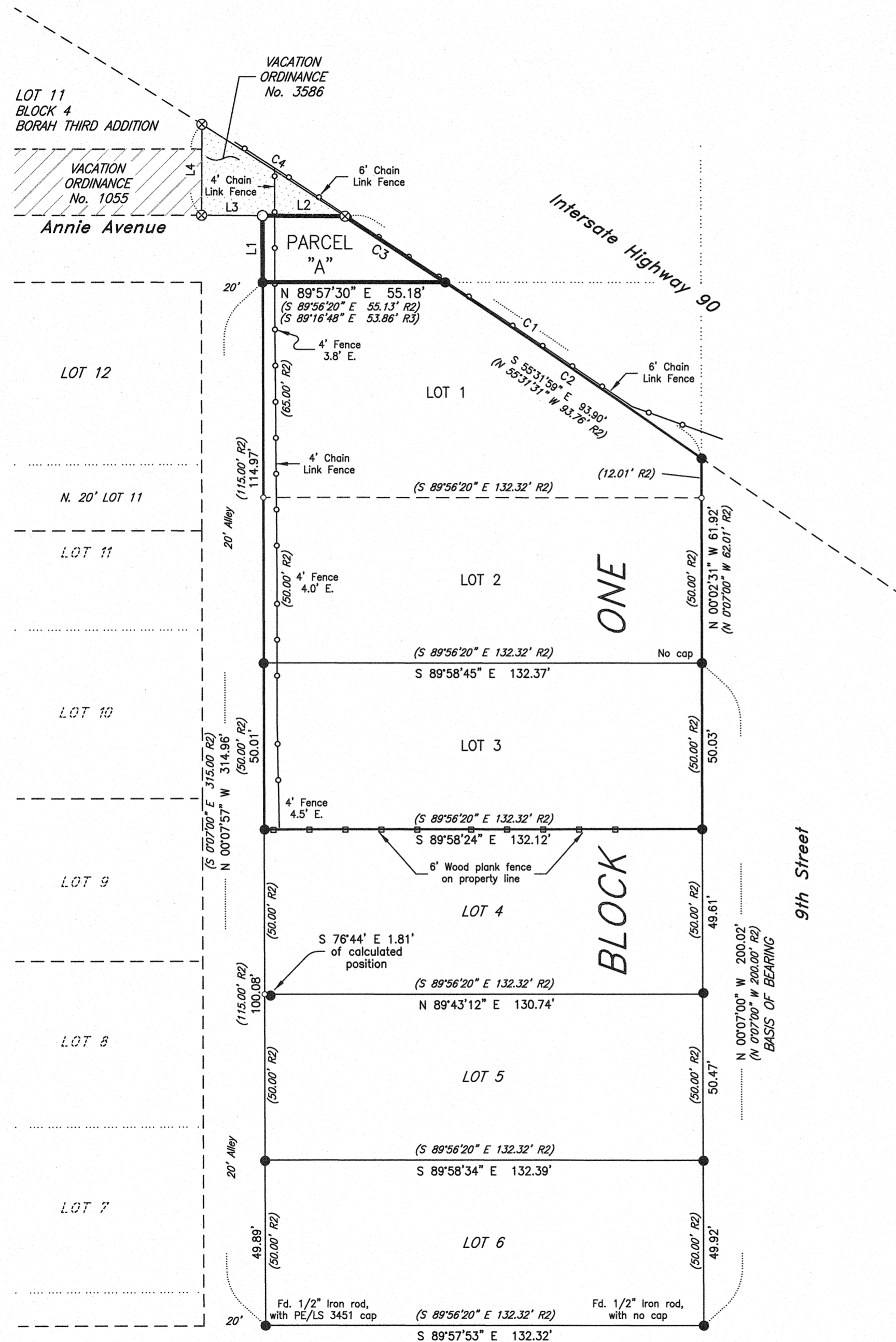
NOT TO SCALE

AERIAL EXHIBIT FOR SAM RASH V-18-06 VACATION OF RIGHT-OF-WAY LOTS 1-3, BLOCK 1, BOOTHE ADDITION AND A PORTION OF VACATED ANNIE STREET CITY OF COEUR D'ALENE, KOOTENAI COUNTY, IDAHO			
MECKEL ENGINEERING & SURVEYING, INC. 7800 N. GOVERNMENT WAY, COEUR D'ALENE, IDAHO, 83815 (200)967-4639 fax: (200)964-3347			
SCALE: NONE	DRAWN BY: OVF	JOB NO.: 17.012B	
DATE: JUNE 22, 2018	CHECKED BY: SMR	DWG: RAS17012W_2	
REVISED:	CREW: DG, JJ & TB	SHEET: 2 OF 2	

RECORD OF SURVEY

LOTS 1-3, BLOCK 1, BOOTHE ADDITION AND A PORTION OF VACATED ANNIE AVENUE,
CITY OF COEUR D'ALENE, KOOTENAI COUNTY, IDAHO

BOOK _____ PAGE _____
 No. _____
 STATE OF IDAHO
 COUNTY OF KOOTENAI
 AT THE REQUEST OF:
MECKEL ENGINEERING & SURVEYING
 At _____ minutes past _____ o'clock _____ M
 Date: _____
 JIM BRANNON, CLERK
 By _____ Deputy
 Fee \$ _____



PARCEL A

VACATED ANNIE AVENUE ADJACENT TO LOT 1, BLOCK 1, BOOTHE ADDITION, CITY OF COEUR D'ALENE (802.3 SQ. FT. - 0.018 ACRE)

BASIS OF BEARING

BASIS OF BEARING ~ "N 00°07'00" W" ALONG THE WEST RIGHT OF WAY LINE OF 9th STREET, BETWEEN THE IRON ROD, 5/8 INCH DIAMETER, WITH A PLASTIC CAP MARKED PLS 4194, MONUMENTING THE SOUTHEAST CORNER OF LOT 6 AND THE 5/8 INCH IRON ROD, WITHOUT A CAP, MONUMENTING THE NORTHEAST CORNER OF LOT 3, BLOCK ONE, BOOTHE ADDITION, ACCORDING TO THE SURVEY BY JON P. MONACO, PLS 4194, RECORDED IN BOOK 21 OF SURVEYS, AT PAGE 169, RECORDS OF THE KOOTENAI COUNTY RECORDERS OFFICE.

LEGEND

- FOUND AN IRON ROD, 5/8 INCH DIAMETER WITH A PLASTIC CAP MARKED PLS 4194, EXCEPT AS NOTED.
- ⊗ FOUND AN IRON ROD, 5/8 INCH DIAMETER WITH A PLASTIC CAP MARKED PLS 6374.
- SET AN IRON ROD, 30 INCHES LONG, 5/8 INCH DIAMETER WITH A PLASTIC CAP MARKED PLS 6374.
- CALCULATED POINT (NOTHING FOUND OR SET)
- OTHERS AS NOTED

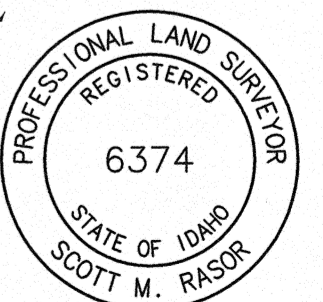
SURVEYS OF RECORD

- 1) O.H.TOOD PLS 23 JAN. 1905 BK. B, PG. 69
BOOTHE ADDITION
- 2) J.MONACO PLS 4194 NOV. 2001 BK. 21, PG. 169
- 3) S.RASOR PLS 6374 AUG. 2017 BK. 29, PG. 480

SURVEYOR'S CERTIFICATE

I, SCOTT M. RASOR, PROFESSIONAL LAND SURVEYOR No. 6374 IN THE STATE OF IDAHO, DO HEREBY CERTIFY THAT THIS SURVEY WAS MADE BY ME OR UNDER MY SUPERVISION FOR SAM RASH.

