

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

AGENDA

VISION STATEMENT

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

NOTE: The City is utilizing Governor Little's Stage 4 Rebound Idaho guidance for its public meeting. As such, we are abiding by the social distancing guidelines of 6' within the physical meeting room, and limiting seating, seating will be first come first serve. The meeting can be viewed live through Facebook live and/or the City's YouTube channel or on Spectrum Cable Channel 1301. The meeting is rebroadcast on Spectrum Cable channel 1301 and on YouTube through a link on the city's website (www.cdaid.org).

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

October 5, 2021: 6:00 p.m.

A. CALL TO ORDER/ROLL CALL

B. INVOCATION: Pastor Jeff Smith with Northwest Family Church

C. PLEDGE OF ALLEGIANCE: Brian Newberry and the Girl Scouts of Eastern Washington & Northern Idaho

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

E. PROCLAMATION:

1. Proclaiming October 2021 as Safe Infant Sleep Awareness Month.

**Accepted by: Liz Montgomery, Executive Director
Northwest Infant Survival and SIDS Alliance**

F. PUBLIC COMMENTS: (Each speaker will be allowed a maximum of 3 minutes to address the City Council on matters that relate to City government business. Please be advised that

the City Council can only take official action this evening for those items listed on the agenda.)

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

G. ANNOUNCEMENTS:

1. **City Council**
2. **Mayor - Appointments:** Dave Walker and Lisa Straza to the Historic Preservation Commission.

H. CONSENT CALENDAR: Being considered routine by the City Council, these items will be enacted by one motion unless requested by a Councilmember that one or more items be removed for later discussion.

1. Approval of Council Minutes for the September 21, 2021, Council Meeting.
2. Approval of Bills as Submitted.
3. **Resolution No. 21-060** –
 - a. Approval of the acceptance of a Grant Deed for the Purchase of Right-of-Way Located at 280 W. Kathleen Avenue from William R. Krueger, HK Idaho, LLC. in the Amount of \$43,846.50.

As Recommended by the City Engineer

- b. Approval of a Letter of Agreement with Kootenai County for Public Transportation.

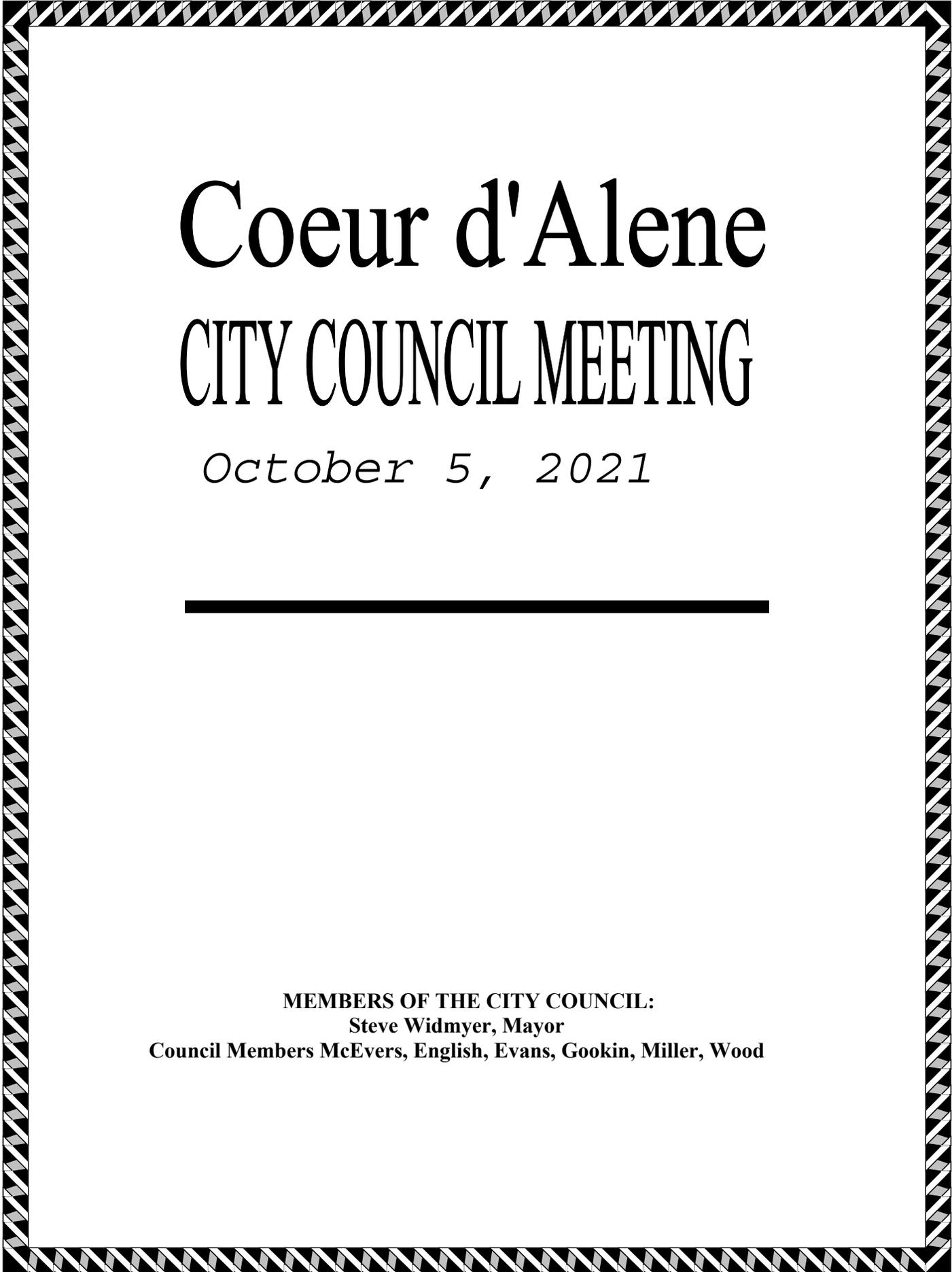
As Recommended by the City Administrator

I. OTHER BUSINESS:

1. **Resolution No. 21-061-** Approval of amendments to Personnel Rule 1, entitle General Provisions and to amend the Classification and Compensation Plan to amend the position of SCADA Electro Technician, pay grade 12 to Automation Engineer Pay grade 13.

Staff Report by: Melissa Tosi, Human Resources Director

J. ADJOURNMENT



Coeur d'Alene

CITY COUNCIL MEETING

October 5, 2021

MEMBERS OF THE CITY COUNCIL:

Steve Widmyer, Mayor

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

PROCLAMATION

WHEREAS, *Sudden Unexpected Infant Deaths (SUID) is the sudden and unexpected death of an infant, birth to age 1 year, in which the manner and cause of death are not immediately obvious prior to investigation; and*

WHEREAS *Sudden Infant Death Syndrome (SIDS) is a subset of SUID and remains the number one cause of infant death between the age of 28 days of life to 1 year; and*

WHEREAS, *the tragedy of SUID can happen to any family, regardless of race, ethnicity or economic group; and*

WHEREAS, *evidence based research has proven that when babies are placed in a crib alone; in the parents' room; on their backs; on a firm crib mattress with a fitted crib sheet; using no crib bumper pads, pillows, blankets, quilts, or stuffed animals and toys, in a smoke-free environment, they will sleep safest and reduce the risk of SIDS and prevent many other infant sleep related deaths; and*

WHEREAS, *Northwest Infant Survival and SIDS Alliance is a statewide not for profit organization headquartered in Coeur d'Alene; dedicated to providing infant safe sleep education, bereavement support services, and creating community awareness around preventing sleep related infant deaths; and*

WHEREAS, *during the month of October, Northwest Infant Survival and SIDS Alliance will hold special events including "Run for the Angels" on Sunday, October 3rd at McEuen Park and distribution of safe infant sleep educational pamphlets, cribs and wearable blankets to families in need, therefore providing the best opportunity for all babies in Idaho to survive and thrive; and*

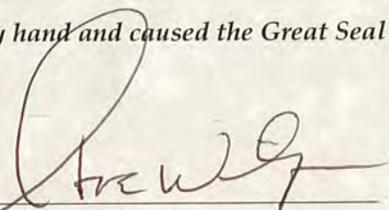
NOW, THEREFORE, I STEVE WIDMYER, Mayor of the City of Coeur d'Alene, Idaho, do hereby proclaim the month of October, 2021 as

"SAFE INFANT SLEEP AWARENESS MONTH"

In Coeur d'Alene, Idaho in order to raise awareness about preventing sleep related infant deaths and to encourage safe infant sleep practices so that no parent will have to endure the tragedy of the death of a baby.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Great Seal of Coeur d'Alene to be affixed this October 5th, 2021.




Steve Widmyer, Mayor

ATTEST:

Renata McLeod, City Clerk

ANNOUNCEMENTS

Memo to Council

DATE: September 29, 2021
RE: Appointment to Boards/Commissions/Committees

The following re-appointment is presented for your consideration for the October 5, 2021, Council Meeting:

DAVE WALKER	Historic Preservation Commission (Re-appointment)
LISA STRAZA	Historic Preservation Commission (Re-appointment)

Sincerely,

Sherrie Badertscher
Executive Assistant

cc: Melissa Tosi, Human Resources Director

CONSENT CALENDAR

MINUTES OF A REGULAR MEETING OF THE CITY
COUNCIL OF THE CITY OF COEUR D'ALENE, IDAHO,
HELD AT THE LIBRARY COMMUNITY ROOM

September 21, 2021

The Mayor and Council of the City of Coeur d'Alene met in a regular session of said Council at the Coeur d'Alene City Library Community Room September 21, 2021, at 6:00 p.m., there being present upon roll call the following members:

Steve Widmyer, Mayor

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

Woody McEvers) Members of Council Not Present

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

INVOCATION: Pastor Chris Lauri of Anthem CDA Church provided the invocation.

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

The Mayor proclaimed September 21, 2021, as Aging Out of Foster Care Awareness Day. The proclamation was accepted by Marie Widmyer and Mollie Allen. Ms. Widmyer thanked the Mayor and Council for the proclamation and noted that Foster Care Awareness was highlighted in May each year. She stated most children age out of foster care without any support to help them during the transition. She said September was a time to recognize those young adults who would be transitioning at some point during the year, and urged the community to get involved and mentor, encourage, or support a foster child aging out of the foster care system, and to please consider getting involved. Ms. Widmyer introduced Mollie Allen, Co-founder of Safety Net which was founded in 2008. Safety Net is an organization that helps kids that are aging out of foster care. They provide needed assistance which may be a laptop, bus pass, furnish a first apartment, or any other need that may arise during the aging out transition time. Ms. Allen wished to thank Safety Net's generous donors that enable them to continue to support foster youth that were aging out of the foster care system.

