



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

## **GENERAL SERVICES/PUBLIC WORKS COMMITTEE**

with

**Council Members Wood, Evans, & English**

**December 11, 2023, 12:00 p.m.**

**Library Community Room**

**702 Front Avenue**

## **AGENDA**

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

- Item 1 Request Approval of an Updated Sidewalk Reimbursement Program –City Engineer Chris Bosley, Streets & Engineering Department
- Item 2 Request Approval of Personnel Rule Updates to the Classification/Compensation Plan and Amendments to Personnel Rule 16-Grievance Procedures –Director Melissa Tosi, Human Resources Department
- Item 3 Request Approval of a Subrecipient Agreement for Grant Funds with the Idaho Office of Emergency Management for the Purchase of a Generator – Deputy Chief Lucas Pichette, Fire Department

*The City of Coeur d'Alene will make reasonable accommodations for anyone attending this meeting who requires special assistance for hearing, physical or other impairments. Please contact Juanita Knight, Senior Legal Assistant, at (208) 769-2348 at least 24 hours in advance of the meeting date and time.*

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

**DATE: DECEMBER 11, 2023**

**FROM: CHRIS BOSLEY – CITY ENGINEER**

**SUBJECT: SIDEWALK REIMBURSEMENT PROGRAM UPDATE**

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**DECISION POINT:**

Should Council approve the update to the Sidewalk Reimbursement Program?

**HISTORY:**

The Sidewalk Reimbursement Program was developed and implemented in 2007 and has been an effective means to improving pedestrian travel in the City of Coeur d’Alene. City Code requires property owners to maintain the sidewalks abutting their property (M.C. §§ 12.20.030 and 12.20.100). The original reimbursement program was developed to incentivize property owners to install sidewalks where none existed and repair sidewalks where ADA requirements are not met. Although the reimbursement is still somewhat helpful in incentivizing sidewalk repair and installation, the rate has not kept up with increasing construction costs. Over the past six years, this program has provided reimbursements for an average of 555 feet of sidewalk per year. Recent bid prices for residential sidewalk construction are around \$3,500.00 for a 40-foot-wide lot, or \$87.50/ft. The current reimbursement rate is \$26/ft and a maximum of \$650.00 per property owner.

**FINANCIAL ANALYSIS:**

Staff recommends increasing the reimbursement rate to \$40/ft to increase the incentive, with an increased maximum per property owner of \$1,000.00 or \$2,000.00 for a corner lot. The current Streets & Engineering Department budget for this item is \$10,000.00 annually.

**PERFORMANCE ANALYSIS:**

Approval of the increased reimbursement rate will likely incentivize more property owners to repair or install sidewalks throughout the City.

**DECISION POINT/RECOMMENDATION:**

City Council should approve the update to the Sidewalk Reimbursement Program.

# REIMBURSEMENT OF SIDEWALK CONSTRUCTION

**Fiscal Year: 2022-2023**

**Physical address of property:** \_\_\_\_\_

**Requirements:** In order to be eligible for reimbursement all of the following conditions must be met:

- The property must be residential.
- The work cannot be a requirement of your building permit, or any other discretionary approval of the City.
- The sidewalk replaced must meet the City's replacement guidelines and it must be approved prior to construction by the Engineering Inspector.

Reimbursement is made on a first come first serve basis from available funds. If funds are not available you will be placed on a waiting list until additional funds become available.

**Property Owner Information:** (please print)

Name: \_\_\_\_\_

Mailing address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

**City Approval:**

Lineal feet of sidewalk eligible for reimbursement/**Total:** \_\_\_\_\_

Reimbursement amount for sidewalk (lineal feet x \$40) : \_\_\_\_\_

Encroachment fee (if applicable) \_\_\_\_\_

Total reimbursement (\$1,000 maximum for single lot) \_\_\_\_\_

Total reimbursement (\$2,000 maximum for corner lot) \_\_\_\_\_

**(001-018-4311-3600)**

The sidewalk installed at the property address above meets City guidelines and standards and has been approved.

