

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.

September 5, 2017

A. CALL TO ORDER/ROLL CALL

B. INVOCATION: Pastor Mike Slothower, River of Friends Church

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- SEPTEMBER 2017 AS LIBRARY CELEBRATION MONTH

Accepted by: Bette Ammon, Library Director

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 15, 2017 Council Meeting.
2. Approval of Bills as submitted and reviewed for accuracy by Finance Department
3. Setting of Public Works and General Services Committee meetings for September 11, 2017 at 12:00 noon and 4:00 p.m. respectively
4. 20' Utility Easement located within Orchard Lands 1st Addition

Recommended by the City Engineer

5. Resolution No. 17-059

- a. Approval of S-2-17 – Alpine Point; Final Plat, Agreement to Perform Subdivision Work and acceptance of security

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

- a. Appointment: Dan English to the Ignite CDA Board

I. OTHER BUSINESS:

- 1. **Resolution No. 17-060** - Authorization to purchase an updated Police Department security system from Access Unlimited & Security, Inc.

Staff Report by: Captain Childers

- 2. One Day Alcohol sales and consumption on Sherman Avenue right-of-way for the city sponsored “PARK(ing) It On Sherman Event.”

Staff Report by: Sean Holm, Planner

- 3. Intent to convey land via a land trade involving ignite cda owned property located on Young Avenue, south of City Hall, for City owned property adjacent to Tilford Lane in Riverstone, and to set a public hearing on October 3, 2017.

Staff Report by: Monte McCully, Trails Coordinator

- 4. Intent to convey land via a land trade involving ignite cda owned property located on W. Garden Avenue (Tax I.D. 5539), for City owned property located at the corner of W. Garden Avenue and Park Drive (a portion of Lot 72, Sherman Park), and to set a public hearing on October 3, 2017.

Staff Report by: Bill Greenwood, Parks and Recreation Director

- 5. **Resolution No. 17-061** - Procurement of Public Works Construction Policy and Procurement of Personal property and services policy.

Staff Report by: Troy Tymesen, Finance Director

J. PUBLIC HEARING: Appropriation Ordinance for fiscal year 2017-2018.

- 1. **Council Bill No. 17-1031** - Appropriation Ordinance for fiscal year 2017-2018.

Staff Report by: Troy Tymesen, Finance Director

- K. RECESS:** September 13, 2017 at noon to the Library Community Room, located at 702 E. Front Avenue, for a Workshop regarding the acquisition of property known as the Atlas Mill site.

This meeting is aired live on CDA TV Cable Channel 19



Coeur d'Alene

CITY COUNCIL MEETING

September 5, 2017

MEMBERS OF THE CITY COUNCIL:

Steve Widmyer, Mayor

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

PRESENTATIONS

PROCLAMATION

WHEREAS, the Coeur d'Alene Public Library is celebrating 10 years of library service in this new building; and

WHEREAS, during the last ten years the Library has had 2.5 million visitors and checked out millions and millions of items; and

WHEREAS, more than 77 percent of Coeur d'Alene residents have a library card ; and

WHEREAS, the City of Coeur d'Alene is proud to have a library of excellence in this city of excellence.

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

"LIBRARY CELEBRATION MONTH"

in the City of Coeur d'Alene for those who value lifelong learning and love their library.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Great Seal of Coeur d'Alene to be affixed this 4th day of September, 2017.



Steve Widmyer, Mayor

ATTEST:

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 15, 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 15, 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)
Woody McEvers)

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

INVOCATION: Pastor Dan Christ with Coeur d'Alene Assembly of God provided the invocation.

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

PROCLAMATION DECLARING AUGUST 15, 2017 AS "CITY HALL SELFIE DAY"- Mayor Widmyer proclaimed August 15, 2017 as "City Hall Selfie Day" and encouraged citizens to become more engaged in governmental activities. Deputy City Administrator Sam Taylor accepted the proclamation and had the audience pose for a group selfie in front of the stage.

PROCLAMATION DECLARING COEUR D'GREEN AS THE OFFICIAL SOIL AMENDMENT FOR THE CITY OF COEUR D'ALENE - Mayor Widmyer proclaimed Coeur d'Green as the official soil amendment for the City of Coeur d'Alene. Wastewater Superintendent Mike Anderson accepted the proclamation and noted that the Coeur d'Green product is a valuable product that utilizes the phosphorous removed from waste for a great fertilizer/soil amending compost. Councilmember Gookin asked if this product could be used in vegetable gardens, etc. Mr. Anderson confirmed that the product has been well tested and that there are zero restrictions on the product. Citizens can find more information regarding the product on the city web-site, www.cdavid.org/files/Wastewater/2016_Compost_Brochure.pdf.

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

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 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.

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

COUNCIL COMMENTS

Councilmember English noted that he recently drove through the Seltice Way project and felt it is looking great.

Mayor Widmyer expressed congratulations to Assistant City Attorney Eileen Paul for being selected by the Idaho State Bar to participate in the Idaho Academy of Leadership for Lawyers. This leadership-training program for exceptional lawyers' works to teach leadership skills and philosophies, fosters professional relationships within the Idaho legal community, and promotes professional obligations and community service. It also raises awareness among lawyers of the broad range of issues and challenges facing leaders today. At the end of the one-year program, graduates are asked to develop, implement, and evaluate a service project the following year to benefit their local legal community and/or their community as a whole.

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.

STAFF REPORT: Finance Director Troy Tymesen explained that an audit is required and requested the confirmation of the auditors for next fiscal year's budget, which is for the year just ending. The auditor will make a presentation in December. He compared costs between the two local audit firms and Anderson Brothers offered the most competitive price, and has 44 years of experience. Additionally, Anderson Brothers has completed the City audit for the past several years and only requested a 2% increase over last year's fee. He recommended approval of the agreement.

MOTION: Motion by English, seconded by Edinger to approve **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.

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

COUNCIL BILL NO. 17-1030

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 \$12,000.00 DOLLARS EFFECTIVE JANUARY 1, 2018, 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.

DISCUSSION: Councilmember English noted that wage discussion can be awkward to discuss, but it is his experience that when there is a long period without any increase, it appears to be a large jump in one year. He would recommend catching the Council wages up to the Idaho average, from \$750.00 to \$1,000.00 a month but not include any increases for future years at this time. He noted that there is value in elected positions and this increase would demonstrate that value. Future discussion can be held for later for future increases. Councilmember Miller noted that the last increase in wages occurred 10 years ago.

MOTION: Motion by English, second by Edinger to increase Council salary language within the proposed ordinance to reflect \$1,000 a month without the language for future increases.

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

DISCUSSION: Councilmember McEvers agreed that it is awkward to discuss their wages; however, he appreciates Councilmember English's perspective and will agree to the increase.

MOTION: Motion by Gookin, seconded by Evans, to dispense with the rule and read **Council Bill No. 17-1030** once by title only.

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

MOTION: Motion by Gookin, seconded by McEvers, to adopt **Council Bill 17-1030**.

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

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.

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 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.

STAFF REPORT: Finance Director Troy Tymesen noted the following highlights to the budget amendments starting with several amendments within the Street Department due to a harsher winter than planned. Additionally, there were several G.O. Bond purchases completed to include fire trucks, mobile apparatus, a completion of building, as well as amendments for grants received. He noted additional revenue of \$1,382,207, and General Fund cash and G.O. Bond funding of \$1,714,513. He also noted the City Hall remodel costs coming from the Fund Balance. He clarified that the natural gas line item was recently renegotiated to include quarterly payments from the franchise agreement. Mr. Tymesen noted that under the title "Miscellaneous Income," the city now has a purchase card rebate, which will net \$30,000 of income. Additionally, there is a donation from a softball association that has retired dedicated for lighting at Sunset Field. He reflected that it has been a busy and good year.

DISCUSSION: Councilmember English asked if the police training funds are for the POST Academy only. Mr. Tymesen clarified that it is not for the academy, but for other outside training. Councilmember English asked for clarity of funding grants and grant matches. Mr. Tymesen noted that the City does not fund for grants or grant matches as at the time of budgeting it is unknown what will be awarded or sought.

MOTION: Motion by McEvers, seconded by Edinger to approve **Resolution No. 17-056**, approval Amendment to Fiscal Year 2016-2017 Budget and setting of a public hearing for September 19, 2017.

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

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).

STAFF REPORT: Mr. Tymesen noted that the City has had a good relationship with ICRMP for insurance coverage. The city has a large number of personnel and assets and the premium for such coverage is a good value. ICRMP has provided coverage beyond what we have paid in the past. The policy has limit of \$2,000,000 per occurrence. He noted that there is a terrorism piece to the policy, which includes \$50,000,000 in benefits to all the cities and counties within the state. The additional cost for terrorism coverage is a \$181,184 increase above the \$381,000 premium. He noted that no other city or county within the state that has taken the additional terrorism insurance to date.

DISCUSSION: Councilmember McEvers noted that the City used to be self-insured and wondered when and why it moved to an outside insurance company. Mr. Tymesen explained that the movement occurred after a human resource lawsuit that depleted the self-insurance fund. Councilmember Gookin noted that he feels that ICRMP is less expensive than the city saving for a self-insurance fund and paying out claims. Mr. Tymesen confirmed that the insurance is a good value, and noted that the premium used to be double the amount for a city our size.

MOTION: Motion by McEvers, seconded by Edinger to approve **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.

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

RESOLUTION NO. 17-058

A RESOLUTION OF THE CITY OF COEUR D'ALENE, KOOTENAI COUNTY, IDAHO, ACCEPTING THE BID OF COLEMAN OIL COMPANY, LLC FOR FUEL SERVICES.

STAFF REPORT: Streets and Engineering Superintendent Tim Martin noted that the city's fuel services contract with Coleman Oil Company (previously Clark Oil) will expire on August 31, 2017. He explained that in order to reward performance, this contract has a one-year base and annual options to renew for up to three (3) additional one-year periods. This bid solicitation will ensure price competition of vendor mark-up prices over prevailing wholesale prices. The bid instructions and specifications require the bidder to provide in their bid a "mark up" factor to be added to the prevailing wholesale prices based on the Oil Price Information Service (OPIS), also referred to as the "OPIS Rack Average" for Spokane. Structuring this contract with a base year and three additional one-year extensions was designed to save the administrative costs associated with bidding this package on a yearly basis. Mr. Martin noted that Coleman Oil was the only bidder, has stations throughout the city, and staff has been happy with the services provided.

MOTION: Motion by Gookin, seconded by McEvers to approve **Resolution No. 17-058**, award of bid and approval agreement with Coleman Oil Company, LLC for fuel services.

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

City Administrator Jim Hammond mentioned that when he accepted the position as City Administrator he agreed to serve out the remaining three years of the Mayor's term. Therefore, he intends to retire at the end of the year. He noted that he has been privileged to work with the City. Mayor Widmyer noted that he encouraged Mr. Hammond to apply for the position and knew that he was the right person at the right time, and it has been a pleasure to work with him. Mayor Widmyer thanked Mr. Hammond for his service.

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

The meeting adjourned at 6:47 p.m.

ATTEST:

Steve Widmyer, Mayor

Renata McLeod, CMC, City Clerk

UTILITY EASEMENT

KNOW ALL MEN BY THESE PRESENTS, that Orchard Land Duplexes, LLC, whose address is PO Box 949, Hayden, Idaho 83835, the **GRANTORS**, for and in consideration of the sum of One Dollar (\$1.00); and other good and valuable consideration, paid by the City of Coeur d'Alene, Kootenai County, State of Idaho, receipt of which is acknowledged, do hereby, grant, quitclaim and convey unto the **CITY OF COEUR D'ALENE**, a municipal corporation, the **GRANTEE**, whose address is 710 Mullan Avenue, Coeur d'Alene, Idaho, 83814, its successors and assigns, an easement, together with the rights of ingress and egress for the installation, improvement, operation and maintenance of public utilities over, on and through the following described property:

See attached "Exhibit A"

The **GRANTORS** further agree to keep the easement clear of all buildings, structures, and other obstructions. The **GRANTORS** agree that all underground facilities installed by or for the **GRANTEE** shall remain the property of the **GRANTEE**, removable by the **GRANTEE** at its option.

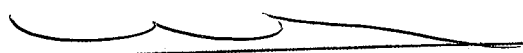
Should it be necessary for the **GRANTEE** to remove fencing or any other obstructions, remove or damage any asphalt, concrete or their surfacing for the maintenance or repair of the underground facility, the **GRANTOR** shall repair and restore them to their original condition at the expense of the **GRANTOR**.

The **GRANTOR** also agrees, to the extent that the public utilities consist of grassy swales, that the **GRANTOR** shall be responsible for the maintenance of the same, including weed and grass control.

TO HAVE AND TO HOLD such easement for public purposes so long as the same shall be used, operated and maintained as such.

This agreement shall be binding upon the **GRANTEE'S** and **GRANTOR'S** heirs, assigns and successors in interest, and shall be deemed to be covenants running with the land.

IN WITNESS WHEREOF, the **GRANTORS** have caused this instrument to be executed, this 23 day of August, 2017.


Steve White, Member
Orchard Land Duplexes, LLC

20' Water Easement

A twenty foot wide easement for the purpose of a water main lying over, under and across a portion of Lots 13 and 14, Block 6 of Orchard Lands First Addition as recorded in Book J of Plats, Page 389, Records of Kootenai County, Idaho, Section 04, Township 50 North, Range 04 West, City of Coeur d'Alene, Kootenai County, Idaho, more particularly described as being ten feet on each side of the following centerline:

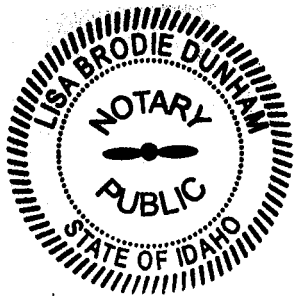
Beginning at the westerly common lot corner between said Lots 13 and 14, Block 6; thence along said common lot line North $63^{\circ}42'45''$ East 126.33 feet to the easterly common lot corner between said Lots 13 and 14, Block 6, the end of the described centerline;

said easement shall be lengthened or shortened so as to extend the full length of said common lot line and to the boundaries of said Lots 13 and 14, Block 6.

STATE OF IDAHO)
) SS
COUNTY OF KOOTENAI)

On this 23rd day of August, 2017, before me a Notary Public, personally appeared Steve White, known or identified to me to be the individual/s who executed the foregoing instrument and acknowledged to me that they executed the same as their free and voluntary act and deed.

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



Lisa Brodie Dunham
Notary Public for the State of Idaho

Residing at: Hayden Lake Idaho

My Commission Expires: February 18, 2023

CITY COUNCIL STAFF REPORT

DATE: September 5, 2017
FROM: Dennis J. Grant, Engineering Project Manager
SUBJECT: S-2-17 Alpine Point: Final Plat, Subdivision Improvement Agreement and Security Approval

DECISION POINT

Staff is requesting the following:

1. Approval of the final plat document, a twenty-eight (28) lot residential development.
2. Acceptance of the furnished subdivision improvement agreement and accompanying security.

HISTORY

- a. Applicant: Todd Stam
Aspen Homes and Development, LLC
1831 N. Lakewood Drive Ste. A
Coeur d'Alene, ID 83814
- b. Location: +/- 10.01 Acre Parcel located between 22nd Street and Miners Loop/Sutters Way,
North of Thomas Lane.
- c. Previous Action:
 1. Preliminary plat approval, March 2017

FINANCIAL ANALYSIS

The developer is furnishing security in the amount of \$352,615.00 which covers the outstanding cost of the uninstalled infrastructure installations that are required for this development.

PERFORMANCE ANALYSIS

The developer has completed the necessary subdivision agreement and is bonding for the outstanding infrastructure items (Storm water drainage facilities, signs, concrete sidewalk, concrete pedestrian ramps, concrete curb and gutter installation, concrete curb inlets, roadway construction (including but not limited to excavation, structural fill placement, base course, and asphalt paving), utility main line installation and monument installation) in order to receive final plat approval. The installation of the agreement and security enables the developer to receive final plat approval and sell platted lots, however, occupancies will not be allowed until all infrastructure installation has been completed, and, the improvements accepted by the City. The developer has stated that all infrastructure installations will be complete by October 15, 2017.

DECISION POINT RECOMMENDATION

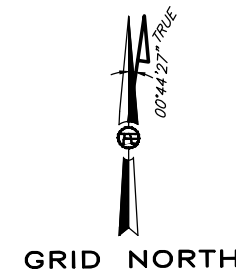
1. Approve the final plat document.
2. Approve the subdivision improvement agreement and accompanying security.

ALPINE POINT

A RESUBDIVISION OF PORTIONS OF LOTS 6, 7 AND 8, BLOCK A OF THOMAS GARDEN TRACTS IN THE NE 1/4 OF SEC. 6, TWP. 50 N., R. 3 W., B.M., CITY OF COEUR D'ALENE, KOOTENAI COUNTY, IDAHO.