THE COUNTERFEIT PILL PUBLIC HEALTH THREAT: Rafael Gonzalez, Jr. Acting US Attorney, presented a PowerPoint presentation on the Counterfeit Pill Public Health Threat. He said the goal was to bring awareness of the illegal counterfeit pill threat to the community. He said the steady increase in opioid dispensing began in 2006, and peaked in 2012, with 255 million prescriptions written for the painkiller. He noted it translated to 81.3 prescriptions per

every 100 persons. He said the rate of prescriptions fell to the lowest point in 10-years in 2016, yet there were still 214 million opioid prescriptions prescribed. Drug overdose deaths soared to a record 93,331 last year which was a 30% increase over 2019. He stated counterfeit pills had been flooding the illegal drug market and the incidents of overdose, including a rise in fatal overdoses. He noted that fentanyl, in deadly amounts, were in the OxyContin or Zanax pills being illegally distributed, and it was 100 times more powerful than morphine. A lethal dose of fentanyl is two milligrams in contrast to the lethal dose of heroin at 30 milligrams. There is no margin for error. He said of the tablets seized in 2019, 27% contained lethal doses of fentanyl. NARCAN deployment had doubled in some emergency departments from 2020 to 2021. He noted there was no concern of counterfeit pills entering the legal prescription supply chain. He asked everyone to remind their friends and family that if it didn't get prescribed by their doctor, or come from the pharmacy, it may be the last pill they take. He stated there was a 40% increase in overdose deaths in 2020, even though there was a decrease in prescriptions written.

Councilmember Wood stated in the 90's and 2000's police departments used to have drug trafficking task forces, and asked if there were any state funds available for law enforcement. Mr. Gonzalez stated the Idaho State Police (ISP) had a unit named the North Idaho Narcotics Enforcement (NINE) task force which was grant funded with \$80,000 each year. He said the Task Force was doing great work and they were always looking to take it to the next level. Councilmember Gookin asked where the fentanyl was coming from to make the illegal pills, with Mr. Gonzalez responding fentanyl had been taken off the main store shelves in the United State in order to have more control of its distribution. He said other countries were producing it and China had been the leader in fentanyl production, yet Mexico and India had also started production.

Mayor Widmyer stated he saw lives being saved by using NARCAN and if the areas shown on the presentation map were really the higher trafficking and overdose areas, or were the emergency personal not using NARCAN as often. Mr. Gonzalez stated they would need to start looking at the overdose map and analyze the data to determine if that was the case. Mayor Widmyer noted there was a large opioid settlement from a major pharmaceutical company in the works and would like to see if there was a way to funnel the money into a combined effort to combat the threat.

WASTEWATER 2018 FACILITY PLAN UPDATE: Wastewater Director Mike Anderson provided an update on the Wastewater 2018 Facility Plan and noted that in compliance with the Idaho DEQ, the City was required to maintain an approved Facility Plan for its Wastewater Treatment Facility. He explained the history of the wastewater plant, and in 2001, the Coeur d'Alene Wastewater Department developed its Facility Plan to address high peak flows, regulatory changes, aging facilities, rapid growth, and encroaching development. The plan was updated in 2009, and again in 2012, which focused on, among other things, tertiary treatment of the wastewater for CBOD, phosphorous, and ammonia removal. The process for this most recent update began in 2018, and was intended to address several processes and components throughout the plant wherein issues have been identified. He explained the plan addresses permit requirements but also delves into the sustainability and operability of the Treatment Facility, as well as, addressing how the Facility fits within the community. Mr. Anderson said the plan spans the next decade and has identified \$6.5 million in repair and upgrade work needed

within the Facility and \$23.8 million in expansion and process improvements. He said the plan works hand in glove with the City's rate study to ensure adequate funding for the required maintenance and upgrades. He noted facility planning had been critical to forecast action plans and costs associated with the growth of the area, and the age of the existing infrastructure. He stated through the 2009 Facility Plan, they identified an alternative treatment method they termed Tertiary Membrane Filtration (TMF) which saved the City tens of millions of dollars. He said they have been pleased with the value the plans have provided. He stated one area to note was the possibility of using the cleaned wastewater (reuse water) for irrigation. It would require some disinfection yet would be a class A water discharge. He said from 1981 to 2021 they have made vast improvements and now the discharge was cleaner than the Spokane River it flows into. He said the recommended (15-year) plan included the renewal/replacement of existing equipment, expanding the Tertiary Membrane Filtration (TMF), rehabilitation of the trickling filters, disinfection upgrades, outfall improvements, and solids building/dewatering improvements.

Councilmember Wood asked if there were additional plans to manage the odors from the plant, with Mr. Anderson responding there were details in the plan to address scrubbing the odors. Councilmember English asked what odor scrubbing entailed, with Mr. Anderson responding that one was option included wood chip beds that worked to clean the odors. Councilmember Gookin asked if the Facility Plan covered the facility only and if it included the piping, with Mr. Anderson stating the Facility Plan was for the facility only and they were working on a master plan that would address the pipes. Councilmember Gookin asked if negative pressure could be used in the building, with Mr. Anderson stating it most likely would be utilized and the building would be enclosed which would also help with the odor. Councilmember Miller asked if the refinancing item, on the agenda for later discussion, is affected by the adoption of this plan, with Mr. Anderson confirming it does not. Mayor Widmyer stated the item would be brought back to Council at the second meeting in October.

ANNOUNCEMENTS:

Councilmember Evans announced the City was looking for students aged 14-18 in School District #271 to be involved in the community and serve as student representatives on various boards and commissions. She said additional information was available on the City's website at www.cdavid.org and applications were due by September 30.

Councilmember English stated he had the opportunity to participate in the plaque and remembrance garden dedication at the Veterans Memorial located at McEuen Park. He encouraged everyone to visit the memorial as it was an amazing piece in honor of the Tomb of the Unknown Soldier and all service veterans.

Mayor Widmyer asked for the Appointments of Susan Weathers and Ben Wolfinger to the Personnel Appeals Board, Councilmember Wood to the Sick Leave Council, and Dixie Reid to the Civil Service Commission.

MOTION: Motion by Evans, seconded by English, to appoint Susan Weathers and Ben Wolfinger to the Personnel Appeals Board, Councilmember Wood to the Sick Leave Council, and Dixie Reid to the Civil Service Commission. **Motion carried**

CONSENT CALENDAR:

1. Approval of Council Minutes for the September 7, 2021 Council Meeting.
2. Approval of the General Services/Public Works Committee Minutes from September 13, 2021.
3. Approval of Bills as Submitted.
4. Approval of Financial Report.
5. Setting of General Services/Public Works Committee meeting for Monday, September 27, 2021 at 12:00 noon.
6. **Resolution No. 21-058** - A RESOLUTION OF THE CITY OF COEUR D'ALENE, KOOTENAI COUNTY, IDAHO, APPROVING A ONE-YEAR EXTENSION TO THE CURRENT POLICE ASSOCIATION AGREEMENT, EXTENDING THE TERM TO SEPTEMBER 30, 2022; AND DECLARING ONE 2004 CHEVROLET IMPALA, TWO 2006 CHEVROLET IMPALAS, AND ONE 2013 CHEVROLET TAHOE FROM THE POLICE DEPARTMENT TO BE SURPLUS AND AUTHORIZING THE SALE OF THE PROPERTY AT AUCTION.

MOTION: Motion by Miller, seconded by Gookin, to approve the Consent Calendar as presented, including **Resolution No. 21-058**.

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

AUTHORIZATION OF STAFF TO RENEGOTIATE REFINANCING OF WASTEWATER FUND DEBT IN THE AMOUNT OF \$40,000,000.00.

STAFF REPORT: City Administrator Troy Tymesen stated the Wastewater Department was currently making annual payments on three (3) revenue bond issues with coupon rates of 5%, 2%, and 2.75%. With the current market rates, these issues could be refinanced with an estimated savings to the City of over \$2,000,000. The potential savings to the Wastewater Department if these three (3) bonds issues are consolidated into one 20-year issue could potentially be over \$2,000,000. If structured to a 13-year issue, the savings could be over \$4,000,000. Refinancing the Wastewater bonds could make it possible for Wastewater to do future needed improvements without having to take on new debt. He noted the Atlas Waterfront project would be bringing funds to the City. Mr. Tymesen introduced Eric Heringer of Piper Sandler. Mr. Heringer said he had worked with the City for the past 20 years on various bonds. He stated normally the DEQ loans would not be refinanced, yet in today's market it may make financial sense. He said there are three (3) main things to review in refinancing of the bonds; the call date and price, the percentage rate, and the final maturity date of bonds to determine whether refinancing makes sense. He said they would not look at refinancing the 2013 DEQ loan which was currently at .5%. He discussed the current bond market conditions and the historically low rates. He said they could structure the savings in any way the City would want, and shorter bond terms resulted in lower interest rates. Mr. Tymesen requested Council authorize

administration to negotiate the refinancing of the 2012, 2015, and 2020, Wastewater Revenue Bond issues and return to Council for approval of any agreement.

DISCUSSION: Mayor Widmyer asked if the current debt structure could be used to reduce the number of payments and interest paid, with Mr. Heringer responding it could. Councilmember Miller asked about the presumption of the market holding, with Mr. Heringer responding they would talk about a schedule and would need to act quickly to lock in the rate. Councilmember Gookin asked about the interest rates and how long until the rates start to climb, with Mr. Heringer responding their opinion was there were various pressures on interest rates and the current outlook was rates would remain low for a while yet there was no way to predict when the rates would start to increase. He stated there was no certainty and he suggested the City move quickly. He stated he believed the rates would remain steady for the next few months. Councilmember Gookin asked if their firm would be paid or make money on the sale of the bonds, with Mr. Heringer responding they would make money on the resale of the bonds.

MOTION: Motion by Gookin, seconded by English, to authorize the City Administration to complete negotiations for the refinancing of Wastewater Fund Debt in the amount of \$32,000,000.00.

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

RESOLUTION NO. 21-059

A RESOLUTION OF THE CITY OF COEUR D'ALENE, KOOTENAI COUNTY, IDAHO, AUTHORIZING A CONTRACT WITH CELESTE COONING FOR THE CREATION, EXECUTION, AND INSTALLATION OF PUBLIC ART AT THE 4TH STREET PARKING GARAGE.