\_\_\_\_\_  
Signature of Engineering Inspector

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature of Department Director

Date: \_\_\_\_\_

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

**DATE: DECEMBER 11, 2023**

**FROM: MELISSA TOSI; HUMAN RESOURCES DIRECTOR**

**SUBJECT: PERSONNEL RULE AMENDMENTS**

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**DECISION POINT:** Should Council approve amendments to the City’s current Classification and Compensation Plan, and to Rule 16 – Grievance Procedures?

**HISTORY:** The Parks Maintenance Worker position has always been the entry level classification in Parks that also requires a Class B CDL. However, the Parks and Recreation Director believes the department would benefit by having an additional entry level classification that does not require a CDL and has even more basic parks maintenance duties. As a result, the current Parks Maintenance Worker job classification is being retitled to a Parks Maintenance Worker 2 classification and a new Parks Maintenance Worker 1 has been created for approval.

Additionally, it is proposed that the current Superintendent titles for both the department head position and the assistant position in Streets & Engineering, Wastewater, and Water, be changed from “Superintendent” to “Director.” Although it is common to have superintendents under a Public Works Director, or if they run their own separate division, since the City has a Department Head for each department and their assistant is in charge of the entire department when they are absent, the “Director” title is preferred. Currently, the Streets & Engineering Director and Parks & Recreation Director classifications already have “Director” in their titles, so amending the other Superintendent titles would create uniformity among the Departments.

Rule 16 – Grievance Procedures is a complete re-write from the current policy. Earlier this year, the City had informally resolved a couple potential grievances, but it became apparent that the language and timing of processing a grievance under the current policy was too vague and, therefore, subject to differing interpretations. The Human Resources Director, City Attorney, City Administrator, and the Police Officer’s Association (POA) met and agreed that an updated policy would be beneficial for everybody. After several meetings working through possible language, the City and the POA agreed on amendments to the proposed policy. The goal of the amended policy is to create an up-to-date uniform and fair grievance procedure for all employees covered by the Personnel Rules, clearly outline the three steps that may be used in the grievance process, add clarity and reasonable time frames to each step of the grievance process, and a clear expectation of the documentation required. An additional section on recordkeeping was added to the policy, again with the concurrence of the POA.

After the City and the POA agreed on the amendments to the policy, the policy was also sent to the Lake City Employee’s Association (LCEA) for review. LCEA also approved the proposed policy, expressing no concerns. The proposed amendments were also discussed by the Executive Team and posted for all employees to review with no concerns being raised. This policy would not apply to the fire union members as the Coeur d’Alene Firefighters Local No. 710 have their own grievance policy written into their current collective bargaining agreement.

**FINANCIAL:** There is no cost impact to any of the job title amendments or to the Grievance Procedure policy. The Parks Department recently had an employee retire as a Lead Maintenance Worker (pay grade 10). The Parks and Recreation Director would like to refill the vacancy with two Parks Maintenance 1 positions. The additional funds needed to cover the difference, approximately \$34,634, will be offset by utilizing funds from the Parks Department's current part-time/seasonal budget.

**PERFORMANCE ANALYSIS:** Authorizing the above noted Personnel Rule amendments will provide an additional classification in the Parks Department for a more basic entry level maintenance worker, will provide title equity within departments, and an up-to-date grievance policy with clear and consistent procedures.

**DECISION POINT/RECOMMENDATION:** Council should approve the amendments to the City's current Classification and Compensation Plan, and to Rule 16 – Grievance Procedures.



## ***Parks Maintenance Worker 1***

Department: Parks and Recreation    Reports to: Lead Maintenance Worker    Pay Grade: ~~98~~  
Date Established: ~~4/2017~~    Date Revised: ~~7/2023~~    FLSA Status: Covered

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### **Classification Summary**

The Parks Maintenance Worker ~~1~~ performs ~~all the basic~~ aspects of Parks and Cemetery operations with emphasis on buildings and grounds maintenance. The position is assigned primarily to duties in the City's park system but may be assigned to other duties in the Parks and Recreation Department, including in the cemetery division. The employees' schedule may include working weekends, holidays and special events and may include performing burials and interments. The position is under the ~~general~~ direction of the ~~Lead~~ Maintenance Worker ~~2~~ and ~~helps assists in directing~~ seasonal employees. Some landscape and/or groundskeeping experience is preferred. The position works in public buildings and an outdoor environment with exposure to adverse weather conditions, power tools and equipment, and hazardous chemicals. This position may have contact with the public under stressful and emotional conditions.

