



Rathdrum

City Council Agenda

February 10, 2016

6:00 p.m.

Location: City Council Chamber
8047 W. Main Street
Rathdrum, ID 83858
(208) 687-0261

WELCOME-PLEASE TURN OFF CELL PHONES- Thank You.

- 1) **CALL THE MEETING TO ORDER**
- 2) **PLEDGE OF ALLEGIANCE**
- 3) **ROLL CALL**
- 4) **AMENDMENTS TO THE AGENDA**
- 5) **CONSENT CALENDAR APPROVAL**
 - A) Regular Council Minutes of January 13, 2016
 - B) Special Council Minutes of January 20, 2016
 - C) Regular and Special Bills as presented
 - D) Approval of 2015 Meeting Calendar
 - E) Approval of Dispatch Contract with the City of Post Falls
- 6) **CEREMONIES AND REPORTS**
 - A) Introduction of two new Public Works Employees
- 7) **VISITORS COMMENTS – An opportunity to address concerns not on the agenda (No formal action allowed – 3 minute time limit per issue) issues may be placed on subsequent agenda. Comments regarding performance by city employees are inappropriate at this time and should be directed to the Mayor, either by subsequent appointment or after tonight’s meeting, if time permitting. Repeated comments of the same or similar topic will be considered out of order and not allowed.**

8) PUBLIC HEARINGS

9) OLD BUSINESS

- A) Approval of new Finance Director/Treasurer Job Description, Deputy City Clerk/ Utility Specialist Job Description, and City Clerk modified Job Description, Parks and Recreation Director Job Description and Updated Salary Grade Table
- B) Approval of Niche Wall Contract for Cemetery
- C) SH53 Response Letter from ITD for request for reduction of speed limit
- D) Rathdrum Mountain Plan Phase 1 Contract with JUB
- E) Approval of Contract to purchase Flashing Crosswalk Lights
- F) Approval of Personnel Policy Change Resolution

10) NEW BUSINESS

- A) Consideration of Funding Resolution for the Intersection of Meyer Road and Lancaster Road
- B) Approval of Award for Test Well on SH41 and Authorize Contracts
- C) Consideration of request from Ace Hardware to submit Grant Application for Road Improvements
- D) Approval of Records Destruction Resolution

11) CITY ADMINISTRATOR REPORT/CALENDARING

12) MAYOR'S REPORT/APPOINTMENTS

- A) Reappointment of Mike Reynolds and Sue Riddle to the Cemetery Board
- B) Appointment of Finance Director/Treasurer and City Clerk

13) COUNCIL REPORTS

14) ADJOURN

Rathdrum City Hall is an ADA accessible building. Assistance for persons with disabilities will be provided upon 24-hours' notice prior to the meeting.

Memo

To: Mayor and City Council
From: Brett Boyer, City Administrator
Date: 02/05/2016
Re: Council Agenda Notes

Executive Summary of Agenda

5. Consent Agenda

A. Regula Council Minutes January 13, 2015—For your review.

B. Special Council Minutes of January 21, 2016—For your review.

C. Regular and Special Bills as presented—For your review.

D. Approval of 2015 Meeting Calendar—Under State Law we need to notice our regular meetings five days before. If we approve and publish the schedule in the beginning of the year, the agenda just needs to be up two days before the meeting. Basically the public will have the dates of our meetings early on.

E. Approval of Dispatch Contract with the City of Post Falls. —The contract with Post Falls is proposed for amendment. The original contract is from 2002 wherein we agree to give our County Cell Phone monies to Post Falls in exchange for dispatch services. The agreement gives a new starting amount base fee of \$89,000. The contract would increase by 1% per year to cover increases. There is termination language if we chose to end the contract and go back to the County. It is not recommended to do so as we have different radio frequencies than the County EMS. Post Falls also does a lot of work on the technical side making sure our radios and computers are working.

6. Ceremonies and Report—Introduction of two new Public Works Employees

8. Public Hearings—None

9. Old Business—A.) Approval of new Finance Director/Treasurer position, Utility Specialist/Deputy City Clerk position, and City Clerk modified job description, Parks and Recreation Director and Updated Salary Grade Table.—The Mayor, Melissa and I have been working on the job split and changes to the positions. We are looking to have Melissa in the first position and to post on the Deputy Clerk and hire a PT person and lastly, to put Sherri into the City Clerk position. Take a look at the division of duties. We tried to keep the financial items on the Treasurer side and the clerk and Human Resource stuff on the other side with the clerk. They will be cross trained and both have the payroll duties at times or to cover for the other. This should allow enough time for them to focus on

their areas. In addition, now that Lance is retiring we want to formally request approval of his job description. This position is one that we look to fill administratively. Please also review the Pay Grade Table as we made some changes there. I will go through the changes with you at the meeting.

B.) Approval of the Niche Wall Contract—The low bid for the Niche wall came in at \$14,586 with the Wilbert Precast Inc. company. Requesting approval for the Mayor to sign the contract and move forward with getting the Niche wall installed. It will increase the wall capacity by 40 units.

C.) SH53 Response Letter from ITD for request for reduction of speed limit—Included is the response on the speed limit change request. In short they said no. We thought our next move would be to request that they participate half in putting the light in at Meyer and Hwy 53. We believe that also would slow traffic down in the area we are concerned with. We are requesting the ok to proceed to request other mitigating treatments as the ITD letter recommends.

D.) Rathdrum Mountain Plan Phase 1 Contract with JUB—Attached is the proposed cost for JUB and Landmark to proceed with drawing the initial concepts of the areas in Phase 1 a and b and to give estimated costs for the improvements. In addition, they included time to meet with the Citizen committee or just a city committee to review what they are doing. The contract amount to do the above work is \$8,811.52. Included with the estimate is our Engineer's estimate for the paving of Barrett Rd. at \$265,050. See contract and estimate.

E.) Approval of Contract to purchase Flashing Lights—Yea—The bids came in on the flashing lights. The low bid is with Traffic Safety Supply for \$39,160. Seeking permission to issue notice of award and to give the Mayor permission to execute the construction contract subject to the necessary bonding.

F.) Approval of Personnel Policy Change Resolution—We submitted changes in the last meeting for the Personnel Manual. The concerns brought up were modified to address your comments. The changes need to be approved via the resolution provided in the packet.

10. New Business

A) Consideration of Funding Resolution for the Intersection of Meyer Road and Lancaster Road.—There is an opportunity for projects that are ready to go and not on the existing project list. Our Engineer is asking for approval of a resolution to proceed on perhaps getting this intersection completed and approving that if we are awarded the 1.3 million that the City would have the match of \$96,576. See memo and Resolution.

B.) Approval of Award for Test Well on SH41 and Authorize Contracts to be approved.—We received bid information to dig our test water well. The low bid qualified contractor was United Crown Pump for \$39,323. Requesting approval for award of contract and approval for the Mayor to sign the necessary documents to move forward. Our staff will be putting in a road of about 400 ft.

C.) Consideration of request from Ace Hardware to submit Grant Application for Road Improvements—The Ace Hardware owners are requesting that the City be the applicant on a CDBG grant in order to put a road in from Hwy 41 and other improvements on Boekel. The City would have to put a percentage of the grant in work or cash. They state

that George Thayer was at some point promised that the City would do the fire hydrants on Boekel back in an approval of his industrial property. We were unable to find any paperwork on that. There are letters attached for your review from the requesters.

D.) Approval of Records Destruction Resolution—This is the annual request for review and approval to destroy records that have met the statutory time to be destroyed.

11. City Administrator Report/Calendaring

12. Mayor's Report/Appointments

A.) Re-appointment of Mike Reynolds and Sue Riddle to the Cemetery Board.

B.) Appointment of Melissa Taylor as the Finance Director/Treasurer and Sherri Halligan as the City Clerk.

13. Council Reports

14. Adjourn



CALENDAR

February– 2016



Feb 10	6:00 pm	Council Meeting
Feb 10	12:00 pm	Economic Development
Feb 11	10:30 am	Senior Center Meeting
Feb 11	1:30 pm	KMPO - Canceled
Feb 15	HOLIDAY	President's Day- City Office's Closed
Feb 17	6:00 pm	Planning & Zoning Commission
Feb 18	12:00 pm	Chamber Luncheon- State of the City
Feb 23	8:00 am	KCATT
Feb 23	6:00 pm	Park & Recreation Commission
Feb 24	5:00 pm	Cemetery Board
Mar 1	7:00 am	Jobs Plus Meeting
Mar 2	5:00 pm	Gem Committee
Mar 2	7:00 pm	Historical Society – Old Jail
Mar 4	8:00 am	Council Payday
Mar 9	6:00 pm	Council Meeting

"Yesterday is not ours to recover, but tomorrow is ours to win or lose."

- Lyndon B. Johnson



Rathdrum

City Council Minutes

January 13, 2016
6:00 p.m.

Location: City Council Chamber
8047 W. Main Street
Rathdrum, ID 83858
(208) 687-0261

WELCOME-PLEASE TURN OFF CELL PHONES- Thank You.

1) CALL THE MEETING TO ORDER

Meeting called to order by Mayor Holmes at 6:01 p.m.

2) PLEDGE OF ALLEGIANCE

3) ROLL CALL

PRESENT: Councilor Holmes, Councilor Laws, Councilor Meckel, Councilor Worthen and Mayor Holmes.

ABSENT: None

STAFF: City Administrator Boyer, City Engineer/Public Works Director Jump, Deputy City Clerk/Treasurer Halligan, Park & Rec Director Bridges, Police Chief Fuhr and City Attorney Cafferty.

4) AMENDMENTS TO THE AGENDA

5) CONSENT CALENDAR APPROVAL

A) Regular Council Minutes of December 9, 2015

B) Regular and Special Bills as presented

City Administrator Boyer gave a brief overview of the Consent Calendar.

Councilor Meckel made a MOTION to accept the consent calendar as presented. Motion seconded by Councilor Worthen.

AYES: Councilor Meckel
Councilor Worthen
Councilor Laws
Councilor Holmes
NAYES: None
ABSENT: None

Motion Passed by majority.

6) CEREMONIES AND REPORTS

A) Swear in Mayor Holmes, Councilors Meckel and Holmes

Deputy City Clerk/Treasurer Halligan read the oath of office and swore in Mayor Holmes, Councilor Meckel and Councilor Holmes.

B) Election of Council President

Councilor Laws made a MOTION to elect Fred Meckel as Council President.
Motion seconded by Councilor Holmes.

AYES: Councilor Laws
Councilor Holmes
Councilor Meckel
Councilor Worthen
NAYES: None
ABSENT: None

Motion Passed by majority.

7) VISITORS COMMENTS – An opportunity to address concerns not on the agenda

(No formal action allowed – 3 minute time limit per issue) issues may be placed on subsequent agenda. Comments regarding performance by city employees are inappropriate at this time and should be directed to the Mayor, either by subsequent appointment or after tonight’s meeting, if time permitting. Repeated comments of the same or similar topic will be considered out of order and not allowed.

Kathy Robson
15387 N Liane Ln
Rathdrum, ID

I am here tonight to request that you look at the traffic at the corner of Liane Lane & Christine. The problem is that with the snow we are down to one lane, I know it is legal to park on the street, but I do not think it is legal to park all the way up to the intersection. I believe you are supposed to leave a little space so we can see.

I would like to request if the Police have time to look into it because it is really hard to get out of the street off the road.

Police Chief Fuhr stated that he would look into it and see if Public Works can clean some of the snow off.

8) PUBLIC HEARINGS

A) Corbin Crossing South Preliminary Plat - the plat is a 191-lot subdivision located east of Meyer Road and north of Lancaster Road on approximately 43.3 acres.

Kevin Jump gave a brief presentation on the Corbin Crossing South Preliminary Plat.

Drew Dittman
Lake City Engineering Inc.
3909 N Schreiber Way Ste. 4
Coeur d'Alene, ID

I am here tonight representing Copper Basin Construction. This is a continuation of the Corbin Crossing Subdivision. We are proposing a 190 single family residential lots and 1 multi-family lot on approximately 43.30 acres located within the R-3 zone. The proposed plat is generally located East of Meyer Road and North of Lancaster Road.

Mayor Holmes opened the Public Hearing

Public Testimony

In Support:

None

Neutral:

None

Opposing:

None

Mayor Holmes closed the Public Hearing.

Council discussion ensued.

Councilor Holmes made a MOTION to approve the proposal as presented, finding that it is in accord with State and City Code for the City of Rathdrum as recommended by Planning and Zoning Commission. Motion seconded by Councilor Laws.

AYES: Councilor Holmes
Councilor Laws
Councilor Meckel
Councilor Worthen
NAYES: None
ABSENT: None

Motion Passed by majority.

9) OLD BUSINESS

A) Report from Consultants on Citizen Committee concerning Rathdrum Mountain Planning.

Brad Marshall
JUB Engineers
7825 Meadowlark Ln
Coeur d'Alene, ID

Mr. Marshall gave a brief presentation on the Rathdrum Mountain Planning Committee meetings.

As a follow up to the City Council action related to the initial Rathdrum Mountain Public Involvement Process, a validation process was initiated with a select committee of interested citizens appointed by the Mayor. The intended action of this committee was to review the council-endorsed activities within the context of an on-the-ground review and to make final recommendations regarding:

1. Initial potential development steps in the mountain.
2. Necessary policy and ordinance initiatives needed to support the identified initial development.
3. Formulation of access, security, and management development actions to accomplish the identified initial steps.

Jon Mueller
Architect West
921 Front St
Coeur d'Alene

Mr. Mueller gave a brief presentation on the committee's site visit and what the committee discussed for Rathdrum Mountain.