STAFF REPORT: Mr. Tymesen stated the Arts Commission (Commission) was requesting approval of a contract with Celeste Cooning for public art at the 4th Street Parking Garage in the amount of \$75,000. He said in November 2020, the City of Coeur d'Alene Arts Commission issued a national Request for Artist Qualifications through Call for Entry.Org (CaFE) for public art at the 4th Street Parking Garage located at the intersection of 4th Street and Coeur d'Alene Avenue. Interested parties were invited to submit their qualifications through CaFE, and then all eligible submissions were reviewed by a selection committee consisting of seven (7) voting members including: citizens, arts professionals, a City Councilmember, and two (2) non-voting members. He stated the City received a total of 118 artist qualification submissions through CaFE and after initial review by the voting members of the selection committee, the artists who met the minimum qualifications were narrowed down to five (5) artists. The five (5) artists received \$1,000 honorarium to provide sketched details, materials list, rendering narration, budget, and a maquette of the proposed art piece. He stated the selection committee met on August 10, 2021, and discussed the public votes/comments received and two (2) finalists were chosen to be personally interviewed for final selection. Zoom interviews with the two (2) artists were conducted on August 19, 2021, and, after thorough review and discussion, the voting members of the selection committee unanimously chose artist Celeste Cooning and her art

proposal entitled “Seed of Life.” The selection committee was impressed with Ms. Cooning’s interview, the research she conducted on the project, and the professional manner of her proposal. He said the recommendation was then presented to the Arts Commission at their meeting on September 14, 2021, where the Commission voted unanimously to accept the recommendation and to request that Council approve a contract with Celeste Cooning for her art proposal “Seed of Life” in the amount of \$75,000. The artwork will be scheduled for completion and installation in May/June 2022. The total budgeted amount, including contingencies, for the 4th Street Parking Garage Public Art Project is \$75,000, and the contract with Celeste Cooning would be issued in the amount of \$75,000. Funding for the 4th Street Parking Garage Public Art Project comes from the Arts Fund – River District URD. Ignite CDA annually provides 2-percent of its income to the City for public art within the two (2) Urban Renewal Districts. Mr. Tymesen requested Council approve the contract with Celeste Cooning for public art at the 4th Street Parking Garage in the amount of \$75,000.

DISCUSSION: Councilmember Gookin stated he had concerns with the current process of only voting on a single proposal, and would have preferred to have the top three (3) proposals brought to Council and then they could select one. He said the current process felt like a rubber stamp approval in which he wasn’t a fan. Mayor Widmyer stated Council still had the authority to turn down the recommendation and ask the Commission to return with another recommendation. Councilmember Evans stated Council had charged the Arts Commission with the role of selecting a committee to complete the process and bring forward the recommendation to Council, and if the process needed to be reviewed then Council could change it. Councilmember Miller stated Council had the authority of approving or disapproving the recommendation and Council had the final say. Councilmember Wood stated she agreed with Councilmembers Miller and Evans, and felt the current process worked. Councilmember English stated the committee spent a lot of time reviewing the artists and proposals and Council had the final decision on whether to approve or not. He said he supports the committee and their time, and was supportive of the piece. Mayor Widmyer stated he would like to add the artist’s narrative to the art piece when installed.

MOTION: Motion by Evans, seconded by Miller, to approve **Resolution No. 21-059** – approving a Contract with Celeste Cooning for public art at the 4th Street Parking Garage.

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

**(LEGISLATIVE) FISCAL YEAR 2020-2021 ANNUAL APPROPRIATIONS
ORDINANCE AMENDMENT FOR FISCAL YEAR BEGINNING OCTOBER 1, 2020
THROUGH SEPTEMBER 30, 2021.**

STAFF REPORT: Comptroller Vonnie Jensen stated the City annually amends the original appropriations ordinance for unanticipated expenditures. Idaho code allows the City Council at any time during the current fiscal year to amend the appropriations ordinance to reflect the receipt of revenues and/or the expenditure of funds that were unanticipated when the ordinance was adopted. She stated the City adopts an amendment or amendments each year to the appropriation’s ordinance. She said the budget amendment shows increases in expenditures due to carryovers of projects, state and federal grants received, the purchase of property on East

Sherman, the transfer of \$1.4 million to the City of Coeur d'Alene Employee Benefit Trust Fund, the Memorial Park Grandstand reconstruction and miscellaneous additional items. She said additional revenues of \$1,625,715 were projected to be received in the General Fund to cover the increased expenses for the fiscal year. She noted \$1,976,944 was coming from designated fund balance. Ms. Jensen requested Council approve Council Bill No. 21-1022, to amend the Fiscal Year 2020-2021 Budget by a total of \$4,522,681.

DISCUSSION: Mayor Widmyer clarified the amendment was required each year and did not equate to overspending by the City, and the City remained fiscally strong.

Mayor Widmyer opened the public comment portion of the hearing, and hearing none, closed public comment.

MOTION: Motion by Gookin, seconded by Evans, to dispense with the rule and read **Council Bill No. 21-1022** once by title only.

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

MOTION: Motion by Gookin, seconded by Evans, to adopt **Council Bill 21-1022.**

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

COUNCIL BILL NO. 21-1022

AN ORDINANCE AMENDING ORDINANCE 3656, THE CITY OF COEUR D'ALENE'S ANNUAL APPROPRIATION ORDINANCE FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2020, APPROPRIATING THE SUM OF ~~\$103,535,756~~ \$108,058,437, WHICH SUM INCLUDES ADDITIONAL MONIES RECEIVED BY THE CITY OF COEUR D'ALENE IN THE SUM OF \$4,522,681; REPEALING ALL ORDINANCES AND PARTS OF ORDINANCES IN CONFLICT HEREWITH; PROVIDE FOR THE PUBLICATION OF A SUMMARY OF THIS ORDINANCE AND PROVIDING AN EFFECTIVE DATE HEREOF.

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

Section 1

That Section 1 of Ordinance 3656, Ordinance of the City of Coeur d'Alene, be and the same is hereby amended to read as follows:

That the sum of ~~\$103,535,756~~ \$108,058,437, be and the same is hereby appropriated to defray the necessary expenses and liabilities of the City of Coeur d'Alene, Kootenai County, Idaho, for the fiscal year beginning October 1, 2020.

Draft

Section 2

That Section 2 of Ordinance 3656, Ordinances of the City of Coeur d’Alene, be and the same is hereby amended to read as follows:

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

		FY 2020-21
	FY 2020-21	AMENDED
	BUDGET	BUDGET
GENERAL FUND EXPENDITURES:		
Mayor and Council	\$251,742	\$251,742
Administration	217,699	217,699
Finance Department	1,234,784	1,264,149
Municipal Services	1,804,906	1,987,906
Human Resources	418,825	418,825
Legal Department	1,313,413	1,313,413
Planning Department	726,892	761,987
Building Maintenance	547,526	550,026
Police Department	16,732,158	17,107,006
Fire Department	10,710,811	11,149,444
General Government	153,050	1,298,678
Streets and Engineering	4,981,197	5,206,009
Parks Department	2,448,730	2,448,730
Recreation Department	745,208	745,208
Building Inspection	958,485	958,485
TOTAL GENERAL FUND EXPENDITURES:	\$43,245,426	\$45,679,307

		FY 2020-21
	FY 2020-21	AMENDED
	BUDGET	BUDGET
SPECIAL REVENUE FUND EXPENDITURES:		
Library Fund	\$1,736,045	\$1,751,345
Community Development Block Grant	695,032	695,032
Impact Fee Fund	450,000	596,500
Parks Capital Improvements	323,260	713,260
Annexation Fee Fund	195,000	195,000
Cemetery Fund	306,787	306,787
Cemetery Perpetual Care Fund	166,500	166,500
Jewett House	26,353	26,353
Reforestation/Street Trees/Community Canopy	120,000	120,000
Public Art Funds	271,300	271,300
TOTAL SPECIAL FUNDS:	\$4,290,277	\$4,842,077

ENTERPRISE FUND EXPENDITURES:		
Street Lighting Fund	\$733,250	\$733,250
Water Fund	14,566,370	14,566,370
Wastewater Fund	20,111,378	21,191,378
Water Cap Fee Fund	5,300,000	5,300,000
WWTP Cap Fees Fund	1,484,809	1,484,809
Sanitation Fund	4,215,002	4,645,002
City Parking Fund	1,640,036	1,667,036
Drainage	1,701,863	1,701,863
TOTAL ENTERPRISE EXPENDITURES:	\$49,752,708	\$51,289,708
FIDUCIARY FUNDS:	\$3,169,432	\$3,169,432
CAPITAL PROJECTS FUNDS:	2,201,632	2,201,632
DEBT SERVICE FUNDS:	876,281	876,281
GRAND TOTAL OF ALL EXPENDITURES:	\$103,535,756	\$108,058,437

Section 3

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

Section 4

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

COUNCIL BILL NO. 21-1023

AN ORDINANCE AMENDING THE ZONING ACT OF THE CITY OF COEUR D'ALENE, KOOTENAI COUNTY, IDAHO, KNOWN AS ORDINANCE NO. 1691, ORDINANCES OF THE CITY OF COEUR D'ALENE, BY CHANGING THE FOLLOWING DESCRIBED PROPERTY FROM R-12 TO C-17, SAID PROPERTY BEING DESCRIBED AS FOLLOWS, TO WIT: +/- 0.366 ACRE PARCEL OFF OF CHERRY LANE AND WEST OF HIGHWAY 95, COMMONLY KNOWN AS 455 W. CHERRY LANE; REPEALING ALL ORDINANCES AND PARTS OF ORDINANCES IN CONFLICT HEREWITH; PROVIDING A SEVERABILITY CLAUSE; PROVIDE FOR THE PUBLICATION OF A SUMMARY OF THIS ORDINANCE AND AN EFFECTIVE DATE HEREOF.

(QUASI-JUDICIAL) - ZC-6-21- A PROPOSED ZONE CHANGE FROM R-12 TO C-17; LOCATED AT 455 W. CHERRY LANE; APPLICANT: CDA ENTERPRISES, LLC.

STAFF REPORT: Associate Planner Tami Stroud stated the subject property was a 0.367 acre parcel located off of Cherry Lane and west of Highway 95. North Fruitland Lane was west of the subject property. She said there was an existing single-family dwelling located on the parcel, and the applicant had stated that they had no specific development plans for the subject property

at this time. The subject property is surrounded by previous zone change requests that were all approved. As noted on the map and on the list of zone changes, the changes took place between 1984 and 2019, and the majority were from MH-8 to R-17. She noted there were a few zone changes from MH-8 to C-17. The most recent zone change was from MH-8 to R-17 in 2019. Ms. Stroud noted there were four (4) required findings for a zone change: Finding #B8: that the proposal (is) (is not) in conformance with the Comprehensive Plan policies, Finding #B9: that public facilities and utilities (are) (are not) available and adequate for the proposed use, Finding #B10: that the physical characteristics of the site (do) (do not) make it suitable for the request at this time, and Finding #B11: that the proposal (would) (would not) adversely affect the surrounding neighborhood with regard to traffic, neighborhood character, (and) (or) existing land uses. Ms. Stroud noted Council must consider the request and make findings to approve, deny, or deny without prejudice.

