



GENERAL SERVICES COMMITTEE

with

Council Members Edinger, Adams, & Evans

May 26, 2015-, 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. Authorization of a grant application for three officers through the COPS Hiring Grant, US Department of Justice
Presented by: Police Chief White
2. Surplus of I.T. Equipment
Presented by: Kirk Johnson, Information Systems Division
3. Approval of a Memorandum of Understanding with the City of Post Falls for Shared Services
Presented by: Ed Wagner, Building Services Director

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.

CITY COUNCIL
STAFF REPORT

DATE: May 14, 2015

FROM: Lee White
Chief of Police

SUBJECT: Grant application for three officers through the COPS Hiring Grant, US
Department of Justice

Decision Point: The Police Department is seeking approval to apply for and accept grant funding for a percentage of three officer's wages and benefits through the COPS Hiring Grant, US Department of Justice.

History: Staffing for the Police Department is still 12 officers below what it should be, based on our crime rates and call-for-service volume. The US Department of Justice COPS Hiring grant is a program that allows for a portion of the officer's wages and benefits to be funded, as long as certain criteria are met.

This is an extremely competitive grant, and Council should be aware that receiving funding through this grant is extremely difficult (the vast majority of submitting agencies are unsuccessful); however, it is important that we attempt funding through this program because of our current staffing situation and the chance to augment our financial plan.

Financial Analysis: This grant allows for partial funding of the wages and benefits for up to three officers to enhance our existing personnel allocation. In brief, this grant will fund up to 75% of an officer's wages and benefits, up to \$125,000 per officer. We are seeking approval to increase our staffing by three officers if approved for this grant.

Performance Analysis: The application and acceptance of this grant will allow the Department to increase the overall personnel allocation by three officers. In order to be competitive in the grant, these officers will be dedicated to conducting community-based policing functions as part of a permanent Community Action Team. Extra consideration will be given to military veteran applicants, consistent with the grant stipulations. This is a three year grant, and our Department will be required to maintain the additional officers for at least four years (three years during the grant cycle and one additional year). Although this grant will not completely cover our fiscal responsibility for the additional officers, the Department maintains that additional staffing is needed to accomplish our public safety goals and this is a fiscally responsible way of achieving those goals.

Decision Point: The Police Department requests approval to apply for and accept grant funding for a percentage of three officer's wages and benefits through the COPS Hiring Grant, US Department of Justice.

**GENERAL SERVICES COMMITTEE
STAFF REPORT**

DATE: Tuesday May 26th, 2015
FROM: Kirk Johnson, Information Systems Division
SUBJECT: **Declare attached list of unused I.T. equipment as Surplus**

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DECISION POINT:

The Council is requested to declare the attached list of unused I.T. equipment as Surplus, so we may proceed with attempting to auction, recycle, and ultimately dispose of the equipment.

HISTORY:

The equipment on the list has been replaced due to failure, or due to performance issues. Any equipment in working condition is offered to nonprofit agencies after the equipment has been posted online for a minimum of two weeks.

Any equipment that contained data has undergone erasing by method of overwriting the device with 0's in three passes. Any devices that contained data and are now inoperable will be destroyed once the item is declared surplus.

FINANCIAL ANALYSIS:

The equipment on the attached list will likely be found to be of nominal value after being offered as surplus on our website, and will need to be recycled. Nominal value is a current value of zero or a current value of less than what it would cost to dispose of the surplus item at an auction or refuse site.

PERFORMANCE ANALYSIS:

Our allotted storage space for surplus equipment is full. We need to declare the items in this space as Surplus so we can free up needed space.

DECISION POINT/RECOMMENDATION:

Declare the attached list of I.T. equipment as surplus so we can begin the disposal process.

