

**WELCOME**  
To a Regular Meeting of the  
**Coeur d'Alene City Council**  
Held in the Library Community Room at 6:00 P.M.  
702 Front Avenue, Coeur d'Alene, ID

**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 F - Public Comments** is identified by the Mayor. The Mayor will not normally allow audience participation at any other time.

**July 7, 2026**

**A. CALL TO ORDER/ROLL CALL**

**B. INVOCATION:** David Gortner: St. Luke's Episcopal 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. [Action Item.](#)

**E. PRESENTATION:**

1. Presentation – Fiscal Year 2024 – 2025 Financial Statement Audit

**Presented by: Toni Hackwith, Managing Member, Alpine Summit CPAs**

**F. 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.)

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

**G. ANNOUNCEMENTS:**

1. City Council
2. Mayor

**H. 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 June 16, 2026, Council Meeting.
2. Approval of Bills as Submitted.
3. Setting of a Public Hearing – August 4, 2026 - (Legislative) Community Development Block Grant - Plan Year 2026 Annual Action Plan.

**I. OTHER BUSINESS:**

1. City Administrator request for Council confirmation of his appointment of Adam Rouse to the position of Parks and Recreation Director.
2. **Resolution No. 26-054** – Approval of an amendment to the Classification and Compensation Plan to provide for two new FLSA exempt classifications in the Wastewater Department: Assistant Office Project Manager (pay grade 14) and Assistant Field Project Manager (pay grade14).

**Staff Report by: Melissa Tosi, Human Resources Director**

3. **Resolution No. 26-055** – Authorizing the levy of a special assessment in the amount of \$29,600.00 against property located at 361 W. Mill Avenue, Coeur d’Alene, Idaho.

**Staff Report by: Keith Clemans, Building Inspector**

4. **Resolution No. 26-056** – Adoption of a Budget Administration Policy and Revisions to Procurement Policies.

**Staff Report by: Katie Ebner, Finance Director**

5. **Resolution No. 26-057** – Approval of Second Year Funding for Art Spotlight CDA-Performing Arts Grant Recipients

**Staff Report by: Adam Rouse, Interim Parks & Recreation Director**

6. Discussion regarding potential Amendments to Municipal Code § 8.12.020, regarding enforcement of Chapter 8.12, Fireworks.

**Requested by Council pursuant to Council Action June 16, 2026**

7. **Council Bill No. 26-1013-** Approving the Amendments of the City’s Wastewater Code 13.20 as required by IDEQ Audit

**Staff Report by: Mike Anderson, Wastewater Director**

- J. EXECUTIVE SESSION:** Pursuant to Idaho Code § 74-206A(1)(a) - to deliberate on a possible labor contract offer.

## **K. ADJOURNMENT**

*This meeting is aired live on CDA TV Spectrum Cable Channel 1301, TDS Channel 5,  
and on Facebook live through the City's Facebook page.*



# Coeur d'Alene CITY COUNCIL MEETING

*July 7, 2026*

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**MEMBERS OF THE CITY COUNCIL:**

**Daniel K. Gookin, Mayor**  
**Council Members English, Evans, Miller, Wood, Gabriel, Sheckler**

# PRESENTATIONS



# CITY OF COEUR D'ALENE

FINANCIAL STATEMENT AUDIT

SEPTEMBER 30, 2025

1



A financial statement audit is  
required by Idaho State Statutes



Primary  
purpose:

Assures that the financial  
statements, in all material respects,  
fairly state the financial position as  
of a certain date.

Statements conform with GAAP  
(generally accepted accounting  
principles) and Governmental  
GAAP

2

CITY OF  
COEUR D'ALENE

FINANCIAL STATEMENT  
AUDIT FOR THE  
YEAR ENDED  
SEPTEMBER 30, 2025

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Independent Auditor's Report on Financial  
Statements - ***Unmodified Opinion (clean)***  
(pages 1-3)

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Report on Internal Control over Financial Reporting  
and on Compliance and Other Matters Based on  
an Audit of Financial Statements Performed in  
Accordance with Government Auditing Standards  
(pages 93-94)

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Report on Compliance for Each Major Program  
and on Internal Control over Compliance Required  
by the Uniform Guidance (pages 95-96)

3

## GENERAL FUND FINANCIAL HIGHLIGHTS

- THE GENERAL FUND IS THE CHIEF OPERATING FUND OF THE CITY
- AT THE END OF 9/30/25 THE FUND BALANCE OF THE GENERAL FUND WAS \$17.6M
  - UNASSIGNED FUND BALANCE WAS \$13.8M, WHICH REPRESENTS 26% OF GENERAL REVENUES
- GENERAL FUND OPERATING REVENUES DECREASED BY \$968K
  - PROPERTY TAXES INCREASED BY \$1.5M
  - INTERGOVERNMENTAL REVENUES DECREASED BY \$2.4M

4

## GENERAL FUND FINANCIAL HIGHLIGHTS

General Fund operating expenditures increased \$1.37M or 2%

Public safety increased by \$2.5M or 8%

General expenses increased by \$285K or 3%

Culture and recreation increased by \$100K or 3%

Public works decreased by \$275K or 4%

Capital outlay decreased by \$790K or 14%

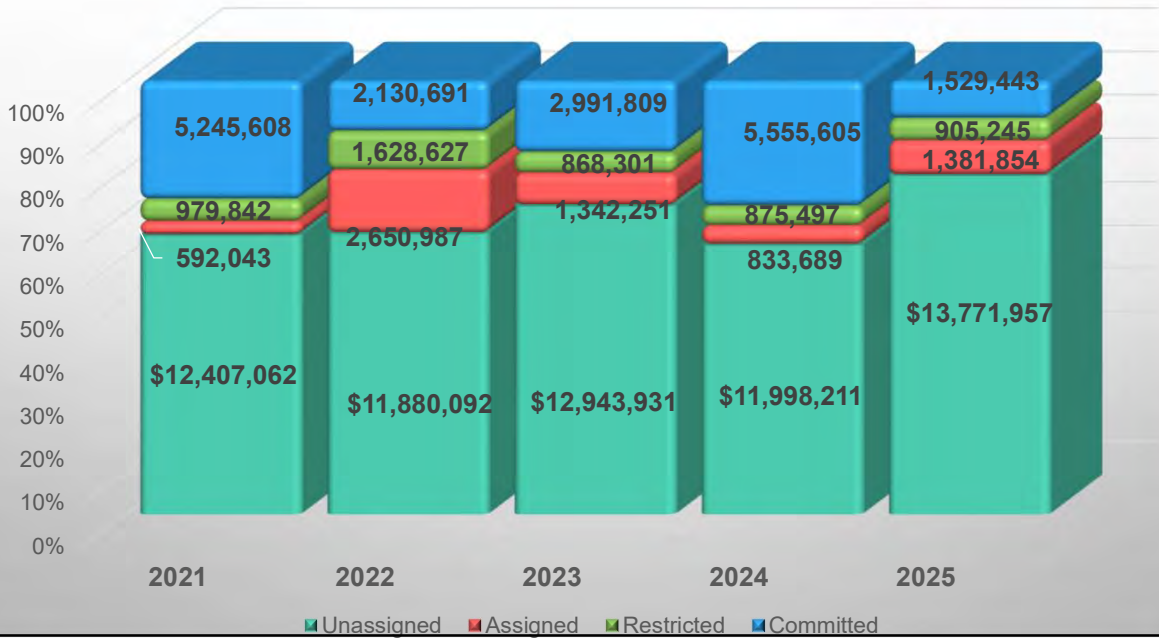
5

GENERAL FUND  
Revenues & Expenditures (Before Transfers)



6

### GENERAL FUND Fund Balance Classifications



7

### WHY IS A FUND BALANCE IMPORTANT?

Revenue stream is not consistent month to month (property taxes received in July and January) Other State Revenues are received quarterly

Provide prudent resources to meet unexpected emergencies (recessions) and protect against catastrophic events

Meet uncertainties of State and Federal funding

Protect the City from unnecessary borrowing

Helps ensure a credit rating that would qualify the City for lower interest costs (in case of needed borrowing)

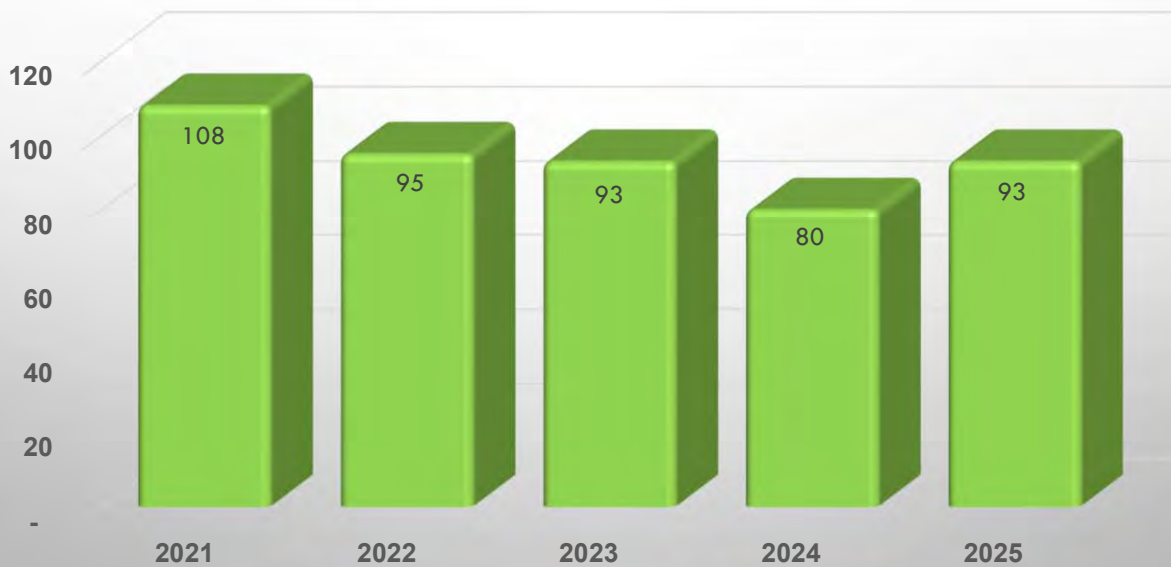
8

The Government Finance Officers Association recommends *at a minimum*, that governments, maintain an *unassigned fund balance* in their general fund of no less than **two months** of regular general fund operating revenues or regular general fund operating expenditures.

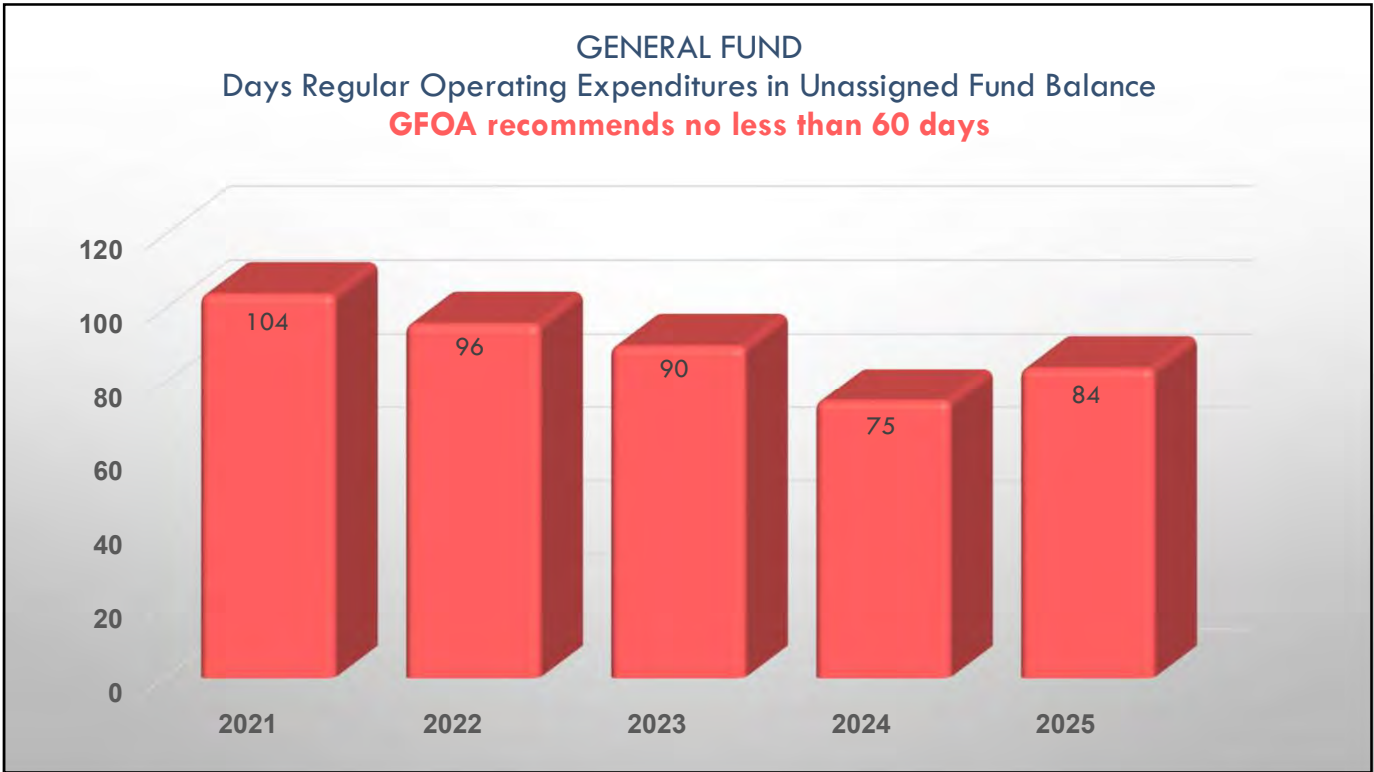
CITY OF COEUR D'ALENE

9

GENERAL FUND  
Days Regular Operating Revenues in Unassigned Fund Balance  
**GFOA recommends no less 60 days**