Mayor Widmyer opened the public testimony portion of the hearing.

APPLICANT: Mike Delay of CDA Enterprises, LLC spoke on behalf of the owners and stated the property borders the Gross Donuts property which they also owned. He stated in the future he would like to add a financial institution, such as a bank or credit union, as that would be a nice compliment to the Gross Donuts store.

Kris Hayman, Coeur d'Alene, spoke in opposition of the project stating the area houses were being remodeled and improved and she didn't wish to see the property changed to commercial. She said there were many trees on the property which helped buffer the noise, and there were concerns of increased traffic and congestion.

Sabrina and Trent Carlisle, Coeur d'Alene, spoke in opposition of the zone change and asked if it would affect their property taxes and what could be built in the C-17 zone. Ms. Stroud stated there were many uses allowed such as administrative office, bank, hotel/motel, gas station, auto sales, etc., and there were zone change requirements such as a buffer, parking spaces, etc., depending on what was placed on the property. Mr. Carlisle said they were informed Gross Donuts was going to be torn down and a strip mall was going to be built on the property, and stated the concern was there could be increased traffic depending on what the owner decided to replace the business with once the zone change was approved.

Mayor Widmyer stated in regards to the property taxes, he didn't have a concrete answer yet doubted the value of their property would be affected, nor would the zone change increase the property taxes.

APPLICANT REBUTTAL: Mr. Delay noted the owners of Gross Donuts had no intention of closing the Coeur d'Alene store, as they had a current lease and it was their best producing location. He stated the property was also in a transition area.

Mayor Widmyer closed the public testimony portion of the hearing.

DISCUSSION: Councilmember Gookin asked about finding B-10 in regards to frontage, with Ms. Stroud stating there was no requirement in the C-17 zone. Councilmember Miller asked

about the traffic and becoming a bottleneck and were there were plans to address the issues, with Ms. Stroud stating there were some improvements required by the zone change, yet the changes wouldn't address the traffic issues.

MOTION: Motion by Wood, seconded by Evans, to dispense with the rule and read **Council Bill No. 21-1023** once by title only.

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

MOTION: Motion by Wood, seconded by Evans, to adopt **Council Bill No. 21-1023**.

DISCUSSION: Councilmember Wood stated she was surprised the property was not already zoned commercial as it was surrounded by other commercial properties; yet she liked to see businesses and residents working together to alleviate the neighborhood concerns. Councilmember Gookin stated the intended property use was not available at the time, and it was important to know what the intended use would be before approving a zoning change, and the City needed single family residences. Councilmember English stated it was in a transition area and the property owners had the right to bring the zone change to Council and he was in support of the project. He empathized with the neighbors but would support the zone change as requested.

ROLL CALL: Gookin No; English Aye; Wood No; Evans Aye; Miller No. **Motion failed.**
***Council denied without prejudice.**

(QUASI-JUDICIAL) – A-3-21- A PROPOSED 4.18 ACRE ANNEXATION FROM COUNTY COMMERCIAL TO C-17; LOCATED AT 3525 W. SELTICE; APPLICANT: KOOTENAI YOUTH RECREATION, VINCE HUGHES.

STAFF REPORT: Associate Planner Mike Behary stated the applicant was requesting approval of an annexation of 4.18 acres in conjunction with zoning approval from County Commercial to C-17 Commercial zoning district. The subject property was currently the home to Frontier Ice Arena and located in the unincorporated area of the county, adjacent to the city limits on the west and southwest side of the subject site, and currently zoned County Commercial. The subject site was located within the City's Area of City Impact (ACI). He said Frontier Ice Arena has operated at the site since 2001 and replaced an older facility that operated on the site many years prior to the construction of the new rink. The applicant has indicated that the continued growth in Kootenai County and the surrounding area has created a demand for an additional ice rink. He stated the Ice Arena would like to expand and add a second sheet of ice to serve the growing needs of the hockey and ice skating community. He said in order to expand, Frontier Ice Arena was required to connect to the City of Coeur d'Alene sewer system as the existing septic drain field does not have the capacity to accommodate the increased building size, and, the applicant was proposing a C-17 zoning district designation. The zoning ordinance classifies an ice arena use as commercial recreation, which is a permitted use in the C-17 zoning district. Mr. Behary noted there were four (4) required findings for a zone change: Finding #B8: that the proposal (is) (is not) in conformance with the Comprehensive Plan policies, Finding #B9: that public

facilities and utilities (are) (are not) available and adequate for the proposed use, Finding #B10: that the physical characteristics of the site (do) (do not) make it suitable for the request at this time, and Finding #B11: that the proposal (would) (would not) adversely affect the surrounding neighborhood with regard to traffic, neighborhood character, (and) (or) existing land uses. There were four (4) recommended items to include in the annexation agreement; 1) Sewer Policy #716 requires only one appropriately sized service lateral will be allowed to serve each legally recognized parcel (lot), 2) Appropriate sewer cap fees will be due at time of building permits, 3) The public trail connection and trailhead parking for the Centennial Trail must be preserved as part of the requested annexation and proposed expansion of the Ice Arena, 4) The applicant is being requested to provide copies of any shared access easement(s) and parking agreement(s) with adjacent properties to provide proof of access and detail any parking obligations or overflow parking areas.

Mr. Behary stated the City Council would need to consider the request for zoning in conjunction with annexation and make findings to approve, deny, or deny without prejudice.

Mayor Widmyer opened the public testimony portion of the hearing, and hearing none, closed public comments.

MOTION: Motion by Wood, seconded by Evans, to approve A-3-21 - A proposed 4.18 acre annexation from County Commercial to C-17; located at 3525 W. Seltice; Applicant: Kootenai Youth Rec, Vince Hughes, to direct staff to negotiate an annexation agreement, and to develop the necessary Findings and Order.

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

ADJOURN: Motion by Gookin, seconded by Wood, that there being no other business this meeting be adjourned. **Motion carried.**

The meeting was adjourned at 8:34 p.m.

ATTEST:

Steve Widmyer, Mayor

Sherrie L. Badertscher
Executive Assistant

RESOLUTION NO. 21-060

A RESOLUTION OF THE CITY OF COEUR D'ALENE, KOOTENAI COUNTY, IDAHO, ACCEPTING A GRANT DEED FOR THE PURCHASE OF RIGHT-OF-WAY LOCATED AT 280 W. KATHLEEN AVENUE FROM HK IDAHO, LLC, IN THE AMOUNT OF \$43,846.50; AND APPROVING LETTER OF AGREEMENT WITH KOOTENAI COUNTY FOR PUBLIC TRANSPORTATION.

WHEREAS, it has been recommended that the City of Coeur d'Alene enter into the agreement and take the other action listed below, pursuant to the terms and conditions set forth in the agreement and other action document attached hereto as Exhibits "A" and "B" and by reference made a part hereof as summarized as follows:

- A) Acceptance of Grant Deed for the purchase of right-of-way located at 280 W. Kathleen Avenue from HK Idaho, LLC, in the amount of \$43,846.50; and
- B) Letter of Agreement with Kootenai County for Public Transportation; and

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

NOW, THEREFORE,

BE IT RESOLVED by the Mayor and City Council of the City of Coeur d'Alene that the City enter into agreement and take the other action for the subject matter, as set forth in substantially the form attached hereto as Exhibits "A" and "B" and incorporated herein by reference, with the provision that the Mayor, City Administrator, and City Attorney are hereby authorized to modify said agreement and the other action document, so long as the substantive provisions of the agreement and the other action document remain intact.

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

DATED this 5th day of October, 2021.

Steve Widmyer, Mayor

ATTEST:

Renata McLeod, City Clerk

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

ROLL CALL:

COUNCIL MEMBER ENGLISH Voted

COUNCIL MEMBER MILLER Voted

COUNCIL MEMBER GOOKIN Voted

COUNCIL MEMBER EVANS Voted

COUNCIL MEMBER MCEVERS Voted

COUNCIL MEMBER WOOD Voted

_____ was absent. Motion _____.

CITY COUNCIL STAFF REPORT

DATE: October 5, 2021
FROM: Dennis J. Grant, Engineering Project Manager
SUBJECT: **Approval of Compensation for Right-of-Way**

DECISION POINT

Staff is requesting City Council approval to purchase right-of-way from William R. Krueger, HK Idaho, LLC.

FINANCIAL ANALYSIS

The compensation of \$43,846.50 will be funded through the Kathleen Avenue Improvements project.

PERFORMANCE ANALYSIS

City Staff was successful in negotiating with William R. Krueger to purchase a strip of land, on his property located at 254 W. Kathleen Avenue (Custom Truck). The total area of the piece is 1,779 square feet. The additional right-of-way is needed to widen the south side of Kathleen Avenue to two lanes in the eastbound direction between US-HW 95 and Government Way. A copy of the deed is attached.

RECOMMENDATION

Staff recommends that Council accept the dedication, direct its recordation, and approve the compensation to the property owner.

**GRANT DEED
FOR RIGHT-OF-WAY PURPOSES**

KNOW ALL MEN BY THESE PRESENTS that HK Idaho, LLC, a Limited Liability Company, whose address is 204 N. Lakeview Drive, Coeur d’Alene, Idaho 83814-5818, William R. Krueger, Member, herein called “GRANTOR,” for and in consideration of the sum of Forty-Three Thousand Eight Hundred Forty-Six and 50/100 Dollars (\$43,846.50), paid by the City of Coeur d’Alene, whose address is 710 E. Mullan Avenue, Coeur d’Alene, Kootenai County, State of Idaho, receipt of which is acknowledged, does hereby grant, quitclaim and convey unto the CITY OF COEUR D’ALENE, a municipal corporation and political subdivision of the State of Idaho, duly organized and existing pursuant to the laws of the State of Idaho, hereinafter called the “GRANTEE,” its successors and assigns, property described as follows:

See attached Exhibit “A” incorporated herein.

TO HAVE AND TO HOLD such property for public right-of-way and other public purposes.

IN WITNESS WHEREOF, the GRANTOR has caused this instrument to be executed this _____ day of October, 2021.

HK Idaho, LLC, GRANTOR

By: _____
William R. Krueger, Member

STATE OF IDAHO)
) SS
COUNTY OF KOOTENAI)

On this _____ day of October, 2021, before me a Notary Public, personally appeared William R. Krueger, Member of HK Idaho, LLC, known or identified to me to be the person who executed the foregoing instrument and acknowledged to me that said Limited Liability Corporation executed the same as his free and voluntary act and deed.