Scott M. Rasor 9/18/18
 SCOTT M. RASOR ~ PLS 6374 DATE



CURVE DATA					
CURVE	DELTA	RADIUS	ARC	CHORD BEARING	DISTANCE
C1	2°28'26"	3704.72'	159.96'	N 56°02'38" W	159.95'
C2	1°27'08"	3704.72'	93.90'	N 55°31'59" W	93.90'
C3	0°33'42"	3704.72'	36.31'	N 56°32'23" W	36.31'
Rec.3	0°33'42"	3704.72'	36.31'	N 56°03'52" W	36.31'
C4	0°47'49"	3704.72'	51.42'	N 57°13'06" W	51.42'
Rec.3	0°47'49"	3704.72'	51.42'	N 56°44'40" W	51.42'

LINE TABLE		
LINE	BEARING	DISTANCE
L1	N 00°07'57" W	20.26'
L2	S 89°32'58" E	24.93'
Rec.3	S 89°04'20" E	-----
L3	S 89°32'58" E	18.41'
Rec.3	S 89°04'20" E	-----
L4	N 00°13'32" E	27.50'
Rec.3	N 00°40'59" E	27.50'

NOTE:
 THIS RECORD OF SURVEY DOES NOT ATTEMPT TO SHOW ALL EASEMENTS OR RIGHTS-OF-WAY OF RECORD, THE SIZE OR LOCATION OF PRESCRIPTIVE EASEMENTS, FENCE LINES OR PHYSICAL FEATURES OF THE PROPERTY. ITEMS SUCH AS BUILDINGS AND FENCES WHICH ARE SHOWN, ARE FOR INFORMATIONAL PURPOSES ONLY.

SCALE: 1" = 30'	DRAWN: CVF	JOB NO: 17.012 DWG FILE: RAS17012R
DATE: SEPT. 18, 2018	CHECKED: SMR	CREW: DEG, JCJ & TAB

MECKEL ENGINEERING & SURVEYING
 7600 N. GOVERNMENT WAY, COEUR D'ALENE, IDAHO, 83815 (208)667-4638 fax:(208)664-3347

RECORD OF SURVEY
 LOTS 1-3, BLOCK 1, BOOTHE ADDITION AND A PORTION OF VACATED ANNIE AVENUE,
 CITY OF COEUR D'ALENE, KOOTENAI COUNTY, IDAHO

PUBLIC WORKS COMMITTEE

STAFF REPORT

DATE: October 8, 2018
FROM: Dennis J. Grant, Engineering Project Manager
SUBJECT: **V-18-08, Vacation of a portion of Seltice Way right-of-way adjoining the northerly boundary of Government Lots 1 and 2 and the Northeast quarter of Section 10, Township 50 North, Range 4 West, Boise Meridian, in the City of Coeur d'Alene.**

DECISION POINT

The applicant, City of Coeur d' Alene and Ignite CDA, are requesting the vacation of right-of-way along the south side of Seltice Way, East of Atlas Road.

HISTORY

The four (4) lane divided highway known as Seltice Way was originally constructed in 1926 as US Highway 10, with the portion from Coeur d'Alene to the Idaho/Washington boundary being replaced by I-90 in 1971. The right-of-way width adjoin the subject property varies in width from +/- 260'.

FINANCIAL ANALYSIS

The vacation of the requested right-of-way would not have any financial impact on the City and would add approximately 2.302 acres to the County tax roll. It would be a benefit to the municipality as tax revenue and to the land owner whose lots adjoin the strip of usable property.

PERFORMANCE ANALYSIS

The purpose of this request is to vacate the unused portion of right-of-way along the south side of Seltice Way, East of Atlas Road. Seltice Way was recently reconstructed, widened and rebuilt. As part of this construction, a bike path was added along the south side of Seltice Way. The applicants are proposing to vacate a portion of Seltice Way, which is 2 feet south of the current trail as shown on the exhibit. The request would not have any impact on future expansion of the Seltice Way corridor since the current project is almost complete. The Development Review Team was informed about this vacation.

RECOMMENDATION

Staff recommends to the Public Works Committee to proceed with the vacation process as outlined in Idaho Code Section 50-1306 and to recommend to the City Council the setting of a public hearing for the item on November 6, 2018.

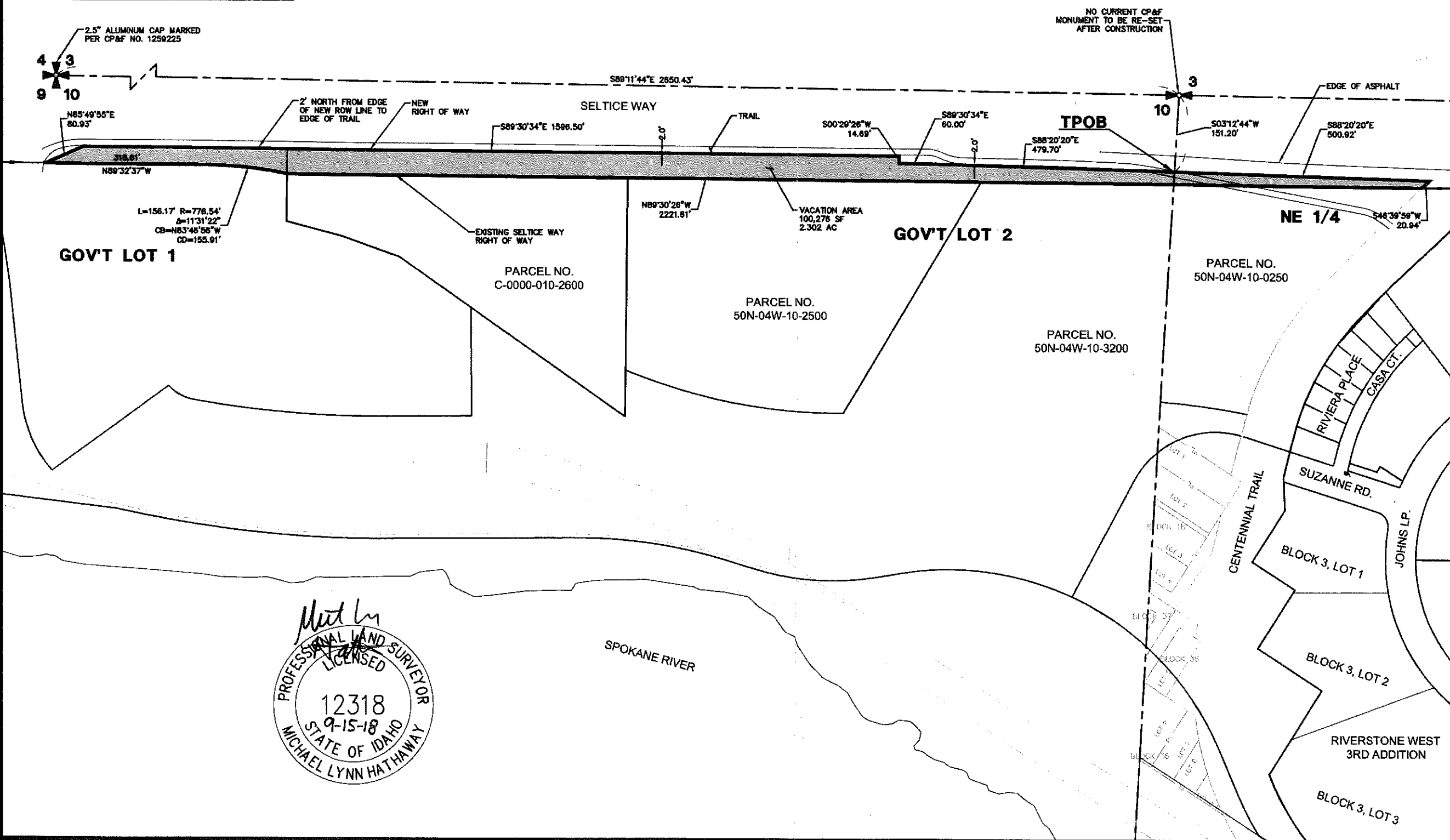
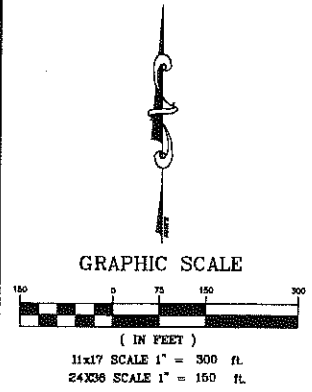
City of Coeur d'Alene, Seltice Way Right of Way Vacation

A Portion of Gov't Lots 1 and 2 and the Northeast 1/4 of Section 10 of Township 50 North,
Range 4 West, Boise Meridian, Kootenai County, Idaho

