

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

AGENDA
VISION STATEMENT

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

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

6:00 P.M.

August 15, 2017

A. CALL TO ORDER/ROLL CALL

B. INVOCATION: Pastor Dan Christ, Coeur d'Alene Assembly of God

C. PLEDGE OF ALLEGIANCE

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

E. PRESENTATION:

1. PROCLAMATION DECLARING AUGUST 15, 2017 AS CITY HALL SELFIE DAY
Accepted by: Sam Taylor, Deputy City Administrator

2. PROCLAMATION DECLARING COEUR D'GREEN AS THE OFFICIAL SOIL
AMENDMENT FOR THE CITY OF COEUR D'ALENE
Accepted by: Mike Anderson, Wastewater Superintendent

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

1. Approval of Council Minutes for the August 1, 2017 Council Meeting.
2. Approval of Bills as submitted and reviewed for accuracy by Finance Department
3. Approval of the Financial Report

4. Setting of Public Works and General Services Committee meetings for August 21, 2017 at 12:00 noon and 4:00 p.m. respectively
5. Setting of Public Hearing on September 19, 2017 for A-2-17: Proposed Annexation from County Industrial to City C-17, 3074 W. Seltice Way (Atlas Mill Site); Applicant: City of Coeur d'Alene
6. **Resolution No. 17-054**
 - a. Approval of surplus Fire Department equipment
 - b. Approval of surplus of four (4) police vehicles

G. PUBLIC COMMENTS: (Each speaker will be allowed a maximum of 3 minutes to address the City Council on matters that relate to City government business. Please be advised that the City Council can only take official action this evening for those items listed on the agenda.)

H. ANNOUNCEMENTS

1. **City Council**
2. **Mayor**

I. OTHER BUSINESS:

1. **Resolution No. 17-055** - Approval of the Audit engagement Agreement with Anderson Bros., CPA's, P.A. accounting firm to conduct the 2016-2017 Fiscal Year audit.

Staff Report by: Troy Tymesen, Finance Director

2. **Council Bill No. 17-1030** - Amendment to Municipal Code 2.72.010, setting City Council salaries.

Pursuant to Council Action July 12, 2017

3. **Resolution No. 17-056** - Amendment to Fiscal Year 2016-2017 Budget and setting of a public hearing for September 19, 2017

Staff Report by: Troy Tymesen, Finance Director

4. **Resolution No. 17-057** – Approval of a joint powers subscriber agreement with ICRMP to fully insure the City of Coeur d'Alene for liability and property damage and rejecting the additional terrorism coverage.

Staff Report by: Troy Tymesen, Finance Director

J. ADJOURNMENT

Coeur d'Alene

CITY COUNCIL MEETING

August 15, 2017

MEMBERS OF THE CITY COUNCIL:

Steve Widmyer, Mayor

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

PRESENTATIONS

PROCLAMATION

WHEREAS, the City of Coeur d'Alene believes it is crucial for all citizens to be engaged in their community; and

WHEREAS, the City of Coeur d'Alene is a local government working on behalf of all residents of the city; and

WHEREAS, civic engagement is a cornerstone of America, and local governments look to residents to help shape their long-term vision for their own communities; and

WHEREAS, #CityHallSelfie Day was created by a local government organization named "Engaging Local Government Leaders" to promote civic engagement in a fun way that helps make City Hall accessible to all citizens; and

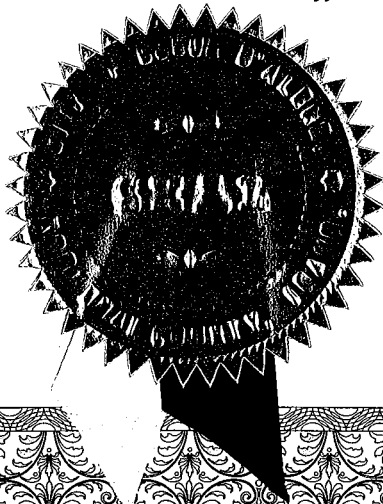
WHEREAS, #CityHallSelfie Day allows residents, through the simple act of taking a photo at City Hall and other civic buildings to show pride in their community facilities and the public service work done on their behalf; and

NOW, THEREFORE, I STEVE WIDMYER, Mayor of the City of Coeur d'Alene, Idaho, do hereby proclaim August 15th, 2017 as

"#CITYHALL SELFIE DAY"

and encourage all residents to participate not only in the day's selfie celebration but to also become more involved with their communities for the benefit of all.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Great Seal of Coeur d'Alene to be affixed this 15th day of August, 2017.



Steve Widmyer, Mayor

ATTEST:

Renata McLeod, City Clerk

PROCLAMATION

WHEREAS, Coeur d'Green Compost is a byproduct of municipal wastewater treatment; and

WHEREAS, Coeur d'Green Compost is an environmentally responsible product; and

WHEREAS, the Coeur d'Green Compost facility produces 4,800 cubic yards of compost annually; and

WHEREAS, Coeur d'Alene Parks and facilities use Coeur d'Green as a soil amendment in landscaping; and

WHEREAS, Coeur d'Alene residents, businesses and neighboring communities have access to purchase Coeur d'Green Compost; and

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

"COEUR D'GREEN COMPOST"

To be the official soil amendment for the City of Coeur d'Alene

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Great Seal of Coeur d'Alene to be affixed this 15th day of August, 2017.



Steve Widmyer
Steve Widmyer, Mayor

ATTEST:

Renata McLeod
Renata McLeod, City Clerk

CONSENT CALENDAR

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

August 1, 2017

The Mayor and Council of the City of Coeur d'Alene met in a regular session of said Council at the Coeur d'Alene City Library Community Room, August 1, 2017 at 6:00 p.m., there being present upon roll call the following members:

Steve Widmyer, Mayor

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

Loren Ron Edinger)	Councilmembers Absent
Woody McEvers)	

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

INVOCATION: Pastor Jim Williams with Emmanuel Baptist Church provided the invocation.

PLEDGE OF ALLEGIANCE: Councilmember Miller led the pledge of allegiance.

CONSENT CALENDAR: **Motion** by Evans, second by Miller to approve the consent calendar.

1. Approval of Council Minutes for the July 12, 2017 and July 18, 2017 Council Meetings.
2. Approval of the General Services Committee Minutes from the meeting held July 24, 2017.
3. Approval of Bills as submitted and reviewed for accuracy by Finance Department
4. Setting of Public Works and General Services Committee meetings for August 7, 2017 at 12:00 noon and 4:00 p.m. respectively
5. Approval of SS-17-8 – Impact Tracts Final Plat
6. Approval of SS-1-17, Melrose: Final Plat
7. **Resolution No. 17-052** - A RESOLUTION OF THE CITY OF COEUR D'ALENE, KOOTENAI COUNTY, IDAHO, AUTHORIZING THE BELOW MENTIONED CONTRACTS AND OTHER ACTIONS OF THE CITY OF COEUR D'ALENE INCLUDING THE APPROVAL OF THE PURCHASE OF POLICE VEHICLES, THE APPROVAL OF A LEASE RENEWAL FOR THE COMMERCIAL DOCK WITH BROOKS SEAPLANE.

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

Mayor Widmyer requested the reappointment of Tina Johnson to the Arts Commission.

MOTION: Motion by Gookin, seconded by Miller to approve the reappointment of Tina Johnson to the Arts Commission. **Motion carried.**

RESOLUTION NO. 17-053

A RESOLUTION OF THE CITY OF COEUR D'ALENE, KOOTENAI COUNTY, IDAHO, AUTHORIZING CHANGE ORDERS #1, #2, and #3 TO THE CONTRACT WITH BIG SKY DEVELOPMENT, INC., FOR THE 2017 OPEN TRENCH PROJECT.

STAFF REPORT: Wastewater Utility Project Manager Mike Becker noted that historically they have had the contractor who was awarded the Open Trench Project conduct the preparation and repaving of street demolition as part of the project scope. After advertising for bids, Wastewater was approached to work with the Streets Department to complete this work and subsequently these line items were removed from the bid via Addendum #1. However, due to a planned early spring construction, asphalt, staff and equipment availability, an unseasonably wet spring, and the harsh winter's impact to the City Streets, the Street Department's effort and focus was reprioritized to repairing the City streets. Since Big Sky Development was willing to honor the lowest Base Course and Asphalt quote they received from their subcontractors, this scope of work as historically included was returned to the project via change orders 1 and 2. Change order 3 is for the City Work Change Directives 1-6 for 3 new pedestrian ramps and associated surface restoration work and for extending the traffic control during the Water Department's work on Hastings Avenue. It is staff's recommendation that the City Council approve Change Orders 1-3 for an increased cost of \$134,132.41 to the City's Agreement with Big Sky Development for a total construction contract amount of \$457,696.76.

DISCUSSION: Councilmember Gookin noted that it was odd to ask the Council to approve a change order that has already occurred. Mr. Becker noted that the utility was prepared to pay the Street Department for the work, it was already budgeted, and timeliness was a concern.

MOTION: Motion by Evans, seconded by Miller to approve **Resolution No. 17-053**, approval of change orders 1-3 for the 2017 Open Trench Sewer Project with Big Sky Development.

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

MANHOLE UTILITY ADJUSTMENT – PILOT TEST PRESENTATION - Wastewater Utility Project Manager Mike Becker explained that the department has budgeted for a pilot project to deal with some of the manhole cover roadway conditions. He explained that the deterioration is often caused by sunlight, temperature, chemicals, and load limits. He also noted that displacement happens when an asphalt patch and the material is displacing around the manhole causing problems. In 2015 the Wastewater Department changed their standards for new installations; however, there are existing manholes under old standards that need improvements. They currently do diamond cuts; however, they have noticed that round cuts done over ten years ago are in better condition with less damage. Mr. Becker estimated that the new process would cost approximately \$1,000 to \$2,500 per round cut. The City of Lewiston and Pasco have begun

the round cut process. There are other communities and utilities looking forward to the results of the City of Coeur d'Alene pilot test. Additionally, recommendations will be presented to the City Council after the pilot test is complete.