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

- Performs maintenance duties in parks, cemetery, buildings and grounds;
- Prepares facilities for and works during special events and rentals including, but not limited to, weddings, concerts, sporting events, festivals, and holidays;
- Coordinates with public and private user groups, completing necessary site preparation, monitoring the facility during events, and assisting the public as needed;
- Performs grounds maintenance including, but not limited to, turf management, ~~pesticide application, tree care, shrub and plant bed maintenance, and hardscape installation;~~
- ~~Helps m~~ Maintains and operates irrigation systems, ~~including programming clocks, replacing sprinkler heads, repairing line breaks, replacing valves, and general troubleshooting;~~
- ~~Tests and repairs backflow valves and cross connection assemblies and prepares the required documentation;~~
- ~~Maintains~~ Cleans restrooms buildings, docks, and facilities by performing routine custodial duties, ~~potentially~~ making minor repairs ~~requiring carpentry, plumbing, electrical, painting, masonry, and related work skills;~~
- ~~Maintains interior and exterior of buildings and facilities, including remodels, renovations, and reroofing;~~
- ~~Assists with~~ Performs burial and interment duties, ~~including coordinating with a funeral home, lot location, opening and closing the grave, and assisting bereaved family members and friends;~~
- ~~Directs~~ Provides oversight of seasonal employees by assigning and overseeing tasks, ~~monitoring work output, training, scheduling, and assisting in evaluations;~~
- Uses and maintains a variety of hand and power tools;
- Uses and maintains a variety of light equipment including trucks, mowers, ~~trimmers, tractors, and backhoes utility vehicles;~~
- ~~Inspects public facilities, parks, playgrounds, and playground equipment for hazards, makes repairs, and ensures safety of facilities;~~
- Performs snow removal and assists in cleanup of City after weather-related events;

- Responds to management's, supervisor's, co-workers' and citizens' questions and comments in a courteous, thorough and timely manner;
- Performs time management and scheduling functions, meets deadlines, and sets project priorities;
- Maintains strict confidentiality of all matters;
- 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.

**Secondary Duties and Responsibilities:**

- Assists in installation and removal of seasonal City decorations;
- Performs duties of ~~Lead~~-Maintenance Worker 2 in that employee's absence;
- 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:**

- ~~Methods, materials, tools, and S~~standard practices of landscape maintenance and groundskeeping;
- ~~Methods, materials, tools, and S~~standard practices of building and facility maintenance;
- ~~Methods, materials, tools, and standard practices of irrigation system operation, maintenance, and repair;~~
- ~~Building craft skills including, but not limited to, carpentry, plumbing, electrical, painting, and masonry;~~
- Operation and maintenance of hand tools;
- Operation and maintenance of power tools;
- Operation ~~and maintenance~~ of light equipment including, but not limited to, mowers, trimmers, tractors, trucks, and backhoes, utility vehicles;
- Operation of personal computer and laptop and related software applications;
- Cemetery Department policies and procedures;
- ~~Public sector, government, or related environment and operations, including general municipal management terminology, codes, acts, and regulations.~~

**Skill and Ability to:**

- Perform maintenance and repair duties on City Park system as directed by supervisor. ~~and cemetery buildings and grounds requiring landscape and building trade skills;~~
- Direct seasonal employees;
- Assist with Perform burial and interment duties;
- Operate and maintain hand and power tools and light equipment;
- Assist the public in a professional and courteous manner in stressful and emotional situations;
- ~~Organize and schedule events;~~
- Proficiently Operate computers, software programs, such as Microsoft Word, Excel, PowerPoint, or similar office software ~~to create documents and other materials, maintain information, and generate reports;~~
- 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;

- Work independently and exercise initiative, with ~~general~~ guidance and supervision;
- 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 Valid Driver's License;~~
- ~~Idaho Class B CDL license with airbrake endorsement is required within 6 months from date of hire;~~
- Some landscape maintenance experience is preferred; 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 and hydraulic lift, 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 will work in an outdoor environment and may work in confined spaces and on building rooftops. The employee must frequently lift and/or move up to 50 pounds and, infrequently, up to 75 pounds. 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. While performing the duties of this classification, the employee works in a public building setting where the noise level in the work environment is usually moderate and that includes exposure to power equipment, chemicals, and inclement weather.