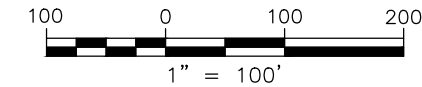
NORTH 1/4 CORNER SEC. 6 FOUND ALUM. CAP PER CP&F INST. NO. 1715641

BOOK _____ PAGE _____
No. _____



GRID NORTH

GRAPHIC SCALE



LEGEND

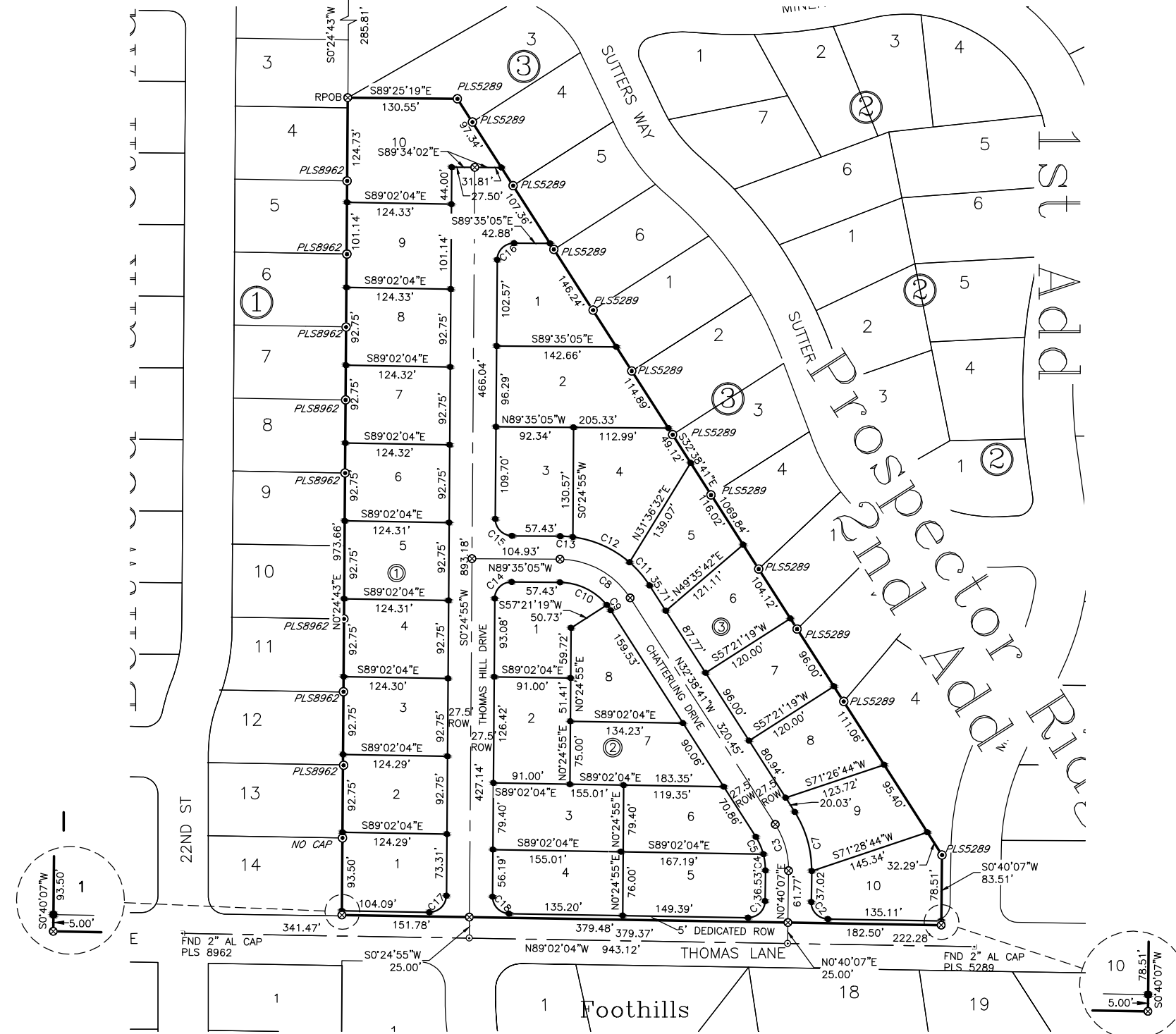
- ⊕ FOUND QUARTER CORNER AS NOTED
- ⊗ SET 5/8" x 24" IRON ROD WITH YELLOW PLASTIC CAP STAMPED PLS 4565
- SET 1/2" x 24" IRON ROD WITH YELLOW PLASTIC CAP STAMPED PLS 4565
- ⊙ FOUND 5/8" IRON ROD AS NOTED
- CALCULATED POINT
- ① BLOCK NUMBER

RECORD DRAWINGS

TYPE	BOOK	PAGE	DATE	BY
PLAT - THOMAS GARDEN TRACTS	BK. B	PG. 137	1907	EDELBLUTE
PLAT - FOOTHILLS	BK. G	PG. 130	1994	HONSAKER
PLAT - PROSPECTOR RIDGE	BK. I	PG. 182	1999	HONSAKER
PLAT - PROSPECTOR RIDGE 1ST	BK. I	PG. 234	2000	HONSAKER
PLAT - PROSPECTOR RIDGE 2ND	BK. I	PG. 302	2001	HONSAKER
PLAT - BENTWOOD PARK 6TH	BK. J	PG. 59	2004	MAYBERRY

Curve Table

Curve #	Length	Radius	Delta	Chord Brng	Chord Lngth
C1	31.52	20.00	90°17'50"	N45° 49' 02"E	28.36
C2	31.31	20.00	89°42'10"	S44° 10' 58"E	28.21
C3	58.14	100.00	33°18'47"	N15° 59' 17"W	57.33
C4	19.62	72.50	15°30'29"	N7° 05' 08"W	19.56
C5	22.53	72.50	17°48'18"	N23° 44' 32"W	22.44
C7	74.13	127.50	33°18'47"	N15° 59' 17"W	73.09
C8	99.38	100.00	56°56'24"	N61° 06' 53"W	95.34
C9	7.93	72.50	6°15'57"	N35° 46' 39"W	7.92
C10	64.12	72.50	50°40'27"	N64° 14' 51"W	62.05
C11	36.76	127.50	16°31'11"	N40° 54' 16"W	36.63
C12	75.00	127.50	33°42'12"	N66° 00' 58"W	73.92
C13	14.95	127.50	6°43'00"	N86° 13' 34"W	14.94
C14	31.42	20.00	90°00'00"	S45° 24' 55"W	28.28
C15	31.42	20.00	90°00'00"	S44° 35' 05"E	28.28
C16	31.42	20.00	90°00'00"	S45° 24' 55"W	28.28
C17	31.61	20.00	90°33'01"	N45° 41' 26"E	28.42
C18	31.22	20.00	89°26'59"	S44° 18' 34"E	28.15



SURVEY NOTES

- MEASUREMENTS SHOWN ARE US SURVEY FEET.
- FOR LOT AREAS, SETBACKS AND EASEMENT INFORMATION SEE SHEET 2.
- FOR DISTANCES BETWEEN FOUND AND SET CORNERS ON THE SUBDIVISION BOUNDARY SEE SHEET 2.

BASIS OF BEARING

THE BASIS OF BEARING IS THE IDAHO WEST ZONE STATE PLANE - NAD 1983 BASED ON GPS OBSERVATION AT N 2205309.9930, E 2378137.5670 (GRID COORD) GRID CONVERGENCE ANGLE -0°44'27", CAF 0.99988882.

SURVEY METHODS

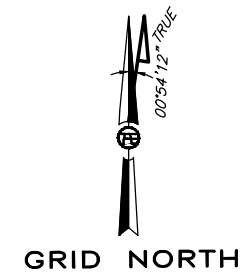
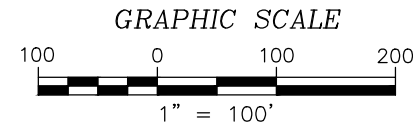
GPS - TRIMBLE R8 W/GNSS USING RTK WITH 2 MEASUREMENTS AT EACH POSITION CONVENTIONAL-TRAVERSES WITH TOPCON GTS 235 INST.

Tate Engineering, Inc.
1625 North 4th Street, Ste. 204
Coeur d'Alene, Idaho, 83814
(208) 676-8708 e-mail: info@tate-eng.com

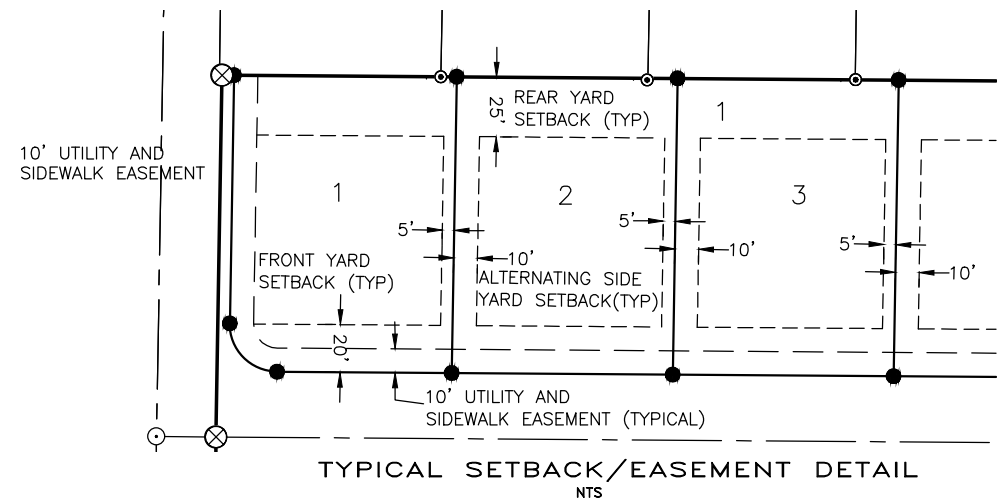
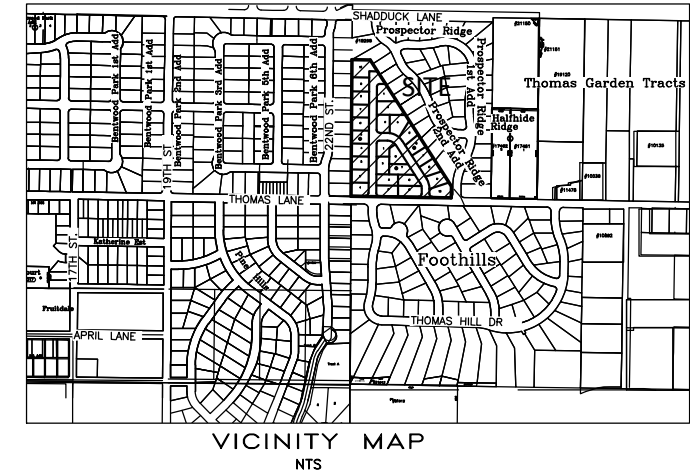
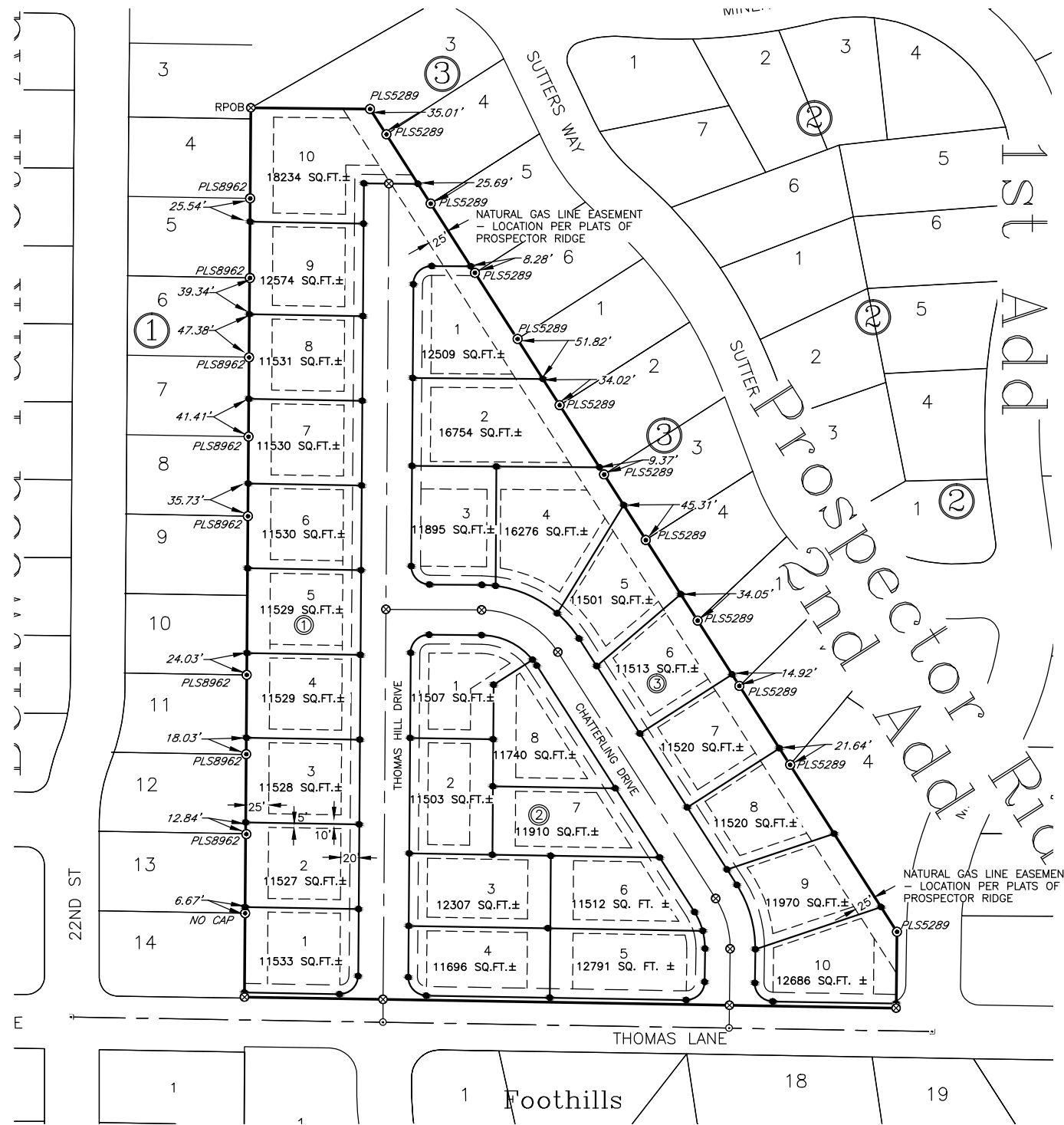
PROJECT #: 16.061H	DATE: 6/17	SCALE: 1"=100'	
DRAWING: 16.061HPlat	CHECKED: EMW	DRAWN BY: emw	PAGE 1 OF 3

ALPINE POINT

A RESUBDIVISION OF PORTIONS OF LOTS 6, 7 AND 8, BLOCK A OF THOMAS GARDEN TRACTS IN THE NE 1/4 OF SEC. 6, TWP. 50 N., R. 3 W., B.M., CITY OF COEUR D'ALENE, KOOTENAI COUNTY, IDAHO.



BOOK _____ PAGE _____
No. _____



LEGEND

- ⊕ FOUND QUARTER CORNER AS NOTED
- ⊗ SET 5/8" x 24" IRON ROD WITH YELLOW PLASTIC CAP STAMPED PLS 4565
- SET 1/2" x 24" IRON ROD WITH YELLOW PLASTIC CAP STAMPED PLS 4565
- ⊙ FOUND 5/8" IRON ROD AS NOTED
- CALCULATED POINT

SURVEY NOTES

1. FOR LOT DIMENSIONS, SEE SHEET 1.

Tate Engineering, Inc. 1625 North 4th Street, Ste. 204 Coeur d'Alene, Idaho, 83814 (208) 676-8708 e-mail: info@tate-eng.com			
DRAWING: 16.061HPlat	CHECKED: EMW	DRAWN BY: emw	PAGE 2 OF 3

ALPINE POINT

BOOK _____ PAGE _____
No. _____

A RESUBDIVISION OF PORTIONS OF LOTS 6, 7 AND 8, BLOCK A OF THOMAS GARDEN TRACTS IN THE NE 1/4 OF SEC. 6, TWP. 50 N., R. 3 W., B.M., CITY OF COEUR D'ALENE, KOOTENAI COUNTY, IDAHO.

CERTIFICATE OF OWNERS

KNOW ALL MEN BY THESE PRESENTS: that Aspen Homes and Development, LLC, an Idaho Limited Liability Company is the owner of the real property described herein and intends to include said property in this plat.

A resubdivision of portions of Lots 6, 7 and 8, Block A of Thomas Garden Tracts (a recorded subdivision on file in Book B of Plats at Page 137, Records of Kootenai County, Idaho, being situated in the Northeast 1/4 of Section 6, Township 50 North, Range 3 West, Boise Meridian, City of Coeur d'Alene, Kootenai County, Idaho, described as follows.

