



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

GENERAL SERVICES/PUBLIC WORKS COMMITTEE
with
Council Members Evans, English, & Wood
November 12, 2024, 12:00 p.m.
Library Community Room
702 Front Avenue

AGENDA

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

Item 1 Demolition Review Procedures

STAFF REPORT BY: Hilary Patterson, Planning Director

Item 2 Civil Service Rule Amendments

STAFF REPORT BY: Melissa Tosi, Human Resources Director

Item 3 Change Order 04 to the Open Trench Sewer Line Project with DW Excavating, Inc., in the amount of \$13,831.73.

STAFF REPORT BY: Larry Parsons, Wastewater Utility Project Manager

ADJOURNMENT

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

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 Juanita Knight, Senior Legal Assistant, at (208) 769-2348 at least 72 hours in advance of the meeting date and time.

**GENERAL SERVICES/PUBLIC WORKS
STAFF REPORT**

DATE: NOVEMBER 12, 2024
FROM: HILARY PATTERSON, COMMUNITY PLANNING DIRECTOR
SUBJECT: O-4-24 DEMOLITION REVIEW PROCEDURES

DECISION POINT: Should the City Council, at the meeting on November 19, 2024, adopt a new section of the Municipal Code § 2.85.055 in the Historic Preservation Code creating a demolition review process for historic buildings and structures that were built prior to 1960?

HISTORY: The City Council adopted a Historic Preservation Code and formed the Historic Preservation Commission (HPC) in 2019, *see* M.C. Chapter 2.85, received Certified Local Government (CLG) status also in 2019, and adopted a Historic Preservation Plan (the “HPP”) in 2021 following extensive community engagement regarding the preservation of significant historic and cultural assets for the benefit, enjoyment, and general welfare of the citizens of the City. The HPP included priority action items. The HPC is tasked with advising the Mayor and City Council on matters of historic preservation, making recommendations in the planning processes undertaken by the City, and recommending ordinances or other actions for the purposes of historic preservation in the City, *see* M.C. § 2.85.050(A).

At its June 18, 2024, meeting, Council adopted a temporary Moratorium in response to community outcry about the loss and potential loss of historic properties that define the character of Coeur d’Alene. The moratorium applies to demolition and moving permits, and building permits for significant exterior alterations, for buildings (excluding residential) located in the Downtown Core Zoning District and the Downtown Overlay Northside and Downtown Overlay Eastside districts, and buildings listed in the National Register of Historic Places. The moratorium will expire on December 17, 2024.

The HPC applied for and has been awarded \$11,000 in Certified Local Government grant funds to conduct a reconnaissance-level built environment survey of the Downtown Core. The survey work will include forms and supporting documentation of properties within the Downtown area in the City, including determination of possible boundaries for a future nomination as a historic district. The City Council approved a \$5,000 cash match in the Planning Department’s budget for the survey to be conducted. The effort will begin in December 2024, pending City Council approval of a contract with a qualified historic preservation consultant.

The HPC has been actively working to educate community members about the importance of historic preservation and follow the City Council’s direction to help advise on historic preservation matters, make recommendations for the planning process, and recommend ordinances, such as this proposed demolition review procedures code. Representatives from the HPC are also on the Working Group advising staff on possible updates to the Downtown Core and downtown overlay districts.

Recently, the HPC requested that staff work on a demolition review process for historic buildings that were constructed prior to 1960. The Community Planning Director, Building Official and City Attorney worked on a process that is outlined in the draft ordinance for City Council consideration this evening.

PERFORMANCE ANALYSIS: As stated in the draft ordinance, the purpose of the ordinance is to establish a review process whenever the owner of property requests a demolition permit for a building or structure originally constructed prior to 1960. The goals of the Demolition Process are to provide education about historic preservation to owners of such buildings and structures, ensure photographic documentation of Historic Buildings and Structures, preserve items of historical interest, provide input on new design opportunities and community context, and encourage feedback on historic preservation. It would apply to any building or structure originally built prior to 1960.

The draft ordinance outlines what is required to be submitted with the demolition permit application, the process and coordination between the Building Department, Planning Department and the HPC. The draft ordinance also includes exemptions for dangerous buildings that the Building Official or designee deems to be dangerous, and for interior-only demolitions. This ordinance also only applies to structures originally built prior to 1960. Therefore, many of the buildings throughout Coeur d'Alene would not be affected or be required to go through this process.

The goal of the demolition review process is to help evaluate historic properties that could be preserved and restored rather than demolition, to provide resources and recommendations to property owners, and to allow for the opportunity to photograph historic resources prior to demolition and encourage salvage of items that may otherwise be sent to the landfill unnecessarily. Other communities throughout Idaho have a similar demolition review process. The Spokane City Council adopted a new chapter of the Municipal Code on November 5, 2024 requiring the preservation of salvageable materials from historic properties during demolition or deconstruction. The Council renamed the ordinance the 'Mary's Place Preservation Law' after a historic building that was torn down earlier this year. It also added a definition for "relocation". It will go into effect on December 4, 2024.

The HPC and staff recognize the need to have an expeditious process. The demolition review process is designed to get a quick initial determination of applicability and allow projects without potential historic significance to get a demolition permit issued without a public meeting with the HPC. For projects that may involve properties with historic significance, a small subcommittee of HPC members would conduct a drive-by survey and request that the proposed demolition come before the HPC at the next regular meeting of the commission as the first agenda item, and the Planning Department would notify all abutting and adjacent properties to provide the public with an opportunity to provide input. Following the meeting, a representative from the HPC or the Museum of North Idaho (Museum) would work with the property owner to take photos of the property to document the historic resource prior to a demolition permit being issued. Additionally, the HPC or Museum may encourage salvage of significant historic elements of the structure. Once this step is complete, the Building Department will issue the demolition permit. As noted in the ordinance, "Nothing in this Section shall be construed so as to deny a property owner the right to demolish any building on his or her property, subject to the process outlined herein." Additionally, the draft ordinance includes an administrative appeal process.

City Council is being asked to take action this evening so that there is a demolition review process in place once the moratorium expires on December 18, 2024.

FINANCIAL ANALYSIS: City staff and the Commission have found that there is no significant financial impact to the City or owners of buildings that were built prior to 1960. While there would be a slight delay in issuing a demolition permit, the intent of the ordinance is to have a decision at the next regular meeting of the HPC, which takes place on a monthly basis. Any potential delay would be minimal and reasonable given the importance of historic properties to the citizens of Coeur d'Alene. Additionally, as noted above, there are exemptions built into the process for interior remodels and dangerous buildings.

DECISION POINT/RECOMMENDATION: At the Council meeting on November 19, 2024, the City Council should adopt a new section of the Municipal Code, § 2.85.055, outlining a demolition review process for buildings and structures originally constructed prior to 1960 to go into effect upon publication of the ordinance.

Attachments:

1. Draft Ordinance
2. Demolition Permit Application

GS/PW Meeting



November 12, 2024

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O-4-24 DEMOLITION REVIEW ORDINANCE

Applicant: City of Coeur d'Alene

Location: Citywide

Request: Adopt an ordinance establishing a demolition review process for buildings/structures originally constructed prior to 1960

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O-4-24 DEMOLITION REVIEW ORDINANCE

DECISION POINT:

Should the City Council adopt a new section of the Municipal Code § 2.85.055 in the Historic Preservation Code creating a demolition review process for historic buildings and structures that were built prior to 1960?



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O-4-24 DEMOLITION REVIEW ORDINANCE

HISTORY:

2019: Historic Preservation Code adopted, Historic Preservation Commission (HPC) formed, and City received Certified Local Government (CLG) status

2021: Historic Preservation Plan adopted

2024: Temporary Moratorium, CLG grant received for Downtown Survey, Participation on Working Group for Downtown code amendments

The HPC has been actively working to educate community members about the importance of historic preservation and follow the City Council's direction to help advise on historic preservation matters, make recommendations for the planning process, and recommend ordinances.