## **RULE 16: GRIEVANCES**

### **SECTION 1. Purposes**

This Rule is intended to:

- (a) Promote healthy and mutually beneficial employee-employer relations by establishing uniform and fair grievance procedures;
- (b) Encourage settlement of grievances as near as possible to the point of origin; and
- (c) Ensure fairness and consistency in the interpretation of the Personnel Rules and employee agreements.

### **SECTION 2. Definitions**

Day or Days: Shall mean calendar day or days.

Grievance: Shall mean a complaint or dispute by an employee in the competitive service, submitted as herein specified, arising from the application or interpretation of a specific section of the Personnel Rules, department rule, regulation, policy, or procedure, or any provision of the relevant employee agreement if not already covered under terms of a collective bargaining agreement.

### **SECTION 3. Grievable Issues**

An employee may file a grievance alleging that he or she has been or is being adversely affected by an improper application or interpretation of an employment related rule, regulation, policy, procedure, or collective bargaining agreement.

### **SECTION 4. The Grievance Process**

- (a) The Grievance Process has up to three steps: Informal Discussion, Formal Grievance, and the Personnel Appeals Board.
- (b) Every effort should be made to find an acceptable resolution of a grievance at the earliest possible step.
- (c) An employee may have representation of his/her choice at any step in the grievance process.
- (d) The failure to take any step in the grievance process within the time limits sets forth herein shall constitute a withdrawal of the grievance and a bar to further proceedings under this Rule.

### **SECTION 5. Informal Discussion**

- (a) The first step in the grievance process is Informal Discussion.
- (b) Within fifteen (15) days from the date of the incident which forms the basis of the grievance or from the date on which the employee became aware of such incident,

whichever is later, the employee shall submit a Grievance Form which includes a written statement setting forth the details of the grievance to the employee's immediate supervisor, the remedy or outcome desired, and the date of submission; PROVIDED, however,

- (1) If the employee's immediate supervisor was involved in the action or incident giving rise to the grievance, the written statement shall be presented to the employee's department supervisor or supervisor that is next in the chain of command, if any; or
  - (2) If the employee's department supervisor or supervisor that is next in the chain of command was involved in the action or incident giving rise to the grievance, the written statement shall be presented to the employee's Department Head; or
  - (3) If the employee's Department Head was involved in the action or incident giving rise to the grievance, the employee must pursue the Formal Grievance process provided in Section 6.
- (c) Within seven (7) days after receipt of the written statement of grievance, the employee and the person to whom the grievance was submitted shall meet to discuss the grievance and possible resolutions. The parties shall meet until a satisfactory resolution is reached or until either party determines that an impasse has been reached. If a satisfactory resolution is reached, the resolution must be recorded by the supervisor involved in the Informal Discussion on the Grievance Form where indicated. The completed Grievance Form, and any supplemental documentation, shall be forwarded to the Human Resources Director for review to ensure all applicable City policies, rules, regulations, and agreements have been followed. Once approved, the Human Resources Director will file resolved grievance documentation as stated in Section 11 of this Rule.
- (d) If a satisfactory resolution is not reached, the employee may present the written statement of grievance to the immediate supervisor of the person to whom the statement was originally presented within ten (10) days after the last Informal Discussion. The Informal Discussion will then follow the process set out in subsections (c) and (d) hereof until a satisfactory resolution is reached. The failure by the employee to take any step in the grievance process within the time limits set forth herein shall constitute a withdrawal of the grievance and a bar to further proceedings on that issue under this Rule. No action, or failure to act, by the City shall prejudice an employee's right to grieve.
- (1) If, at any time, the Informal Discussion is with the Department Head and a satisfactory resolution has not been reached, the employee must pursue a Formal Grievance if he/she wishes to pursue the grievance further.
- (e) Informal Discussion shall not be taken above the Department Head level.

