



GENERAL SERVICES COMMITTEE

with

Council Members Edinger, Evans & Miller

April 25, 2016, 12:00 p.m.

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.

1. Renewal of Smoke on the Water Agreement – Bill Greenwood
2. Kootenai Electric Cooperative Agreement – Monte McCully
3. McEuen Water Feature – Bill Greenwood
4. Personnel Rule Amendments – Melissa Tosi
 - a. Family Medical Leave
 - b. Appointed Officer and Department Heads
5. Voluntary Separation Incentive Program (VSIP) – Melissa Tosi

**Library Community Room
702 Front Street**

The City will make reasonable accommodations for anyone attending this meeting who require special assistance for hearing, physical or other impairments. Please contact Juanita Knight, the committee liaison at (208) 769-2348 at least 24 hours in advance of the meeting date and time.

**GENERAL SERVICES
STAFF REPORT**

Date: April 25, 2016

From: Bill Greenwood, Parks & Recreation Director

SUBJECT: RENEWAL OF PANHANDLE PARKS FOUNDATION AGREEMENT

(City Council - Action Required)

DECISION POINT:

The Panhandle Parks Foundation has requested to renew their agreement for the 2016, 2017 and 2018 season at McEuen Park. The Parks and Recreation Commission has recommended the approval of this renewal to General Services.

HISTORY:

The Panhandle Parks Foundation held a successful festival event in 2013 in City Park over Labor Day weekend. In 2014 and 2015 the Foundation moved their event "Smoke on the Water" to McEuen Park where it has grown into a sought after barbeque competition in the northwest.

FINANCIAL ANALYSIS:

Panhandle Parks Foundation will pay the city for use of the parks by fees established per resolution. The fees cover booth space including vendors and concessions. Overtime costs that are associated with special events are also paid to the city by the event sponsor. The event covers all costs associated with the event.

PERFORMANCE ANALYSIS:

The Panhandle Parks Foundation is looking to continuing their annual "Smoke on the Water" BBQ event. This agreement will be renewable for three years at the conclusion of the 2018 season.

DECISION POINT:

Recommend to City Council the approval of the renewal for Panhandle Parks Foundation agreement for the 2016, 2017 and 2018 season at McEuen Park.

LEASE AGREEMENT

THIS CONTRACT, made and entered into this ____ day of _____, 2016, between the **CITY OF COEUR D'ALENE**, Kootenai County, Idaho, a municipal corporation duly organized and existing under the laws of the State of Idaho, hereinafter called "City," and **PANHANDLE PARKS FOUNDATION** with its principal place of business at 212 Ironwood Drive, Suite D PMB 124, Coeur d'Alene, Idaho 83815 hereinafter called "Parks Foundation,"

W I T N E S S E T H:

THAT, WHEREAS, Parks Foundation has been operating and managing a festival at McEuen Park for the past two years. The event hosted by the Parks Foundation may include, but not be limited to, Arts and Craft vendors, food vendors and entertainers. The event will be held annually during the last full weekend of August (Friday, Saturday and Sunday) and will allow the Parks Foundation to begin setting up for the event on Friday and the event will be open to the public on Saturday and Sunday. This agreement would be for 2016, 2017 and 2018 and renewable for three years at the conclusion of the 2018 season by request of the Parks Foundation.

NOW, THEREFORE, IT IS AGREED, that for and in consideration of the covenants and agreements set forth herein that, Parks Foundation is awarded this agreement according to the terms set forth herein and under the penalties expressed herein.

Section 1. Definition: For purposes of this agreement the parties agree that the term "employee" shall include board members of the Parks Foundation and any volunteers that would assist them during the event.

Section 2. Community Relations: The Parks Foundation agrees they and their employees will be courteous and informed about the community and will assist with questions from tourists and other park users.

Section 3. Appropriate Attire: Parks Foundation agree they and their employees must be appropriately dressed in either an approved T-shirt or polo shirt with identifying logo, and approved shorts, if shorts are preferred instead of pants. Approval must be received from the Parks & Recreation Director. It will not be permissible to operate the event in other apparel without prior written approval.

Section 4. Staffing: Parks Foundation agrees that the event must be staffed by at least six employees at all times.

Section 5. Health Permit: Parks Foundation agrees that all food vendors are to obtain a health permit as required by law for a food concession that may be part of the event. The permit must be placed in a conspicuous place on the concession. The permit number must correspond to the number on the trailer. The health permit is required to be provided to the City Clerk by August 1, 2016 for the 2016 event and on the same date each succeeding year of the event, Failure to submit the

required health permit within the above stated time can result in the City denying Parks Foundation permit for the event. The purpose of the permit is to protect the public.

Section 6. Food: Parks Foundation may allow all foods within the scope of the health permit.

Section 7. Non-food Items: Parks Foundation agrees to review all requests for items to be sold at the event and not allow items that may be deemed to be dangerous or illegal.

Section 8. Refuse: Parks Foundation agrees not to dispose of their refuse at a City maintained trash receptacle. Parks Foundation will make arrangements with the City's trash hauler for a trash receptacle, or bin, and for pick up of emptying bin when necessary during event. Parks Foundation employees/volunteers can empty the trash receptacles or contract with the Parks & Recreation Department during the permitting process for the purpose of disposing refuse resulting from their event. Parks Foundation will do this at their expense. The park and surrounding site must be kept clean at all times.

Section 9. Hold Harmless: Parks Foundation understands and agrees that during the term of this agreement that the city or agents of the city may commence projects involving downtown public properties which may result in the city canceling this agreement pursuant to the notice provision in Section 24 below entitled "Notice".

Section 10. Waiver: Parks Foundation understands that during the term of this agreement, the City may be undertaking repairs to the City's Park and/or amenities, which may interfere with Parks Foundation operation in the park. Parks Foundation specifically waives any claim as to lost profits or business while said repairs are undertaken.