10



11

## CITY OF COEUR D'ALENE

### AUDIT FOR THE YEAR ENDED SEPTEMBER 30, 2025



**PROPRIETARY FUNDS - FINANCIAL HIGHLIGHTS:**

- **WATER FUND**
  - OPERATING REVENUE INCREASED BY \$1.2M A 15% INCREASE FROM THE PRIOR YEAR.
  - OPERATING EXPENSES DECREASED BY \$150K A 2% DECREASE FROM THE PRIOR YEAR.
  - NET INCOME FROM OPERATIONS WAS \$1.2M – 2024 WAS A LOSS OF \$91K
- **WASTEWATER FUND**
  - OPERATING REVENUE INCREASED BY \$1.2M AN 8% INCREASE FROM THE PRIOR YEAR
  - OPERATING EXPENSES INCREASED BY \$10K
  - NET INCOME FROM OPERATIONS WAS \$5.3M – 2024 WAS \$4.1M

12

### WATER FUND Operating Revenues and Expenses



13

### WASTEWATER FUND Operating Revenues and Expenses



14



15

# ANNOUNCEMENTS

# 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

June 16, 2026

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 on June 16, 2026, at 6:00 p.m., there being present the following members:

Dan Gookin, Mayor

Amy Evans, Council President	)	Members of Council Present
Dan English	)	arrived at 6:01
Kenny Gabriel	)	
Kiki Miller	)	
Dan Sheckler	)	
Christie Wood	)	

**CALL TO ORDER:** Mayor Gookin called the meeting to order.

**PLEDGE OF ALLEGIANCE:** Councilmember Evans led the pledge of allegiance.

**AMENDMENT TO THE AGENDA:** Motion by Evans; Seconded by Sheckler to amend the agenda to add consideration of the Mayoral appointment of Michael Dominguez as City Administrator and to extend Ron Jacobson's current contract through July 10, 2026. The information needed to include this item on the original agenda was not available when the agenda was prepared, as the candidate's acceptance of the position occurred today. This matter is deemed an emergency because timely action is needed to allow the new City Administrator to begin limited hourly work before Mr. Jacobson's departure, ensuring an orderly transition and adequate overlap training.

**ROLL CALL:** Miller Aye; Gabriel Aye; Sheckler Aye; English Aye; Wood Aye; Evans Aye.

**Motion carried**

**PRESENTATION:** Fire Chief Jon Fugitt and Captain Dylan Clark presented the Citizen Award to Everest Thomson for his action on April 20, 2026, a 6-year-old, whose quick response to call 911 when his neighbor accidentally caught her bushes on fire helped save the surrounding property. He was commended for his bravery and his positive example to others. Mayor Gookin thanked him for his quick response.

**PUBLIC COMMENTS:**

Terry Montanya, Coeur d'Alene, spoke in support of Council Bill No. 26-1011, he noted that he is advocating violators breaking the law be held accountable. He lives near Canfield Mountain and worries about the illegal use of fireworks and is frustrated that law enforcement doesn't have the

tools to cite those who set off illegal fireworks without it being witnessed. He believes this code will help protect the community and provide an education that certain fireworks are illegal.

Devin Webber, Coeur d'Alene, spoke in regard to community values such as cleaning up trash, maintaining sidewalks and hopes for alcohol, vapes, and cigarettes to be banned immediately as it is harmful to the human body. He wishes for people to be happy, healthy, and live longer.

Matt Wagner, Coeur d'Alene, noted that he works at the resort and it costs him \$35.00 a month to park in the public lot; however, he recently received a \$40.00 ticket, and expressed concern about low-income families' ability to pay tickets and to park downtown. He believes people don't want to come downtown because they must pay to park.

Christine Zaranpowa, Coeur d'Alene, spoke in opposition of Council Bill No. 26-1011. She noted that she is used to the freedoms in Idaho and is worried we are making it like California. Rather than pass regulations, she believes the city should plant more fire-resistant trees and hire more firefighters.

Brad Gilbert, Coeur d'Alene, thanked the City for the fuel reduction on Tubbs Hill, Armstrong, and Canfield and noted that he supports the amendment to the fireworks ordinance. He believes it will further protect the investment made in our forests. He noted that the constraints on law enforcement have led to the proliferation of illegal fireworks being lit within the city limits. Mr. Gilbert lives abutting Canfield Mountain and has found spent fireworks on his roof and 200' up the mountain, so he is in favor for more restrictions.

Vincent Kozak, Coeur d'Alene, noted that there is a parking problem within the downtown core as he lives on Indiana Avenue. Recently the signage regarding 2-hour parking was removed and Hagadone construction workers started parking there all day. His understanding is that the City Engineer made a mistake in installing the signs originally, and he has now received a parking ticket where there is no time limit for parking anymore. He requested that limited parking be brought back and retrain parking enforcement.

Walter Burns, Coeur d'Alene, noted that he is with the Historic Preservation Commission and wanted to invite the community to the America 250 event being held on July 3, 2026, at 1:30 p.m. in front of the Courthouse, where they will unveil a 1926-time capsule. The event is sponsored by the City of Coeur d'Alene and Kootenai County Historic Preservation Commissions, the Daughters of the American Revolution. A new capsule will be placed to be opened in 2126, to include the winning entry of the coloring contest for those 12 years and younger.

## **ANNOUNCEMENTS:**

City Clerk Renata McLeod swore in Fire Chief Jon Fugitt and Fire Marshal Craig Etherton. Chief Fugitt expressed thanks to the City and his wife and family for sharing him with the department and community. He expressed gratitude to Mr. Jacobson regarding the thorough and thoughtful selection process that gave him confidence that the City takes its selection process seriously. He thanked the Mayor and Council for their trust and confirmed he will work every day to be worthy of it. He noted that through the 137 years of service, every generation of the Fire Department has

built something worth protecting. He noted his 25 years of service to the City of Fullerton and now calls Coeur d'Alene his community. He is a Chief that is all in with the City of Excellence. He noted the ultimate sacrifice made by Jon Morrison and Frank Harwood on June 29, 2025, noting Dave Tysdal is fighting his way back from his injuries. This is a community that shows up, and the Department will respond to their needs, and he is privileged to be the Chief. Marshal Etherton stated that he looks forward to continuing to work here and thanked the Mayor and Council for their support of public safety and the reorganization of the department. He looks forward to serving the community and will continue to do great things.

Councilmember Gabriel noted that he had a busy two weeks with grandchildren played in a Spring soccer tournament and the Spokane track club and then he flew to Boise for the Association of Idaho Cities (AIC) Conference. He noted that at the Board meeting, Hilary Patterson, Community Planning Director, was mentioned, noting her professionalism and expertise in dealing with this year's legislation. The Idaho Municipal Lawyer's Association held their annual conference Friday and gave City Attorney Randy Adams the Will Harrington Career Service Award, which is their highest honor. He noted that these recognitions make the City proud and thanked them for their service.

Councilmember Miller noted that she attended the Association of Idaho Cities Conference last week and challenged the Department Heads to submit for recognition of our great projects through AIC. There is a lot of good work being done and it deserves recognition. She also noted that she learned a lot about Artificial Intelligence and its current use and would like to see the city's policy come forward for discussion, noting rapid change is coming.

Councilmember English noted that parking is a long-term issue and the City must balance the cost versus the value and will keep working on solutions. Fireworks is also an issue in process, noting his animals are affected by the fireworks and the fire danger is real.

Mayor Gookin noted the next Council meeting will be July 7, 2026, after July 4, so he wanted to promote the America's 250 event now. He mentioned that the Council has the opportunity to place a note in the new time capsule. He noted that Juneteenth is not a City holiday, noting that the City has employee contracts outlining committed holidays and hopes it can be added to those contracts later. There will be a memorial service in McEuen Park on June 29 at 10 a.m. in memory of the June 29, 2025, event. He thanked Juanita Knight in the Legal Department for putting together the packet and the agenda for tonight's meeting.

Mayor Gookin requested the appointment of Richard Colburn, Brian Longwell, Nicholas "Nick" Ebner, Justin Miller, and Tyler Drechsel to the International Board of Appeals.

**MOTION:** Motion by Gabriel, seconded by Evans, to confirm the appointment of Richard Colburn, Brian Longwell, Nicholas "Nick" Ebner, Justin Miller, and Tyler Drechsel to the International Board of Appeals. **Motion carried.**

**CONSENT CALENDAR:**

1. Approval of Council Minutes for the June 2, and June 3, 2026, Council Meetings.
2. Approval of the June 8, 2026, General Services Committee Meeting Minutes

3. Setting of the June 22, 2026, Public Works Committee Meeting
4. Approval of Bills as Submitted.
5. Approval of Financial Report.
6. Approval of **Resolution No. 26-050** - A RESOLUTION OF THE CITY OF COEUR D'ALENE, KOOTENAI COUNTY, IDAHO, APPROVING THE PURCHASE OF ONE (1) CORTEXFLO FORENSIC PHOTOGRAPHY SYSTEM FROM FERNICO, INC., IN THE AMOUNT OF \$18,109.00, PURSUANT TO IDAHO CODE § 67-2803(1), FOR THE POLICE DEPARTMENT; AND REMOVAL OF THE "HORIZONS" FOUNTAIN AT THE PARK-SIDE ENTRANCE TO THE LIBRARY.

**MOTION:** Motion by Evans, seconded by Miller, to approve the Consent Calendar as presented, including **Resolution No. 26-050**.

**ROLL CALL:** Gabriel Aye; English Aye; Wood Aye; Evans Aye; Sheckler Aye; Miller Aye.  
**Motion carried.**

#### **MAYORAL REQUEST OF COUNCIL CONFIRMATION OF HIS APPOINTMENT OF MICHAEL DOMINGEZ TO THE POSITION OF CITY ADMINISTRATOR.**

**MOTION:** Motion by Wood, seconded by Miller to approve the appointment of Michael Domingez to the position of City Administrator for the City of Coeur d'Alene.

**ROLL CALL:** Evans Aye; Miller Aye; Gabriel Aye; Sheckler Aye; English Aye; Wood Aye.  
**Motion carried.**

#### **EXTENSION OF CONTRACT WITH RON JACOBSON THROUGH JULY 10, 2026.**

**MOTION:** Motion by Gabriel, seconded by Evans to approve an extension of Contract with Ron Jacobson to perform the duties of Interim City Administrator for the City of Coeur d'Alene.

**ROLL CALL:** Miller Aye; Gabriel Aye; English Aye; Wood Aye; Evans Aye; Sheckler Aye.  
**Motion carried.**

#### **HIRING OF THREE ADDITIONAL FIREFIGHTERS FOR THE FALL 2026 PROBATIONARY FIRE ACADEMY**

**STAFF REPORT:** Fire Chief Jon Fugitt explained that the minimum staffing level for the Fire Department is set at nineteen Firefighters per day as set forth by the Coeur d'Alene Firefighters IAFF Local 710 CBA. When a Firefighter takes leave from a shift, a vacancy occurs below the minimum required staffing level. As a result, the Firefighter position needs to be filled with another Firefighter from another shift causing the City to incur Constant Staffing costs. Mr. Fugitt noted that the requested additional three Probationary Firefighter positions would be used to fill vacancies incurred when the minimum staffing level drops below the minimum nineteen Firefighters per day. When there are no vacancies incurred on a day, the Firefighter would be assigned to an apparatus increasing the number of personnel on the apparatus from three to four Firefighters for the day increasing operational efficiencies. The Fire Department has a

Probationary Academy planned for the Fall of 2026 with the anticipation of having eight Probationary Firefighters. The eight Probationary Firefighters will fill all current and anticipated vacancies, including the increased staffing level of Medic 34 to seven days a week. The three additional Probationary Firefighters would attend the same Probationary Academy, bringing the number to eleven. With the high cost of conducting a Probationary Academy, it would be fiscally responsible to conduct one academy instead of two. He noted that the current fully burden costs of an entry level Firefighter are \$105,487 or \$316,461 for three Firefighters. In FY26 8,428 “Constant Staffing” hours have been necessary to date as of May 31st, this equates to 2.9 FTE and is expected to total the equivalent hours of 4.34 additional FTE by the end of the fiscal year. The saving of the three additional Probationary Firefighters would be approximately \$249,447 in avoided constant staffing costs. There will be additional cost savings when the Probationary Firefighter would be able to fill the vacancies of more senior positions within the Fire Department. In FY25 the Constant Staffing costs for the Fire Department were \$1,101,219.00 with the first 8 months of FY26 at \$527,160. The Probationary Academy is twelve weeks and costs the Fire Department approximately \$50,000.00 to complete. With the approval of the three additional Firefighters now instead of waiting until the FY26/27 budget process is complete the Fire Department would only have to conduct one Probationary Academy instead of two, saving \$50,000.00. Total saving to the City would be \$299,447 if approved which includes personnel cost and Probation Academy savings.

**DISCUSSION:** Councilmember Wood asked for clarification regarding the 3 new positions and if they would be in a float position. Chief Fugitt explained that if there are no vacancies that day they would join the ladder truck to provide efficiency, but they would be assigned to a shift. Councilmember Wood concurred that constant staffing costs are something we need to address and wondered how long they would be in a float position. Chief Fugitt noted that there are some retirements within the next five years and it would depend on how many probational Firefighters make it through the academy. He noted that there are cost savings to have one academy instead of two. Councilmember Gabriel noted that this was set in motion a few years ago with EMS and its need for staffing the ambulance. Mayor Gookin noted that he appreciates this proposal due to the constant staffing budget being over by \$1 Million, as this will cut into that line item.