## **SECTION 6. Formal Grievance**

- (a) If, after Informal Discussion, the employee does not believe the grievance has been satisfactorily resolved, the employee shall have the right to pursue a Formal Grievance in accordance with this Section.
- (b) A formal grievance must be commenced within fourteen (14) days from the date the employee received the decision on the Informal Discussion.
- (c) The Formal Grievance shall be presented using the Grievance Form to the Department Head or, if the Department Head was involved in the action or incident giving rise to the

grievance, the Formal Grievance shall be presented in writing to the Personnel Officer. The grievance shall include the information required by the Grievance form, including the following:

- (1) A written statement and summary of the grievance and details of all previous efforts to resolve the issue; and
  - (2) A copy of the written complaint submitted in the informal grievance step; and
  - (3) A copy of the supervisor's written response to the employee's complaint; and
  - (4) An explanation of the employee's dissatisfaction with the supervisor's response; and
  - (5) The Formal Grievance shall include the date submitted to the Department Head (or Personnel Officer).
- (d) The Department Head (or Personnel Officer) shall discuss the grievance with the employee's supervisor involved in the Informal Discussion step, the Human Resources Director, and any other relevant persons with knowledge, and shall perform such inquiry as he/she deems appropriate under all of the circumstances. The Department Head (or Personnel Officer) shall render a decision in writing and provide it to the employee within fourteen (14) calendar days after receipt of the grievance.
- (e) If the employee does not agree with the decision rendered by the Department Head, or if no answer has been received within fourteen (14) days, the employee may appeal in writing to the Personnel Officer.
- (f) The Personnel Officer, or the Personnel Officer's designated representative, shall discuss the grievance with the employee and representative, if any, and with other persons with knowledge, and shall perform such investigation as he/she deems appropriate under all of the circumstances. The Personnel Officer shall render a decision in writing and provide it to the employee within fourteen (14) calendar days after receipt of the grievance.

## **SECTION 7. Personnel Appeals Board**

If, after the Formal Grievance, the employee does not believe the grievance has been satisfactorily resolved, the employee shall have the right to pursue the Personnel Appeals Board pursuant to Rule 17 of these Rules.

## **SECTION 8. Conduct of Grievance Procedure**

- (a) The time limits specified in this Rule may be extended to a definite date by mutual agreement of the employee and the reviewer concerned, but in no event by more than ten (10) days.
- (b) The employee and his/her representative, if any, shall be afforded a reasonable amount of work time, as determined by the appropriate Department Head, in conferring about and presenting the appeal. The intent is to make sure that the amount of work time on a grievance does not unduly interfere with normal work duties, while still ensuring the employee can adequately proceed with the grievance process and meet deadline requirements listed herein.
- (c) Employees shall not be subject to harassment or retaliation for using the grievance procedure.

**SECTION 9. No Prejudice to Right to Appeal**

Any action taken by an employee pursuant to this Rule shall in no way jeopardize the right to such employee to a hearing before the Personnel Appeals Board if such a hearing is otherwise authorized by Rule 17.

**SECTION 10. Recordkeeping**

Upon resolution of a grievance at any step, the Department Head shall notify the Human Resources Director of the grievance and resolution, and provide the completed Grievance Form and all supplemental documentation which will be properly maintained in Human Resources per the Records Retention Manual. Neither the grievance nor the resolution shall be placed into the Employee's personnel file except in the case of discipline imposed pursuant to the Personnel Rules. Human Resources will maintain records of the grievance process confidentially and securely.

DRAFT

## **~~RULE 16: GRIEVANCE PROCEDURES~~**

### **~~SECTION 1. Purpose of Rule~~**

- ~~(a) To promote improved employee-employer relations by establishing grievance procedures on all matters whether or not appeal or hearing is provided by other regulations.~~
- ~~(b) To afford employees individually or through qualified employee organizations a systematic means of obtaining further consideration of problems after every reasonable effort has failed to resolve them through discussion.~~
- ~~(c) To provide that grievances shall be settled as near as possible to the point of origin.~~
- ~~(d) To provide that appeals shall be conducted as informally as possible.~~

### **~~SECTION 2. Matters Subject to Grievance Procedures~~**

~~Any employee in the competitive service shall have the right to a conference under this rule on any matter affecting employment over which the appointing power has partial or complete jurisdiction.~~