Section 11. Negligent or Wrongful Act: Parks Foundation agrees to indemnify and hold harmless the City from any and all liability, loss or damage which the City may suffer arising out of, or in connection with the negligent or wrongful acts, errors and omissions of Parks Foundation, their agents, or employees. Parks Foundation further agrees, at Parks Foundation cost, to defend the City against all claims arising out of this agreement, including any claims resulting from the operation of Parks Foundation event or in connection with the negligent or wrongful acts, errors and omissions of Parks Foundation, their agents or employees.

Section 12. Site Specifications: Parks Foundation agrees to the following site specifications,

- A. Booth size: 10 ft. X 10 ft. for arts and craft booths
- B. Heat source: propane or whisper quiet generator.
- C. Electricity is available but must be verified by Parks & Recreation Department 30 days prior to event.
- D. Cooling source: battery, ice, propane, or whisper quiet generator

- E. All food concessions must be self-contained. Ice chests, canisters, etc. cannot be stored next to concession.
- F. The concessions must be kept clean throughout the event.
- G. Food Concession booths size is 10 ft. X 20 ft.

Section 13. Term: The City shall grant an event permit to Parks Foundation for the last full weekend in August to include Friday, Saturday and Sunday for the event to be held in McEuen Park for the years 2016, 2017 and 2018.

Section 14. Consideration: Parks Foundation shall in consideration for the permit to operate and maintain said event at the said location, shall pay the Parks & Recreation Department the fees set by resolution for such events. Fees for Alcohol Permit shall be one base fee for duration of event along with security staff fees for hours required. The fees must be paid in full within 30 days after the event each year.

Section 15. City Ordinances: Parks Foundation shall abide by all City Ordinances and resolutions, included but not limited to Municipal Code Chapter 4.05; Parks and Public Property.

Section 16. Fire Protection: All tents, canopies or membrane structures must be certified flame resistant where food is being prepared and all food vendors must have a fire extinguisher and comply with the Coeur d'Alene Fire Department Permit for Temporary Tents and other Membrane Structures. A \$ 100.00 Inspection fee will be charged to the sponsor for booth inspections, including food and non-food booths.

Section: 17. Glass Containers: Parks Foundation agrees not to dispense drinks in glass containers.

Section 18. Violation of Regulations: Parks Foundation agrees any violation of regulations, contract, ordinance, or any evidence of collusion may result in criminal prosecution and/or in the revocation of the permit, forfeitures of the full consideration, and Parks Foundation may not be allowed to host an event or resubmit a proposal for a period of three (3) years.

Section 19. Non-transferable: Parks Foundation also agrees and understands this agreement cannot be transferred to another host/sponsor without permission of the City.

Section 20. Parking: Parks Foundation agrees to park in lawfully designated parking spaces neither Parks Foundation nor their agent (s) shall park vehicles adjacent to the concessions, arts and craft booths or entertainment areas for longer than thirty (30) minutes. Failure to comply with this provision shall be considered a material breach of this agreement.

Section 21. Event Information: Parks Foundation will submit the following information to the Parks & Recreation Department 30 days prior to event; number of arts and craft vendors, names, addresses and phone numbers, number of food vendors, with specific needs for power, including vendors names, addresses and phone numbers, names, addresses and phone numbers or entertainers and hours of entertainment. Parks Foundation agrees it will meet with the Parks & Recreation

Department 60 days prior to an event to review access for the vendors, entertainers, etc., site layout, fee structure and any potential changes in the event venue. Access generally relates to vehicle access prior to the event for setting up and taking down. Specific access points will be identified and monitored by the Parks & Recreation Department so the event does not cause unnecessary damage, wear and tear, to the park. The Parks Foundation will meet with the Parks & Recreation Department one week before the event to review final details.

Section 22. Lessor's Option to Terminate Lease: The Lessor may at any time after ten (10) day's written notice terminate this lease. The notice of the exercise by the Lessor of its option to terminate the lease for no cause shall be given in the same manner as notice of termination in case of default.

Section 23. Forfeiture of Permit: It is understood that time is of the essence and should Parks Foundation fail to perform all of the covenants herein required of them, the City may declare the permit forfeited. However, that before declaring such forfeiture, the City shall notify Parks Foundation in writing of the particulars in which the City deems Parks Foundation to be in default and Parks Foundation will have three (3) days to remedy the default.

Section 24. Notice: Any notice including notice of default resulting from failure to perform shall be made by placing the written particulars in the United States Mail addressed to Parks Foundation at the address above, with proper postage affixed. Any notice required herein to be given to City shall be written and deemed received by City when personally delivered to the office of the City Clerk, 710 Mullan Avenue, Coeur d'Alene, Idaho 83814. In lieu of service by mail, a notice of default and/or of termination may be served in the manner provided for the service of process under the Idaho Rules of Civil Procedure, Rule 5(b).

IN WITNESS WHEREOF, the Mayor and City Clerk of the City of Coeur d' Alene have executed this contract on behalf of said City, and Parks Foundation have caused the same to be signed, the day and year first above written.

CITY:
CITY OF COEUR D'ALENE
KOOTENAI COUNTY, IDAHO

LESSEE:
PANHANDLE PARKS FOUNDATION

By: _____
Steve Widmyer, Mayor

By: _____
President

By: _____
Renata McLeod, City Clerk

By: _____
Vice President

STATE OF IDAHO)

County of Kootenai) ss.
County of Kootenai)

On this _____ day of _____, 2016, before me, a Notary Public, personally appeared **Steve Widmyer and Renata McLeod**, known to me to be the **Mayor and City Clerk**, respectively, of the **City of Coeur d'Alene** and the persons who executed the foregoing instrument and acknowledged to me that said City of Coeur d'Alene executed the same.