5/18/2015

City of Coeur d Alene I.T. Surplus Equipment

Type	Manuf			Destruct Method
Asset #	Model	Notes	Serial #	Date Destroyed
Laptop 2601	Hewlett-Packard HP Compaq tc4200 (PV985A	DBan 5/11/15	CND6011FPP	DBAN 05/11/2015
Monitor 2725	Acer Plug and Play Monitor		ETL4702148710009024143	
Monitor 2904	HP Plug and Play Monitor		CNC54504P4	
Monitor 2860	HP Plug and Play Monitor		CNC70529JR	
Monitor 3529	Acer Plug and Play Monitor		ETL4908429646046E84201	
Monitor 2690	Dell Plug and Play Monitor		CN0WH3197287268G39DM	
Monitor 3158	HP Plug and Play Monitor	EOL - 17"	CNC53915W2	
Monitor 1931	ADI Microstar Plug and Play Monitor	EOL	M7A39KA000543	
Monitor 3180	Acer Plug and Play Monitor		ETL7409038738006736340	
Monitor 2701	Dell Plug and Play Monitor		CN0WH3197287268G3A0M	
MDC 2645	Matsushita Electric Indus CF-18NDHZXVM	DBan 9/11/2014 - JP	CF-18NDHZXVM	
Server 2320	IBM eserver xSeries 346 -[884011]		KPVMRN0	
Desktop 2258	VIAK8T AWRDACPI	EOL - Removed HDD""s	NONE	
Monitor 3400	HP Plug and Play Monitor		CNC70529JJ	
Monitor 2900	HP Plug and Play Monitor		CNC54504PD	
Monitor 2884	HP Plug and Play Monitor		CNC54504PC	
Monitor 2956	HP Plug and Play Monitor		CNC70529JS	

City of Coeur d Alene I.T. Surplus Equipment

Type Asset #	Manuf Model	Notes	Serial #	Destruct Method Date Destroyed
Laptop 2585	Hewlett-Packard HP Compaq nc6120 (PZ121U)	Dban 9/2/14	CNU6031CVS	
Laptop 2208	TOSHIBA TECRA M2	Dban 9/4/14	84084286H	
Laptop 3551	TOSHIBA TECRA A8	Dban 5/12/15	67102174h	
Desktop 2346	INTEL DG41TY	No-HDD		
Monitor 2692	Dell Plug and Play Monitor		CN0WH3197287268G32YM	
MDC 2647	Matsushita Electric Indus CF-18NDHZXVM	Dban 9/11/2014 - JP	CF-18NDHZXVM	
Monitor 2781	Acer Plug and Play Monitor		ETL290806554003AB6PK07	
Monitor 2223	Philps Default Monitor		BZ000550410312	
Desktop 3459	INTEL DG41TY	No-HDD		
Monitor 2304	Acer Plug and Play Monitor		ETL180910253000908PQ43	
Desktop 2598	INTEL DG41TY	No-HDD		
Desktop 2595	Gigabyte Technology Co. H97M-D3H	No-HDD		
Desktop 2335	INTEL DG41TY	No HDD		
Desktop 2360	INTEL DG41TY	No HDD		
Desktop 2586	INTEL DG41TY	No-HDD		
Desktop 2622	INTEL DG41TY	No HDD		
Laptop 2207	TOSHIBA TECRA M2	Dban 9/4/14	84084284H	