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O-4-24 DEMOLITION REVIEW ORDINANCE

The HPC requested that staff create an ordinance outlining the demolition review process and work with Building Department on the demolition permit application requirements.

The Community Planning Director, Building Official and City Attorney worked together on a clear and expedited review process and draft the ordinance for HPC review and City Council consideration.

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O-4-24 DEMOLITION REVIEW ORDINANCE

PERFORMANCE ANALYSIS

The purpose of the ordinance is to establish a review process whenever the owner of property requests a demolition permit for a building or structure originally constructed prior to 1960. The goals of the Demolition Process are to provide education about historic preservation to owners of such buildings and structures, ensure photographic documentation of Historic Buildings and Structures, preserve items of historical interest, provide input on new design opportunities and community context, and encourage feedback on historic preservation.

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O-4-24 DEMOLITION REVIEW ORDINANCE

PROCESS:

- Demolition Permit Application submitted with required information and two exterior photos
- Building Department verifies building age and notifies Planning Department
- Planning Department checks historic designation and notifies HPC subcommittee for windshield survey
- If required, HPC public meeting with neighbor notification
- If needed, site visit for photo documentation by HPC or Museum representative
- Building Department is notified to issue permit

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CITY OF COEUR D'ALENE Demolition Permit Application

Address: _____ Approximate Square Footage: _____

Legal Description: Lot ____ Block ____ Subdivision _____ OR Serial Number _____

Check all that Apply: Commercial Residential Outbuilding Interior only Partial Demo Complete Demo
 Has a basement No Basement

DESCRIPTION OF WHAT IS BEING DEMOLISHED: _____

Year structure was originally constructed (applicant to provide from County Assessor's data) _____

Is the structure listed in the National Register of Historic Places and/or located in a Historic District? Yes No Unsure

Photos of the structure are required if the demolition is of a structure with an original date of construction that was prior to 1960. (Provide a minimum of two exterior photos, one of the front street view and one of the rear) Have photos been submitted? Yes No

A site plan is required for a complete demolition and/or if there is a basement. Has a site plan been submitted? Yes No

If it is a partial or interior demolition, you must provide a floor plan reflecting where the demolition is taking place and what is being removed. Has a floor plan been submitted? Yes No

For structures that were originally constructed prior to 1960, image(s) showing the proposed structure(s)/additions must be provided. (Provide a front building elevation and/or photo example of what is proposed to replace the existing structure) Have image(s) been submitted with this application? Yes No

Owner: _____ Contact Person: _____ Phone: _____

Address: _____ City _____ State _____ Zip _____

Contractor: _____ Contact Person: _____ Phone: _____

Address: _____ City _____ State _____ Zip _____

Contractor Registration No.: _____ Expiration: _____

Revised 10/23/2024

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CITY OF COEUR D'ALENE Demolition Permit

By signing this application, I acknowledge the following:

- I understand the requirements for capping any abandoned sewer, water, or gas lines on the property and will arrange for inspections by the City Departments involved.
I understand that I must also contact the Building Department for a final inspection after the site is cleaned and graded.
I understand that I may need to contact the Environmental Protection Agency (EPA) regarding any possible asbestos containing materials on site.
I understand the demolition is subject to the Inadvertent Discovery Plan requirements. Further, I acknowledge I will have a copy of the plan on the job site with project-specific details, and that the demolition will be in compliance with all requirements.
I understand there are new historic preservation measures in place that may require the permit to be reviewed by the Historic Preservation Commission if the original date of construction is prior to 1960, which may delay my permit being issued. If review is required, I will be required to work with the Planning Department to provide the necessary information and participate in an informational meeting with the Commission and members of the public, which takes place the fourth Wednesday of the month at noon.
I agree to have a member of the Historic Preservation Commission and/or a representative from the Museum of North Idaho come take photographs of the structure prior to demolition, if it is determined that the property has historical significance.
I agree to allowing a member of the Historic Preservation Commission and/or a representative from the Museum of North Idaho to salvage items from the property prior to demolition (e.g., door, windows, mantle, fireplace, stained glass, mouldings, etc.), if they are determined to be of historical significance and will otherwise be discarded.

APPROVALS/CONDITIONS:

- The attached sheet from the City Wastewater Department (WWTP) must be made available to the City Plumbing Inspectors for inspection of the capped sewer line. The owner/contractor must schedule an inspection (after the sewer line is capped and prior to covering the line) with the City Building Department at 208-769-2391. The signed WWTP sheet must be returned to the City Building Department after inspection.
The attached sheet from the EPA has been provided for information only. Please contact the EPA office in Boise 208-323-8287 to obtain information about their requirements.

Owner/Authorized Agent _____ Date: _____

Revised 10/23/2024

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O-4-24 DEMOLITION REVIEW ORDINANCE

Other communities have a demolition review process for historic structures:

- Boise – demolition review and certificate of appropriateness
- Wallace – demolition review and certificate of appropriateness
- Twin Falls – demolition review and certificate of appropriateness
- Spokane (11/5/24) – demolition review and requirement to salvage

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O-4-24 DEMOLITION REVIEW ORDINANCE

FINANCIAL ANALYSIS:

City staff and the Commission have found that there is no significant financial impact to the City or owners of buildings that were built prior to 1960.

While there would be a slight delay in issuing a demolition permit, the intent of the ordinance is to have a decision at the next regular meeting of the HPC, which takes place on a monthly basis.

Any potential delay would be minimal and reasonable given the importance of historic properties to the citizens of Coeur d'Alene.

There are exemptions built into the process for interior remodels and dangerous buildings.

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O-4-24 DEMOLITION REVIEW ORDINANCE

HISTORIC PRESERVATION COMMISSION RECOMMENDATION:

At the September 25, 2024 meeting, the HPC made a recommendation to bring forward the ordinance to City Council with a recommendation to adopt the ordinance to have a process in place when the moratorium expires on December 17, 2024.

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O-4-24 DEMOLITION REVIEW ORDINANCE

DECISION POINT / RECOMMENDATION:

The City Council should adopt a new section of the Municipal Code, § 2.85.055, outlining a demolition review process for buildings and structures originally constructed prior to 1960 to go into effect upon publication of the ordinance.



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ORDINANCE NO. ____
 COUNCIL BILL NO. _____

AN ORDINANCE PROVIDING FOR AN AMENDMENT TO COEUR D’ALENE MUNICIPAL CODE § 2.85.020; PROVIDING FOR THE ADOPTION OF A NEW SECTION OF THE COEUR D’ALENE MUNICIPAL CODE, § 2.85.055, DEMOLITION REVIEW PROCESS FOR HISTORIC BUILDINGS; PROVIDING FOR THE ADOPTION OF A NEW SECTION OF THE COEUR D’ALENE MUNICIPAL CODE, § 15.08.077, DEMOLITION REVIEW PROCESS FOR HISTORIC BUILDINGS; PROVIDING FOR THE REPEAL OF CONFLICTING ORDINANCES; PROVIDING FOR SEVERABILITY; PROVIDING FOR THE PUBLICATION OF A SUMMARY OF THE ORDINANCE; AND PROVIDING FOR AN EFFECTIVE DATE THEREOF.