**MOTION:** Motion by Evans, seconded by Miller, to approve the hiring of three additional Firefighters for the Fall 2026 Probationary Fire Academy.

**ROLL CALL:** Evans Aye; Sheckler Aye; Miller Aye; Gabriel Aye; English Aye; Wood Aye.  
**Motion carried.**

## **PURCHASE OF FIREFIGHTER TURNOUTS FOR NEW FIREFIGHTERS ENTERING THE FALL ACADEMY**

**STAFF REPORT:** Chief Fugitt requested approval of the unbudgeted purchase of eleven sets of firefighter turnout gear for new firefighters beginning the fire academy this Fall. Firefighter turnout gear is required personal protective equipment and must be issued before firefighters can safely participate in training and emergency response activities. Because these purchases were not included in the adopted budget, City Council approval is requested before proceeding. The Fire Department is requesting approval to purchase eight sets of firefighter turnout gear at an estimated

cost of \$12,903 per set, for a total estimated cost of \$141,938. This purchase is unbudgeted. Funding is proposed from Fund Balance.

**MOTION:** Motion by Evans, seconded by English, to approve the unbudgeted purchase of Firefighter turnouts for new Firefighters entering the Fall Academy.

**ROLL CALL:** Sheckler Aye; Miller Aye; Gabriel Aye; English Aye; Wood Aye; Evans Aye.  
**Motion carried.**

### **RESOLUTION NO. 26-051**

A RESOLUTION OF THE CITY OF COEUR D'ALENE, KOOTENAI COUNTY, IDAHO, ACCEPTING THE BID OF, AND AWARDING A CONTRACT TO, APOLLO, INC., FOR A NEW ONE-MILLION GALLON WATER TANK AT THE END OF THOMAS LANE IN AN AMOUNT NOT TO EXCEED \$4,366,950.00.

**STAFF REPORT:** Water Department Director Kyle Marine requested the Council approve a contract with Apollo, Inc., in the amount of \$4,366,950.00 for the installation of a new one-million-gallon water tank at the end of Thomas Lane. He noted that the Water Comprehensive Plan estimates average growth rates and schedules new production and storage facilities accordingly. However, irrigation requirements are difficult to quantify, so timelines must remain flexible to accommodate fluctuations in economic conditions, system demand, and construction timing. A contractor was selected in 2024, and a 16-inch transmission main was installed and completed from 15th Street to the acquired property in which the new tank would be installed. The transmission main was completed in 2025. Staff then move forward to complete the tank designs and obtain approval from DEQ. A bid opening was held May 28, 2026, wherein 8 bids were received, one contract withdrew their bid. Apollo Inc. was the lowest responsive bid. Mr. Marine noted that the Water Department has sufficient capitalization fee reserves available to fully fund this project. As a result, no debt financing will be required for construction of the tank.

**DISCUSSION:** Councilmember Wood stated that it is a lot of money, noting that Mr. Marine gave a very thorough presentation demonstrating its necessity.

**MOTION:** Motion by Wood, seconded by English, to approve **Resolution No. 26-051** – Accepting the bid of, and approval a Contract with, Apollo, Inc., in the amount of \$4,366,950.00, for the installation of a new one-million-gallon water tank at the end of Thomas Lane.

**ROLL CALL:** English Aye; Wood Aye; Evans Aye; Sheckler Aye; Miller Aye; Gabriel Aye.  
**Motion carried.**

## RESOLUTION NO. 26-052

A RESOLUTION OF THE CITY OF COEUR D'ALENE, KOOTENAI COUNTY, IDAHO, ACCEPTING THE BID OF, AND AWARDING A CONTRACT TO, STEWART CONTRACTING, INC., FOR THE 2026 MCEUEN PARK PLAYGROUND TURF REPLACEMENT IN AN AMOUNT NOT TO EXCEED \$249,964.00.

**STAFF REPORT:** Interim Parks and Recreation Director Adam Rouse requested the Council approve a contract with Stewart Contracting, Inc., for the McEuen Playground Turf Replacement. McEuen Park playground elements have reached the twelve-year mark. After safety inspections, it was recommended that the surface be replaced as time and the budget allowed. The surface has seen additional wear over the past 24 months. Replacement is required to enhance public safety and will include some replaceable sections that are high use areas. A request for bids was advertised in May, in which two bids were received. The bids included replacing 9,200 square feet of turf. The lowest responsive bid was submitted by Stewart Contracting, Inc., in the amount of Two Hundred Forty-Nine Thousand, Nine Hundred Sixty-Four and no/100 dollars (\$249,964.00). Stewart Contracting, Inc., will install ATS Turf that includes an eight-year commercial manufacturer warranty, mobilizing in August of 2026 for completion by the end of summer. The playground will be closed for an estimated 14 days.

**DISCUSSION:** Mayor Gookin noted the project would start in late August, with the area being closed for 14 days. Mr. Rouse noted that there would be two or three weeks of lead time needed for products, but juggling use and availability of contractor. Councilmember Sheckler appreciated the effort and stressed the importance to keep playgrounds well maintained being a great asset. Councilmember Gabriel asked what would happen to the old stuff and Mr. Rouse explained that it is too worn out to be repurposed but they will look for anything salvageable.

**MOTION:** Motion by Sheckler, seconded by Evans, to approve **Resolution No. 26-052** - Accepting the bid of, and approving a Contract with, Stewart Contracting, Inc., in the amount of \$249,964.00 for the 2026 McEuen Park Playground Turf Replacement.

**ROLL CALL:** Wood Aye; Evans Aye; Sheckler Aye; Miller Aye; Gabriel Aye; English Aye.  
**Motion carried.**

## RESOLUTION NO. 26-053

A RESOLUTION OF THE CITY OF COEUR D'ALENE, KOOTENAI COUNTY, IDAHO, AUTHORIZING THE PURCHASE AND UPFIT OF THREE (3) PATROL VEHICLES AND RELATED EQUIPMENT THROUGH THE STATE OF IDAHO CONTRACTING PRICING FROM DANA SAFETY SUPPLY IN THE AMOUNT OF \$282,300.00 FOR THE POLICE DEPARTMENT.

**STAFF REPORT:** Police Captain Dave Hagar requested the Council approve the purchase and upfitting of 3 new patrol vehicles including equipment. He noted that vehicles are routinely rotated to other divisions within the Department until no longer serviceable which could include costs of repair compared to value of the vehicle and condition, excessive miles and/or hours on the vehicle,

and safety concerns. An updated fleet reduces maintenance costs and downtime while ensuring the department can consistently provide timely and dependable public safety services. This request is to purchase the following, pursuant to Idaho Code § 67-2803(1), which allows for the acquisition of personal property when the procurement duplicates the price and substance of a contract for like goods or services that has been competitively bid by the state of Idaho. He is requesting the purchase of three Ford Explorer PIUs (Police Interceptor Units) at the state contracting pricing through DANA Safety Supply, with the purchase of the GETAC video and computer equipment and the Motorola APX 4500 radio system all of which will be state contract pricing through authorized vendors, and MPH Bee III radars. In the FY 25-26 budget, the request for fleet replacements were reduced due to budgetary concerns but the need for replacement/vehicle redistribution still exists. This request seeks approval to use remaining personnel budget authority within the Police Department's existing General Fund appropriation. While approval of this request would not cause the Police Department to exceed its overall budget, personnel cost savings are typically prioritized to help offset the General Fund deficit. Approval of this request would redirect those funds to this necessary expenditure. He reviewed the total cost to purchase and outfit the vehicles totaling \$282,300.00. Captain Hagar noted that this purchase will reduce the number of vehicles required in the FY 2026–27 budget, creating a more efficient and predictable replacement program and grant us more time to purchase the lower price PIU next model year.

**DISCUSSION:** Councilmember Miller noted that she has received positive comments regarding the black and white wrapped vehicles being a marked vehicle. Councilmember English noted that he is amazed at the number of vehicles he sees in his travels and believes we have a good saturation level. Captain Hagar noted that it depends on the time of day and on the weekends, it may be different between graveyard and day shifts.

**MOTION:** Motion by Wood, seconded by Miller, to approve **Resolution No. 26-053** - Approving the purchase and outfit three (3) Ford Explorers for marked patrol use by the Police Department, pursuant to Idaho Code § 67-2803(1), utilizing remaining personnel budget authority in the Department's existing General Fund appropriation.

**ROLL CALL:** Evans Aye; Sheckler Aye; Miller Aye; Gabriel Aye; English Aye; Wood Aye.  
**Motion carried.**

### **COUNCIL BILL NO. 26-1011**

AN ORDINANCE AMENDING SECTION 8.12.020 OF THE MUNICIPAL CODE OF THE CITY OF COEUR D'ALENE, KOOTENAI COUNTY, IDAHO; 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.

**STAFF REPORT:** Captain Hagar requested the amendment to Municipal Code Section 8.12.020 entitled Fireworks Prohibited; exception; permit. The City of Coeur d'Alene has allowed "safe and sane" fireworks to be used within City limits for some time, but due to the proximity with jurisdictions that sell aerial fireworks, the Police Department receives many calls around the

Fourth of July and New Years regarding the use of illegal fireworks. Under the current ordinance, an officer must see or be able to prove who set off the illegal fireworks in order to take enforcement action. By the time Police arrive on scene, either by responding to a call for service or being in a neighborhood and actually seeing aerial fireworks, it is often difficult to take enforcement action. Staff requests that the Council look into amendments to the ordinance to allow a property owner, lessee, tenant, or other responsible party of a property within the City, who allows or is aware of illegal fireworks being used on or launched from his/her property, to be cited for the violation, independent of the specific individual who set off the fireworks. He noted the danger of residential fires and citizens with post-traumatic stress disorder. He would like to start with education and voluntary compliance.

**DISCUSSION:** Councilmember English noted that this is an incremental item and asked about other jurisdictions prohibiting the possession of illegal fireworks. Captain Hagar noted it would be allowed under the ordinance, and they will seize the illegal ones. Councilmember Wood stated that she thinks this is necessary and it is difficult to enforce the code as it currently exists. Every neighborhood has this situation, and the lighting of illegal fireworks go on for days. She noted some suggested amendments regarding may instead of shall, the seizure of the illegal fireworks and adults being responsible for the damage caused by minor children. Deputy City Attorney, Ryan Hunter, noted that anytime you take property it would be better to have a clear statement. Captain Hagar noted that the Ordinance should say that adults are responsible for damage cause by children. Councilmember Gabriel supported giving the police department more tools and questioned how they would dispose of the illegal fireworks. Captain Hagar noted that they would submerge the fireworks in a 32-gallon barrel. Councilmember Sheckler asked if a finger was blown off or a fire was started, what the charge would be, with Captain Hagar noting that it could be a felony. Councilmember Miller asked for clarity regarding how education regarding the new code would be, as any owner would need to let their tenants know about the rules. Captain Hagar noted that they will add the information to their social media and work to get an article in the Press and will use whatever outlet they can to get the information out. Councilmember Miller suggested the city send information out to our STR database and share information. Councilmember Wood asked about adding additional Ordinance language tonight, with Mr. Hunter expressing concern regarding substantive changes without public notice. Councilmember Miller suggested that in order to err on the side of caution, the Council approve the Ordinance as proposed and bring the other changes back to the next meeting to be in effect for next year. Captain Hagar noted they would train the officers and would not go outside the bounds of the ordinance. Discussion ensued regarding notification to owners versus tenants.

**MOTION:** Motion by Evans, seconded by Wood, to dispense with the rule and read **Council Bill No. 26-1011** once by title only.

**ROLL CALL:** Wood Aye; Evans Aye; Sheckler Aye; Miller Aye; Gabriel Aye; English Aye.  
**Motion carried.**

**MOTION:** Motion by Evans, seconded by Wood, to adopt **Council Bill 26-1011**.

**ROLL CALL:** Wood Aye; Evans Aye; Sheckler Aye; Miller Aye; Gabriel Aye; English Aye.  
**Motion Carried.**

**MOTION:** Motion by Sheckler, seconded by Wood to add the revisions to Municipal Code Section 8.12.020 entitled “Fireworks Prohibited; exception” to include amendments as discussed tonight for consideration at the July 7, 2026, Council Meeting. **Motion Carried.**

### **COUNCIL BILL NO. 26-1012**

AN ORDINANCE OF THE CITY OF COEUR D’ALENE, KOOTENAI COUNTY, IDAHO, ADDING A NEW CHAPTER 9.15, CHRONIC NUISANCE PROPERTIES, TO THE COEUR D’ALENE MUNICIPAL CODE; PROVIDING FOR THE REPEAL OF CONFLICTING ORDINANCES; PROVIDING FOR SEVERABILITY; PROVIDING FOR THE PUBLICATION OF A SUMMARY; AND PROVIDING FOR AN EFFECTIVE DATE.