Commencing at a found Aluminum Cap monumenting the North 1/4 Corner of said Section 6, thence South 0°24'43" West a distance of 315.89 feet to a set iron rod at the most westerly corner of Lot 3, Block 3 of Prospector Ridge (a recorded plat on file in Book I of Plats at Page 182, Records of Kootenai County, Idaho), said iron rod being the REAL POINT OF BEGINNING.

thence along the boundary of said Prospector Ridge and the boundaries of Prospector Ridge First Addition (Book I of Plats, Page 234) and Prospector Ridge Second Addition (book I of Plats, Page 302) the following courses;

South 89°25'19" East a distance of 130.55 feet to a found iron rod;

thence South 32°38'41" East a distance of 1069.84 feet to a found iron rod;

thence South 0°40'07" West a distance of 83.51 feet to a set iron rod on the northerly right of way of Thomas Lane;

thence leaving said boundary along said northerly right of way North 89°02'04" West a distance of 713.76 feet to a set iron rod;

thence leaving said northerly right of way along the easterly boundary of Brentwood Park Sixth Addition (Book J of Plats, Page 59) North 0°24'43" East a distance of 973.66 feet to the REAL POINT OF BEGINNING.

Comprising 10.006 acres, more or less. Additional right of way for Thomas Lane and rights of way for Thomas Hill Drive and Chatterling Drive, as shown on this plat are hereby dedicated to the City of Coeur d'Alene. Easements, as shown hereon, are granted to the public for the purposes stated.

Water and sewer service will be provided by the City of Coeur d'Alene.

ASPEN HOMES AND DEVELOPMENT, LLC
by: Todd R. Stam
its: Manager

ACKNOWLEDGMENT

State of _____ }
County of _____ } ss.

This record was acknowledged before me on _____ by Todd Stam as Managing Member of ASPEN HOMES AND DEVELOPMENT, LLC.

Notary Public
My Commission Expires _____

COUNTY TREASURER

I hereby certify that on this _____ day of _____, 20____, the required taxes on the herein platted land have been paid through _____.

Kootenai County Treasurer

COUNTY SURVEYOR

I hereby certify that on this _____ day of _____, 20____, I have examined this Plat of Alpine Point and approved the same for filing.

Kootenai County Surveyor



COUNTY RECORDER

I hereby certify that this Plat of Alpine Point was filed for record in the office of the Recorder of Kootenai County, Idaho at the request of _____ this _____ day of _____, 20____, this _____ day of _____, 20____, at _____ o'clock ____M., and duly recorded in Plat Book _____, at Pages _____, _____ and _____ as Instrument Number _____. Fee: _____

Kootenai County Recorder

SURVEYOR'S CERTIFICATE

I, Ernest M. Warner, do hereby certify that I am a Registered Professional Land Surveyor, licensed by the State of Idaho and that this plat of Alpine Point, as shown hereon, was prepared from an actual survey made on the ground under my supervision and accurately represents the points platted hereon, and is in conformity with the State of Idaho Code relating to plats and surveys.

ERNEST M. WARNER, P.L.S. REG. NO. 4565

HEALTH DISTRICT APPROVAL

Sanitary restrictions as required by Idaho Code, Title 50, Chapter 13 have been satisfied based on Department of Environmental Quality review and approval for the design plans and specifications and the conditions imposed on the developer for continued satisfaction of sanitary restrictions. Water and sewer lines have been completed and services certified as available. Sanitary restrictions may be reimposed, in accordance with Section 50-1326, Idaho Code, by the issuance of a certificate of disapproval.

Date: _____ Health District Signature: _____

CITY OF COEUR D'ALENE


This plat has been examined by the Coeur d'Alene City Council and is hereby approved for filing this _____ day of _____, 20____.

Clerk - City of Coeur d'Alene

CITY ENGINEER

I hereby certify this _____ day of _____, 20____, that I have examined this subdivision plat and approve the same for filing.

Engineer - City of Coeur d'Alene

 Tate Engineering, Inc. 1625 North 4th Street, Ste. 204 Coeur d'Alene, Idaho, 83814 (208) 676-8708 e-mail: info@tate-eng.com			
DRAWING: 16.061HPlat	CHECKED: EMW	DRAWN BY: emw	

RESOLUTION NO. 17-059

A RESOLUTION OF THE CITY OF COEUR D'ALENE, KOOTENAI COUNTY, IDAHO, AUTHORIZING APPROVAL OF FINAL PLAT, AGREEMENT TO PERFORM SUBDIVISION WORK WITH ASPEN HOMES AND DEVELOPMENT, LLC, AND SECURITY FOR THE ALPINE POINT SUBDIVISION, S-2-17.

WHEREAS, the Engineering Project Manager of the City of Coeur d'Alene has recommended that the City of Coeur d'Alene authorize approval of Final Plat, Agreement to Perform Subdivision Work, and Security, pursuant to terms and conditions set forth in an agreement, a copy of which is attached hereto as Exhibit "1" 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 authorize approval of Final Plat, Agreement to Perform Subdivision Work, and Security for the Alpine Point subdivision, S-2-17, in substantially the form attached hereto as Exhibit "1" 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 5th day of September, 2017.

Steve Widmyer, Mayor

ATTEST:

Renata McLeod, City Clerk

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

ROLL CALL:

COUNCIL MEMBER ENGLISH Voted _____

COUNCIL MEMBER MCEVERS Voted _____

COUNCIL MEMBER MILLER Voted _____

COUNCIL MEMBER EDINGER Voted _____

COUNCIL MEMBER EVANS Voted _____

COUNCIL MEMBER GOOKIN Voted _____

_____ was absent. Motion _____.

AGREEMENT TO PERFORM SUBDIVISION WORK

Alpine Point

THIS AGREEMENT made this 5th day of September, 2017 between Aspen Homes and Development, LLC, whose address is 1831 N. Lakewood Drive Ste. A, Coeur d'Alene, ID 83814, hereinafter referred to as the "Developer," and the city of Coeur d'Alene, a municipal corporation and political subdivision of the state of Idaho, whose address is City Hall, 710 E. Mullan Avenue, Coeur d'Alene, ID 83814, hereinafter referred to as the "City";

WHEREAS, the City has approved, subject to completion of the required improvements, the subdivision plat of Alpine Point, a twenty-eight (28) lot, residential development in Coeur d'Alene, situated in the Northeast Quarter of Section 6, Township 50 North, Range 3 West, Boise Meridian, Kootenai County, Idaho; NOW, THEREFORE,

IT IS AGREED AS FOLLOWS:

The Developer agrees to complete the following public improvements: Storm water drainage facilities, signs, concrete sidewalk, concrete pedestrian ramps, concrete curb and gutter installation, concrete curb inlets, roadway construction (including but not limited to excavation, structural fill placement, base course, and asphalt paving), utility main line installation and monument installation, as required under Title 16 of the Coeur d'Alene Municipal Code, on or before the 15th day of October, 2017. Said improvements are more particularly described on the submitted estimate of probable construction costs dated August 23, 2017 attached as Exhibit "A", and shown on the civil engineering drawings titled "Alpine Point", dated May 25, 2017, stamped and signed by Robert M. Tate, PE, #6896 of Tate Engineering, Inc. whose address is 1625 N. 4th Street Ste. 204, Coeur d'Alene, ID 83814, on file in the City of Coeur d'Alene Engineering Department's office and incorporated herein by reference.

The Developer, prior to recording the plat, shall deliver to the City, security in the amount of Three Hundred Fifty-Two Thousand Six Hundred Thirteen and 00/100 Dollars (\$352,613.00) securing the obligation of the Developer to complete the subdivision improvements referred to herein. Should the Developer noted herein fail to complete the improvements within the time herein provided, the City may utilize the funds to complete or have the improvements completed. In the event the City completes the improvements as a result of the Developer's default, the Developer shall be responsible for any costs that exceed the installed security for the public improvements noted herein.

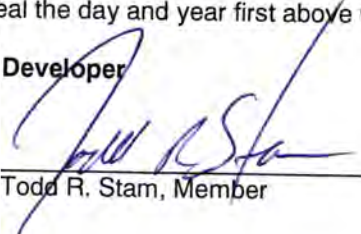
The Parties further agree that the City has utilized substantial staff time to prepare this agreement, which will benefit the Developer. The Parties further agree the City should be reimbursed a reasonable fee for its costs to prepare such agreement. The Parties further agree that such fee should be in the amount of Twenty Five and No/100 Dollars (\$25.00).

IN WITNESS WHEREOF, the parties have set their hands and seal the day and year first above written.

City of Coeur d'Alene

Steve Widmyer, Mayor

Developer



Todd R. Stam, Member

ATTEST:

Renata McLeod, City Clerk

23-Aug-17

Alpine Point Bonding Estimate

	BID VALUE (see attached)	% COMPLETE	AMOUNT REMAINING
mobilize	\$ 11,230	100%	
strip	\$ 8,224	100%	
import structural material	\$ 132,082	100%	
subgrade	\$ 23,750	100%	
sidewalk	\$ 57,285	0%	\$ 57,285
curb	\$ 41,323	0%	\$ 41,323
ped ramp	\$ 4,180	0%	\$ 4,180
curb inlet	\$ 3,432	0%	\$ 3,432
base gravel	\$ 25,099	100%	
asphalt	\$ 40,363	0%	\$ 40,363
swales	\$ 15,549	0%	\$ 15,549
perm sign	\$ 2,145	0%	\$ 2,145
erosion control	\$ 2,825	100%	
8" sewer	\$ 42,224	100%	
gravity sewer service	\$ 21,112	100%	
connect to existing manhole	\$ 458	100%	
48" manhole	\$ 5,640	100%	
48" shallow manhole	\$ 3,123	100%	
tie into existing water main	\$ 9,350	100%	
8" water main	\$ 39,125	100%	
fire hydrant	\$ 19,500	100%	
water service	\$ 43,540	100%	
drywell	\$ 13,890	100%	
utility main line	\$ 7,950	0%	\$ 7,950
utility crossing	\$ 3,360	100%	
offsite road improvement	\$ 62,848	0%	\$ 62,848

	TOTAL	
\$ 639,607	REMAINING	\$ 235,075
Bond Increase		<u>\$ 117,538</u>
Bond Amount		\$ 352,613



MDM CONSTRUCTION, INC

POBox 2006
Hayden, ID 83835
Ph. (208) 762-7236 * Fax (208) 772-2486

To: Aspen Homes	Contact:
Address: 1831 N Lakewood Drive Coeur D'Alene, ID 83814	Phone: (208) 664-9171
Project Name: 17037 Alpine Point	Fax:
Project Location:	Bid Number: 17037
	Bid Date: 4/20/2017

Item #	Item Description	Estimated Quantity	Unit	Unit Price	Total Price
1. Onsite Roads & Utilities					
100	MOBILIZATION	1.00	LS	\$11,230.00	\$11,230.00
101	STRIPPING TOPSOIL-STOCKPILING ON-SITE	5,140.00	CY	\$1.60	\$8,224.00
102	IMPORT STRUCTURAL MATERIAL 2' Past The Back Of Sidewalk	8,005.00	CY	\$16.50	\$132,082.50
103	SUBGRADE	12,500.00	SY	\$1.90	\$23,750.00
104	CONCRETE SIDEWALK 5' WIDE	15,075.00	SF	\$3.80	\$57,285.00
105	CONCRETE ROLLED CURB & GUTTER	3,061.00	LF	\$13.50	\$41,323.50
106	CONCRETE ADA PED RAMP TY C	4.00	EACH	\$1,045.00	\$4,180.00
107	CONCRETE CURB INLET	33.00	EACH	\$104.00	\$3,432.00
108	4" BASE GRAVEL	577.00	CY	\$43.50	\$25,099.50
109	2" HOT MIX ASPHALT	5,242.00	SY	\$7.70	\$40,363.40
110	ROADWAY SWALES	2,728.00	LF	\$5.70	\$15,549.60
111	PERMANENT SIGNING	1.00	LS	\$2,145.00	\$2,145.00
112	EROSION CONTROL	1.00	LS	\$2,825.00	\$2,825.00
113	8" PVC GRAVITY SEWER	1,456.00	LF	\$29.00	\$42,224.00
114	GRAVITY SANITARY SEWER SERVICE	28.00	EACH	\$754.00	\$21,112.00
115	CONNECT TO EXISTING SEWER MANHOLE	1.00	EACH	\$458.00	\$458.00
116	48" SANITARY SEWER MANHOLE	3.00	EACH	\$1,880.00	\$5,640.00
117	48" DOGHOUSE MANHOLE	1.00	EACH	\$3,123.33	\$3,123.33
118	TIE IN TO EXISTING 12" WATERMAIN	2.00	EACH	\$4,675.00	\$9,350.00
119	8" PVC WATERMAIN	1,565.00	LF	\$25.00	\$39,125.00
120	FIRE HYDRANT ASSEMBLY	4.00	EACH	\$4,875.00	\$19,500.00
121	1" WATER SERVICE	28.00	EACH	\$1,555.00	\$43,540.00
122	DRYWELLS-SINGLE DEPTH	6.00	EACH	\$2,315.00	\$13,890.00
123	UTILITY MAINLINE	1,500.00	LF	\$5.30	\$7,950.00
124	UTILITY CROSSINGS	600.00	LF	\$5.60	\$3,360.00
Total Price for above 1. Onsite Roads & Utilities Items:					\$576,761.83
2. Offsite Road Improvements					
200	TRAFFIC CONTROL	1.00	LS	\$1,775.00	\$1,775.00
201	REMOVING ASPHALT INCL. SAWCUT	705.00	SY	\$7.50	\$5,287.50
202	EXCAVATION TO EMBANKMENT	315.00	CY	\$8.00	\$2,520.00
203	SUBGRADE (705X25)	1,957.00	SY	\$1.70	\$3,326.90
204	CONCRETE SIDEWALK 5' WIDE	2,775.00	SF	\$3.80	\$10,545.00
205	CONCRETE STANDARD CURB & GUTTER	751.00	LF	\$13.50	\$10,138.50
206	CONCRETE ADA PED RAMP TY C	8.00	EACH	\$1,045.00	\$8,360.00
207	CONCRETE CURB INLET	1.00	EACH	\$104.00	\$104.00
208	4" GRAVEL BASE	86.00	CY	\$72.00	\$6,192.00
209	2" HOT MIX ASPHALT	953.00	SY	\$12.00	\$11,436.00
210	ROADWAY SWALE	555.00	LF	\$5.70	\$3,163.50

Total Price for above 2. Offsite Road Improvements Items: \$62,848.40

Total Base Bid Price: \$639,610.23

Alt. 1 : Optional Pricing

800	12" BALLAST	261.00 CY	\$54.50	\$14,224.50
801	OPTIONAL IMPORT FROM COURCELLES PARKWAY (greenstone) If Material Is Suitable	1.00 CY	\$14.25	\$14.25
802	Deduction In Stripping If Only 6" Topsoil Depth	-2,580.00 CY	\$1.60	(\$4,128.00)
803	Deduct Of Import Qty If Stripping Is Only 6"	-1,575.00 CY	\$16.50	(\$25,987.50)

Total Price for above Alt. 1 : Optional Pricing Items: (\$15,876.75)

Notes:

- Performance and Payment Bond NOT Included. Add 1.5% if a bond is required.
- This bid does not include the following: TREE OR STUMP REMOVAL; CONCRETE DRIVEWAY APPROACHES, PERMITS, ENGINEERING, SURVEYING AND/OR COMPACTION TESTING
- Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra over and above this estimate. All agreements contingent upon strikes, accidents, or delays beyond our control. Owner to carry fire, tornado and other necessary Insurance. Our workers are fully covered by Workmen's Compensation Insurance.

Payment Terms:

Payable as follows: Net 30 days of receipt of invoice. A finance charge of 1 1/2% per month (18% per annum) will be charged on late payments.

ACCEPTED: The above prices, specifications and conditions are satisfactory and are hereby accepted. Buyer: _____ Signature: _____ Date of Acceptance: _____	CONFIRMED: MDM Construction Authorized Signature: _____ Estimator: _____
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ANNOUNCEMENTS

Memo to Council

DATE: August 30, 2017

RE: Appointments to Boards/Commissions/Committees

The following appointment is presented for your consideration for the September 5th Council Meeting:

DAN ENGLISH

Ignite CDA Board

A copy of the data sheet has been placed by your mailboxes.

Sincerely,

Amy Ferguson
Executive Assistant

cc: Renata McLeod, Municipal Services Director
Tony Berns, Executive Director, Ignite CDA

OTHER BUSINESS

CITY COUNCIL STAFF REPORT

TO: Mayor
City Council

FROM: Steve Childers, Captain

SUBJECT: Request to purchase an updated Police Department security system

DATE: August 10, 2017

Decision Point: Authorization to purchase an updated Police Department security system from Access Unlimited & Security, Inc.

History: Our current Police Department building security system was installed during original building construction in 1999. The system has served our needs for the past 18 years; however, it is obsolete and out dated. We frequently have system failures, both software and hardware, leaving our building unsecure and jeopardizing the safety of our personnel. The system is no longer supported, which can make repairs costly and difficult. The remodel of City Hall includes a new Brivo security system provided by Access Unlimited & Security, Inc. This system will be controlled, monitored, and maintained by the City's IT Department. Access Unlimited & Security, Inc., has agreed to provide the needed system components to the Police Department at the same price as bid for the City Hall remodel. Therefore, this purchase would not be required to comply with the procedures set out in the state purchasing statutes, pursuant to Idaho Code § 67-2803. Pursuant to the City's purchasing policy, this purchase has been reviewed and approved by the Finance and Legal Departments.