LEGISLATIVE PUBLIC HEARING: COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) CONSOLIDATED ANNUAL PERFORMANCE AND EVALUATION REPORT (CAPER) IN REVIEW OF ITS PLAN YEAR 2016 AND THE ANNUAL ACTION PLAN FOR PLAN YEAR 2017.

STAFF REPORT: Municipal Services Director Renata McLeod explained that as part of the federal requirements, the City is required to submit a year-end report on the expenditures of the CDBG funds throughout the year. That report is called the Consolidated Annual Performance and Evaluation Report (CAPER). The CAPER for Plan Year 2016 has been posted to the City website and public comments have been sought. To date there have been no comments received. Highlights from Plan Year 2016 include a community grant to St. Vincent de Paul to acquire the HELP Center building, assistance to 13 households through the Emergency Minor Home Repair Program (with an additional 11 after the plan year ended.) Additionally the city began annual funding to the Lake City Center for the Meals on Wheels Program. Ms. McLeod noted that, additionally, the Annual Action plan is a required document that sets forth how the City plans to spend the allocation for each year. The current plan year is 2017 and federal allocations were delayed, so while the plan year begins in April, funds were not available until the end of June. This year's allocation amount is \$301,850.00, which is \$4,671.00 less than last year. The draft Action Plan was also posted to the webpage and a community forum was held. There were approximately eight people in attendance and no public comments were received. The proposed budget included the following: General Administration \$60,370.00; Boys and Girls Club \$83,000.00; Community Grants \$90,880.00; Lake City Center \$3,000.00; EMRAP \$50,000.00; and ADA Sidewalks \$14,600.00. The general administration of the grant is capped at 20% of the funds; and staff has proposed the full allotment this year due to the hiring of a staff member that includes out-of-state travel for training, and the reprinting of several brochures, etc. Ms. McLeod recommended Council accept public comments then approve the Consolidated Annual Performance and Evaluation Report (CAPER) in review of its Plan Year 2016 and the Annual Action plan for Plan Year 2017.

Mayor Widmyer called for public comments, with none being received. Public testimony was closed.

DISCUSSION: Councilmember Gookin asked for clarification regarding the funding for the Boys and Girls Club. Ms. McLeod noted that the funds cannot be used for new construction, so as incentive to have the building constructed in Coeur d'Alene funds, were allocated for engineering and architect fees that are allowable through the program. Councilmember English noted that he is supportive of any funding toward affordable housing and the community grants. Councilmember Miller expressed a desire for more outreach and advertising of the availability of funding. Ms. McLeod noted that the next item to come forward would be the notice of availability, which is expected sometime in September.

MOTION: Motion by Gookin, seconded by Evans to approve the Community Development Block Grant Consolidated Annual Performance and Evaluation Report (CAPER) in review of its Plan Year 2016 and the Annual Action Plan for Plan Year 2017. **Motion carried.**

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

The meeting adjourned at 6:39 p.m.

ATTEST:

Steve Widmyer, Mayor

Renata McLeod, CMC, City Clerk

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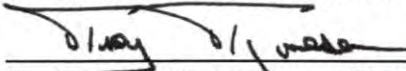
AUG 04 2017

CITY CLERK

City of Coeur d Alene
Cash and Investments
7/31/2017

Description	City's Balance
U.S. Bank	
Checking Account	2,790,580
Checking Account	30,295
Investment Account - Police Retirement	1,265,637
Investment Account - Cemetery Perpetual Care Fund	1,611,840
Wells Fargo Bank	
Federal Home Loan Bank	1,000,000
Community 1st Bank	
Certificate of Deposit	1,002,015
Certificate of Deposit	205,219
Idaho Independent Bank	
Secure Muni Investment	249,349
Idaho Central Credit Union	
Certificate of Deposit	250,025
Idaho State Investment Pool	
State Investment Pool Account	38,949,454
Spokane Teacher's Credit Union	
Certificate of Deposit	251,492
Cash on Hand	
Finance Department Petty Cash	500
Treasurer's Change Fund	1,350
Police Change Fund	75
Library Change fund	180
Cemetery Change Fund	20
Total	47,608,031

I HEREBY SWEAR UNDER OATH THAT THE AMOUNTS REPORTED ABOVE
ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.



Troy Tymesen, Finance Director, City of Coeur d'Alene, Idaho

CITY OF COEUR D'ALENE
BUDGET STATUS REPORT
TEN MONTHS ENDED
July 31, 2017

RECEIVED

AUG 04 2017

CITY CLERK

FUND OR DEPARTMENT	TYPE OF EXPENDITURE	TOTAL BUDGETED	SPENT THRU 7/31/2017	PERCENT EXPENDED
Mayor/Council	Personnel Services	\$231,305	\$178,094	77%
	Services/Supplies	11,400	7,152	63%
Administration	Personnel Services	328,000	262,287	80%
	Services/Supplies	51,120	38,889	76%
Finance	Personnel Services	683,506	534,748	78%
	Services/Supplies	481,780	444,629	92%
Municipal Services	Personnel Services	1,153,286	910,400	79%
	Services/Supplies	507,013	442,495	87%
	Capital Outlay			
Human Resources	Personnel Services	233,632	168,951	72%
	Services/Supplies	93,025	59,961	64%
Legal	Personnel Services	1,114,688	872,463	78%
	Services/Supplies	92,653	69,346	75%
Planning	Personnel Services	545,298	419,366	77%
	Services/Supplies	39,350	16,975	43%
	Capital Outlay			
Building Maintenance	Personnel Services	365,580	242,474	66%
	Services/Supplies	155,606	92,771	60%
	Capital Outlay			
Police	Personnel Services	11,962,404	8,994,618	75%
	Services/Supplies	1,092,115	1,035,388	95%
	Capital Outlay	5,950	254,240	4273%
Fire	Personnel Services	8,811,284	6,902,362	78%
	Services/Supplies	546,653	419,401	77%
	Capital Outlay	320,000	3,053,961	954%
General Government	Services/Supplies	94,725	96,868	102%
	Capital Outlay		510,151	
Byrne Grant (Federal)	Services/Supplies		24,076	
	Capital Outlay		57,622	
COPS Grant	Personnel Services	190,189	142,320	75%
	Services/Supplies			
CdA Drug Task Force	Services/Supplies	30,710	13,097	43%
	Capital Outlay			
Streets	Personnel Services	2,321,133	1,887,277	81%
	Services/Supplies	645,980	608,100	94%
	Capital Outlay	57,000	45,342	80%

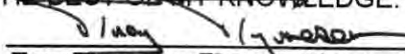
CITY OF COEUR D'ALENE
BUDGET STATUS REPORT
TEN MONTHS ENDED
July 31, 2017

FUND OR DEPARTMENT	TYPE OF EXPENDITURE	TOTAL BUDGETED	SPENT THRU 7/31/2017	PERCENT EXPENDED
Engineering Services	Personnel Services	434,701	342,059	79%
	Services/Supplies	857,860	(173,303)	-20%
	Capital Outlay			
Parks	Personnel Services	1,423,537	1,137,559	80%
	Services/Supplies	536,450	346,794	65%
	Capital Outlay	44,000	39,490	90%
Recreation	Personnel Services	550,809	334,287	61%
	Services/Supplies	157,430	104,881	67%
	Capital Outlay	5,000		
Building Inspection	Personnel Services	865,887	717,905	83%
	Services/Supplies	41,206	19,928	48%
	Capital Outlay			
Total General Fund		<u>37,082,265</u>	<u>31,675,424</u>	<u>85%</u>
Library	Personnel Services	1,208,298	931,908	77%
	Services/Supplies	199,850	171,005	86%
	Capital Outlay	160,000	112,191	70%
CDBG	Services/Supplies	606,873	76,525	13%
Cemetery	Personnel Services	186,235	152,824	82%
	Services/Supplies	100,500	69,262	69%
	Capital Outlay	30,000	28,164	94%
Impact Fees	Services/Supplies	760,039	478,300	63%
Annexation Fees	Services/Supplies	193,000	193,000	100%
Parks Capital Improvements	Capital Outlay	146,500	94,595	65%
Cemetery Perpetual Care	Services/Supplies	157,500	117,429	75%
Jewett House	Services/Supplies	25,855	9,352	36%
Reforestation	Services/Supplies	2,000	2,957	148%
Street Trees	Services/Supplies	100,000	64,573	65%
Community Canopy	Services/Supplies	1,500	1,162	77%
Public Art Fund	Services/Supplies	231,300	74,442	32%
		<u>4,109,450</u>	<u>2,577,689</u>	<u>63%</u>
Debt Service Fund		<u>937,407</u>	<u>931,107</u>	<u>99%</u>

CITY OF COEUR D'ALENE
BUDGET STATUS REPORT
TEN MONTHS ENDED
July 31, 2017

FUND OR DEPARTMENT	TYPE OF EXPENDITURE	TOTAL BUDGETED	SPENT THRU 7/31/2017	PERCENT EXPENDED
Seltice Way	Capital Outlay	675,000	563,126	83%
Seltice Way Sidewalks	Capital Outlay	325,000	8,018	2%
Traffic Calming	Capital Outlay	25,000		
Govt Way - Hanley to Prairie	Capital Outlay	4,334,000	1,411,136	33%
Levee Certification	Capital Outlay	30,000	25,884	86%
I-90 Curb Ramps	Capital Outlay			
15th Street	Capital Outlay	20,000		
Medina Avenue	Capital Outlay	400,000	103,682	26%
Kathleen Avenue Widening	Capital Outlay	330,039		
Margaret Avenue	Capital Outlay	65,000		
Ironwood	Capital Outlay		430,982	
		<u>6,204,039</u>	<u>2,542,828</u>	<u>41%</u>
Street Lights	Services/Supplies	622,000	481,386	77%
Water	Personnel Services	1,951,906	1,537,562	79%
	Services/Supplies	4,376,100	1,185,977	27%
	Capital Outlay	3,225,000	744,518	23%
Water Capitalization Fees	Services/Supplies	1,950,000		
Wastewater	Personnel Services	2,609,284	2,014,974	77%
	Services/Supplies	7,205,619	1,941,528	27%
	Capital Outlay	12,496,100	4,551,860	36%
	Debt Service	2,178,063	1,854,873	85%
WW Capitalization	Services/Supplies	2,500,000		
Sanitation	Services/Supplies	3,359,286	2,467,422	73%
Public Parking	Services/Supplies	253,546	133,345	53%
	Capital Outlay	121,000	131,252	108%
Drainage	Personnel Services	110,381	90,169	82%
	Services/Supplies	637,130	285,129	45%
	Capital Outlay	400,000	149,902	37%
Total Enterprise Funds		<u>43,995,415</u>	<u>17,569,897</u>	<u>40%</u>
Kootenai County Solid Waste		2,500,000	1,865,034	75%
Police Retirement		173,200	143,684	83%
Business Improvement District		210,000	55,000	26%
Homeless Trust Fund		5,200	3,963	76%
Total Fiduciary Funds		<u>2,888,400</u>	<u>2,067,681</u>	<u>72%</u>
TOTALS:		<u>\$95,216,976</u>	<u>\$57,364,626</u>	<u>60%</u>

I HEREBY SWEAR UNDER OATH THAT THE AMOUNTS REPORTED ABOVE, ON THE CASH BASIS, ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.