WHEREAS, it is deemed by the Mayor and City Council to be in the best interests of the City of Coeur d’Alene that said amendment be adopted;

NOW, THEREFORE,

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

SECTION 1. *That section 2.85.020 of the Coeur d’Alene Municipal Code be amended as follows:*

2.85.020: DEFINITIONS:

The following words and phrases when used in this Chapter shall have the following meanings, unless the context clearly indicates otherwise:

| | |
|-------------------------------|--|
| CITY: | The City of Coeur d’Alene. |
| COMMISSION: | The Historic Preservation Commission of the City of Coeur d’Alene. |
| CONTRIBUTING PROPERTY: | A property that significantly contributes to the historical character of an existing or potential historic district, when considering the historical integrity of a district. |
| DESIGNATED HISTORIC PROPERTY: | Property designated under this Chapter, as well as the National Register of Historic Places, as Historic Property. |
| ELIGIBLE PROPERTY: | A property that meets the criteria to be listed on the National Register of Historic Places. |
| HISTORIC PRESERVATION: | The identification, evaluation, recordation, documentation, curation, acquisition, management, protection, restoration, rehabilitation, stabilization, maintenance, interpretation, conservation, and education of buildings, structures, objects, districts, areas, and sites significant in the history, architecture, archaeology or culture of this community, the City, the State, or the Nation. |

| | |
|------------------------------------|---|
| <p>HISTORIC PROPERTY/BUILDING:</p> | <p>Any building, structure, district, area, or site that is significant in the history, architecture, archaeology, or culture of Coeur d'Alene or that has made a significant contribution to the prehistory or history of the region. Buildings may be considered historic if originally constructed prior to 1960 and have unique characteristics that contribute to the history of a neighborhood, district, and/or are deemed important for their architectural style, craftsmanship, use of materials, and visual qualities and character, and/or have been the site of a historic event, and/or where a famous historic person resided or worked. Properties listed in the National Register of Historic Places and those on local historic registers are also considered historic.</p> |
| <p>NONCONTRIBUTING PROPERTY:</p> | <p>A property within an existing or potential historic district that does not contribute to the historical significance of the district due to alterations or being built outside the period of significance.</p> |

SECTION 2. *That a new section, 2.85.055, be added to the Coeur d'Alene Municipal Code as follows:*

2.85.055: DEMOLITION REVIEW PROCESS FOR HISTORIC BUILDINGS:

A. **Purpose and Goals.** The purpose of this Section is to establish a review process whenever the owner of property requests a demolition permit for a building or structure originally constructed prior to 1960. The goals of the Demolition Process are to provide education about historic preservation to owners of such buildings and structures, ensure photographic documentation of Historic Buildings and Structures, preserve items of historical interest, provide input on new design opportunities and community context, and encourage feedback on historic preservation.

B. **Applicability.** Any building or structure originally constructed prior to 1960 is subject to the review process established by this Section.

C. **Process.** The following process will apply to applications for a demolition permit for a building or structure originally constructed prior to 1960.

1. When an owner or the owner’s representative submits an application for a demolition permit to the Building Department, the Building Official or designee shall verify if the building or structure was originally constructed prior to 1960. If so, a demolition permit shall not be issued and the Building Official or designee shall notify the Community Planning Director of the application.

2. Within seven (7) days of receiving notice from the Building Official or designee of the application for a demolition permit for a building or structure originally constructed prior to 1960, the Community Planning Director or designee shall determine if it is located within an historic district, or if it is individually listed on the National Register of Historic Places or is considered to be eligible for listing, whether as a contributing or noncontributing property.

3. If Community Planning Director or designee determines that the building or structure was originally constructed prior to 1960, and/or it is located within an historic district, and/or individually listed on the National Register of Historic Places or is considered to be individually eligible for listing, whether as a contributing or noncontributing property, the Community Planning Director or designee shall refer the application for a demolition permit to the Commission subcommittee charged with reviewing applications for demolition permits. Otherwise, the Community Planning Director or designee shall inform the Building Official that a demolition permit may be issued.

4. Within seven (7) days of the referral, a member of the Commission subcommittee shall review the application and conduct a windshield survey of the property. The member shall determine whether to refer the application to the Commission for further review or approve the issuance of the demolition permit.

5. If the matter is referred to the Commission for further review, it shall be placed on the agenda for the next regular Commission meeting. The applicant, and any abutting and adjoining property owners will be notified of the meeting by mail or personal service at least forty-eight (48) hours prior to the meeting. The matter shall be the first action item on the Commission agenda and the Commission shall take public comment from any interested person. No public hearing will be conducted, but the applicant and staff will be allowed to present to the Commission. Following any presentations and receipt of public comment, the Commission shall make recommendations to the property owner for preservation, if feasible, and possible modifications to the building or structure if the building or structure is to be preserved. The Commission may request a site visit to take photographs to document the interior and exterior of the building or structure, and/or salvage of significant items such as doors, windows, mantles, fireplaces, stained glass, molding, etc. The Commission will forward its recommendations to the property owner and the Community Planning Director.

6. The Community Planning Director or designee shall promptly notify the Building Official of the Commission's recommendations and whether the demolition permit may be issued or if additional documentation is required prior to demolition.

7. Nothing in this Section shall be construed so as to deny a property owner the right to demolish any building or structure on his or her property, subject to the process outlined herein.

D. **Exemptions.** A building or structure that is determined by the Building Official or designee to be dangerous and that is ordered demolished by the Building Official or designee pursuant to the Uniform Code for the Abatement of Dangerous Building, Chapter 15.09, Coeur d'Alene Municipal Code, is exempt from the process established in this Section. Interior-only demolition permits would also be exempt from the process established in this Section.

E. Appeal.

1. An appeal may be taken to the City Council by an aggrieved party from any administrative determination or interpretation made by the Community Planning Director under this Section. Such appeal shall be in writing and filed with the Community Planning Director within fifteen (15) days following the date of the Commission decision. The appeal shall state specifically the objections to the decision or identify an abuse of discretion or where the decision is not supported by the evidence. The appeal shall be accompanied by such information as may be required to facilitate review, and by the fee as referenced in the fee schedule.

2. The City Clerk shall fix the time for consideration thereof and the City Council shall hear such appeal between seven (7) and twenty-one (21) days after the filing of the appeal. Written notice shall be given to the appellant and to any known interested parties, or their representatives, of the time and place of the hearing on the appeal at least five (5) days prior to the hearing date.

3. The City Council shall hear presentations by the applicant and staff, and public comment. In its review, Council shall consider the purpose and intent of the pertinent provisions of the Coeur d'Alene Municipal Code, and may affirm, modify, or reverse the Commission's determination or interpretation.

SECTION 3. *That a new section, 15.08.077, be added to the Coeur d'Alene Municipal Code as follows:*

15.08.077: DEMOLITION REVIEW PROCESS FOR HISTORIC BUILDINGS:

A. When an owner or the owner's representative submits an application for a demolition permit, the Building Official or designee shall verify if the building or structure was originally constructed prior to 1960. If so, a demolition permit shall not be issued and the Building Official or designee shall notify the Community Planning Director of the application.

B. The process outlined in Municipal Code § 2.85.055 shall be followed prior to the issuance of a demolition permit for buildings or structures originally constructed prior to 1960.

SECTION 4. All ordinances and parts of ordinances in conflict with this ordinance are hereby repealed.

SECTION 5. The provisions of this ordinance are severable and if any provision, clause, sentence, subsection, word or part thereof is held illegal, invalid, or unconstitutional or inapplicable to any person or circumstance, such illegality, invalidity or unconstitutionality or inapplicability shall not affect or impair any of the remaining provisions, clauses, sentences, subsections, words or parts of this ordinance or their application to other persons or circumstances. It is hereby declared to be the legislative intent that this ordinance would have been adopted if such illegal, invalid or unconstitutional provision, clause sentence, subsection, word, or part had not been included therein.

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

Passed under suspension of rules upon which a roll call vote was duly taken and duly enacted an Ordinance of the City of Coeur d'Alene at a regular session of the City Council on _____, 20__.

