



GENERAL SERVICES COMMITTEE

with

Council Members Edinger, Evans & Gookin

June 11, 2018, 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.

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

1. Approval of Changes and Additions to City's Classification and Compensation Plan – Melissa Tosi
2. Approval of Lease of City-Owned Parking Lots to the Coeur d'Alene Chamber of Commerce on the 4th of July – Troy Tymesen
3. Approval of School Resource Officer Contract for School Year 2018-2019 with School District #271 – Dave Hagar

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 three days in advance of the meeting date and time.

Date: June 11, 2018

From: Melissa Tosi; Human Resources Director

Re: Personnel Rule Amendment

DECISION POINT

The City Council is being asked to authorize the following changes and additions to the City's current Classification and Compensation Plan.

Current Title	Proposed Title	New Classification	Current Pay Grade	Proposed Pay Grade
Deputy Finance Director/Comptroller	Comptroller		17	
	Accountant	New Classification in the Finance Department		14
	Crime Victim Advocate	New Classification in the Police Department		10
Fire Chief			19	20
Police Chief			19	20

HISTORY

Based on the reorganization of the Finance Department and not refilling the Finance Director position, removing the Deputy Finance Director from the full job title and moving forward with the Comptroller title is a more accurate depiction of the classification to date. All duties and responsibilities will continue and remain as currently stated in the job classification and the Finance Department employees will continue to be supervised and report to the Comptroller.

Additionally, with being a position short, the Finance Department is in need of a position to independently perform accounting and financial activities to support the citywide financial system. The Accountant position will directly report to the Comptroller and will assist with preparing and analyzing reports, assisting with the annual audit, and assists the various departments with the City budget. BDPA has reviewed and recommends the leveling for this classification be a pay grade 14.

The Crime Victim Advocate is a new classification for the police department and the position will provide general information and support, referrals to social services agencies, shelter referrals, and assistance with the legal system and other help to victims of crimes. The Crime Victim Advocate will also provide crisis intervention services at the scene of an accident or crime. BDPA has reviewed and recommends the leveling for this classification be a pay grade 10.

After review of the Fire Chief and Police Chief's leveling and based on the BDPA comparables through the Northwest Data Exchange, the data shows the two chiefs pay grade maximums are approximately -7.7% below market. As a result, it is recommended to increase the Fire Chief and Police Chief pay grade from a pay grade 19 to a pay grade 20 which would result in a 12% increase. Due to the market data, the size of the City of Coeur d'Alene, the size of our fire and police departments and scope of responsibilities, a pay grade 20 would be a more appropriate leveling.

The proposed Personnel Rule amendment was posted a minimum of ten (10) consecutive days before this City Council meeting.

FINANCIAL ANALYSIS

The Accountant position will be a new classification but the department will have wage savings overall due to the Finance Director position not being refilled.

- Annual base wage for beginning Accountant = \$53,060 (pay range is \$53,060 - \$74,672)
- Previous maxed base wage for Finance Director = \$123,676 (range is \$87,900 - \$123,676)

The Crime Victim Advocate is a new classification and this current fiscal year will be 75% funded from the Stop Violence Against Women Grant with a 25% required match from the City. This fiscal year's cost to the City will be absorbed by existing savings in the police budget and the financial plan for fiscal year 2018-2019 will be updated by including the classification.

- Annual base wage for beginning Crime Victim Advocate = \$39,535 (range is \$39,535 – \$55,348)

The reclassification of the Fire Chief and Police Chief positions would result in a 12% increase from a pay grade 19 to a pay grade 20. The increase is an additional \$14,872 annually for each department and will be budgeted in the fiscal year 2018-2019 financial plan and will be effective October 1, 2018.

PERFORMANCE ANALYSIS

Authorizing the above noted amendments will provide updated job classifications and leveling for the duties and responsibilities needed for the Finance, Fire and Police Departments.