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

Notary Public for the State of Idaho
Residing at: Coeur d’Alene
My Commission Expires: _____

LEGAL DESCRIPTION
EXHIBIT A
PROPOSED RIGHT OF WAY

All that real property located in the Northeast Quarter of Section 2, Township 50 North, Range 4 West, Boise Meridian, Kootenai County, Idaho, being a portion of Tract 3, as shown on Meyerdale Addition, recorded in Book B of Plats, Page 102, records of Kootenai County, Idaho, described as follows;

BEGINNING at the Northeast corner of Tract 3 as shown on said Meyerdale Addition;

Thence along the East line of said Tract 3 South 01°01'16" East a distance of 15.34 feet;

Thence leaving said East line North 88°16'09" West a distance of 42.34 feet;

Thence North 43°14'47" West a distance of 6.22 feet;

Thence North 88°16'09" West a distance of 98.45 feet to the West line of the east half of said Tract 3;

Thence along said West line North 01°00'14" West a distance of 10.93 feet to a point on the North line of said Tract 3;

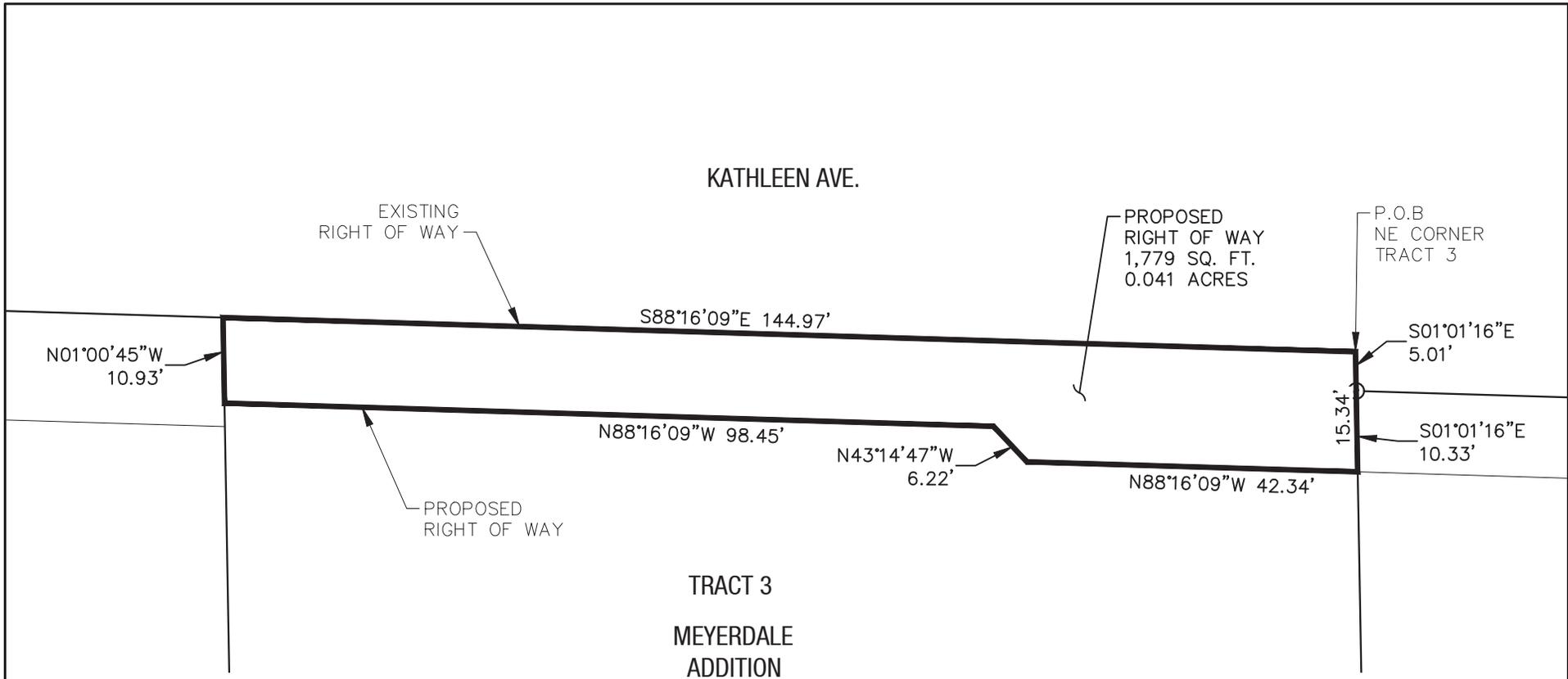
Thence along said North line South 88°16'09" East a distance of 144.97 feet to the **POINT OF BEGINNING**.

CONTAINING 1,779 square feet or 0.041 acres more or less.

Michael L Hathaway

Digitally signed by Michael L Hathaway
DN: CN=Michael L Hathaway,
OU=A01427D0000167A8676DEA00006235,
O=WELCH COMER AND ASSOCIATES, C=US
Date: 2021.02.09 09:39:16-08'00'





Michael L Hathaway
Digitally signed by Michael L Hathaway
 DN: cn=Michael L Hathaway,
 o=WELCH-COMER AND ASSOCIATES, C=US
 Date: 2021.02.09 09:39:35-0800'

REFERENCES:

- (R1) PLAT OF MEYERDALE ADDITION
RECORDED IN BOOK B OF PLATS, PAGE 102,
RECORDS OF KOOTENAI COUNTY, IDAHO.
- (R2) PLAT OF CARLSON COMMERCIAL TRACTS
RECORDED IN BOOK I OF PLATS, PAGE 114-114B,
RECORDS OF KOOTENAI COUNTY, IDAHO.



SCALE
1" = 20'



www.welchcomer.com 208-664-9382
 330 E. Lakeside Ave, Suite 101 (toll free) 877-815-5672
 Coeur d'Alene, ID 83814 (fax) 208-664-5946

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 & Associates, Inc.

**PROPOSED
 RIGHT OF WAY
 PORTION TRACT 3
 MEYERDALE ADDITION**

PROJECT NO.: 41346
 DESIGNED BY: MLH
 DRAWN BY: GJG
 DWG: 41346EX02.DWG
 DATE: FEBRUARY, 2021
 SHEET NO: **1 OF 1**

CITY COUNCIL STAFF REPORT

Date: October 5, 2021
From: Troy Tymesen, City Administrator
Subject: Fiscal 2021-2022 Public Transit Funding Letter of Agreement

DECISION POINT: To approve the one-year agreement and funding for the City's portion of the public transportation within the urbanized area of Kootenai County, also called the Kootenai County Transit System.

HISTORY: The 2000 census designated the cities of Coeur d'Alene, Post Falls, Hayden, Huetter and Dalton Gardens, as an urbanized area within Kootenai County. The Kootenai County Transit System encompasses Citylink Fixed Route service, Kootenai Health - Transportation/Paratransit service, and Kootenai County - Citylink Paratransit (currently operated by MV Transportation). Transit Service in the urban area is a cooperative effort between Kootenai County, the Coeur d'Alene Tribe, Kootenai Health, the Cities of Hayden, Dalton Gardens, Coeur d'Alene, Huetter, and Post Falls, Kootenai Metropolitan Planning Organization, and Post Falls Highway District. The Federal Transit Administration considers this cooperative transit operation quite unique compared to other transit agencies across the country. The legislative board for the transit system is the Kootenai County Board of Commissioners. All public transit service is provided free to the public thanks to the generous funding partners. During a presentation to Council on January 5, 2021, the County staff noted that they would be instituting a new software that would benefit the riders, as it will help with schedules, routes and real time updates. This agreement is for fiscal year 2021-22, October 1, 2021 through September 30, 2022.

FINANCIAL ANALYSIS: The City is being asked to fund \$70,448, the same as last year's funding. The proposed expenditure is included in the current financial plan, General Ledger # 001-018-4311-4810. The City's portion is based on its population within the urbanized area. This money is being used as a match for funds from the Federal Transit Administration (FTA) funds. Funding covers operations, maintenance, vehicle procurements, and administration of the system.

PERFORMANCE ANALYSIS: The City also provides the service of the Specialized Needs Recreation Van that was acquired with grant funds. Citylink also provides fixed route and paratransit service in the rural southern part of the county. Kootenai Health provides paratransit service for medical trips. Kootenai County contracts a private transit service contractor to provide service under the Americans with Disabilities Act (ADA). This service provides door to door service for qualified disabled individuals; service start-up was August of 2011 and it still used today.

DECISION POINT: To approve the one-year Letter of Agreement and funding for the City's portion of the public transportation within the urbanized area of Kootenai County, also called the Kootenai County Transit System.

Kootenai County Public Transportation

PUBLIC TRANSPORTATION LETTER OF AGREEMENT

THIS AGREEMENT is entered into between the county of Kootenai, hereinafter “COUNTY” and the City of Coeur d’Alene, hereinafter “CITY”, and shall be effective on 1 October 2021 after all parties have affixed their signatures to this Agreement.

WHEREAS, the Urbanized Area Formula Funding program (49 U.S.C. 5307) makes federal resources available to Kootenai County;

WHEREAS, federal funds under a Federal Transit Administration (FTA) grant are available to provide public transportation services; and

WHEREAS, the COUNTY is a direct recipient of Federal Transit Administration (FTA) 5307 funds; and

WHEREAS, having access to public transportation is a benefit to the citizens within the Urbanized Area; and

WHEREAS, municipalities within the urbanized area are authorized to participate in the funding of public transportation;

NOW THEREFORE, It is agreed as follows:

1. The COUNTY is the legal authority to receive and dispense federal funds for planning, engineering, design and evaluation of transit projects and other technical transportation-related studies; capital investments in bus and bus-related activities such as replacement, overhaul and rebuilding of buses, crime prevention and security equipment and construction of maintenance and passenger facilities; and capital investments in rolling stock, overhaul and rebuilding of vehicles, communications, and computer hardware and software. In addition, the COUNTY may receive and dispense federal funds for associated transit improvements, certain expenses associated with mobility management programs, all preventive maintenance, and some Americans with Disabilities Act complementary paratransit service costs.
2. The CITY agrees to provide funding in the amount of \$70,448 (Seventy Thousand, Four Hundred and Forty Eight Dollars) as part of the match that is required for USDOT/FTA grants for the fiscal year beginning on 1 October 2021 and ending on 30 September 2022. The CITY further agrees to provide one-half of said funding on or before the 28th day of February 2022, with the balance due no later than the 31st day of July 2022.

Kootenai County Public Transportation

IN WITNESS WHEREOF, the parties hereto have affixed the signature of their duly authorized official.