APPROVED, ADOPTED and SIGNED this _____ day of _____, 20__.

Woody McEvers, Mayor

ATTEST:

Renata McLeod, City Clerk

SUMMARY OF COEUR D'ALENE ORDINANCE NO. _____
Amending Section 2.85.020 of the City Code, and
Adding new sections 2.85.055 and 15.08.077 to the City Code

AN ORDINANCE PROVIDING FOR AN AMENDMENT TO COEUR D'ALENE MUNICIPAL CODE § 2.85.020; PROVIDING FOR THE ADOPTION OF A NEW SECTION OF THE COEUR D'ALENE MUNICIPAL CODE, § 2.85.055, DEMOLITION REVIEW PROCESS FOR HISTORIC BUILDINGS; PROVIDING FOR THE ADOPTION OF A NEW SECTION OF THE COEUR D'ALENE MUNICIPAL CODE, § 15.08.077, DEMOLITION REVIEW PROCESS FOR HISTORIC BUILDINGS; PROVIDING FOR THE REPEAL OF CONFLICTING ORDINANCES; PROVIDING FOR SEVERABILITY; PROVIDING FOR THE PUBLICATION OF A SUMMARY OF THE ORDINANCE; AND PROVIDING FOR AN EFFECTIVE DATE THEREOF. THE FULL TEXT OF THE SUMMARIZED ORDINANCE NO. _____ IS AVAILABLE AT COEUR D'ALENE CITY HALL, 710 E. MULLAN AVENUE, COEUR D'ALENE, IDAHO 83814 IN THE OFFICE OF THE CITY CLERK.

Renata McLeod, City Clerk

STATEMENT OF LEGAL ADVISOR

I, Randall R. Adams, am City Attorney for the City of Coeur d'Alene, Idaho. I have examined the attached summary of Coeur d'Alene Ordinance No. _____, Amending Section 2.85.020 of the City Code, and Adding new sections 2.85.055 and 15.08.077 to the City Code, and find it to be a true and complete summary of said ordinance which provides adequate notice to the public of the context thereof.

DATED this _____ day of _____, 2024.

Randall R. Adams, City Attorney



CITY OF COEUR D'ALENE Demolition Permit Application

Address: _____ Approximate Square Footage: _____

Legal Description: Lot ___ Block ___ Subdivision _____ OR Serial Number _____

Check all that Apply: Commercial Residential Outbuilding Interior only Partial Demo Complete Demo
 Has a basement No Basement

DESCRIPTION OF WHAT IS BEING DEMOLISHED: _____

Year structure was originally constructed (applicant to provide from County Assessor's data) _____

Is the structure listed in the National Register of Historic Places and/or located in a Historic District? Yes No Unsure

Photos of the structure are required if the demolition is of a structure with an original date of construction that was prior to 1960. (Provide a minimum of two exterior photos, one of the front street view and one of the rear) Have photos been submitted? Yes No

A site plan is required for a complete demolition and/or if there is a basement. Has a site plan been submitted? Yes No

If it is a partial or interior demolition, you must provide a floor plan reflecting where the demolition is taking place and what is being removed. Has a floor plan been submitted? Yes No

For structures that were originally constructed prior to 1960, image(s) showing the proposed structure(s)/additions must be provided. (Provide a front building elevation and/or photo example of what is proposed to replace the existing structure)

Have image(s) been submitted with this application? Yes No

Owner: _____ Contact Person: _____ Phone: _____

Address: _____ City _____ State _____ Zip _____

Contractor: _____ Contact Person: _____ Phone: _____

Address: _____ City _____ State _____ Zip _____

Contractor Registration No.: _____ **Expiration:** _____



CITY OF COEUR D'ALENE Demolition Permit

By signing this application, I acknowledge the following:

- I understand the requirements for capping any abandoned sewer, water, or gas lines on the property and will arrange for inspections by the City Departments involved.
- I understand that I must also contact the Building Department for a final inspection after the site is cleaned and graded.
- I understand that I may need to contact the Environmental Protection Agency (EPA) regarding any possible asbestos containing materials on site.
- I understand the demolition is subject to the Inadvertent Discovery Plan requirements. Further, I acknowledge I will have a copy of the plan on the job site with project-specific details, and that the demolition will be in compliance with all requirements.
- I understand there are new historic preservation measures in place that may require the permit to be reviewed by the Historic Preservation Commission if the original date of construction is prior to 1960, which may delay my permit being issued. If review is required, I will be required to work with the Planning Department to provide the necessary information and participate in an informational meeting with the Commission and members of the public, which takes place the fourth Wednesday of the month at noon.
- I agree to have a member of the Historic Preservation Commission and/or a representative from the Museum of North Idaho come take photographs of the structure prior to demolition, if it is determined that the property has historical significance.
- I agree to allowing a member of the Historic Preservation Commission and/or a representative from the Museum of North Idaho to salvage items from the property prior to demolition (e.g., door, windows, mantle, fireplace, stained glass, mouldings, etc.), if they are determined to be of historical significance and will otherwise be discarded.

APPROVALS/CONDITIONS:

- The attached sheet from the City Wastewater Department (WWTP) must be made available to the City Plumbing Inspectors for inspection of the capped sewer line. The owner/contractor must schedule an inspection (after the sewer line is capped and prior to covering the line) with the City Building Department at 208-769-2391. The signed WWTP sheet must be returned to the City Building Department after inspection.
- The attached sheet from the EPA has been provided for information only. Please contact the EPA office in Boise 208-323-8287 to obtain information about their requirements.

Owner/Authorized Agent _____

Date: _____



CITY OF COEUR D'ALENE Demolition Permit

NOTICE

This attachment is part of the Demolition Permit number _____ issued _____ for
(address) _____

When demolishing buildings that have a connection to the City water and wastewater system, it is necessary to cap the existing abandoned sewer and water line. The City's plumbing inspectors must approve the caps before you backfill the excavation. **All sewer stubs are to be capped 5 feet from the property line. All water lines should be capped back to the meter stub. You are required to have the capped lines inspected prior to backfilling.** Call the City Building Department at 769-2391 a minimum of one business day prior to the time you need the inspection. Capping of the abandoned line is necessary to prevent damage to the City's water and wastewater system.

I have read the above and I understand that a sewer and water inspection is required prior to backfilling and, it is my responsibility to schedule this inspection with the City Building Department. I will make this form available to the City inspectors at the time of inspection. **After obtaining a sign-off, I will return the completed form to the City Building Department.**

Owner/Authorized Agent Signature

Date

INSPECTION SIGN-OFF

Capped sewer line inspected and approved by: _____

Date: _____

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

DATE: NOVEMBER 12, 2024

FROM: MELISSA TOSI; HUMAN RESOURCES DIRECTOR

SUBJECT: CIVIL SERVICE RULE AMENDMENTS

Decision Point: Should Council approve the amendments to the Civil Service Rules for Rule 10 – Promotions, Section 7, Examination and Promotional Eligibility; and Section 8, Working Out of Class, as approved by the Civil Service Commission?

History: The general purpose of the Civil Service Rules is to provide information and standards for the Coeur d’Alene Fire Department Local 710 by assuring all persons in the classified service receive fair and impartial treatment.

Section 7. Housekeeping change to update the outdated Fire Inspector title to Deputy Fire Marshall.

Section 8. The amendments will allow the fire employees who want to work up in the higher rank to either go through the promotional testing process, and successfully be placed on the eligibility list, OR complete the applicable rank certification program. Both the promotional testing process and the certification program occur every two (2) years. After two (2) years, the employee either needs to then successfully pass the new promotional testing process or complete the recertification process to continue to be able to work out of class. With these proposed amendments, each rank will follow the same certification process and it will allow employees who aren’t necessarily interested in promoting to still be eligible to work up.