**STAFF REPORT:** Chief Deputy City Attorney Ryan Hunter noted that at the June 2, 2026, Council meeting, the Council requested the Legal Department to bring forward for discussion and possible adoption a new Chapter for the Coeur d’Alene Municipal Code, Chapter 9.15, entitled “Chronic Nuisance Properties.” On June 8, 2026, the General Services Committee voted to recommend approval of this new Chapter. This Chapter was originally discussed with the Legal and Police Departments, and Administration in 2020, and an Ordinance was prepared by the Legal Department and presented to Administration at the request of Mayor Widmyer. The Ordinance was never addressed by Council, in part because of concerns regarding the removal of persons from private residences. The proposed ordinance is based on ordinances from Garden City, Idaho, and Liberty Lake and Seattle, Washington, although other communities throughout the country have similar ordinances. Washington has a specific statute which makes a drug house a “moral nuisance.” See RCW § 7.48A. 020(5). Idaho law doesn’t have the same language; however, this would fit nicely in the general definition of a public nuisance. See I.C. §§ 52-101 and 52-102. While Title 52 of the Idaho Code, Nuisances, provides some remedies, the proposed Ordinance will provide additional tools to the City, such as issuance of a citation, streamline at least part of the process, and clarify what is considered a chronic nuisance property. As written, the proposed Ordinance allows the City to prohibit occupancy of “Chronic Nuisance Properties.” As in the Idaho Code, a court order will be required to abate the nuisance. Attention should be given to who will make the determination that a property is a Chronic Nuisance Property. Under the proposed Ordinance, that power is given to the Chief of Police (or his designee), which is how other jurisdictions handle it, but that can be changed or expanded. The proposed Ordinance shows in tract changes modifications made since the Ordinance was drafted in 2020. Mr. Hunter noted that the financial impact would be dependent upon the level of enforcement needed and whether demolition is necessary. In many cases, the costs incurred by the City will be recovered upon the sale of the property. However, this can be considered another tool the City can use to deal with criminal activity.

**DISCUSSION:** Councilmember Wood noted that she appreciated the level of due process included in the code with Mr. Hunter noting that there are layers of notices to the property owners but also notice of what the procedure is and what the steps are and what the notice must contain. Additionally, he noted the option of a correction agreement and the extensive list of specific requirements that must be included. He noted that it would require court action and evidence that is accrued over time. Councilmember Sheckler suggested that the notice be mailed by certified

mail to alert the person receiving it that it is important and to provide for a publication in the newspaper for several consecutive weeks. Mr. Hunter noted that it would add more cost, but there aren't many of these types of properties so it would not be problematic to add, it would add layers of due process and strengthen the court case, but it is not a flaw in the statute. Councilmember Sheckler asked if there were enough time in the process to provide a landlord with problem tenant breaching an agreement to evict. Mr. Hunter noted that the eviction process is spelled out in the law, and this does not preclude it, it allows landlords that haven't taken that step to have reasonable opportunity for them to take action. Councilmember Sheckler asked when the owner would get the notice of the violation, with Mr. Hunter explaining that the notice would occur after the repetitive actions noted by police and after enough information is garnered to determine it as a nuisance, which is when notice would be sent to the property owner. He reiterated that this is a tool wherein it won't go right to the formal process rather an informal letter may be sent prior to formal procedure and if that fails this could be the next step. Councilmember Miller noted that this ordinance will deal with the owner that isn't interested in correcting the action and Police Department would do the foot work to notify the owner up front and this would be the last-ditch effort for compliance. Mr. Hunter stated that Idaho state code Title 52, chapter 1 addresses public and private nuisances. Councilmember Wood noted that certain neighborhoods have one drug house that residents are repeatedly asked to track. She emphasized the need for a reliable tool stating that this measure is a strong first step and can be amended down the road.

**MOTION:** Motion by Wood, seconded by Miller, to dispense with the rule and read **Council Bill No. 26-1012** once by title only.

**ROLL CALL:** Wood Aye; Evans Aye; Sheckler No; Miller Aye; Gabriel Aye; English Aye.  
**Motion carried.**

**MOTION:** Motion by Wood, seconded by Miller, to adopt **Council Bill 26-1012**.

**DISCUSSION:** Councilmember Sheckler disagrees with the safe harbor provisions and feels the notice needs to include publication and this significantly affects property rights.

**ROLL CALL:** Wood Aye; Evans Aye; Sheckler Aye; Miller Aye; Gabriel Aye; English Aye.  
**Motion Carried.**

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

The meeting ended at 8:12 p.m.

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Daniel K. Gookin, Mayor

ATTEST:

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Renata McLeod  
City Clerk/ Municipal Services Director

DATE: JUNE 22, 2026  
TO: MAYOR AND CITY COUNCIL  
FROM: PLANNING DEPARTMENT  
RE: SETTING OF PUBLIC HEARING DATE: **AUGUST 4, 2026**

Mayor Gookin,

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

**AUGUST 4, 2026:**

ITEM NUMBER: CDBG

CDBG: Approve the Submittal of the Plan Year 2026 Annual Action Plan to HUD for Official Review.

OTHER BUSINESS

**CITY COUNCIL  
STAFF REPORT**

**DATE:** JULY 7, 2026

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

**SUBJECT:** PERSONNEL RULE AMENDMENT | PROPOSED NEW CLASSIFICATIONS

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**Decision Point:** Should City Council approve a new Assistant Office Project Manager and Assistant Field Project Manager classification in the Wastewater Department to the City's current Classification and Compensation plan?

**History:** These classifications are a little different than a traditional review of a new position. Rather than evaluating a brand-new position, the duties have been essentially redesigned regarding how work that was previously housed in the Utilities Project Manager position with the Wastewater Department will be performed going forward. The analysis of the classifications focused on the proposed job content, decision-making authority, organizational accountability, reporting relationships, and alignment within the City's existing classification framework.

The responsibilities of the former Utilities Project Manager have been divided into two positions. The Assistant Office Project Manager carries the stronger administrative, contract, procurement, rate/fee, easement, and reporting responsibilities. The Assistant Field Project Manager carries the stronger technical, inspection, GIS, CCTV, hydraulic model, and field coordination responsibilities. Both positions carry significant responsibility and require substantial independent judgment and technical expertise.

As the proposed positions were compared to the City's existing classifications, the strongest alignment ultimately appeared to be with the City's current Grade 14 Assistant Project Manager (Streets & Engineering) classification. Similar to that role, both proposed positions involve independent project coordination, regulatory and compliance responsibilities, consultant interaction, technical analysis, field oversight, reporting responsibilities, and significant professional judgment.

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

**Financial:** The recommendation by BestDayHR based on job duties, the City's internal structure, and the overall scope and level of responsibility appear consistent with other professional and technical positions currently placed at a pay grade 14. Below are the classifications annual base salaries.

- Previous Utilities Project Manager (pay grade 15) | minimum \$78,068 - maximum \$105,664
- Proposed Assistant Office/Field Project Manager (pay grade 14) | minimum \$68,827 – maximum \$96,886
  - Current WW Field Inspector (pay grade 12) | minimum \$58,406 – maximum \$82,201
  - Current WW Administrative Assistant (pay grade 10) | \$51,043 – maximum \$71,822

Two employees currently in the Wastewater Department will be reallocated into these two new classifications. Reallocation occurs when an employee is in an already existing position and is reallocated to a different classification with new job duties and in this case, a higher salary range. Per the Personnel Rules, a reallocation shall receive at least a 5% increase, and the effective date of the

reallocation should become the employee's new anniversary date. The overall annual savings after reallocating the two employees and eliminating the Utilities Project Manager position is \$101,992 (including applicable taxes).

**Performance Analysis:** Authorizing the new job classifications and leveling will provide the additional duties and responsibilities needed to complete the necessary work for Wastewater while restructuring positions to be more efficient.

**Decision Point/Recommendation:** City Council should approve new Assistant Office Project Manager and Assistant Field Project Manager classifications in the Wastewater Department to the City's current Classification and Compensation plan.

# Classification & Compensation Plan Amendments

July 7, 2026



1

## Amendments

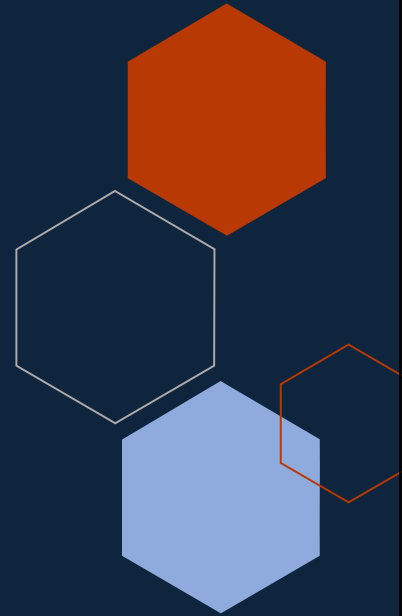
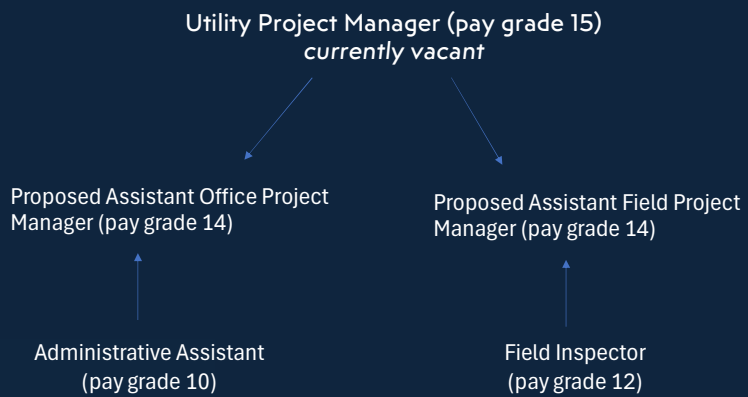
### Classifications

- Add Assistant Office Project Manager
- Add Assistant Field Project Manager

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## Reallocation of current WW employees



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## Reallocation

- Reallocation occurs when an employee is in an already existing position and is reallocated to a different classification with new job duties and in this case, a higher salary range.
- Per the Personnel Rules, a reallocation shall receive at least a 5% increase, and the effective date of the reallocation should become the employee's new anniversary date.

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### Assistant Office Project Manager

Carries the stronger administrative, contract, procurement, rate/fee, easement, and reporting responsibilities.

### Assistant Field Project Manager

Carries the stronger technical, inspection, geographic information system (GIS), closed-circuit television (CCTV), hydraulic model, and field coordination responsibilities.

Both positions carry significant responsibility and require substantial independent judgment and technical expertise.

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## WW Classifications Involved

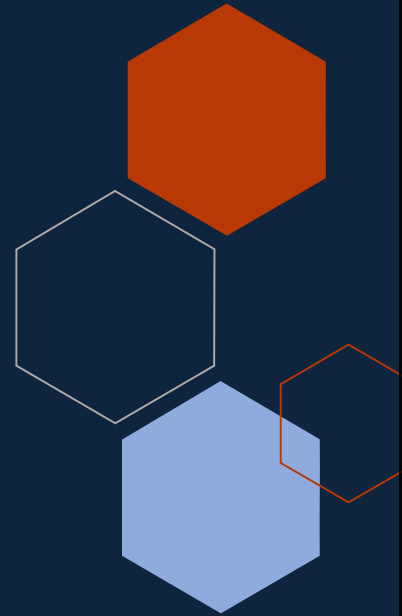
Classification	Pay Grade	Minimum	Maximum
<del>Utility Project Manager (currently vacant)</del>	<del>15</del>	<del>\$78,068</del>	<del>\$105,664</del>
<i>Assistant Field Manager (proposed)</i>	<i>14</i>	<i>\$68,827</i>	<i>\$96,886</i>
<i>Assistant Field Manager (proposed)</i>	<i>14</i>	<i>\$68,827</i>	<i>\$96,886</i>
<del>Field Inspector (current)</del>	<del>12</del>	<del>\$58,406</del>	<del>\$82,201</del>
<i>Administrative Assistant (current)</i>	<i>10</i>	<i>\$51,043</i>	<i>\$71,822</i>

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## Financial overview

- Current fiscal year salary savings due to Utility Project Manager retirement 1.16.26
- Next fiscal year, total overall savings \$101,992



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City Council should approve a new Assistant Office Project Manager and Assistant Field Project Manager classification to the City's current Classification and Compensation plan.

## Decision Point



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RESOLUTION NO. 26-054

A RESOLUTION OF THE CITY OF COEUR D’ALENE, KOOTENAI COUNTY, IDAHO, APPROVING AN AMENDMENT TO THE CITY’S CLASSIFICATION AND COMPENSATION PLAN, ADDING TWO NEW CLASSIFICATIONS IN THE WASTEWATER DEPARTMENT: ASSISTANT OFFICE PROJECT MANAGER AND ASSISTANT FIELD PROJECT MANAGER, BOTH LEVELED AT PAY GRADE 14 AND DESIGNATED AS FLSA EXEMPT.

WHEREAS, the need to amend the Classification and Compensative Plan has been deemed necessary by the City Council, the Human Resources Director, and the Wastewater Department; and

WHEREAS, the following Classification and Compensation Plan change has been proposed:

Department	Current Title	Proposed Title	Current Pay Grade	Proposed Pay Grade
Wastewater		Assistant Office Project Manager		14 – FLSA Exempt
Wastewater		Assistant Field Project Manager		14 – FLSA Exempt

and

WHEREAS, said amendment has been properly posted ten (10) days prior to this Council Meeting; and

WHEREAS, the employee bargaining units of the City have approved the amendment; and

WHEREAS, it is deemed to be in the best interests of the City of Coeur d’Alene and the citizens thereof that the amendment to the City’s Classification and Compensation Plan, as shown in Exhibit “A” attached hereto, be adopted.

NOW, THEREFORE,

BE IT RESOLVED by the Mayor and City Council of the City of Coeur d’Alene that the amendment to the Classification and Compensation Plan, as shown in Exhibit “A” attached hereto, be and is hereby adopted.

DATED this 7<sup>th</sup> day of July, 2026.