Chris Fillios, Chairman
Kootenai County Commissioners

Date

ATTEST:

Jim Brannon, County Clerk

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

Date

ATTEST:

Renata McLeod, City Clerk

OTHER BUSINESS



Date: October 5, 2021

To: City Council

From: Melissa Tosi; Human Resources Director

Re: Personnel Rule Amendments

Decision Point: Should the City Council approve the classification change to the City's current Classification and Compensation Plan, and approve amendments for Rule 1 - General Provisions.

History:

Classification and Compensation Plan

Based on the current needs of the department, the Wastewater Superintendent submitted an amended SCADA Electro Technician position classification for review. Upon review of the amendments, and the recommendation by Ameriben, Human Resource Consulting, it is recommended that the classification title be changed to an Automation Engineer to better reflect the overall duties, and the wage leveling be increased from a pay grade 12 to a pay grade 13.

The SCADA Electro Technician position was approved in the budget in 2020 as a new classification. The specific duties include installation, maintenance, and repair of electrical, electronic, and instrumentation systems. The position is responsible for the lay outs, tests, and calibrating and installing instruments and related devices used for controlling automatic equipment measuring flow, pressure, temperature, etc., in the Wastewater treatment plant, pumping stations, and composting facility.

The amended classification updates the title to an Automation Engineer. The specific amended duties include administering and managing all automation projects for the City's Wastewater facility and control systems. This position requires the ability to write and debug PLC code, develop SCADA and HMI screens for machinery, deploy automated processes, provide technical and equipment support, and plan, design and implement control system replacements and/or upgrades. The primary duties have evolved much more into a programming position that has significant savings to the City compared to hiring consultants to perform the work.

Rule 1. General Provisions

The amendments to Rule 1 add a general purpose to the Rules, add clarity and simplify the language, as well as delete redundancy and outdated language. Additionally, the Personnel Officer (City Administrator) is being removed from the Personnel Rules and will be replaced throughout the Rules by the classification necessary to complete the work. This is the beginning of a complete review of the Personnel Rules with the intent of bringing each Rule up to date.

These proposed amendments to the Personnel Rules have been posted for all employees to review. Additionally, the Lake City Employees Association (LCEA), Police Association, and Fire Union expressed no concerns with the proposed amendments to the Personnel Rules.

Financial Analysis: The change of leveling for the SCADA Electro Technician from a pay grade 12 to a pay grade 13 will result in an 8% increase in the pay range. The current employee is qualified to complete the necessary duties of the amended position.

→ Annual base hourly wage for SCADA Electro Technician (pay grade 12) = \$48,484 - \$68,224 (current)

→ Annual base hourly wage for Automation Engineer (pay grade 13) = \$52,374 - \$73,715 (proposed)

For fiscal year 21-22, the financial impact for the current employee moving to a pay grade 13 is \$4,721. This fiscal year's cost to the City will be absorbed by current vacancies in the Wastewater Department's budget. There are no hard costs associated with the Personnel Rule amendments to Rule 1.

Performance Analysis: Authorizing the above noted amendments will provide an updated job classification for the duties and responsibilities needed for the Wastewater Department. Additionally, the Personnel Rule amendments are necessary to provide consistent and clear policies with up-to-date, relevant information and is the beginning to an update of the entire Personnel Rules. The updates are further important to keep the Personnel Rules consistent with a general understanding of the essential operations of the City.

Recommendation: The City Council should approve the classification change to the City's current Classification and Compensation Plan, and approve amendments for Rule 1 – General Provisions.

RESOLUTION NO. 21-061

A RESOLUTION OF THE CITY OF COEUR D'ALENE, KOOTENAI COUNTY, IDAHO, AMENDING THE CITY OF COEUR D'ALENE PERSONNEL RULES, AND THE CLASSIFICATION AND COMPENSATION PLAN.

WHEREAS, the need to revise Rule 1 – General Provisions of the Personnel Rules, and the Classification and Compensation Plan has been deemed necessary by the City Council; and

WHEREAS, said Personnel Rules, and the Classification and Compensation Plan amendments have been properly posted ten (10) days prior to this Council Meeting; and

WHEREAS, it is deemed to be in the best interests of the City of Coeur d'Alene and the citizens thereof that such rule and plan amendments, attached hereto as Exhibits "A" and "B" be adopted;

NOW, THEREFORE,

BE IT RESOLVED by the Mayor and City Council of the City of Coeur d'Alene that the rule and plan amendments attached hereto as Exhibits "A" and "B" be and are hereby adopted.

DATED this 5th day of October, 2021.

Steve Widmyer, Mayor

ATTEST:

Renata McLeod, City Clerk

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

ROLL CALL:

COUNCIL MEMBER ENGLISH Voted

COUNCIL MEMBER MILLER Voted

COUNCIL MEMBER GOOKIN Voted

COUNCIL MEMBER EVANS Voted

COUNCIL MEMBER MCEVERS Voted

COUNCIL MEMBER WOOD Voted

_____ was absent. Motion _____.

RULE 1: GENERAL PROVISIONS1

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RULE 1: GENERAL PROVISIONS

SECTION 1. Purpose

The City of Coeur d’Alene Personnel Rules (hereinafter referred to as the “Rules”) are designed to introduce you to the City, familiarize you with various policies, practices and

procedures currently in effect at the City, and help answer many of the questions that may arise in connection with your employment.

These Rules are not ~~meant~~intended to ~~act as~~constitute a contract of employment and do not create a contract of employment. Since the Rules do not ~~create~~constitute a contract, express or implied, they do not guarantee you any specific term of employment, nor does ~~it~~they obligate you to continue your employment for a specific period of time. The purpose is simply to provide you with a convenient explanation of present policies and practices of the City. The Rules can be amended at any time following the process outlined herein and no employee has a property right in any Rule.

SECTION 2~~1~~. Adoption of Personnel System Matters

The City ~~In order to~~has established a fair, safe, and beneficial working environment; an equitable and uniform procedure for dealing with personnel matters; ~~procedures~~ to attract and ~~retain to municipal service~~ the best and most competent ~~employees possible~~persons available; and ~~processes~~ to assure that appointments and promotions of employees ~~are in the best interest of the City. To ensure these procedures are followed, the Human Resources Director shall:~~ shall be based on merit and fitness; and to provide a reasonable degree of security for qualified employees, the following personnel system is hereby adopted.

SECTION 2. Personnel Officer

The City Administrator shall be the Personnel Officer. The City Administrator may delegate any of the powers and duties conferred upon him or her as Personnel Officer under these rules to any other officer or employee of the City or may recommend that such powers and duties be performed under contract with a qualified person or agency. The Human Resources Director shall:

- (a) Administer all the provisions of ~~this chapter and~~ the ~~Personnel~~Rules not specifically reserved to the City Council or the Personnel Appeals Board;
- (b) Prepare and recommend to the City Council ~~new~~ personnel rules and revisions and amendments to such rules. The City Attorney, or Chief Civil Deputy City Attorney, shall approve the legality of such rules and amendments prior to their submission to the City Council;
- (c) Prepare ~~and maintain or cause to be prepared~~the City's ~~a position~~classification and compensation plan, including class specifications, and ~~any~~ revisions of the plan, ~~and any revisions thereof,~~ which shall become effective upon approval by the City Council;
- ~~(d) Prepare or cause to be prepared a plan of compensation, and revisions thereof, covering all classifications in the competitive service and the plan and any revisions thereof, which shall become effective upon approval by the City Council;~~

- (e) Provide for the recruitment, examination and certification to the Department Head, or designee, appointing power, a list of persons eligible for appointment to the appropriate positions in the competitive service.

SECTION 3. Personnel Appeals Board

~~There is hereby created a~~ Personnel Appeals Board ~~shall to~~ consist of ~~a panel board of~~ six (6) members, ~~each of whom shall to~~ be appointed for a four (~~4~~four) year ~~staggered~~ term ~~appointed~~ by the Mayor with the concurrence of the City Council, and members may in a like manner be removed. The terms shall be staggered so that the terms of three (3) members expire every two years. ~~The Personnel Appeals Board of~~

~~T~~three (3) ~~members~~persons shall be selected from the six (6) member ~~panel~~Board for an appeal hearing as follows:

- ~~Member 1: One (1) member to be S~~selected by the appellant employee;
~~Member 2: one member to be S~~selected by the City Administrator~~Personnel Officer~~; and
~~Member 3: the third member to be S~~selected by mutual agreement by member 1 & 2. of the first two selected.

~~The Personnel Appeals Board [AR1] shall adopt reasonable rules of procedure and shall select a chairman from among its membership who shall act as presiding officer. [AR2]~~

Vacancies on the ~~panel~~Board shall be filled by appointment by the Mayor with the concurrence of the City Council for the unexpired term. Each member shall serve until his successor is appointed and qualified. [AR3]

Members of the ~~Personnel Appeals Panel~~Board shall be residents of ~~the~~is City of Coeur d'Alene. No person shall be appointed to the ~~panel~~Board who holds any salaried office or areis currently an elected official for or employed -employment with by the City.

The ~~functions~~purpose of the ~~b~~Board shall be to hear appeals submitted by any persons in the competitive service relative to any disciplinary action, dismissal, demotion, interpretation, or alleged violation of ~~this chapter or~~ the ~~Personnel~~Rules, and to certify its findings and recommendations to the City Council which ~~body~~ shall finally determine the appeal as provided in the ~~Personnel~~Rules, whichThe City Council decision shall be final. ~~determination~~ Judicial review of the City's Council's decision shall be subject to judicial review as may be allowed by law.