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

Notary Public for Idaho
Residing at _____
My Commission expires: _____

STATE OF IDAHO)
County of Kootenai) ss.
County of Kootenai)

On this _____ day of _____, 2016, before me, a Notary Public, personally appeared _____ and _____, know to me to be the **President and Vice President**, respectively, of the **Panhandle Parks Foundation** and the persons who executed the foregoing instrument and acknowledged to me that said Panhandle Parks Foundation executed the same.

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

Notary Public for Idaho
Residing at _____
My Commission expires: _____

GENERAL SERVICES STAFF REPORT

DATE: 4/25/2016

FROM: Monte McCully, Trails Coordinator

SUBJECT: Kootenai Electric Right-of-way Easement (City Council – action required)

DECISION POINT:

The Parks and Recreation Commission has recommended to General Services that the city approve selling an easement to Kootenai Electric so they can build an electric transmission and distribution system in the Prairie Trail right-of-way.

HISTORY:

Kootenai Electric approached the city about acquiring this right-of-way so they can have a booster system in place to prevent brown-outs to houses during the peak-use season. The parks and recreation department reviewed the plans, made changes and asked for compensation.

FINANCIAL ANALYSIS:

Kootenai Electric has offered us \$2,680, or the appraised value of this property. This money will go into the trails capital improvement line item of the parks budget to aid in future development of trails or trail connections.

PERFORMANCE ANALYSIS:

This electric transmission and distribution system is located in an area of the trail that has 100 feet of right-of-way. We asked them to place it against the property line so it is as far out of the way as possible. It will not hinder any use of the trail or maintenance of the right-of-way.

DECISION POINT RECOMMENDATION:

Does General Services recommend to City Council that the city approve selling an easement to Kootenai Electric so they can build an electric transmission and distribution system in the Prairie Trail right-of-way.

ELECTRIC LINE RIGHT OF WAY EASEMENT

KNOWN ALL MEN BY THESE PRESENTS, that the undersigned, _____
City of Coeur d'Alene _____, a municipal corporation organized and
existing under the laws of the state of Idaho, for good and
valuable consideration, the receipt and sufficiency of which is hereby acknowledged,
does hereby grant unto Kootenai Electric Cooperative, Inc., an Idaho nonprofit
corporation (hereinafter referred to as the "Cooperative") whose mailing address is
2451 W. Dakota Ave. Hayden, Idaho, 83835, and to its successors or assigns, an
easement and the right to enter upon the undersigned's real property situated in the
County of Kootenai State of Idaho, Township 51N, Range 4W,
Section 33, and more particularly described as follows:

(SEE ATTACHED EXHIBIT "A")

This easement shall in all events provide the Cooperative the right to construct, operate and maintain an electric transmission and/or distribution line and/or system on or under the above-described real property; and the right to inspect and make such repairs, changes, alterations, improvements, removals from, substitutions and additions to its facilities as Cooperative may from time to time deem advisable, including, by way of example and not by way of limitation, the right to increase or decrease the number of conduits, wires, cables, hand holes, manholes, connection boxes, transformers and transformer enclosures. The scope and purpose of this easement and right-of-way shall not be limited to the provision of service to the subject property. The Cooperative shall have the continuing and unconditional right to utilize the easement and the right-of-way to reasonably operate and maintain its electric transmission and/or distribution lines and/or system to provide service to all other portions of its service territory. The Cooperative shall also have the right to cut, trim and control the growth by machinery or otherwise of trees and shrubbery located within fifteen (15) feet of the center of said line or system, or that may interfere with or threaten to endanger the operation and maintenance of said line or system (including any control of the growth or other vegetation in the right of way which may incidentally and necessarily result from the means of control employed); and to keep the easement clear of all buildings, structures, or other obstructions.

The undersigned agrees that all of the Cooperative's poles, wires and all other equipment and facilities of any nature whatsoever, including but not limited to any main service entrance equipment, installed in, upon or under the above described real property shall remain as the Cooperative's sole property. All of such property shall be removable at the sole option of the Cooperative without the giving of any advance notice.

The undersigned covenants that it is the owner of the above-described real property and that said real property is free and clear of encumbrances and liens of any nature whatsoever which would in any way frustrate or interfere with the easement rights granted to the Cooperative herein.

Dated this ____ day of _____, 20 ____.

X _____

By: _____

Its: _____

STATE OF IDAHO)
 : ss.
County of Kootenai)

On this ____ day of _____, 20____, before me personally appeared _____, who by me being personally sworn, declared that (s)he is the _____ of _____, that (s)he signed the foregoing document in his/her duly authorized capacity for the uses and purposes therein mentioned.

GIVEN UNDER MY HAND AND OFFICIAL SEAL the day and year in this certificate first written above.

(SEAL)

Notary Public in and for the State of Idaho
Residing At: _____
My Commission Expires: _____

Revised February 16, 2016

EXHIBIT "A"
EASEMENT DESCRIPTION

That portion of the abandoned Union Pacific Railroad right of way (Centennial Trail) located in the Northeast Quarter of Section 33, Township 51 North, Range 4 West, B.M., Kootenai County, Idaho, being more particularly described as follows:

Beginning at the northwesterly corner of Lot 26, Block 1, Coeur d' Alene Industrial Park as shown in Book F, Page 30 in the records of Kootenai County, Idaho, and considering the northerly line of said Lot 26 to bear N 52° 34' 18" W with all bearings contained herein relative thereto;

Thence N 52° 34' 18" W along said northerly line a distance of 29.00 feet;

Thence N 37° 25' 42" E 25.00 feet;

Thence S 52° 34' 18" E 108.00 feet;

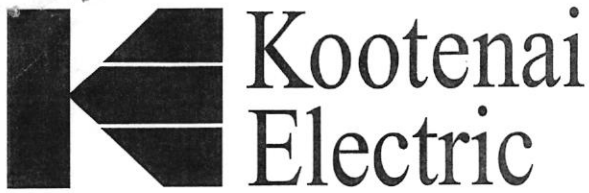
Thence S 37° 25' 42" W 25.00 feet to a point on said northerly line;

Thence N 52° 34' 18" W along said northerly line a distance of 79.00 feet to the point of Beginning.