Councilor Meckel made a MOTION to accept the findings and to give direction to the Mayor and City Administrator to move forward. Motion seconded by Councilor Worthen.

AYES: Councilor Meckel
Councilor Worthen
Councilor Holmes

Councilor Laws
NAYES: None
ABSENT: None

Motion Passed by majority.

City Attorney Cafferty stated just to be clear Councilor Meckel, go forward means to come back to the Council with final approval.

Councilor Meckel stated yes to go forward with and come back with final approval.

Kathy Robson
15387 N Liane Ln
Rathdrum, ID

As a committee member, I would like to say that the consultants on this project have done very well.

10) NEW BUSINESS

A) Personnel Policy Changes & Ordinance

City Administrator Boyer gave a brief presentation on the changes proposed to the Personnel Policy.

11) CITY ADMINISTRATOR REPORT/CALENDARING

- At the end of the month is the Legislative day
- We did not make it to the semi-finals for the ABC Grant
- We have a special meeting scheduled for January 20th at 5:30 P.M. to talk about the sewer payment to Post Falls.

12) MAYOR'S REPORT/APPOINTMENTS

A) Appointment of Jim Parker and Reappointment of David Kellner to the Planning & Zoning Commission

Councilor Laws made a MOTION to approve the reappoint David Kellner to the Planning & Zoning Commission. Motion seconded by Councilor Meckel.

AYES: Councilor Laws
Councilor Meckel
Councilor Holmes
Councilor Worthen
NAYES: None
ABSENT: None

Motion Passed by majority.

Councilor Meckel made a MOTION to support the mayor's appointment of Jim Parker to the Planning & Zoning Commission. Motion seconded by Councilor Laws.

AYES: Councilor Meckel
Councilor Laws
Councilor Holmes
Councilor Worthen
NAYES: None
ABSENT: None

Motion Passed by majority.

B) Appointment of Tammy Rickard to the Parks & Recreation Commission

Councilor Laws made a MOTION to amend the approval of the appoint of Tammy Rickard to the Parks and Recreation Commission to fill the remainder of Andy Olsen's vacant term. Motion seconded by Councilor Worthen.

AYES: Councilor Laws
Councilor Holmes
Councilor Meckel
Councilor Worthen
NAYES: None
ABSENT: None

Motion Passed by majority.

13) COUNCIL REPORTS

Councilor Worthen: I just wanted to say that they are doing a good job snow plowing

Councilor Laws: I have a comment. I was going through town the other day and on the corner of Pine and Highway 41 at the crosswalk, a lady was trying to cross the street with a baby carriage and she couldn't get into the sidewalk because there so much snow. I would like to see if you could look into that & get some of the snow removed.

Councilor Meckel: Great job on the Christmas Party and December D'lites.
KMPO tomorrow at 1:00 p.m.

City Attorney Clafferty: In the coming year you will probably be looking at updating your Impact fees. We are heading toward that deadline.

14) ADJOURN

Meeting adjourned at 7:33

Vic Holmes, Mayor

Attest:

Melissa Taylor, City Clerk/Treasurer

Rathdrum City Hall is an ADA accessible building. Assistance for persons with disabilities will be provided upon 24-hours' notice prior to the meeting.



Rathdrum

Special Council Minutes

January 20, 2016
5:30 p.m.

Location: City Council Chamber
8047 W. Main Street
Rathdrum, ID 83858
(208) 687-0261



WELCOME-PLEASE TURN OFF CELL PHONES- Thank You.

1) CALL THE MEETING TO ORDER

Meeting called to order by Mayor Holmes at 5:30 pm.

2) ROLL CALL

PRESENT: Councilor Holmes, Councilor Laws, Councilor Meckel, Mayor Holmes and Councilor Worthen

ABSENT: None

STAFF: City Administrator Boyer, City Engineer/Public Works Director Jump, City Clerk/Treasurer Taylor and City Attorney Cafferty.

3) DISCUSSION AND POSSIBLE ACTION ON PAYMENT OF SEWER FEES TO POST FALLS IN ACCORDANCE WITH THE INTERGOVERNMENTAL SEWER AGREEMENT.

Council discussed several options for payment and suggested paying the balance from the designated revenue fund in a one-time payment.

Councilor Meckel made a MOTION to pay the outstanding balance of the sewer cap fees not to exceed \$225,067.34 to the City of Post Falls in accordance with the Wastewater Intergovernmental Agreement between the City of Rathdrum and the City of Post Falls. Motion seconded by Councilor Holmes.

AYES: Councilor Meckel
Councilor Laws
Councilor Worthen
Councilor Holmes

NAYES: None

ABSENT: None

Motion Passed by majority.

4) ADJOURN

Meeting adjourned at 6:35 p.m.

Vic Holmes, Mayor

Attest:

Melissa Taylor, City Clerk/Treasurer

Rathdrum City Hall is an ADA accessible building. Assistance for persons with disabilities will be provided upon 24-hours' notice prior to the meeting.

Report Criteria:

Detail report.

Invoices with totals above \$0.00 included.

Only unpaid invoices included.

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
10-217500							
285	BLUE CROSS OF IDAHO	160320001863	Feb premium	02/01/2016	34,768.01	.00	
Total 10-217500:					34,768.01	.00	
10-218200							
100	AFLAC	709659	Feb premium	02/02/2016	1,709.06	.00	
Total 10-218200:					1,709.06	.00	
10-218400							
596	DELTA DENTAL of IDAHO	FEB2016	Feb premium	01/26/2016	3,191.20	.00	
Total 10-218400:					3,191.20	.00	
10-414-330							
960	HICO COUNTRY STORE, INC.	103016	Feb fuel ch	02/01/2016	26.95	.00	
Total 10-414-330:					26.95	.00	
10-415-310							
2518	SUPER ONE FOODS	04-847613	Creamer	02/01/2016	2.32	.00	
Total 10-415-310:					2.32	.00	
10-415-796							
2271	ROYAL BUSINESS SYSTEMS-T	18207043	Copier	01/26/2016	263.05	.00	
Total 10-415-796:					263.05	.00	
10-416-429							
283	BENEFITS EXCHANGE NORTH	5118	Cobra	02/01/2016	35.00	.00	
Total 10-416-429:					35.00	.00	
10-419-421							
161	ANDERSON BROS CPA'S PA	32457	Audit progress billing	01/31/2016	1,557.50	.00	
Total 10-419-421:					1,557.50	.00	
10-419-440							
480	COEUR D'ALENE PRESS, INC.	LGL5009	Quarterly financial	01/30/2016	95.90	.00	
Total 10-419-440:					95.90	.00	
10-421-325							
736	FIRST RESPONDERS	52578	Added hashmarks	01/27/2016	10.50	.00	
Total 10-421-325:					10.50	.00	
10-421-520							
240	AVISTA UTILITIES	6538920000JA	GAS & ELECTRIC	01/22/2016	849.87	.00	
920	NORTHWEST WASTE & RECYC	61X00597	2yd fl 1xw	01/31/2016	36.50	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
Total 10-421-520:					886.37	.00	
10-421-765							
398	CHIEF SUPPLY CORPORATION	451206	Recharagable NCAD	01/27/2016	162.64	.00	
398	CHIEF SUPPLY CORPORATION	452393	Black replacement	01/28/2016	11.16	.00	
Total 10-421-765:					173.80	.00	
10-421-796							
861	GREAT AMERICA FINANCIAL S	18196119	Copier	01/25/2016	225.00	.00	
2271	ROYAL BUSINESS SYSTEMS-T	18224306	Copier	01/29/2016	228.96	.00	
Total 10-421-796:					453.96	.00	
10-423-310							
2271	ROYAL BUSINESS SYSTEMS-T	18224307	Copier	01/29/2016	228.96	.00	
Total 10-423-310:					228.96	.00	
10-423-320							
2518	SUPER ONE FOODS	05-871992	Cakes for Veterans Day	02/01/2016	20.23	.00	
Total 10-423-320:					20.23	.00	
10-423-520							
920	NORTHWEST WASTE & RECYC	61X00598	6yd fl 2xw	01/31/2016	157.75	.00	
Total 10-423-520:					157.75	.00	
10-423-720							
2144	RATHDRUM TRADING POST HA	1602-015792	Boot trays	02/01/2016	20.97	.00	
Total 10-423-720:					20.97	.00	
10-424-480							
140	AMERICAN PLANNING ASSOCI	72866-1613	Membership-ARMES	01/27/2016	348.00	.00	
Total 10-424-480:					348.00	.00	
10-431-525							
1385	KOOTENAI ELECTRIC	1800084JAN16	Street lights	01/29/2016	76.21	.00	
Total 10-431-525:					76.21	.00	
10-431-610							
1650	NAPA AUTO STORE, CDA, INC.	740427	Voltage reducer	02/02/2016	208.77	.00	
Total 10-431-610:					208.77	.00	
10-435-510							
787	FRONTIER	2086872399JA	Tele	01/25/2016	278.45	.00	
Total 10-435-510:					278.45	.00	
10-435-520							
920	NORTHWEST WASTE & RECYC	61X00609	Comm 96G	01/31/2016	12.00	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
Total 10-435-520:					12.00	.00	
10-435-920							
2271	ROYAL BUSINESS SYSTEMS-T	18196118	Copier	01/25/2016	163.29	.00	
Total 10-435-920:					163.29	.00	
10-438-730							
2144	RATHDRUM TRADING POST HA	1602-015954	Joist hanger	02/02/2016	21.02	.00	
2144	RATHDRUM TRADING POST HA	1602-015955	2X6's	02/02/2016	172.58	.00	
Total 10-438-730:					193.60	.00	
10-438-770							
136	AMERICAN ON-SITE SERVICES	A-171824	Unit rent	01/31/2016	195.00	.00	
Total 10-438-770:					195.00	.00	
10-439-320							
2144	RATHDRUM TRADING POST HA	1602-01583	Box, lock nuts	02/01/2016	28.10	.00	
Total 10-439-320:					28.10	.00	
15-400-300							
1540	PROPET DITRIBUTORS, INC	111209	Dogipot, bags	02/01/2016	240.00	.00	
Total 15-400-300:					240.00	.00	
60-434-310							
2518	SUPER ONE FOODS	04-847613	Creamer	02/01/2016	2.31	.00	
Total 60-434-310:					2.31	.00	
60-434-421							
161	ANDERSON BROS CPA'S PA	32457	Audit progress billing	01/31/2016	1,557.50	.00	
Total 60-434-421:					1,557.50	.00	
60-436-320							
103	ALSCO	LSPO1724266	Towels & medical supplies	02/01/2016	39.01	.00	
2144	RATHDRUM TRADING POST HA	1601-015152	Primer bulb, tape, clamp	01/28/2016	57.47	.00	
Total 60-436-320:					96.48	.00	
61-434-310							
2518	SUPER ONE FOODS	04-847613	Creamer	02/01/2016	2.31	.00	
Total 61-434-310:					2.31	.00	
61-434-421							
161	ANDERSON BROS CPA'S PA	32457	Audit progress billing	01/31/2016	1,557.50	.00	
Total 61-434-421:					1,557.50	.00	
61-436-320							
103	ALSCO	LSPO1724266	Towels & medical supplies	02/01/2016	39.01	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
Total 61-436-320:					39.01	.00	
62-400-200							
894	HD SUPPLY WATERWORKS, LT	F036067	MTR Adpt	01/25/2016	559.92	.00	
Total 62-400-200:					559.92	.00	
Grand Totals:					49,159.98	.00	

Dated: _____

Mayor: _____

City Council: _____

City Recorder: _____

Report Criteria:

- Detail report.
- Invoices with totals above \$0.00 included.
- Only unpaid invoices included.



CITY OF RATHDRUM



PUBLIC NOTICE

BELOW IS A LIST OF MEETINGS HELD BY THE CITY OF RATHDRUM.
ALL MEETINGS ARE HELD AT THE RATHDRUM CITY HALL, 8047 W. MAIN
STREET, RATHDRUM, IDAHO AT 6:00 P.M.

****CITY COUNCIL MEETINGS ARE HELD MONTHLY****

January 13, 2016
February 10, 2016
March 09, 2016
April 13, 2016
May 11, 2016
June 08, 2016
July 13, 2016
August 10, 2016
September 14, 2016
October 12, 2016
November 09, 2016
December 14, 2016

ALL INTERESTED PERSONS ARE ENCOURAGED TO ATTEND. THE MEETINGS WILL BE HELD IN A HANDICAPPED ACCESSIBLE FACILITY. ALL INFORMATION PRESENTED IN THE MEETING HALL WILL ALSO BE AVAILABLE, WITH AT LEAST TWO WEEKS IN ADVANCE REQUEST, IN A FORM USEABLE BY PERSONS WITH HEARING AND VISUAL IMPAIRMENTS.

2016 City of Rathdrum Meeting Calendar

January						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29					

March						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

April						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

May						
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

June						
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26	27	28	29	30		

July						
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31						

August						
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September						
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25	26	27	28	29	30	

October						
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30	31					

November						
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27	28	29	30			

December						
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18	19	20	21	22	23	24
25	26	27	28	29	30	31

Key to Calendar		
	Regular City Council Meeting 6:00 pm	
	Gem Committee 5:00 pm	
	Cemetery Board 5:00 pm	
	Parks & Recreation Commission Meeting 6:00 pm	
	Rathdrum City Hall Closed	

**AGREEMENT TO PROVIDE
EMERGENCY COMMUNICATION SERVICES**

AGREEMENT, made between the city of Post Falls, hereinafter referred to as the "POST FALLS" and the city of Rathdrum hereinafter referred to as the "RATHDRUM."