Troy Tymesen, Finance Director, City of Coeur d'Alene, Idaho

RECEIVED


AUG 04 2017

CITY OF COEUR D'ALENE
Treasurer's Report of Cash and Investment Transactions

CITY CLERK

FUND	BALANCE 6/30/2017	RECEIPTS	DISBURSE- MENTS	BALANCE 7/31/2017
<u>General-Designated</u>	\$1,174,936	\$5,550	\$24,346	\$1,156,140
<u>General-Undesignated</u>	8,472,900	19,866,458	13,261,913	15,077,445
<u>Special Revenue:</u>				
Library	47,633	602,753	171,437	478,949
CDBG	(46)	7,341	7,566	(271)
Cemetery	(6,764)	34,894	34,063	(5,933)
Parks Capital Improvements	492,379	119,902	78,420	533,861
Impact Fees	2,969,288	62,334	113,100	2,918,522
Annexation Fees	484,243	27,255		511,498
Insurance	-			-
Cemetery P/C	1,623,657	5,475	15,267	1,613,865
Jewett House	23,772	8,707	1,247	31,232
Reforestation	24,942		48	24,894
Street Trees	210,454	11,700	11,754	210,400
Community Canopy	2,710			2,710
CdA Arts Commission	-			-
Public Art Fund	74,819		22,095	52,724
Public Art Fund - ignite	517,099			517,099
Public Art Fund - Maintenance	93,496		2,787	90,709
<u>Debt Service:</u>				
2015 G.O. Bonds	1,012,407	316,444	802,942	525,909
LID Guarantee	(0)			(0)
LID 149 - 4th Street				
<u>Capital Projects:</u>				
Street Projects	(240,640)		130,468	(371,108)
<u>Enterprise:</u>				
Street Lights	19,941	45,142	86,322	(21,239)
Water	1,760,938	572,050	480,676	1,852,312
Water Capitalization Fees	4,969,080	132,866		5,101,946
Wastewater	4,398,602	2,250,040	2,249,386	4,399,256
Wastewater-Reserved	965,653	27,500		993,153
WWTP Capitalization Fees	6,411,171	137,297	75,000	6,473,468
WW Property Mgmt	60,668			60,668
Sanitation	838,192	357,910	247,047	949,055
Public Parking	119,661	47,189	30,744	136,106
Drainage	790,718	91,502	129,092	753,128
Wastewater Debt Service	1,021,678	1,086,251	264,111	1,843,818
<u>Fiduciary Funds:</u>				
Kootenai County Solid Waste Billing	204,051	228,041	204,051	228,041
LID Advance Payments	246	66	103	209
Police Retirement	1,299,077	14,386	30,529	1,282,934
Sales Tax	1,752	131	1,752	131
BID	180,216	5,733		185,949
Homeless Trust Fund	261	452	261	452
GRAND TOTAL	\$40,019,189	\$26,065,369	\$18,476,527	\$47,608,031

I HEREBY SWEAR UNDER OATH THAT THE AMOUNTS REPORTED ABOVE, ON THE CASH BASIS ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.


Troy Tymeson, Finance Director, City of Coeur d'Alene, Idaho

DATE: AUGUST 6, 2017

TO: MAYOR AND CITY COUNCIL

FROM: PLANNING DEPARTMENT

RE: SETTING OF PUBLIC HEARING DATE: SEPTEMBER 19, 2017

Mayor Widmyer,

The Planning Department has forwarded the following item to the City Council for scheduling of a public hearing. In keeping with state law and Council policy, the Council will set the date of the public hearing upon receipt of recommendation.

<u>ITEM NO.</u>	<u>REQUEST</u>	<u>COMMISSION ACTION</u>	<u>COMMENT</u>
A-2-17	Applicant: City of Coeur d'Alene Location: 3074 W. Seltice Way, Atlas Mill Site Request: A proposed annexation from County Industrial to City C-17 (Commercial at 17 units/acre) zoning district	Recommended approval	Legislative

In order to satisfy the mandatory 15-day notice requirement, the next recommended hearing date will be **September 19, 2017**

RESOLUTION NO. 17-054

A RESOLUTION OF THE CITY OF COEUR D'ALENE, KOOTENAI COUNTY, IDAHO, DECLARING CERTAIN FIRE DEPARTMENT EQUIPMENT TO BE SURPLUS AND AUTHORIZING THE SURPLUS EQUIPMENT TO BE SOLD AT AUCTION, AND DECLARING FOUR POLICE DEPARTMENT VEHICLES TO BE SURPLUS AND AUTHORIZING THE VEHICLES TO BE SOLD AT AUCTION.

WHEREAS, it has been recommended that the City of Coeur d'Alene declare as surplus equipment and vehicles identified in Exhibits "A" and "B," by reference made a part hereof, specifically:

- A) Declaring certain Fire Department equipment to be surplus and authorizing the surplus equipment to be sold at auction;
- B) Declaring four Police Department vehicles to be surplus and authorizing the vehicles to be sold at auction;

AND

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

NOW, THEREFORE,

BE IT RESOLVED by the Mayor and City Council of the City of Coeur d'Alene that the City declare as surplus the equipment and vehicles identified in Exhibits "A" and "B," incorporated herein by reference, with the provision that the Mayor, City Administrator, and City Attorney are hereby authorized to take such further steps as may be necessary to accomplish the substantive purpose of the declaration.

BE IT FURTHER RESOLVED that the Mayor and City Clerk be and they are hereby authorized to execute such agreements as may be necessary to effectuate the declaration on behalf of the City.

DATED this 15th day of August, 2017.

Steve Widmyer, Mayor

ATTEST

Renata McLeod, City Clerk

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

ROLL CALL:

COUNCIL MEMBER EVANS Voted _____

COUNCIL MEMBER MILLER Voted _____

COUNCIL MEMBER MCEVERS Voted _____

COUNCIL MEMBER ENGLISH Voted _____

COUNCIL MEMBER GOOKIN Voted _____

COUNCIL MEMBER EDINGER Voted _____

_____ was absent. Motion _____.

City of Coeur d'Alene

FIRE DEPARTMENT

"City of Excellence"

Staff Report

Date: 7-28-2017

From: Jim Washko, Deputy Chief

Re: Surplus Fire Equipment to Auction

DECISION POINT: To allow the Fire Department to send old fire equipment of value to auction.

HISTORY: Over the years with new technology and purchases of new equipment we have collected an assortment of stuff that no longer serves a purpose for the fire department or the city.

FINANCIAL ANALYSIS: We believe that everything that has been palletized has some value at auction that could bring some dollars back into the city coffers.

PERFORMANCE ANALYSIS: We have a new set of fire officers that are very energetic and saw some things that could be done to improve our facilities by eliminating stuff that no longer has a useful purpose due to age or new technology. Their work has help reduce the clutter and given more space to work and train. I commend them for their fortitude and hard work.

DECISION POINT/RECOMMENDATION: To approve the transport of old tools and equipment to Reinland Equipment Auction in Post Falls to be auctioned off, to recoup funds back to the city coffers.

FD Station 2 Surplus

Pallet #2

Old SCBA packs
(8) Rolls of orange flagging
High expansion foam nozzle
Toolbox
Hydrant wrench
Misc flota-pump parts
Alternator
(16) flashlights
Hydraulic spreaders

Pallet #3

(15) boxes of wall tent poles
Flota pump
Collapsible patient litter
Hydraulic hose
Portable lights
Portable water bag
(80) FSS canteens

Pallet #4

(54) lanterns
(20) flight suits
(12) fluorescent lanterns
(56) ground marking lanterns
(5) flashlight wands

Pallet #5

Pike Pole D Handle
Penetrating Nozzle
Stablization Kit
Wildland Rake
Gurney Pad
Hydro Ram
Hose roller
(18) Nozzles
Steering wheel
(8) "Y" connectors
(2) Large diameter manifolds
Radio mounts
Misc hose fittings

Pallet #6

Radio/pager equipment misc. Multiple boxes
Igloo 5 gallon water cooler
Rubbermaid water cooler
Emergency blanket
stainless rollers x2
Brass fire extinguisher
Wildland helmet
SCBA Bracket
Squeegee heads x3
MDT mount and misc. hardware
binoculars
Wildland Pack
Extra Large Zipper Bag
ABC Extinguishers x3
Misc. Hose Fittings
Floto Pump
Boat anchor

NLFD CAFS CART

Pallet #7

Rope ladder
High pressure hose
Misc. large diameter discharge caps
Large diameter intake
Squeegee head
2.5" hose
3" hose
(2) cold water suits
SCBA bracket
Screw jacks
Shoring hardware

Pallet #8

(6) light bars
(5) circuit breaker manifolds



Coeur d'Alene Police Department

Protect and Serve with Excellence

3818 SCHREIBER WAY
COEUR D'ALENE, IDAHO 83815
(208) 769-2321
www.cdapolice.org

CITY COUNCIL STAFF REPORT

DATE: Aug. 9, 2017
FROM: Steve Moran – Fleet Manager
SUBJECT: Declaration of Surplus Vehicles

Decision Point

Pursuant to Council action on August 1, 2017, the Police Department requests Council authorization to declare as surplus four (4) City owned vehicles to be sold at auction.