Containing 2700 square feet more or less.

W.O. 15463

Rev: 1/21/2016



COOPERATIVE

(208) 765-1200 • Fax (208) 772-5858

EASEMENT FOR

PROJECT: REGULATOR BANK - CENTENNIAL TRAIL

SR NO.: 239024 WO NO.: 15463

DATE: REVISED 1/21/16

BY: TIM PETERSON

SCALE: 1" = 20' SHEET _____ OF _____

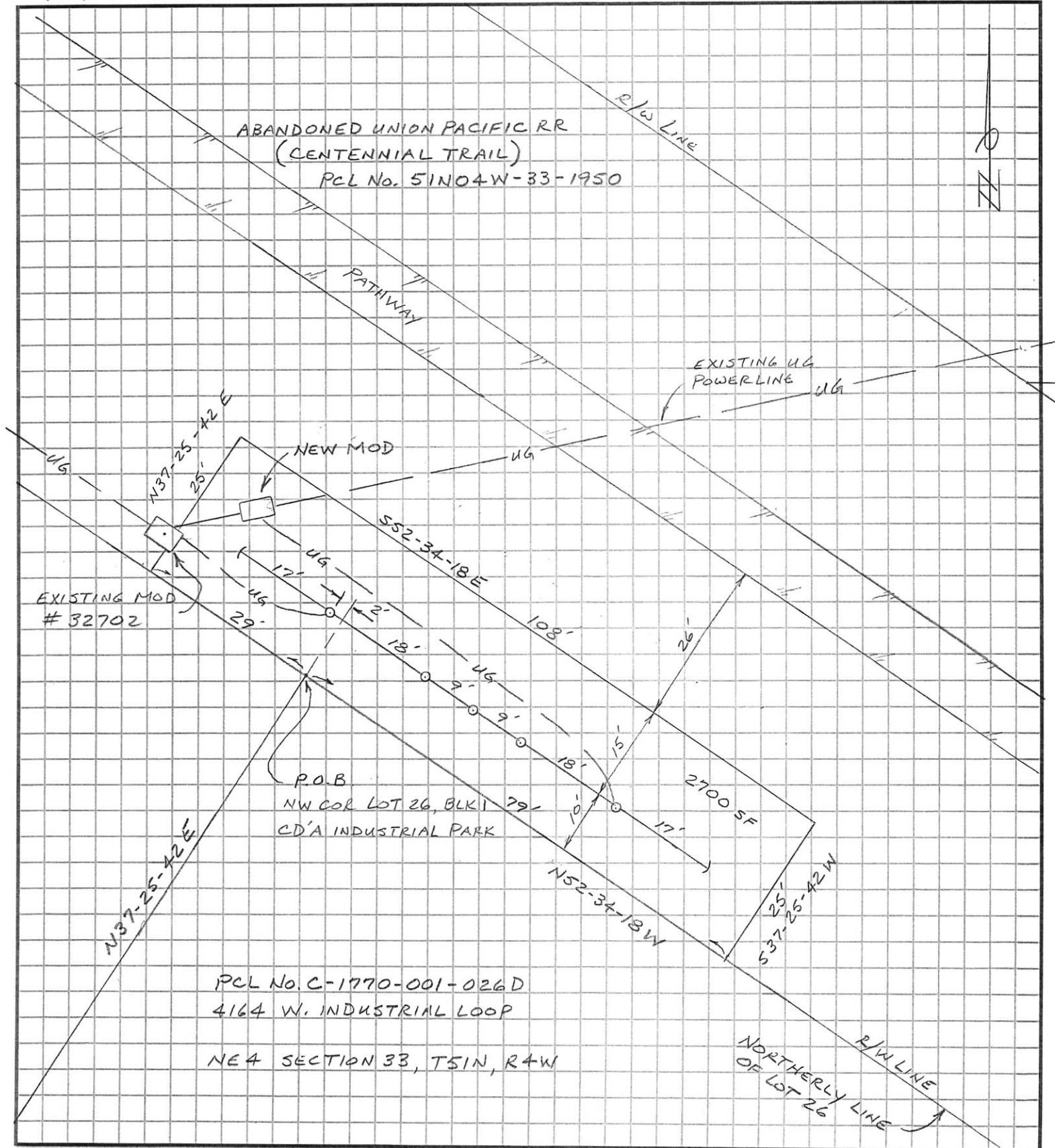


EXHIBIT "A"
EASEMENT DESCRIPTION

That portion of the abandoned Union Pacific Railroad right of way (Centennial Trail) located in the Northeast Quarter of Section 33, Township 51 North, Range 4 West, B.M., Kootenai County, Idaho, being more particularly described as follows:

Commencing at the northwesterly corner of Lot 26, Block 1, Coeur d' Alene Industrial Park as shown in Book F, Page 30 in the records of Kootenai County, Idaho, and considering the westerly line of said Lot 26 to bear N 37° 25' 42" E with all bearings contained herein relative thereto;

Thence N 37° 25' 42" E a distance of 18.00 feet to the Point of Beginning;

Thence N 52° 34' 18" W 29.00 feet;

Thence N 37° 25' 42" E 25.00 feet;

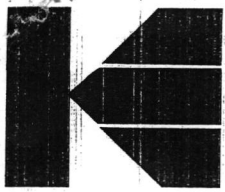
Thence S 52° 34' 18" E 108.00 feet;

Thence S 37° 25' 42" W 25.00 feet;

Thence N 52° 34' 18" W 79.00 feet to the Point of Beginning.