LEGEND

PROPOSED AREA OF SELTICE WAY TO BE VACATED

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WELCH-COMER
ENGINEERS & SURVEYORS

www.welchcomer.com
350 E. Kathleen Ave.
Coeur d'Alene, ID 83815

208-864-9382
(toll free) 877-815-5672
(fax) 208-864-5946

NO.	DATE	REVISION DESCRIPTION	BY

Met by

 PROFESSIONAL LAND SURVEYOR
 LICENSED
 12318
 9-15-18
 STATE OF IDAHO
 MICHAEL LYNN HATHAWAY

CITY OF COEUR D'ALENE
SELTICE WAY
RIGHT OF WAY VACATION

PROJ NO: 41292
 DESIGNED BY: MLH
 DRAWN BY: GJG
 CHECKED BY:
 DWG: 41292ROW-VACATE.DWG
 DATE: SEPTEMBER, 2018
 SHEET NO:

**PUBLIC WORKS COMMITTEE
STAFF REPORT**

DATE: October 8, 2018
FROM: James Remitz, Capital Program Manager
SUBJECT: Approval of Change Order No. 1 to the Agreement between the City of Coeur d’Alene and Apollo, Inc. for Construction of the Wastewater Tertiary Treatment Phase 2 Improvements

DECISION POINT: Should the City Council approve Change Order No. 1 to the Agreement between the City of Coeur d’Alene and Apollo, Inc., dated February 7, 2017, for Construction of the Wastewater Tertiary Treatment Phase 2 Improvements.

HISTORY: The scope of the improvements for this project includes the construction of a third covered Primary Clarifier, a third Secondary Clarifier, and the additional concrete tankage, piping, pumps, and membranes at the Tertiary Membrane Filtration facility. With the addition of 24 new membrane cassettes, it became apparent that a lifting apparatus was needed for the removal and maintenance of the membrane cassettes. A movable “gantry type” bridge crane was designed for this application. The cost to purchase the bridge crane and construct the required supporting improvements was obtained from the contractor for this project, Apollo, Inc., and the price and additional contract time to do this work is reflected in Change Order No.1.

FINANCIAL ANALYSIS: The original contract price of this project was \$16,169,000. **Change Order No.1 will increase the contract price by \$534,930** resulting in a new contract amount of \$16,703,930. The design and construction of this project is funded by a \$20,000,000 CWSRF loan (9/16/2015) obtained from Idaho Department of Environmental Quality. This loan funding was amended on April 3, 2018 by an additional \$500,000 specifically for the design and construction of the bridge crane. The total loan funding available is therefore \$20,500,000. Funds for this Change Order No. 1 are available in the current (FY 18/19) Wastewater Operating Fund, account # 031-052-4954-7925.

PERFORMANCE ANALYSIS: Apollo, Inc. has demonstrated that they have the experience and expertise to complete the work proposed by this change order.

DECISION POINT/RECOMMENDATION: The council should approve and authorize the Mayor to execute Change Order No. 1 to the Agreement between the City of Coeur d’Alene and Apollo, Inc., dated February 7, 2017, for Construction of the Wastewater Tertiary Treatment Phase 2 Improvements in the amount of \$534,930.

Attachments:

- Change Order No. 1

Date of Issuance: October 04, 2018
 Owner: City of Coeur d'Alene Wastewater Department
 Contractor: Apollo, Inc.
 Engineer: HDR
 Project Name: Coeur d'Alene Tertiary Treatment
 Phase 2

Effective Date: October 17, 2018
 Owner's Contract No.:
 Contractor's Project No.: P162
 Engineer's Project No.: 10053342
 Owner Project Number:

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

Description:

1. **DELETE** Agreement Specification Section 00 52 13 4.02 Contract Times: Dates in its entirety and **REPLACE** with:

- A. The Work will be substantially completed on or before March 1, 2019, and completed and ready for final payment in accordance with Paragraph 15.06 of the General Conditions on or before May 1, 2019.
- B. Parts of the Work shall be substantially completed on or before the following Milestone(s):
1. Milestone 1: July 14, 2018
 - a. Process Area 570 – Chemical Systems Center
 - b. Process Area 591 – Secondary Effluent Pumping Station
 - c. Process Area 610 – Tertiary Membrane Filtration
 - 1) Excludes membrane acceptance testing as defined in City of Coeur d'Alene Wastewater Department – Tertiary Treatment Phase 2 Membrane Pre-purchase contract with Zenon Environmental Corporation d/b/a GE Water & Process Technologies, Specification Section 01 75 03 System Start-up and Acceptance for Membrane Procurement Contracts.
 2. Milestone 2: January 9, 2019
 - a. Process Area 610 – Tertiary Membrane Filtration
 - 1) Specifically includes membrane acceptance testing as defined in City of Coeur d'Alene Wastewater Department – Tertiary Treatment Phase 2 Membrane Pre-purchase contract with Zenon Environmental Corporation d/b/a GE Water & Process Technologies, Specification Section 01 75 03 System Start-up and Acceptance for Membrane Procurement Contracts.

2. CPR 033 – TMF Gantry Crane – This Change Order incorporates a not to exceed cost of \$534,930.17 for the TMF Gantry Crane. Final costs will be determined on a time and materials (T&M) basis. An additional credit Change Order will be issued if final T&M costs are less than the proposed not to exceed costs of CPR 033. In addition, CPR 033 added 51 calendar days to the Contract Substantial and Final Completion dates.

The following is an explanation of how the new Contract Times in Item 1 were developed:


The manufacturer of the Motor Control Center (MCC) equipment for the Tertiary Membrane Facility was not able to supply the equipment as needed by the Contractor in order for the Contractor to maintain their construction schedule. In addition, corrosion was discovered in the interior of several existing pumps in the Tertiary Membrane Facility. Additional contract time by the Contractor was needed to repair the pumps. It was agreed that both of these changes are excusable non-compensable delays that result in a change in Contract Time but not Contract Price. The change in Contract Times for these two items are as follows:

Milestone 1 – July 14, 2018
 Milestone 2 – January 9, 2019
 Substantial Completion – January 9, 2019
 Final Completion – March 10, 2019

CPR 033 – The addition of 51 calendar days for the TMF Gantry Crane work does not affect Milestone 1 and Milestone 2 completion dates. However, it did add 51 calendar days to the Substantial Completion and Final Completion dates established above. This resulted in a new Substantial Completion date of March 1, 2019 and Final Completion date of May 1, 2019.

Attachments: CPR 033

CHANGE IN CONTRACT PRICE	CHANGE IN CONTRACT TIMES <i>[note changes in Milestones if applicable]</i>
Original Contract Price: \$ <u>16,169,000.00</u>	Original Contract Times: Milestone 1: _____ <u>December 31, 2017</u> Milestone 2: _____ <u>June 29, 2018</u> Project Substantial Completion: _____ <u>October 31, 2018</u> Project Final Completion: _____ <u>December 31, 2018</u> Date
[Increase] [Decrease] from previously approved Change Orders No. <u>0</u> to No. <u>0</u> : \$ <u>0.00</u>	[Increase] [Decrease] from previously approved Change Orders No. <u>0</u> to No. <u>0</u> : Milestone 1: _____ <u>December 31, 2017</u> Milestone 2: _____ <u>June 29, 2018</u> Project Substantial Completion: _____ <u>October 31, 2018</u> Project Final Completion: _____ <u>December 31, 2018</u> Date
Contract Price prior to this Change Order: \$ <u>16,169,000.00</u>	Contract Times prior to this Change Order: Milestone 1: _____ <u>December 31, 2017</u> Milestone 2: _____ <u>June 29, 2018</u> Project Substantial Completion: _____ <u>October 31, 2018</u> Project Final Completion: _____ <u>December 31, 2018</u> Date
[Increase] [Decrease] of this Change Order: \$ <u>534,930.17</u>	[Increase] [Decrease] of this Change Order: Milestone 1: _____ <u>July 14, 2018</u> Milestone 2: _____ <u>January 9, 2019</u> Project Substantial Completion: _____ <u>March 01, 2019</u> Project Final Completion: _____ <u>May 01, 2019</u> Date
Contract Price incorporating this Change Order: \$ <u>16,703,930.17</u>	Contract Times with all approved Change Orders: Milestone 1: _____ <u>July 14, 2018</u> Milestone 2: _____ <u>January 9, 2019</u> Project Substantial Completion: _____ <u>March 01, 2019</u> Project Final Completion: _____ <u>May 01, 2019</u> Date

RECOMMENDED:	ACCEPTED:	ACCEPTED:
By: <u></u> By: _____ By: _____ Engineer (if required) Owner (Authorized Signature) Contractor (Authorized Signature)		
Title: <u>Project Manager</u> Title _____ Title _____		
Date: <u>10/04/18</u> Date _____ Date _____		



October 3, 2018

Apollo, Inc.
1133 West Columbia Drive
Kennewick, WA 99336

Attn: Amy Jenne

Re: Coeur d'Alene Tertiary Treatment Phase 2 project
CPR 033 – TMF Gantry Crane
Engineer's Decision

Amy,

We have reviewed your cost proposal for CPR 033 TMF Gantry Crane. We have found your submitted cost proposal to be acceptable as a not to exceed cost. Final costs will be determined on a time and materials (T&M) basis.