WHEREAS, POST FALLS has been providing Emergency Communication Services for RATHDRUM for the past several years; and

WHEREAS, RATHDRUM desires to enter into an agreement with POST FALLS for the continued performance of Emergency Communication Services for RATHDRUM, and

WHEREAS, POST FALLS agrees to continue to render such services under the terms and conditions set forth herein, and

WHEREAS, this Agreement is authorized and provided for by the provisions of Idaho Code Sections 50-301 and 67-2332.

NOW, THEREFORE, the parties hereto agree as follows:

1. **POST FALLS EMERGENCY COMMUNICATION SERVICE:** POST FALLS agrees to employ, furnish, and supply all necessary personnel together with the equipment, supplies, supervision, and communication facilities, records and record keeping, and such other items as are reasonably necessary to provide Emergency Communication Services to RATHDRUM Police Department, under the following terms and conditions:

- a. POST FALLS will provide EMERGENCY COMMUNICATION SERVICES for RATHDRUM twenty-four (24) hours each day, seven (7) days a week. The level of service shall be at least the same basic level of service provided to the governing area of POST FALLS.
- b. The personnel used by POST FALLS to perform the RATHDRUM Emergency Communication Services shall remain under the jurisdiction and control of POST FALLS while rendering the services and POST FALLS shall maintain the standard of performance of such personnel.
- c. The scope of the POST FALLS Emergency Communication Services shall be to provide basic and enhanced 911 emergency communication services to RATHDRUM, receive emergency calls from locations within the city of RATHDRUM and to dispatch both law enforcement and other emergency service providers to locations within the city limits of Rathdrum. The services shall further include the transmission of all law enforcement related radio communications by the RATHDRUM Police Department.

2. **TERM OF AGREEMENT:** This Agreement shall be effective commencing on the 1st day of October, 2015 and continue in full force and effect, with an automatic renewal for multiple one year terms unless either party provides ninety (90) days' written notice of the intent not to renew. The renewal shall be under the same terms and conditions as the initial contract period, except that the minimum compensation shall increase by one percent (1%) each year the contract is renewed.

3. EMPLOYEES OF POST FALLS: It is agreed that all employees of POST FALLS shall remain employees of POST FALLS for all purposes, including the payment of wages and benefits and the coverage of insurance, including worker's compensation. It is agreed that RATHDRUM shall not be liable for compensation or indemnity to any of the employees of POST FALLS for injuries or sickness arising out of the performance of Emergency Communication Services to RATHDRUM, and POST FALLS hereby agrees to indemnify and hold harmless RATHDRUM from any liability of such a claim.

4. ADMINISTRATION: Each of the parties shall designate an administrator for the purpose of coordinating the efforts of RATHDRUM and POST FALLS in fulfilling the duties of this Agreement. RATHDRUM designates Rathdrum Chief of Police, as its administrator and POST FALLS designates the Post Falls Chief of Police, as its administrator. Either party may change their designated administrator by providing to the other party written notice of the name of the new designee. All communications between the parties with regard to this Agreement and the providing of POST FALLS Emergency Communication Services protection shall be made between these parties or their designee. Each party agrees to provide full cooperation and assistance to the other, so as to facilitate the performance of this Agreement.

5. COMPENSATION: As compensation for the POST FALLS Emergency Communication Services provided by POST FALLS, RATHDRUM hereby agrees to pay annually to POST FALLS the sum Eighty Nine Thousand Dollars (\$89,000.00), payable at the rate of Seven Thousand four hundred seventeen Dollars (\$7,417) per month or the total amount of the emergency communications telephone fees from exchange telephone service and wireless carrier service collected by Kootenai County and conveyed to RATHDRUM, whichever is greater. The monthly payments shall be due on the 15th day of each month. The amount of this compensation, except as noted in section 2 above, may be modified or amended only by an agreement in writing.

6. DUTIES OF RATHDRUM: RATHDRUM agrees to provide all mobile and portable radio equipment to their employees.

7. DUTIES OF POST FALLS: POST FALLS agrees to expend the emergency communications funds paid by RATHDRUM on qualifying goods or services as allowed under the Idaho Emergency Communications Act, Title 31 Chapter 48, as it currently exists or is subsequently modified.

8. TERMINATION:

A. RATHDRUM may terminate this agreement upon ninety (90) days' written notice if RATHDRUM does not receive from Kootenai County the emergency communication fees collected by the County pursuant to I.C. 31-4804 relating to exchange telephone service and wireless carrier service relating to RATHDRUM customers.

B. POST FALLS may terminate this Agreement for unforeseen circumstances. If POST FALLS determines that the health, safety and general welfare of the POST FALLS residents requires the modification, suspension or termination of this Agreement as a result of facts either

unknown or unforeseeable at the time this Agreement was executed, POST FALLS may modify, suspend or terminate this Agreement following compliance with the following procedures.

1. POST FALLS shall notify RATHDRUM in writing of the City's determination that such circumstances exist, the reasons for the City's determination and all facts upon which such reasons are based.
 2. RATHDRUM shall be entitled to meet face-to-face with POST FALLS and to provide any information that RATHDRUM may have that mitigates or refutes the information relied upon the POST FALLS.
 3. In the event that the parties are unable to resolve the health, safety and welfare issues through this process, POST FALLS, may terminate the agreement after helping facilitate the transfer of the RATHDRUM emergency communications services to the emergency services system for Kootenai County.
- C. In the event of default under this Agreement or any of its terms or conditions, the party alleging such default or breach shall give the alleged breaching party not less than thirty (30) days notice in writing, measured from the date of certified mailing, specifying the nature of the alleged default and, when appropriate, the manner by which said default may be satisfactorily cured. During any such thirty-day period of curing, the party charged shall not be considered in default for purposes of termination or institution of legal proceedings. The parties agree to meet face-to-face in the event of any such notice of default. After proper notice, meeting and expiration of said thirty (30) day cure period without cure, or if such cure cannot be accomplished within such thirty (30) day period, and diligent effort has not been made to effect cure thereafter, the Agreement may be terminated or legal action brought to enforce the terms of the Agreement.
1. Failure or delay in giving notice of default pursuant to the Notice provision of this Agreement shall not constitute a waiver of any default, nor shall it change the time of default. Except as otherwise expressly provided in this Agreement, any failure or delay by either party in asserting any of its rights or remedies as to any default shall not operate as a waiver of any default or of any such rights or remedies or deprive either such party of its right to institute and maintain any actions or proceedings which it may deem necessary to protect, assert or enforce any such rights or remedies.
- D. In the event of early termination for any reason, that annual amount of compensation shall be prorated and RATHDRUM shall only be responsible for the prorated amount relating to the period of actual service.

9. MUTUAL INDEMNIFICATION: POST FALLS agrees to indemnify, defend, and hold harmless RATHDRUM, and its officers, agents and employees, from and against any and all claims, losses, actions, or judgments for damages or injury to persons or property arising out of or in connection with the act and/or any performances or activities of POST FALLS, its agents, employees, or representatives under this Agreement. RATHDRUM agrees to indemnify, defend, and hold harmless POST FALLS, and its officers, agents and employees, from and against any and all claims, losses, actions, or judgments for damages or injury to persons or property arising out of or in connection with the acts and/or any performances or activities of RATHDRUM, its agents, employees, or representatives under this Agreement.

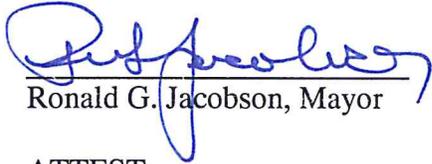
10. ATTORNEY FEES: Reasonable attorney fees shall be awarded to the prevailing party in any action to enforce this Agreement or to declare forfeiture or termination of this Agreement.

IN WITNESS WHEREOF, the parties have adopted this Agreement by its governing bodies and this Agreement has been signed and attested by the authorized officials of each party.

DATED this 15th day of January, 2016.

POST FALLS

RATHDRUM


Ronald G. Jacobson, Mayor

Vic Holmes, Mayor

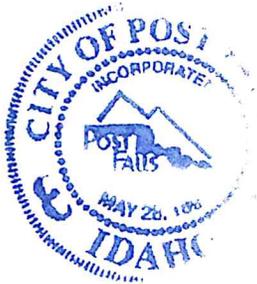
ATTEST:



Shannon Howard, City Clerk

ATTEST:

Melissa Taylor, City Clerk





CITY OF RATHDRUM **CLASS SPECIFICATION**

FINANCE DIRECTOR/TREASURER

Class Code Number:
FLSA Designation: Exempt

Pay Grade: 17
Effective Date: 02/15

Purpose of Class

Directs, coordinates, develops and manages all financial operations and management activities of the city including accounting, auditing, fiscal planning, investing and budget preparation to ensure fiscal accountability and compliance with State and municipal ordinances; serves as City Treasurer; performs related work as required.

Primary Function

The principal function of an employee in this class is to lead, direct, manage and perform fiscal planning and administration of all financial activities of the city including but not limited to accounts receivable, accounts payable, cash, payroll, general ledger, asset management, budgeting and administration of the annual budget. This position is responsible to develop, establish and administer rules, regulations, policies and procedures to promote effective management of the City’s finances. This position supervises the Accounts Payable Specialist. The Finance Director/City Treasurer reports to and works under the general direction of the City Administrator under the authority of the Mayor, with extensive latitude to exercise independent judgment. The principal duties of the position are performed in a general office environment.

Essential Duties and Responsibilities

FINANCE DIRECTOR

- Supervises the daily operations of the City’s Finance Department, including accounts receivable, accounts payable, general ledger, utilities, and related financial operations;
- Coordinates and supervises all City activities related to finance, accounting, budgeting, payroll, and related financial policy and transactions;
- Establishes and directs all accounting and general ledger applications and procedures in compliance with the municipal uniform accounting guidelines and standards;
- Administers City employee payroll, deduction, withholding, benefits, and insurance functions;
- Supervises cash-handling, deposit, and reconciliation functions;
- Plans, organizes, and supervises the process for receiving and disbursing city finances and maintains complete and accurate records of all financial transactions;
- Prepares and maintains financial, accounting, audit, and related records, reports, documents, correspondence, databases, projections, and information files;

- Performs complex accounting procedures to reconcile City accounts and financial records with outside state and federal agencies, banks and financial institutions, and regulatory agencies;
- Capitate, review and publish financial reports quarterly and annually as required
- Serves as chief financial officer and City Treasurer to plan, organize and direct revenue to meet cash flow needs, including capital improvement funding and City bonding;
- Develops and prepares long-term and short-range plans for fiscal accountability and the management of the finance department;
- Examines and verifies the accuracy of all reports, bonds and pertinent financial documents;
- Administers City employee payroll, deduction, withholding, benefits, and insurance functions;
- Coordinate the Cities fee schedule
- Manage financial reporting of City Grants
- Develops, implements, and administers the City's annual budget;
- Coordinate the city budget process and budget prepares budget for Council and City Administrator;
- Administers City banking, investment, and debt policies;
- Manages investment activities according to state approved policies and procedures;
- Administers annual audit functions;
- Serves as internal auditor by monitoring the billing and collection procedures;
- Supervises, trains, and evaluates subordinate employees;
- Provides financial and accounting services and expertise to other City departments;
- Provides backup clerical and support services as needed;
- Maintain the Cities website and Facebook page

Other Duties and Responsibilities

- Performs other related duties as required.
- Available during after duty hours to respond to emergency situations.

Competency Requirements:

Knowledge of:

- Principles and procedures of financial record keeping and reporting;
- The operation, functions and responsibilities of the Finance department;
- Effective customer service and conflict resolution procedures and techniques;
- Applicable federal and state laws and regulations pertaining to municipal finance operations and practices;
- Methods, procedures, objectives, and standard practices of financial planning and management, accounting, and financial functions and practices;
- Applicable Generally Accepted Accounting Principles (GAAP) related to the creation and maintenance of City accounting and financial practices, methods, records, and documentation;
- Investment opportunities as applicable to state laws and regulations;

- Municipal budgeting procedures, expenditure principles and practices and cash flow analysis
- Principles and methodology of project management;
- Supervisory, evaluation, and employee training methods;
- Time and resource management;
- Operation of standard office equipment and a personal computer and job-related software applications for word processing, spreadsheets, and other required applications;
- Information technology and computer systems, software, and applications;
- Current office practices and procedures.

Ability to:

- Manage and direct the operations of the finance department;
- Manage, direct and lead finance department staff;
- Plan, organize, direct and supervise the work of subordinates;
- Establish and administer department policies, procedures and processes;
- Deliver sound fiscal management through the direction of the City Council, Mayor and City Administrator;
- Prepare complex financial statements and reports;
- Analyze and interpret financial data;
- Analyze and audit a variety of accounting issues and make recommendations to effect change;
- Prepare and administer a municipal budget;
- Prepare and maintain City financial records and documents to applicable GAAP standards;
- Maintain records efficiently and accurately and prepare clear and concise reports;
- Analyze financial data, reconcile accounts, and prepare reports;
- Communicate effectively verbally and in writing;
- Establish and maintain effective working relationships with other City employees, the Mayor and Council, other elected and appointed officials, and the public;
- Perform time management and scheduling functions, meet deadlines, and set project priorities;
- Perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Perform multiple tasks simultaneously, including handling interruptions, and return to and complete tasks in a timely manner;
- Use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions.