Containing 2700 square feet more or less.

W.O. 15463



Kootenai Electric

COOPERATIVE

(208) 765-1200 • Fax (208) 772-5858

EASEMENT FOR

PROJECT: REGULATOR BANK - CENTENNIAL TRAIL

SR NO.: 239024 WO NO.: 15463

DATE: 10/15/15

BY: TIM PETERSON

SCALE: 1" = 20' SHEET 1 OF 2

ABANDONED UNION PACIFIC RR
(CENTENNIAL TRAIL)
PCL No. 51N04W-33-1950

PATHWAY

EXISTING UG
POWERLINE

EXISTING MOD
32702

NW COR LOT 26, BLK 1
CD'A INDUSTRIAL PARK

PCL No. C-1770-001-026D
4164 W. INDUSTRIAL LOOP

NE4 SECTION 33, T51N, R4W

R/W LINE

THE POWER OF ELECTRICITY



...MANAGEMENT DISCUSSION AND ANALYSIS CONTINUED.

Other elements of our financial performance during 2013 include:

- Introduced a new rate design and rates during November 2013.
- New connects were 525 in 2013 compared to 327 in 2012.
- Completed 21.3 miles of new distribution line.
- Served 23,812 meters at year end 2013.
- Demonstrated ongoing strength in our key financial ratios.
- Completed the Julia Street Substation.
- Made a \$3.7 million prepayment to our employee pension plan resulting in lower contributions in future years.
- Retired \$1.1 million in member capital credits during 2013.

ZDR

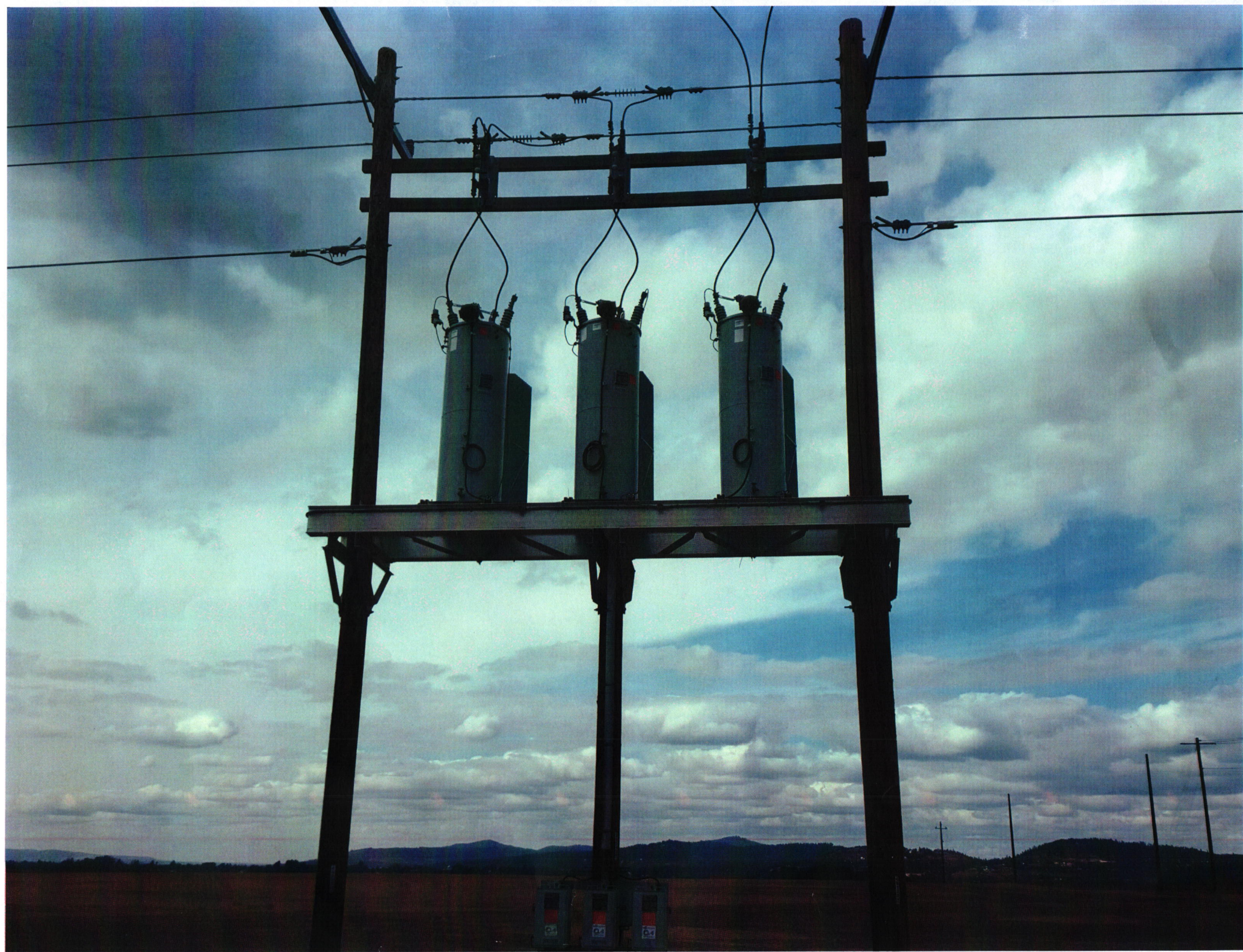
Terence D. Robinson CPA, MBA
Manager of Finance & Accounting/CFO



THE CALM BEFORE THE STORM IS NOTHING COMPARED TO THE CALM WE RESTORE AFTERWARDS.

KEC's line crews are committed to helping members weather any storm – before, during and after. We'd like to recognize all electric line crews for the services they perform around the clock in dangerous conditions to keep the power on and protect the public's safety.