The proposed amendments will bring the Rules up to date and provide the working out of class qualifications desired by both the Coeur d’Alene Fire Department Local 710 and Fire Administration. Additionally, the amendments were reviewed and approved by each of the Civil Service Commission members on October 4, 2024.

Financial: There are no hard costs associated with these amendments.

Performance Analysis: Authorizing the rule amendments will provide consistent and up-to-date standards to apply to the Coeur d’Alene Fire Department.

Decision Point/Recommendation: Council should approve the amendments to the Civil Service Rules for Rule 10 – Promotions, Section 7, Examination and Promotional Eligibility; and Section 8, Working Out of Class, as approved by the Civil Service Commission.



Civil Service Rule Amendments


November 12, 2024

The graphic features a dark grey background with four white circular icons: a green book icon, an orange speech bubble icon, a blue bar chart icon, and a yellow notepad icon with a pencil. The text 'Civil Service Rule Amendments' and the date 'November 12, 2024' are centered on the right side.

1

History of the Civil Service Rules

- 1 Implemented in 1953
- 2 General purpose: provide information and standards for the Coeur d'Alene Fire Department Local 710 by assuring all persons in the classified service receive fair and impartial treatment.



The logo is a red Maltese cross with a white border. Inside the cross, the letters 'A', 'I', 'F', and 'F' are positioned at the top, left, right, and bottom respectively. In the center, there is a circular emblem with the letters 'C', 'F', and 'A' intertwined. Below the cross, the text 'LOCAL 710' is written.

2



Amendments

- Rule 10 – Promotions
 - Section 7. Examination and Promotional Eligibility
 - Section 8. Working Out of Class



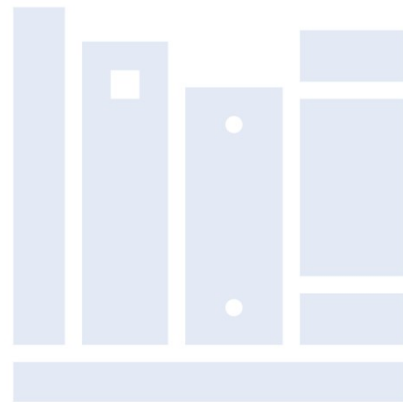
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Section 7. Examination and Promotional Eligibility

- Housekeeping change
 - Update Fire Inspector title → Deputy Fire Marshall
 - Title was changed back in 2022



4

4



Section 8. Working Out of Class

- The amendments will allow the fire employees who want to work up in the higher rank to either:
 1. Go through the promotional testing process, and successfully be placed on the eligibility list, OR
 2. Complete the applicable rank certification program



Fire Ranks

Battalion Chief
Captain
Engineer
Firefighter

5

5



Section 8. Working Out of Class

- After two (2) years, the employee either needs to then successfully pass the new promotional testing process OR complete the recertification process to continue to be able to work out of class.
- Each rank will follow the same certification process and it will allow employees who aren't necessarily interested in promoting to still be eligible to work up.



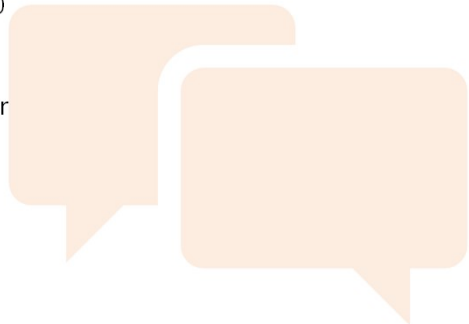
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6



Final Takeaways

- Amendments are desired by both Local 710 and Fire Administration
- Amendments were reviewed and approved by the Civil Service Commission on October 4, 2024



The screenshot shows the City of Coeur d'Alene website. On the left is a navigation menu with 'Civil Service Commission' highlighted. The main content area is titled 'Civil Service Commission' and includes a mission statement, member names (Ben Wolfinger, Dixie Reid, Shannon Schmitt), and staff liaison information (Melissa Tosi).

7



Recommendation

Approve presented amendments to the Civil Service Rules, as approved by the Civil Service Commission

8

City of Coeur d'Alene Civil Service Rules



Coeur d'Alene Fire Department

Last Amended: ~~June 16, 2020~~

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CIVIL SERVICE RULES

Rule 1 GENERAL

Section 1. PURPOSE: The general purpose of these rules is to provide information and standards for the establishment, maintenance, and duration of applicant pools maintained by Civil Service and assuring all persons in the classified service receive fair and impartial treatment.

Section 2. MEETINGS: Meetings of the Commission shall be held whenever called by the civil service commission chairman, or by two (2) commissioners.

Section 3. AMENDMENTS: No amendments to these rules, or suspension thereof, shall be made except under the approval of the City Council.

Section 4. ORDER OF BUSINESS: Robert's "Rules of Order," except as otherwise herein provided, shall guide the commission in its proceedings.

Section 5. CIVIL SERVICE ADVISORY BOARD: A Civil Service Advisory Board shall be established to serve as a review panel which will seek for resolution of grievances and/or appeals prior to coming before the Civil Service Commission. The Advisory Board will consist of the Human Resources Director or his/her appointee, the Fire Chief, the City Administrator or his/her appointee, and the Local 710 President or his/her appointee.

Section 6. FIRE CHIEF: The term "Fire Chief," as used herein, shall include the Fire Chief, and his/her designees.

Rule 2 CLASSIFICATION

Section 1. CLASSIFICATION: For the purposes of conducting examinations, certifying eligibles for appointments and promotions and in making removals, the Fire Department of the City of Coeur d'Alene shall be divided into and restricted to such ranks as the City Council may adopt. No alteration to any such rank or individual within said rank shall be made except under and according to the rules hereinafter mentioned.

Section 2. TITLES: Titles for each position in the classified service shall be descriptive of the general duties and indicative of the rank.

Section 3. NEW POSITIONS: Whenever a new rank is created, report of such action shall be made to the Commission by the department head, setting forth a statement of the general duties of such position.

Section 4. No portion of these rules shall in any manner whatsoever apply to the positions of Fire Chief or Deputy Chiefs except as specifically provided herein.

Rule 3 QUALIFICATIONS

Section 1. An applicant not currently covered by these Civil Service Rules must meet the following criteria:

- (a) Must be a citizen of the United States of America and must be able to read and write the English language.
- (b) Must be a minimum of eighteen (18) years of age at the time of written examination.
- (c) Must successfully pass a background check, pre-employment drug and alcohol test, and a physician's medical/physical examination by the departments designated physician.

Section 2. The Coeur d'Alene Fire Department wants to enhance the legacy of Fire Service families. Notwithstanding any provision of the City's Personnel Rules, relatives of current working members of the Department will not be automatically disqualified from applying or testing for, being placed on the eligibility list, or accepting appointment within the department. The Department will, to the greatest extent possible, avoid assigning an employee to a position in which a family member is in that employee's chain of command except in the event of an emergency.

Section 3. DISQUALIFICATIONS: The City may refuse to examine an applicant, or after examination, to certify an eligible and may remove his/her name from the eligible list for any of the following reasons:

- (a) Dismissal from the Armed Forces for delinquency or misconduct.
- (b) Mental or physical unfitness for the position applied for.
- (c) Dishonest, criminal, immoral or notoriously disgraceful conduct.
- (d) Intentional false statement in any material fact, deception or fraud in securing examination, certification or appointment.

Section 4. BURDEN OF PROOF: The burden of proof of good character in all cases shall be upon the applicant and the filing of any certification to that effect shall not debar the City from demanding or obtaining further proof of good character to its full satisfaction.