RECOMMENDATION

To authorize Resolution No. 18- , approving the changes and additions to the City's Classification and Compensation Plan.

Administration Department
Staff Report

DATE: June 11, 2018
FROM: Troy Tymesen, City Administrator
SUBJECT: Leasing of the City owned parking lots to the Coeur d'Alene Chamber of Commerce on the 4th of July

DECISION POINT:

To lease the City owned parking lots to the Chamber of Commerce on the 4th of July to generate revenue that will be used exclusively to defray the cost of the community fireworks display.

HISTORY:

In the past the City has leased individual lots to entities that have wanted the space to display goods or conduct auctions. This proposal from the Chamber, and previously recommended by the Parking Commission, would allow the Chamber to lease the City owned parking spaces from the City for \$9.00 per space. This is the same charge as last year.

It is anticipated that this lease will generate approximately \$8,400 to the City's parking fund. The Chamber is proposing to charge \$20.00 per car for parking on the 4th of July in order to generate income to assist with the cost of the fireworks display. The estimated cost of the fireworks display is \$30,000.00. The Chamber has taken on more responsibility for the traffic control expense on that day and will be paying for over 20 traffic flaggers. This will be the seventh year of this partnership.

FINANCIAL ANALYSIS:

The Parking Fund, which receives no property taxes, is the recipient of these funds and with this proposal there would be no negative impact to the revenue anticipated from use of the City owned parking lots. 40% of the net income from the Parking Fund goes to the Parks Capital Improvement Fund, which is used to develop parks. The Chamber anticipates that the 4th of July event parking gross income should be approximately \$10,000.00 which would be used to defray the cost of the community fireworks display. This proposal includes the following parking facilities: McEuen, Museum, Memorial Field and the new shared used parking lot, Independence Point, as well as the upper Library lot, and the paved lot south of City Hall. The Police Department will be using the lower City Hall parking lot which borders McEuen Field as a staging area for personnel.

PERFORMANCE ANALYSIS:

The revenue generated by this partnership would go to a dedicated fund for the community fireworks. The Chamber does not have a direct method to collect funds for this annual celebration.

DECISION POINT:

To lease the City owned parking lots to the Chamber of Commerce on the 4th of July to generate revenue that will be used exclusively to defray the cost of the community fireworks display.



City Hall, 710 E. Mullan Avenue
Coeur d' Alene, Idaho 83814
(208)769-2300
www.cdaid.org

June 1, 2018

Mr. Steve Wilson, Executive Director
Coeur d'Alene Chamber of Commerce
105 N First Street, Ste. 100
Coeur d'Alene, ID 83814

RE: 4th of July Parking Lot Lease Agreement

Dear Mr. Wilson:

Pursuant to City Council Resolution No. 18___ approved on June 19, 2018, this letter will serve as the Lease Agreement between the City of Coeur d'Alene (lessor) and the Coeur d'Alene Chamber of Commerce (lessee) for the following listed City parking lots for July 4, 2018:

- Paved lot south of City Hall
- Independence Point lot
- Museum lot
- Memorial Field Paved Lot
- New shared used parking lot with Kootenai County at Memorial Field
- Coeur d'Alene Public Library
- McEuen Park Parking Facility

The term of the lease shall be 24 hours, starting at midnight on July 3, 2018, and ending at midnight July 4, 2018.

The rental amount for the lease shall be \$9.00 per space payable to the City of Coeur d'Alene Parking Fund. Payment shall be made by or before July 31, 2018.

The lessee agrees that it will charge no more than \$20.00 per space for all parking spaces during the term of the lease.

Please sign this Lease Agreement and return it to the City Clerk. Thank you for your attention to this matter.

APPROVED:

Steve Widmyer, Mayor

By: _____
Coeur d'Alene Chamber of Commerce

ATTEST:

Its: _____

Renata McLeod, City Clerk

Date: _____

Date: _____

CITY COUNCIL
STAFF REPORT

DATE: June 5, 2018

FROM: Dave Hagar

SUBJECT: School Resource Officer Contract for School Year 2017-2018 with Coeur d'Alene School District #271

Decision Point: The police department requests approval of the attached contract with the Coeur d'Alene School District #271 to provide School Resource Officer services for school year 2018- 2019.