Financial Analysis: The estimated purchase price for an updated and installed system is approximately \$56,000. This system was originally requested in the upcoming FY 2017/2018 budget; however, the request was not included in the final budget to be considered by Council because the police department has adequate funds in the current budget to cover this expense.

Decision Point: The Police Department requests authorization to purchase the Brivo security system from Access Unlimited & Security, Inc., for installation in the Police Department building.

RESOLUTION NO. 17-060

A RESOLUTION OF THE CITY OF COEUR D'ALENE, KOOTENAI COUNTY, IDAHO, AUTHORIZING THE PURCHASE OF AN UPDATED SECURITY SYSTEM FROM ACCESS UNLIMITED & SECURITY, INC., FOR THE POLICE DEPARTMENT BUILDING.

WHEREAS, it is recommended that the City of Coeur d'Alene authorize the purchase of an updated security system from Access Unlimited & Security, Inc., pursuant to terms and conditions set forth in an agreement, a copy of which is attached hereto as Exhibit "1" 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 authorize the purchase of an updated security system for the Police Department building;

NOW, THEREFORE,

BE IT RESOLVED by the Mayor and City Council of the City of Coeur d'Alene that the City authorize the purchase of an updated security system, in substantially the form attached hereto as Exhibit "1" 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 5th day of September, 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 MILLER Voted _____

COUNCIL MEMBER EDINGER Voted _____

COUNCIL MEMBER EVANS Voted _____

COUNCIL MEMBER ENGLISH Voted _____

_____ was absent. Motion _____.

Access Unlimited and Security,
 Inc.
 2615 N Cincinnati
 Spokane, WA 99207
 Phone: 509-241-0563
 Fax: 509-241-0462



ESTIMATE

Estimate #: 5395
 Estimate Date: 8/8/2017
 Estimate Exp: 12/22/2016
 Sales Rep: Chad Eckberg

PREPARED FOR
City of Coeur d'Alene Howard Gould 710 E. Mullan Ave Coeur d'Alene, ID 83814

PROPOSAL ITEMS			
Description	QTY	Unit Price	Amount
Brivo-ACS OnSite ACS5008-S Kit: Eight (8) Reader Ethernet Control Panel (includes chassis enclosure and enclosure lock) 1 - Internal Power Supply (Does not support power for electronic locks) 1 - Plug-in Transformer 2 - 12v 7.0 Ah Sealed Lead Acid B	1.0	\$3,225.00	\$3,225.00
Brivo-ACS 5008 Expansion Chassis (to accommodate four expansion boards) - compatible with all ACS5000 series panels (E F WG A and S) 1 - Internal Power Supply (Does not support power for electronic locks) 1 - Plug-in Transformer 2 - 12v 7.0 Ah Seale	2.0	\$562.50	\$1,125.00
Brivo-Two Reader Expansion Board	6.0	\$580.00	\$3,480.00
Brivo-IP door controller for Aparato licensed for two readers. Requires PoE or 12vdc Linear Power Supply. Reader Battery & Transformer Not Included.	1.0	\$936.00	\$936.00
HID Iclass Reader/ Keypad	11.0	\$331.03	\$3,641.27
RP40 Single gang Multiclass SE HID card reader	17.0	\$210.00	\$3,570.00
Bosch REX (Request to Exit)	23.0	\$80.00	\$1,840.00
Hes Door strike ,Fire rated, 24 or 12 DC, feild selectable fail secure /safe	11.0	\$345.00	\$3,795.00
Altronix AL1024L Power Supply 8 outputs 24VDC @ 10 AMP	4.0	\$453.00	\$1,812.00
Labor Journeyman	1.0	\$24,000.00	\$24,000.00
TL 25 Arlington Industrires Per 100	4.0	\$78.00	\$312.00
MAGNETIC DOOR CONTACT 3/4" RECESSED - BURG	28.0	\$8.49	\$237.72
High Power	1.0	\$500.00	\$500.00
City Permit	1.0	\$2,500.00	\$2,500.00
Custom Wire Bundle for Access Doors (4x1K), Plenum rated	5.5	\$740.00	\$4,070.00
Subtotal			\$55,043.99
Amount Taxable			\$0.00
Tax 6.0000%			\$0.00
Total			\$55,043.99

Estimate Terms & Conditions

Scope of work:

Resolution No. 17-060

Exhibit "1"

Scope of work:

Access Control for the CDA Police Station

- 1. 15 Existing Doors
- 2. 2 Existing gates
- 3. 8 New doors
- 4. Training

Contract Terms & Conditions Agreement:

This Agreement shall commence on the "Estimate Date:" stated above, and shall remain in effect until all obligations under this Agreement have been properly completed. All Clients agree to the following terms:

Expenses Reasonable and necessary business and travel expenses incurred by Access Unlimited & Security, Inc. shall be reimbursed by Client upon submission of expense reports with back-up documentation, except that no travel expenses shall apply for assignments within a 10-mile radius of downtown Spokane, Washington. All such expenses in excess of \$50 and associated travel plans must be approved in advance by Client.

Payment Access Unlimited & Security, Inc. shall provide detailed invoices and shall maintain, and provide, upon request, backup documentation for a period of one year from the date of the respective invoices. Client shall make full payment for services within fifteen days of invoice. Payments not made by the 30th day will be considered delinquent and will be subject to a 1% per month charge (12% per year). Returned checks will be charged a fee of \$30.00. If Access Unlimited & Security, Inc. brings a legal action to collect any sums due under this Agreement, Access Unlimited & Security, Inc. shall be entitled to collect, in addition to all damages, its costs of collection, including reasonable attorney's fees. All amounts are stated in US Dollars.

Warranties Access Unlimited & Security, Inc. represents and warrants to the undersigned:

- 1. It has the experience and ability to perform the services required by this Agreement ;
 - 2. That it will perform said services in a professional, competent and timely manner;
 - 3. That its performance of this Agreement shall not infringe upon or violate the rights of any party, or violate any federal, state or municipal laws.
- Provided however, Access Unlimited & Security, Inc. shall retain exclusive control as to the general procedures and formats necessary in order for Access Unlimited & Security, Inc. to provide the services in this Agreement to the Client's satisfaction.

Confidentiality Access Unlimited & Security, Inc. recognizes and acknowledges that this Agreement creates a confidential relationship between Access Unlimited & Security, Inc. and Client and that information concerning Client's business affairs, customers, vendors, finances, properties, methods of operation, computer programs, documentation, and other such information, whether written, oral, or otherwise, is confidential in nature. All such information concerning Client is hereinafter collectively referred to as "Confidential Information."

Non-Disclosure Access Unlimited & Security, Inc. agrees that, except as directed by Client, it will not at any time during or after the term of this Agreement disclose any Confidential Information to any person whatsoever and that upon the termination of this Agreement if requested by Client, Access Unlimited & Security, Inc. will turn over to Client all documents, papers, and other matter in its possession or control that relate to Client. Access Unlimited & Security, Inc. further agrees to bind its employees and subcontractors to the terms and conditions of this Agreement. However, Access Unlimited & Security, Inc. will not be held liable for any damages inferred or incurred from disclosure of Confidential Information, accidental or otherwise.

Grant Access Unlimited & Security, Inc. agrees that its work product produced in the performance of this Agreement shall remain the exclusive property of Client, and that it will not sell, transfer, publish, disclose or otherwise make the work product available to third parties without Client's prior written consent. Any rights granted to Access Unlimited & Security, Inc. under this Agreement shall not affect Client's exclusive ownership of the work product.

Governing Law This Agreement shall be construed and enforced in accordance with the laws of the State of Washington. The Client agrees that venue shall be, at the election of Access Unlimited & Security, Inc., in the Spokane County Superior Court, Washington. The Client hereby consents to the jurisdiction of the Courts of the State of Washington in any matter pertaining to, or arising out of, this Agreement, or any other jurisdiction as dictated by Access Unlimited & Security, Inc.

Lawful Use of Services All services provided to Client by Access Unlimited & Security, Inc. Services may be used only for lawful purposes. Any use of these services for illegal or unlawful purposes shall be in violation of this agreement. Service will be terminated and all fees paid by Client will be forfeited in the event of any breach of these Terms and Conditions.

Entire Agreement and Notice This Agreement contains the entire understanding of the parties and may not be amended without the specific written consent of both parties. Client may terminate services for whatever reason, but will be responsible for costs within the current service period and must give 30 days notice.

Authorized Signatures:

Total Due at Contract Signing: \$ _____

Additional Terms: 100 % of hardware due upon signing of contract with remainder due upon completion of contract terms. Calculation of down will be based on estimation of work to be done. Cancellation by customers shall result in a forfeiture of deposit.

BY: _____

BY: _____

TITLE: _____
SIGNATURE: _____
DATE: _____

TITLE: _____
SIGNATURE: _____
DATE: _____

**CITY COUNCIL
Staff Report**

To: City Council
From: Hilary Anderson, Community Planning Director
Sean E. Holm, Planner
Date: September 5, 2017
Re: One day alcohol sales and consumption on Sherman Avenue right-of-way for the city sponsored PARK(ing) It On Sherman event

Decision Point:

The Planning Department is requesting approval by the City Council to allow the sale and consumption of alcohol within a fenced off area of the right-of-way (ROW), for one day, in conjunction with the PARK(ing) It On Sherman event, which will take place on Friday, September 15 from 4:00-9:00 p.m.

History:

September 18-19, 2015 (1st Annual):

The 1600 block of Sherman Avenue was temporarily transformed into a “Makers District” for this free community block party. This event was part of the visioning and master planning effort to revitalize the city’s eastern gateway. The Makers District theme, a pocket park with bocce ball, shade trees, more landscaping, and on-street bike lanes were all top responses from the 2015 East Sherman survey and town hall meetings which were integrated into the event. The celebration included: Live music, food trucks, a beer garden, lawn games, interactive art projects for all ages, entertainment by the Sorensen Elementary School jugglers, CDA SK8 PRK Team Demo, breakdancing by Tangled Roots, and more.

September 16-17, 2016 (2nd Annual):

The location of the event changed to provide more exposure to the revitalization efforts along Sherman Avenue. Similar in overall scope and goal, there were unique activities that set this event apart from the first. These improvements included new benches with planter boxes and a mural on the Sherman Avenue Idaho State Liquor Store facility that was painted during the event and is prominently displayed to this day. Also, a crowdfunding opportunity raised donations for a new Rectangular Rapid Flash Beacon signalized crosswalk sign to be installed at 13th Street and Sherman, helping initiate a grassroots effort to invoke positive changes on Sherman.

Current Event:

The following description of the event can be found on the city’s Facebook page:

The 3rd Annual PARK(ing) It On Sherman event is brought to you by the City of Coeur d’Alene and CDA 2030. This year the event will be on the 1900 block of Sherman Avenue. It is a FREE community celebration that is kid and pet-friendly. In addition to live music, food trucks and a beer garden, event highlights will include a dog parade and costume contest and a "Casting for Kids" fishing derby, as well as other activities, entertainment, and project updates. This annual block party is part of the visioning and master planning effort to revitalize East Sherman Avenue and it is held on the third Friday in September because it is part of Global PARK(ing) Day where parking spaces are turned into public spaces.

The difference between this year's event and the two previous years is that private properties were available in 2015 and 2016 to host the beer garden. In 2015, the Dealer Alternative property was used for the beer garden and food trucks. Moontime provided the beer garden. In 2016, the beer garden, food trucks, and band were located on the Lakeside Harvest Foods property. Live After 5 provided the beer garden last year.

This year's event location does not provide a large enough area on private property to hold the beer garden and since Relic will be providing the beer garden, the ideal location is outside next to their establishment in close proximity to the food trucks. This year's event will also be much smaller in size than the 2016 event, which will help confine attendees to a smaller area, and the event will be attended by the Police Department's Community Action Team. This year's event will have secure fencing along the entire event perimeter with two designated gates that will be staffed with volunteers ensuring that no alcohol leaves the event. The family-friendly event will end at 9:00 p.m.

Methodology for the Request:

Staff met with Deputy City Clerk, Kathy Lewis, and Randy Adams, Chief Civil Deputy City Attorney, to discuss the viability and legality of this request. It was determined with their help that the request could be made to City Council based on the following code(s):

5.08.040: LICENSE; CONDITIONS; PLACE OF BUSINESS:

The license fee shall permit the sale of such beer in but one premises as defined in Idaho Code section 23-1001(h); such premises to be designated in the license issued. (Ord. 3241 §1, 2005; Ord. 2125 §2, 1988; prior code §5-9-4(1))

TITLE 23 (Idaho State Code)
ALCOHOLIC BEVERAGES
CHAPTER 10
BEER

23-1001. Definitions. As used in this chapter:

(h) The word "premises" means the building and contiguous property owned, or leased or *used under government permit* by a licensee as part of the business establishment in the business of sale of beer at retail, which property is improved to include decks, docks, boardwalks, lawns, gardens, golf courses, ski resorts, courtyards, patios, poolside areas or similar improved appurtenances in which the sale of beer at retail is authorized under the provisions of law.

5.08.160: BEER, WINE OR LIQUOR PROHIBITIONS WITHIN THE CITY; EXCEPTIONS:

A. No person shall consume any beer, wine or other alcoholic beverage or possess an open container of or containing any beer, wine or other alcoholic beverage on any public property, including public streets and alleys, within the city, or at any other place in the city, including any motor vehicle moving or stationary, with the following exceptions:

6. On a public sidewalk and/or other public right of way when such sidewalk or right of way is contiguous to a permitted outdoor eating facility, but only after issuance of and pursuant to the terms of a permit authorized by the city council. Criteria that must be met for a permit to issue shall be set forth by resolution of the city council.

After speaking with Attorney Adams, the guidance provided will allow the City Council to review this request under exception #6 (above), by using the abutting outdoor eating facility's permit, commonly known as Relic Smokehouse & Pub, located at 1901 E. Sherman Ave.

Past Requests of a Similar Nature:

Over the recent past (+/- 10 years) there have been requests for alcohol sales and/or consumption on public property. The following list details the nature of approvals:

- Famer's Market: Allows beer/wine tasting in ROW in small quantities (1.5 oz) but is not fenced in the summer months.
- Live after 5: Allows sales/consumption of alcohol in McEuen Park, in a secured fenced area, for sanctioned music events in the summer months.
- Cycle Pub (dba Socially Geared): Allows consumption of alcohol, purchased elsewhere, on the cycle pub for consumption in the ROW.
- Other exceptions include: Riverstone, City Park, and the Jewett House by permit.

Financial Impact:

Each year city staff identifies an area along Sherman to hold this event. Staff makes valiant attempts to gain sponsorships, borrow equipment, tents, volunteer time, and other donated items. This portion of the financial impact falls under the umbrella of the Special Event permit which has been filed with Municipal Services.

The Street Department will provide signage for traffic control and the Fire Department will inspect the event's fencing, food vendors, tents and fire lanes for safety. The Police Department's Community Action Team will be attending the event to interact with residents of the adjacent neighborhoods and East Sherman businesses.

Local business access will remain for area businesses that do not want to participate.

Quality of Life:

Part of the appeal of the PARK(ing) It On Sherman event is to block off areas that are vehicle centric to allow for temporary pedestrian use and a community celebration. This year the area will be the intersection of 19th Street & Sherman Avenue next to the new Relic Smokehouse & Pub and Fins & Feathers Tackle Shop & Guide Service. In doing this, vehicle traffic is temporarily re-routed around the event. 20 foot fire lanes will be provided to accommodate emergency access.

Staff has been working with local stakeholders for years to revitalize the east Sherman gateway. This event was designed to create interest in the area and to gather and disseminate information about the efforts. It is a great way to celebrate and encourage community members, local businesses, the school district, and other stakeholders to participate.

Police Recommendations:

Planning staff worked directly with the Police Department to gather their input and support for this event. Captain David Hagar's suggestions are list below:

- "Of age" (Min. 21 years old) volunteers would be acceptable for security
- Readily identifiable (t-shirts/vests) to both the attendees or any 1st responders
- Look for people who are intoxicated and should not be served
- Willing to address concerns that they witness
- Prevent alcohol from leaving the venue
- Recommends at least four volunteers/security for the event

Proposed Conditions:

1. All alcohol consumed in the ROW shall be in plastic containers (no glass or metal).
2. No hard liquor sales or consumption in the ROW.

Captain Hagar provided the following statement of support for this request:

From: HAGAR, DAVID
Sent: Friday, August 25, 2017 12:08 PM
To: MCLEOD, RENATA
Cc: HOLM, SEAN
Subject: Parking It on Sherman

Renata,

I have been conversing with Sean Holm about the Parking It on Sherman event and the police department supports their plan for the event and will support their request for the staff report going to council.