Acceptable Experience and Training

- Bachelor's Degree in accounting, finance, business, or a related field;
- Five (5) years financial management experience, preferably with a government organization; and
- Minimum of four (4) years in a supervisory position; or

- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

Special Qualifications

- Idaho Notary Public certification may be required.
- Valid Driver's License

Essential Physical Abilities

- Sufficient clarity of speech and hearing, with or without reasonable accommodation, which permits the employee discern verbal instructions and to communicate effectively with the public and other employees on the telephone and in person;
- Sufficient visual acuity, with or without reasonable accommodation, which permits the employee to comprehend written work instructions, prepare and review documents and process them in a prescribed manner, and organize and file documents and materials;
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate a personal computer, standard office equipment and operate a motor vehicle;
- Sufficient personal mobility, flexibility, strength, and agility, with or without reasonable accommodation, which permits the employee to lift up to 20 pounds, to sit and work at a keyboard for an extended period of time, and work in an office environment.



CITY OF RATHDRUM

CLASS SPECIFICATION

DEPUTY CITY CLERK/UTILITY SPECIALIST

Class Code Number:
FLSA Designation: Non-Exempt

Pay Grade: 8
Effective Date: 03/15

Purpose of Class

Assists the City Clerk in the overall administration of the Department; performs related work as required.

Primary Function

The principal function of an employee in this class is to perform administrative and clerical work assisting the City Clerk, including accounts payable, accounts receivable, and providing customer service. The work is performed under the supervision of the City Clerk, but considerable latitude is granted for the exercise of independent judgment and initiative. Serves as Acting City Clerk in the absence of the City Clerk. The principal duties of this class are performed in a general office environment.

Essential Duties and Responsibilities (will vary by assignment)

- Provides general assistance to the City Clerk as directed;
- Provides customer service by answering telephones and greeting walk-in customers, providing information, answering inquiries, and directing inquiries to the appropriate City department;
- Receives, routes, and processes invoices, statements, and bills generated by City departments and prepares monthly payments;
- Processes and maintains computerized account balances and other related information;
- Verifies billing information, services, and other information with City departments and vendors;
- Assists in maintaining invoicing;
- Assists in processing and preparing payments;
- Processes daily payments by City utility customers;
- Performs monthly account billing and processing;
- Maintains current utility accounts, rates, charges, balances, and related information;
- Assists with utility customers' billing and service inquiries;
- Sells liquor licenses and other licenses and permits;
- Collects parks and recreation and other city fees;
- Sells cemetery lots;
- Assists customers with department procedures and explains department procedures/policies/programs to customers and resolves customer concerns as needed;

- Assists employees, customers, and vendors with department procedures and explains department procedures/policies/programs to employees and customers and resolves concerns;
- Prepares overdue account letters and relates and interprets applicable laws, ordinances, codes, and policies;
- Modifies customer database or general accounts;
- Prepares, distributes and maintains a variety of documents, correspondence, log sheets, applications, and related documents;
- Maintains City cemetery files, logs and other records;
- Maintains inventory of supplies, including placing orders;
- Provides data entry services, faxing, typing, and filing in support of department functions;
- Assists with City elections;
- Composes and prepares correspondence, documents, and reports;
- Researches and retrieves information and prepares reports;
- Attends meetings, takes minutes, and transcribes meeting minutes, as assigned;
- Performs all work duties and activities in accordance with City policies, procedures, and safety practices.
- Assists with City wellness program administration
- Assists City Clerk with Human Resource Functions as needed

Other Duties and Responsibilities

- May perform the duties of the City Clerk in that employee's absence;
- Performs other related duties as required.

Competency Requirements:

Knowledge of:

- Principles and practices of municipal administration and applicable federal, state and local laws, codes and regulations;
- Functions, policies, and procedures of City departments;
- Cash handling record keeping practices and procedures.
- Customer service principles and procedures;
- Operation of standard office equipment and a personal computer and job-related software applications for word processing, spreadsheets, and other required applications;
- English grammar, spelling, and punctuation;
- Current office practices and procedures.

Ability to:

- Follow written and oral instructions;
- Interpret and explain City department functions, policies, and procedures;
- Explain regulatory compliance issues related to the department's function;
- Evaluate and analyze customer needs to provide exceptional customer service;
- Maintain records efficiently and accurately and prepare clear and concise reports;
- Perform accurate mathematical computations;

- Establish and maintain effective working relationships with other City employees, supervisory personnel, elected and appointed officials, and the public;
- Operate standard office equipment including a personal computer using program applications appropriate to assigned duties;
- Research information and data and prepare reports;
- Perform multiple tasks simultaneously, including handling interruptions, and return to and complete tasks in a timely manner;
- Perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Respond appropriately and courteously to customer and vendor inquiries, which are sometimes controversial or adversarial, and present a positive public image;
- Work well under pressure;
- Use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Perform time management and scheduling functions, meet deadlines, and set project priorities;
- Communicate effectively both orally and in writing.

Acceptable Experience and Training

- High school diploma or GED equivalency is required; college-level course work in accounting, math, or other business applications is preferred;
- One (1) year accounting, billing, or clerical experience, preferably in a municipal office position, is required and two (2) years is preferred; or
- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

Special Qualifications

- Deputy Clerk certification training

Essential Physical Abilities

- Sufficient clarity of speech and hearing, with or without reasonable accommodation, which permits the employee discern verbal instructions and to communicate effectively on the telephone and in person;
- Sufficient visual acuity, with or without reasonable accommodation, which permits the employee to comprehend written work instructions, prepare and review documents and process them in a prescribed manner, and organize and file documents and materials;
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate a personal computer and standard office equipment;
- Sufficient personal mobility, flexibility, strength, and agility, with or without reasonable accommodation, which permits the employee to lift up to 20 pounds, to sit and work at a keyboard for an extended period of time, and work in an office environment.



CITY OF RATHDRUM

CLASS SPECIFICATION

CITY CLERK

Class Code Number:
FLSA Designation: Non-Exempt

Pay Grade: 15
Effective Date: 02/15

Purpose of Class

Provides administrative support to the Mayor and City Council; manages personnel and human resource duties; Manages and maintains all city records; performs related work as required.

Primary Function

The principal function of an employee in this class is to perform administrative work to support the Mayor and City Council and perform administrative duties. City Clerk duties include attending and recording City Council sessions; preparing the agenda and information packets for Council meetings; supervising City elections; and providing customer service. The position also performs the functions of the City's Personnel Supervisor. The position supervises the Deputy Clerk/Utility Specialist. The City Clerk reports to and works under the general direction of the City Administrator under the authority of the Mayor, with considerable latitude to exercise independent judgment and initiative. The principal duties of this class are performed in a general office environment.

Essential Duties and Responsibilities (will vary by assignment)

CITY CLERK

- Trains and evaluates the Deputy Clerk/Utility Specialist;
- Coordinates and attends City Council meetings, takes and prepares minutes, and attends City staff meetings;
- Prepares and distributes City Council agenda and information packets;
- Researches and retrieves information for the Mayor and City Council;
- Prepares and records Council resolutions, ordinances, agreements, and other actions;
- Publishes reports, ordinances, legal notices and council actions when necessary.
- Provides prompt, courteous and professional customer service by answering telephones and greeting walk-in customers, providing information, answering inquiries, and directing inquiries to the appropriate City department;
- Organizes and supervises City elections and registers voters;
- Maintains City records, licenses, contracts, correspondence files, resolutions, and related documents;
- Handles all Tort Claims and related documentation
- Maintains and updates City ordinances and municipal code;
- Coordinates and maintain all Cemetery records
- Serve as the Title VI program coordinator

- Oversees the Cities wellness program
- Act as the Cities records retention officer and responds to Public Information Requests
- Balances daily receipts, accurately preparing bank deposits, and delivering deposits to financial institutions
- Oversee and manage utility billing by setting up new water accounts, handling billing inquiries and collecting utility payments
- Responds to inquiries regarding utility accounts, researching questions regarding payment history, and making appropriate notes and adjustments on customer accounts as necessary
- Promptly and accurately process receipts for all incoming monies (received over the counter, through the mail, over the telephone, via electronic transfer, and in the mailbox)
- Performs all work duties and activities in accordance with City policies, procedures, and safety practices.

HUMAN RESOURCES

- Supervises the recruiting, hiring and testing processes under the direction of the City Administrator
- Administers City employee payroll, deduction, withholding, benefits, and insurance functions;
- Assists department heads, supervisors, managers, and employees on resolution of employee issues or disciplinary actions;
- Interprets and explains City personnel policies and procedures and federal and state regulations to employees;
- Works with employees on employee relations, including employee rights under grievance and appeal procedures;
- Conducts studies in various areas that affect City employees and prepares recommendations for changes in City policy or programs;
- Works closely with the City Administrator and City Attorney on human resource issues;
- Oversee and maintain the employee sick bank
- Reviews state and federal legislation, court decisions, administrative rulings, and related matters to determine if City policies and procedures are in compliance;

Other Duties and Responsibilities

- Performs other related duties as required.

Competency Requirements:

Knowledge of:

- Principles and practices of municipal administration and applicable federal, state and local laws, codes and regulations;
- Principles and procedures of record keeping;

- Municipal election codes, statutes, ordinances, and principles and procedures;
- City code, administration regulations, personnel rules and departmental policies;
- Functions, policies, and procedures of City departments;
- Customer service methods, techniques, and objectives;
- Operation of a personal computer and various software applications for word processing, spreadsheets, and job-related functions;
- English grammar, spelling, and punctuation;
- Supervisory, evaluation, and employee training methods;
- Current office practices and procedures;
- Current municipal employee recruitment, hiring, training, supervision, compensation, evaluation, and disciplinary principles, methods, techniques, and objectives;
- Federal, State and local regulations, practices and policies, including EEO/Affirmative Action, Fair Labor Standards Act, Americans with Disabilities Act, Family and Medical Leave Act, Age Discrimination in Employment Act.

Ability to:

- Administer, manage and supervise Deputy Clerk/Utility Specialist and human resource functions;
- Interpret federal, state, and local laws, codes, and regulations, including election laws and procedures;
- Attend meetings and prepare and report meeting minutes;
- Prepare, present, and record reports, documents, and information;
- Interpret and explain City department functions, policies, and procedures;
- Maintain records efficiently and accurately and prepare clear and concise reports;
- Interpret and enforce state and City ordinances;
- Administer a municipal human resources program;
- Supervise and evaluate the work of subordinate personnel;
- Communicate effectively both orally and in writing;
- Operate standard office equipment including a personal computer using program applications appropriate to assigned duties;
- Establish and maintain effective working relationships with other City employees, the Mayor and Council, other elected and appointed officials, and the public;
- Perform time management and scheduling functions, meet deadlines, and set project priorities;
- Perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Perform multiple tasks simultaneously, including handling interruptions, and return to and complete tasks in a timely manner;
- Use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions.

Acceptable Experience and Training

- High school diploma or GED equivalency required and bachelors degree in municipal administration, human resources, or a related field is preferred; and
- Five (5) years experience in a city clerk's or other municipal office is preferred; or

- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

Special Qualifications

- City Clerk certification is required;
- Idaho Notary Public certification is required.

Essential Physical Abilities

- Sufficient clarity of speech and hearing, with or without reasonable accommodation, which permits the employee discern verbal instructions and to communicate effectively with the public and other employees on the telephone and in person;
- Sufficient visual acuity, with or without reasonable accommodation, which permits the employee to comprehend written work instructions, prepare and review documents and process them in a prescribed manner, and organize and file documents and materials;
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate a personal computer and standard office equipment;
- Sufficient personal mobility, flexibility, strength, and agility, with or without reasonable accommodation, which permits the employee to lift up to 20 pounds, to sit and work at a keyboard for an extended period of time, and work in an office environment.



CITY OF RATHDRUM

CLASS SPECIFICATION

PARKS AND RECREATION DIRECTOR

Class Code Number: Pay Grade: 14
 FLSA Designation: Exempt Effective Date: 2/16

Purpose of Class

Plans, organizes, directs and evaluates the functions and operations of the Parks and Recreation Department, including but not limited to:

- Supervising the recreational, parks, and cemetery staff
- Scheduling of programs, staff, and facilities
- Generates long and short term recreational plans based on community needs assessment
- Budget forecast and tracking for Parks, Recreation, and Cemetery
- Evaluates existing programs, plans future programming
- Performs a variety of supervisory and administrative tasks associated with maintenance and operation of the parks systems; recreational programs and events, and cemetery
- Performs related work as required.

Primary Function

The primary function of an employee in this class is to perform a variety of management, administrative, supervisory, and technical duties in planning, organizing, coordinating and directing all phases of the Parks and Recreation Department programs and functions. The position supervises the Recreation Supervisor, Parks Foreman, clerical and support, and part-time and seasonal help, and volunteers. This position reports directly to the City Administrator with extensive latitude for independent judgment and initiative. The principal duties of the position are performed both in a general office environment and the outdoors which may include exposure to hazardous weather conditions.