History

The police department was approved to purchase four vehicles at the August 1st regular council meeting. As part of that action and consistent with the staff report, the department requested to surplus four vehicles.

Financial Impact

There is no financial impact to the City, other than minimal costs of transportation to Post Falls for auction. The auctioneer receives a 20% commission for sales between \$500 and \$749.99, 15% commission for sales from \$750.00 to \$999.00 and 10% for sales over \$1000.

Any proceeds from the sale of these surplus vehicles will be returned to the General Fund.

Decision Point/Recommendation

Staff recommends the City Council authorize the declaration of four (4) vehicles assigned to the Police Department as surplus and sell the vehicles at auction.

ANNOUNCEMENTS

OTHER BUSINESS



FINANCE DEPARTMENT

710 E. Mullan Avenue
Coeur d' Alene, Idaho 83814
(208)769-2225 - FAX (208)769-2284
www.cdaid.org

Date: August 15, 2017

From: Troy Tymesen, Finance Director
Subject: Annual agreement for the City audit

Decision Point: To enter into the annual audit engagement agreement with Anderson Bros., CPA's, P.A. accounting firm to conduct the 2016-2017 Fiscal Year audit at the cost of \$33,150.

History: The City is required to be audited annually to comply with Idaho State Statutes and the National Recognized Municipal Securities Information Repositories (NRMSIRs).

Financial Analysis: Last year the City solicited quotes for audit services from one other qualified municipal audit firm, Magnuson, McHugh & Co. Magnuson, McHugh & Co. gave a quote of \$39,000 for FY 2015-16, and \$35,000 for FY 2016-17. Anderson Bros. quote came in at \$32,500 for FY 15-16, \$33,150 for FY 2016-17. Both companies quotes include a Single Audit. This is a \$650 increase from what the City paid for the Fiscal Year 2015-2016 audit. The cost for this service is included in the Fiscal Year 2017-2018 financial plan at the amount of \$33,150 in the Finance Department under GL #001-003-4151-4202.

Performance Analysis: The personnel that will be conducting this audit have over 44 years of combined governmental accounting and auditing experience and are offering their services at a very reasonable cost.

Decision Point: To enter into the annual audit engagement agreement with Anderson Bros., CPA's, P.A. accounting firm to conduct the 2016-2017 Fiscal Year audit at the cost of \$33,150.



1810 E Schneidmiller Ave. Ste. 310
Post Falls, Idaho 83854
208-777-1099 (phone) 208-773-5108 (fax)

AUDIT ENGAGEMENT LETTER

July 20, 2017

City of Coeur d'Alene
Honorable Mayor, City Council and management
710 E. Mullan Ave.
Coeur d'Alene, ID 83814

Dear Honorable Mayor and Council

We are pleased to confirm our understanding of the services we are to provide the City of Coeur d'Alene for the year ended September 30, 2017. We will audit the financial statements of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information, including the related notes to the financial statements, which collectively comprise the basic financial statements of the City of Coeur d'Alene as of and for the year ended September 30, 2017. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the City of Coeur d'Alene's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the City of Coeur d'Alene's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by U.S. generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

- 1) Management's Discussion and Analysis
- 2) Schedule of City's Share of Net Pension Liability - Base Plan
- 3) Schedule of City's Pension Contributions - Base Plan
- 4) Schedule of City's Share of Net Pension Liability - FRF Plan
- 5) Schedule of City's Pension Contributions - FRF Plan
- 6) Police Retirement Trust Fund - Schedule of Employer Contributions
- 7) Police Retirement Trust Fund - Schedule of Funding Progress
- 8) Police Retirement Trust Fund - Schedule of Changes in Net Pension Liability and Related Ratios
- 9) Police Retirement Trust Fund - Schedule of City's Share of Net Pension Liability and Schedule of City's Contributions
- 10) Schedule of Funding Progress for Post-Employment Benefit Plans
- 11) Schedule of Revenues, Expenditures, and Changes in Fund Balances - Budget and Actual - General Fund

We have also been engaged to report on supplementary information other than RSI that accompanies City of Coeur d'Alene's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America, and we will provide an opinion on it in relation to the financial statements as a whole, in a report combined with our auditor's report on the financial statements.

- 1) Schedule of expenditures of federal awards
- 2) Combining and Individual Fund Statements

Audit Objectives

The objective of our audit is the expression of opinions as to whether your financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. The objective also includes reporting on—

- Internal control over financial reporting and compliance with provisions of laws, regulations, contracts, and award agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.
- Internal control over compliance related to major programs and an opinion (or disclaimer of opinion) on compliance with federal statutes, regulations, and the terms and conditions of federal awards that could have a direct and material effect on each major program in accordance with the Single Audit Act Amendments of 1996 and Title 2 U.S. *Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance).

The *Government Auditing Standards* report on internal control over financial reporting and on compliance and other matters will include a paragraph that states that (1) the purpose of the report is solely to describe the scope of testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance, and (2) the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The Uniform Guidance report on internal control over compliance will include a paragraph that states that the purpose of the report on internal control over compliance is solely to describe the scope of testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Both reports will state that the report is not suitable for any other purpose.

Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America; the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the Single Audit Act Amendments of 1996; and the provisions of the Uniform Guidance, and will include tests of accounting records, a determination of major program(s) in accordance with the Uniform Guidance, and other procedures we consider necessary to enable us to express such opinions. We will issue written reports upon completion of our Single Audit. Our reports will be addressed to Honorable Mayor and Council of City of Coeur d'Alene. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or we may withdraw from this engagement.

Audit Procedures - General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements or noncompliance may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements or major programs. However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential, and of any material abuse that comes to our attention. We will include such matters in the reports required for a Single Audit. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements; schedule of expenditures of federal awards; federal award programs; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by generally accepted auditing standards.

Audit Procedures - Internal Control

Our audit will include obtaining an understanding of the government and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

As required by the Uniform Guidance, we will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each major federal award program. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to the Uniform Guidance.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards, *Government Auditing Standards*, and the Uniform Guidance.

Audit Procedures-Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of City of Coeur d'Alene's compliance with provisions of applicable laws, regulations, contracts, and agreements, including grant agreements. However, the objective of those procedures will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

The Uniform Guidance requires that we also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with federal statutes, regulations, and the terms and conditions of federal awards applicable to major programs. Our procedures will consist of tests of transactions and other applicable procedures described in the *OMB Compliance Supplement* for the types of compliance requirements that could have a direct and material effect on each of City of Coeur d'Alene's major programs. The purpose of these procedures will be to express an opinion on City of Coeur d'Alene's compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to the Uniform Guidance.

Other Services

We will also provide the following services:

- 1) We will assist with GASB 34 and 68 adjustments, as needed, based on information provided by PERSI and by you.
- 2) We will assist you with long-term debt and capital asset adjustments and disclosures, as needed, based on information and schedules provided by you.
- 3) We will assist you with disclosures and or adjustments required for your police retirement trust fund and your post – employment benefit plans, based on information provided by you and the actuaries.
- 4) We will assist you with the preparation of the schedule of expenditures of federal awards, based on information provided by you.

These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statement services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

Management Responsibilities

Management is responsible for (1) designing, implementing, and maintaining effective internal controls, including internal controls over federal awards, and for evaluating and monitoring ongoing activities, to help ensure that appropriate goals and objectives are met; (2) following laws and regulations; (3) ensuring that there is reasonable assurance that government programs are administered in compliance with compliance requirements; and (4) ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles; for the preparation and fair presentation of the financial statements, schedule of expenditures of federal awards, and all accompanying information in conformity with U.S. generally accepted accounting principles; and for compliance with applicable laws and regulations (including federal statutes) and the provisions of contracts and grant agreements (including award agreements). Your responsibilities also include identifying significant contractor relationships in which the contractor has responsibility for program compliance and for the accuracy and completeness of that information.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) access to personnel, accounts, books, records, supporting documentation, and other information as needed to perform an audit under the Uniform Guidance, (3) additional information that we may request for the purpose of the audit, and (4) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants. Management is also responsible for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts, and grant agreements, or abuse that we report. Additionally, as required by the Uniform Guidance, it is management's responsibility to evaluate and monitor noncompliance with federal statutes, regulations, and the terms and conditions of federal awards; take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings; promptly follow up and take

corrective action on reported audit findings; and prepare a summary schedule of prior audit findings and a separate corrective action plan. The summary schedule of prior audit findings should be available for our review on September 30, 2017.

You are responsible for identifying all federal awards received and understanding and complying with the compliance requirements and for the preparation of the schedule of expenditures of federal awards (including notes and noncash assistance received) in conformity with the Uniform Guidance. You agree to include our report on the schedule of expenditures of federal awards in any document that contains and indicates that we have reported on the schedule of expenditures of federal awards. You also agree to [include the audited financial statements with any presentation of the schedule of expenditures of federal awards that includes our report thereon OR make the audited financial statements readily available to intended users of the schedule of expenditures of federal awards no later than the date the schedule of expenditures of federal awards is issued with our report thereon]. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the schedule of expenditures of federal awards in accordance with the Uniform Guidance; (2) you believe the schedule of expenditures of federal awards, including its form and content, is stated fairly in accordance with the Uniform Guidance; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the schedule of expenditures of federal awards.

You are also responsible for the preparation of the other supplementary information, which we have been engaged to report on, in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to [include the audited financial statements with any presentation of the supplementary information that includes our report thereon OR make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon]. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

You agree to assume all management responsibilities relating to the financial statements, schedule of expenditures of federal awards and related notes, and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements, schedule of expenditures of federal awards and related notes, and any other non-audit service we provide, and that you have reviewed and approved the financial statements, schedule of expenditures of federal awards, related notes, and any other nonaudit services we provide, prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the non-audit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

Engagement Administration, Fees, and Other

We may from time to time, and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers, but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent

prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

We understand that your employees will prepare all cash, accounts receivable, or other confirmations we request and will locate any documents selected by us for testing.