SECTION 4. Competitive Service

Except as otherwise specifically provided in a contract ~~between an employee association and the City, or stated in thea~~ specific ~~r~~Rule, the provisions of these ~~r~~Rules shall apply to all offices, positions and employment in the service of the City, except:

- (a) Elective officers;

- (b) Members of appointive boards, commissions and committees;
- (c) ~~Designated appointed officers and Department Heads (Department Heads shall be regulated in accordance to Rule 26.) The City Administrator, City Clerk/Municipal Services Director, Fire Chief, Building Services Director, Engineering Services Director, Human Resources Director, Legal Services Director/City Attorney, Library Director, Parks and Recreation Director, Community Planning Director, Police Chief, Street Superintendent, Treasurer/Finance Director, Wastewater Superintendent, and Water Superintendent;~~
- (d) ~~Persons Independent contractors engaged under contract to supply expert, professional, technical or other services~~^[AR4];
- (e) ~~Volunteer personnel, such as volunteer firefighters and reserve police officers;~~
- (f) ~~Emergency Seasonal, irregular, part-time or Temporary employees who are hired to meet the immediate requirements of any emergency condition, such as extraordinary fire, flood, or earthquake which threaten life or property;~~
- (g) ~~Employees who are employed less than half time which is hereby defined as employees who are expected to or do work less than one thousand one hundred forty (1040) hours in any one fiscal year or employees temporarily appointed to provide services to the City;~~

Notwithstanding the provisions of this ~~s~~Section, and unless otherwise provided by contract or collective bargaining agreement, the ~~provisions of these~~ Rules relating to attendance, leaves, discrimination, harassment, retaliation, violence prevention, conflict of interest, drug/alcohol policy, standards of conduct, code of conduct, ~~and~~ assignment and use of City property (including the electronic communications use policy), and request for reimbursement procedures shall apply to all employees and; volunteers, ~~and elected officials~~[†]. ~~Department Heads shall be regulated in accordance to Rule 26.~~

SECTION 5. Adoption and^[AR5] Amendment of Rules

~~Personnel Amendments to the Rules shall be transmitted to all recognized Employee Unions/Associations and Department Heads at least ten (10) consecutive working days prior to City Council consideration. shall be adopted by resolution of t~~The City Council shall adopt amendments by resolution. ~~after notice of such proposed action has been publicly posted in City Hall and distributed to all departments, and shall be transmitted to all recognized Employee Union/Associations at least ten (10) consecutive days prior to City Council consideration.~~ Amendments and revisions may be suggested by any interested party. At the time of Council consideration, any interested party may appear and be heard. Amendments and revisions shall be effective upon adoption by the City Council. In the event the City Council determines it intends to completely repeal the ~~Personnel~~ Rules, the City Council shall, ~~in addition to posting~~ transmit the proposal as required above, ~~publish notice of such intent in one (1) issue of the official newspaper of the City not less than ten (10) days immediately preceding the first reading of the~~

[†] Pursuant to Council motion on 2/18/20, Council is removing themselves from this section (motion approved)

~~proposal; and, such proposal shall not be passed unless the same is read at length on three (3) different days at least seven (7) days apart.~~

SECTION 6. Scope of Rules

The ~~¶~~Rules shall establish regulations governing the personnel system including:

- (a) Preparation, installation, revision, and maintenance of the position classification plan covering all positions in the competitive service, including employment standards and qualifications for each class;
- (b) Preparation, revision, and administration of a plan of compensation, directly correlated with the position classification plan, providing a ~~rate or range of~~ pay range for each class;
- (c) Public announcement of all tests and acceptance of applications for employment;
- (d) Preparation and conduct of tests and the establishment and use of resulting employment lists containing names or persons eligible for appointment;
- (e) Certification and appointment of persons from employment lists, and the making of provisional and emergency appointments;
- (f) Evaluation of employees;
- (g) Transfer, promotion, demotion, reinstatement, disciplinary action, and layoff of employees in the competitive service;
- (h) Separation of employees from the City service;
- (i) Standardization of hours of work, attendance and leave regulations, working conditions and the development of employee ~~morale, welfare and~~ training;
- (j) The establishment of adequate personnel records; and,
- (k) The establishment of grievance and appeal procedures.

SECTION 7.6. Appointments

Appointments to vacant positions in the competitive service shall be made in accordance with the ~~personnel~~ ~~¶~~Rules and shall be made in the best interest of the City.

~~Appointments and promotions shall be based on merit and fitness to be ascertained so far as practicable by competitive examination.~~

In any examination, the Human Resources Director may include, in addition to competitive tests, a qualifying test or tests, and set minimum standards therefore.

Appointments shall be made by the Department Head, with the approval of the Human Resources Director, or ~~designee by the officer in whom the power to make appointments is vested~~. When an appointment is to be made to a vacancy in the competitive service, the Human Resources Director shall transmit to the hiring manager ~~appointing power~~ the names of all persons on the appropriate certified employment list, if any, in the order in which they appear on the list.

In the absence of an appropriate employment list (typically fire or police), a provisional appointment may be made not to exceed six (6) months, by the Human Resources

~~Director appointing authority. The of a person shall meeting~~ the minimum training and experience qualifications for the position. A provisional employee may be removed at any time without the right of appeal or hearing. During the period of suspension of an employee, such vacancy may be filled by the Department Head, with approval of the Human Resources Director, appointing authority subject to the provisions of ~~this chapter and the personnel r~~ules.

SECTION 87. Probationary Period for New Appointments & Promotions

All regular employee appointments, including lateral police officer, -except, police officer, shall be for a probationary period of twelve (12) months, with the exception of entry level police officer/recruit. Entry level Ppolice Oofficer/recruit appointments shall be for a probationary period of eighteen (18) months to allow additional evaluation time while serving as a police officer recruit and in the field training officer program~~one (1) year from the date of field training completion. The probationary period may be extended for a time not to exceed six (6) additional months with approval of the dDepartment hHead and the hHuman rResources Director.~~ If an employee is dismissed during their probationary period, they shall not have the right of to an appeal or hearing. During the probationary period, an employee shall be an at will employee.

Employees with promotional appointments shall have a probationary period of six (6) months. During the probationary period of promotional appointments, an employee may be rejected for the promotion, but shall have the right of appeal or hearing.

An employee rejected during the probationary period from a position to which promoted, ~~shall may~~ be reinstated to their original a position in the class from which promoted if there is a vacancy unless or discharged dismissed from the City service as provided in these rules.

[Note: With added language in this section, Rule 10: probationary period can be deleted]

SECTION 8. ~~Demotion, Dismissal, Reduction in Pay and Suspension~~

~~The Personnel Officer shall have the right, for due cause, to demote, dismiss, reduce in pay, or suspend with or without pay for up to thirty calendar days, any employee in the competitive service. Notice of such action must be in writing and served personally on such employee within three (3) working days of the date action is taken. Such notice shall specify the penalty and contain a statement of the reason or reasons therefore, and attached thereto shall be a copy of the appeals/grievance policy.~~

~~The provisions of this section shall not apply to reductions in pay which are a part of a general plan to reduce salaries and wages or to eliminate positions~~[TM6].

SECTION 9. ~~Right of Appeal~~

~~Any employee in the competitive service shall have the right to appeal to the Personnel Appeals Board any disciplinary action, adverse interpretation or alleged violations of this chapter or the rules adopted there under, except in those instances where the right of appeal is specifically prohibited by these rules.~~

~~All appeals shall be concluded as expeditiously as possible and in accordance with the requirements and procedures as set forth in these rules~~^[TM7].

SECTION 910. Abolition of Position and Transfer, Demotion, and Reinstatement

Whenever in the judgment of the City Council it becomes necessary, the City Council may abolish any position of employment in the competitive service. Employees transferred, demoted, or laid off because of the abolishment of positions, shall not be subject to written charges nor shall they have the right of appeal in such cases.

Reductions in force shall be based on an overall evaluation of job performance merit and seniority within a given classification and shall include time served on military leave of absence.

The names of probationary and regular appointed employees laid off shall be placed on re-employment lists for classes which, in the opinion of the Personnel Officer^{Human Resources Director}, require basically the same qualifications and have the same duties and responsibilities for as those of the class of positions from which the layoff was made.

Names of persons laid off shall be placed upon re-employment lists in order of total cumulative time served in a probationary or regular appointed status, and shall remain on such lists for a period of one (1) year unless reemployed or until offered reemployment, whichever occurs sooner.

~~Failure to adhere to the above provisions with respect to the administration of effecting transfers, demotions or layoffs shall be subject to the Personnel Appeals procedures~~^{[TM8][AR9]}. Notwithstanding any other provision to the contrary, an employee who is transferred, demoted, or laid off may appeal only a failure of the City to adhere to the provisions of this section regarding the administration of the transfer, demotion, or layoff.

SECTION 101. Employee Standards of Conduct

In order to avoid conflicts of interest and/or the appearance thereof, the following this rule section shall be applicable to all eCity employees, volunteers, and interns^{including appointed officials}.

No employee of the City covered by these ~~r~~^Rules shall:

- (a) use their official authority to influence or interfere with an election ~~to~~ or a nomination for office, or to affect the results thereof; or
- (b) ~~directly~~ coerce, attempt to coerce, command, or direct any ~~other such~~ City officer or employee to pay, lend, or contribute any part of ~~his~~ their salary or compensation or anything else of value to any party, committee, organization, agency, or person for any political purpose;
- (c) make any false statement, certificate, mark, rating, or report with regard to any test, certification, or appointment made under any provision of these ~~the~~ Rules or in any manner commit or attempt to commit any fraud preventing the impartial execution of these ~~the~~ Rules and policies hereunder;
- (d) directly or indirectly, give, render, pay, offer, solicit, or accept any money, service, or other valuable consideration for any appointment, proposed appointment, promotion, or proposed promotion to, or any advantage in, a position in the City government service.
- (e) accept any pecuniary benefit, including gifts, ~~including trivial gifts or benefits, which except for trivial benefits not to~~ exceed ~~the a~~ value of fifty dollars (\$50.00) incidental to personal, professional, or business contacts which involve no substantial risk of undermining official impartiality, in concurrence with as contemplated by Idaho Code §§ 18-1356 and 18-1359. ~~Such g~~ Gifts shall not be accepted in a manner ~~which that~~ would by-pass this ~~the~~ Rule, such as a combination of trivial gifts from one person or organization when combined exceed a \$50.00 value. A violation of this rule shall constitute a misdemeanor, and will be cause for disciplinary action. Gifts or other benefits received on account of kinship or other personal professional or business relationship independent of the employment with the City shall be exempt.
- (f) show favoritism to another employee. Favoritism occurs when an employee in the supervisory chain shows special treatment to another employee;
- (g) fail to disclose an actual or potential conflict of interest that places the employee in a position to influence a decision resulting in a personal gain for that employee, a relative, or any person residing in the employee's household.

Violations of the Standards of Conduct will be cause for disciplinary action. Employees directly or adversely affected by this policy may file a grievance pursuant to the grievance procedures set forth in Rule 16 of these ~~the~~ Rules.

SECTION 112. Outside Employment

Employees may engage in outside employment, in addition to their City employment, subject to certain restrictions based on reasonable business concerns. only under tThe following conditions for outside employment apply to all employees. :

- (a) There shall be no conflict of interest or incompatibility with the employee's City employment.
- (b) The time involved in outside employment shall not adversely affect the employee's attitude or efficiency in his or her City employment.
- (c) No telephone calls or personal contacts concerning the outside employment shall

- be made during the hours of City employment.
- (d) Each employee shall report all outside employment to his or her Department Head and shall secure the written approval of such Department Head prior to the commencement of such outside employment. The Department Head shall notify the City Administrator through the Human Resources Director at the time such outside employment is approved.
 - (e) For the purposes of this section, outside employment does not include serving as an unpaid member of the board of directors for a non-profit corporation.
 - ~~(e)~~(f) Employees shall not use City paid sick leave to perform work for another employer.

SECTION ~~12~~3. City Commissions, Committees and Boards

Purpose: To avoid conflict of interest, to ensure City commissions, committees, and boards are citizen driven, and to provide clarity regarding appointment and participation in City commissions, committees or boards.