Dave

Planning staff and other event volunteers/organizers will ensure that the Police Department's suggestions and conditions are met for the event, in addition to other special event permit requirements.

Decision Point:

The Planning Department is requesting approval by the City Council to allow the sale and consumption of alcohol within a fenced off area of the right-of-way (ROW), for one day, in conjunction with the PARK(ing) It On Sherman event

If the City Council does not support sales of alcohol outside of Relic Smokehouse & Pub, staff would ask that at a minimum the Council would allow alcohol to be consumed within the ROW within the fenced off area to allow attendees to enjoy the music, activities and food trucks.

CITY COUNCIL STAFF REPORT

DATE: 9/5/2017

FROM: Monte McCully, Trails Coordinator

SUBJECT: Tilford Lane Property (City Council – action required)

DECISION POINT:

The Parks and Rec Department is requesting the City Council approve entering into a trade initiative with Ignite CDA to trade property to the equal benefit of both parties.

HISTORY:

City leadership has proposed a potential trade initiative involving Ignite CDA owned property located on Young Avenue, south of City Hall, for City owned property adjacent to Tilford Lane in Riverstone. The City's proposal would involve trading their 60 foot right of way, located just south of Tilford Lane to Ignite, so that Ignite could combine the City's 60 feet of ROW with their currently owned 60 feet of ROW also south of Tilford Lane to create 17 developable residential parcels. This proposed trade would require the widening of Tilford Lane and the relocation of the Prairie Trail to the southern edge of the Ignite's property. Included in the realignment is the possibility of improvements that could be made to the Riverstone Park parking area, as well as additional public space that could be created to the west of the Tilford Land project that would blend with the proposed public improvements for the Atlas mill site area.

FINANCIAL ANALYSIS:

In return for the trade the City would be deeded the Ignite owned property located on Young Avenue south of City Hall that was appraised recently at \$960K. Preliminary net revenue estimates (i.e. residential lot sales minus development costs) prepared by Welch-Comer for the proposed Tilford Lane trade initiative show a net revenue value of approximately \$1.0 million, making the proposed trade a fairly close net value for value proposition from the Ignite's perspective.

PERFORMANCE ANALYSIS:

Trading these two pieces of property allows the City to add valuable space downtown to the McEuen/Tubbs Hill complex. This parcel will be used as a trail head to Tubbs Hill, and will be much more utilized by the recreating public then the 60 feet of ROW along the Centennial trail. The 17 proposed lots along the ROW is much more valuable to Ignite to develop than the 3 lots at the base of Tubbs Hill, making this trade mutually beneficial. The realignment of the trail also places the trail in a safer location for users crossing Beebe Blvd as the current alignment is at an angle across the street. The new alignment will place the two legs of the trail directly across from each other with a crosswalk, creating a safer environment for trail users.

DECISION POINT RECOMMENDATION:

The Parks and Rec Department is requesting the City Council approve entering into a trade initiative with Ignite CDA to trade property to the equal benefit of both parties.

Excerpt from draft August 16, 2017 ignite cda board meeting minutes

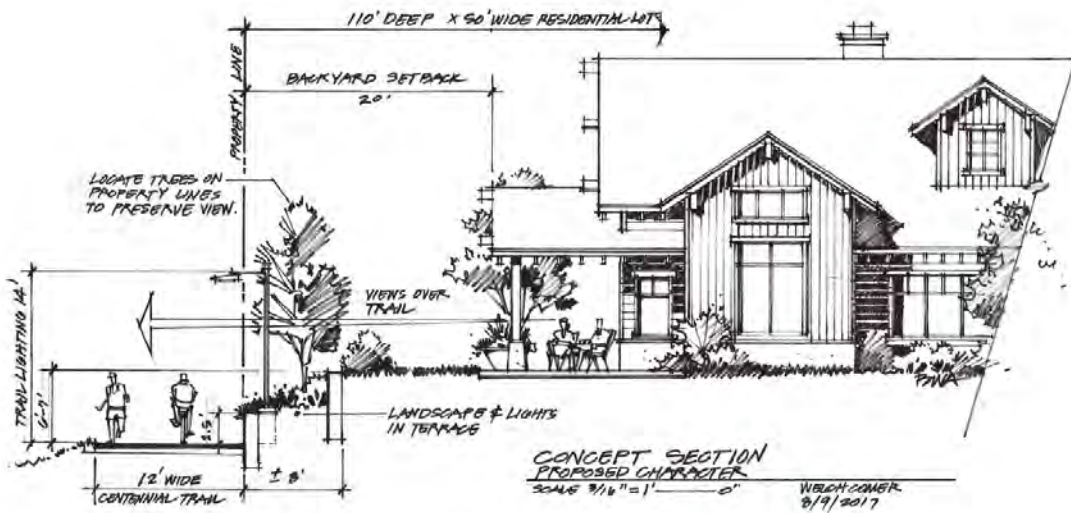
Land Exchange Proposal: City's Tilford Lane Property & Agency's Young Avenue Property

Ex. Director Berns shared that City leadership has proposed a potential trade initiative involving Agency owned property located on Young Avenue south of City Hall for City owned property adjacent to Tilford Lane in Riverstone (see Tilford Lane area graphic below). The City's proposal would involve trading their 60 foot right of way (r-o-w) located just south of Tilford Lane to the Agency so that the Agency could combine the City's 60 feet of r-o-w with the Agency owned 60 feet of r-o-w also south of Tilford Lane to create 17 developable residential parcels. This proposed trade would require the widening of Tilford Lane and the relocation of the Prairie Trail to the southern edge of the Agency's property (see conceptual cross section graphic below). The conceptual graphic also depicts other possible improvements that could be made to the Riverstone Park parking area, as well as additional public space (shaded in green) that could be created to the west of the Tilford Land project that would blend with the proposed public improvements for the Atlas mill site area.

Tilford Lane Trade Initiative: Area Graphic



Tilford Lane Trade Initiative: Cross Section Graphic



As for the value proposition, the Agency owned property located on Young Avenue south of City Hall was appraised recently at \$960K. Preliminary net revenue estimates (i.e. residential lot sales minus development costs) prepared by Welch-Comer for the proposed Tilford Lane trade initiative show a net revenue value of approximately \$1.0 million, making the proposed trade a fairly close net value for value proposition from the Agency’s perspective.

Proforma				
ignite CDA Tilford Lane Properties				
Land Sales Revenue				
Lots	# Lots	.vg. Price/Lot	Revenue	Total
Tilford Lane	17	\$ 165,000	\$ 2,805,000	
Project Total Sales	17			\$ 2,805,000
Expenditures				
			Land Cost	\$ -
Development Costs				
Site Development (includes relocating Centennial Trail and Sewer Interceptor)			\$ 1,678,000	
Power			\$ 30,000	
Teledata/network			\$ 15,000	
City Project Review and Land Trade Assistance			\$ 7,500	
Entitlement and Subdivision			\$ 45,000	
Total Development Costs			\$ 1,775,500	
		Development Cost Subtotal	\$ 1,775,500	
		Total Expenditures	\$ 1,775,500	
		Profit	\$ 1,029,500	

1. Proforma is based on a concept plan. Additional site and environmental analysis is necessary to develop a more accurate proforma.

The next step for this initiative, should the board be agreeable to pursuing this proposed trade, would be to further refine / pursue development costs, projected revenues and due diligence issues associated with the initiative. A fee proposal from Welch-Comer to develop these

refined cost/revenue values and to pursue due diligence issues is \$22,500 broken down in the following four tasks:

Task 1 – Topographic Survey, Preliminary Boundary and Site Layout and Grading:

- Engineer will complete a topographic survey of the ignite and City parcels, Tilford Lane and a portion of Beebe Boulevard.
- Utilizing available record data, Engineer will prepare a preliminary boundary map.
- Engineer will develop a conceptual site layout and grading plan utilizing terraced retaining walls to provide a generally flat site from Tilford Lane southward to the terraced walls.

Task 2 – Preliminary Infrastructure Improvement Plans:

- Engineer will:
 - Develop water, sewer and storm water infrastructure preliminary plans.
 - Develop a Centennial Trail re-route option including landscaping and lighting configuration. Meet with NICTF to review and refine the re-route option.
 - Coordinate with City Departments to determine anticipated infrastructure capacity and infrastructure feasibility.
 - Coordinate with dry utilities to determine service availability.
 - Deliverables will include scaled preliminary plans.

Task 3 – Opinions of Cost/Pro Forma Services:

- Engineer will:
 - Use preliminary plans to develop opinions of cost for site improvements, including the retaining wall, grading, road, utility and lighting improvements.
 - Dry utility improvement costs will be solicited from dry utility providers, such as Avista, Frontier and Time Warner.
 - Use opinions of cost along with anticipated lot sale values, provided by the City and ignite, to develop a concept level pro-forma.

Task 4 - Additional Tasks:

- Engineer will complete additional tasks not specifically identified above such as providing soils testing, environmental evaluations, legal descriptions for City-ignite land trades, and coordinating with the City departments (such as Planning) beyond the scope outlined above or assisting with other property research. This task provides for ignite directed work of this type.

- All of the Commissioners thought this trade proposal would result in a win-win solution re. Agency owned property assets: i.e. the Agency's Young Avenue property would remain in the public realm, and the Agency owned railroad right-of-way property along Tilford Lane would be developed into an asset that would create long-term value for the community.
- Commissioner Jordan asked if this proposed trade initiative has been reviewed / approved by City Council?
 - Commissioner Widmyer shared that he feels the Council is supportive of this trade, but that this trade initiative should be run by Council prior to the board committing to the \$22,500 Welch-Comer contract proposal.

Motion by Commissioner Jordan, seconded by Commissioner Armon, directing the Ex. Director to pursue work on the proposed Tilford Lane trade initiative, also authorizing the proposed Welch-Comer engagement for further cost / revenue refinement in the amount of \$22,500 following City Council approval of the proposed trade concept. Motion carried.

**CITY COUNCIL
STAFF REPORT**

DATE: September 5, 2017
FROM: Bill Greenwood – Parks and Recreation Director

SUBJECT: Memorial Park Real Property Exchange with Ignite CDA

=====

DECISION POINT:

Does City Council want to proceed with conveying City owned real property in Memorial Park to Ignite CDA in exchange for real property owned by Ignite CDA?

HISTORY:

This land exchange proposal was presented to council previously when discussing Memorial Park renovations and the shared parking lot projects. At that time council supported this exchange and recognized the advantage for the City to proceed with this land exchange. The City must now go through the formal proceedings to authorize the conveyance/exchange. The exhibit to this staff report shows the land that will be conveyed and exchanged.

FINANCIAL ANALYSIS:

There is no financial cost to the city for this exchange. The City and Ignite real property that is the subject of this exchange is similar in size and value and is mutually beneficial to both parties.

PERFORMANCE ANALYSIS:

City Council must declare the City's intent to convey the City's property to Ignite CDA in exchange for Ignite's property and set a public hearing date. The conveyance/exchange of this land is beneficial to the overall park layout and the flow of the park plan. This exchange will also create approximately 4,000 more square feet of parkland.

DECISION POINT/RECOMMENDATION:

City Council should declare the City's intent to convey the City's property in Memorial Park to Ignite CDA in exchange for Ignite's property and set a public hearing date for further consideration of the conveyance/exchange.

Proposed Land Exchange

City of CDA and Ignite



Google Earth

© 2017 Google

Chicago Title Insurance Company

Commitment Number: 89841

EXHIBIT "A"
PROPERTY DESCRIPTION

The land referred to in this Commitment is described as follows:

A portion of Lot 72, SHERMAN PARK, recorded in Book B of Plats at Page 71, and a portion of Lot 48, Fort Sherman Abandoned Military Reservation, in Section 14, Township 50 North, Range 4 West, Boise Meridian, Kootenai County, Idaho, described as follows:

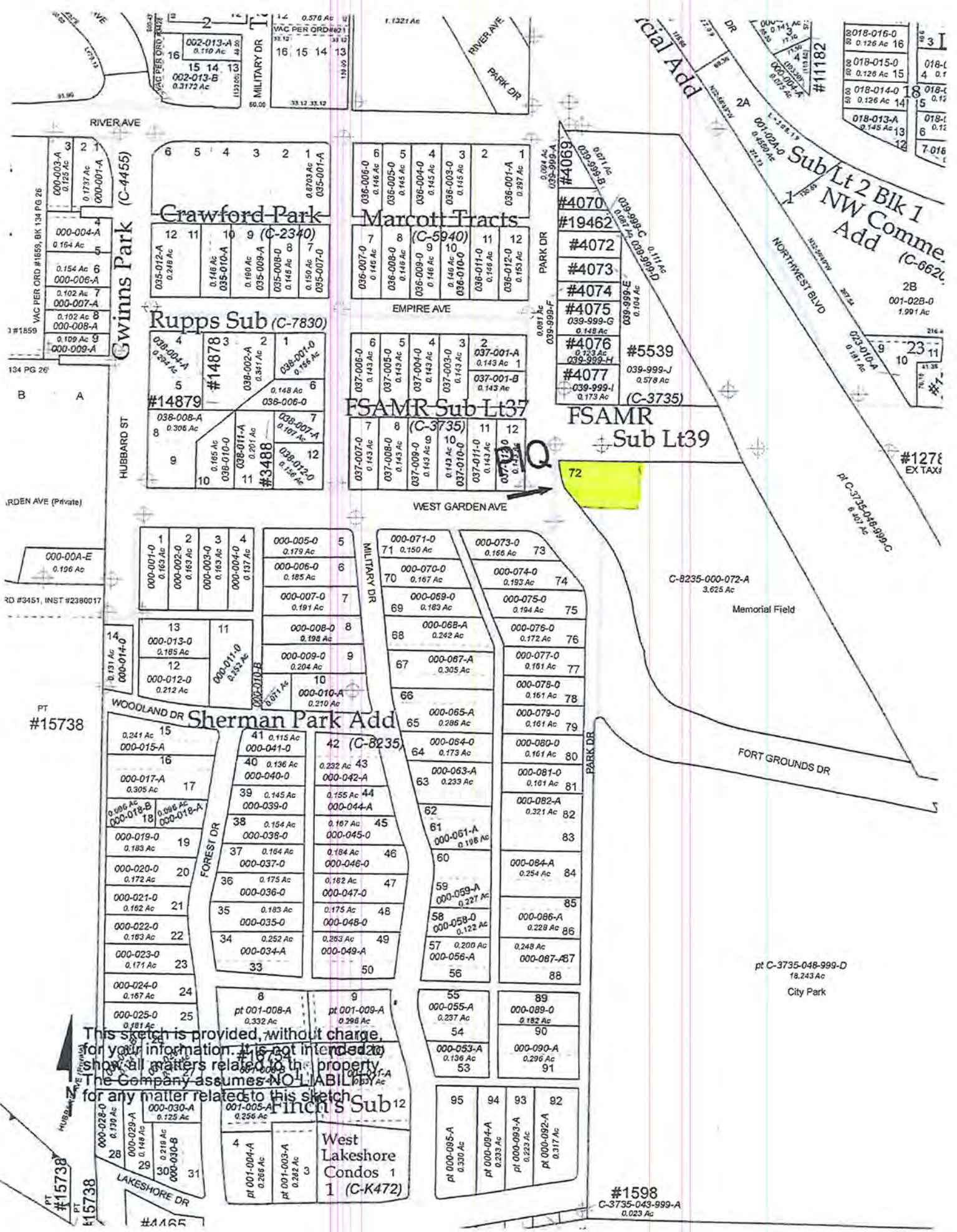
BEGINNING at the northwest corner of said Lot 72, thence along the North line of said Lot 72 and a portion of the North line of said Lot 48 South $89^{\circ}04'31''$ East a distance of 140.00 feet;

Thence South $00^{\circ}47'39''$ West a distance of 95.74 feet;

Thence North $89^{\circ}04'31''$ West a distance of 138.27 feet to the westerly boundary of said Lot 72 and the beginning of a non-tangent curve to the right, having a radius of 55.45 feet;

Thence northerly along said curve, an arc length 13.90 feet, through a central angle of $14^{\circ}21'39''$, a chord bearing of North $06^{\circ}23'11''$ West and a chord distance of 13.86 feet;

Thence continuing along said westerly boundary of Lot 72 North $00^{\circ}47'39''$ East a distance of 82.00 feet to the POINT OF BEGINNING.



This sketch is provided, without charge, for your information. It is not intended to show all matters related to the property. The Company assumes NO LIABILITY for any matter related to this sketch.