At the conclusion of the engagement, we will complete the appropriate sections of the Data Collection Form that summarizes our audit findings. It is management's responsibility to electronically submit the reporting package (including financial statements, schedule of expenditures of federal awards, summary schedule of prior audit findings, auditors' reports, and corrective action plan) along with the Data Collection Form to the federal audit clearinghouse. We will coordinate with you the electronic submission and certification. The Data Collection Form and the reporting package must be submitted within the earlier of 30 calendar days after receipt of the auditors' reports or nine months after the end of the audit period.

We will provide copies of our reports to the City of Coeur d'Alene; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of Anderson Bros. CPA's, P.A. and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to Federal or State officials or their designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Anderson Bros. CPA's, P.A. personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by Federal or State officials. If we are aware that a federal awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

We expect to begin our audits in October of 2017 and issue our report no later than March 9, 2018. Toni Hackwith is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them.

Our fee for these services will be at our standard hourly rates plus out-of-pocket costs (such as report reproduction, word processing, postage, travel, copies, telephone, etc.) except that we agree that our gross fee, including expenses, will not exceed \$33,150. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes 90 days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

We appreciate the opportunity to be of service to the City of Coeur d'Alene and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Sincerely,


Anderson Bros. CPA's, P.A.

RESPONSE:

This letter correctly sets forth the understanding of the City of Coeur d'Alene:

Management signature: _____

Title: _____

Governance signature: _____

Title: _____

RESOLUTION NO. 17-055

A RESOLUTION OF THE CITY OF COEUR D'ALENE, KOOTENAI COUNTY, IDAHO, AUTHORIZING THE APPROVAL OF AN AUDIT ENGAGEMENT LETTER WITH ANDERSON BROS. CPA'S, P.A., FOR THE ANNUAL CITY AUDIT.

WHEREAS, staff is recommending that the City of Coeur d'Alene enter into an Audit Engagement Letter with Anderson Bros. CPA's, P.A., pursuant to terms and conditions set forth in said agreement, a copy of which is attached hereto as Exhibit "A" and by reference made a part hereof; and

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

NOW, THEREFORE,

BE IT RESOLVED by the Mayor and City Council of the City of Coeur d'Alene that the City enter into an Audit Engagement Letter with Anderson Bros. CPA's, P.A., in substantially the form attached hereto as Exhibit "A" and incorporated herein by reference, with the provision that the Mayor, City Administrator, and City Attorney are hereby authorized to modify said agreement to the extent the substantive provisions of the agreement remain intact.

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

DATED this 15th day of August, 2017.

Steve Widmyer, Mayor

ATTEST:

Renata McLeod, City Clerk

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

ROLL CALL:

COUNCIL MEMBER MILLER Voted _____

COUNCIL MEMBER MCEVERS Voted _____

COUNCIL MEMBER GOOKIN Voted _____

COUNCIL MEMBER EVANS Voted _____

COUNCIL MEMBER ENGLISH Voted _____

COUNCIL MEMBER EDINGER Voted _____

_____ was absent. Motion _____.

MEMORANDUM

DATE: AUGUST 15, 2017

FROM: RENATA MCLEOD, MUNICIPAL SERVICES DIRECTOR

RE: AMENDMENT TO MUNICIPAL CODE SECTION 2.72.010 SETTING FORTH COUNCIL SALARIES.

DECISION POINT: To recommend approval of amendments to Municipal Code 2.72.010, setting City Council salaries.

HISTORY: At the July 12, 2017, City Council meeting, Council requested that staff bring forward an amendment to the code increasing the salary for that position. As noted, during the city's BDPA position/compensation review, they reviewed comparable salaries for the Mayor and City Council positions. The Mayor reviewed his compensation and felt it was within the average. The compensation average from eight Idaho cities was approximately \$1,000 per month for City Council members. Council requested a monthly increase from \$750.00 to \$850.00 with incremental increases over five years. Proposed is the following:

Commencing January 1, 2018: salary of each City Council member shall be ten thousand two hundred dollars (\$10,200.00) per year

Commencing January 1, 2019: ten thousand five hundred dollars (\$10,500) per year

Commencing January 1, 2020: ten thousand eight hundred dollars (\$10,800.00) per year

Commencing January 1, 2021: eleven thousand dollars (\$11,100.00) per year

Commencing January 1, 2022: eleven thousand four hundred (\$11,400.00) per year

Additionally, it is AIC's recommendation that cities include all benefits within the compensation ordinance. So staff has recommended that the Mayor and City Council receive the same health, vision, dental, life insurance, HRA/VEBA, and PERSI as other city employees.

Idaho Code 50-203 states that Mayor and Council compensation shall be fixed by ordinance and published at least seventy-five (75) days before any general city election, which ordinance shall be effective for all said officials commencing on January 1 following said election. Therefore, this ordinance must be published by August 24, 2017, and the increased wages will not go into effect until January 1, 2018.

FINANCIAL ANALYSIS: The first year increase for City Council members will be \$100.00 per month, thereafter salaries shall increase by \$25.00 per month each year through 2022.

DECISION POINT: To recommend approval of amendments to Municipal Code 2.72.010, setting City Council salaries.

COUNCIL BILL NO. 17-1030

ORDINANCE NO. _____

AN ORDINANCE AMENDING SECTION 2.72.010 OF THE MUNICIPAL CODE OF THE CITY OF COEUR D'ALENE, KOOTENAI COUNTY, IDAHO, CHANGING THE ANNUAL SALARIES OF COUNCIL MEMBERS TO \$10,200.00 DOLLARS EFFECTIVE JANUARY 1, 2018, \$10,500.00 EFFECTIVE JANUARY 1, 2019, \$10,800.00 EFFECTIVE JANUARY 1, 2020, \$11,100.00 EFFECTIVE JANUARY 1, 2021, AND \$11,400.00 EFFECTIVE JANUARY 1, 2022; AND CLARIFYING THAT THE MAYOR AND CITY COUNCIL MEMBERS WILL RECEIVE THE SAME HEALTH, VISION, DENTAL, AND LIFE INSURANCE, HRA/VEBA, AND PERSI AS OTHER CITY EMPLOYEES; REPEALING ALL ORDINANCES AND PARTS OF ORDINANCES IN CONFLICT HEREWITH; PROVIDING A SEVERABILITY CLAUSE; PROVIDING FOR THE PUBLICATION OF A SUMMARY OF THIS ORDINANCE AND AN EFFECTIVE DATE HEREOF.

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

SECTION 1. *That Coeur d' Alene Municipal Code Section 2.72.010, is hereby amended to read as follows:*

2.72.010: DESIGNATED:

The salary ~~commencing January 1, 2008,~~ of the mayor of the city shall be ~~twenty-eight thousand eight hundred dollars (\$28,800.00) per year, payable monthly, and then increasing the salary to thirty two thousand four hundred dollars (\$32,400.00) effective January 1, 2009.~~ The salaries commencing January 1, 2008, of each city council person shall be eight thousand seven hundred dollars (\$8,700.00) per year, payable monthly, and then increasing the salary to nine thousand dollars (\$9,000.00) effective January 1, 2009. The annual salary, payable monthly, of council members shall be as follows: commencing January 1, 2018, ten thousand two hundred dollars (\$10,200.00); commencing January 1, 2019, ten thousand five hundred dollars (\$10,500.00); commencing January 1, 2020, ten thousand eight hundred dollars (\$10,800.00); commencing January 1, 2021, eleven thousand one hundred dollars (\$11,100.00); and commencing January 1, 2022, eleven thousand four hundred dollars (\$11,400.00). In addition, the mayor and city council members shall receive the same health, vision, dental, and life insurance, HRA/VEBA, and PERSI as other city employees.

SECTION 2. All ordinances and parts of ordinances in conflict with this ordinance are hereby repealed.

SECTION 3. The provisions of this ordinance are severable and if any provision, clause, sentence, subsection, word or part thereof is held illegal, invalid, or unconstitutional or inapplicable to any person or circumstance, such illegality, invalidity or unconstitutionality or inapplicability shall not affect or impair any of the remaining provisions, clauses, sentences, subsections, words or parts of

this ordinance or their application to other persons or circumstances. It is hereby declared to be the legislative intent that this ordinance would have been adopted if such illegal, invalid or unconstitutional provision, clause sentence, subsection, word, or part had not been included therein, and if such person or circumstance to which the ordinance or part thereof is held inapplicable had been specifically exempt therefrom.

SECTION 4. After its passage and adoption, a summary of this Ordinance, under the provisions of the Idaho Code, shall be published once in the official newspaper of the City of Coeur d'Alene, and upon such publication shall be in full force and effect.

APPROVED, ADOPTED and SIGNED this 15th day of August, 2017.

Steve Widmyer Mayor

ATTEST:

Renata McLeod, City Clerk

SUMMARY OF COEUR D'ALENE ORDINANCE NO.
Amending Municipal Code Section 2.72.010
Mayor & City Council Salaries

AN ORDINANCE AMENDING SECTION 2.72.010 OF THE MUNICIPAL CODE OF THE CITY OF COEUR D'ALENE, KOOTENAI COUNTY, IDAHO, CHANGING THE ANNUAL SALARIES OF COUNCIL MEMBERS TO \$10,200.00 DOLLARS EFFECTIVE JANUARY 1, 2018, \$10,500.00 EFFECTIVE JANUARY 1, 2019, \$10,800.00 EFFECTIVE JANUARY 1, 2020, \$11,100.00 EFFECTIVE JANUARY 1, 2021, AND \$11,400.00 EFFECTIVE JANUARY 1, 2022; AND CLARIFYING THAT THE MAYOR AND CITY COUNCIL MEMBERS WILL RECEIVE THE SAME HEALTH, VISION, DENTAL, AND LIFE INSURANCE, HRA/VEBA, AND PERSI AS OTHER CITY EMPLOYEES; REPEALING ALL ORDINANCES AND PARTS OF ORDINANCES IN CONFLICT HEREWITH; AND PROVIDING A SEVERABILITY CLAUSE. THE ORDINANCE SHALL BE EFFECTIVE UPON PUBLICATION OF THIS SUMMARY. THE FULL TEXT OF THE SUMMARIZED ORDINANCE NO. _____ IS AVAILABLE AT COEUR D'ALENE CITY HALL, 710 E. MULLAN AVENUE, COEUR D'ALENE, IDAHO 83814 IN THE OFFICE OF THE CITY CLERK.