A total cost of \$534,930.17 and a total of 51 calendar days will be included in the forthcoming Change Order. Since final costs will be determined on a T&M basis, an additional credit Change Order will be issued if final T&M costs are less than the proposed costs of CPR 033.

Sincerely,
HDR Engineering, Inc.

A handwritten signature in blue ink, appearing to read 'Todd Jensen'.

Todd Jensen, PE, CCM
Construction Manager

cc: Jim Remitz – City of Coeur d'Alene Wastewater Department
Rickey Schultz – HDR
Mike Soucie – HDR
Mary Scalise – HDR

Change Proposal Request No: 033

(Not a Change Order)

Project Name:

CDA Tertiary Ph 2 Improvements

Project Owner:

City of Coeur d'Alene, Idaho

HDR Project No:

10053342

Owner's Project No. (If applicable):**Contractor:**

Apollo, Inc

Regulatory Agency Project No. (If applicable):**Initiated by:** Engineer**Date:** 09/05/2018**Attention:**

The following change in the contract on this project is proposed. Please provide your proposed price for the cost of this change.

- 1) A breakdown of cost SHALL be provided upon request by the Owner or Engineer.
- 2) Work shall not commence until authorized by the Owner.

Description of Proposed Change:

- 1) Provide a material handling gantry crane for the TMF facility, outside basin area.
 - a. The crane shall be a gantry type with a variable speed trolley hoist.
 - b. The system should be designed for a 5 ton capacity and a 20 foot working height.
 - c. The girder shall be supported by two endtrucks.
 - d. The endtrucks shall travel on a rail system supported by an engineered footing system provided by HDR.
 - i. The top of the footing shall be at elevation 2146.50.
 - ii. The system should come with 4 movable stops/bumpers for the endtrucks.
 - e. The bridge shall span from outside of the membrane basin walls on the north to outside of the basin walls on the south, 80.50 feet.
 - f. The total travel distance of the bridge shall be approximately 76 feet from the '0' point next to the building. The '0' point or 'Home' places the bridge approximately 12-inches from the eve of the TMF building.
 - g. The system design should support 1 single hook trolley with a single pendant controller.
 - h. The controller shall hang at elevation 2147.50, 12-inches above top of footing.
 - i. The controls provided should have variable speed up/down and R/L.
 - i. The power reel should mount to the north endtruck of the structure to enable uncoiling during travel and electrical access as discussed with the Owner.
 - j. The unit should have industry safety amenities.
 - i. Any sound devices should be adjustable due to noise ordinances.
 - k. The gantry crane color should match the roof color of the TMF (Tnemec 86BR).
 - l. Include two working LED lights attached to the trolley.
- 2) Contractor shall be responsible for relocating utilities and site repair.
 - a. Re-locate two 3W hydrants, one on either side as field directed.
 - b. Re-locate two light poles and power as field directed.
 - c. Provide a membrane cassette maintenance area on the SW corner of the proposed crane footprint area with a new catch basin located as directed within the cassette maintenance area that shall tie-in to the existing catch basin located about 20 feet to the south of the maintenance area.
 - d. The Cassette Maintenance area shall be replaced with 6-inch thick concrete placed to drain to the new catch basin.
 - e. Replace any disturbed asphalt due to construction, matching existing grades and specifications.
 - f. Refer to all civil and structural notes for construction.
- 3) Contractor shall be responsible for construction of the structural work shown in the attached drawings.
- 4) Gantry supplier shall submit seismic/structural information for review by Owner and HDR for design of footing supports.
- 5) Contractor shall be responsible for the following electrical work:
 - a. Provide one (1) 1 1/2" conduit, to match existing interior Tertiary Membrane Facility (TMF), from MCC-610-02, Bucket 6A, to the exterior North-West corner. Include three (3) #12 AWG and one (1) #12 AWG GND. Utilize existing conduit racking system to reach exterior wall.
 - b. Provide NEMA 4 junction box, installed on the exterior TMF wall to intercept power circuit.
 - c. Provide one (1) 30A main disconnect located adjacent to junction box for service disconnect of crane power panel.
 - d. Provide FLEX-LT conduit and appurtenances from disconnect for installation to crane power distribution panel. Terminate power circuit conductors to crane power distribution panel lugs.
 - e. Provide ground grid connections to TMF ground ring in accordance with NEC 2017 - Article 610. Provide all circuit and conduit appurtenances as required for a complete and fully operational system meeting the requirements of NEC 2017 - Article 610.

- 6) Provide a 'not to exceed' cost for the purchase and installation of the gantry crane.
- 7) Contractor work shall be tracked on a T&M basis.

TODD JENSEN, PE, CCM

By _____

All work shall be in accordance with the terms, stipulations, and conditions of the original Contract Documents. If the work herein provided for is Approved by Change Order, the time of completion will be:

Increased Decreased Unchanged

by _____ calendar days.

This change will: Add Deduct Not Change

HDR Recommendation:

Recommend Acceptance

Do Not Recommend Acceptance

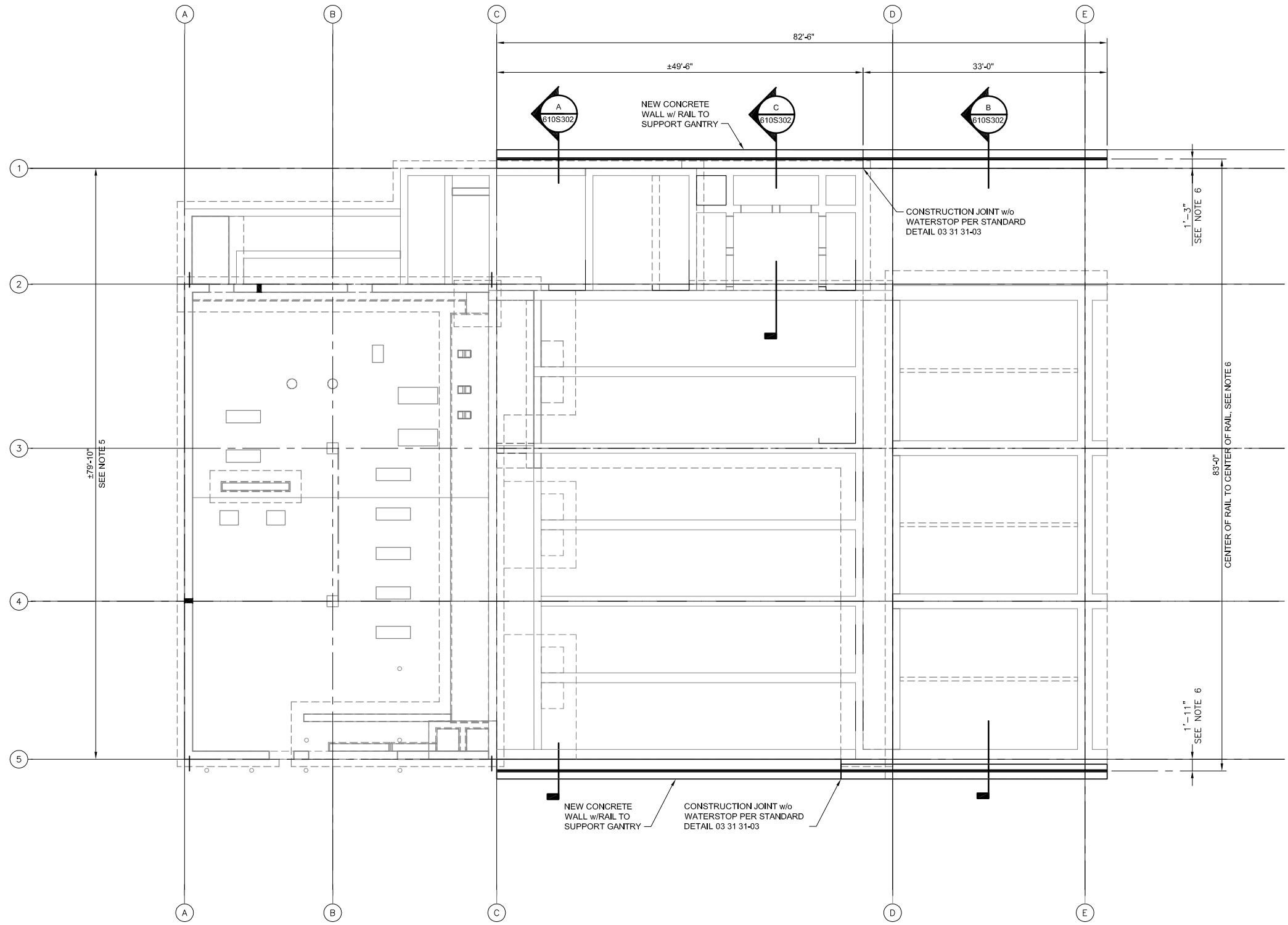
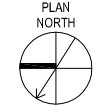
By: HDR Engineering