City of Coeur d Alene I.T. Surplus Equipment

Type Asset #	Manuf Model	Notes	Serial #	Destruct Method Date Destroyed
Monitor 2297	Acer Plug and Play Monitor		ETL480B13554802242RH03	
Laptop 2232	TOSHIBA TECRA M2	Dban 9/4/14	94064409H	
Desktop 3024			F437301	
Desktop 3846	INTEL DG31PR	EOL - No HDD		
Monitor 2480	Acer		ETL210213545000417ED34	
Monitor 2224	Philps 190v		BZ000550410510	
Monitor 3898	Hanns-G	Dead - JP	003RN37A00151	
Desktop 2643	INTEL DG41TY			
Laptop 2709	TOSHIBA TECRA M5			
Desktop 3970	INTEL DG41TY	No-HDD		
MDC 3329	Matsushita Electric Indus CF-18KHHZXBM	Dban 9/11/2014 - JP	6AKSA70749	
Laptop 3464	TOSHIBA TECRA A9	No HDD	48058435H	
Laptop 2234	TOSHIBA Portable PC	Dban 9/4/14	94064411H	
Laptop 2469	TOSHIBA TECRA M2	Dban 9/4/14	Y4065331H	
MDC 2422	Matsushita Electric Indus CF-18KHHZXBM	no HDD 9/11/2014 - JP	6AKSA70927	
Laptop 2600	Hewlett-Packard HP Compaq tc4200 (PV985A	Dban 9/4/14	CND611023D	
MDC 3295	Matsushita Electric Indus CF-18KHHZXBM	Dban 9/11/2014 - JP	6AKSA70827	

City of Coeur d Alene I.T. Surplus Equipment

Type Asset #	Manuf Model	Notes	Serial #	Destruct Method Date Destroyed
Laptop 3068	TOSHIBA TECRA A8	No HDD	67102163H	
Laptop 2871	TOSHIBA TECRA A8	DBAN 5/12/15	67102166h	DBAN 05/12/2015
Laptop 2328	Hewlett-Packard HP Compaq tc4200 (PA752A)	Dban 9/4/14	2UA53708D3	
Laptop 2329	Hewlett-Packard HP Compaq tc4200 (PA752A)	Dban 9/4/14	2UA53708DH	
Laptop 2327	Hewlett-Packard HP Compaq tc4200 (PA752A)	Dban 9/4/14	2UA53708D1	
Laptop 2330	Hewlett-Packard HP Compaq tc4200 (PA752A)	EOL - No HDD jp	2UA53708CY	
Desktop 4014	INTEL DG41TY	No HDD		
Desktop 4013	INTEL DG41TY	No-HDD		
MDC 2615		Dban 9/11/2014 - JP	6AKSA70967	
MDC 2648		Dban 9/11/2014 - JP	6GKSA25544	
MDC 2611		Dban 9/11/2014 - JP	6GKSA2554r	
MDC 2612		Dban 9/11/2014 - JP	6DKSA94859	
MDC 3297	Matsushita Electric Indus CF-18KHHZXBM	EOL - CF18	6AKSA70891	DBAN 05/14/2015
Desktop 3954	INTEL DG41TY	No HDD		
Desktop 3840	INTEL DG41TY	No HDD		
Monitor 2901	HP L1706		CNC54504P3	
Monitor 3398	HP 1740		CNC70529HT	

City of Coeur d Alene I.T. Surplus Equipment

Type Asset #	Manuf Model	Notes	Serial #	Destruct Method Date Destroyed
Monitor 2287	Acer	EOL - No Base	ETL34090045120134FPQ10	
Laptop 3492	LENOVO 7417TPU	NO HDD	VF21E87S13A	
Desktop 2819	INTEL DG41TY	No-HDD		
Desktop 2596	INTEL DG41TY	No-HDD		
Desktop 3084	INTEL DG31PR			
Desktop 2583	INTEL DG41TY	No-HDD		
Monitor 2625	ACER AL 1716		099802410766	
Printer 2106	Hewlett Packard HP 500ps Plotter	EOL	SG35951032	
Storage Array 3115	Dell LTO 3 Tape Library		DellLTO3Tape	
Desktop 3417	INTEL DG31PR	EOL - No HDD		
Desktop 2324	INTEL DG41TY	No-HDD		
Desktop 4134	INTEL DG41TY	No HDD		
Desktop 4135	INTEL DG41TY	No HDD		
Laptop 2599	Hewlett-Packard HP Compaq tc4200 (PV985A	Dban 9/4/14	CND611023G	
Desktop 3460	INTEL DG31PR	EOL - Empty Case		
Storage Array 3147	Dell power vault 132t - not in use		3147	
Desktop 2484	INTEL DG41TY			