Renata McLeod ,City Clerk

STATEMENT OF LEGAL ADVISOR

I, Randall R. Adams, am a Chief Deputy City Attorney for the City of Coeur d'Alene, Idaho. I have examined the attached summary of Coeur d'Alene Ordinance No. , Amending Municipal Code Section 2.72.010 regarding Mayor and City Council Member salaries and benefits, and find it to be a true and complete summary of said ordinance which provides adequate notice to the public of the context thereof.

DATED this 15th day of August, 2017.

Randall R. Adams, Chief Deputy City Attorney



FINANCE DEPARTMENT

710 E. Mullan Avenue
Coeur d' Alene, Idaho 83814
(208)769-2225 – FAX (208)769-2284
www.cdavid.org

STAFF REPORT

Date: August 15, 2017

From: Troy Tymesen, Finance Director

Subject: Amendment to the 2016-2017 Fiscal Year Appropriations (Budget)

Decision Point:

To approve the Resolution No 17-056 which sets the public hearing date for the approval of the ordinance presented by staff to amend the Fiscal Year 2016-17 Budget by a total of \$5,605,190.

History:

The City Council annually amends the original appropriations ordinance for unanticipated expenditures.

Financial Analysis:

Idaho code allows the City Council at any time during the current fiscal year to amend the appropriations ordinance to reflect the receipt of revenues and/or the expenditure of funds that were unanticipated when the ordinance was adopted. The City each year adopts an amendment or amendments to the appropriation's ordinance.

Performance Analysis:

The budget amendment shows increases in expenditures due to carryovers of projects, capital purchases from the GO Bond Sale, State and Federal grants received and the remodel to City Hall. Additional revenues of \$1,382,207 are projected to be received in the General Fund to cover the increased expenses for the fiscal year, \$2,189,245 is coming from the GO Bond funds, and \$1,714,513 is projected to come from General Fund fund balance.

Decision Point:

To approve the Resolution No 17-056 which sets the public hearing date for the approval of the ordinance presented by staff to amend Fiscal Year 2016-17 Budget by a total of \$5,605,190.

RESOLUTION NO. 17-056

A RESOLUTION OF THE CITY OF COEUR D'ALENE, KOOTENAI COUNTY, IDAHO, ESTABLISHING A NOTICE OF TIME AND PLACE FOR A PUBLIC HEARING ON THE PROPOSED AMENDED BUDGET FOR FISCAL YEAR 2016-2017, AND INCLUDING PROPOSED EXPENDITURES BY FUND AND/OR DEPARTMENT, AND STATEMENT OF THE AMENDED ESTIMATED REVENUE FROM PROPERTY TAXES AND THE AMENDED TOTAL AMOUNT FROM SOURCES OTHER THAN PROPERTY TAXES OF THE CITY FOR THE ENSUING FISCAL YEAR, AND PROVIDING FOR PUBLICATION OF THE SAME.

WHEREAS, it is necessary, pursuant to Idaho Code 50-1003, for the City Council of the City of Coeur d'Alene, prior to passing an Amended Annual Appropriation Ordinance, to prepare a proposed amended Budget, tentatively approve the same, and enter such proposed amended Budget at length in the journal of the proceedings;

NOW, THEREFORE,

BE IT RESOLVED, by the Mayor and City Council of the City of Coeur d'Alene that the following be and the same is hereby adopted as an Amended Estimate of Expenditures and Anticipated Revenue of the City of Coeur d'Alene for the fiscal year beginning October 1, 2016:

GENERAL FUND EXPENDITURES:

Mayor and Council	\$242,705	
Administration	379,120	
Finance Department	1,165,287	\$1,175,287
Municipal Services	1,660,299	1,675,424
Human Resources	326,657	
Legal Department	1,207,341	
Planning Department	584,648	
Building Maintenance	521,186	
Police Department	13,060,469	13,511,985
Drug Task Force	30,710	
Byrne Grants		90,443
COPS Grant	190,189	
Fire Department	9,677,937	12,583,532
General Government	94,725	1,694,725
Engineering Services	1,292,561	1,395,407
Streets/Garage	3,024,113	3,139,013
Parks Department	2,003,987	
Recreation Department	713,239	
Building Inspection	907,093	
TOTAL GENERAL FUND EXPENDITURES:	<u>\$37,082,266</u>	<u>\$42,372,691</u>

SPECIAL REVENUE FUND EXPENDITURES:

Library Fund	\$1,568,148	
Community Development Block Grant	606,873	
Impact Fee Fund	760,039	\$960,639
Parks Capital Improvements	146,500	264,500
Annexation Fees Fund	193,000	
Cemetery Fund	316,735	319,960
Cemetery Perpetual Care Fund	157,500	
Jewett House	25,855	
Reforestation/Street Trees/Community Canopy	103,500	
Public Art Funds	231,300	
TOTAL SPECIAL FUNDS:	<u>\$4,109,450</u>	<u>\$4,431,275</u>

ENTERPRISE FUND EXPENDITURES:

Street Lighting Fund	\$622,000	
Water Fund	9,553,006	
Wastewater Fund	24,489,066	
Water Cap Fee Fund	1,950,000	
WWTP Cap Fees Fund	2,500,000	
Sanitation Fund	3,359,286	
City Parking Fund	374,546	\$379,346
Drainage Fund	1,147,510	
TOTAL ENTERPRISE EXPENDITURES:	<u>\$43,995,414</u>	<u>\$44,000,214</u>

FIDUCIARY FUNDS:

\$2,888,400

STREET CAPITAL PROJECTS FUNDS:

6,204,039

DEBT SERVICE FUNDS:

937,407

GRAND TOTAL OF ALL EXPENDITURES:\$95,216,976\$100,834,026

BE IT FURTHER RESOLVED that the same be spread upon the Minutes of this meeting and published in two (2) issues of the Coeur d'Alene Press, seven (7) days apart, to be published on August 21, 2017 and August 28, 2017.

BE IT FURTHER RESOLVED that a Public Hearing on the Amended Budget be held on the 19th day of September, 2017, at the hour of 6:00 o'clock p.m. on said day, at which time any interested person may appear and show cause, if any he has, why the proposed Amended Budget should or should not be adopted.

DATED this 15th day of August, 2017.

Steve Widmyer, Mayor

ATTEST:

Renata McLeod, City Clerk

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

ROLL CALL:

COUNCIL MEMBER MILLER Voted _____

COUNCIL MEMBER EVANS Voted _____

COUNCIL MEMBER GOOKIN Voted _____

COUNCIL MEMBER EDINGER Voted _____

COUNCIL MEMBER MCEVERS Voted _____

COUNCIL MEMBER ENGLISH Voted _____

_____ was absent. Motion _____.

CITY OF COEUR D'ALENE
FISCAL YEAR 2016-17 BUDGET AMENDMENT

General Fund Revenue Projections

	FY 16-17 BUDGETED	FY 16-17 PROJECTED	Projected Increase
<u>TAXES</u>			
CURRENT YEAR	19,443,490	19,443,490	0
<u>FEES & LICENSES</u>			
CABLE TV	360,000	389,000	29,000
NATURAL GAS	776,000	1,301,490	525,490
ELECTRICITY	2,170,000	2,190,000	20,000
BUSINESS LICENSES	97,000	97,000	0
BUILDING INSPECTION	1,320,000	1,320,000	0
MECHANICAL INSPECTION	90,000	90,000	0
STORMWATER REVIEW	21,000	26,000	5,000
PLUMBING INSPECTION	150,000	176,000	26,000
ENCROACHMENT PERMITS	25,000	25,000	0
ELECTRICAL PERMITS	40,000	51,000	11,000
BUSINESS PERMITS	39,000	39,000	0
BURN PERMITS	500	500	0
SIGN PERMITS	25,000	20,000	(5,000)
ANNEX/ZONING FEES	15,000	25,000	10,000
FIRE DEPT PERMITS	73,000	56,000	(17,000)
TOTAL FEES AND LICENSES	5,201,500	5,805,990	604,490
<u>INTERGOVERNMENTAL</u>			
LIQUOR	1,125,000	1,155,000	30,000
HIGHWAY USER	2,096,103	2,275,000	178,897
REVENUE SHARE	2,367,627	2,407,000	39,373
SALES TAX	969,117	989,000	19,883
HIGHWAY DIST	575,000	605,000	30,000
KOOTENAI CNTY EMSS	1,556,000	1,581,000	25,000
FEDERAL GRANT	190,189	287,710	97,521
STATE GRANT		90,930	90,930
SCHOOL RESOURCE OFFICER	428,161	428,161	0
COST OF PROSECUTION (THRU CN	500	500	0
OTHER INCOME (THRU CNTY)	30,000	30,000	0
TOTAL INTERGOVERNMENTAL	9,337,697	9,849,301	511,604
<u>SERVICES</u>			
BID SPECS	900	900	0
FEES FOR DOCUMENT PREP	1,400	1,400	0
POLICE	17,000	17,000	0
FIRE	9,500	9,500	0
BILLING SERVICES	11,000	11,000	0
PARKING PERMITS	2,000	2,000	0
RECREATION	215,000	235,000	20,000
PRINTING AND PHOTOCOPYING	500	500	0
MAP/CODE BOOKS	150	150	0
TOTAL SERVICES	257,450	277,450	20,000