\_\_\_\_\_  
Daniel K. Gookin, Mayor

ATTEST:

\_\_\_\_\_  
Renata McLeod, City Clerk

Motion by \_\_\_\_\_, Seconded by \_\_\_\_\_, to adopt the foregoing resolution.

ROLL CALL:

COUNCIL MEMBER MILLER Voted

COUNCIL MEMBER EVANS Voted

COUNCIL MEMBER GABRIEL Voted

COUNCIL MEMBER SHECKLER Voted

COUNCIL MEMBER WOOD Voted

COUNCIL MEMBER ENGLISH Voted

\_\_\_\_\_ was absent. Motion \_\_\_\_\_.



## ***Assistant Field Project Manager***

**Department: Wastewater**

**Reports to: Wastewater Director**

**Pay Grade: 14**

**Date Established: 6/2026**

**Date Revised:**

**FLSA Status: Exempt**

### **Classification Summary**

The Assistant Field Project Manager performs a variety of field technical and para-professional duties related to the planning, design, management and construction phases of wastewater collection system capital improvement projects and program improvements, and development and implementation of the City's and DEQ requirements. Duties include inspections, GIS mapping, illicit discharge response, plan review, and scheduling of City projects. This position will assist in the development of the Utility's Rate and Fee Study. This position requires coordination and communication work to monitor construction projects from the design phase through completion in coordination with the Assistant Office Project Manager. The nature of the work requires an employee in this classification to establish and maintain cooperative working relationships with environmental compliance agency representatives, landowners, contractors, consultants, engineers, designers, developers, neighborhood associations, the general public and other City employees. The position is under the direct supervision of Wastewater Director although considerable leeway is allowed for independent judgment and initiative. An Associate's degree or advanced technical training in project management, environmental studies, water resources, or related field; Four (4) years' experience in wastewater performing related duties with two (2) years of supervisory or lead experience preferred. The position requires a valid driver's license. The principal duties of the position are performed in an outside environment which may include exposure to adverse weather conditions, heavy construction equipment, and traffic, however certain duties must be performed in an office setting.

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

- Develops, implements and monitors that the City is in compliance with DEQ Requirements related to the wastewater collection system;
- Heavily involved in Wastewater Collection System CIP projects including the scheduling, planning, and coordination of inspections including but not limited to collection system lift stations, force mains, gravity sewer, and are in compliance with regulatory agencies;
- Develops and maintains wastewater standards, ordinances and policies;
- Performs inspections and oversight related to construction projects and connections to the sewer main and provides support for City construction activities and identifies potential problems;
- Monitors and records system flows, pump operations and related operations, troubleshoots problems and performs field evaluations of collection system to determine appropriateness and level of maintenance, makes recommendations on upcoming projects or areas of impact;
- Records and adds GIS data for new laterals, collects GIS data for manhole inverts and condition, ensures all collection system expansions are accurately recorded on GIS database;
- Inspects sewer lateral abandonments per wastewater standards; Issues stop work orders, as needed;
- Coordinates with Collection Supervisor and crews in scheduling collection operators when needed for CIPP or pipe replacement projects;

- Reviews all CCTV videos of public sewer line construction;
- Performs initial and final manhole inspections for approval of new subdivision and City sewer improvements;
- Conducts routine and complex inspections of a variety of wastewater projects related to improvements to the public right-of-way and monitors work performed in the public right-of-way to ensure safety;
- Identifies and selects sewers for replacement or rehabilitation;
- Manages the Sewer Collection System Master Plan and hydraulic model, including updates to determine, among other things, remaining capacity for proposed connections;
- Reviews plans and permits for policy and code compliance and system capacity- makes recommendations and assists in negotiating resolutions to special and/or unusual wastewater related issues;
- Represents the Wastewater Department in Development Review Team (DRT), project reviews, and other City department meetings;
- Prepares technical reports for presentation to Council;
- Responds to management's, supervisor's, co-workers' and citizens' questions and comments in a courteous, thorough and timely manner;
- Performs time management and scheduling functions, meets deadlines, and sets project priorities;
- Maintains strict confidentiality on all matters;
- Assists other department and City employees as needed or requested;
- Performs all work duties and activities in accordance with City policies, procedures, and safety practices

**Secondary Duties and Responsibilities:**

- Operates a motor vehicle;
- Performs other duties as assigned.

**Classification Requirements:**

The requirements listed below are representative of the minimum knowledge, skill, and/or ability required for an individual to satisfactorily perform each essential duty satisfactorily and be successful in the position.

**Knowledge of:**

- Construction principles, methods, codes, procedures, practices and materials, especially related to wastewater systems;
- Municipal budgeting methods and techniques, especially as applicable to funding capital improvement projects;
- Project planning, budgeting, bidding, and management methods, techniques, and objectives;
- GIS/GPS, ArcView Mapping and related systems;
- Database development and operation of standard office equipment and programs;
- Public relations and communications;
- Methods, techniques, and objectives of Contract and consultant management practices;
- Federal, State, and local environmental laws relating to Idaho Pollutant Discharge Elimination System (IPDES), Environmental Protection Agency (EPA) and Idaho Department of Environmental Quality (DEQ) guidelines for wastewater collection.
- Property and right-of-way acquisition methods and techniques;
- Interpersonal communication skills

**Skill and Ability to:**

- Communicate effectively verbally and in writing;
- Read, interpret, and understand engineering plans, blueprints, diagrams and specifications;

- Establish and maintain effective working relationships with elected officials, state agencies, local governments, contractors, co-workers and the public;
- Inspect, diagnose and troubleshoot monitoring equipment problems;
- Create and maintain detailed records, databases, logs, and technical reports;
- Orally present technical information in non-technical terms to public interest groups;
- Negotiate and manage contracts and agreements and compliance requirement activities with contract stipulations and budget;
- Listen carefully to, understand, and effectively communicate through verbal, written, and electronic communication channels;
- Perform duties to supervisor's expectations;
- Follow verbal and written instructions;
- Work independently and exercise initiative, with general guidance and supervision;
- Maintain a professional demeanor at all times;
- Perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Demonstrate integrity and ingenuity in the performance of assigned tasks and solving problems;
- Perform all duties in accordance with City policies and procedures with regard for personal safety and that of other employees and the public.

**Acceptable Experience and Training:**

- High school diploma or GED;
- An Associate's degree or advanced technical training in project management, environmental studies, water resources, or related field;
- Four (4) years' experience in wastewater performing related duties with two (2) years of supervisory or lead experience preferred;
- Driver's license required; or
- An equivalent combination of education and experience that provides the required skills, knowledge and abilities to successfully perform the essential functions of the position may be considered.

**Physical Demands & Work Environment:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this classification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of a job, on a case-by-case basis.

While performing the duties of this classification, the employee is frequently required to stand, walk, sit, stoop, kneel, bend, use and climb ladders, use hands to manipulate and make adjustments to tools used in performing the essential functions of the classification, and reach with hands and arms. The employee must frequently lift and/or move up to 25 pounds. Specific vision abilities required by this classification include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. Sufficient clarity of speech and hearing abilities required by this classification includes those which permit the employee to discern verbal instructions and communicate effectively in person and by telephone and to discern safety warnings such as alarms and emergency warning sounds, including vehicle backup warnings. While performing the duties of this classification, the employee works in a public office environment where the noise level is usually moderate. Field inspections may include exposure to adverse weather conditions, construction equipment, and traffic.



## ***Assistant Office Project Manager***

**Department: Wastewater**

**Reports to: Wastewater Director**

**Pay Grade: 14**

**Date Established: 6/2026**

**Date Revised:**

**FLSA Status: Exempt**

### **Classification Summary**

The Assistant Office Project Manager performs a variety of office administrative and technical and para-professional duties related to the planning, funding, design, management and construction phases of wastewater collection system capital improvement projects and program improvements, and development and implementation of DEQ requirements. Duties include monitoring, procurement of services and rolling stock, project reviews and permit review and approval for Wastewater. This position requires coordination and communication work to monitor construction projects from the design phase through completion in coordination with the Field Assistant Project Manager. This position assists in the development of the annual operating and capital budgets and requires extensive knowledge of the utility rate structure. This position will assist in the development of the Utilities Rate and Fee Study. The nature of the work requires an employee in this classification to establish and maintain cooperative working relationships with environmental compliance agency representatives, landowners, contractors, consultants, engineers, designers, developers, neighborhood associations, the general public and other City employees. The position is under the direct supervision of City Wastewater Director although considerable leeway is allowed for independent judgment and initiative. An Associate's degree or advanced technical training in project management, environmental studies, water resources, or related field; Four (4) years' experience in wastewater performing related duties with two (2) years of supervisory or lead experience preferred. The position requires a valid driver's license. The principal duties of the position are performed in an office environment, however certain duties must be performed outside which may include exposure to adverse weather conditions, heavy construction equipment, and traffic.

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

- Develops, implements and monitors that the City is in compliance with DEQ Requirements related to the wastewater collection system;
- Provides day-to-day project administration and contract management of consulting services, interagency and engineering agreements on all wastewater collection system capital improvement projects; including but not limited to, coordinating, budgeting, scheduling and contracting engineering design and construction management with review and approval of contract/consultant work and invoices;
- Conducts procurement of services and rolling stock to include management of consulting services for projects, requests for proposals (RFPs) and quotes for equipment/vehicle replacement;
- Assists in the development and maintenance of wastewater standards, ordinances and policies;
- Manages and monitors the Sewer Collection System Master Plan and hydraulic model, including updates;
- Reviews plans and permits for policy and code compliance- makes recommendations and assists in negotiating resolutions to special and/or unusual wastewater related issues;
- Assists in review, development, and management of sewer rates and calculates sewer capitalization fees on permitted projects;

- Negotiates the acquisition of easements and/or rights-of-way for projects, and review of GIS map for easements on properties where City sewer exists and obtain easement if needed;
- Participates in Development Review Team (DRT), project reviews, and other City department meetings as needed;
- Prepares staff reports for presentation to the City Council and other City departments, as needed;
- Notify property owners of City code requirement to connect to City sewer or correction needed in connection, create and send letters and respond to questions;
- Audit utility billing rates on Commercial properties for accuracy;
- Manage Dalton Gardens commercial sewer agreement, and permit process;
- Prepares technical reports for presentation to City Council;
- Responds to management's, supervisor's, co-workers' and citizens' questions and comments in a courteous, thorough and timely manner;
- Performs time management and scheduling functions, meets deadlines, and sets project priorities;
- Maintains strict confidentiality of all matters;
- Assists and coordinates with other department and City employees as needed or requested;
- Performs all work duties and activities in accordance with City policies, procedures, and safety practices

**Secondary Duties and Responsibilities:**

- Operates a motor vehicle;
- Performs other duties as assigned.

**Classification Requirements:**

The requirements listed below are representative of the minimum knowledge, skill, and/or ability required for an individual to satisfactorily perform each essential duty satisfactorily and be successful in the position.

**Knowledge of:**

- Construction principles, methods, codes, procedures, practices and materials, especially related to wastewater systems;
- Municipal budgeting methods and techniques, especially as applicable to funding capital improvement projects;
- Project planning, budgeting, bidding, and management methods, techniques, and objectives;
- GIS/GPS, ArcView Mapping and related systems;
- Database development and operation of standard office equipment and programs;
- Public relations and communications;
- Methods, techniques, and objectives of Contract and consultant management practices;
- Federal, State, and local environmental laws relating to National Pollutant Discharge Elimination System (NPDES), Environmental Protection Agency (EPA) and Idaho Department of Environmental Quality's (DEQ) guidelines for wastewater collection.
- Property and right-of-way acquisition methods and techniques;
- Interpersonal communication skills
- Wastewater construction standards and policies

**Skill and Ability to:**

- Communicate effectively verbally and in writing;
- Read, interpret, and understand engineering plans, blueprints, diagrams and specifications;

- Establish and maintain effective working relationships with elected officials, state agencies, local governments, contractors, co-workers and the public;
- Inspect, diagnose and troubleshoot monitoring equipment problems;
- Create and maintain detailed records, databases, logs, and technical reports;
- Orally present technical information in non-technical terms to public interest groups;
- Negotiate and manage contracts and agreements and compliance requirement activities with contract stipulations and budget;
- Listen carefully to, understand, and effectively communicate through verbal, written, and electronic communication channels;
- Perform duties to supervisor's expectations;
- Follow verbal and written instructions;
- Work independently and exercise initiative, with general guidance and supervision;
- Maintain a professional demeanor at all times;
- Perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Demonstrate integrity and ingenuity in the performance of assigned tasks and solving problems;
- Perform all duties in accordance with City policies and procedures with regard for personal safety and that of other employees and the public.

**Acceptable Experience and Training:**

- High school diploma or GED;
- An Associate's degree or advanced technical training in project management, environmental studies, water resources, or related field;
- Four (4) years' experience in wastewater performing related duties with two (2) years of supervisory or lead experience preferred;
- Driver's license required; or
- An equivalent combination of education and experience that provides the required skills, knowledge and abilities to successfully perform the essential functions of the position may be considered.

**Physical Demands & Work Environment:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this classification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of a job, on a case-by-case basis.

While performing the duties of this classification, the employee is frequently required to stand, walk, sit, stoop, kneel, bend, use and climb ladders, use hands to manipulate and make adjustments to tools used in performing the essential functions of the classification, and reach with hands and arms. The employee must frequently lift and/or move up to 25 pounds. Specific vision abilities required by this classification include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. Sufficient clarity of speech and hearing abilities required by this classification includes those which permit the employee to discern verbal instructions and communicate effectively in person and by telephone and to discern safety warnings such as alarms and emergency warning sounds, including vehicle backup warnings. While performing the duties of this classification, the employee works in a public office environment where the noise level is usually moderate. Field inspections may include exposure to adverse weather conditions, construction equipment, and traffic.