### **~~SECTION 3. Informal Grievance Procedures~~**

~~An employee who has a problem or complaint may try to get it settled through discussion with the employee's immediate supervisor or department supervisor when the complaint directly involves an immediate supervisor. Such discussion shall be initiated within fifteen (15) calendar days from the date of the incident complained of, or within fifteen (15) calendar days from the date of which the employee became aware of the incident, whichever is later. If, after this discussion, the employee does not believe the problem has been satisfactorily resolved, the employee shall have the right to discuss it with his/her supervisor's immediate superior, if any, in the administrative service. Every effort should be made to find an acceptable solution by informal means at the lowest possible level of supervision. If the employee is not in agreement with the decision reached by discussion, the employee shall have the right to file a formal appeal in writing within ten (10) calendar days after receiving the informal decision of his/her immediate superior. The informal discussion shall not be taken above the Department Head.~~

### **~~SECTION 4. Formal Grievance Procedure~~**

- ~~(a) First Level of Review: The grievance shall be presented in writing to the employee's immediate supervisor, who shall render a decision and comments in writing and return them to the employee within ten (10) calendar days after receiving the appeal. If the employee does not agree with his/her supervisor's decision, or if no answer has been received within ten (10) calendar days, the employee may present the grievance in writing to his/her Department Head. Failure of the employee to take further action within ten (10) calendar days after receipt of the written decision of his/her supervisor, or within a total of twenty five (25) calendar days if no decision is rendered, will constitute a withdrawal of the grievance.~~
- ~~(b) Department Review: The Department Head receiving the grievance should discuss the grievance with the employee and representative, if any, and with other appropriate persons. The Department Head shall render a decision and comment in writing, and return them to the employee within ten (10) calendar days after receiving the grievance.~~

~~If the employee does not agree with the decision reached, or if no answer has been received within ten (10) calendar days, the employee may present the grievance in writing to the Personnel Officer. Failure of the employee to take further action within ten (10) days after receipt of the decision or a total of twenty-five (25) calendar days after the decision is rendered, will constitute a withdrawal of the grievance.~~

- ~~(c) Personnel Officer Review: The Personnel Officer or the Personnel Officer's designated representative receiving the grievance shall discuss the grievance with the employee, and representative, if any, and with other appropriate persons. If the Personnel Officer fails to render a decision to the satisfaction of the aggrieved employee within thirty (30) days of the discussion with the employee, a fact finding committee shall be appointed if requested by the aggrieved employee or the Personnel Officer. The committee shall be comprised of a representative appointed by the Personnel Officer, a representative appointed by the aggrieved employee, and a third member appointed by mutual agreement of the other two. The fact finding committee shall render a recommendation on the grievance to the aggrieved employee and the Personnel Officer within twenty (20) calendar days after receiving the grievance.~~

#### ~~SECTION 5. Conduct of Grievance Procedure~~

- ~~(a) The time limits specified above may be extended to a definite date by mutual agreement of the employee and the reviewer concerned.~~
- ~~(b) The employee may request the assistance of another person of his/her own choosing in preparing and presenting the appeal at any level of review.~~
- ~~(c) The employee and representative, if any, may be privileged to use a reasonable amount of work time as determined by the appropriate Department Head in conferring about and presenting the appeal.~~
- ~~(d) Employees shall be assured freedom from reprisal for using the grievance procedure.~~

#### ~~SECTION 6. No Prejudice to Personnel Appeal~~

~~Any action taken by an employee pursuant to this rule shall in no way jeopardize the right to such employee to an authorized hearing before the Personnel Appeals Board if such a hearing and review is otherwise authorized by Rule 17.~~



## Classification & Compensation Plan Amendments

### Current

### Proposed

<i>New classification</i>	→	Parks Maintenance Worker 1 (pay grade 8)
Parks Maintenance Worker	→	Parks Maintenance Worker 2
Assistant Streets & Engineering Superintendent	→	Assistant Streets & Engineering Director
Wastewater Superintendent	→	Wastewater Director
Assistant Wastewater Superintendent	→	Assistant Wastewater Director
Water Superintendent	→	Water Director
Assistant Water Superintendent	→	Assistant Water Director



# Grievance Procedures

**What is a grievance?** A complaint or dispute arising from the application or interpretation of a specific rule, policy, procedure, or agreement.