CITY OF COEUR D'ALENE
FISCAL YEAR 2016-17 BUDGET AMENDMENT

	FY 16-17 BUDGETED	FY 16-17 PROJECTED	Projected Increase
<u>FINES/FORFEITS</u>			
DISTRICT COURT	235,000	235,000	0
PEN/ INTEREST ON PROP TAXES	130,000	130,000	0
PARKING	40,000	40,000	0
RESTITUTION	200	200	0
DRUG TASK FORCE			0
LATE FEE ON UTILITY BILLS	40,000	40,000	0
ANIMAL CITATION FINES	13,000	13,000	0
ORDINANCE VIOLATIONS			0
NSF CHECK FEES	1,400	1,400	0
TOTAL FINES AND FORFEITS	459,600	459,600	0
<u>INTEREST EARNINGS</u>			
INTEREST EARNINGS	15,000	51,000	36,000
<u>MISCELLANEOUS</u>			
SURPLUS SALE	30,000	30,000	0
RENTS & ROYALTIES	20,050	20,050	0
CDA TV DONATIONS	10,000	0	(10,000)
OTHER	16,300	76,000	59,700
TOTAL MISCELLANEOUS	76,350	126,050	49,700
<u>TRANSFERS</u>			
INTERFUND TRANSFER	1,401,831	1,401,831	0
TRANSFERS IN	702,150	867,023	164,873
			0
TOTAL TRANSFERS	2,103,981	2,268,854	164,873
DESIGNATED FUND BALANCE	30,710	3,934,468	3,903,758
FUND BALANCE	156,488	156,488	0
TOTAL FUND BALANCE	187,198	4,090,956	3,903,758
TOTALS	37,082,266	42,372,691	5,290,425

CITY OF COEUR D'ALENE
FISCAL YEAR 2016-17 BUDGET AMENDMENT

<u>SUMMARY</u>	<u>FY 16-17 BUDGETED</u>	<u>FY 16-17 PROJECTED</u>	<u>Projected Increase</u>
Property Taxes	\$ 19,443,490	\$ 19,443,490	0
Fees and Licenses	5,201,500	5,805,990	604,490
Intergovernmental	9,337,697	9,849,301	511,604
Services	257,450	277,450	20,000
Fines and Forfeits	459,600	459,600	0
Interest	15,000	51,000	36,000
Miscellaneous	76,350	126,050	49,700
Interfund Transfer	2,103,981	2,268,854	164,873
Beginning Balance	187,198	4,090,956	3,903,758
TOTAL GENERAL FUND	\$ 37,082,266	\$ 42,372,691	\$ 5,290,425

<u>General Fund - Added Expenses</u>	<u>Cost</u>
Finance Dept - Utility Billing Specialist Position	10,000
Municipal Services - OpenGov contract	15,125
Police Dept - Grants - Overtime from the State	14,100
Police Dept - 2016 Mobile Data Forensics Cellphone Grant	41,075
Police Dept - 2015 DJ-BX-0429 Byrne Grant	2,560
Police Dept - 2016 DJ-BX-0378 Byrne Grant	46,808
Police Dept - 2016 SHSP Grant - ALPR Equipment	6,185
Police Dept - Phlebotomy and Drug Recognition Expert Grant	1,900
Police Dept - Enforcement Underage Drinking Grant ODP214SPFLE7 SPF	7,300
Police Dept - Increase to Travel & Training per Contract re: Tuition Reimb from previous year	13,245
Police Dept - Bulletproof Vest Grant	9,638
Police Dept - Minor Equipment - New PD Storage Building	25,000
Police Dept - Patrol Vehicles - 2015-16 Personnel Savings	374,148
Fire Dept - Fire Station #4	696,000
Fire Dept - GO Bond	2,189,245
Fire Dept - BHS Grant - Air Packs	20,350
General Government - City Hall Remodel	1,600,000
Street Dept - Snow Removal	63,500
Street Dept - R/M Traffic Signal lights	35,000
Street Dept - Building upgrade needed for positions moved from City Hall	16,400
Engineering - Consulting Fees	7,500
Engineering - Overlay Carryover from FY 14-15	95,346
	\$ 5,290,425

CITY OF COEUR D'ALENE
FISCAL YEAR 2016-17 BUDGET AMENDMENT

<u>Other Funds - Added Expenses</u>	<u>Cost</u>
Impact Fees - Police IT Office Space - built in desks	90,000
Impact Fees - Parks Capital Improvements - Memorial Park	70,600
Impact Fees - Parks Capital Improvements - Cherry Hill Tennis Courts	40,000
Capital Projects - Ironwood / US 95 Intersection	850,000
Capital Projects - Government Way Project	(850,000)
Capital Projects - Fastlane Project	330,000
Capital Projects - Kathleen Rewidening	(330,000)
Cemetery Fund - Repair of the Grand Army Republic Statue at Forest Cemetery	3,225
Parking Fund - Parking Ticket Collection Letters	4,800
Parks Capital Improvements Fund - Memorial Park	78,000
Parks Capital Improvements Fund - Cherry Hill Tennis Courts	40,000
	<hr/>
	\$ 326,625

Finance Department Staff Report

Date: August 15, 2017
From Troy Tymesen, Finance Director
Subject: 2017-20178 ICRMP Insurance Renewal

Decision Point: To renew the ICRMP insurance program to fully insure the City of Coeur d'Alene for liability and property damage and to reject the offer of terrorism coverage.

History: ICRMP (Idaho Counties Risk Management Program) was established under Idaho Code, Title 41, Chapter 29 as a pooled insurance and risk management program to provide liability insurance and property damage insurance for the mutual benefit of political subdivisions of the State of Idaho. Currently 930 political subdivisions within the State of Idaho participate in the program. These political subdivisions include counties, cities, school districts, colleges, irrigation districts, sewer districts and other special districts.

Financial analysis: The cost to the City of Coeur d'Alene to be a member of ICRMP for fiscal year 2017-2018 will be \$381,763. This is nearly a 5% increase over last year. The increase in the ICRMP premium is due to the increase in payroll costs and an increase in claims last year due to winter damage. The budget anticipated this expense and it is recorded in the Finance Department's GL #001-003-4151-4600. The City has been pleased with the service and claims accountability. The ICRMP Board intends to keep increases moderate and reasonable. ICRMP's liability insurance limits are \$2,000,000 per occurrence and \$5,000,000 in total aggregate and all members have a deductible of \$5,000 per incident. ICRMP offers many and varied resources for employee training and sample policies to educate and reduce risk.

The proposed premium for terrorism coverages is \$181,184 in addition to the \$381,763 premium for liability and property damage coverage. The ICRMP Board has acquired a fifty million dollar excess benefit at no additional cost to members which is shared as a benefit in the event of a terrorism act during a policy year.

Decision Point: To renew the ICRMP insurance program and to fully insure the City of Coeur d'Alene for liability and property damage and to reject the offer of terrorism coverage.

RESOLUTION NO. 17-057

A RESOLUTION OF THE CITY OF COEUR D'ALENE, KOOTENAI COUNTY, IDAHO, AUTHORIZING A JOINT POWERS SUBSCRIBER AGREEMENT WITH ICRMP TO FULLY INSURE THE CITY OF COEUR D'ALENE FOR LIABILITY AND PROPERTY DAMAGE, AND REJECTING THE ADDITIONAL TERRORISM COVERAGE UNDER THE TERRORISM RISK INSURANCE ACT (TRIA).

WHEREAS, staff is recommending that the City of Coeur d'Alene enter into a Joint Powers Subscriber Agreement to fully insure the City for liability and property damage, and to reject the offer of additional terrorism coverage under TRIA, pursuant to terms and conditions set forth in the attached Exhibit "A," by reference made a part hereof;

WHEREAS, ICRMP has acquired a fifty million dollar (\$50,000,000) excess benefit, at no additional cost to members, which is shared by members in the event of an act of terrorism during the policy year, separate and apart from TRIA; and

WHEREAS, it is deemed to be in the best interests of the City of Coeur d'Alene and the citizens thereof to enter into such agreement and reject the TRIA additional terrorism coverage;

NOW, THEREFORE,

BE IT RESOLVED by the Mayor and City Council of the City of Coeur d'Alene that the City enter into Joint Powers Subscriber Agreement and reject the offer of additional terrorism coverage pursuant to TRIA, in substantially the forms attached hereto as Exhibit "A" and incorporated herein by reference, with the provision that the Mayor, City Administrator, and City Attorney are hereby authorized to modify said agreement to the extent the substantive provisions of the agreement remain intact.

BE IT FURTHER RESOLVED that the Mayor and City Clerk be and they are hereby authorized to execute such agreement and reject additional terrorism coverage pursuant to TRIA on behalf of the City.

DATED this 15th day of August, 2017.

Steve Widmyer, Mayor

ATTEST:

Renata McLeod, City Clerk

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

ROLL CALL:

COUNCIL MEMBER MCEVERS	Voted _____
COUNCIL MEMBER GOOKIN	Voted _____
COUNCIL MEMBER EVANS	Voted _____
COUNCIL MEMBER ENGLISH	Voted _____
COUNCIL MEMBER MILLER	Voted _____
COUNCIL MEMBER EDINGER	Voted _____

SUMMARY OF ICRMP PUBLIC ENTITY POLICY CHANGES
October 1, 2017 through September 30, 2018

A. SECTION II, GENERAL DEFINITIONS

Item 1: A. (1.) *Accident* – CLARIFY

Definition amended to match standard Insurance Services Office language.

Item 2: A. (2.) *Aircraft* – CLARIFY

Definition amended to match standard Federal Aviation Administration language.

Item 3: A. (7.) *Drone* – BROADEN

Created definition of drone to allow for coverage within policy for both property and liability insuring agreements.

B. SECTION V, PROPERTY INSURANCE

Item 1: Insuring Agreement 1 – *Buildings, Structures & Property* - CLARIFY

Replaced the term “accident” with “occurrence” to better align with insurance industry standards.

Item 2: Insuring Agreement 2 – *Mobile Equipment/Automobile Physical Damage* - CLARIFY

Replaced the term “accident” with “occurrence” to better align with insurance industry standards.

Item 3: Definition #6 – *Occurrence* - CLARIFY

Added definition for term “occurrence” to better align with insurance industry standards.

Item 4: Specific Condition #6 – *Demolition and Increased Cost of Construction* - BROADEN

Changed the term from “Ordinance Deficiency” to “Demolition and Increased Cost of Construction” to better align with insurance industry standards. In addition, we removed the provision that eroded the loss limit and now provide as an additional coverage. Further, we expanded the limit of indemnification from \$5,000,000 to \$10,000,000.

Item 5: Specific Condition #7 – *Drones* - BROADEN

Added a condition for drones to grant property coverage of up to \$50,000 per drone weighing less than 50 pounds and incapable of travelling more than 100 miles per hour.