**CITY COUNCIL  
STAFF REPORT**

**DATE: JULY 7, 2026**

**FROM: KEITH CLEMANS, BUILDING INSPECTER , BLDG DEPARTMENT**

**SUBJECT: REQUEST TO LEVY A SPECIAL ASSESSMENT AGAINST  
THE PROPERTY LOCATED AT 361 MILL AVE IN THE  
AMOUNT OF \$29,600.00**

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**DECISION POINT:** Should the City Council levy a special assessment against property located at 361 W. Mill to recover the cost of abatement and demolition fees?

**HISTORY:** A spruce tree had fallen thru a residential structure in December of 2025. After inspection, the City's Building Official determined that the structure was dangerous and could not be occupied safely. The City attempted to contact the owner to require repair or demolition of the structure. However, after repeated attempts, the City could not elicit a response from the owner. Accordingly, the City issued a Notice of Abatement, requiring the owner to repair or demolish the structure pursuant to the Uniform Code for the Abatement of Dangerous Buildings, adopted by the City as Chapter 15.09, Coeur d'Alene Municipal Code. The owner was advised in the Notice that failure to repair or demolish the structure could result in the City demolishing the structure at the owner's expense. The Notice was sent to the owner's last known address and posted on the property. Again, the owner failed to contact the City or correct the dangerous condition. On June 2, 2026, City Council authorized the demolition of the house pursuant to Section 701(c)(3), of the Uniform Code. As of June 23, the demolition was complete. The house, its contents, and the foundation have all been removed. All that remains on the property is the garage, which has been posted "Do Not Occupy."

Section 905(c) of the Uniform Code provides that Council may order that the cost of demolition may be assessed against the property and cause the assessment to be recorded on the assessment roll. Thereafter, the assessment shall constitute a special assessment against and a lien upon the property. The cost of demolition by Canon hill Industries was \$29,500.00

**FINANCIAL ANALYSIS:** The City paid \$29,500 for asbestos testing, removal of the structure, cleaning the lot, capping water, gas and sewer. A \$100 abatement fee is also charged for staff time.

**PERFORMANCE ANALYSIS:** Demolition of this structure improved the safety of the neighborhood and surrounding community. Removal of the structure eliminated the opportunity for transient habitation. The Uniform Code for the Abatement of Dangerous Buildings, adopted by the City, provides the process for City demolition of dangerous buildings and the City followed that process in this case. In addition, the Uniform Code

permits the City to levy a special lien against the property to cover the cost to the City of demolition.

**DECISION POINT/RECOMMENDATION:** Council should levy a special assessment against the property at 361 W. Mill Ave., in the amount of \$29,600.00 to recover the cost to the City of the demolition of the property.

RESOLUTION NO. 26-055

A RESOLUTION OF THE CITY OF COEUR D'ALENE, KOOTENAI COUNTY, IDAHO, LEVYING A SPECIAL ASSESSMENT AGAINST PROPERTY LOCATED AT 361 W. MILL AVENUE, COEUR D'ALENE, IDAHO, IN THE AMOUNT OF \$29,600.00 TO RECOVER THE COST OF ABATEMENT AND DEMOLITION OF A DANGEROUS BUILDING ON SAID PROPERTY.

WHEREAS, the City has adopted the Uniform Code for the Abatement of Dangerous Buildings (Chapter 15.09, Municipal Code); and

WHEREAS, the Building Official for the City determined that the residential structure at 361 W. Mill Avenue, Coeur d'Alene, Idaho, was a dangerous building as provided by section 302 of the Uniform Code for the Abatement of Dangerous Buildings, and that it required repair or demolition due to the danger to persons and property caused by the condition of the building; and

WHEREAS, the City issued a Notice of Abatement, requiring the owner to repair or demolish the structure, and advising the owner that failure to repair or demolish the structure could result in the City demolishing the structure at the owner's expense; and the Notice was sent to the owner's last known address by certified mail postage prepaid and posted on the property; and

WHEREAS, the owner failed to contact the City at any time and failed to correct the dangerous condition; and

WHEREAS, after the required time for appeal had passed, the City obtained a quote for the demolition of the residential structure from Cannon Hill Industries and Cannon Hill removed the structure on June 10 and 11, 2026; and

WHEREAS, the cost to the City for demolition and removal of the building was \$29,500.00, including asbestos testing, removal of the structure, cleaning the lot, and capping water and sewer; in addition, a \$100.00 abatement fee was incurred for staff time, pursuant to the Uniform Code; and

WHEREAS, the Uniform Code for the Abatement of Dangerous Buildings provides that the City may levy a special assessment against property when it repairs or demolishes a dangerous structure after the owner has been given notice and fails to remedy the dangerous condition.

NOW, THEREFORE,

BE IT RESOLVED by the Mayor and City Council of the City of Coeur d’Alene, Idaho, that the City hereby levies a special assessment against the property located at 361 W. Mill Avenue, Coeur d’Alene, Idaho, in the amount of \$29,600.00 for the cost of demolition and removal of a building, and the abatement fee.

BE IT FURTHER RESOLVED that the special assessment be recorded on the County assessment roll.

DATED this 7<sup>th</sup> day of July, 2026.

\_\_\_\_\_  
Daniel K. Gookin, Mayor

ATTEST:

\_\_\_\_\_  
Renata McLeod, City Clerk

Motion by \_\_\_\_\_, Seconded by \_\_\_\_\_, to adopt the foregoing resolution.

ROLL CALL:

COUNCIL MEMBER GABRIEL	Voted
COUNCIL MEMBER MILLER	Voted
COUNCIL MEMBER ENGLISH	Voted
COUNCIL MEMBER WOOD	Voted
COUNCIL MEMBER SHECKLER	Voted
COUNCIL MEMBER EVANS	Voted

\_\_\_\_\_ was absent. Motion \_\_\_\_\_.



5605 E. Seltice Way  
Post Falls, ID 83854

# Invoice

Date	Invoice #
6/22/2026	45767
Due Date	7/7/2026

Bill To

City of Coeur d'Alene  
710 E Mullan Avenue  
Coeur d'Alene, ID 83814

Item	Quantity	Description	Rate	Amount
DEMO		Demo at 361 W. Mill Ave. Removed House, foundation and slab.	29,500.00	29,500.00

<b>Balance Due</b>	\$29,500.00
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All Invoices Due- Net 15 Days  
Credit Card Fee of 2.99% will be added to  
invoices over the amount of \$2500.00

Cannon-Hill Industries  
Phone:208-765-6794 Email:Office@cannon-hill.com

**CITY COUNCIL  
STAFF REPORT**

**DATE:** July 7<sup>th</sup>, 2026  
**FROM:** Katie Ebner, Finance Director/Treasurer  
**SUBJECT:** **Adoption of Budget Administration Policy and Revisions to Procurement Policies**

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**DECISION POINT:** Should Council approve the new Budget Administration, Reallocation, and Amendment Policy and the proposed revisions to the Procurement of Personal Property and Services Policy and Procurement of Public Works Construction Policy?

**HISTORY:** The Budget Administration, Reallocation, and Amendment Policy is a new policy. It is intended to provide clear guidance to departments after the annual budget is adopted, including when departments may use available savings within their existing authority and when City Council action is required.

The City’s procurement policies establish the processes departments must follow when purchasing goods, services, and public works construction. In February 2026, Council approved revisions to the Procurement of Personal Property and Services Policy to streamline routine, budgeted procurements. At that time, revisions to streamline purchases governed by the Procurement of Public Works Construction Policy were not ready for Council consideration. Finance continued reviewing applicable Idaho Code requirements and prior policy language to address areas of ambiguity.

**FINANCIAL ANALYSIS:** The proposed policies do not independently appropriate funds or create new spending authority. They clarify that departments must remain within legally adopted budget authority unless City Council approves a budget increase by resolution.

**PERFORMANCE ANALYSIS:**

- **Budget Administration Policy** – This new policy preserves flexibility for departments to reallocate non-personnel savings among supplies, services, equipment, and capital expenditures within their adopted department budget. It also establishes that personnel savings may not be redirected to non-personnel uses without City Council approval. For General Fund requests, projected personnel savings would be calculated after the ninth month of the fiscal year and applied against the projected General Fund deficit before considering use of fund balance. The policy also formalizes the treatment of budget carryover for previously authorized contracts, capital projects, replacement cycles, and multiyear initiatives that cross fiscal years due to timing, delivery, or project scheduling.

- **Procurement of Personal Property and Services Policy** – This policy revision removed language addressing procurements not in the financial plan, and to follow the new Budget Administration Policy in those instances.
- **Procurement of Public Works Construction Policy** – In February 2026, the City Council approved a comprehensive update to the Procurement of Personal Property and Services Policy. At that time, the Procurement of Public Works Construction Policy was not updated because Finance was continuing to research applicable Idaho Code requirements and resolve areas where the statutory requirements and prior policy language were ambiguous. The proposed Public Works Construction Policy is therefore presented as a comprehensive update, to provide a clear and consistent procurement framework aligned with current Idaho Code, City practices, and the updated personal property and services procurement policy.

**DECISION POINT/RECOMMENDATION:** Staff recommends approval of the new Budget Administration, Reallocation, and Amendment Policy and the proposed revisions to the Procurement of Personal Property and Services Policy and Procurement of Public Works Construction Policy.

RESOLUTION NO. 26-056

A RESOLUTION OF THE CITY OF COEUR D'ALENE, KOOTENAI COUNTY, IDAHO, ADOPTING A BUDGET ADMINISTRATION, REALLOCATION, AND AMENDMENT POLICY, AMENDING THE CITY'S PROCUREMENT OF PERSONAL PROPERTY AND SERVICES POLICY, AMENDING THE CITY'S PROCUREMENT OF PUBLIC WORKS CONSTRUCTION POLICY, AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City Council has adopted annual budgets in accordance with Idaho law and desires to establish clear administrative procedures governing budget administration, budget reallocations, budget amendments, and budget carryovers following adoption of the annual budget; and

WHEREAS, the proposed Budget Administration, Reallocation, and Amendment Policy provides guidance regarding the use of available departmental budget savings, establishes when City Council approval is required for budget amendments, and formalizes procedures for budget carryovers associated with previously authorized contracts, capital projects, replacement cycles, and multiyear initiatives; and

WHEREAS, the City Council previously adopted revisions to the Procurement of Personal Property and Services Policy in February 2026 to streamline routine budgeted procurements, and additional revisions are now proposed to remove provisions relating to procurements outside the adopted financial plan and instead reference the new Budget Administration, Reallocation, and Amendment Policy; and

WHEREAS, the Procurement of Public Works Construction Policy has been comprehensively updated following additional review of applicable Idaho Code and existing City practices to provide a clear, consistent procurement framework aligned with current state law and the City's procurement policies; and

WHEREAS, the proposed policies do not appropriate additional funds or create new spending authority, but clarify existing budget administration procedures and procurement requirements while preserving the City Council's authority to approve budget increases by resolution; and

WHEREAS, the City Council finds that adoption of the Budget Administration, Reallocation, and Amendment Policy, and the amendments to the Procurement of Personal Property and Services Policy and the Procurement of Public Works Construction Policy are in the best interests of the City of Coeur d'Alene.

NOW, THEREFORE,

BE IT RESOLVED by the Mayor and City Council of the City of Coeur d'Alene that the policies, as shown in Exhibits A, B, and C hereto, be and are hereby adopted.

BE IT FURTHER RESOLVED that the Mayor and City Clerk be and they are hereby authorized to execute any documents on behalf of the City as may be necessary to implement the policies adopted by this Resolution.

DATED this 7<sup>th</sup> day of July, 2026.

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Daniel K. Gookin, Mayor

ATTEST:

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Renata McLeod, City Clerk

Motion by \_\_\_\_\_, Seconded by \_\_\_\_\_, to adopt the foregoing resolution.

ROLL CALL:

COUNCIL MEMBER ENGLISH                      Voted

COUNCIL MEMBER MILLER                      Voted

COUNCIL MEMBER GABRIEL                      Voted

COUNCIL MEMBER EVANS                      Voted

COUNCIL MEMBER SHECKLER                      Voted

COUNCIL MEMBER WOOD                      Voted

\_\_\_\_\_ was absent. Motion \_\_\_\_\_.

## **Budget Administration, Reallocation, and Amendment Policy**

### **Purpose**

The purpose of this policy is to establish clear guidelines for managing departmental budgets after adoption, including when departments may use savings within existing budget authority and when formal City Council action is required to increase budget authority.

This policy is intended to provide departments with reasonable operational flexibility while preserving transparency, accountability, and City Council oversight over total spending authority, personnel costs, and changes to the adopted budget.

### **Policy Statement**

Departments are expected to operate within their legally adopted budget authority. Department directors may manage and reallocate available savings within non-personnel expenditure categories to meet unanticipated operational needs, provided the department's total authorized budget for non-personnel costs is not exceeded. Additionally, all expenditures must comply with applicable laws, grant restrictions, purchasing policies, and City procedures.

Personnel savings may not be reallocated for non-personnel purposes without City Council approval.

Any increase to total budget authority must be approved by the City Council through a resolution.

### **Non-Personnel Budget Flexibility**

Departments are allowed to use savings from non-personnel expenditure lines to cover other non-personnel needs within the same department budget. This may include reallocating savings among categories such as:

- Supplies
- Professional or contractual services
- Repairs and maintenance
- Training and travel
- Equipment
- Capital outlay, excluding multiyear projects

This flexibility is intended to allow departments to respond to changing operational needs without requiring formal budget amendments for routine reallocations that do not increase the department's total budget authority.