Rule 4
RECRUITMENT APPLICATIONS

Section 1. APPLICATIONS: No person shall be included in the examination process for a position in the classified service until an application is submitted to the Human Resources Department which shall show that the requirements set forth in Rule 2 are met.

Section 2. FILING APPLICATIONS: The Human Resources Department shall provide not less than two (2) weeks for submission of an application for any examination. A notice of the examination will be published as deemed necessary by the Human Resources Director

Section 3. APPLICATIONS NOT TO BE RETURNED: Applications and accompanying certificates unless returned for correction will remain on file in the office of Human Resources and under no circumstances be returned to the applicants. Applications returned for correction must be back in the office of Human Resources before the application deadline.

Rule 5
RECRUITMENT TESTING

Section 1. TIME, PLACE AND NOTICE: Recruitment testing used to establish an eligibility list for appointment or promotion in the service, shall be held at such times and places as shall be designated by the Fire Chief and Human Resources Director. After the deadline for submitting applications has closed, a written notice of the recruitment testing shall be provided to each person having an application on file. Such notice shall allow the applicant to participate in the testing process.

Section 2. COMPETITIVE: All examinations held under the provisions of these rules shall be competitive.

Section 3. LIMITATIONS: No limitations shall be made as to the number of applicants to be received for examination. The Fire Chief and Human Resources Director may limit the number of applicants to be examined at any one time, according to the needs of the City or for convenience in conducting the examination.

Section 4. SUBJECTS, WEIGHTS AND GENERAL AVERAGES: The testing process shall embrace certain subjects, to which weights shall be assigned, the weight given to each subject to represent its relative value in ascertaining the fitness of the applicant. Each subject tested shall be rated independently by the examiners. The examiners ratings on the scale of 100 on each subject separately shall be multiplied by the weight assigned to the subject. The resulting products shall be added and the total product divided by the total weights of all subjects in the examinations. The resulting quotient is the general average which shall be used in determining the order in which the name of the candidate shall appear on the eligible list. The physical agility examination shall be pass/fail only and not scored.

Section 5. QUESTIONS SHALL BE PRACTICAL: Examinations shall be practical and relevant to those matters which will fairly test the general fitness of the persons examined to discharge the duties of the position to which they seek to be appointed. No question pertaining to race, gender, age, national origin, religion, disability, marital status, or political opinions or affiliations will be allowed at any examination or proceeding.

Section 6. WRITTEN OR ORAL: Whenever practical, testing shall be in writing, and, when appropriate, include physical and practical tests. The Fire Chief may act as a committee or appoint a committee to conduct examinations and interviews on certain subjects when the chief determines it is the best means of determining a candidate's qualifications for the position applied for. For entry-level firefighter interviews, the committee shall consist of a minimum of three (3) and a maximum of five (5) board members. Three (3) board members will consist of IAFF Local 710 employees in good standing.

In oral examinations, any willful false statement regarding past record or experience shall be grounds for withholding the name of a candidate from an eligible list, and shall be grounds for discharge and disqualifies a candidate from taking any future examinations.

- (a) Conversation and Communication: All conversation or communication between or among applicants during the written examination is strictly prohibited.
- (b) Cannot Leave the Room: During testing, no applicant will be allowed or permitted to leave the room unless approved by the proctor.
- (c) Penalty for Withdrawal: An applicant who withdraws from the written examination after filling out their identification sheet and receiving a copy of the questions shall be considered as having failed.
- (d) Concealing Identity: All examinations shall be conducted and managed so that no written examination paper will disclose the name or identity of any applicant until all the examination papers have been marked.
- (e) Identification Marks: Any applicant in an examination who places any identification mark on their written examination papers shall be deprived of all benefits under such examination, and no papers will be graded having such marks. The following will be "identification marks":
 - a. The real name or address of the applicant.
 - b. Any assumed or fictitious name or address.
 - c. Names of individuals or firms used on any of the answer sheets.
 - d. Any initials, lines, sign marks or characters that may indicate the identity of the applicant.

Section 7. MEDICAL EXAMINATION: The Fire Chief will require a medical examination by any physician chosen by the Fire Chief to determine whether applicants for any position are fit for the position applied for. The result of such medical examination shall be considered only in determining the fitness of the applicant to be examined further and shall not be a factor in determining general average in the testing process.

Section 8. VETERANS PREFERENCE: Any employment preference granted to veterans under the laws of the State of Idaho shall be applicable under these rules.

Section 9. INSTRUCTION: All necessary instructions will be given to participating applicants and all applicants are required to follow the directions of the proctor. Testing proctors are forbidden from explaining the meaning of any questions or to make remarks or suggestions that may assist in answers to the test questions.

Section 10. NO HELP ALLOWED: No help of any kind will be allowed during any examination. Any written or printed matter that might be of aid in any testing process, must be handed in before the testing begins. Any attempt to cheat or copy from a competitor as an entry-level applicant, will render the applicant ineligible for public service at any time. Any attempt to cheat or copy as a promotional applicant, may result in discipline up to and including termination.

Section 11. TEST SCORING: No unnecessary delay will occur in the scoring of any test.

Section 12. NOTICE OF RESULT: As soon as scoring is completed the applicants will be notified of their result and whether they passed or failed, and their position on the eligible list.

Section 13. PAPERS NOT RETURNED: After the testing is completed, and the eligible list established, all recruitment documentation becomes the property of the City and will be kept on file in the Human Resources Department.

Section 14. PROMOTIONAL EXAMINATION: Promotional examinations will be conducted under the same rules that apply to original entrance examinations.

Section 15. EXAMINING BOARD: Any examining board or proctor may include any such person as may be appointed by the Fire Chief.

Section 16. POSTPONEMENT OF CONTINUANCE OF EXAMINATION: Whenever it may appear to the Fire Chief, by reason of the small number of applicants for any examination, either original or promotional, that such examination has not been given sufficient publicity, or for other good and sufficient cause, the process may be postponed to a later date. All persons having applications on file shall be immediately notified of the postponement or continuance and shall be further notified of the time at which they are to appear for such examination.

Rule 6
FIREFIGHTER ENTRY-LEVEL LIST

Section 1. MINIMUM STANDING: Entry-level applicants whose general average upon examination is less than seventy (70) percent shall be excluded from the eligible list of candidates, and they shall be considered as having failed.

Section 2. ENROLLMENT: Successful entry-level candidates shall be enrolled upon the "Eligible List" in the order of their general average standing. When two or more eligibles have received the same average rating, the first filing their applications shall have priority.

Section 3. EXPIRATION OF LISTS: All persons who have been on the Eligible List for two (2) years without appointment shall be removed therefrom and can only be returned thereto upon regular examination.

Section 4. APPLICANT ON TWO LISTS: Applicants may be enrolled on two (2) eligible lists at the same time.

Section 5. APPOINTEE AND APPLICANT: Any appointee to a position from the eligible list shall be permitted to hold rank on only one other eligible list.

Section 6. REMOVALS FROM THE ELIGIBLE LISTS: The Human Resources Department shall remove the name of an eligible from the list if the eligible has:

- (a) Failed to receive appointment after three (3) certifications.
- (b) Failed to respond to a notice of appointment within four days; however, if the candidate presents satisfactory reasons for such failure to respond within thirty (30) days, the Commission may reinstate his/her name upon the eligible list.
- (c) Been dishonorably discharged from the Armed Forces.
- (d) Or for cause as in Rule 3.
- (e) Nothing in these rules shall prohibit the City Council from reducing the force employed, but such reduction shall be effected in inverse order of seniority of employment, and any employee who is removed on this account shall be placed at the head of the eligible list.