City employees shall not serve as members on any City commission, committee, or board. However, an employee may participate at meetings as a resource, but only when invited by the City Liaison and Chair of the commission, committee, or board, and with the permission of the applicable department supervisor and/or Department Head. If not attending at the request of the City Liaison and Chair, the employee may attend as any other member of the general public.

City employees may serve on non-City commissions, committees or boards and conflict of interest will continue to be determined per above Section 1~~1~~2, Outside Employment.

~~SECTION 14. Penalties~~

~~Any person who willfully violates any provisions of these rules and policies established hereunder shall be subject to disciplinary action as provided for in these personnel rules.~~

~~SECTION 15. Limitations~~

~~All concerned parties are directed to recognize that at all times the City Council must act within the bounds prescribed by the Idaho Code.~~

[Note: below sections are moved into this section from Rule 3: Misc. Provisions (Rule 3 can therefore be deleted)]

SECTION ~~1~~3. Fair-Equal Employment Opportunity

The City is committed to providing equal employment opportunity for all persons without regard to race, color, religion, gender, age, national origin, sexual orientation, gender identity, disability, veteran status, or any other applicable legally protected status.

The City will endeavor to make reasonable accommodations for qualified individuals with known disabilities, unless doing so would result in an undue hardship. An employee should advise either the Department Head, supervisor, or Human Resources Office if he/she/they requires an accommodation to enable the employee to perform the essential tasks/functions of their job.

Equal opportunity extends to all aspects of the employment relationship, including hiring, transfers, promotions, training, discipline, working conditions, compensation, benefits, and other terms and conditions of 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, 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 ~~14~~2. Residency

Employees in Ccertain positions, at the discretion of the City Administrator, may be required to reside within atwenty (20) minutes driving response time toof the eCity limits.

~~SECTION 3.~~ Violation of Rules

~~Violation of the provisions of these rules shall be grounds for rejection, suspension, demotion, dismissal, or other disciplinary action.~~

SECTION ~~15~~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 background and professional reference checks. Additionally, a credit check will be required on applicable positions.

SECTION ~~16~~5. Safe Work Practices Policy

- a) Purpose/Intent: It is the City ~~of Coeur d'Alene's~~ goal to provide safe working conditions and operating procedures that will ensure a safe work environment for all employees and reduce or eliminate work-related injuries and illnesses. The safety of City employees is of primary importance. A safe operation conserves

human and material resources and is essential to efficient production. ~~The City's goal is to eliminate work related injuries and illnesses.~~

b) Responsibilities: Occupational health and safety is ~~everyone's~~ each employee's responsibility and ~~every~~ one employee must be held accountable for their actions concerning safety. All levels of management and supervision have a primary responsibility to determine safe work procedures and ensure safe working conditions. Supervisors and employees are expected to follow the work methods and procedures established by the City ~~of Coeur d'Alene.~~

- 1) ~~Supervisory~~ Responsibility: To provide a safe and healthful working environment, and to encourage, support, and lead employees in safe work practices.
- 2) Employee Responsibility: To work safely and in a healthful manner, comply with all laws and department regulations/policies, and to protect themselves and those around them. If at any time an employee feels unsafe or observes an unsafe condition or ~~a~~ practice, stop work and correct the situation or contact a supervisor, ~~d~~ Department Head, or the ~~h~~ Human Resources Office for help. Employees have the right to speak up about hazards without the fear of retaliation.
- 3) Work Related Injuries: In the event of a work-related injury, the employee must:
 - a) Notify your supervisor when an injury occurs;
 - b) Complete a First Report of Injury as soon as possible;
 - c) Obtain initial nonemergent medical care through the City's designated preferred medical provider, Kootenai Urgent Care. Kootenai Health should only be used for emergency situations, exposure claims, and/or after hour injuries when Urgent Care is closed. If necessary, get Any initial medical care m~~Must start~~obtain initial medical care with Urgent Care, attention through the e~~City's~~ designated preferred medical provider.
- 4) These responsibilities can be met by working ~~continuously~~ diligently to promote safe work practices among all employees, and to maintain property and equipment in a safe operating condition.
- 5) Benefit: By working together, we can maintain a safe and efficient organization.



SCADA Electro Technician Automation Engineer

Department: Wastewater

Reports to: ~~Chief Plant Operator~~ Assistant Director

Pay

Grade: ~~12~~ 13

Date Established: 11/2019

Date Revised: September 2021

FLSA Status: Covered

Classification Summary

The Automation Engineer administers and manages all automation projects to the City wastewater treatment facility and collection systems. The position SCADA Electro Technician is responsible for diversified skilled work of more than average difficulty in programming and developing PLC, and SCADA/HMI systems for wastewater process control, the installation, maintenance and repair of electrical, electronic or instrumentation systems, equipment and programming. An employee in this class performs assignments requiring the use of standard trade practices in the maintenance and new construction of City facilities.

Requirements include:

- BS degree in Engineering or 5+ years of direct experience in supporting control systems in an industrial environment.
- Proficiency in PLC programming with Siemens TIA Portal and Allen Bradley Studio5000
- Working knowledge of various HMI/SCADA applications including Wonderware, Red Lion and Ignition
- Working knowledge of Variable Frequency Drives
- Experience with CAD programs
- Idaho journeyman electrical license

Work assignments may be accompanied by sketches, blueprints, schematics or diagrams. Work is subject to inspection while in progress and is checked upon completion. The position works under the direction of the Wastewater Superintendent, or designee, with considerable leeway for independent judgment and initiative. The position requires an Idaho journeyman electrical license and five years of journey-level electrical experience.

Essential Duties and Responsibilities (illustrative only and may vary by assignment)

- Write and debug PLC code with an emphasis on generating code that is organized, structured, documented, maintainable and reusable for plant applications.
- Generate aesthetically simple SCADA/HMI screens for complex machinery processes while providing sufficient feedback for troubleshooting.
- Deploy/commission automated processes and equipment into service.
- Provide technical support, assisting with troubleshooting issues related to the plant's automation systems, to ensure minimal interruptions to operations.
- Strategic planning of control system replacements/upgrades to include design and implementation.
- Support equipment improvement projects in the plant.
- Work with others to detect problems and implement solutions.
- Make suggestions to management for improving this position or improving work processes.

- Work safely by observing safety rules, policies and procedures.
- ~~Other duties as assigned.~~
- ~~Installs, maintains, repairs, and tests industrial electrical wiring systems, fixtures, motors, generators, instruments and other industrial electrical and/or electronic equipment safely and efficiently;~~
- ~~Tests equipment for possible electrical trouble, repairs industrial electrical equipment and related components;~~
- ~~Repairs and replaces industrial electrical and/or electronic panels, fuses, switches, and wiring;~~
- ~~Lays out, tests, calibrates and installs instruments and related devices used for controlling automatic equipment for measuring flow, pressure, temperature, etc., such as chemical feed and measuring equipment in the wastewater treatment plant, pumping stations, and composting facility;~~
- ~~Maintains adequate records relating to installation, maintenance, testing, repair and replacement of instruments, controls and related devices;~~
- ~~Maintains switches and switch components.~~

Secondary Duties and Responsibilities:

- Assists other department and City employees as needed or requested;
- Performs all work duties and activities in accordance with City policies, procedures, and safety practices;
- Performs other duties as assigned.

Classification Requirements:

The requirements listed below are representative of the minimum knowledge, skill, and/or ability required for an individual to satisfactorily perform each essential duty satisfactorily and be successful in the position.

Knowledge of:

- Advanced methods, techniques, tools, and practices in the installation, maintenance, programming, and repair of electrical control systems;
- Analog and digital instrumentation;
- Advanced electrical troubleshooting methods and techniques;
- Methods, equipment, materials, tools, and standard practices for the operation and maintenance of a public wastewater treatment facility;
- City policies and federal (OSHA) regulations regarding safe work practices , including handling and disposal of hazardous materials;
- Public sector, government, or related environment and operations, including general municipal management terminology, codes, acts, and regulations;
- Federal (OSHA) and state regulations and City policies regarding safe work practices.

Skill and Ability to:

- Read and interpret blueprints, diagrams, wiring diagrams, and system technical and operational manuals to determine best course of action;
- React to needs of operations both inside and outside of the treatment plant as well as proactively planning for future needs;
- Work independently and exercise initiative, with general guidance and supervision;
- Apply federal (OSHA) regulations and City policies and procedures regarding safe work practices;
- Perform basic mathematical calculations;
- Use various SCADA & PLC programming software including Wonderware & InTouch;
- Use of various electrical diagnostic equipment;

- Use English and speak clearly for understanding;
- Listen carefully to, understand, and effectively communicate through verbal, written, and electronic communication channels;
- Perform duties to supervisor's expectations;
- Follow verbal and written instructions;
- Maintain a professional demeanor at all times;
- Perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Demonstrate integrity and ingenuity in the performance of assigned tasks and solving problems;
- Perform all duties in accordance with City policies and procedures with regard for personal safety and that of other employees and the public.

Acceptable Experience and Training:

- High school diploma or GED;
- ~~Idaho~~ Driver's license required;
- Associates degree or equivalent training in Instrumentation, Programming Logic, Electrical Technology, or related field plus 5 years of direct experience in supporting control systems in an industrial environment.
- Bachelor's degree in Engineering preferred;
- Proficiency in PLC programming with Siemens TIA Portal and Allen Bradley Studio5000
- Working knowledge of various HMI/SCADA applications including Wonderware, Red Lion and Ignition
- Working knowledge of Variable Frequency Drives
- Experience with CAD programs
- Idaho journeyman electrical license required;
- Five (5) years of journey-level electrical experience is required; or
- An equivalent combination of education and experience that provides the required skills, knowledge and abilities to successfully perform the essential functions of the position may be considered.

Physical Demands & Work Environment:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this classification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this classification, the employee is frequently required to stand, walk, sit, stoop, kneel, bend, climb and work on a ladder, use hands to manipulate and make adjustments to tools used in performing the essential functions of the classification, and reach with hands and arms. The employee must frequently lift and/or move up to 50 pounds and, infrequently, up to 90 pounds. The position may work in confined spaces. Specific vision abilities required by this classification include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. Sufficient clarity of speech and hearing abilities required by this classification includes those which permit the employee to discern verbal instructions and communicate effectively in person and by telephone and to discern safety warnings such as alarms and emergency warning sounds, including vehicle backup warnings. While performing the duties of this classification, the employee works in a public office and outdoor public street setting where the noise level in the work environment is usually moderate but may be higher with the operation of heavy equipment. It includes exposure to power and construction equipment, high voltage electricity, street traffic, and inclement weather.