GENERAL SERVICES STAFF REPORT

Date: April 25, 2016
From: Bill Greenwood Parks & Recreation Director
SUBJECT: McEuen Water Feature (*Council Action Required*)

DECISION POINT:

The Parks and Recreation Commission has recommended that General Services approve the concept and location of the McEuen Water Feature

HISTORY:

The original McEuen redesign had a modern type fountain as one of the elements for the park. Due to cost restraints we were unable to provide that amenity at the time.

FINANCIAL ANALYSIS:

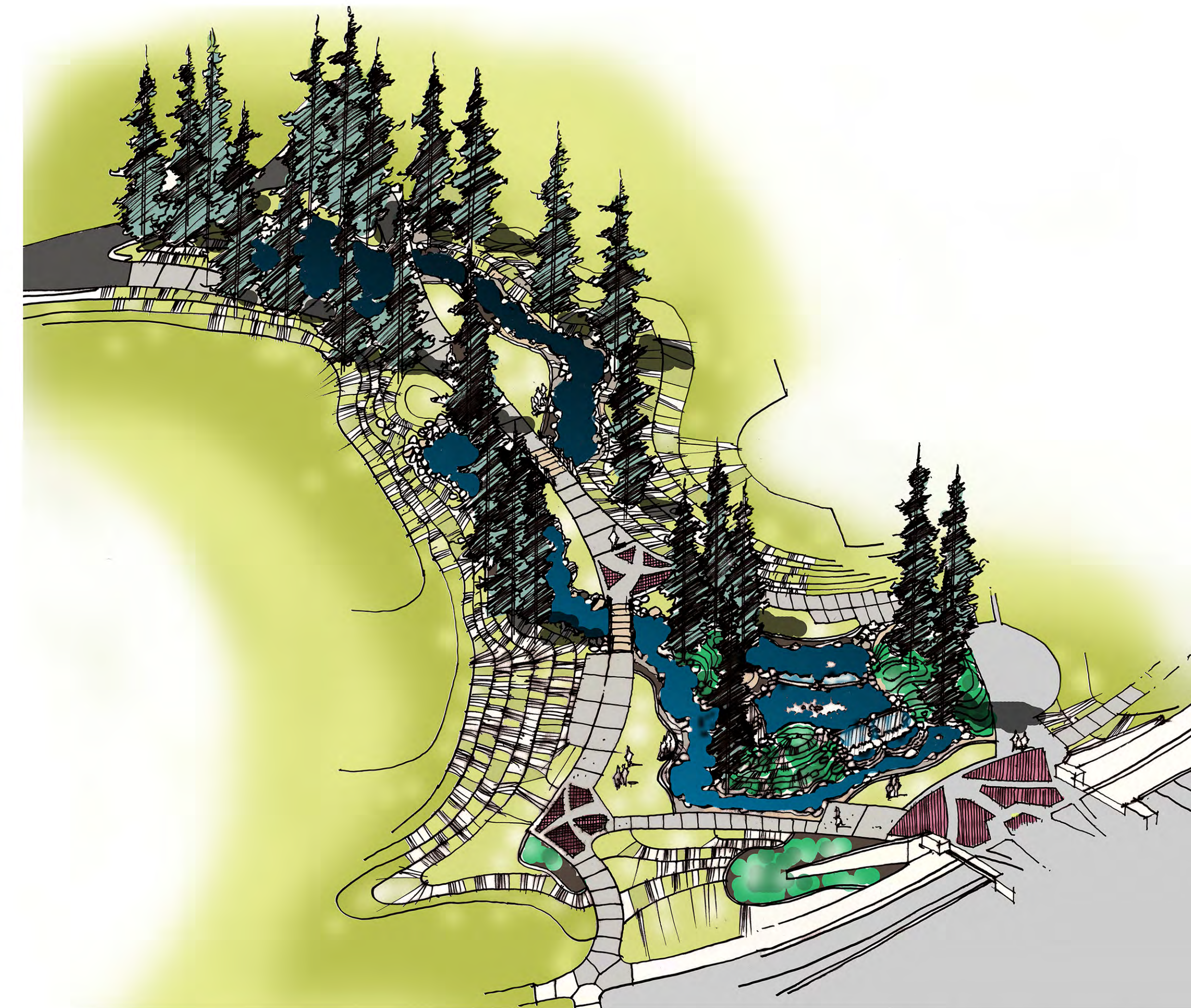
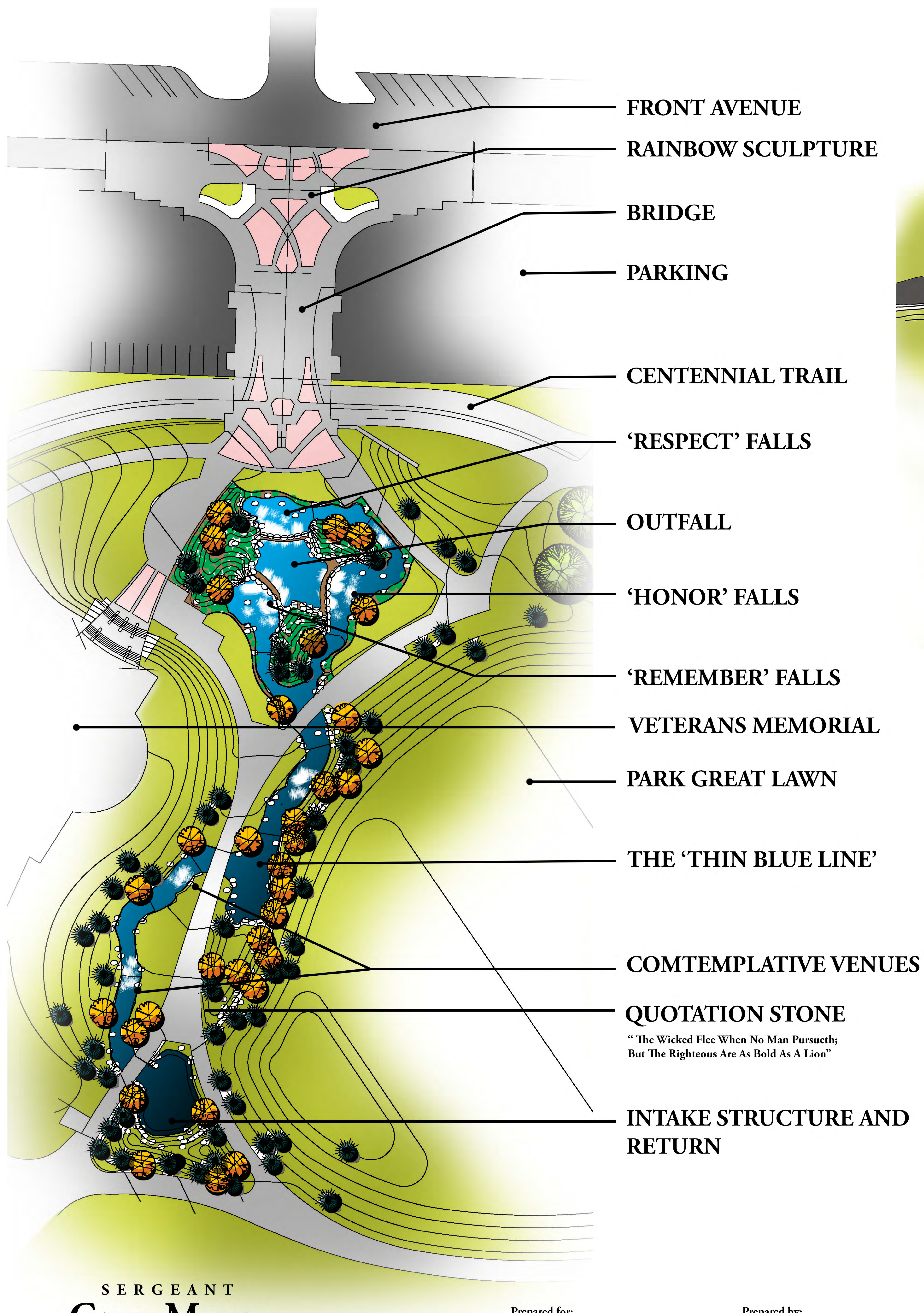
This project will not use any General fund or Parks Capital Improvement Fund.