018-016-0	0.126 Ac	16
018-015-0	0.126 Ac	15
018-014-0	0.126 Ac	14
018-013-A	0.148 Ac	13

#4069	0.071 Ac	039-999-E
#4070	0.071 Ac	039-999-F
#19462	0.071 Ac	039-999-G
#4072	0.148 Ac	039-999-H
#4073	0.148 Ac	039-999-I
#4074	0.148 Ac	039-999-J
#4075	0.148 Ac	039-999-K
#4076	0.148 Ac	039-999-L
#4077	0.173 Ac	039-999-M

035-012-A	0.248 Ac	12
035-010-A	0.148 Ac	10
035-009-A	0.160 Ac	9
035-008-0	0.148 Ac	8
035-007-0	0.150 Ac	7

036-006-0	0.146 Ac	6
036-005-0	0.145 Ac	5
036-004-0	0.145 Ac	4
036-003-0	0.145 Ac	3
036-002-0	0.145 Ac	2
036-001-A	0.237 Ac	1

038-002-A	0.341 Ac	2
038-001-0	0.188 Ac	1
038-008-A	0.306 Ac	8
038-011-A	0.201 Ac	11
038-010-A	0.185 Ac	10
038-007-A	0.107 Ac	7
038-012-0	0.136 Ac	12

037-008-0	0.143 Ac	8
037-005-0	0.143 Ac	5
037-004-0	0.143 Ac	4
037-003-0	0.143 Ac	3
037-002-0	0.143 Ac	2
037-001-B	0.143 Ac	1

#5539	0.104 Ac	039-999-E
#5539	0.578 Ac	039-999-J

000-001-0	0.163 Ac	1
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000-003-0	0.163 Ac	3
000-004-0	0.137 Ac	4
000-005-0	0.179 Ac	5
000-006-0	0.185 Ac	6
000-007-0	0.191 Ac	7
000-008-0	0.198 Ac	8
000-009-0	0.204 Ac	9
000-010-A	0.210 Ac	10

000-071-0	0.150 Ac	71
000-070-0	0.167 Ac	70
000-069-0	0.183 Ac	69
000-068-A	0.242 Ac	68
000-067-A	0.305 Ac	67
000-065-A	0.286 Ac	65
000-064-0	0.173 Ac	64
000-063-A	0.233 Ac	63
000-061-A	0.198 Ac	61
000-059-A	0.227 Ac	59
000-058-0	0.122 Ac	58
000-056-A	0.200 Ac	56

000-073-0	0.168 Ac	73
000-074-0	0.193 Ac	74
000-075-0	0.194 Ac	75
000-076-0	0.172 Ac	76
000-077-0	0.161 Ac	77
000-078-0	0.161 Ac	78
000-079-0	0.161 Ac	79
000-080-0	0.161 Ac	80
000-081-0	0.161 Ac	81
000-082-A	0.321 Ac	82
000-084-A	0.254 Ac	84
000-086-A	0.228 Ac	86
000-087-A	0.248 Ac	87

000-015-A	0.241 Ac	15
000-017-A	0.309 Ac	17
000-018-B	0.006 Ac	18
000-018-A	0.006 Ac	18
000-019-0	0.183 Ac	19
000-020-0	0.172 Ac	20
000-021-0	0.162 Ac	21
000-022-0	0.163 Ac	22
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000-024-0	0.167 Ac	24
000-025-0	0.181 Ac	25

000-041-0	0.115 Ac	41
000-040-0	0.136 Ac	40
000-039-0	0.145 Ac	39
000-038-0	0.154 Ac	38
000-037-0	0.164 Ac	37
000-036-0	0.175 Ac	36
000-035-0	0.183 Ac	35
000-034-A	0.252 Ac	34
000-042-A	0.232 Ac	42
000-043-A	0.232 Ac	43
000-044-A	0.155 Ac	44
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000-046-0	0.184 Ac	46
000-047-0	0.182 Ac	47
000-048-0	0.175 Ac	48
000-049-A	0.283 Ac	49

000-083-A	0.161 Ac	83
000-084-A	0.254 Ac	84
000-085-A	0.237 Ac	85
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000-087-A	0.248 Ac	87
000-088-0	0.182 Ac	88
000-089-0	0.182 Ac	89
000-090-A	0.296 Ac	90
000-091-A	0.136 Ac	91

001-004-A	0.268 Ac	4
001-003-A	0.282 Ac	3
001-005-A	0.256 Ac	5
001-006-A	0.256 Ac	6

001-008-A	0.332 Ac	8
001-009-A	0.298 Ac	9
001-001-A	0.256 Ac	1

000-092-A	0.317 Ac	92
000-093-A	0.233 Ac	93
000-094-A	0.333 Ac	94
000-095-A	0.330 Ac	95

#1598
C-3735-043-999-A
0.023 Ac

pt C-3735-048-999-D
18.243 Ac
City Park

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EX TAX

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018-014-0
018-013-A

Finance Department Staff Report

Date: September 5, 2017

From: Troy Tymesen, Finance Director

Subject: Update to the City's Procurement of Personal Property and Services Policy as well as the Procurement of Public Works Construction Policy

Decision Point: To adopt the updated Procurement of Personal Property and Services Policy and Procurement of Public Works Construction Policy.

History: In 2005, the Idaho Legislature enacted Chapter 28 of Title 67, Idaho Code, entitled "Purchasing by Political Subdivisions". This Chapter governs the purchase of personal property and services and the procurement of public works construction. In 2006, by Resolution 06-037, the City Council adopted a matrix which incorporated Chapter 28, Title 67, Idaho Code, for use by City departments. One year ago the matrix was updated and approved by Council. The updates proposed in these policies include those done by the Legislature this past session.

Financial analysis: It is not anticipated that adoption of the new policies will have any direct financial consequences. The legal department has reviewed all of the updates.

Decision Point: To adopt the updated Procurement of Personal Property and Services Policy and Procurement of Public Works Construction Policy.

PROCUREMENT OF PUBLIC WORKS CONSTRUCTION POLICY

Goal:

It is the intention of this policy to standardize the process for procuring public works construction across all City departments.

Scope:

This policy applies to the selection and hiring of contractors for public works construction projects, which includes any construction, repair and/or reconstruction of buildings, roads, facilities and other improvements on City-owned property paid for with public funds.[†]

Policy:

A. **Procurements of less than \$150,000.** If the anticipated cost of the construction project is less than \$150,000 and the project is authorized in the current financial plan, the department may issue a solicitation for the project. The department must complete and submit the price reasonableness form to the Finance Director for review and approval prior to making the procurement. Quotes from multiple vendors must be solicited and make the procurement from any registered contractorⁱⁱ providing the best value to the City. The registered contractor performing such work need not have a public works license.ⁱⁱⁱ Use of local contractors is encouraged. ~~Quotes from multiple contractors should be solicited unless unique circumstances, such as an emergency, non-responsive contractors, or contractors with known expertise, make soliciting multiple quotes unreasonable.~~ City Council approval for projects in the current financial plan is not necessary to complete the procurement. The department making the procurement must complete and submit the following documents to the finance department along with the final invoice:

1. The public works construction price reasonableness form;
2. Proof of contractor registration;
3. The executed standard simple written contract ~~or other invoice~~ clearly reflecting the work to be done and the contract amount;
4. Proof of workers compensation coverage if required by law; with the exception of Sole Proprietors. ~~The Sole Proprietor must agree to not bring any helpers on City property.~~
5. Proof of an insurance policy naming the City as an additional insured with a policy limit of \$500,000 for bodily or personal injury, death or property damage or loss as a result of any one occurrence or accident, regardless of the number of persons injured or the number of claimants; and

6. State Tax Commission notice. Release for final payment. State Tax Commission Public Works Contract Report (WH5) for first payment.

~~The invoice will be submitted to the City Council for approval.~~ The department head is authorized to execute the simple written contract/invoice on behalf of the City. The original contract, purchase agreement, or invoice shall be provided to the Finance Department.

~~B. Procurements between \$10,000 and \$25,000. If the anticipated cost of the construction project is between \$10,000 and \$25,000, and the project is authorized in the current financial plan, the department may issue a solicitation for the project and make the procurement from any licensed public works contractor providing the best value to the City. Use of local contractors is encouraged. Quotes from multiple contractors should be solicited unless unique circumstances, such as an emergency, make soliciting multiple quotes unreasonable. In such cases, the department head should consult with the City's finance director prior to making the procurement. City Council approval for projects in the current financial plan is not necessary to complete the procurement. The department making the procurement must complete and submit the following documents to the finance department along with the final invoice:~~

- ~~1. The public works construction price reasonableness form;~~
- ~~2. Proof of public works contractor licensure;~~
- ~~3. The executed standard simple written contract;~~
- ~~4. A performance bond of 85% of the contract amount;^{iv}~~
- ~~5. A payment bond of 85% of the contract amount;^v~~
- ~~6. Proof of workers compensation coverage;~~
- ~~7. Proof of an insurance policy naming the City as an additional insured with a policy limit of \$500,000 for bodily or personal injury, death or property damage, or loss as a result of any one occurrence or accident, regardless of the number of persons injured or the number of claimants; and~~
- ~~8. State tax commission notice.~~

~~The invoice will be submitted to the City Council for approval.~~ The department head is authorized to execute the simple written contract on behalf of the City.

~~C. Special Rules for Procurements under \$50,000. If the anticipated cost of construction is less than \$50,000, and the department determines that there may be a lack of available licensed contractors, the department may publish a notice of intent to procure in the City's official newspaper, and send a copy of such notice to the public works contractors license board, for the purpose of soliciting statements of interest from licensed public works contractors to determine whether one (1) or more licensed contractors is interested in submitting a bid. Such notice of~~

~~intent to procure shall be provided by the same means required for published solicitation of competitive bids and shall contain essentially the same information as such published notice. If no licensed public works contractor submits a statement of interest, the department may purchase public works construction from *other* than a licensed public works contractor by using the same procurement procedures otherwise specified in paragraph D below.~~^{vi}

B.D. Procurements between \$2550,000 and \$100200,000. If the anticipated cost of the construction project is between \$2550,000 and \$100200,000, and the project is authorized in the current financial plan, the department must follow the procurement requirements of I.C. 67-2805(12), with the procurement generally being made from the public works contractor submitting the lowest bid. ~~Generally, A~~ solicitation for bids must be provided to at least 3 public works contractors. The solicitation must describe the construction work to be completed in sufficient detail to allow an experienced public works contractor to understand the project. The contractors must be provided at least 3 days to respond and the contract must be awarded to the contractor providing the responsive bid proposing the lowest procurement price, except in unusual circumstances. Use of local contractors is encouraged. Specific questions about the solicitation process should be discussed with the legal department.

If it is impractical or impossible to obtain three quotes, the department must document the reasonable steps taken to obtain 3 quotes and the reasons why 3 quotes could not be obtained. The documentation of the efforts to obtain 3 quotes, and the required price reasonableness form must be forwarded to the finance department for review and approval prior to making the procurement. Again, the contract must be awarded to the contractor providing the responsive bid proposing the lowest procurement price, except in unusual circumstances.

City Council approval for projects within the current financial plan is not necessary to complete the procurement, but the City Council should be notified that the procurement has been completed using the Heads Up process. The department head is authorized to either approve the responsive low bid and forward the City's standard public works contract to the City Clerk along with the documentation listed below, or reject all bids and restart the procurement process. The City Attorney's office must be consulted in advance if the department head decides to reject all bids. City Council approval of, and the mayor's signature on, the contract shall follow standard procedures. ~~Invoices must be submitted to the City Council for final approval. The original contract, purchase agreement, or invoice shall be provided to the City Clerk who will prepare a Resolution for City Council approval.~~

1. Proof of public works contractor licensure;
2. A performance bond of 100% of the contract amount;^{vii}
3. A payment bond of 100% of the contract amount;^{viii}
4. Proof of workers compensation coverage if required by law.; with the exception of Sole Proprietors. The Sole Proprietor must agree not bring any helpers on City property.

5. Proof of an insurance policy naming the City as an additional insured with a policy limit of \$500,000 for bodily or personal injury, death or property damage or loss as a result of any one occurrence or accident, regardless of the number of persons injured or the number of claimants; and

6. State Tax Commission notice: Public Works Contract Report (WH5).

E.C. Procurements over \$100200,000. If the anticipated cost of the construction project exceeds \$~~100200~~,000, and the project is authorized in the current financial plan, the department must follow the procurement requirements of I.C. 67-2805(~~32~~) with the procurement generally being made from the qualified public works contractor submitting the lowest bid price who complies with the bidding procedures. Generally, a A competitive sealed bid process or RFQ is required and coordinated with the Legal Department and the City Clerk in advance. There are two alternative procedures that can be used.

1. Category A - No prequalification.

a. Open to bids from any licensed public works contractor;

b. In awarding the contract, the City may only consider the amount of the bid, compliance with the administrative requirements of the bidding process, and whether the contractor has the required license;

c. The bid shall generally be awarded to the qualified bidder submitting the lowest responsive bid;

d. Two notices of the bid must be published by the City Clerk---one at least 2 weeks before the opening of the bids and the second at least 7 days before the opening of the bids. The notice shall briefly describe the project. Copies of specifications, bid forms, bidder's instructions, contract documents, and general and special instructions shall be made available to potential bidder upon request. The City may charge a reasonable plan copy fee for a hard copy of the bid documents. Specific questions about the solicitation process should be discussed with the legal department;

e. The City may require bidder to provide bid security in an amount equal to at least 5% of the amount of the bid;

f. The bids must be sealed;

g. The City may reject all bids and re-bid. The City may also, after finding it to be a fact, pass a resolution declaring that the project sought to be accomplished can be performed more economically by purchasing goods or services on the open market; and

h. Specific City Council approval of the bid award and contract is required, and the mayor must sign the standard public works contract on behalf of the City. All bidding documents must be retained for the period specified in the City's record retention manual.

2. Category B - Prequalification. If the department determines that it is in the City's best interest to prequalify contractors (either general or subcontractors), the department must consult with the legal department in developing the prequalification process.

a. Stage One - Prequalification.

I. Notice of prequalification must be provided as required for Category A. The Notice must state a specific date and time by which the qualification statements must be received by the City.

II. The prequalification standards can consist only of:

A. The contractor's demonstrated technical competence;

B. The contractor's experience constructing similar facilities;

C. The contractor's prior experience with the City;

D. The contractor's available nonfinancial resources, equipment and personnel as they relate to the subject project; and

E. The contractor's overall performance history based on the contractor's body of work.

b. Stage Two – Bidding.

I. The department will set a time, date, and place for the public opening of bids;

II. Notice of soliciting bids shall be transmitted to those contractors who prequalified at least 14 days before the bid opening;

III. Bids must be sealed;

IV. Bid security may be required in an amount equal to at least 5% of the amount bid;

V. The contractor submitting the lowest bid complying with bidding procedures and meeting the prequalifications shall be awarded the contract;

VI. The City may reject all bids and re-bid. The City may also, after finding it to be a fact, pass a resolution declaring that the project sought to be accomplished can be performed more economically by purchasing goods or services on the open market; and

VII. Specific City Council approval of the bid award and contract is required, and the mayor must sign the standard public works contract on behalf of the City. All bidding documents must be retained for the period specified in the City's record retention manual.

FD. **Procurements not approved in the financial plan.** If the contemplated project is not in the current financial plan, the department seeking to make the procurement must first seek the City Finance Director's review and approval of the procurement. In seeking approval, the department must address the compelling justification for making the procurement during the current fiscal year and identify the funding source within the department's current budget. If the proposed procurement cannot be funded from the department's current budget, City Council approval must be obtained. Following approval, the department may proceed with the procurement as otherwise outlined in this policy.

GE. **Special Circumstances.** Under certain circumstances, the City can depart from standard procurement requirements. Departments seeking sole-source procurement, an emergency project, or other special circumstances, must consult with the legal and finance departments to determine the appropriate process for completing and documenting the procurement. Generally, these types of procurements will require public notice [coordinated through the Clerk's office](#) and City Council action. Additionally, the Finance Director is authorized to waive the strict requirements of this policy (other than those required by Idaho code) when the department making the purchase demonstrates that it is in the City's best interest to do so.

HF. **Title VI Compliance.** The department in charge of the procurement process must include in each solicitation for public works construction, a disclosure that the contractor will be required to comply with Title VI as a part of all public works contracts.

IG. **Construction Management.** For projects over \$100,000 that are not routinely managed by the City, or that present unusual technical, timing, or construction management challenges, the department head in charge of the project will make a recommendation to the City Council, at the time the budget for the project is presented, on the advisability of retaining an outside construction manager for the project.

ⁱ ~~See I.C. § 54-1901(2)(b) and (c).~~

ⁱⁱ ~~See I.C. § 54-5204.~~

ⁱⁱⁱ ~~See I.C. § 54-1903(i9)~~

^{iv} ~~See I.C. § 54-1926(1).~~

^v ~~See I.C. § 54-1926(2).~~

^{vi} ~~See I.C. § 67-2805(1)~~

^{vii} ~~See I.C. § 54-1926(1).~~

^{viii} ~~See I.C. § 54-1926(2).~~

PROCUREMENT OF PERSONAL PROPERTY AND SERVICES POLICY

Goal:

It is the intention of this policy to standardize the process for procuring personal property and services across all City departments. Use of local vendors is encouraged.

Scope:

This policy applies to:

1. The acquisition, either by lease or purchase, of personal property by the City including, but not limited to, vehicles and bulk purchases; and
2. The procurement of services governed by I.C. § 67-2806, excluding professional services and services from design professionals governed by I.C. § 67-2320. Professional engineering, architectural, landscape architectural, construction management, and land surveying services governed by I.C. § 67-2320 are specifically excluded. Also excluded from this policy is the procurement of professional services such as legal, medical, accounting, etc., to be performed as an independent contractor.
3. Any purchases using a City purchase card.