All purchases must still comply with applicable purchasing policies, procurement requirements, grant restrictions, legal requirements, and documentation standards.

## **Personnel Savings**

Personnel savings may not be used to fund other expenditures unless specifically approved by City Council. This includes savings generated from:

- Vacant positions
- Delayed hiring
- Turnover
- Leave without pay
- Reduced overtime
- Salary savings
- Benefit savings
- Position restructuring

## **Presenting Personnel Savings in a Staff Report**

For General Fund departments, the Department Head may provide an estimate of personnel savings in a staff report to City Council with their request to fund an unbudgeted expenditure. Personnel savings will be estimated by the Finance Director after the 9<sup>th</sup> month of the fiscal year is complete and will be a calculation of projected personnel cost savings for the full General Fund. The savings would then be netted against any General Fund deficit. If the General Fund deficit less any personnel savings is not sufficient to cover the additional cost, a Department Head may request a budgetary increase out of fund balance to meet the necessary cost.

## **Approval Requirements**

A department may reallocate non-personnel savings within its adopted budget without Council approval, provided:

1. The total department budget for combined supplies, services and capital expenditures is not exceeded.
2. The expenditure complies with procurement and purchasing policies.
3. The expenditure adheres to any relevant grant terms, bond restrictions, or other funding requirements.
4. The expenditure does not create a new ongoing obligation without appropriate approval.

## **Budget Amendments**

Nothing in this policy authorizes a department to exceed its total adopted budget authority. If a proposed expenditure would cause a department or fund to exceed legally adopted budget authority, a formal budget increase by City Council resolution is required.

## **Documentation**

All reallocations and related expenditures will be documented at the department level. Documentation should be sufficient to ensure the department can track and adhere to the revised budget.

## **Budget Carryover**

Budget carryover may be allowed when expenditures were previously approved as part of an adopted budget, approved contract, capital plan, equipment replacement schedule, or other authorized multi-year project, but the actual purchase or payment occurs in a subsequent fiscal year due to timing, delivery, project scheduling, contract performance, or other administrative factors.

Budget carryover is generally presumed appropriate when the expenditure relates to an already approved contract, construction project, capital improvement, equipment replacement cycle, or multi-year implementation plan, and the underlying authorization occurred in a prior fiscal year. In these cases, the expenditure is not considered a new or expanded budget request, provided the scope, purpose, and approved funding source remain substantially consistent with the original authorization.

Examples of eligible budget carryover may include:

- Construction projects where work or billing crosses fiscal years;
- Equipment or vehicle purchases ordered in one fiscal year but received or paid in the next fiscal year;
- Approved replacement cycles delayed due to availability, procurement timing, or delivery schedules;
- Multi-year plans, studies, software implementations, or capital projects previously authorized by the City Council or included in the adopted financial plan.

Budget carryover does not authorize departments to reallocate unused budget authority to new purposes or expand the scope of an approved project without appropriate approval. Any material change in scope, funding source, or total project cost shall be reviewed in accordance with the City's budget amendment and purchasing policies.

The Finance Director will review requested carryover items to confirm that the expenditure was previously authorized, remains consistent with the original purpose, and has an available funding source. If the request adheres to this policy's criteria, the Finance Director will consult with the City Administrator and Mayor prior to approval. When necessary, carryover items may be

included in a subsequent budget amendment or financial report to City Council for transparency and formal recognition in the current fiscal year budget.

### **Emergency Unbudgeted Purchases**

If a purchase is necessary for safety, compliance, or the continuation of essential operations, it shall be evaluated on that basis and funded as necessary, including through the use of fund balance if required. The City Administrator, or designee, in consultation with the Mayor, is authorized to approve unbudgeted emergency purchases. Unbudgeted emergency purchases of \$50,000 or more shall be reported to City Council after the purchase.

## **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, and purchases excluded by I.C. § 67-2803.
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 any personal property or services from \$25,000 but less than \$100,000.** If the contemplated procurement has been approved in the current financial plan, the department may issue an informal solicitation for the procurement and select the vendor providing the best value to the City. The department purchasing must complete and submit the price reasonableness form or a purchase order to the Finance Director or designee 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 but must retain copies of documents related to the procurement for seven (7) years in accordance with public record laws. The related payment will be submitted to the City Council for approval in the bills to council report.

2. **Procurements of any personal property or services from \$100,000 but less than \$250,000.** 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 electronically or in writing. 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 Director or designee for review and approval prior to making the procurement. For procurements approved in the financial plan, the department head is authorized to execute the invoice/purchase agreement on behalf of the City after approval of the price reasonableness form. Any related bidding documents, contracts, or purchase agreements must be submitted to the finance department to ensure compliance with public record laws. The related payment will be submitted to the City Council for approval in the bills to council report.
3. **Procurements of any personal property or services for \$250,000 or more.** For procurements approved in the current financial plan above \$250,000, the department must comply with I.C. § 67-2806(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.
4. **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. refer to the Budget Administration, Reallocation, and Amendment Policy.~~ Following approval, the department may proceed with the procurement ~~as otherwise~~ outlined in this policy.
5. **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.

6. **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~~City Administrator, or designee, in consultation with the Mayor 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.
7. **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, HAZMAT 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.
8. For rolling stock, all titles will be in the name of the "The City of Coeur d'Alene" 710 E. Mullan Ave.
9. **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.

10. **Change Orders and Contract Amendments.** Change orders may be approved by the department head and Finance Director when budget capacity exists and the change order cost is less than \$50,000. For change orders where no budget capacity exists, or if the cost of the change order is greater than \$50,000, City Council must approve in the consent calendar prior to acceptance of the change order.

In emergency situations where immediate action is required to protect public health, safety, or property, or where delaying approval would result in material and otherwise avoidable cost increases, a department head or designee may approve a change order exceeding limits outlined in this policy. Emergency approvals must be approved by City Council at the next regular meeting.

## 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. ~~—Public Works Contractor License Any contractor or subcontractor who wishes to construct, repair, or reconstruct any project that involves City funding must have a Public Works Contractor License, except projects where the estimated costs of the entire project is less than \$50,000.~~

~~B. Procurements of less than \$50,000~~**Public Works Services from \$25,000 but less than \$100,000.** ~~If the anticipated cost of the construction project is less than \$50,000 and the project contemplated procurement is authorized~~has been approved in the current financial plan, the department may issue ~~a solicitation~~an informal solicitation for the project, and select the vendor providing the best value to the City. - The department must complete and submit the price reasonableness form or a purchase order 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. The department head is authorized to execute the invoice/contract on behalf of the City but must retain copies of documents related to the procurement for seven (7) years in accordance with public record laws. 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 or purchase order number if applicable;
2. ~~Proof of~~Documentation of the vendor's contractor registrationPublic Works Contractor License for projects estimated to cost \$50,000 or more;
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.~~

**CB. Procurements between from \$50,000\$100,000 -but less than \$250,000and \$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 electronically or in writing. 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).

**ED. Procurements over \$200,000250,000.** If the anticipated cost of the construction project exceeds ~~\$200,000~~,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.

~~DE.~~ **Procurements not approved in the financial plan.** If the contemplated project is not in the current financial plan, refer to the Budget Administration, Reallocation, and Amendment Policy. Following the appropriate approval, the department may proceed with the procurement as outlined in this policy. ~~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.~~

~~EF.~~ **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~~City Administrator, or designee, in consultation with the Mayor 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.

~~FG.~~ **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.

~~GH.~~ **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.

**CITY COUNCIL  
STAFF REPORT**

**DATE:** July 7, 2027  
**FROM:** Adam Rouse, Interim Parks & Recreation Director/Arts Commission Liaison  
**SUBJECT:** Approval of Second Year Funding for Art Spotlight CDA-Performing Arts Grant Recipients

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**DECISION POINT:** Should Council approve the option for a second year of Art Spotlight CDA-Performing Arts program grants to the Lake City Playhouse, Coeur d’Alene Summer Theater, and Music Conservatory of Coeur d’Alene using dedicated Art Funds, and authorize contracts for each recipient?

The City adopted a Public Arts Policy in 1999, revised in 2008 and 2017. In that Policy, the City set out the goals of the Public Arts Program which included broadening the role of the artist in the community, promoting public dialogue and understanding of public art, and advocating for arts education. Performing arts are a distinguishing part of our public history and culture. Theatre, music, dance, and opera create and enhance the neighborhood and community identity. These live performances and the organizations that produce them add to the cultural landscape and character of the City.

On May 7, 2026, the Selection Committee reviewed annual reports from each recipient of the first round of grants that run from November 2025 through October 2026. Lake City Playhouse, Coeur d’Alene Summer Theater, and Music Conservatory, met all requirements as set forth in their original contracts.

Upon recommendation by the Selection Committee at the May 26, 2026, meeting of the Arts Commission, a unanimous vote was held recommending that City Council approve the option for second year grants of \$5,000 each to Lake City Playhouse, Coeur d’Alene Summer Theater, and Music Conservatory of Coeur d’Alene. The second-year option will run November 2026 through the end of October 2027.

**FINANCIAL ANALYSIS:** The total funds to be provided, using dedicated Art Fund dollars, will not exceed \$15,000 annually. The three performing arts organizations selected will be funded for a second year in the amount of \$5,000 each for the same projects, programs, and productions, as were originally presented to the Arts Commission in 2025.

**DECISION POINT/RECOMMENDATION:** Council should approve the option for a second year of Art Spotlight CDA-Performing Arts program grants to Lake City Playhouse, Coeur d’Alene Summer Theater, and Music Conservatory of Coeur d’Alene in the amount of \$5,000 each, for a total of \$15,000, using dedicated Art Funds, and authorize contracts for each recipient.

## **Art Spotlight CDA Grant Agreement**

**Date of Agreement:** \_\_\_\_\_

**Grantee:** \_\_\_\_\_

**Purpose of Grant:** \_\_\_\_\_

**Total Amount of Grant:** \$5,000.00

**Grant Period:** November 1, 2026 – October 31, 2027

This grant is awarded by the City of Coeur d’Alene (hereinafter referred to as the “City”) to Grantee subject to the following terms and conditions:

A. Grantee acknowledges and agrees that:

1. It is based in Kootenai County, Idaho;
2. It is a 501(c)(3) nonprofit organization;
3. It is in good standing with the City and the community;
4. It has completed at least five (5) years of performing arts programming;
5. It is an organization that regularly schedules and engages performing artists to perform before general audiences in the community and manages the related performance logistics as an ongoing and significant component of their organization’s activity;
6. It will use the grant funds only for the project, program, or production mentioned in their application;
7. It will use the grant funds within one year, from November 1, 2025 to October 31, 2026;
8. It has a social security number or tax identification number issued by the Internal Revenue Service; and
9. It will maintain adequate liability insurance, and provide proof of such insurance to the City, for any project, program, or production funded in whole or in part by the grant funds.

B. It is expressly agreed and understood that the total amount to be paid by the City under this Agreement shall not exceed the amount shown above without an amendment to this agreement and authorization from City Council for additional funds.

C. Grantee may not use any grant funds to lobby or otherwise attempt to influence legislation, to influence the outcome of any public election, or to carry on any voter registration drive. Grantee further agrees that funds provided under this Agreement will not be used for religious activities such as

worship, religious instruction, or proselytizing. This grant must be used for the purposes identified above, as described in the Grantee's application and related correspondence, and may not be expended for any other purposes. Grantee accepts responsibility for complying with this agreement's terms and conditions and will exercise full control over the grant and the expenditure of grant funds. The City may request that Grantee return any unexpended grant funds remaining at the end of the grant period.

D. Grantee will provide the City a Report at the end of the grant period.

E. Grantee will provide promptly such additional information, reports and documents as the City may request and will allow the City and its representatives to have reasonable access during regular business hours to files, records, accounts or personnel that are associated with this grant, for the purpose of making such financial reviews, verifications or program evaluations as may be deemed necessary by the City.

F. Grantee will allow the City's Arts Commission to review and approve the text of any proposed publicity concerning this grant prior to its release. All promotional items, regardless of media format, shall have an approved CDA Arts Commission logo and support acknowledgment.

G. The City reserves the right to discontinue, modify or withhold any payments to be made under this grant award or to require a total or partial refund of any grant funds, if, in the City's sole discretion, it deems such action is necessary: (1) because Grantee has not fully complied with the terms and conditions of this grant; (2) to protect the purpose and objectives of the grant; or (3) to comply with any law or regulation applicable to the Grantee, to the City, or this grant.

H. Grantee shall hold harmless, defend, and indemnify the City and its representatives from any and all claims, actions, suits, charges, and judgments or losses of any kind, nature, and description, including costs, expenses, and attorney fees, that may be incurred by reason of any act or omission, neglect, or misconduct of Grantee that may arise out of or which is in any way related to this Agreement.

I. Grantee's deposit, negotiation, or endorsement of the City's check for any grant funds will constitute its agreement to the terms and conditions set forth above. However, for the City's files, please have the enclosed copy of this agreement reviewed and signed where indicated by an authorized officer of Grantee and then returned to us within three weeks of receipt of this agreement. Grantee may wish to have this agreement reviewed by legal counsel.

On behalf of Grantee, I understand and agree to the foregoing terms and conditions of the City's grant, and hereby certify my authority to execute this agreement on Grantee's behalf.