Essential Duties and Responsibilities (will vary by assignment)

- Plans, directs, and administers the daily and long-range operations of the department and staff
- Determines priorities, establishes goals and objectives, and develops policies and procedures
- Plans, coordinates, and supervises park maintenance, improvements, and new developments
- Plans, organizes, supervises and evaluates recreation programs and activities
- Meets with staff and evaluates current programs and plans new programs
- Coordinates with local school district and higher educational institutions to arrange for facilities
- Assists in long-range planning with school district education staff on joint projects
- Works with newspapers, local media, schools, citizens, service clubs promoting recreation programs
- Provides a positive image of recreation programs, promoting health and fitness
- Markets programs for increased registration and public awareness
- Identifies revenue generating ideas to enhance funding opportunities for the department and City
- Prepares reports for the Mayor, City Council, other City leaders and Parks Commission
- Acts as advisor and provides technical expertise and assistance to City commissions, boards and associations

- Assists staff in development of ordinances and plans to coordinate park and recreation issues with the Parks Master Plan
- Meets with and coordinates activities with other youth/adult sports and recreation associations and providers
- Determines staffing needs, hires, trains, supervises, evaluates, and disciplines fulltime, part-time, temporary, and seasonal employees
- Prepares annual departmental budget, monitors budget, approves payments, implements cost saving measures, and makes recommendations to City Council on fee increases for programs; supervises the complete financial records for the department
- Provides technical expertise, information, and acts as a resource to the City Council, community, and other interest groups
- Directs and prepares agenda for Parks and Recreation Commission meetings; presents reports to the Commission; and represents the City to the Commission
- Assists in or develops plans for acquisition, design and construction of park and recreational facilities, including needs assessments
- Serves as advisor and/or liaison to various boards, youth organizations, committees and commissions, representing the City's interests in park and recreation services
- Inspects and evaluates City-owned property, facilities, and equipment for public safety and use
- Writes proposals for federal, state, local, and private grants and special funding
- Prepares contractual bid documents, reviews and recommends bid awards to Council
- Oversees and organizes special projects with volunteer organizations and intergovernmental and inter-agency projects and programs
- Listens and responds to complaints and concerns from citizens about programs, facilities, and policies; develops effective solutions; keeps all parties informed
- Performs all work duties and activities in accordance with City policies, procedures, and safety practices

Other Duties and Responsibilities

- Duties include working evenings, weekends, and holidays as required; attending evening meetings
- On call after regular work hours to respond to emergency situations
- Performs other related duties as required

Competency Requirements:

Knowledge of:

- Methods, principles, practices, and objectives of park maintenance, operations, planning, development, and construction
- Methods, principles, practices, and objectives of recreation program development, coordination, management and evaluation
- Community needs, resources, and issues relating to the operation of a parks and recreation program
- Special event planning, administration, and operations
- Principles, policies, and objectives of customer service
- Principles and methods of risk management, including facility design, current regulations and standards, playground safety, equipment safety, training, and staff practices
- Marketing and promotional techniques
- Municipal budget preparation and projections, basic accounting and fundraising methods
- City ordinances and codes governing the policies, procedures, and operation and use of park and recreation facilities

- Current office practices and procedures
- Effective communication techniques with individuals and small and large groups
- Project planning, design, coordination, implementation, and management
- Supervision and management principles, practices, and objectives
- Facility management and related safety requirements
- Grant writing methods and techniques
- Mediation and conflict resolution methods and techniques
- Operation and maintenance of athletic and other equipment used in recreation programs

Ability to:

- Administer a variety of effective recreation and programs and activities;
- Administer parks maintenance, operations, and development programs;
- Effectively market and promote programs and special events;
- Prepare and present budget estimates;
- Direct, motivate, develop, train, and evaluate subordinates;
- Administer contracts;
- Read and interpret maps, blueprints, and diagrams;
- Establish partnerships with community leaders, businesses, sports associations, educational groups, and local citizens;
- Facilitate and maintain effective working relationships with committees, commissions, Boards of Directors and
- Establish and maintain effective working relationships with elected and appointed officials, other City employees, outside agencies, committees, commissions, boards of directors, and the public;
- Evaluate park and recreation facilities and equipment for safety and playing conditions;
- Communicate effectively verbally and in writing;
- Operate a motor vehicle;
- Operate standard office equipment, including a personal computer using program applications appropriate to assigned duties;
- Operate and maintain recreation and athletic equipment;
- Perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Perform multiple tasks simultaneously, including handling interruptions, and return to and complete tasks in a timely manner;
- Perform time management and scheduling functions, meet deadlines, and set project priorities.

Acceptable Experience and Training

- Bachelors degree in parks and recreation management or a related field is required; and
- Three (3) years experience parks and recreation is required, with supervisory experience preferred; or
- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

Special Qualifications

- Idaho drivers license is required.

Essential Physical Abilities

- Sufficient clarity of speech and hearing, with or without reasonable accommodation, which permits the employee to discern and dispense verbal instructions and communicate with others in person and by telephone;
- Sufficient visual acuity, with or without reasonable accommodation, which permits the employee to comprehend written work instructions; observe and determine park and recreation program effectiveness; and prepare and evaluate a variety of written and text documents, including maps and blueprints, and discern, supervise, and react to physical activities;
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate a motor vehicle, standard office equipment, including a personal computer, and parks and recreation groundskeeping and athletic/recreation equipment;
- Sufficient personal flexibility, agility, strength, physical reflexes, and stamina to work in an office and parks and recreation operation and maintenance environment.

City of Rathdrum—Pay Grade Table

<i>Pay Grade</i>	<i>Administration and Legal</i>	<i>Public Works</i>	<i>Law Enforcement</i>
19	City Administrator	Public Works Director/Engineer	
17	Finance Director		Police Chief
16			
15	City Clerk		Police Lieutenant
14		Public Works Project Manager Building Official Public Works Supt. City Planner Parks & Rec. Director	Police Sergeant Police Detective (Senior)
13			
12			Senior Police Officer
11		Water/Wastewater Supervisor Water Supervisor	Police Officer Entry Detective
10		Utility Worker II	
9		Mechanic	
8	Deputy City Clerk	Utility Worker I	Admin. Asst to Chief/Evidence Custodian
7		Equipment Operator Parks Maintenance Supervisor Recreation Supervisor	
6			Animal Control Officer
5	Legal Assistant	Administrative Asst.-PW	
4	Accounting Specialist		
3			Office Specialist
2		Maintenance Worker	
1		Temp/Seasonal Workers*	

Depending upon job assignment, some temporary, seasonal and recreation employees may be hired at minimum wage or a lesser rate than grade 1, as determined by the Department Head and Mayor.

Date: February 4, 2016
To: Mayor and Council
From: Eric Singer, Parks Supervisor
Re: Pinegrove Cemetery Niche Wall

In your packet you have a copy of a contract with Wilbert Precast Inc. to purchase and install a new Niche Wall at the Pinegrove Cemetery. The contract has been reviewed by the City Attorney and it is below the \$25,000 official bid line. There are only two local vendors that specialize in this type of work and both are based in Spokane WA. The Niche Wall will be identical to the one that is in place at Pinegrove Cemetery.

Park and Rec staff has solicited bids from both vendors and will be awarding the bid to Wilbert Precast Inc. Their bid came in at \$14,586.00 and Tresco Monument, who is the other local vendor, came in at \$18,750. Wilbert Precast will initially receive fifty percent of their bid price to start the project and receive the remaining balance after the completion of the project. Wilbert Precast will provide, deliver, and install the new niche wall at Pinegrove Cemetery. Our staff will build the footing for the Niche Wall before the Niche Wall is delivered.

Staff would like Council to authorize the Mayor to sign the contract for \$14,586 to allow staff to proceed with this long awaited project. Eric Singer will make a short presentation and answer any questions you may have.

Thank you,

Eric Singer
Parks Supervisor

NICHE WALL AGREEMENT 2016

This AGREEMENT is made between the CITY OF RATHDRUM, a political subdivision of the state of Idaho, 8047 W. Main St., Rathdrum, Idaho 83858 (hereinafter "CITY") and Wilbert Precast Inc, an WA (LLC, Partnership, Corporation), 2215 E. Brooklyn Ave Spokane WA, 99217 (address) (hereinafter "CONTRACTOR").

THE PARTIES AGREE AS FOLLOWS:

1. SCOPE OF WORK: CITY hereby employs CONTRACTOR as an independent contractor to complete and perform the following project:

One (1) 2-Sided granite columbarium (Niche Wall) with 40 compartments, matching the color and pattern of the existing columbarium at Pinegrove Cemetery in Rathdrum, with approximate dimensions of 84 inches wide, 64 inches high, and 31 inches deep.

CITY agrees to provide the concrete base upon which the columbarium shall be placed, in accordance with CONTRACTOR's written directions and specifications. CONTRACTOR's written directions and specifications shall be provided to CITY at least twenty-one (21) days in advance of delivery of materials to the site.

Parties agree to coordinate with each other to facilitate a timely and professional process. Contact information is:

CITY:
Eric Singer
(208) 929-0193
eric@rathdrum.org

CONTRACTOR:
Wilbert Precast Inc.
2215 E. Brooklyn Ave
Spokane WA, 99217
(509) 325-4573

2. TIME OF PERFORMANCE AND LIQUIDATED DAMAGES: Parties agree that CONTRACTOR shall complete all identified work listed on the attached bid form on or before June 3rd, 2016, and that on or before that date the Columbarium shall be fully functional and ready to use.

3. TIME IS OF THE ESSENCE. The deadline for performance affects many other operational and performance obligations of the CITY. The parties acknowledge the difficulty in proving actual damages, and as an alternative agree to liquidate damages in the amount of \$100.00 per day of non-compliance, not as a penalty or sanction but in light of the difficulty in proving actual damages suffered by the CITY.

4. COMPENSATION: CITY agrees to pay CONTRACTOR as compensation: \$14,586.00 for the purchase, delivery and installation of a two-sided granite columbarium. CITY agrees to pay CONTRACTOR one half of the total bid amount within one week after the CONTRACT has been signed by both the CITY and the

CONTRACTOR. CITY will pay CONTRACTOR the remaining balance after job completion.

5. INDEPENDENT CONTRACTOR: The parties agree that CONTRACTOR is the independent contractor of CITY and in no way an employee or agent of CITY and is not entitled to workers compensation or any benefit of employment with the CITY. CITY shall have no control over the performance of this Agreement by CONTRACTOR or its employees, except to specify the time and place of performance, and the results to be achieved. CITY shall have no responsibility for security or protection of CONTRACTOR'S supplies or equipment. CONTRACTOR agrees to pay and be responsible for all taxes due from the compensation received under this contract.

6. INDEMNIFICATION: CONTRACTOR agrees to indemnify, defend, and hold harmless CITY, and its officers, agents and employees, from and against any and all claims, losses, actions, or judgments for damages or injury to persons or property arising out of or in connection with the acts and/or any performances or activities of CONTRACTOR, CONTRACTOR's agents, employees, or representatives under this Agreement.

7. INSURANCE: CONTRACTOR agrees to obtain and keep in force during its acts under this Agreement a comprehensive general liability insurance policy in the minimum amount of \$1,000,000, which shall name and protect CONTRACTOR, all CONTRACTOR's employees, CITY, and its officers, agents and employees, from and against any and all claims, losses, actions, and judgments for damages or injury to persons or property arising out of or in connection with the CONTRACTOR's acts. CONTRACTOR shall provide proof of liability coverage as set forth above to CITY prior to commencing its performance as herein provided, and require insurer to notify CITY ten (10) days prior to cancellation of said policy.

8. WORKER'S COMPENSATION: CONTRACTOR shall maintain in full force and effect worker's compensation for CONTRACTOR and any agents, employees, and staff that the CONTRACTOR may employ, and provide proof to CITY of such coverage or that such worker's compensation insurance is not required under the circumstances.

9. NON-DISCRIMINATION: CONTRACTOR shall not discriminated against any person or entity in the providing of the services and/or materials herein under and CONTRACTOR shall not refuse to serve or hire any person because of such person's race, creed, sex, color, or national origin. Also, CONTRACTOR will in no manner discriminate against any person because of such person's race, creed, sex, color, or national origin. Any such discrimination shall be deemed a violation of this Agreement and shall render this Agreement subject to forfeiture.

10. COMPLIANCE WITH LAWS: CONTRACTOR agrees to comply with all federal, state, city, and local laws, rules and regulations.

11. ATTORNEY FEES: Reasonable attorney fees shall be awarded to the prevailing party in any action to enforce this Agreement or to declare forfeiture or termination of this Agreement.

12. ENTIRE AGREEMENT: This is the entire agreement of the parties and can only be modified or amended in writing by the parties.

DATED this 4th day of Feb, 2016.

CITY OF RATHDRUM

CONTRACTOR

Vic Holmes, Mayor

By: Dan Techa

Title: Project Manager

terhaar@wilbertprecast.com

ATTEST:

Melissa Taylor, City Clerk



IDAHO TRANSPORTATION DEPARTMENT

600 W. Prairie Ave.
Coeur d'Alene, ID 83815-8764

(208) 772-1200
itd.idaho.gov

January 19, 2015

The Honorable Vic Holmes
Mayor City of Rathdrum
8047 W. Main St.
Rathdrum, ID 83858

RE: City of Rathdrum-Speed Reduction Request SH-53-Resolution No. 268

Mayor Holmes:

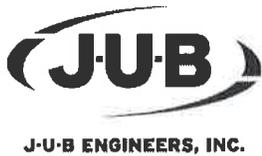
ITD has reviewed the resolution passed by the City of Rathdrum as well as the speed study data gathered in 2013 at the Request of Kevin Jump PE, City of Rathdrum Engineer. The 85th percentile speed between the intersection of SH-53 and Meyer Road and one half mile to the east is 57 mph. The Manual on Uniform Traffic Devices (MUTCD), as referenced by Idaho Administrative Procedure Act (IDAPA), only allows the state traffic engineer to vary the speed limit +/- 5mph of the 85th percentile speed. This would prohibit this location for consideration of a speed limit reduction. ITD would be very receptive to working with the City to identify other possible mitigating roadway treatments for the concerns raised in the cities resolution.