Definitions:

1. "Personal property" means any tangible object which is not land, a building, or anything permanently attached to land.
2. "Services" means the duty to act or the performance of labor by one person to or for another.

Policy:

- ~~1. Procurements of less than \$1,000. If the contemplated procurement has been approved in the current financial plan, the department may issue a solicitation for the procurement and make the procurement from any vendor providing the best value to the City. Use of local vendors is encouraged. Quotes from multiple vendors should be solicited unless unique circumstances, such as an emergency, make soliciting multiple quotes unreasonable. The department head is authorized to execute the invoice/purchase agreement on behalf of the City. The invoice will be submitted to the City Council for approval.~~

~~**2. Procurements between \$1,000 and \$25,000.** If the contemplated procurement has been approved in the current financial plan, the department may issue a solicitation for the procurement and make the procurement from any vendor providing the best value to the City. Use of local vendors is encouraged. Quotes from multiple vendors should be solicited unless unique circumstances, such as an emergency, make soliciting multiple quotes unreasonable. In such cases, the department head should consult with the City's Finance Director prior to making the procurement. The department making the procurement must complete and submit the attached price reasonableness form along with the invoice to the finance department. The invoice will be submitted to the City Council for approval. The department head is authorized to execute the invoice/purchase agreement on behalf of the City.~~

1. Procurements of services and of personal property, other than titled or rolling stock, for not more than \$20,000; and procurements for services and personal property with a useful life of less than 1 year for between \$20,000 and \$50,000. If the contemplated procurement has been approved in the current financial plan, the department may make the procurement from any vendor providing the best value to the City. The invoice/receipt will be submitted to the City Council for approval. The department head is authorized to execute the invoice/purchase agreement on behalf of the City. The original contract, purchase agreement, receipt, or invoice shall be provided to the Finance Department.

2. Procurements between \$25,000 and \$49,999. Procurements of services and of personal property, other than titled or rolling stock, with a useful life of one year or more, for between \$20,000 and \$50,000. For procurements approved in the current financial plan within this range, the department must comply with I.C. § 67-2805. Generally, a reasonably clear solicitation for quotes must be provided to at least 3 vendors. The vendors must be given at least 3 days to respond. Use of local vendors is encouraged. Specific questions about the solicitation process should be discussed with the legal department. If three quotes cannot be obtained, the department must document the reasonable steps taken to obtain 3 quotes and the reasons why 3 quotes could not be obtained. The documentation of the efforts to obtain 3 quotes, and the required price reasonableness form must be forwarded to the finance department for review and approval prior to making the procurement. The invoice/purchase agreement must be submitted to the City Council for final approval and the Mayor must execute the invoice/purchase agreement on behalf of the City. The department purchasing must complete and submit the price reasonableness form to the Finance Director for review and approval prior to making the procurement. Quotes from multiple vendors must be solicited and attached to the price reasonableness form. The department head is authorized to execute the invoice/purchase agreement on behalf of the City. The department submitting the forms must have budget authority for the purchase. The original contract, purchase agreement, receipt, or invoice shall be provided to the Finance Department.

3. Procurements of any titled or rolling stock for not more than \$50,000. The department purchasing must complete and submit the price reasonableness form to the Finance

Director for review and approval prior to making the procurement. Quotes from multiple vendors must be solicited and attached to the price reasonableness form. The department head is authorized to execute the invoice/purchase agreement on behalf of the City. The department submitting the forms must have budget authority for the purchase. All titles will be in the name of the "The City of Coeur d'Alene" 710 E. Mullan Ave. The original contract, purchase agreement, receipt, or invoice shall be provided to the Finance Department.

- 4. Procurements of any personal property, including titled or rolling stock, or services for from \$50,000 to \$100,000.** For procurements approved in the current financial plan within this range, the department must comply with I.C. § 67-2806(1). Generally, a reasonably clear solicitation for quotes must be provided to at least 3 vendors. The vendors must be given at least 3 days to respond. The purchase shall be made from the vendor providing the lowest responsive procurement price. In the alternative, all bids may be rejected after consultation with the City Attorney or designee. Specific questions about the solicitation process should be discussed with the legal department. If three quotes cannot be obtained, the department must document the reasonable steps taken to obtain 3 quotes and the reasons why 3 quotes could not be obtained. The documentation of the efforts to obtain 3 quotes, and the required price reasonableness form must be forwarded to the finance department for review and approval prior to making the procurement. ~~The invoice will be submitted to the City Council for approval.~~ The department head is authorized to execute the invoice/purchase agreement on behalf of the City. All titles will be in the name of the "The City of Coeur d'Alene" 710 E. Mullan Ave. The original contract, purchase agreement, or invoice shall be provided to the City Clerk who will prepare a Resolution for City Council approval.
- 5. Procurements of any personal property or services above \$~~50,000~~100,000.** For procurements approved in the current financial plan above \$~~105~~0,000, the department must comply with I.C. § 67-280~~5~~. 6(2). ~~Generally, a~~ A competitive sealed bid process or Request for Proposal or Qualification is required. Bid security may be required. Two notices of the bid must be published by the City Clerk, and the procurement generally must be made from the qualified bidder submitting the lowest bid price. In the alternative, all bids may be rejected after consultation with the City Attorney or designee. -Specific questions about the solicitation process should be discussed with the legal department and coordinated with the City Clerk. Specific City Council approval of the bid award and contract is required, and the Mayor must sign the agreement on behalf of the City. All bidding documents must be retained for the period specified in the City's record retention manual.
- 6. Procurements not approved in the financial plan.** If the contemplated procurement is not in the current financial plan, the department seeking to make the procurement must first seek the City Finance Director's review and approval of the procurement. In seeking approval, the department must address the compelling justification for making the procurement during the current fiscal year and identify the funding source within the department's current budget. If the proposed procurement cannot be funded from the department's current budget, City Council approval must be obtained. Following

approval, the department may proceed with the procurement as otherwise outlined in this policy.

7. **Bulk Procurements.** When purchasing bulk use items such as fuel, chemicals, and office supplies, the department must comply with the appropriate section of this policy, based on anticipated price, when making the procurement. Bulk purchasing contracts should generally be rebid at least every three years. The Finance Director can authorize extensions of existing bulk procurement contracts for longer than 3 years if the department making the purchase demonstrates that it is in the City's best interest to extend the contract. Invoices for on-going procurements under an open contract must be submitted with bills to Council.
8. **Special Circumstances.** Under certain circumstances, the City is allowed by Idaho Code to depart from standard purchasing requirements. Departments seeking sole-source procurements, purchasing under an open procurement from another agency ("piggy-backing"), emergency purchasing, or other special circumstances, must consult with the legal and finance departments to determine the appropriate process for completing and documenting the procurement. Generally, these types of procurements will require public notice and City Council action. Additionally, the Finance Director is authorized to waive the strict requirements of this policy (other than those required by Idaho Code) when the department making the purchase demonstrates that it is in the City's best interest to do so.
9. **Purchasing Vehicles.** I.C. § 49-1601 requires that all vehicles, other than those titled in the name of the seller, be purchased from state licensed motor vehicle dealers. Specialty vehicles, such as fire trucks, urban transit buses, ambulances, street sweepers, haz-mat response vehicles, are exempt from this requirement. Departments considering the purchase of specialty vehicles must consult with the legal and finance departments to determine the appropriate process for completing and documenting the purchase. Other vehicle purchases must comply with processes otherwise outlined in this policy.

10. Request for Proposal. A department may use a Request for Proposal process as an alternative to the competitive bidding process required by § 67-2806 and/or this policy in the following circumstances:

- a. When fixed specifications might preclude the discovery of a cost-effective solution;
- b. When a specific problem is amenable to several solutions; or
- c. When price is not the sole determining factor for selection.

A Request for Proposal shall, at a minimum, state the instructions of the process, the scope of the work for the goods or services contemplated, the selection criteria, contract terms, and the scoring methodology applying relative weights to the factors considered.

The factors that may be considered in evaluating the vendors in a Request for Proposal process include, but are not limited to:

- a. An innovative solution that is offered;
- b. Unique product features;
- c. Price;
- d. Vendor experience in the market;
- e. Financial stability of a vendor;
- f. Differences among vendors in their ability to perform contract requirements in a timely or efficient manner;
- g. Ability to meet product specifications;
- h. Product quality;
- i. Product performance records;
- j. Past performance by a vendor;
- k. Future product maintenance or service requirements; and
- l. Product warranties.

Notification of the intent to use the Request for Proposal process, solicitation, and consideration of contests concerning the award of procurement pursuant to a Request for Proposal shall be in accordance with the minimum requirements established in § 67-2806, subject to the selection criteria established at the outset of each such procurement.

Records compiled in the scoring process shall be made available for public inspection when a procurement recommendation is made to Council.

RESOLUTION NO. 17-061

A RESOLUTION OF THE CITY OF COEUR D'ALENE, KOOTENAI COUNTY, IDAHO, AMENDING THE CITY POLICIES FOR PROCUREMENT OF PERSONAL PROPERTY AND SERVICES, AND PROCUREMENT OF PUBLIC WORKS CONSTRUCTION.

WHEREAS, the City currently has policies regarding the Procurement of Personal Property and Services, and the Procurement of Public Works Construction; and

WHEREAS, the State Legislature in the last session adopted amendments to the purchasing statutes applicable to governmental subdivisions of the State; and

WHEREAS, the Finance Director has proposed amendments to the City policies to make them consistent with the amendments to the State statutes and to further clarify City purchasing procedures; and

WHEREAS, it has been deemed necessary by the City Council to adopt these amendments; and

WHEREAS, it is deemed to be in the best interests of the City of Coeur d'Alene and the citizens thereof that such amended policies be adopted;

NOW, THEREFORE,

BE IT RESOLVED by the Mayor and City Council of the City of Coeur d'Alene that the amended policies attached hereto as Exhibits "A" and "B" be and are hereby adopted.

DATED this 5th day of September, 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 ENGLISH Voted _____

COUNCIL MEMBER MCEVERS Voted _____

COUNCIL MEMBER GOOKIN Voted _____

COUNCIL MEMBER MILLER Voted _____

COUNCIL MEMBER EDINGER Voted _____

_____ was absent. Motion _____.

PROCUREMENT OF PERSONAL PROPERTY AND SERVICES POLICY

Goal:

It is the intention of this policy to standardize the process for procuring personal property and services across all City departments. Use of local vendors is encouraged.

Scope:

This policy applies to:

1. The acquisition, either by lease or purchase, of personal property by the City including, but not limited to, vehicles and bulk purchases; and
2. The procurement of services governed by I.C. § 67-2806, Professional engineering, architectural, landscape architectural, construction management, and land surveying services governed by I.C. § 67-2320 are specifically excluded. Also excluded from this policy is the procurement of professional services such as legal, medical, accounting, etc., to be performed as an independent contractor.
3. Any purchases using a City purchase card.

Definitions:

1. "Personal property" means any tangible object which is not land, a building, or anything permanently attached to land.
2. "Services" means the duty to act or the performance of labor by one person to or for another.

Policy:

1. **Procurements of services and of personal property, other than titled or rolling stock, for not more than \$20,000; and procurements for services and personal property with a useful life of less than 1 year for between \$20,000 and \$50,000.** If the contemplated procurement has been approved in the current financial plan, the department may make the procurement from any vendor providing the best value to the City. The department head is authorized to execute the invoice/purchase agreement on behalf of the City. The original contract, purchase agreement, receipt, or invoice shall be provided to the Finance Department.
2. **Procurements of services and of personal property, other than titled or rolling stock, with a useful life of one year or more, for between \$20,000 and \$50,000.** The department purchasing must complete and submit the price reasonableness form to the

Finance Director for review and approval prior to making the procurement. Quotes from multiple vendors must be solicited and attached to the price reasonableness form. The department head is authorized to execute the invoice/purchase agreement on behalf of the City. The department submitting the forms must have budget authority for the purchase. The original contract, purchase agreement, receipt, or invoice shall be provided to the Finance Department.

3. **Procurements of any titled or rolling stock for not more than \$50,000.** The department purchasing must complete and submit the price reasonableness form to the Finance Director for review and approval prior to making the procurement. Quotes from multiple vendors must be solicited and attached to the price reasonableness form. The department head is authorized to execute the invoice/purchase agreement on behalf of the City. The department submitting the forms must have budget authority for the purchase. All titles will be in the name of the “The City of Coeur d’Alene” 710 E. Mullan Ave. The original contract, purchase agreement, receipt, or invoice shall be provided to the Finance Department.
4. **Procurements of any personal property, including titled or rolling stock, or services for from \$50,000 to \$100,000.** For procurements approved in the current financial plan within this range, the department must comply with I.C. § 67-2806(1). Generally, a reasonably clear solicitation for quotes must be provided to at least 3 vendors. The vendors must be given at least 3 days to respond. The purchase shall be made from the vendor providing the lowest responsive procurement price. In the alternative, all bids may be rejected after consultation with the City Attorney or designee. Specific questions about the solicitation process should be discussed with the legal department. If three quotes cannot be obtained, the department must document the reasonable steps taken to obtain 3 quotes and the reasons why 3 quotes could not be obtained. The documentation of the efforts to obtain 3 quotes, and the required price reasonableness form must be forwarded to the finance department for review and approval prior to making the procurement. The department head is authorized to execute the invoice/purchase agreement on behalf of the City. All titles will be in the name of the “The City of Coeur d’Alene” 710 E. Mullan Ave. The original contract, purchase agreement, or invoice shall be provided to the City Clerk who will prepare a Resolution for City Council approval.
5. **Procurements of any personal property or services above \$100,000.** For procurements approved in the current financial plan above \$100,000, the department must comply with I.C. § 67-280 6(2). A competitive sealed bid process or Request for Proposal or Qualification is required. Bid security may be required. Two notices of the bid must be published by the City Clerk, and the procurement generally must be made from the qualified bidder submitting the lowest bid price. In the alternative, all bids may be rejected after consultation with the City Attorney or designee. Specific questions about the solicitation process should be discussed with the legal department and coordinated with the City Clerk. Specific City Council approval of the bid award and contract is required, and the Mayor must sign the agreement on behalf of the City. All bidding documents must be retained for the period specified in the City’s record retention manual.

6. **Procurements not approved in the financial plan.** If the contemplated procurement is not in the current financial plan, the department seeking to make the procurement must first seek the City Finance Director's review and approval of the procurement. In seeking approval, the department must address the compelling justification for making the procurement during the current fiscal year and identify the funding source within the department's current budget. If the proposed procurement cannot be funded from the department's current budget, City Council approval must be obtained. Following approval, the department may proceed with the procurement as otherwise outlined in this policy.
7. **Bulk Procurements.** When purchasing bulk use items such as fuel, chemicals, and office supplies, the department must comply with the appropriate section of this policy, based on anticipated price, when making the procurement. Bulk purchasing contracts should generally be rebid at least every three years. The Finance Director can authorize extensions of existing bulk procurement contracts for longer than 3 years if the department making the purchase demonstrates that it is in the City's best interest to extend the contract. Invoices for on-going procurements under an open contract must be submitted with bills to Council.
8. **Special Circumstances.** Under certain circumstances, the City is allowed by Idaho Code to depart from standard purchasing requirements. Departments seeking sole-source procurements, purchasing under an open procurement from another agency ("piggy-backing"), emergency purchasing, or other special circumstances, must consult with the legal and finance departments to determine the appropriate process for completing and documenting the procurement. Generally, these types of procurements will require public notice and City Council action. Additionally, the Finance Director is authorized to waive the strict requirements of this policy (other than those required by Idaho Code) when the department making the purchase demonstrates that it is in the City's best interest to do so.
9. **Purchasing Vehicles.** I.C. § 49-1601 requires that all vehicles, other than those titled in the name of the seller, be purchased from state licensed motor vehicle dealers. Specialty vehicles, such as fire trucks, urban transit buses, ambulances, street sweepers, haz-mat response vehicles, are exempt from this requirement. Departments considering the purchase of specialty vehicles must consult with the legal and finance departments to determine the appropriate process for completing and documenting the purchase. Other vehicle purchases must comply with processes otherwise outlined in this policy.
10. **Request for Proposal.** A department may use a Request for Proposal process as an alternative to the competitive bidding process required by § 67-2806 and/or this policy in the following circumstances:
 - a. When fixed specifications might preclude the discovery of a cost-effective solution;
 - b. When a specific problem is amenable to several solutions; or
 - c. When price is not the sole determining factor for selection.

A Request for Proposal shall, at a minimum, state the instructions of the process, the scope of the work for the goods or services contemplated, the selection criteria, contract terms, and the scoring methodology applying relative weights to the factors considered.

The factors that may be considered in evaluating the vendors in a Request for Proposal process include, but are not limited to:

- a. An innovative solution that is offered;
- b. Unique product features;
- c. Price;
- d. Vendor experience in the market;
- e. Financial stability of a vendor;
- f. Differences among vendors in their ability to perform contract requirements in a timely or efficient manner;
- g. Ability to meet product specifications;
- h. Product quality;
- i. Product performance records;
- j. Past performance by a vendor;
- k. Future product maintenance or service requirements; and
- l. Product warranties.