**Signature:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

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

RESOLUTION NO. 26-057

A RESOLUTION OF THE CITY OF COEUR D'ALENE, KOOTENAI COUNTY, IDAHO, APPROVING THE OPTION FOR A SECOND YEAR OF ART SPOTLIGHT CDA PROGRAM GRANTS TO THE LAKE CITY PLAYHOUSE, THE COEUR D'ALENE SUMMER THEATER, AND THE MUSIC CONSERVATORY OF COEUR D'ALENE, FOR THE PERIOD NOVEMBER 2026 THROUGH OCTOBER 2027, IN THE AMOUNT OF \$5,000 FOR EACH RECIPIENT.

WHEREAS, the Art Spotlight CDA program is intended to support performing arts organizations by sustaining and expanding programs that enrich the community and attract audiences both locally and nationally; and

WHEREAS, the Interim Parks & Recreation Director/Arts Commission Liaison and the City of Coeur d'Alene Arts Commission have recommended that the City approve the option for a second year of Art Spotlight CDA program grants to the Lake City Playhouse, Coeur d'Alene Summer Theater, and Music Conservatory of Coeur d'Alene; and

WHEREAS, funding for the second year of program grants will be provided from dedicated Art Fund dollars, in an amount of \$5,000 for each recipient; and

WHEREAS, it is deemed to be in the best interests of the City of Coeur d'Alene and the citizens thereof to approve the option for a second year of grants.

NOW, THEREFORE,

BE IT RESOLVED by the Mayor and City Council of the City of Coeur d'Alene that the City hereby approves the option for a second year of Art Spotlight CDA program grants to the Lake City Playhouse, Coeur d'Alene Summer Theater, and Music Conservatory of Coeur d'Alene in the amount of \$5,000.00 per recipient.

BE IT FURTHER RESOLVED that the Mayor and City Clerk are hereby authorized to execute all documents necessary to award the grants.

DATED this 7<sup>th</sup> day of July, 2026.

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Daniel K. Gookin, Mayor

ATTEST:

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Renata McLeod, City Clerk

Motion by \_\_\_\_\_, Seconded by \_\_\_\_\_, to adopt the foregoing resolution.

ROLL CALL:

COUNCIL MEMBER EVANS Voted

COUNCIL MEMBER MILLER Voted

COUNCIL MEMBER GABRIEL Voted

COUNCIL MEMBER ENGLISH Voted

COUNCIL MEMBER SHECKLER Voted

COUNCIL MEMBER WOOD Voted

\_\_\_\_\_ was absent. Motion \_\_\_\_\_.

COUNCIL BILL NO. 26-1011  
ORDINANCE NO. \_\_\_\_\_

AN ORDINANCE AMENDING SECTION 8.12.020 OF THE MUNICIPAL CODE OF THE CITY OF COEUR D'ALENE, KOOTENAI COUNTY, IDAHO; 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.

WHEREAS, after recommendation by the Police Department, it is deemed by the Mayor and City Council to be in the best interests of the City of Coeur d'Alene that said amendments be adopted.

NOW, THEREFORE,

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

**SECTION 1.** *That Coeur d'Alene Municipal Code Chapter 8.12 entitled FIREWORKS is amended as follows:*

**8.12.020: FIREWORKS PROHIBITED; EXCEPTION; PERMIT:**

A. It is unlawful for any person in the City to import, export, offer for sale, sell, possess, use, keep or store, or permit the keeping or storing of any fireworks, other than nonaerial common fireworks, for any use or purpose, except that a person holding a special fireworks permit issued by the Fire Department may use special fireworks for a safely supervised and conducted public display of fireworks.

B. It is unlawful for the owner of any property, or a tenant in possession of said property, to knowingly allow another to possess or use any fireworks, other than nonaerial common fireworks, on said property. When fireworks, other than nonaerial common fireworks, whether used or unused, are found on property, it shall be evidence that the owner of the property, and any tenant in possession of said property, knowingly allowed the possession or use of said fireworks on the property.

C. When fireworks, other than nonaerial common fireworks, whether used or unused, are found within a public right-of-way, it shall be evidence that the owner of the abutting private property, and any tenant in possession of said property, knowingly allowed the possession or use of said fireworks.

~~B~~D. It is unlawful for any person to release or cause to be released a sky lantern, tethered or untethered, within the City of Coeur d'Alene.

~~C~~E. It is unlawful for any person to willfully or carelessly release or cause to be released a sky lantern outside the City of Coeur d'Alene in such a manner or under such circumstances that it sets

on fire, or causes to set on fire, any structure, timber, grass or grain, or other property within the City of Coeur d'Alene.

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

**SECTION 3.** The provisions of this ordinance are severable and if any provision, clause, sentence, subsection, word or part thereof is held illegal, invalid, or unconstitutional or inapplicable to any person or circumstance, such illegality, invalidity or unconstitutionality or inapplicability shall not affect or impair any of the remaining provisions, clauses, sentences, subsections, words or parts of this ordinance or their application to other persons or circumstances. It is hereby declared to be the legislative intent that this ordinance would have been adopted if such illegal, invalid or unconstitutional provision, clause sentence, subsection, word, or part had not been included therein.

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

*Passed under suspension of rules upon which a roll call vote was duly taken and duly enacted an Ordinance of the City of Coeur d'Alene at a regular session of the City Council on \_\_\_\_\_, 2026.*

APPROVED, ADOPTED and SIGNED this            day of            , 2026.

\_\_\_\_\_  
Daniel K. Gookin, Mayor

ATTEST:

\_\_\_\_\_  
Renata McLeod, City Clerk

SUMMARY OF COEUR D'ALENE ORDINANCE NO. \_\_\_\_\_  
Amending Chapter 8.12 entitled "Fireworks"

AN ORDINANCE AMENDING THE MUNICIPAL CODE OF THE CITY OF COEUR D'ALENE, KOOTENAI COUNTY, IDAHO, AMENDING CHAPTER 8.12 ENTITLED "FIREWORKS;" PROVIDING REPEAL OF CONFLICTING ORDINANCES; PROVIDING SEVERABILITY. THE ORDINANCE SHALL BE EFFECTIVE UPON PUBLICATION OF THIS SUMMARY. THE FULL TEXT OF THE SUMMARIZED ORDINANCE NO. \_\_\_\_\_ IS AVAILABLE AT COEUR D'ALENE CITY HALL, 710 E. MULLAN AVENUE, COEUR D'ALENE, IDAHO 83814 IN THE OFFICE OF THE CITY CLERK.

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Renata McLeod, City Clerk

**STATEMENT OF LEGAL ADVISOR**

I, Randall R. Adams, am City Attorney for the City of Coeur d'Alene, Idaho. I have examined the attached summary of Coeur d'Alene Ordinance No. \_\_\_\_\_, Amending Chapter 8.12 entitled "Fireworks," and find it to be a true and complete summary of said ordinance which provides adequate notice to the public of the context thereof.

DATED this        day of        , 2026.

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Randall R. Adams, City Attorney

**CITY COUNCIL  
STAFF REPORT**

DATE: July 7, 2026

FROM: *Mike Anderson, Wastewater Director*

SUBJECT: *City Wastewater Code Modifications to 13.20 per IDEQ Audit*

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**DECISION POINT:** Should Council approve edits to City Wastewater codes 13.20.2.11 B-E, 13.20.3.7(A)(5), and 13.20.4.6 as per our most recent Idaho DEQ pretreatment audit?

**HISTORY:** The Idaho Department of Environmental Quality conducted a pretreatment audit of the City’s Industrial Pretreatment Program on November 19–20, 2024. The proposed amendments to Chapter 13.20 are intended to address DEQ’s comments by clarifying reporting requirements, reconciling accidental spill and slug discharge provisions, and improving consistency in the City’s pretreatment regulations.

**FINANCIAL ANALYSIS:** There is no anticipated financial impact to the City or its industrial wastewater users.

**PERFORMANCE ANALYSIS:** The proposed amendments are intended to improve administration of the City’s Industrial Pretreatment Program by aligning City Code, internal procedures, and industrial user discharge permits. The changes clarify reporting and resampling requirements for accidental spills, slug discharges, and other noncompliance, reducing confusion and supporting consistent implementation and enforcement.

**DECISION POINT/RECOMMENDATION:** Council should approve the amendments to the City’s Municipal Codes 13.20.2.11 B-E, 13.20.3.7(A)(5), and 13.20.4.6.

COUNCIL BILL NO. 26-1013  
ORDINANCE NO. \_\_\_\_\_

AN ORDINANCE AMENDING THE MUNICIPAL CODE OF THE CITY OF COEUR D'ALENE, KOOTENAI COUNTY, IDAHO, AMENDING SECTIONS 13.20.2.11, 13.20.3.7, AND 13.20.4.6 REGARDING UNIFORM WASTEWATER REQUIREMENTS; 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.

WHEREAS, it is deemed by the Mayor and City Council to be in the best interests of the City of Coeur d'Alene that said amendments be adopted; NOW, THEREFORE,

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

**SECTION 1.** *That Coeur d'Alene Municipal Code Section 13.20.2.11 is amended as follows:*

**ACCIDENTAL SPILL PREVENTION PLAN (ASPP)/SLUG CONTROL PLANS:**

~~B.—Users must notify the city wastewater treatment plant immediately upon the occurrence of a "slug" or "accidental discharge" of substances prohibited by this chapter. The notification must include location of discharge, date and time thereof, type of waste, concentration and volume, and corrective actions. Any affected user will be liable for any expense, loss, or damage to the POTW, in addition to the amount of any fines imposed on the city on account thereof under state or federal law.~~

~~C.—Within five (5) days following an accidental discharge/slug discharge, the user must submit to the superintendent a detailed written report describing the cause of the discharge and the measures to be taken by the user to prevent similar future occurrences. Such notification does not relieve the user of any expense, loss, damage, or other liability which may be incurred as a result of damage to the POTW, fish kills, or any other damage to person or property; nor will such notification relieve the user of any fines, civil penalties, or other liability which may be imposed by this chapter or other applicable law.~~

~~D.—Within thirty (30) days of a slug discharge, the user must resample its discharge and demonstrate that the user is in compliance with its discharge limitations.~~

~~E.—Signs must be permanently posted in conspicuous places on the user's premises advising employees whom to call in the event of a slug or accidental discharge. Employers must instruct all employees who may cause or discover such a discharge with respect to emergency notification procedures.~~

**SECTION 2.** *That Coeur d'Alene Municipal Code Section 13.20.3.7(A) (5) is amended as follows:*

**WASTEWATER DISCHARGE PERMIT CONTENTS:**

5. Requirement for **immediate** notification to the city within twenty-four (24) hours where self-monitoring results indicate noncompliance;

**SECTION 3.** *That Coeur d'Alene Municipal Code Section 13.20.4.6 is amended as follows:*

**NOTICE OF POTENTIAL PROBLEMS, INCLUDING ACCIDENTAL SPILLS, SLUG LOADINGS:**

A. All users must notify the city immediately of all discharges that could cause problems to the POTW, including any slug loadings, as defined in section 13.20.1.3 of this chapter. The notification must include the concentration and volume and corrective action. Steps being taken to reduce any adverse impact should also be noted during the notification. Within five (5) days following such discharge, the user shall, unless waived by the city, sample its discharge and, within thirty (30) days of the sampling date, shall report the results of the sampling to the Wastewater Department. The user shall also submit a detailed written report to the Wastewater Department describing the cause(s) of the discharge and the measures to be taken by the user to prevent similar future occurrences. Any user who discharges a "slug" (or slugs) of prohibited materials shall be liable for any expense, loss, or damage to the POTW, in addition to the amount of any fines imposed on the city under state or federal law.

**SECTION 4.** All ordinances and parts of ordinances in conflict with this ordinance are hereby repealed.

**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.

**SECTION 6.** After its passage and adoption, a summary of this Ordinance, under the provisions of the Idaho Code, shall be published once in the official newspaper of the City of Coeur d'Alene, and upon such publication shall be in full force and effect.

*Passed under suspension of rules upon which a roll call vote was duly taken and duly enacted an Ordinance of the City of Coeur d'Alene at a regular session of the City Council on July 7, 2026.*

APPROVED, ADOPTED and SIGNED this        day of        , 2026.

\_\_\_\_\_  
Daniel K. Gookin, Mayor

ATTEST:

\_\_\_\_\_  
Renata McLeod, City Clerk

SUMMARY OF COEUR D'ALENE ORDINANCE NO. \_\_\_\_\_  
Amendments to Chapter 13.20 – Uniform Wastewater Requirements

AN ORDINANCE AMENDING THE MUNICIPAL CODE OF THE CITY OF COEUR D'ALENE, KOOTENAI COUNTY, IDAHO, AMENDING SECTIONS 13.20.2.11, 13.20.3.7, AND 13.20.4.6 REGARDING UNIFORM WASTEWATER REQUIREMENTS; PROVIDING REPEAL OF CONFLICTING ORDINANCES; PROVIDING SEVERABILITY. THE ORDINANCE SHALL BE EFFECTIVE UPON PUBLICATION OF THIS SUMMARY. THE FULL TEXT OF THE SUMMARIZED ORDINANCE NO. \_\_\_\_\_ IS AVAILABLE AT COEUR D'ALENE CITY HALL, 710 E. MULLAN AVENUE, COEUR D'ALENE, IDAHO 83814 IN THE OFFICE OF THE CITY CLERK.

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Renata McLeod, City Clerk

**STATEMENT OF LEGAL ADVISOR**

I, Randall R. Adams, am City Attorney for the City of Coeur d'Alene, Idaho. I have examined the attached summary of Coeur d'Alene Ordinance No. \_\_\_\_\_, Amendments to Chapter 13.20 – Uniform Wastewater Requirements, and find it to be a true and complete summary of said ordinance which provides adequate notice to the public of the context thereof.

DATED this        day of        , 2026.

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Randall R. Adams, City Attorney