History: The City has maintained a contract the Coeur d'Alene School District to provide 7 School Resource Officers for several years. This contract is similar to previous years' contracts.

Financial Analysis: The Coeur d'Alene School District agrees to pay 67% of nine months' salary and benefits of 7 Officers not to exceed \$395,968.51, to be paid quarterly in equal installments. The final amount will be determined once a contract is reached with the Police Association.

Performance Analysis: This partnership with the Coeur d'Alene School District is extremely valuable and demonstrates our commitment to keeping our students safe.

Decision Point: The police department requests approval of the attached contract with the Coeur d'Alene School District to provide School Resource Officer services for school year 2018- 2019.

AGREEMENT BETWEEN THE
COEUR D'ALENE SCHOOL DISTRICT #271

and

THE CITY OF COEUR D'ALENE

for

EMPLOYMENT OF SCHOOL RESOURCE OFFICERS
DISTRICT'S FISCAL YEAR 2018-19

THIS AGREEMENT is entered into this 4th day of June, 2018, by and between School District #271, Coeur d'Alene, Idaho, hereinafter referred to as DISTRICT, and the City of Coeur d'Alene, having its principal business office located at 710 Mullan, Coeur d'Alene, Idaho, hereinafter referred to as CITY.

WITNESSETH:

WHEREAS, safety and security on and around high school, middle school, and elementary school campuses is an essential element for a positive educational environment; and

WHEREAS, the safety and well being of students on high school, middle school, and elementary school campuses is a concern shared by both the CITY and the DISTRICT, and a coordinated effort is deemed the most effective and efficient means to provide for campus security; and

WHEREAS, the presence of uniformed police officers on school campuses, in addition to basic law enforcement services, allows for an array of police services to be provided to both students and staff such as the dissemination of information on the police department, the criminal justice system, gang intervention and prevention, and alcohol and drug abuse prevention.

NOW THEREFORE, the parties to this agreement do mutually agree as follows:

I. RESPONSIBILITIES OF CITY

1. CITY agrees to provide seven (7) School Resource Officers in order to provide a uniformed high visibility presence on and around the high school, middle school and elementary campuses, located in the City of Coeur d'Alene; in the event the School Resource Officer is unavailable for an extended period of time, periodic coverage will be maintained by another officer(s); and

2. CITY agrees to furnish normal equipment for officers who perform this service.

including use of Coeur d'Alene Police Department vehicles; and

3. CITY agrees the officers will facilitate classroom and faculty presentations related to the youth and the law, at elementary schools, Coeur d'Alene High School, Lake City High School, Venture High School, Woodland Middle School, Canfield Middle School, Lakes Middle School, and the following 7 elementary schools: Borah, Bryan, Fernan, Ramsey, Skyway, Sorenson, and Winton. SRO's will investigate youth related criminal cases, continue to work with community agencies and parent/teacher groups, schedule security activities as needed, be the first responder in all law enforcement related matters as they occur during regularly scheduled work hours for the officer; and

4. CITY agrees to have officers attend various sporting events and other extra curricular activities as needed for pro-active enforcement and interaction; and

5. CITY agrees to document and investigate all incidents of crime as per the police department's policies and procedures.

II. RESPONSIBILITIES OF DISTRICT

1. DISTRICT agrees to provide office space, furnishings and supplies for each School Resource Officer; and

2. DISTRICT agrees to furnish any special equipment or material necessary for the performance of this service as such equipment or material shall be identified and agreed to by the parties in writing; and

3. DISTRICT agrees each officer shall be responsible primarily to their Police Department Supervisor and secondarily to the principal of the high school to which they are assigned.