City of Coeur d Alene I.T. Surplus Equipment

Type Asset #	Manuf Model	Notes	Serial #	Destruct Method Date Destroyed
Desktop 2745	INTEL DG31PR	No HDD		
Desktop 2749	INTEL DG31PR	No-HDD		
Desktop 2332	INTEL DG41TY	No-HDD		
Desktop 2481	INTEL DG41TY			
Desktop 2755	INTEL DG31PR			
Laptop 2669	TOSHIBA TECRA A6	EOL - STREETS - TIMM	46195964k	
Desktop 3082	INTEL DG31PR	No HDD		
Desktop 2826	INTEL DG41TY	No HDD		
Desktop 3087	INTEL DG31PR	No HDD		
DEsktop 2740	INTEL DG31PR	No HDD		
Desktop 3568	INTEL DG31PR	No HDD		
DEsktop 2482	INTEL DG41TY	No HDD		
Desktop 2376	INTEL DG31PR	No HDD		
Desktop 2322	INTEL DG41TY	No HDD		
Desktop 2757	INTEL DG31PR			
Desktop 2442	INTEL DG41TY			
Desktop 3547	INTEL DG41TY	No HDD		

5/18/2015

City of Coeur d Alene I.T. Surplus Equipment

Type Asset #	Manuf Model	Notes	Serial #	Destruct Method Date Destroyed
Desktop 3085	INTEL DG31PR			
Server 2319				
Monitor 2658	OPTIQUEST Q9	Tested Inoperable on 5/13/2015	Q5W061602571	
Desktop 3510	INTEL DG31PR			
Laptop 3507	TOSHIBA TECRA A9	No HDD	38034463h	
MDC 2427	Matsushita Electric Indus' CF-18KHHZXBM	Dban 9/11/2014 - JP	6AKSA70795	
Desktop 2485	INTEL DG41TY	No HDD		
Network Devi 3341	Netgear FSM726S		FM71149DB007980	
Desktop 2795	INTEL DG41TY			
Desktop 2795	INTEL DG41TY			
Desktop 2778	INTEL DG41TY			
Desktop 3541		EOL	FNCRSF1	
MB CHMB-01				
MB CHMB-02				
DVD CDVD-01		Box of old IDE DVD"s		
DVD CDVD-02		Box of old IDE DVD""s		
MB LIBMB-01				

5/18/2015

City of Coeur d Alene I.T. Surplus Equipment

Type Asset #	Manuf Model	Notes	Serial #	Destruct Method Date Destroyed
Laptop 1929		Dban 9/2/14	DK992A	
Laptop 4212	Dell Inc. Latitude XT	Dban 5/12/15	CB79TK1	
MB CHMB-03				
Laptop 3494		Dban 10/23/14	L3-A0763 0808	DBAN 10/23/2014
MB CHMB-04				
DVD PDVD-01		Box of old IDE DVD""s		
Desktop 2591		No-HDD		
Desktop 2331		No-HDD		
Desktop 2628		No-HDD		
Desktop 2334		No HDD		

GENERAL SERVICES COMMITTEE STAFF REPORT

DATE: May 26, 2015
FROM: Ed Wagner, Building Services Director
SUBJECT: Intergovernmental Memorandum of Understanding Shared Services Agreement between the Cities of Coeur d' Alene and Post Falls

DECISION POINT: Staff is requesting that Council approve the proposed Memorandum of Understanding (MOU) between the Cities of Post Falls and Coeur d' Alene to share plumbing and potentially electrical inspection assistance when necessary by either party because of additional work load, employee absence or employee vacancy.

HISTORY: The City of Post Falls contacted us asking if we would entertain assistance with backup inspections. They will be issuing plumbing permits and performing inspections starting in June. They will also be issuing electrical permits and performing electrical inspections in July. Fifteen of the sixteen most populated cities issue these permits and provide inspections. Idaho statute specifies plumbing inspectors shall be a licensed journeyman with not less than 5-years field experience and electrical inspectors also are a journeyman with not less than 4-years field experience. Ideally, jurisdictions would have two qualified inspectors on staff but some smaller jurisdictions may opt to contract these services to a qualified contractor as a backup. The City of Hayden has expressed an interest in this type of arrangement also.