Please contact Ryan Hawkins PE (208) 772-1218 if you have any additional questions.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Damon Allen', is written over a light blue horizontal line.

MR. DAMON ALLEN, PE
DISTRICT ENGINEER



J-U-B ENGINEERS, Inc.
AGREEMENT FOR PROFESSIONAL SERVICES

Authorization for Additional Services

CLIENT: City of Rathdrum
Project Name: Rathdrum Mountain Project
J-U-B Project Number: 20-15-029

1. Additional Services. The following additional items of work on the project referenced above have been or will be provided by J-U-B ENGINEERS, Inc. (J-U-B). These Additional Services are a supplement to the scope of services contained in J-U-B's existing Agreement for Professional Services for this Project, dated April 8, 2015. All other TERMS AND CONDITIONS of said Agreement remain in full force and effect.

J-U-B, assisted by Landmark, and the Langdon Group, as necessary, will continue to engage the steering committee assembled by the City to consider and confirm the detailed design concepts that will implement the endorsed direction for development on Rathdrum Mountain. See Attached Scope of Services.

2. Verbal Authorization by CLIENT, if Applicable. J-U-B was verbally authorized by the CLIENT to provide these Additional Services by:

Name

Date

3. Payment for Additional Services. Unless otherwise noted below, J-U-B will provide these Additional Services on a time and materials basis, using J-U-B's standard billing rates or, if applicable, the billing rates established in the initial Agreement for Professional Services.

Other Basis for Payment:

See Attached Scope and Fee

4. Schedule of Services. Due to the Additional Services, the Schedule of Services to be performed under the original Agreement for Professional Services is modified as follows:

The Review Meeting with the Steering Committee will occur in late February 2016 and the project should be completed by the end of April 2016. depending on the City's schedule.

Dated this ___ day of ___, ___.

CLIENT

J-U-B ENGINEERS, Inc.

By:
Project Representative or Authorized Signatory for CLIENT

By: [Signature]
Project Representative or Authorized Signatory for J-U-B

Print or Type Name and Title

Stephen P. James, P.E., Vice President
Print or Type Name and Title

RATHDRUM MOUNTAN DEVELOPMENT PLAN
 PHASE 3 – MANAGEMENT, ACCESS AND SECURITY PLAN
 DEVELOPMENT CONCEPTS AND COST - SCOPE OF SERVICES
 JANUARY 31, 2016



Landmark, assisted by JUB Engineers, will engage with the steering committee to consider and confirm the detailed design concepts that will implement the endorsed direction for development on the Mountain. Opinions of construction cost will also be developed. Work will be coordinated with Kevin Jump's efforts related to the road improvements. To accomplish this, we anticipate the following steps:

Task 1 – Initial Concept Development

- Preliminary site concepts for:
 1. Host Site
 2. Group Site
 3. Ridgetop Site
 4. Coordination with Kevin Jump
- Time Allocation:

JM	10 MH
BM	2.0 MH

Task 2 – Review with Committee

- 1 to 2 hr. workshop with the committee to review pertinent development details and issues
- Time Allocation

JM	8.0 MH
BM	4.0 MH

Task 3 – Refinement of Plans and Cost Estimate

- Produce Changes per Direction of Committee
- Final Opinion of Cost
- Coordination with Kevin Jump
- Time Allocation

JM	18.0 MH
BM	8.0 MH

Task 4 – Committee Meeting

- Review Final Exhibits
- Review anticipated costs, implementation issues
- Confirm any final adjustments, refinements
- Confirm next steps, deliverables
- Make Adjustments
- Time Allocation

JM	8.0 MH
BM	4.0 MH

Task 5 – Council Presentation

- Present graphic exhibits and costs to City Council
- Time Allocation

JM	6.0 MH
----	--------

BM 4.0 MH

FINAL DELIVERABLES:

TWO (2) – 24" X 36" SHEETS OF DESIGN CONCEPTS
OPINION OF COST

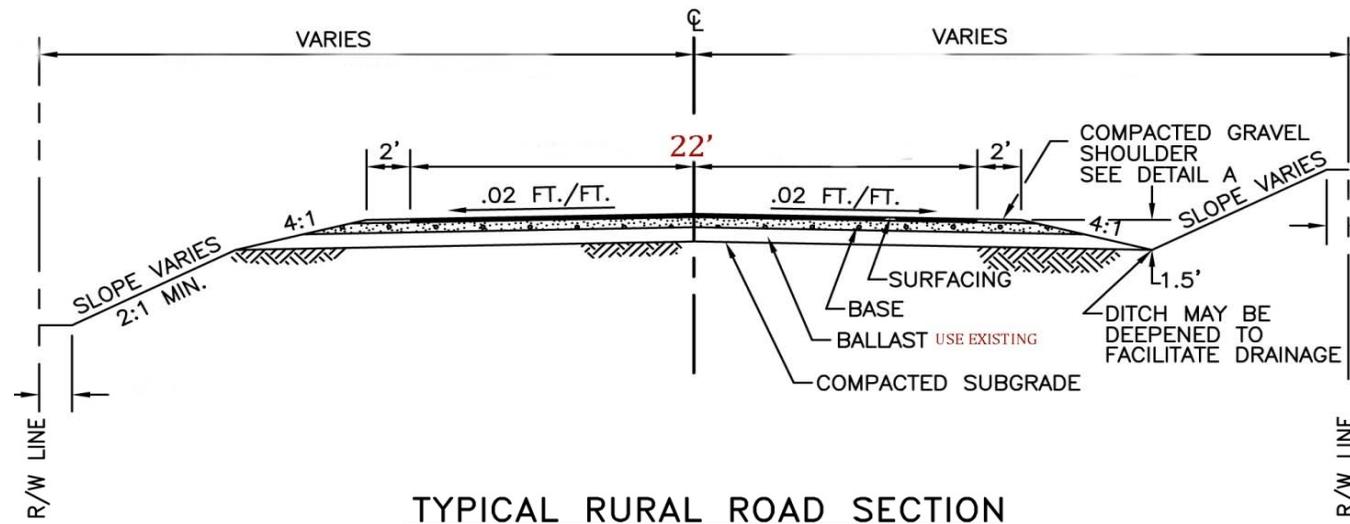
JM @ 115.00/hr.	50 MH	\$5,750.00
BM @ 139.16/hr.	22.0 MH	\$3,061.52

Proposed Hourly Fee not to exceed: \$ 8,811.52

We anticipate that the first meeting could take place late in February, but may be delayed contingent on acquisition of the necessary survey data. Kevin Jump will have to advise on the status of that aspect. In any event we anticipate completion by the end of April to allow for construction document preparation, bidding, and construction in the 2016 season.

Project: Barrett Road Improvements

Item No.	Description	Quantity	Unit	Engineer's Estimate	
				Unit Price	Extended Price
BASE BID					
1	R-W Clearing	1	LSUM	\$ 40,000	\$ 40,000.00
2	Roadway Grading	1	LSUM	\$ 90,000	\$ 90,000.00
3	Re-Grade Existing Ballast Material	1	LSUM	\$ 15,000	\$ 15,000.00
4	Crushed Stone Subbase, 3/4"	228	Tons	\$ 35	\$ 7,980.00
5	Superpave HMA, Main-Line, SP-2, 1/2" - overlay	414	Tons	\$ 80	\$ 33,120.00
6	Shoulder - Crushed Stone Subbase, 3/4"	2800	LF	\$ 3.50	\$ 9,800.00
7	12" HDPE Drainage Pipe	80	EA	\$ 30	\$ 2,400.00
8	Inlet, Precast Concrete	5	EA	\$ 850	\$ 4,250.00
9	Guardrail	1000	LF	\$ 8.50	\$ 8,500.00
10	Maintenance of Traffic	1	LSUM	\$ 3,000	\$ 3,000.00
11	Wedge Milling, at Reservoir Road	5	SY	\$ 200	\$ 1,000.00
12	Grading - Shaping of Roadway Ditch	1	LSUM	\$ 7,500	\$ 7,500.00
13	Topsoil and Seed Placement	1	LSUM	\$ 10,000	\$ 10,000.00
14	QC Testing	1	LSUM	\$ 10,000	\$ 10,000.00
15	Topographical Survey Work	1	LSUM	\$ 12,500	\$ 12,500.00
16	Mobilization	1	LSUM	\$ 10,000	\$ 10,000.00
Totals, Base Bid =				\$	265,050.00



1400 LF

Memo

To: City Council
 From: Kevin Jump
 CC:
 Date: February 3, 2016
 Re: Bid Award - Flashing School-Zone Crosswalk Signs (5 sets)

On Thursday, January 21st, we publicly-opened bids for the referenced project. After opening bids and reviewing the bid packets for completeness, Traffic Safety Supply Co. (TSSC), was found to be the lowest, responsive and responsible bidder.

The bids were as follows:

Bidder	Lump-Sum Bid	Bid Form	Bid Bond	Non-Collusion	Drug-Free Workplace
				Affidavit	Affidavit
Intermountain Signs & Safety	\$ 41,440.25	✓	✓	✓	✓
Traffic Safety Supply Co.	\$ 39,160.00	✓	✓	✓	✓

The product which TSSC proposed to supply both meets the specification and is identical to the RRFB product that Rathdrum recently purchased/installed (2 existing sets of school-zone crosswalk signs). TSSC's estimated "turn-around" time is 6 weeks once the order is placed. We are currently seeking approval from ITD to issue Notice of Award.

We are herein seeking City Council's approval for the following:

- Permission to issue Notice of Award to TSSC, after receiving permission from ITD to do so.
- Authorize Mayor Holmes to execute the construction contract, subject to our receipt of a Performance Bond, Payment Bond and Certificate of Insurance from TSSC.

City of Rathdrum Personnel Policy Manual



DRAFT***

Originally Adopted: Aug. 8, 2006

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THE CITY OF RATHDRUM **PERSONNEL POLICY**

THIS PERSONNEL POLICY IS NOT A CONTRACT. NO CONTRACT OF EMPLOYMENT WITH THE CITY OF RATHDRUM WILL BE VALID UNLESS IT IS SIGNED IN ACCORDANCE WITH PROPER PROCEDURES BY A SPECIFICALLY AUTHORIZED REPRESENTATIVE OF THE CITY COUNCIL AND UNLESS IT IS SIGNED BY AND CONTAINS THE NAME OF THE EMPLOYEE WHO WOULD BE BENEFITED BY THE CONTRACT.

CHANGES TO THE POLICIES AND BENEFIT OFFERINGS OUTLINED IN THIS HANDBOOK ARE SUBJECT TO CHANGE AT ANY TIME, WITHOUT NOTICE. CHANGES MAY BE MADE IN THE SOLE DISCRETION OF THE CITY COUNCIL.

AS ELECTED OFFICIALS, THE MAYOR AND COUNCIL ARE NOT EMPLOYEES OF THE CITY AND THESE PERSONNEL RULES DO NOT APPLY TO THEM. STATE LAWS CONCERNING APPOINTMENT AND TERMINATION FOR CERTAIN OFFICERS OF THE CITY APPLY AND SUPERSEDE THESE RULES WHERE APPLICABLE.

GENERAL POLICIES

A. INTRODUCTION TO PUBLIC EMPLOYMENT

THE ORGANIZATION IN WHICH YOU WORK

Working for the City of Rathdrum may be somewhat different from any employer for which you may have worked in the past. The City of Rathdrum is a political subdivision of the State of Idaho, though it is not a part of state government. The City Council serves as the governing body for the City of Rathdrum, carrying out local legislative duties and fulfilling other public responsibilities. The City Council has primary authority to establish policy regarding terms and conditions of employment with the City of Rathdrum. The Mayor, often working through the City Administrator, supervises and directs the City's administrative tasks.

As with all elected public officials, the City Council and the Mayor are ultimately responsible to the voters of the City of Rathdrum. The terms set forth in this booklet reflect city policy at the time of its printing, but they are subject to change at any time, without prior notice, and at the sole discretion of the City.

The terms and conditions set forth in this policy, and in the resolutions and policy statements which support it, cannot be superseded by any other supervisor's commitment, without the express written agreement of the City Council or Mayor. That is particularly true for terms or conditions which would establish a financial obligation for the City of Rathdrum, now or in the future. It is important that all employees understand the relationship between policy adopted by the City Council and department policy implemented by department heads. Council-adopted or mayor-established city policy shall take priority over department policy that is inconsistent.

B. EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

The City of Rathdrum is an Equal Opportunity Employer. All selection of the City of Rathdrum employees and all employment decisions, including classification, transfer, discipline, and discharge, will be made without regard to race, religion, gender, age, national origin, or non-job-related disability. No job or class of jobs will be closed to any individual except where a mental or physical attribute, gender, or age is a bona fide occupational qualification. It is the policy of City to comply in all respects with the Americans with Disabilities Act. All objections to application of the city's policy in this regard shall be brought to the attention of the office of the Mayor or City Administrator, or in the case of objection to actions undertaken by the Mayor or City Administrator, to legal counsel for the city.

C. VETERAN'S PREFERENCE

The City of Rathdrum will accord a preference to employment of veterans of the U.S. Armed Services in accord with provisions of Idaho Code Chapter 5, title 65 or its successor. In the event of equal qualifications for an available position, a veteran who qualifies for preference pursuant to Idaho Code Chapter 5, title 65 or its successor will be employed. Appeals regarding non-compliance with chapter 5, title 65 Idaho Code shall be directed to the city administrator, subject to further appeal to the city council as provided by law.