Date

Owner's Action:

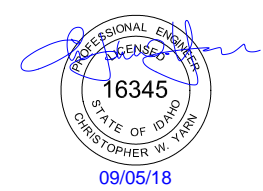
By: Owner

Date



ISSUE	DATE	DESCRIPTION
1	09/05/2018	ISSUED FOR CONSTRUCTION
0	02/01/2017	CONFORMED DOCUMENTS

PROJECT MANAGER	
CIVIL	T. JENSEN
STRUCTURAL	C. YARN
ARCHITECTURAL	J. RICKERT
PROCESS	R. SCHULTZ
MECHANICAL	K. SUTTON
ELECTRICAL	G. WEISZ
INSTRUMENTATION	G. WEISZ
PROJECT NUMBER	10026247

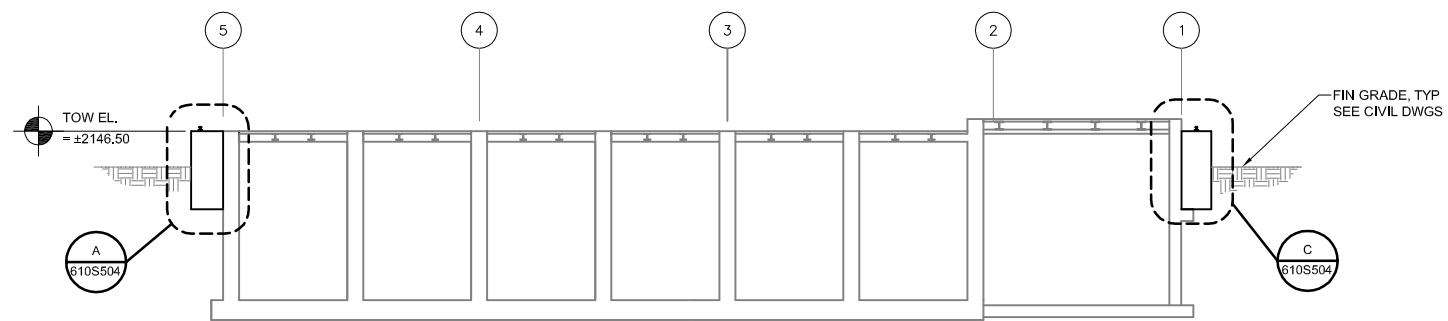


City of Coeur d'Alene
Advanced Wastewater Treatment Facility
Tertiary Treatment Phase 2

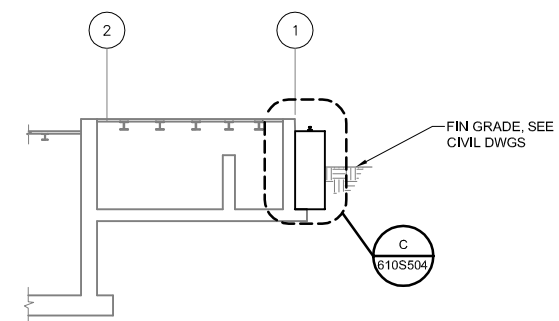
**TMF FACILITY
STRUCTURAL
GANTRY CRANE FOUNDATION
PLAN**

FILENAME | 610S104.dwg
SCALE | 1/8"=1'-0"

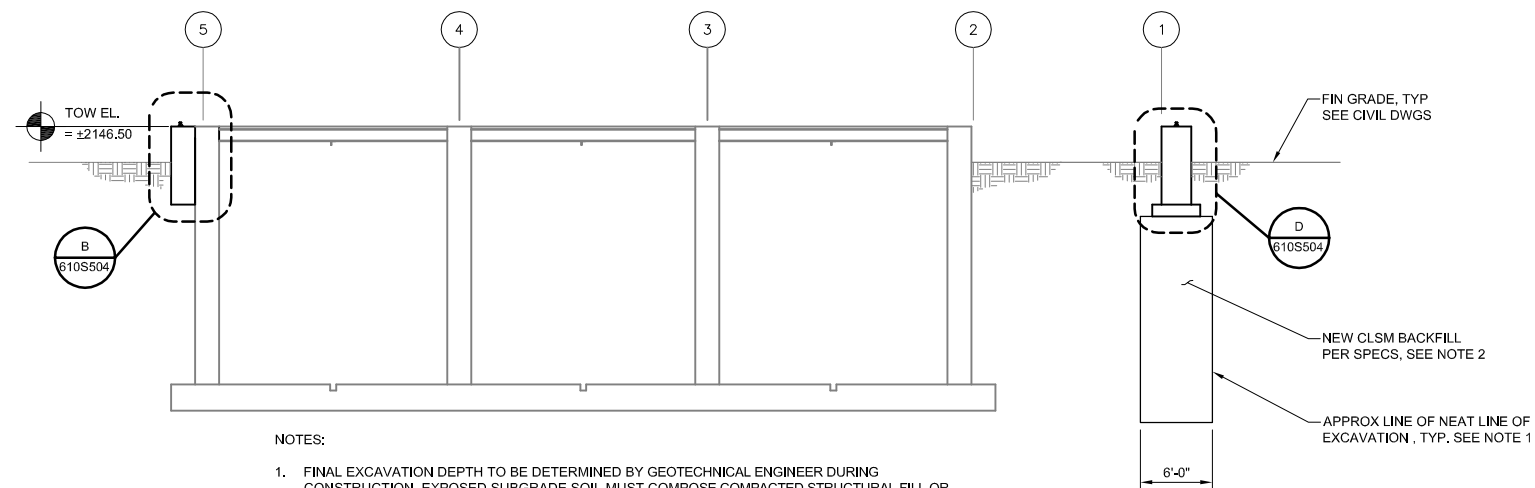
SHEET
610S104



A SECTION
610S104 1/8"=1'-0"



C SECTION
610S103 1/8"=1'-0"



NOTES:

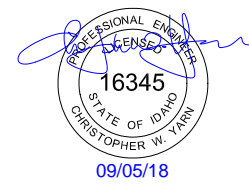
1. FINAL EXCAVATION DEPTH TO BE DETERMINED BY GEOTECHNICAL ENGINEER DURING CONSTRUCTION. EXPOSED SUBGRADE SOIL MUST COMPOSE COMPACTED STRUCTURAL FILL OR UNDISTURBED NATIVE SOIL WITH AN ALLOWABLE BEARING CAPACITY OF 3,500 PSF AS DETERMINED BY GEOTECHNICAL ENGINEER. SUBGRADE APPROVAL BY THE GEOTECHNICAL ENGINEER IS REQUIRED PRIOR TO CLSM PLACEMENT.
2. EXCAVATION LIMITS AND CLSM BACKFILL EXTENTS TO BE DETERMINED BY THE GEOTECHNICAL ENGINEER DURING CONSTRUCTION AND MAY EXTEND BEYOND THE APPROXIMATE LIMITS OF EXCAVATION SHOWN.