PERFORMANCE ANALYSIS:

The concept for this feature will be a naturalized waterfall with a stream and planted with some trees and grasses akin to something that you would encounter here in in our area.

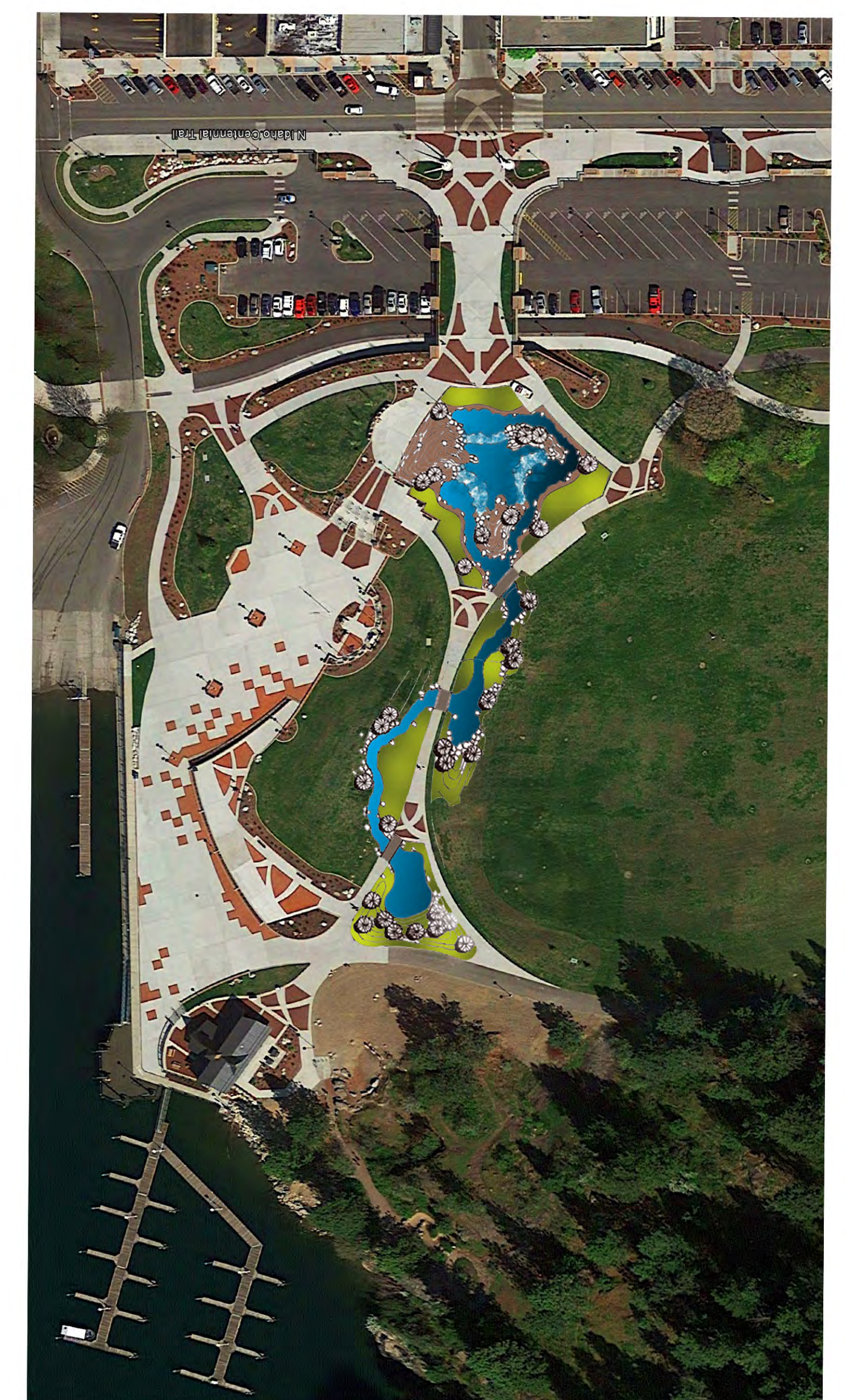
DECISION POINT / RECOMMENDATION:

Does General Services recommend to City Council approval of the concept and location of the McEuen Water Feature



AERIAL VIEW FROM THE NORTHEAST

LOCATION IN PARK



SERGEANT
Greg Moore
MEMORIAL
Proposed Site Plan
AS PART OF MC EUEN PARK

Prepared for:
THE FAMILY AND FRIENDS
OF
SGT. GREG MOORE
and the



Prepared by:



To: General Services

From: Melissa Tosi; Human Resources Director

Re: Personnel Rule Amendments

Date: April 25, 2016

Decision Point: The City Council is requested to approve the amendments to Rule XI, Attendance and Leaves, Section 10. Family Medical Leave (FML) and Rule XXV, Appointed Officers and Department Heads, amendments include the following:

Amending Rule XI: Attendance and Leaves, Section 10. Family and Medical Leave (FML)

- (b) Definitions:
 - (2) Spouse: updated definition
 - (5) Next of Kin: added definition
 - (8) Covered Service Member: added definition
 - (9) Qualifying Exigency Leave: added definition
- (d) Allowable Uses
 - (4) Qualifying Exigency Leave and Military Caregiver Leave: added military family provisions
- (f) Use of Paid and Unpaid Leave: added language for clarification purposes on what paid leave policy applies

Amending Rule XXV: Appointed Officers and Department Heads, Section 2. Definitions (b)

- Adding Deputy City Administrator

History: Since 1993, the FMLA has provided unpaid, job-protected leave for those living with a serious health condition or caring for a family member with a serious health condition. The military leave provisions being added to the FML policy, Qualifying Exigency Leave and Military Caregiver Leave, afford FMLA protections specific to the needs of military families.

In 2015, Rule XXV, Appointed Officers and Department Heads, was updated. At that time, Administration was departmentally organized to not include the Deputy City Administrator position in staffing. Therefore, the Deputy City Administrator title was not included in the update. Currently, staffing needs have shifted and we are currently recruiting to fill the position of Deputy City Administrator. As a result, the Deputy City Administrator needs to be incorporated back into Rule XXV.

The proposed Personnel Rule amendments were posted at a minimum of ten (10) consecutive days before this meeting, with no comments being received.

Financial Analysis: There are no hard costs associated with this Personnel Rule amendment.

Performance Analysis: Our goal is to provide a clear and consistent document for personnel rules that efficiently communicates information and various policies to employees.

Recommendation: The City Council is requested to approve the amendments to Rule XI, Attendance and Leaves, Section 10. Family Medical Leave (FML) and Rule XXV, Appointed Officers and Department Heads.

To: Mayor Widmyer and City Council

From: Melissa Tosi, Human Resources Director
Troy Tymesen, Finance Director

Re: Offering a Voluntary Separation Incentive Program (VSIP)

Date: May 3, 2016

Decision Point: The City Council is being asked to approve a Voluntary Separation Incentive Program (VSIP) for employees desiring an early separation or retirement.

History: In an effort to review and reduce personnel costs, the City would like to extend a VSIP to employees who meet the required criteria, with a separation date no later than December 31, 2017.

Through the program, an eligible employee would receive 1% per year of service payout based on the employee's base annual wage in the preceding twelve (12) months from their separation date.

The vacancy created by the separation would provide the City the opportunity to review the need for the position, possibly restructure or fill the position at a lower entry wage. The incentive will allow an opportunity for departments to strategically plan their future resources while realizing financial savings.

The last time an incentive was offered to employees was 2012. City Council approved sixteen (16) separations with an approximate savings of \$481,115 in total wages.

The program is for any employee who meets the qualifying criteria and who might be interested in pursuing other personal or professional opportunities. Key features of the program include the following components:

- Employee must voluntarily separate by December 31, 2017;
- After final approval, the separation date is irrevocable;
- Employee must be employed with the City of Coeur d'Alene in a position that includes benefits;
- A minimum of \$20,000 in total savings in the first two (2) years of separation;
- Employee would not be eligible for the Retirement Consultation Benefit in the Personnel Rules;
- 1% per year of service payout based on employees base annual wage;
 - Example: If employee makes \$60,000 per year x 1% at 23 years of service = \$13,800 paid as taxable wages on final check.
- 75% of the employees eligible total leave payout (vacation, sick and comp-time) will be contributed to the employees HRA/VEBA plan (tax-free plan);
- Employee agrees to opt out of medical insurance coverage with the City of Coeur d'Alene.

The VSIP has been discussed with the Executive Team, which agrees the program would provide cost savings as well as allow departments to plan for future succession development.

Financial Analysis: While it is unknown how much employee interest the program will generate, it will provide an option for employees who may be interested in separating, but need financial assistance to help make the transition and also creates the opportunity for personnel savings. The cost of the incentive would essentially be funded by the wage savings generated by an employee's separation and from overall savings through vacancies.

Performance Analysis: In the past, similar separation incentive programs have produced cost saving opportunities for the City.

Recommendation: The City Council is being asked to approve the proposed Voluntary Separation Incentive Program.