D. CONFLICT OF INTEREST

No person shall be employed by the City of Rathdrum when said employment would result in a violation of the anti-nepotism provisions found in Idaho Code § 59-701, §18-1359 or their successors or any relevant provision of Federal, state or local law. Any such appointment or employment decision shall be brought into compliance with applicable provision of law.

E. EMPLOYMENT OF RELATIVES

No City employee, including the Mayor or City Council Members shall appoint, supervise, have influence over or otherwise employ for compensation payable from public funds, any person related to him/her by blood or marriage within the second degree. (Idaho Code Section 18-1359)

F. PREFERENCE FOR PROMOTION FROM WITHIN

Qualified individuals who are already employees of the City of Rathdrum may be given preference over outside applicants to fill vacancies in the work force. A current employee may be promoted or chosen to fill a vacancy without advertising a position through external means. Any such selection must be approved by the City Administrator.

G. IMPORTANCE OF EMPLOYEE ATTITUDE

Irrespective of the position of employment sought or held, a constructive attitude and willingness to work cooperatively with others is essential. Although this personnel policy manual contains many basic rules and standards, rules compliance alone is not sufficient to obtain or maintain employment with the City of Rathdrum. Employees must be helpful to the public and to co-workers and must contribute to the overall effectiveness of City services to be delivered. Supervisors who are ultimately held responsible for City staff performance shall evaluate attitude and interpersonal skills along with technical abilities and productivity. Poor attitude and unwillingness to work constructively with others shall be grounds for discipline or dismissal from employment at any point in an employee's career.

EMPLOYMENT START-UP

A. EMPLOYMENT FORMS TO BE COMPLETED

The following pre-employment forms must be completed before the employee may begin work for the City of Rathdrum:

1. Employment application form.
2. Insurance forms. (part time/casual do not have insurance) if applicable
3. Immigration form (I-9).
4. Any other forms necessary for tax or employee information.

B. PAYROLL REPORTING SYSTEMS

Reports of hours worked and time on and off the job must be completed in a timely manner in accord with procedures established by the designated personnel officer. Each report of employee time must be

signed by both the supervisor and by the employee and shall contain a certification that it is a true and correct record of the employee's time and benefit usage for the time period covered.

C. DISTRIBUTION OF POLICY

At time of employment each employee should receive a copy of this personnel policy. It is the responsibility of the employee to familiarize him or herself with the contents of the personnel policy and to acknowledge its receipt. A copy of the acknowledgement may be kept in each employee's personnel file. Periodic updates or changes should be distributed with receipt acknowledged by employees.

D. INTRODUCTORY PERIOD

New employees to the City of Rathdrum are subject to a six-month (12 months for Police Officers) introductory period where employees must demonstrate their abilities to handle the responsibilities of their position. The City of Rathdrum uses this six month period, or longer, to determine if the employee meets the expectations for the position for which the employee was hired. During this six-month (or 12 month for Police Officers) introductory period either the employee or the City of Rathdrum may end the employment relationship at will, without prior notice and without an appeal hearing, except in the instance where an employee alleges dismissal is due to unlawful cause.

An employee's supervisor may extend the introductory period subject to concurrence by the City Administrator if s/he deems it necessary to work with an employee not fully meeting performance or attitude expectations for his/her position.

Employees who transfer or promote to another position within the City of Rathdrum will be subject to a six-month introductory period for the new position they hold. If an introductory promoted employee is terminated, he/she **may** be returned to his/her previous position at the request of the prior department head or may be transferred with new department head approval to another position for which the employee is qualified, but only if a vacancy exists in the prior or similar position with the City of Rathdrum.

RULES OF EMPLOYEE CONDUCT

A. PERSONAL PERFORMANCE AND BEHAVIOR

Each employee of the City of Rathdrum is expected to conduct him or herself in a manner which does not reflect adversely upon the City of Rathdrum. Each employee must recognize that public employees are subject to additional public scrutiny in their public and personal lives because the public's business requires the utmost integrity and care. In order to accomplish the goals of the City of Rathdrum as a public institution, each employee is expected to scrupulously avoid personal behaviors which would bring unfavorable public impressions of the City of Rathdrum and its officials. In order to accomplish this, each employee:

1. Shall be prompt and regular in attendance at work or other required employer functions.
2. Shall comply with dress standards established in the department for which the employee works. Dress standards shall be set by the managing official, but in the absence of any departmental dress standards, clothing shall be appropriate for the functions performed and shall present a respectable appearance to the public.

3. Shall dedicate primary efforts to the City of Rathdrum employment with secondary employment subject to approval by the appointing official. The employee has a duty to give the City notice of secondary employment. The secondary employment shall not interfere or detract from the employee's primary efforts to the City of Rathdrum. Individual department rules may spell out permissible examples of "moonlighting" wherein employees may hold additional positions. This requirement shall not apply to individuals whose employment with the City of Rathdrum is occasional, part-time or secondary in nature.
4. Shall avoid conflicts in appointments and working relationships with other employees in the City of Rathdrum and related agencies. No employee shall engage in conduct which violates State conflict of interest laws.
5. Shall not accept gifts or gratuities in any personal or professional capacity which could create the impression that the giver was seeking favor from the employee or official or that the recipient would provide favorable treatment to the giver or someone affiliated with the giver.
6. Shall not serve on any board or commission which regulates or otherwise affects the official duties or personal interests of said official or employee in a way that could create disadvantage for other members of the public or advantage for the employee.
7. Shall not release legally protected personnel information or any other public record without the express authority of the public official responsible for custody of the record or without an order from a court of competent jurisdiction.
8. Shall not engage in intemperate or reckless conduct away from work which, although not criminal, may reflect adversely upon the City of Rathdrum or its officials.
9. Shall not use substances, unlawful or otherwise, which will impair the employee's ability to function as a valued and competent part of the City of Rathdrum work force.
10. Shall not operate a motor vehicle under the influence of drugs or alcohol in a manner which impairs the ability of the employee to perform job functions even though the driving conduct does not occur during hours of employment.
11. Shall not engage in workplace or public conduct otherwise detrimental to the accomplishment of the goals established by the Mayor or City Council or the official or department for whom he or she works.

B. WORKPLACE CONDUCT

Each employee will be expected to conduct him or herself in the workplace in accordance with the following rules. These rules are not all-inclusive of conduct expected of the City of Rathdrum employees. Each employee of the City of Rathdrum shall:

1. Give his/her best efforts to accomplish the work of the City of Rathdrum for public benefit in accordance with policies and procedures adopted by the City Council or established by the Mayor. Each employee shall be subject to the administrative authority of the official or administrator who supervises the department where the employee works.

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2. Adhere to any code of ethics in his/her profession and avoid conflicts of interest or using his/her public position for personal gain.
3. Follow all rules for care and use of public property to assure that the public investment in equipment is protected and that the safety of the public and other workers is maintained.
4. Abide by all departmental rules whether they be written or issued orally by the supervisor. No employee shall be required to follow the directive of a supervisor which violates local laws or those of the state or nation.
5. Abide by pertinent State and Federal Statutes, and the City of Rathdrum rules concerning the dissemination of information to the public from public records or about public matters. The decision to release information from the public records or to disclose writings or other information in the hands of a public official belongs with the responsible official who has official custody of that record. Each employee shall maintain the confidential nature of records which are not open to public scrutiny in accordance with the direction of the responsible official.
6. Adhere to the defined work schedule and procedures for an exception from normal work schedules. Each employee shall follow the rules regarding the reporting of work hours and the approval which must be given for pay record submittal. Failure to follow such rules may be grounds for delayed payment of wages, salaries, or reimbursements or for imposition of appropriate disciplinary penalties. All such reports of work hours and activities must be accurate.
7. Follow rules regarding breaks and lunch periods, including provisions granting supervisors authority to adjust them. Timing of breaks or lunch periods may be changed to accommodate the completion of necessary work or department needs.
8. Follow all rules for reporting accidents on the job. Each employee shall cooperate in the reporting and reconstruction of any job-related accident in order that workplace hazards can be eliminated and that proper consideration can be accorded to injured workers and the public.
9. Report any accidents observed to have happened on city property or involving city property or city employees. Each employee shall provide as much information as he or she can from the observations made in the course of activities associated with one's work or otherwise. Such information should be reported to the employee's immediate supervisor as soon as physically possible and reasonable efforts should be made to assist those in need.
10. Follow all rules regarding safety in the workplace whether established formally by the department or by outside agencies. Employees are encouraged to suggest ways to make the workplace or work procedures safer.
11. Maintain a current driver's license when necessary in the conduct of work for the City of Rathdrum. Each employee must report any state-imposed driving restrictions or traffic-related citations to his/her immediate supervisor as soon as possible. Each employee is also obligated to notify his/her supervisor in the event that his/her driving abilities are impaired by anything other than state restrictions.

12. Perform such obligations as are necessary to carry out the work of the City of Rathdrum in an efficient and effective manner at minimal costs and with limited risk to the public and fellow workers.

C. PROHIBITED WORKPLACE CONDUCT

Within the workplace, employees of the City of Rathdrum shall not:

1. Be present in the workplace under the influence of drugs, alcohol, illegal substances or other substances which would impair the ability of the employee to perform his/her work competently or which would threaten the safety or well-being of other workers or the public. No worker should be absent from work or impaired at work on account of such conduct, even though such conduct does not occur during regular working hours.
2. Engage in abusive conduct to fellow employees or to the public, or use abusive language in the presence of fellow employees or the public. Abusive language shall include profanity and loud or harassing speech.
3. Sleep or be absent from the employee's work station when on duty. Employees shall be attentive to their work at all times.
4. Engage in malicious gossip and or/spreading rumors; engaging in behavior designed to create discord and lack of harmony; willfully interfering with another employee's work output or encouraging others to do the same. Policy provisions concerning employee attitude bear upon this workplace rule.
5. Use work time for personal business including selling of goods or services to the general public or preaching religious or political views to members of the public during the work day. Employees should minimize the amount of work time spent on similar activities engaged in with fellow employees.
6. Engage in political activities while on duty in public service. Employees shall enjoy full political rights when not carrying out their work obligations unless otherwise prohibited by law.
7. Provide false or misleading information on employment applications, job performance reports, or any other related personnel documents or papers.
8. Discriminate in the treatment of co-workers or members of the public on the basis of race, religion, gender, age, disability or national origin.
9. Not smoke within public offices, other public buildings and public vehicles.
10. Violate state statutes or local rules regarding the inappropriate use, alteration, destruction, or removal of any public records required by law to be kept by the city or by other public officials.

11. Abuse employee benefit offerings by taking unjustified sick leave, unearned vacation, or otherwise participate in a scheme or deception designed to create incorrect personnel records or to claim benefits which are not deserved in accordance with the City of Rathdrum policy.
12. Violate rules concerning absence from the workplace without proper authorization. Employees must obtain prior permission as required by the City of Rathdrum policy for use of vacation, sick, bereavement, or other types of leave granted by this personnel policy.
13. Engage in prolonged visits with co-workers, children, friends, or family members that interfere with the course of work in the office or department in which the employee serves.
14. Use telephones or computers in the office or workplace or personal cell phones in a manner that violates policy or which disrupts the work or work flow, nor shall workplace telephones be used for non-local, personal calls or calls relating to the employee's business or other personal interests.
15. Engage in criminal conduct of any kind while on duty or off. The City of Rathdrum employees are expected to behave in a lawful and socially acceptable manner and failure to do so is a violation of the trust placed in such employees by the public and the appointing official.
16. Violate any lawful rule established by the appointing official to maintain order and productivity in the workplace.
17. Unlawfully harass a fellow worker or member of the public at any time while in the City of Rathdrum active service, as outlined in the following policy:

D. PROHIBITED DISCRIMINATORY HARASSMENT POLICY

The City of Rathdrum is committed to providing all of its employees with a work place free of discriminatory harassment. The City of Rathdrum maintains a strict policy prohibiting sexual harassment and harassment on the basis of race, color, national origin, religion, sex, physical or mental disability, age, veteran status or any other characteristic or status protected by applicable law.

This prohibition applies to all employees and officials of the City of Rathdrum. The City will endeavor to address and quell harassing conduct by members of the public and vendors concerning employees at work or engaged in the City of Rathdrum business.

This policy is not intended to protect anyone who makes a false allegation of discriminatory harassment. The City of Rathdrum reserves the right to take appropriate disciplinary action against any employee who makes a false allegation of harassment.

1. SEXUAL HARASSMENT DEFINED

Sexual harassment prohibited by this policy includes any unwanted sexual advances, requests for sexual favors or visual, verbal or physical conduct of a sexual nature when:

- submission to such conduct is made a term or condition of employment; or

- submission to or rejection of such conduct is used as a basis for employment decisions affecting the individual; or
- such conduct has the purpose or effect of unreasonably interfering with an employee's work performance or creating an intimidating, hostile or offensive working environment.

The following is a partial list of conduct, which would be considered sexual harassment:

- Unwanted sexual advances.
- Offering employment benefits in exchange for sexual favors.
- Making or threatening retaliation after a negative response to sexual advances.
- Visual conduct such as leering, making sexual gestures, displaying sexually suggestive objects or pictures, cartoons, calendars or posters.
- Verbal conduct such as making or using derogatory comments, epithets, slurs, sexually explicit jokes, comments about an employee's body or dress.
- Written communications of a sexual nature distributed in hard copy or via a computer network.
- Verbal sexual advances or propositions.
- Verbal abuse of a sexual nature, graphic verbal commentary about an individual's body, sexually degrading words to describe an individual, suggestive or obscene letters, notes or invitations.
- Physical conduct such as touching, assault, impeding or blocking movements.
- Retaliation for making harassment reports or threatening to report harassment.