Rule 7
CERTIFICATION

Section 1. REQUISITION AND CERTIFICATION: Whenever a position in the Classified Civil Service is to be filled, the Fire Chief shall request in writing to the Human Resources Director for the certification and list of eligibles, and the Human Resources Director shall, as soon as possible, certify to the Fire Chief the names of five (5) times the number of persons necessary to fill an entry-level firefighter position and three (3) times the number of persons necessary 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; and further that a less number may be certified when there is not the required number on the eligible list. All persons not appointed shall remain on the eligible list in the relative position.

Section 2. APPOINTMENT: The Fire Chief shall notify the Human Resource Director in writing, the names selected for appointment.

Rule 8
APPOINTMENTS

Section 1. APPOINTMENTS HOW MADE: No appointing official shall select or appoint any person for a position, employment or promotion within the classified service, except in accordance with the Civil Service Rules.

Section 2. VACANCIES HOW FILLED: Vacancies in the classified service if not filled by transfer, shall be filled by requisition and certification as provided in Rule 7. Upon receipt of a certification, the appointing official shall within thirty (30) days, appoint one of the persons certified to fill the vacant position. Filling vacancies for promotional appointments for employees on an approved leave of absence or on account of military leave will be as follows:

- (a) A person certified from a promotional list who is on an approved leave of absence or on account of military service may be appointed.
- (b) A person so appointed shall be re-employed in the appointed promotional position upon meeting position qualifications.
- (c) When, upon such appointment, the position remains vacant by reason of the absence of the appointee, a temporary appointment may be made pursuant to Rule 9, Section 2.

Section 3. RE-APPOINTMENT: 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.

Section 4. PROMOTIONAL APPOINTMENTS: When a vacancy is filled by promotion, certification and appointment shall be made in the same manner as provided in Rule 7 and in Section 2 of this rule.

Section 5. DECLINATION OF APPOINTMENT: Whenever an eligible has been appointed and declines to accept the appointment, he/she shall not be reinstated upon the eligible list unless the reason for declining such appointment shall be considered satisfactory by the City.

Section 6. PROBATIONARY PERIOD: Firefighters certified from an original entrance eligible list shall be on probation for a period of one (1) year of actual service. Probation period shall not include time served as a provisional employee but shall date from the time of regular appointment from an eligible list. Within ten (10) days of the termination of such probationary period, the appointing official shall notify Human Resources that said employee has met the requirements of the Department. The probationary period may be extended by the Department Head and the Human Resources Director for a time not to exceed six (6) additional months.

Section 7. INCOMPETENT PROBATIONERS: If the appointee shall be found incompetent or inefficient in the performance of the duties of the position he is filling, the appointing official shall notify Human Resources and such probationer shall be dropped from the service.

Section 8. CHANGE OF POSITIONS: An employee who leaves a position to accept employment by certification from another eligible list shall be permanently separated from the position formerly held, except as in this rule otherwise provided and may be reinstated in any vacancy in the same rank from which employee was separated; and provided further, that where an officer or employee accepts certification to a higher position, the duties of which are merely temporary, employee shall be reinstated in their former position without loss of seniority when such higher duty is completed.

Rule 9

PROVISIONAL, TEMPORARY AND EMERGENCY APPOINTMENTS

Section 1. PROVISIONAL APPOINTMENT: Upon receipt of a requisition for persons to fill a vacancy for which no eligible list exists, the Human Resources Director may grant authority to the appointing official to make a provisional appointment pending examination. As soon as an eligible list is secured for a position filled by provisional appointment, the Human Resources Director shall certify in the usual manner the names of the eligibles standing highest on such eligible list and the appointing official shall make regular appointment within thirty (30) days of such certification. If no such appointment be made the provisional appointment shall terminate at the expiration of the aforesaid thirty (30) days, unless otherwise approved by appointing official and the Human Resources Director.

Section 2. TEMPORARY APPOINTMENT: 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 City, 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 employing such temporary service, and other conditions of employment, and may select for such employment one of the first five persons on the eligible list, who, after due notice of conditions, is willing to accept appointment. Provisional and temporary appointment shall not confer upon the appointee any privilege of appointment, promotion, transfer or reinstatement to any other position in service.

Section 3. EMERGENCY APPOINTMENTS: In cases of emergency, and for the purpose of preventing the stoppage of public business, the appointing official may make an emergency appointment for a period not to exceed thirty (30) days. Successive emergency appointments of the same person shall not be permitted. Immediate report in writing of emergency appointments must be made to the office of the Human Resources Director.

Rule 10 PROMOTIONS

Section 1. METHOD OF PROMOTION: Whenever a vacancy in the classified service exists, unless such vacancy is to be filled by transfer, it shall be filled by promotion from the current eligibility list. Promotion shall be accomplished by means of a competitive examination. Should all candidates fail to pass, re-examination for promotion will be ordered. Should no eligible candidates register, an open competitive recruitment process may be held.

Section 2. NOTICE OF PROMOTIONAL EXAMINATION: Notice of promotional examination shall be in the Human Resources Department and in the Fire Department, and posted not less than thirty (30) days prior to the examination. Such notice shall give the date and process of the examination, and shall include eligibility requirements.

Section 3. EXAMINATIONS: The rules governing promotional examinations shall, except as herein provided, be the same as for original entrance examinations.

Section 4. EXAMINATION CHALLENGES: An applicant may challenge the scope and content of examination questions except questions asked in the oral interview. All challenges must be filed in writing with the Human Resources Department before 5p.m. on the business day following the date when the applicant took the examination.

Section 5. AVERAGES AND ELIGIBLES LISTS: Applicants' examinations shall be scored on the scale of 100%, and no applicant shall be entered on the eligibility list, who fails to attain at least 70% on each step of the promotional examination process, with the exception of the oral interview. The oral interview score will be averaged with the other exam steps regardless of score. Overall testing average must be a minimum of seventy (70) percent to be

placed on the eligibility list. When two or more applicants have the same average rating, preference on the eligible list shall be determined by the order in which they were hired with the Coeur d'Alene Fire Department. If applicants were both hired on the same day, preference shall be determined by the ranking from the original eligible list from which they were hired as an entry-level firefighter.

Section 6. REQUISITION AND CERTIFICATION: Requisition and certification shall be governed by Rule 6.

Section 7. EXAMINATION AND PROMOTIONAL ELIGIBILITY:

- (a) Fire Engineer: To be eligible to enter an examination and for promotion to Fire Engineer, a person must have worked at least thirty-six (36) current consecutive months for the City of Coeur d'Alene Fire Department.
- (b) Fire Captain: To be eligible to enter an examination and for promotion to Fire Captain, a person must have worked at least seventy-two (72) current consecutive months for the City of Coeur d'Alene Fire Department and hold current Fire Engineer certification or above.
- (c) Battalion Chief: To be eligible to enter an examination and for promotion to Battalion Chief, a person must have worked at eighty-four (84) current consecutive months for the City of Coeur d'Alene Fire Department and have held the rank of Fire Captain for a minimum of twelve (12) consecutive months.
- (d) ~~Deputy Fire Marshall Inspector~~: To be eligible to enter an examination and for promotion to ~~Deputy Fire Marshall Inspector~~, a person must have worked at least twelve (12) current consecutive months for the City of Coeur d'Alene Fire Department in the rank of firefighter.
- (e) An employee shall not be permitted to participate in a promotional examination while on disciplinary probation.

Section 8. WORKING OUT OF CLASS

- (a) Eligibility to work out of class as Fire Engineer: Must have at least twenty-four (24) current consecutive months with the Coeur d'Alene Fire Department and ~~maintain current Fire Engineer Certification must pass the Coeur d'Alene Fire Department Fire Engineer Certification Program or be on the current Fire Engineer promotional list.~~ Battalion Chief approval required.

Fire Engineer Certification: Consists of completion of the department Fire Engineer Certification program or passing the Fire Engineer promotional process.