FINANCIAL ANALYSIS: The MOU has a provision for compensation to be reviewed at the end of the year to determine the amount the provider shall be reimbursed for any services provided. We anticipate the accrued hours of assistance should be minimal when calculated at the end of the year by both parties, especially since Coeur d' Alene has a full staff of plumbing inspectors.

PERFORMANCE ANALYSIS: To promote inter-municipal cooperation, uniformity, and provide improved customer service Post Falls is requesting assistance with the City of Coeur d' Alene with their inspections as needed.

RECOMMENDATION: Staff recommends that Council approve the proposed MOU with the City of Post Falls to share inspections as necessary by either jurisdiction.

INTERGOVERNMENTAL MEMORANDUM OF UNDERSTANDING

SHARED SERVICES AGREEMENT

THIS SHARED SERVICES AGREEMENT, made this _____ day of _____, 2015 by and between the **City of Coeur d'Alene**, a municipal corporation located in the County of Kootenai, State of Idaho, with principal offices located at 710 E Mullan Ave, Coeur d'Alene, Idaho, 83814 and the **City of Post Falls**, a municipal corporation located in the County of Kootenai, State of Idaho, with principal offices located at 408 N Spokane St. Post Falls, Idaho, 83854.

WHEREAS, the City of Post Falls and the City of Coeur d'Alene are desirous to share services with each other to assist with improved customer service and continuity of services; and

WHEREAS, the parties both have the statutory authority to provide plumbing and/or electrical inspections for their respective jurisdictions; and

WHEREAS, it is the intent of the cities to advance the spirit of inter-municipal cooperation; and

WHEREAS, Idaho Code permits cities to enter into contracts with one another to perform public responsibilities in a cooperative manner; and

WHEREAS, the parties have negotiated in good faith the terms and conditions of this Agreement which would enable the parties to accomplish this purpose for the duration of the joint working relationship; and

WHEREAS, the terms and conditions of this understanding are set forth below; and

WHEREAS, the parties have each duly authorized their proper city officials to enter into and execute this Agreement.

NOW, THEREFORE the City of Post Falls and the City of Coeur d'Alene agree as follows:

ARTICLE I: SCOPE OF SERVICES

A. SERVICES TO BE PERFORMED

The two parties shall furnish licensed services for plumbing and/or electrical inspections pursuant to and in accordance with Idaho law, as might be needed by the other party. Both parties agree to maintain full-time employees to cover their normal required services in these areas. This agreement would be used in situations where additional assistance is needed by the other party because of additional work load, employee absence or employee vacancy. Notice of desired need will be provided to the other party. Over-time hours may be used when approved by both parties.

B. DESIGNATION AS CONTRACTOR

The provider is hereby designated the contractor of the recipient for the provision of services.

C. HOURS OF OPERATION

In the event that any party requests that the personnel perform services that are outside the scope of a normal workday, the recipient shall reimburse the provider for all costs associated with any applicable overtime charges.

ARTICLE II: CONSIDERATIONS

A. COMPENSATION

Each party shall document and track hours while performing services for the other party under this Agreement. If at the end of the year, hours are not comparable, hours shall be reimbursed at the provider's hourly employment rate. If a special project occurs requiring additional hours by either party, both parties shall consent to the cost of the additional hours prior to work being performed.

The parties mutually agree to revisit the terms and conditions relating to compensation on an annual basis, and the parties agree to cooperate in good faith so that an amendment to this Agreement shall be mutually approved by the governing bodies of both parties reflecting a revised compensation schedule as needed. Upon approval of such amendment by both governing bodies, such revised compensation schedule shall replace the terms and conditions set forth in this Section and shall govern the compensation to be paid for the services from that point forward and until the conclusion of this Agreement, unless further amended by mutual agreement of the parties.