4. DISTRICT agrees to pay all overtime for the School Resource Officers.

III. CONTROL AND JURISDICTION

Prevention, education and training may take place at elementary schools, Coeur d'Alene High School, Lake City High School, Venture High School, Woodland Middle School, Canfield Middle School and Lakes Middle School located in the City of Coeur d'Alene as such activity relates to the DISTRICT.

The School Resource Officers will remain under the employment, direction, and control of the Coeur d'Alene Police Department. The Resource Officers are employees of the City of Coeur d'Alene as employee is defined under Idaho Code 6-902(4).

The City of Coeur d'Alene shall remain responsible for the actions of the School Resource Officers, and shall maintain liability insurance, or self insurance as the case may be for any claims under the Idaho Tort Claims Act, Idaho Code 6-901 et seq., or any other alleged act or omission of the School Resource Officers including but not limited to alleged Civil Rights violations.

The DISTRICT shall maintain liability insurance, or self-insurance as the case may be for any claims under the Idaho Tort Claims Act, or any other claim, arising out of the negligent acts or omissions of SD 271, its employees, agents, and students, including but not limited to bodily injury or death, property damage, or alleged Civil Rights violations.

The DISTRICT shall endeavor to provide the CITY with requests for additional officers or for work assignments occurring outside regular high school or middle school hours (that are not usual police duties) prior to the beginning of the school year. DISTRICT will update the CITY at reasonable intervals in order to assist the CITY in scheduling officers. Any requests for services by the CITY outside the scope of this agreement shall be negotiated for compensation prior to the incurrence of such work assignments, the same shall be agreed to in writing.

IV. CONSIDERATION

In consideration of all services hereinbefore described, DISTRICT agrees to pay and CITY agrees to accept in full payment therefor the amount of sixty-seven percent (67%) of nine (9) months' salary and benefits of seven (7) resource officers not to exceed Three Hundred Ninety-Five Thousand Nine Hundred Sixty-Eight Dollars and 51/100 (\$395,968.51), to be paid quarterly in equal installments.

V. TERM, AMENDMENT, RENEWAL AND TERMINATION OF AGREEMENT

1. The term of this Agreement shall remain in effect for the 2018-19 public school fiscal year.
2. This Agreement may be amended or renewed in writing by consent of CITY and DISTRICT as permitted by law.
3. This Agreement may be terminated at any time in writing by mutual consent of CITY and DISTRICT.
4. On or before April 1, 2019, both parties shall meet to evaluate the program prior to deciding whether to continue.
5. In the event that the parties do not have a writing as contemplated in 2, above, and/or do not meet to evaluate as contemplated in 4, above, this Agreement will continue month-to-month into the 2019-2020 school year, until the Agreement is either amended or renewed (per number 2) or is terminated (per number 3).

VI. IDAHO LAW CONTROLS

It is expressly understood and agreed by CITY and DISTRICT that the laws of the State of Idaho shall govern them and the venue for any litigation disputes regarding, or interpretation of, this Agreement shall be initiated exclusively in Kootenai County, State of Idaho.

VII. SUCCESSORS-IN-INTEREST AND ASSIGNS

All terms, conditions and provisions hereof shall inure to and shall bind the parties hereto, their respective successors in interest and assigns.

IN WITNESS THEREOF, CITY and DISTRICT have caused the Agreement to be signed in their behalf by duly authorized representative on the ____ day of ____, 2018, pursuant to Resolution No. 18-__, authorized the City Mayor to sign same.

CITY OF COEUR D'ALENE

COEUR D'ALENE SCHOOL DISTRICT
#271

By: _____
Steve Widmyer, Mayor

By: _____
Casey Morrisroe, Chairperson

Attest:

Attest:

Renata McLeod, City Clerk

Lynn Towne, Clerk of the Board

APPROVED as to form and legality this ____ day of ____, 2018.

By: _____
Michael C. Gridley, City Attorney

By: _____
Marc Lyons, Attorney for School District 271