**Purpose:**

- Establish an up-to-date uniform and fair grievance procedure for all
- Encourage settlement at the earliest possible step
- Ensure fairness and consistency in interpretation of rules and agreements



# Grievance Procedures

**3 Step Grievance Process:**

- Step 1. Informal Discussion.** Immediate supervisor or next in the chain of command.
- Step 2. Formal Grievance.** If step 1 is not resolved, file formal grievance to department head (or personnel officer).
- Step 3. Personnel Appeals Board.** If step 2 is not resolved, goes to Personnel Appeals Board.

**Grievance Form:**

This standard form will document the complaint or dispute, decision, dates, acknowledging settlement of grievance or pursuing the next step, and signatures/dates of those involved.

**Recordkeeping:**

Maintained in Human Resources per Records Retention Manual





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

**DATE:** DECEMBER 11, 2023

**FROM:** LUCAS PICHETTE, DEPUTY CHIEF

**RE:** APPROVE IDAHO OFFICE OF EMERGENCY MANAGEMENT GRANT

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**DECISION POINT:**

Should the City Council approve the Sub-recipient Agreement with the Idaho Office of Emergency Management for a grant in the amount of \$160,508.00 (requiring a \$16,050.80 City match) for a Fire Department generator, and associated electrical work and construction?

**HISTORY:**

Windstorm power outages have shown a weakness in our generator at Station 1. Our current generator does not produce enough emergency power for the increased needs of the station. Additionally, the wiring serving the current generator will need extensive updating to meet the current needs.

**FINANCIAL ANALYSIS:**

Matching funds of up to \$16,050.80 will be required if the full \$160,508.00 grant allocation is utilized.

**PERFORMANCE ANALYSIS:**

Emergency power in the Fire Stations is essential in order to receive, and respond quickly to, calls for service during power outage events.

**DECISION POINT/RECOMMENDATION:**

Council should approve the Sub-recipient Agreement with IOEM for a grant in the amount of \$160,508.00, with a City match in the maximum amount of \$16,050.80.

# FIRE STATION I GENERATOR UPGRADE

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IN REFERENCE TO REQUESTED APPROVAL OF SUB-RECIPIENT AGREEMENT FOR  
THE AMOUNT OF 160,508.00.

## CURRENT LOCATION OF STATION I GENERATOR

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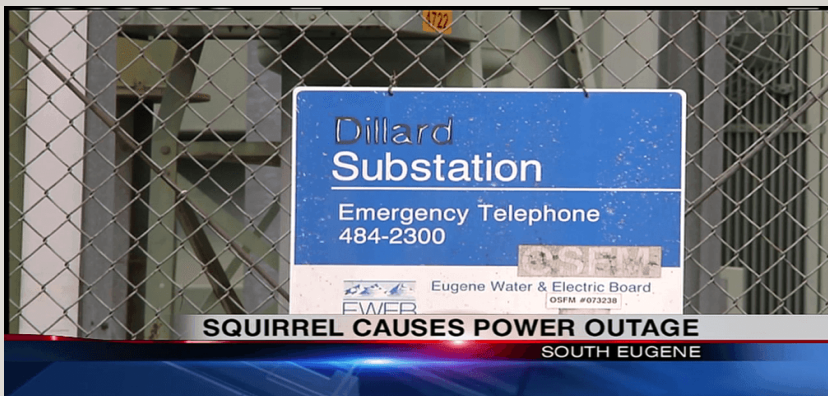
**CURRENT DIESEL GENERATOR CAPABLE OF PROVIDING 35 KW OF POWER TO THE STATION.**

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**POWER OUTAGES DUE TO WINDSTORMS, LIGHTING AND OTHER POTENTIAL CAUSES HAVE SHOWN A WEAKNESS AT OUR DOWNTOWN FIRE STATION.**

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THE ELECTRICAL PANELS AND SOME WIRING WILL NEED TO BE UPGRADED TO FACILITATE THE NEW GENERATOR.

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THE NEW GENERATOR, YET TO BE DETERMINED, WILL HAVE INCREASED POWER OUTPUT AND WILL BE CHANGED TO NATURAL GAS.

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- The current generator is only able to power the bay door, some outlets and a few interior lights.
- The proposed generator would provide power to the following:
  - In house radio and alerting.
  - Expanded lighting and outlets.
  - A portion of the kitchen.
  - Additional computers to finish reports.
  - This will also simplify and improve our electrical panels for the station.

# QUESTIONS?

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