B SECTION
610S104 1/8"=1'-0"



ISSUE	DATE	DESCRIPTION
1	09/05/2018	ISSUED FOR CONSTRUCTION
0	02/01/2017	CONFORMED DOCUMENTS

PROJECT MANAGER	
CIVIL	T. JENSEN
STRUCTURAL	C. YARN
ARCHITECTURAL	J. RICKERT
PROCESS	R. SCHULTZ
MECHANICAL	K. SUTTON
ELECTRICAL	G. WEISZ
INSTRUMENTATION	G. WEISZ
PROJECT NUMBER	10026247



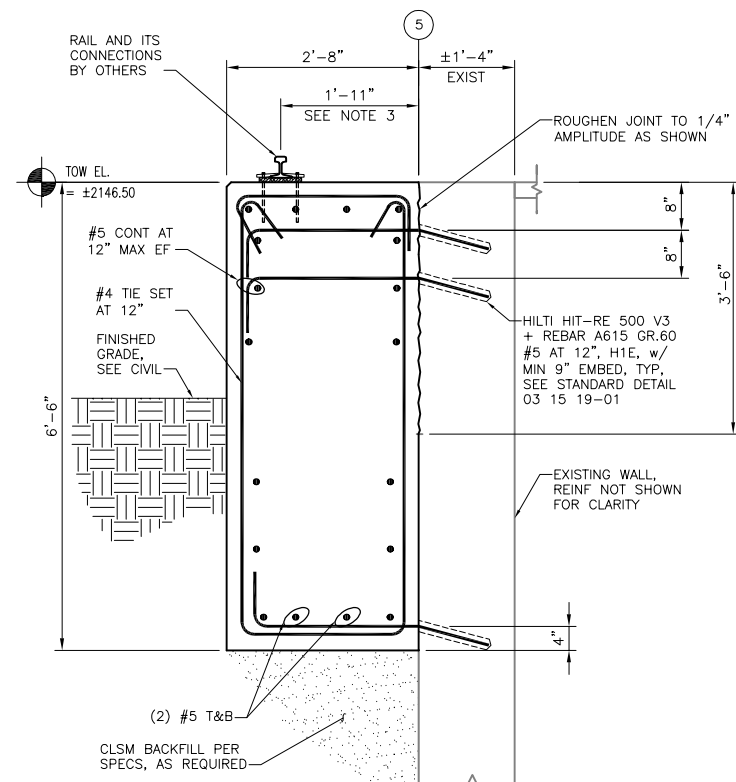
City of Coeur d'Alene
Advanced Wastewater Treatment
Facility
Tertiary Treatment Phase 2



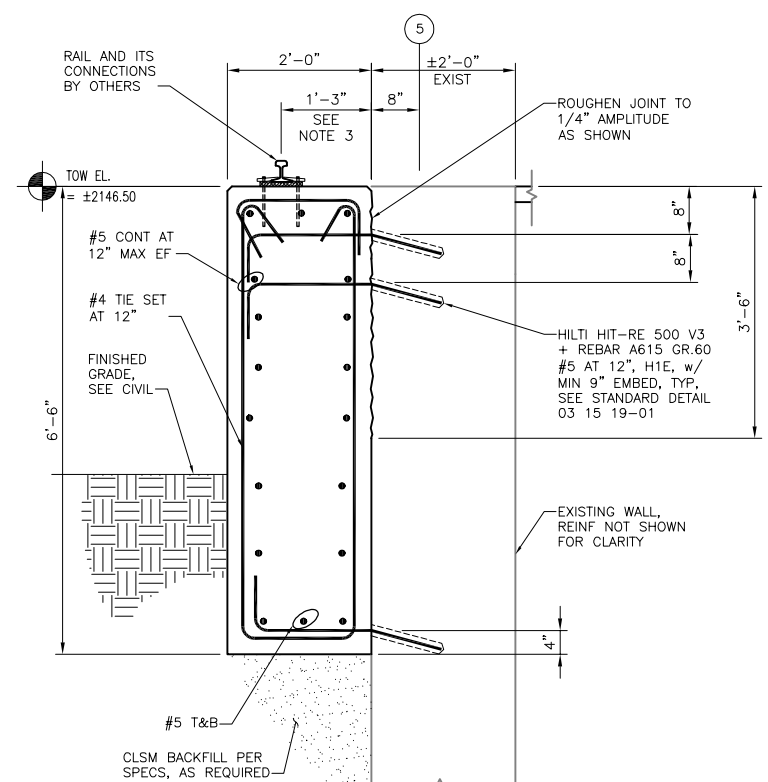
**TMF FACILITY
STRUCTURAL
GANTRY CRANE FOUNDATION
FULL SECTIONS**

FILENAME 610S302.dwg
SCALE 1/8"=1'-0"

SHEET
610S302

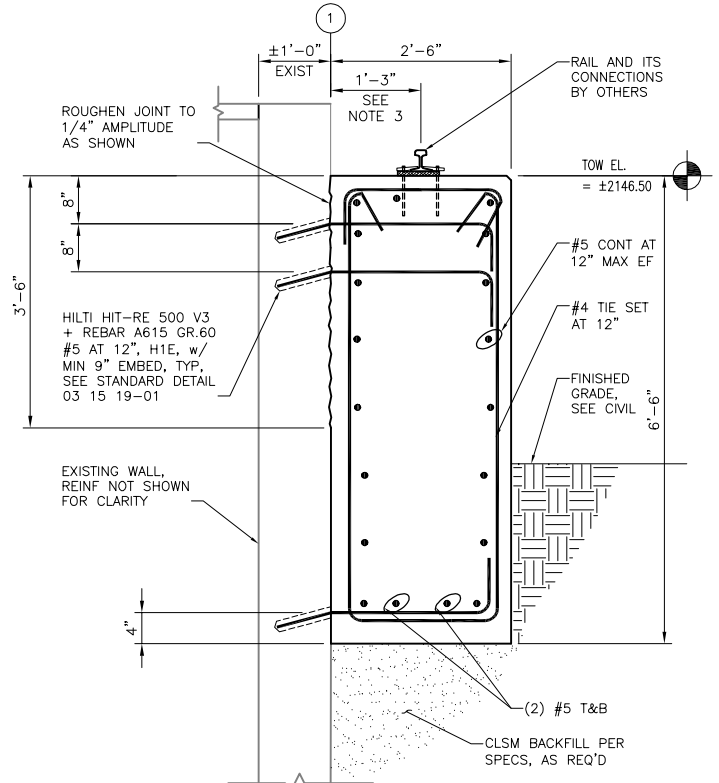


SECTION A
3/4"=1'-0"
610S302

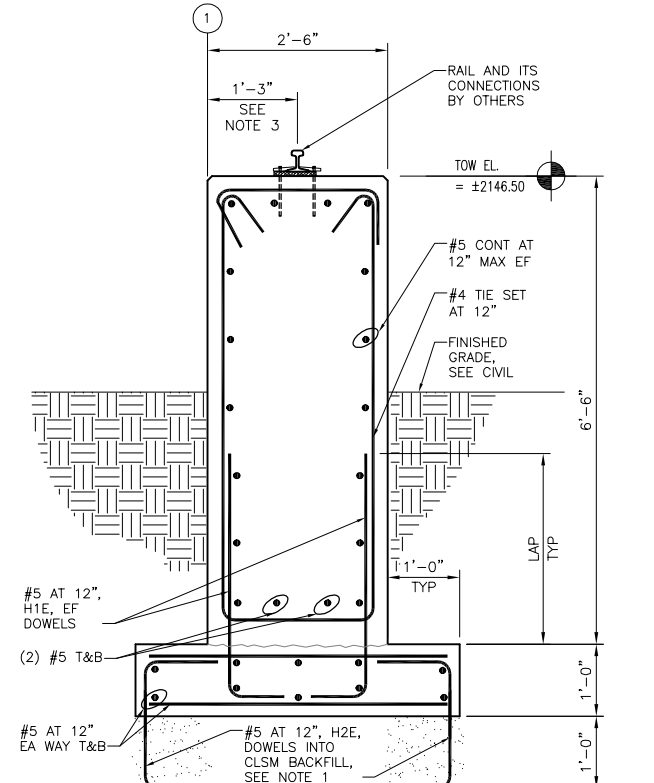


SECTION B
3/4"=1'-0"
610S302

- GENERAL SECTION NOTES:**
- LIMITS OF CLSM BACKFILL NOT SHOWN FOR CLARITY. SEE SHEET 610S302 FOR ADDITIONAL INFORMATION.
 - LOCATE EXISTING WALL REINFORCING PRIOR TO DRILLING NEW ADHESIVE ANCHORS. DO NOT CUT EXISTING WALL REINFORCING.
 - NOTIFY ENGINEER IF DIMENSION VARIES FROM WHAT IS SHOWN IN SECTION.