Item 6: Specific Condition #13 – *Operational Disruption Expense* - BROADEN

Increased per occurrence limit from \$2,500,000 to \$4,000,000. In addition, removed the annual aggregate for multiple occurrences in any one policy period. However, the \$250,000 per claim limit is still applicable for operational disruption coverages related to interruption of computer systems.

Item 7: Specific Condition #14 – *Preservation of Property* - BROADEN

Increased per occurrence limit from \$25,000 to \$250,000. In addition, we removed the limitation that it would not serve to increase the limits of indemnification and now provide as an additional coverage.

Item 8: Specific Condition #17 – *Property in the Course of Construction* - BROADEN

Increased per occurrence limit from \$1,000,000 to \$2,000,000. In addition, we removed differentiation between new construction and remodels of existing buildings.

Item 9: Specific Condition #20 – *Valuable Papers and Records* - BROADEN

We removed the limitation that it would not serve to increase the limits of indemnification and now provide as an additional coverage. In addition, removed annual aggregate for multiple occurrences in any one policy period.

Item 10: Specific Condition #21 (b.) – *Valuation of Loss – Building Contents* - REDUCTION

If building contents are not replaced within 24 months from the time of the loss, we will only pay actual cash value of the non-replaced items.

Item 11: Specific Condition #22 – *Water Backup through Sewer or Drain* - BROADEN

We removed the annual aggregate for multiple occurrences in any one policy period.

Item 12: Exclusion 4. (a.) – *Excluded Property* - BROADEN

Removed language that required service animals to be listed on the schedule of values.

Item 13: Exclusion 4. (j.) – *Excluded Property* - CLARIFY

Clarified the exclusion to give more specific examples of non-covered infrastructure items.

Item 164 Exclusion 4. (n.) – *Excluded Property* - REDUCTION

Added to the exclusion that fiber optic transmission lines that are not contained with walls of covered property are not covered.

C. SECTION VIII, AUTOMOBILE LIABILITY INSURANCE

Item 1: Insuring Agreement A. (1.) – *Automobile Liability* - CLARIFY

Replaced the term “accident” with “occurrence” to better align with insurance industry standards.

Item 2: Insuring Agreement A. (2.) – *Automobile Medical Payments* - CLARIFY

Replaced the term “accident” with “occurrence” to better align with insurance industry standards.

Item 3: Insuring Agreement A. (3.) – *Uninsured or Underinsured Motorists* - CLARIFY

Replaced the term “accident” with “occurrence” to better align with insurance industry standards.

Item 4: Definition B. (1.) – *Insured* - CLARIFY

Clarified how each insuring agreement uses the defined term.

D. SECTION IX, GENERAL LIABILITY INSURANCE

Item 1: Exclusion D. (1.) (h.) – *Failure to Supply* - REDUCTION

Added an exclusion to not provide General Liability coverage arising out of the failure to supply water, electrical power, fuel, internet, or any other utilities.

Item 2: Exclusion D. (1.) (i.) – *Drone* - REDUCTION

Added an exclusion to not provide General Liability coverage arising out of drone activities related to physical contact with any other aircraft, knowingly not complying with Federal Aviation Administration regulations and knowingly not complying with any other federal, state or local laws related to operations of drones.

E. SECTION X, LAW ENFORCEMENT LIABILITY INSURANCE

Item 1: Exclusion D. (1.) (f.) – *Drone* - REDUCTION

Added an exclusion to not provide General Liability coverage arising out of drone activities related to physical contact with any other aircraft, knowingly not complying with Federal Aviation Administration regulations and knowingly not complying with any other federal, state or local laws related to operations of drones.

F. SECTION XI, ERRORS AND OMISSIONS LIABILITY INSURANCE

Item 1: Exclusion D. (1.) (c.) – *Failure to Supply* - REDUCTION

Amended the exclusion to not provide Errors and Omissions coverage arising out of the failure to supply internet.



Policy Year
2017-2018

PUBLIC ENTITY
Multi-Lines Insurance
Policy

Issued for:
City of Coeur D Alene

Issued by:
Idaho Counties Risk Management Program
3100 Vista Avenue, Suite 300, Boise, ID 83705
Phone: (208) 336-3100 ~ Fax: (208) 336-2100
www.icrmp.org

August 3, 2017

TO: City of Coeur D Alene

RE: Terrorism Coverage for Policy Year Effective October 1, 2017

Dear Valued ICRMP Member:

Following the events of September 11, 2001, the nation's largest insurers took their case to Congress concerning their ability to withstand the financial consequences of additional terrorist acts that might take place on American soil. As a consequence, Congress enacted the Terrorism Risk Insurance Act (TRIA) that is intended to protect insured property owners by assuring that their property insurers are not overwhelmed by terrorism-driven claims. Local government risk sharing pools generally were excluded from TRIA.

Because ICRMP is regulated under Idaho law as a reciprocal insurer, federal law requires ICRMP to offer complete terrorism property coverage to its Members. This offering, which is additional to the regular coverage provided by the ICRMP Program, would require payment of an additional Member contribution, based upon the value of the property assets to be covered. An explanation is provided on the accompanying offer sheet.

You should understand that your ICRMP Member agency is under no obligation to accept the terrorism coverage that we are required to offer. In fact, the ICRMP Board of Trustees has purchased excess insurance for Members of ICRMP (as a whole) in the amount of fifty million dollars (\$50,000,000) per year. The coverage provided for all Members is available to be shared among any Members affected by acts of terrorism during a policy year. The Board believes this is a more cost-effective way of addressing this potential exposure. It is included in your regular ICRMP coverage **at no additional cost to you.**

The decision regarding terrorism coverage belongs to your governing board. Please complete the offer sheet evidencing your agency's desire to procure additional terrorism coverage and pay an additional Member contribution, or to reject it and share in the coverage procured for all ICRMP Members. In order to comply with the law, we need your answer promptly. Thank you.

Sincerely,



Rick Ferguson
Executive Director

NOTICE - OFFER OF TERRORISM COVERAGE (Required by Federal law)

NOTICE – DISCLOSURE OF ADDITIONAL PREMIUM

TO: ICRMP Member:

The Terrorism Risk Insurance Act, as extended on December 26, 2007 by the enactment of the Terrorism Risk Insurance Program Reauthorization Act of 2007 (TRIPRA), is a U.S. Treasury Department program under which the federal government would share, with regulated insurance carriers, the risk of loss from terrorist attacks. The Act applies when the Secretary of the Treasury, in concurrence with the Secretary of State and the Attorney General of the United States, certifies that an event meets the definition of a “certified act of terrorism”. Certified acts of terrorism can also include foreign or domestic acts of terrorism, but they still must be certified as such by the Federal officers listed above.

In accordance with the Terrorism Risk Insurance Act, as extended on December 26, 2007, we are required to offer you coverage of all of the property we insure that your agency owns against any “certified act of terrorism”. Your public agency must decide whether you desire the coverage (for an additional premium) or whether you choose to reject the offer of coverage and not pay the premium. The choice belongs to the governing board.

If you choose to accept this offer of terrorism coverage, your premium will include the additional premium for terrorism as stated in this disclosure. If you choose to reject this offer, you must do so by signing the enclosed statement and returning it to your agent, John Goedde at (208) 292-1170 or mail directly to ICRMP at P.O. Box 15249, Boise, Idaho, 83715.

If you reject coverage under the Act, the ICRMP policy provided to your public entity will provide an alternative form of coverage of terrorism-related insurance. Rather than cover the entire value of every item of property every public entity member of ICRMP might insure, the alternative form of coverage will provide a fixed amount of coverage (50 million dollars) for the entire membership of ICRMP during any single policy year. If terrorism-caused covered losses do not exceed 50 million dollars during any single policy year, such losses will be paid in full, subject to policy terms and conditions. If total terrorism-caused losses exceed 50 million dollars in the current policy year, such losses will be paid on a *pro-rata* basis among members suffering covered terrorism-caused losses, in proportion to their covered losses expressed as a percentage of all covered losses. Coverage under this alternative process shall not require certification by the Federal officials pursuant to TRIPRA.

Named Insured: City of Coeur D Alene

DISCLOSURE OF PREMIUM

If you accept this offer, the premium for terrorism coverage is estimated to be an additional amount of \$181,184 over and above your proposed renewal Member contribution based on reported total insured values of \$181,183,919.

CONTINUED ON NEXT PAGE

IF YOU WISH TO REJECT COVERAGE UNDER THE TERRORISM RISK INSURANCE ACT, AS EXTENDED ON DECEMBER 26, 2007, THE NAMED INSURED MUST APPROVE AND SIGN THE FOLLOWING STATEMENTS:

TERRORISM RISK INSURANCE ACT REJECTION OF FULL COVERAGE

We, as a Member of ICRMP, acknowledge that we have been notified as required under the Terrorism Risk Insurance Act, as extended on December 26, 2007, that as respects to the above referenced policy of insurance policy referenced above:

1. We have been offered coverage for acts of terrorism as defined in the Act;
2. We have been advised that if we accept coverage for acts of terrorism as defined in the Act, the United States Government will participate in the payment of terrorism losses insured under the Act, subject to the provisions of the Act;
3. We have been told that if we reject coverage under the Act by signing this notice, to the extent allowed by law, we will have only our respective share of the alternative coverage for any act of terrorism under the policy issued by ICRMP.
4. We have been notified of the annual premium for coverage for acts of terrorism as defined in the Act.
5. We hereby **reject** coverage for acts of terrorism as defined in the Act and understand my policy will contain an exclusion for acts of terrorism as defined by TRIPRA, but will otherwise provide limited coverage concerning acts of terrorism as addressed by the ICRMP policy issued annually to Members.

Chief Executive/Administrative Officer

Date

Print name

Print

public office held

City of Coeur D Alene

Public Entity Name

RETURN THIS FORM TO YOUR AGENT OR ICRMP. A COPY OF THIS DOCUMENT IS AS BINDING AS THE ORIGINAL.

ATTENTION AGENT: THIS FORM MUST BE SIGNED PERSONALLY BY AN AUTHORIZED OFFICER OF THE INSURED AND RETURNED TO ICRMP.