Each jurisdiction shall collect and receive all permit fees for inspections performed within their jurisdiction.

ARTICLE III: AUTHORITY OVER PERSONNEL

A. AUTHORITY

During the term of this Agreement, the Building Department of each party shall have the authority to contact the Building Department of the other party to request services.

B. COMPLAINTS.

Any complaints related to the services provided to the recipient shall be handled per the recipient's procedures. However, the provider's Building Official shall be informed of complaints in a timely manner.

ARTICLE IV: INSURANCE

A. INSURANCE

During the term of this Agreement, the parties agree to maintain insurance at or above the amounts required by the Idaho Tort Claims Act, as it currently exists or is subsequently amended.

B. CANCELLATION OR CHANGES TO POLICIES

Each party agrees to provide the other party with at least fourteen (14) days advance written notice of any proposed cancellation of relevant insurance policies or of material changes to said policies.

ARTICLE V: MAINTENANCE OF RECORDS

All records relating to the services performed on behalf of the recipient shall be maintained according to records retention laws of the State of Idaho. A copy of such records may be requested by the provider if desired.

ARTICLE VI: DURATION OF CONTRACT; TERMINATION; MODIFICATION; DISPUTES.

A. DURATION

The duration of this Agreement shall remain in effect from the start of services until terminated by one or both parties.

B. TERMINATION

The Agreement may be terminated by any of the following methods:

1. This Agreement may be terminated at any time by either party upon mutual Agreement of the parties.
2. Either party may terminate this Agreement at any time for just cause upon giving the other party three (3) months advance written notice of its intent to terminate.
3. In the event that either party defaults in the performance of any of its obligations under this Agreement after receiving written notice of same and failing to cure such

default within thirty (30) days of said written notice, the non-defaulting party shall be entitled to terminate this Agreement without further notice.

C. MODIFICATION

This Agreement may not be changed orally and may only be modified or amended by a written statement signed by both parties.

D. DISPUTES

Prior to initiating any litigation or alternative dispute resolution process, the parties agree to meet and confer. At a minimum the City Administrators for both entities shall be present.

ARTICLE VII: INDEMNIFICATION; HOLD HARMLESS

To the extent allowed by law, the recipient shall indemnify and hold the provider, its officers, employees and agents, harmless from and against any and all claims of whatever nature or type arising from the provision of the services to the recipient, so long as the actions upon which the demand or claim, or assertion of liability, are founded were performed in the course of carrying out official duties on behalf of the recipient, and were not out of the scope of performing official duties or performed in bad faith, and did not constitute actual fraud, actual malice, willful misconduct, and intentional wrong or a criminal act.

Such indemnification shall include payment of reasonable attorney's fees and costs in the defense of any claim made by a third person.

ARTICLE VIII: CHOICE OF LAW

Any dispute under this Agreement or related to this Agreement shall be governed by and construed in accordance with the laws of the State of Idaho.

ARTICLE IX: ENTIRE AGREEMENT

This Agreement represents the entire agreement between the parties and cannot be changed or modified orally. This Agreement may be supplemented, amended or revised only by a writing which is signed by each of the cities.

ARTICLE X: SEVERABILITY

If any part of this Agreement shall be held to be unenforceable the rest of this Agreement shall nevertheless remain in full force and effect.

NOW, THEREFORE, LET IT BE UNDERSTOOD AND AGREED BETWEEN THE TWO PARTIES:

Approved by the City of Coeur d'Alene City Council on ____ day of _____, 2015.

City of Coeur d'Alene

Steve Widmyer, Mayor

ATTEST:

By: _____
City Clerk

Approved by the City of Post Falls City Council on ____ day of _____, 2015.

City of Post Falls

Ronald G. Jacobson, Mayor

ATTEST:

By: _____
City Clerk