SECTION C
3/4"=1'-0"
610S302

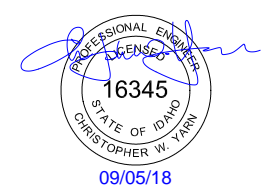


SECTION D
3/4"=1'-0"
610S302



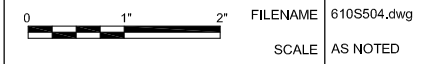
ISSUE	DATE	DESCRIPTION
1	09/05/2018	ISSUED FOR CONSTRUCTION
0	02/01/2017	CONFORMED DOCUMENTS

PROJECT MANAGER	MICHAEL ZELTNER
CIVIL	T. JENSEN
STRUCTURAL	C. YARN
ARCHITECTURAL	J. RICKERT
PROCESS	R. SCHULTZ
MECHANICAL	K. SUTTON
ELECTRICAL	G. WEISZ
INSTRUMENTATION	G. WEISZ
PROJECT NUMBER	10026247



City of Coeur d'Alene
Advanced Wastewater Treatment Facility
Tertiary Treatment Phase 2

**TMF FACILITY
STRUCTURAL
GANTRY CRANE FOUNDATION
ENLARGED SECTIONS**





/// BUILDING PEOPLE WHO BUILD GREAT THINGS

Change Proposal Request Summary
 Project: City of Coeur d'Alene Tertiary Treatment Phase 2
 Apollo Inc.

CPR No: _____ CPR No: 33
 Date: _____ Date: 09/20/18

Description	Labor	Mat	Equip.	Subcont. Total	Supp Total	Total
Gantry Crane	\$ 125,300.46	\$ 297,716.60	\$ 41,503.98	\$ 53,536.35	\$ 10,268.71	\$ 528,326.10
SUBTOTAL COST >						\$528,326.10
Insurance Premium .5% - Changed Work >						\$ 2,641.63
Bond Premium .75% - Changed Work >						\$ 3,962.45
TOTAL LUMP SUM COST >						\$534,930.17

Change Proposal Request
Project: City of Coeur d'Alene Tertiary Treatment Phase 2
Apollo Inc.

CPR No: 33
 Item No: 1
 Date: 9/20/18

Item Description: Gantry Crane

Description	Qty	U of M	Rate	Labor	Unit	Rate	Mat	Unit	Rate	Equip.	Subcont. Total	Total
APOLLO - PROJECT SUPERVISION COSTS												
Project Manager	40.0	HR	\$ 90.00	\$ 3,600.00								\$ 3,600.00
Project Superintendent	320.0	HR	\$ 79.56	\$ 25,459.20								\$ 25,459.20
Yard Piping /Site Earthwork Super	240.0	HR	\$ 68.08	\$ 16,339.20								\$ 16,339.20
APOLLO - CRAFT LABOR COSTS												
Carpenters												
Carpenter	1220.0	HR	\$ 38.37	\$ 46,811.40								\$ 46,811.40
Laborers												
General	370.0	HR	\$ 34.36	\$ 12,713.20								\$ 12,713.20
APOLLO - OPERATED EQUIPMENT												
Excavator - CAT 330CL												
+ Operator		HR	\$ 45.84	\$ -								\$ -
+ Operating Costs	100.0							HRLY	\$ 122.39	\$ 12,239.00		\$ 12,239.00
Forklift - CAT TH83												
+ Operator	88.0	HR	\$ 45.84	\$ 4,033.92								\$ 4,033.92
+ Operating Costs	88.0							HRLY	\$ 39.59	\$ 3,483.92		\$ 3,483.92
Loader - CAT 950H												
+ Operator	0.0	HR	\$ 45.84	\$ -								\$ -
+ Operating Costs	70.0							HRLY	\$ 73.23	\$ 5,126.10		\$ 5,126.10
On-Highway Rear Dumps												
+ Operator		HR	\$ 39.42	\$ -								\$ -
+ Operating Costs	20.0							HRLY	\$ 64.57	\$ 1,291.40		\$ 1,291.40
APOLLO - OTHER EQUIPMENT COSTS												
Manlift	3.0							WK	\$ 2,150.00	\$ 6,450.00		\$ 6,450.00
Crane Rental	3.0							DY	\$ 2,500.00	\$ 7,500.00		\$ 7,500.00
APOLLO - MATERIAL COSTS												
IMH Gantry Crane	1.0				LS	\$ 195,940.00	\$ 195,940.00					\$ 195,940.00
Epoxy Studs	628.0				EA	\$ 13.25	\$ 8,321.00					\$ 8,321.00
Concrete Forming Materials	1.0				LS	\$ 4,600.00	\$ 4,600.00					\$ 4,600.00
Concrete	130.0				CY	\$ 101.90	\$ 13,247.00					\$ 13,247.00
Cold Weather Protection	1.0				EA	\$ 5,000.00	\$ 5,000.00					\$ 5,000.00
CLSM	280.0				CY	\$ 82.70	\$ 23,156.00					\$ 23,156.00
Caulk	1.0				LS	\$ 350.00	\$ 350.00					\$ 350.00
Dump Fees	1.0				LS	\$ 440.00	\$ 440.00					\$ 440.00
Rock	1.0				LS	\$ 4,860.00	\$ 4,860.00					\$ 4,860.00
Relocate Utilities Materials	1.0				LS	\$ 2,970.00	\$ 2,970.00					\$ 2,970.00
Apollo - Subtotal Direct Costs >				\$ 108,956.92		\$ 258,884.00				\$ 36,090.42		\$ 403,931.34
Markup on Self-Performed Labor, Mat's & Equipment >	15.0%			\$ 16,343.54		\$ 38,832.60				\$ 5,413.56		\$ 60,589.70
SUBCONTRACTOR COSTS												
ECI	1.0										\$ 2,250.00	\$ 2,250.00
Sandblast	1.0										\$ 7,000.00	\$ 7,000.00
MSE	1.0										\$ 10,577.00	\$ 10,577.00
Saw Cut	1.0										\$ 1,150.00	\$ 1,150.00
Pump Truck	1.0										\$ 7,200.00	\$ 7,200.00
ACP	1.0										\$ 9,250.00	\$ 9,250.00
Rebar	1.0										\$ 13,560.00	\$ 13,560.00
Subtotal Subcontractors Costs >											\$ 50,987.00	\$ 50,987.00
Markup on Subcontractor Costs >	5.0%										\$ 2,549.35	\$ 2,549.35
SUPPLEMENTAL COSTS												
Special Consultants											\$ -	\$ -
Substance for Project Supervision	2.5				MN	\$ 2,000.00	\$ 5,000.00					\$ 5,000.00
Temporary Facilities at the Site	1.0				MN	\$ 2,000.00	\$ 2,000.00					\$ 2,000.00
Small Tools	1.0				LS	\$ 3,268.71	\$ 3,268.71					\$ 3,268.71
Subtotal Supplementary Costs >						\$ 10,268.71					\$ -	\$ 10,268.71
Markup on Supplementary Costs >	0.0											

Contractor - Total Direct Costs w/Markup >	\$ 528,326.10
Insurance Premium .5% - Changed Work >	\$ 2,641.63
Bond Premium .75% - Changed Work >	\$ 3,962.45
TOTAL LUMP SUM COST >	\$ 534,930.17



TIME and MATERIAL COST

Request No: 35

To: CITY OF CDA - WWTP

Date Of Proposal: 9/17/2018

Job #: 17-010

Regarding: CPR-033

Job Name: CDA TERITARY TREATMENT PHASE 2

Attention: _____

Work To Be Done: PER CPR-033

COST IMPACT TO PROVIDED ADDITIONAL CIRCUITRY FOR GANTRY CRANE,
GROUNDING, AND RELOCATION OF 2 SITE LIGHTS
PRICED TO RE-USE EXISTNG POLE BASES
ALL EXCAVATION AND PATCHING BY OTHERS