~~required prerequisites.~~ The Fire Engineer Certification shall be good for a maximum of two (2) years. To maintain certification a member must maintain a position on the current Fire Engineer promotional list or complete the department's Fire Engineer recertification process.

- (b) Eligibility to work out of class as Fire Captain: Must have at least sixty (60) current consecutive months with the Coeur d'Alene Fire Department. Must have a current Fire Engineer Certification and maintain current Fire ~~Captain~~ Officer Certification. Battalion Chief approval required.

Fire Officer Certification: Consists of completion of the department Fire Captain Certification program or passing the Fire Captain promotional process~~required prerequisites.~~ The Fire ~~Captain~~ Officer Certification shall be good for a maximum of two (2) years. To maintain certification a member must maintain a position on the current Fire Captain promotional list or complete the department's Fire Captain recertification process.

- (c) Eligibility to work out of class as Battalion Chief: Must have at least seventy-two (72) current consecutive months with the Coeur d'Alene Fire Department, twelve consecutive months of which is in the position of Fire Captain and maintain current Battalion Chief certification. -Deputy Chief approval required.

Battalion Chief Certification: Consists of completion of the department Battalion Chief Certification program or passing the Battalion Chief promotional process. The Battalion Chief Certification shall be good for maximum of two (2) years. To maintain certification a member must maintain a position on the current Battalion Chief promotional list or complete the department's Battalion Chief recertification process.

Section 9. APPLICATIONS: Applications shall be made upon a form prescribed and furnished by the Human Resources Department, and shall be filed in the Human Resources Department on or before the deadline stated on the promotional announcement.

Section 10. SENIORITY IN PROMOTION: Credit shall be given for length of current consecutive service in the City of Coeur d'Alene Fire Department, and shall be given by adding to an overall promotional test score of 70% or above as follows:

| | Possible |
|--|----------|
| For years of service less than three (3) | .0 |
| For three (3) full years of service..... | 1.0 |

| | | |
|---|-----|-----|
| For each full year of the next six (6) years of service (4 th year through the 9 th year)..... | 0.5 | 3.0 |
| For each additional year of service (maximum 14 years total service) (10 th year through the 14 th | 0.2 | 1.0 |
| TOTAL..... | | 5.0 |

**Rule 11
REMOVALS AND SUSPENSIONS**

All persons in the classified civil service shall be subject to removal, suspension, demotion or discharge from employment by the head of the department pursuant to the department's progressive discipline standard operating procedures.

If the grievance procedure per the local 710 collective bargaining contract does not apply or if the grievance committee does not find the grievance meritorious, the aggrieved party shall have the right, within ten (10) days, from the time of removal, suspension, demotion or discharge, or after the decision of the grievance committee, whichever is later file with the commission a written demand for an investigation, whereupon the commission shall conduct such investigation. The investigation shall be confined to the determination of the question as to whether such removal, suspension, demotion or discharge was made for political or religious reasons, or was made in good faith or for cause. All investigations made by the commission pursuant to the provisions of this section shall be by public hearing after reasonable notice to the accused of the time and place of such hearing, at which hearing the accused shall be afforded an opportunity of appearing in person or by counsel and presenting his/her defense.

**Rule 12
APPEALS AND HEARINGS**

A party aggrieved by the determination of the commission regarding the removal, suspension, demotion or discharge of an employee may appeal therefrom to the District Court of the state of Idaho, in and for the county of Kootenai. The District Court shall thereupon proceed to hear and determine such appeal in a summary manner; provided, however, that such hearing shall be confined to the determination as to whether the judgment or order of removal, discharge, demotion or suspension made by the commission, was made for political or religious reasons or was made in good faith for cause, and no appeal to such court shall be taken except upon such ground or grounds.

**Rule 13
GROUNDS FOR REMOVAL, DISCHARGE OR SUSPENSION**

Section 1. Each incumbent shall hold office, place, position or employment under the provision of these rules and any such person shall be disciplined pursuant to the progressive

discipline standard operating procedures of the department and for violations of the city's personnel rules.

Section 2. The classified Civil Service shall consist of all places of employment now existing or hereafter created in under the Fire Department of Coeur d'Alene. No appointment to any of the places of employment in said department shall be made except under and according to law and the rules and regulations of the Civil Service Commission. The Fire Chief and Deputy Fire Chiefs may be appointed from within the classified Civil Service, if replaced for any reason which would not warrant dismissal from the department, shall have the opportunity to be returned to the rank held with the City of Coeur d'Alene Fire Department prior to the time of appointment if there is an open position at the time of replacement or within twelve (12) months and must meet the qualifications of the position.

Rule 14 LAY OFF

Section 1. LAY OFF: Whenever it becomes necessary in any department, through lack of work or funds, or for other good causes, to reduce the force in any department or employment, the persons working in such department who was last certified for appointment for such employment shall be the first laid off. Seniority in appointment shall control in lay-off cases. When reductions in work force create a need for demotions, the last person promoted shall be the first person demoted. Demotions shall be to the previously held rank only.

Section 2. REINSTATEMENT: The names of persons laid-off in accordance with Section 1 of this rule shall be placed at the head of the eligible list and shall have precedence for reappointment as in Rule 7.

Rule 15 REPORTS

Section 1. REPORTS FROM ELIGIBLES AND EMPLOYEES: Each eligible and employee shall report to the Human Resources Department:

- (a) Any change of address and telephone.
- (b) Any failure to accept appointment or promotion with the reasons therefor.
- (c) Any desire that his/her name be withheld from certification or that it be dropped from the list.

Section 2. REPORTS FROM HEADS OF DEPARTMENTS: Department head shall notify Human Resources of all appointments and resignations and consult with the Human Resources Director on related employee matters.

BE IT RESOLVED by the Civil Service Commission that the foregoing rules be, and the same are hereby, adopted by the Civil Service Commission of the City of Coeur d'Alene, and that the Secretary of the Commission certify a copy thereof to the City Council of the City of Coeur d'Alene for its approval, the effective date of these rules to be the date of such approval by the City Council.

CIVIL SERVICE COMMISSION:

Sharmon Schmitt, Chairman

Dixie Reid, Member

Ben Wolfinger, Member

Attest:

Tom Greif, Secretary

GS/PW COMMITTEE STAFF REPORT

DATE: 11/12/2024
FROM: Larry Parsons, Utility Project Manager, Wastewater Dept.
SUBJECT: Wastewater 2024 Open Trench Project – Change Order #04

DECISION POINT: Should the City Council approve Change Order 04 for the 2024 Open Trench Sewer Line Project, DW Excavating Inc., in the amount of \$ 13,831.73.

HISTORY: Construction started on June 17th, 2024 and has been fully completed. Despite the efforts of the contractor to save the existing water line in Schedule C on Homestead Ave and rock excavation on Schedule B Cherrywood Drive.

FINANCIAL ANALYSIS: The following summarizes the financial breakdown for this project. This project was approved by City Council for this current fiscal year.

| | | |
|--|--|---------------------|
| Total Project Budgeted Amount: | | \$850,000.00 |
| Contractor (DW Excavating Inc.) Awarded Bid: | | \$774,512.00 |
| Change Order #1,2,3*** | | \$21,482.87 |
| Change Order #04: | | \$13,831.73 |
| Total Amount: | | \$809,826.60 |
| Amount Left in Budget | | \$40,173.40 |

As shown above, the contracted project amount will still be well below the project budget amount of \$850,000.00 dollars.

PERFORMANCE ANALYSIS: Change Order 004, for additional water work and rock excavation that were encountered during construction of the Open Trench Sewer Line Project.

DECISION POINT/RECOMMENDATION: City Council should approve by Consent Change Order - 004 for the water line repairs and rock excavation to the 2024 Open Trench Sewer Line Project in the amount of \$13,831.73.