Notification of the intent to use the Request for Proposal process, solicitation, and consideration of contests concerning the award of procurement pursuant to a Request for Proposal shall be in accordance with the minimum requirements established in § 67-2806, subject to the selection criteria established at the outset of each such procurement.

Records compiled in the scoring process shall be made available for public inspection when a procurement recommendation is made to Council.

PROCUREMENT OF PUBLIC WORKS CONSTRUCTION POLICY

Goal:

It is the intention of this policy to standardize the process for procuring public works construction across all City departments.

Scope:

This policy applies to the selection and hiring of contractors for public works construction projects, which includes any construction, repair and/or reconstruction of buildings, roads, facilities and other improvements on City-owned property paid for with public funds.

Policy:

A. **Procurements of less than \$50,000.** If the anticipated cost of the construction project is less than \$50,000 and the project is authorized in the current financial plan, the department may issue a solicitation for the project. The department must complete and submit the price reasonableness form to the Finance Director for review and approval prior to making the procurement. Quotes from multiple vendors must be solicited and make the procurement from any registered contractor providing the best value to the City. The registered contractor performing such work need not have a public works license. Use of local contractors is encouraged. City Council approval for projects in the current financial plan is not necessary to complete the procurement. The department making the procurement must complete and submit the following documents to the finance department along with the final invoice:

1. The public works construction price reasonableness form;
2. Proof of contractor registration;
3. The executed standard simple written contract clearly reflecting the work to be done and the contract amount;
4. Proof of workers compensation coverage if required by law.
5. Proof of an insurance policy naming the City as an additional insured with a policy limit of \$500,000 for bodily or personal injury, death or property damage or loss as a result of any one occurrence or accident, regardless of the number of persons injured or the number of claimants; and
6. State Tax Commission Release for final payment. State Tax Commission Public Works Contract Report (WH5) for first payment.

The department head is authorized to execute the simple written contract/invoice on behalf of the City. The original contract, purchase agreement, or invoice shall be provided to the Finance Department.

B. Procurements between \$50,000 and \$200,000. If the anticipated cost of the construction project is between \$50,000 and \$200,000, and the project is authorized in the current financial plan, the department must follow the procurement requirements of I.C. 67-2805(1), with the procurement generally being made from the public works contractor submitting the lowest bid. A solicitation for bids must be provided to at least 3 public works contractors. The solicitation must describe the construction work to be completed in sufficient detail to allow an experienced public works contractor to understand the project. The contractors must be provided at least 3 days to respond and the contract must be awarded to the contractor providing the responsive bid proposing the lowest procurement price, except in unusual circumstances. Use of local contractors is encouraged. Specific questions about the solicitation process should be discussed with the legal department.

If it is impractical or impossible to obtain three quotes, the department must document the reasonable steps taken to obtain 3 quotes and the reasons why 3 quotes could not be obtained. The documentation of the efforts to obtain 3 quotes, and the required price reasonableness form must be forwarded to the finance department for review and approval prior to making the procurement. Again, the contract must be awarded to the contractor providing the responsive bid proposing the lowest procurement price, except in unusual circumstances.

City Council approval for projects within the current financial plan is not necessary to complete the procurement, but the City Council should be notified that the procurement has been completed using the Heads Up process. The department head is authorized to either approve the responsive low bid and forward the City's standard public works contract to the City Clerk along with the documentation listed below, or reject all bids and restart the procurement process. The City Attorney's office must be consulted in advance if the department head decides to reject all bids. City Council approval of, and the mayor's signature on, the contract shall follow standard procedures. The original contract, purchase agreement, or invoice shall be provided to the City Clerk who will prepare a Resolution for City Council approval.

1. Proof of public works contractor licensure;
2. A performance bond of 100% of the contract amount;
3. A payment bond of 100% of the contract amount;
4. Proof of workers compensation coverage if required by law..
5. Proof of an insurance policy naming the City as an additional insured with a policy limit of \$500,000 for bodily or personal injury, death or property damage or loss as a result of any one occurrence or accident, regardless of the number of persons injured or the number of claimants; and
6. State Tax Commission Public Works Contract Report (WH5).

C. **Procurements over \$200,000.** If the anticipated cost of the construction project exceeds \$200,000, and the project is authorized in the current financial plan, the department must follow the procurement requirements of I.C. 67-2805(2) with the procurement generally being made from the qualified public works contractor submitting the lowest bid price who complies with the bidding procedures. A competitive sealed bid process or RFQ is required and coordinated with the Legal Department and the City Clerk in advance. There are two alternative procedures that can be used.

1. **Category A - No prequalification.**

- a. Open to bids from any licensed public works contractor;
- b. In awarding the contract, the City may only consider the amount of the bid, compliance with the administrative requirements of the bidding process, and whether the contractor has the required license;
- c. The bid shall generally be awarded to the qualified bidder submitting the lowest responsive bid;
- d. Two notices of the bid must be published by the City Clerk---one at least 2 weeks before the opening of the bids and the second at least 7 days before the opening of the bids. The notice shall briefly describe the project. Copies of specifications, bid forms, bidder's instructions, contract documents, and general and special instructions shall be made available to potential bidder upon request. The City may charge a reasonable plan copy fee for a hard copy of the bid documents. Specific questions about the solicitation process should be discussed with the legal department;
- e. The City may require bidder to provide bid security in an amount equal to at least 5% of the amount of the bid;
- f. The bids must be sealed;
- g. The City may reject all bids and re-bid. The City may also, after finding it to be a fact, pass a resolution declaring that the project sought to be accomplished can be performed more economically by purchasing goods or services on the open market; and
- h. Specific City Council approval of the bid award and contract is required, and the mayor must sign the standard public works contract on behalf of the City. All bidding documents must be retained for the period specified in the City's record retention manual.

2. **Category B - Prequalification.** If the department determines that it is in the City's best interest to prequalify contractors (either general or subcontractors), the department must consult with the legal department in developing the prequalification process.

a. Stage One - Prequalification.

I. Notice of prequalification must be provided as required for Category A. The Notice must state a specific date and time by which the qualification statements must be received by the City.

II. The prequalification standards can consist only of:

A. The contractor's demonstrated technical competence;

B. The contractor's experience constructing similar facilities;

C. The contractor's prior experience with the City;

D. The contractor's available nonfinancial resources, equipment and personnel as they relate to the subject project; and

E. The contractor's overall performance history based on the contractor's body of work.

b. Stage Two – Bidding.

I. The department will set a time, date, and place for the public opening of bids;

II. Notice of soliciting bids shall be transmitted to those contractors who prequalified at least 14 days before the bid opening;

III. Bids must be sealed;

IV. Bid security may be required in an amount equal to at least 5% of the amount bid;

V. The contractor submitting the lowest bid complying with bidding procedures and meeting the prequalification shall be awarded the contract;

VI. The City may reject all bids and re-bid. The City may also, after finding it to be a fact, pass a resolution declaring that the project sought to be accomplished can be performed more economically by purchasing goods or services on the open market; and

VII. Specific City Council approval of the bid award and contract is required, and the mayor must sign the standard public works contract on behalf of the City. All bidding documents must be retained for the period specified in the City's record retention manual.

D. **Procurements not approved in the financial plan.** If the contemplated project is not in the current financial plan, the department seeking to make the procurement must first seek the City Finance Director's review and approval of the procurement. In seeking approval, the department must address the compelling justification for making the procurement during the current fiscal year and identify the funding source within the department's current budget. If the proposed procurement cannot be funded from the department's current budget, City Council approval must be obtained. Following approval, the department may proceed with the procurement as otherwise outlined in this policy.

E. **Special Circumstances.** Under certain circumstances, the City can depart from standard procurement requirements. Departments seeking sole-source procurement, an emergency project, or other special circumstances, must consult with the legal and finance departments to determine the appropriate process for completing and documenting the procurement. Generally, these types of procurements will require public notice coordinated through the Clerk's office and City Council action. Additionally, the Finance Director is authorized to waive the strict requirements of this policy (other than those required by Idaho code) when the department making the purchase demonstrates that it is in the City's best interest to do so.

F. **Title VI Compliance.** The department in charge of the procurement process must include in each solicitation for public works construction, a disclosure that the contractor will be required to comply with Title VI as a part of all public works contracts.

G. **Construction Management.** For projects over \$100,000 that are not routinely managed by the City, or that present unusual technical, timing, or construction management challenges, the department head in charge of the project will make a recommendation to the City Council, at the time the budget for the project is presented, on the advisability of retaining an outside construction manager for the project.

PUBLIC HEARINGS



Finance Department Staff Report

Date: September 5, 2017
From: Troy Tymesen, Finance Director
Subject: 2017-2018 Fiscal Year Financial Plan (Annual Appropriation)

Decision Point: To approve Ordinance No. 3588, the Annual Appropriation Ordinance for the fiscal year beginning October 1, 2017.

History: Each year Idaho code requires that the City Council approve an appropriations ordinance. The purpose of the ordinance is to establish a ceiling for expenditures and disclose the potential property tax revenue necessary to balance the budget. The financial plan or budget is the guide and detailed report for establishing these numbers.

Financial analysis: The financial plan is an estimate of revenues and expenditures (including interest and principal payments on debt) for the upcoming year. The expenditures are classified by department as well as by fund or service and the revenues are classified by source. Included in the budget are actual revenues and expenditures from the prior two fiscal years, budgeted revenues and expenditures for the current fiscal year, and proposed revenues and expenditures for the upcoming fiscal year. The revenues include a 0% increase in property tax revenue, no foregone property taxes, and \$375,549 in new growth property taxes.

Decision Point: To approve Ordinance No. 3588, the Annual Appropriation Ordinance for the fiscal year beginning October 1, 2017.

ORDINANCE NO. 3588
COUNCIL BILL NO 17-1031

AN ORDINANCE ENTITLED "THE ANNUAL APPROPRIATION ORDINANCE FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2017," APPROPRIATING THE SUM OF \$89,467,942 TO DEFRAY THE EXPENSES AND LIABILITIES OF THE CITY OF COEUR D'ALENE FOR SAID YEAR; LEVYING A SUFFICIENT TAX UPON THE TAXABLE PROPERTY WITHIN SAID CITY FOR GENERAL REVENUE PURPOSES FOR WHICH SUCH APPROPRIATION IS MADE; LEVYING SPECIAL TAXES UPON THE TAXABLE PROPERTY WITH SAID CITY FOR SPECIAL REVENUE PURPOSES WITHIN THE LIMITS OF SAID CITY OF COEUR D'ALENE, IDAHO; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE HEREOF.

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

Section 1

That the sum of \$89,467,942 be and the same is hereby appropriated to defray the necessary expenses and liabilities of the City of Coeur d'Alene, Kootenai County, Idaho, for the fiscal year beginning October 1, 2017.

Section 2

That the objects and purposes for which such appropriations are made are as follows:

GENERAL FUND EXPENDITURES:

Mayor and Council	\$244,736
Administration	380,413
Finance Department	1,205,224
Municipal Services	1,788,550
Human Resources	311,711
Legal Department	1,197,425
Planning Department	717,644
Building Maintenance	515,303
Police Department	13,584,525
Drug Task Force	30,710
COPS Grant	121,939
Fire Department	9,709,001
General Government	105,900
Engineering Services	341,086
Streets/Garage	4,440,952
Parks Department	2,102,365
Recreation Department	756,075
Building Inspection	876,593
TOTAL GENERAL FUND EXPENDITURES:	<u>\$38,430,152</u>

SPECIAL REVENUE FUND EXPENDITURES:

Library Fund	\$1,618,412
Community Development Block Grant	384,049
Impact Fee Fund	745,000
Parks Capital Improvements	146,500
Annexation Fee Fund	398,240
Cemetery Fund	294,307
Cemetery Perpetual Care Fund	157,000
Jewett House	25,855
Reforestation/Street Trees/Community Canopy	107,000
Public Art Funds	443,500
TOTAL SPECIAL FUNDS:	<u>\$4,319,863</u>

ENTERPRISE FUND EXPENDITURES:

Street Lighting Fund	\$639,720
Water Fund	10,027,434
Wastewater Fund	22,784,368
Water Cap Fee Fund	866,000
WWTP Cap Fees Fund	2,200,000
Sanitation Fund	3,500,806
City Parking Fund	354,846
Drainage Fund	1,267,818
TOTAL ENTERPRISE EXPENDITURES:	<u>\$41,640,992</u>

FIDUCIARY FUNDS:	\$2,957,754
STREET CAPITAL PROJECTS FUNDS:	1,237,000
DEBT SERVICE FUNDS:	882,181
GRAND TOTAL OF ALL EXPENDITURES:	<u>\$89,467,942</u>

Section 3

That a General Levy of \$19,770,180 on all taxable property within the City of Coeur d'Alene be and the same is hereby levied for general revenue purposes for the fiscal year commencing October 1, 2017.

Section 4

That a Special Levy upon all taxable property within the limits of the City of Coeur d'Alene in the amount of \$2,461,938 is hereby levied for special revenue purposes for the fiscal year commencing October 1, 2017.

Section 5

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 6

This ordinance shall take effect and be in full force upon its passage, approval and publication in one (1) issue of the Coeur d'Alene Press, a newspaper of general circulation published within the City of Coeur d'Alene and the official newspaper thereof.

APPROVED by this Mayor this 5th day of September, 2017.

Steve Widmyer, Mayor

ATTEST:

Renata McLeod, City Clerk

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Fiscal Year 2017-2018 Financial Plan (Budget)

A stack of gold coins is shown on the right side of the slide, with a blue background. The text is centered in a white box with a grid pattern.

History

Foregone Taxes		\$5,025,770
Tax Year	Amount Taken of 3% Allowed	
2018 Proposed	\$-0-	
2017	\$490,552	2.5%
2016	\$-0-	
2015	\$-0-	
2014	\$-0-	
2013	\$329,432	2%
2012	\$-0-	
2011	\$236,748	1.5%

Tax Levy

FY 2016-17 Non-exempt tax budget	\$20,682,378
0% Increase	\$-0-
New Construction Roll	\$375,549
Property Tax Replacement	\$294,510
2015 GO Bond Levy	\$879,681
Total amount to Levy	\$22,232,118

Expense Changes

General Fund Expense - Preliminary	\$38,400,587
Council Member Raises	\$8,578
Police Detective Position	\$82,827
Police Vehicles Removed	(\$138,212)
Public Works Inspector Position	\$76,372
Total General Fund Expenses per Budget Ordinance	\$38,430,152

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September 30, 2016
Unassigned Fund Balance
\$8,788,602

22.87% of FY 17/18 Plan

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City-Wide Personnel Changes

+7.27 FTE

Additions:

- 1 Police Detective
- 1 Public Works Inspector
- 1 Wastewater Operator II
- 1 Utility Worker II – Water Dept
- 0.25 FTE Admin Support II – Municipal Services
- 0.28 FTE Utility Billing Specialist – Finance Dept
- .68 FTE Part Time - Street Department
- .99 FTE Part Time – Parks Department
- .82 FTE Part Time – Water Department
- .5 FTE Part Time - Library
- -.25 FTE Part Time – Police Department

Expenses

Current plan	\$95,216,976
New Plan	\$89,467,942
	-\$5,749,034

Health Insurance Increase	\$-0-
COLA	\$549,432
Merit Increases	\$358,789
Decrease Wastewater Capital Proj	-\$1,615,000
Decrease Capital Street Projects	-\$4,967,039

New Construction Impact

Tax Year	Tax Dollars
2017	\$375,549
2016	\$325,934
2015	\$827,349
2014	\$669,966
2013	\$632,795
2012	\$246,874
2016 Deannexation	\$538,311

Significant Cash Flow Changes General Fund

New Growth	+\$375,549
Highway User Tax, Sales Tax & Liquor Tax	+\$323,690
Franchise Fees	+\$191,865
Annexation Fees	+\$205,240
Transfers In from Enterprise Funds	+\$167,098

General Fund	Capital Outlay
Copier – Municipal Services	\$10,000
Patrol Vehicles - Police	\$34,840 + \$32,420 in Equipment
Used Equipment - Streets	\$90,000
Sign Message Board - Streets	\$12,000
Asphalt Paver - Streets	\$160,000
Sander Bodies - Streets	\$25,000
Mower - Parks	\$14,000
Sweeper - Parks	\$30,000
Turf Vehicles - Parks	\$16,000
ATV - Recreation	\$6,400

City Valuation

2017 Coeur d'Alene	\$3,958,428,493
Kootenai County	\$15,254,349,872
2016 Coeur d'Alene	\$3,653,916,039
Kootenai County	\$14,100,774,559

City Levy Rate

2017	\$5.62/\$1,000
2016	\$5.90/\$1,000

Assessed Value	\$200,000
Homeowner's Exemption	\$100,000
Net Value	\$100,000

2016: $\$105.25 \times \$5.90 = \$620.98$
\$51.75/Month

2017: $\$100.00 \times \$5.62 = \$562.00$
\$46.83/Month