LABOR CLASSIFICATION

	<u>RATES</u>			<u>HOURS</u>			<u>EXTENDED</u>
	STRAIGHT	OVERTIME	DBL TIME	STRAIGHT	OVERTIME	DOUBLE TIME	
FOREMAN	\$ 70.99	\$ 95.14	\$ 119.29	10.00			\$ 709.90
JOURNEYMAN	\$ 66.50	\$ 88.47	\$ 110.40	87.57			\$ 5,823.41
APPRENTICE	\$ 41.14	\$ 64.50	\$ 90.55	15.30			\$ 629.44
PROJECT MANAGER	\$ 85.00						\$ -

LABOR SUB TOTAL \$ **7,162.75**

EQUIPMENT

COST + 15%	HOUR	<u>RATES</u>				QUANTITY	<u>EXTENDED</u>
		DAY	WEEK	MONTH			
SCISSOR LIFT		\$ 125.00					\$ 125.00

TOOL SUB TOTAL \$ **143.75**

MATERIAL

COST + 15%	<u>EXTENDED</u>
CONDUIT, FITTING, WIRE	\$ 2,844.03

MATERIAL SUB TOTAL \$ **3,270.63**

SUB-CONTRACTOR

COST + 15%	<u>EXTENDED</u>

SUB-CONTRACTOR SUB TOTAL \$ **-**

Total Proposed Change Order price: \$ 10,577.13

Submitted By: DAVE PERRINS, Project Manager Date: 9/17/2018

Approved By: _____ Date: _____

Title _____

Mountain States Electric

*** * BID TAKE - OFF DETAILS 2 ***

Job: CDA TERTIARY PHASE 2

Job Number: 66

Bid Date: 12/20/2016

Page: 1 of 2

Date: 9/17/2018 2:05:44 PM

Assm No.	Lab Lvl	Description	Qty	Mat Unit	Mat Ext	Lab Unit	Lab MHExt
CPR-033		TERTIARY BLDG	GANTRY CRANE	PERRINS	<No Name>	<No Name>	
***Breakout Multipliers Count=1				Material Cost = 1.0	Labor Hours = 1.0		
00560			16.00				
	4	WIRE LABELS	16.00	1.000	16.00	0.250	4.00
	4	CORE DRILL 2" DIA. X 12" DEEP	2.00			3.500	7.00
Assembly: 00560 Total					16.00		11.00
Unit Material, Labor and Sell					1.00		0.69
00560			12.00				
	4	WIRE LABELS	12.00	1.000	12.00	0.250	3.00
	4	#14-12-10 WIRE TERM LABOR	20.00			0.189	3.79
Assembly: 00560 Total					12.00		6.79
Unit Material, Labor and Sell					1.00		0.57
00561			4.00				
	4	1 1/2" CONDUIT CLAMPS PARALLEL	4.00	25.180	100.72	0.250	1.00
Special Item: 00561 Total					100.72		1.00
Unit Material, Labor and Sell					25.18		0.25
00562			10.00				
	4	1 1/2" CONDUIT CLAMP PERPENDIC	10.00	1.500	15.00	0.250	2.50
Special Item: 00562 Total					15.00		2.50
Unit Material, Labor and Sell					1.50		0.25
00563			5.00				
	4	1 1/2" FRONT/BACK STRAPS	5.00	14.380	71.90	0.250	1.25
Special Item: 00563 Total					71.90		1.25
Unit Material, Labor and Sell					14.38		0.25
00564			1.00				
	4	COPPER COAT ANTI SEAZE	1.00	85.730	85.73		0.00
Special Item: 00564 Total					85.73		0.00
Unit Material, Labor and Sell					85.73		0.00
00565			1.00				
	4	30 AMP SAFETY SWITCH NEMA 4X	1.00	697.720	697.72	1.500	1.50
Special Item: 00565 Total					697.72		1.50
Unit Material, Labor and Sell					697.72		1.50
00566			1.00				
	4	6x6x4 NEMA 4x BOX	1.00	225.230	225.23	1.000	1.00
	4	1-1/2" PLASTIC BUSHING 444	6.00	0.165	0.99	0.101	0.61
	4	1-1/2" BONDING BUSHING 454	3.00	4.184	12.55	0.563	1.69
Assembly: 00566 Total					238.77		3.30
Unit Material, Labor and Sell					238.77		3.30
00567			1.00				
	4	MISC STAINLESS STEEL HARDWARE	1.00	35.000	35.00	1.000	1.00
	4	#12 THHN CU STR 2500'	700.00	0.107	74.62	0.010	6.93
	4	#14-12-10 WIRE TERM LABOR	16.00			0.189	3.03
Assembly: 00567 Total					109.62		10.96
Unit Material, Labor and Sell					109.62		10.96
00568			1.00				
	4	DUCT SEAL	1.00	5.250	5.25	1.000	1.00
Special Item: 00568 Total					5.25		1.00
Unit Material, Labor and Sell					5.25		1.00
00569			1.00				
	4	CONDUIT AND PHENOLIC TAGS	1.00	55.000	55.00		0.00
Special Item: 00569 Total					55.00		0.00
Unit Material, Labor and Sell					55.00		0.00
00570			1.00				
	4	GROUNDING	1.00	100.000	100.00	2.000	2.00
	4	#10 THHN CU STR 2500'	350.00	0.163	57.05	0.010	3.43
	4	#6 BARE CU 7STR WIRE RCL	30.00	0.369	11.06	0.011	0.34
	4	3/4" PVC CONDUIT SCH 40	60.00	0.248	14.90	0.034	2.03
	4	3/4" PVC COUPLING	10.00	0.123	1.23	0.088	0.88
	4	PVC CMNT 1QT BRSH TOP VC9922	1.00	10.777	10.78	0.001	

* * BID TAKE - OFF DETAILS 2 *

Job: CDA TERTIARY PHASE 2

Job Number: 66

Bid Date: 12/20/2016

Page: 2 of 2

Date: 9/17/2018 2:05:44 PM

Assm No.	Lab Lvl	Description	Qty	Mt Unit	Mt Ext	Lab Unit	Lab MHExt
Assembly: 00570 Total					195.02		8.68
Unit Material, Labor and Sell					195.02		8.68
00571			2.00				
	4	GROUND WELLS	2.00	65.000	130.00	0.500	1.00
Special Item: 00571 Total					130.00		1.00
Unit Material, Labor and Sell					65.00		0.50
00572			1.00				
	4	GRND RODS AND CLAMPS	1.00	75.000	75.00	1.000	1.00
	4	3/4" GRC 90 ELBOW	6.00	3.840	23.04	0.277	1.66
Assembly: 00572 Total					98.04		2.66
Unit Material, Labor and Sell					98.04		2.66
04004		1-1/2" GRC	150.00				
	4	1-1/2" GRC RIGID CONDUIT	150.00	5.131	769.60	0.157	23.58
	4	1-1/2" GRC COUPLING THREADED	3.00	3.292	9.87	0.163	0.49
	4	1-1/2" UNISTRUT STRAPS	23.00	0.887	20.41	0.056	1.29
	4	1-1/2" LOCKNUT 405	4.00	0.392	1.57	0.017	0.07
	4	1-1/2" BONDING LOCKNUT 105	4.00	2.804	11.22	0.420	1.68
	4	TYP LB BDY THRD 1-1/2 LB150-M	3.00	24.847	74.54	0.872	2.62
	4	TYP LL BDY THRD 1-1/2 LL150-M	1.00	24.843	24.84	0.872	0.87
	4	1-1/2" CUT/THREAD/REAM GRC	8.00			0.432	3.46
	4	1-1/2" CONDUIT HUB	3.00	6.081	18.24	0.563	1.69
	4	1-1/2" GRC 90-FIELD BEND LABOR	6.00			0.770	4.62
	4	CHAN 1-5/8X1-5/8 P1000HS-10GR	10.00	3.007	30.07	0.042	0.42
	4	CUTTING CHANNEL (BAND SAW)	10.00			0.058	0.58
	4	WELD 1' STRUT	10.00			0.914	9.14
	4	CHNL 1-5/8X1-5/8 P1000/GR/GRN	10.00	2.479	24.79	0.034	0.34
	4	CHAN 1 5/8 X 7/8 P3300-10GR	10.00	2.811	28.11	0.038	0.38
Assembly: 04004 Total					1,013.26		51.23
Unit Material, Labor and Sell					6.76		0.34
Breakout Total					2,844.03		102.87
Bid Take-Off Details Total					\$2,844.03		102.87