Sexual harassment can occur between employees of the same sex. It is unlawful for males to sexually harass females or other males, and for females to sexually harass males or other females.

2. OTHER TYPES OF UNLAWFUL HARASSMENT

The City of Rathdrum also prohibits harassment on the basis of race, color, national origin, religion, gender, physical or mental disability, age, veteran status or any other characteristic protected by applicable law. Such prohibited harassment includes but is not limited to the following examples of offensive conduct:

- Verbal conduct such as threats, epithets, derogatory comments or slurs;
- Visual conduct such as derogatory posters, photographs, cartoons, drawings or gestures.
- Written communications containing statements, which may be offensive to individuals in a particular protected group, such as racial or ethnic stereotypes or caricatures.

- Physical conduct such as assault, unwanted touching or blocking normal movement.
- Retaliation for making or threatening to make harassment reports to the City of Rathdrum, or for participating in an investigation into harassment allegations.

3. HARASSMENT COMPLAINT PROCEDURE

Any employee who believes he or she has been subjected to unlawful harassment prohibited by this policy should immediately tell the harasser to stop his/her unwanted behavior and immediately report that behavior, preferably in writing, to the designated personnel officer or the Department Head for whom the employee works.

If an employee becomes aware of harassing conduct engaged in or suffered by a the City of Rathdrum employee, regardless of whether such harassment directly affects that employee, the employee shall immediately report that information, preferably in writing, to the employee's supervisor, City Administrator, or the designated personnel officer.

Employees also have the right to contact the Idaho Human Rights Commission at (208)334-2873, or a private lawyer to discuss their legal rights. The City of Rathdrum encourages each employee to use the procedures set forth in this policy to address any sexual harassment problems as quickly as possible.

Whenever the City of Rathdrum is made aware of a situation which may violate this policy, the City of Rathdrum will conduct a prompt, thorough and objective investigation of any harassment claims. If the City of Rathdrum determines that prohibited harassment has occurred, it will take appropriate action against a person found to have engaged in prohibited harassment in order to prevent recurrence. A determination regarding the discriminatory harassment alleged will be made and communicated to the person claiming harassment as soon as practical. The type of discipline administered will be dependent upon the severity of the conduct, as well as any other factors presented in the particular circumstances. Employees violating this policy, however, are subject to discipline up to and including dismissal.

The City of Rathdrum strictly prohibits retaliation against any person by another employee or by the City of Rathdrum for using this complaint procedure, reporting harassment, or for filing, testifying, assisting or participating in any manner in any investigation, proceeding or hearing conducted by the City of Rathdrum or a governmental enforcement agency. Prohibited retaliation includes, but is not limited to, termination, demotion, suspension, failure to hire or consider for hire, failure to give equal consideration in making employment decisions, failure to make employment recommendations impartially, adversely affecting working conditions or otherwise denying any employment benefit. Employees who falsely report an incident of alleged harassment will likewise be subject to discipline up to and including termination.

The City of Rathdrum does not consider conduct in violation of this policy to be within the course and scope of employment and does not sanction such conduct on the part of any employee, including elected officials or management employees.

The foregoing lists are not all-inclusive. Violation of any of the rules set forth above shall be grounds for disciplinary action, including possible dismissal. The rules contained in this personnel policy manual are subject to change at any time in the sole discretion of the City Council.

Potential penalties for violation of any such rules may include but shall not be limited to:

1. Reprimand.
2. Leave with or without pay.
3. Suspension for a variable or fixed period.
4. Demotion to position with lower compensation and/or authority.
5. Dismissal.

E. WORKPLACE VIOLENCE POLICY

The purpose of this section is to provide guidance to employees and managers when they encounter situations that they believe could result in a violent physical reaction or otherwise dangerous physical contact. This includes situations between employees, employees and the public, and employees involved in off the job disputes which may come to the workplace.

1. Involving City employees

There may exist circumstances where relationships between employees, or between an employee and a supervisor, result in strong negative feelings by the individuals involved. Any employee involved in situations where they fear that physical conflict may take place, or where someone has made verbal threats of physical violence, should:

- a. Immediately notify the appropriate supervisor or the department head. Employees will have the discretion of reporting such circumstances to the City Administrator or City Attorney where there is deemed a need for confidentiality.
- b. Notify the Police Department by calling 9-1-1 if there is need for immediate intervention. Give location clearly to the dispatcher.

2. Involving the Public

It is not the intention of the City that employees be subjected to continuous verbal abuse by a customer/citizen. An employee in such circumstances shall:

- a. Ask the customer/citizen to refrain from the abusive behavior and/or abusive language.
- b. If the behavior/language continues, request assistance from the immediate supervisor to intervene.
- c. In all cases, if there is an immediate need for Police Department intervention, call 9-1-1.

3. Off-the Job Disputes

An employee may be involved in a personal, non-criminal dispute with family members, neighbors or others. In certain circumstances employees may secure restraining orders or other protective orders from courts. Employees requesting such orders should include their work location as well as place of residence in the order. It will be the employee's responsibility to inform the department head of the issuance of such an order and provide a description of the individual cited in the order. In circumstances where the subject appears at the work location, the employee should:

- a. Notify the department director and/or immediate supervisor.
- b. The director or supervisor should request the individual to leave the work location.
- c. In all cases, the employee or supervisor may call 9-1-1 for Police Department assistance without interacting with the individual, if deemed prudent.

4. Supervisor Response to Threats of Violence

A manager's or supervisor's immediate response to threatening or violent behavior will depend on the extent and severity of the behavior and how it compromises the safety of City employees, property or safety of others. Managers or supervisors who confront threatening or violent behavior in the workplace should consider the following steps in handling the situation:

- a. Immediately notify your supervisor, time permitting, and if possible, notify the Police Department.
- b. As soon as possible following the event, the management official should document 1) receipt of the threat, 2) the behavior that was exhibited and 3) the manager's immediate response or handling of the situation.
- c. An employee may be relieved from duty and ordered to leave the work site if his/her behavior has potential for violence in the judgment of the manager/supervisor. The Police Department should be called if the employee refuses to leave. No physical force should be used by the manager/supervisor unless necessary to protect the well-being of others.
- d. Employees removed from the workplace may be placed on suspension pending further action. Employees involved in fighting or making verbal threats may be disciplined up to and including dismissal.
- e. Before further action is taken, City Administrator may make a threat assessment in consultation with the Mayor and/or City Attorney. Options available include legal action, administrative discipline, fitness-for duty evaluation, referral to the EAP, conducting an administrative investigation, etc.

IV. EMPLOYEE CLASSIFICATION, COMPENSATION, AND BENEFITS

A. CLASSIFYING EMPLOYEES FOR POLICY PURPOSES

1. Employment Status

Except as otherwise provided in this policy, employees of the City of Rathdrum will not be suspended without pay, demoted with an accompanying change in pay, or discharged from their positions except for cause related to performance of their job duties or other violations of this policy. Cause shall be determined by the employee's supervisor and shall be communicated in writing to the employee when employee status is changed. Practicing Attorneys employed by the City are not subject to the personnel appeal procedure, being subject instead to the rules of professional conduct for their profession. Independent contractors are not covered by this policy.

Only suspension without pay, demotion with change of pay, or discharge for cause shall be subject to the appeal procedure set forth in this personnel policy. The appeal procedure is to be construed in a directory manner. It is the duty of the appellant to show by clear and convincing evidence that the factual basis for the personnel action is incorrect or that the reasons for the personnel action are contrary to the public interest or violate existing law. Should the appellant establish such basis, the employee's back wages and benefits shall be restored as if the specified action had not been taken.

Changes in employment status which are the result of budgetary needs, reductions in force, reorganization of work duties through transfer or reassignment, or general changes in the terms or conditions of employment or of benefit offerings shall not be subject to the appeal procedure set forth herein. The City of Rathdrum retains full authority, without prior notice, to modify the general terms and conditions of

employment. Additional information may be obtained from the designated personnel officer or by appointment with the Department Head.

2. Employee Classification for Benefit Purposes

The classification of the position you hold with the city of Rathdrum may affect the status of obligations or benefits associated with your employment. The primary classes of employees and their respective status is outlined as follows:

a. Full-Time Regular Employees

Employees whose typical work schedule calls for at least 80 hours of scheduled work during each 14 calendar-day payroll period. Full-time regular employees shall receive all employee benefits provided by the city of Rathdrum as such benefits now exist or may be subsequently changed.

b. Part-Time Regular Employees

Part-time Regular Employees - Employees whose typical work schedule calls for at least 20 hours, but not as much as 40 hours, of scheduled work during each 7 calendar-day payroll period. These employees are not eligible for health and vacation benefits, but are entitled to holiday pay in proportion to the average number of hours per day that they are regularly scheduled to work. The number of hours scheduled may also affect the employee's obligation to participate in certain mandatory state benefit programs. Certain benefits may not be available.

Part-time Temporary Employees - Employees whose typical schedule calls for at least 20 hours of scheduled work during each 7 calendar-day payroll period, but are hired with the expectation that their employment will last no longer than 9 months and there is no promise of subsequent re-employment. These employees are not eligible for benefits and may not be re-employed for a period of 90 days.

c. Casual Employees

Employees who provide services for the city of Rathdrum on an irregular or temporary basis or whose scheduled hours of employment for the city are typically fewer than 20 in each 7 calendar-day payroll period. A casual employee is not eligible for benefits.

d. 5/8 month employees

Employees who are hired with the expectation they will be needed no longer than five or eight months, respectively do not receive benefits beyond those required by law. Eight month employees are hired for specific positions related to the growing season as specified by mandated state programs. These employees are not eligible for benefits.

e. Seasonal Recreation employees

Employees who are hired for seasonal recreation positions not to exceed 7 months who work more than 20 hours in a 7-day calendar period. This classification specifically includes employees such as summer camp staff, lifeguards, and similar. These positions are exempt

from the Fair Labor Standards Act and are not eligible for overtime. These employees are not eligible for benefits.

3. **Significance of Employee Classification**

The procedures for hiring, promotion, and transfer of full-time employees shall be subject to the provisions of this policy. Personnel actions addressing demotion or termination of temporary or casual employees are not subject to procedures set forth herein unless the handbook provisions expressly provide otherwise. All temporary, casual and seasonal employees are expressly employees at will.

4. **Independent Contractors**

From time to time the City of Rathdrum may retain the services of firms or individuals on personal services contracts to perform projects for the city. These individuals and firms are bound by the terms of their respective contracts and are not considered employees as defined in this manual.

B. COMPENSATION POLICIES

1. **Establishment of Pay System**

The position compensation plan consists of pay grades with a minimum, mid-point, and maximum wage rate, and any intermediate wage steps or open ranges deemed desirable and necessary for each class of positions. The designated personnel official will recommend to the Mayor for approval by the City Council the assignment of each class of positions to a pay grade and the number of intermediate salary steps, if any, to be used for such class of positions.

a. Adjusting Compensation When Plan Becomes Effective

These directives are to be followed in setting the wage of incumbents in positions at the time any pay grade range provided by the compensation plan, or any amendments thereto, becomes effective or when an individual employee's position is reclassified. This includes grade changes wherein a complete classification is determined to be assigned to the wrong pay grade and is, therefore, assigned to a different pay grade.

1). Where the wage of an employee is lower than the minimum step of the appropriate pay grade prescribed for the classification, the employee salary will be increased to at least the minimum of that pay grade providing for at least a 2% increase.

2). Where the wage of an employee is higher than the maximum step of the pay grade prescribed for the classification, the employee's wage will remain unchanged or "red-circled" as long as the employee retains that classification, or until the maximum step of the appropriate pay grade exceeds the wage of the employee.

3). In the case of a downward reclassification, the employee's wage remains the same but is moved to within the new pay grade.

4). In the case of an upward reclassification the employee will be moved to the new pay grade with not less than an increase of 2%.

b. Recruitment at Minimum

1). Original appointment to any regular full time position within the plan will be at the rate designated as the first step of the appropriate pay grade except in the case of transfer, demotion, promotion or experience level.

2). Upon specific written authorization from the Department head and approval of the City Administrator, a newly hired employee may be placed at no higher than 12.5% above the minimum of the

appropriate pay grade. Provision for placement at any step beyond the 12.5% of the pay grade will be by specific written authorization of the Mayor.

3). Placement above the minimum step will normally be based on inability to recruit or extraordinary applicant qualifications.

c. Increasing Hours of Part-time and Casual Positions to Full-time Regular Status

Requests to increase the hours of a position from part or casual to full-time will be submitted to the Mayor through the City Administrator by the Department head. The City Administrator will analyze the impact of the increased hours, designate the position regarding pay grade, and report the results to the Mayor.

Upon approval by the Mayor, the existing qualified incumbent in the position may be placed on a full-time probationary status and not be subject to the existing recruitment policy. However; if there is more than one incumbent, no incumbent, or upon the request of the Department head, the position will be subject to open and competitive recruitment as stated in city policy.

d. Adjusting Compensation When Employees Are Promoted, Demoted Or Transferred

These directives are to be followed in connection with compensation adjustment upon the promotion, demotion or transfer of employees.

1). Promotion. A promotion is defined as an appointment of an employee from a position classification with a lower pay grade to a position classification with a higher pay grade. Employees who are promoted will have their compensation raised to the step in the new pay grade which gives the equivalent of a 5% increase provided they do not exceed the maximum salary rate of the assigned pay grade, or to the first step of the new pay grade if the first step represents an increase in excess of 5% over the previous wage.

a. An employee who is paid at a red-circled rate which exceeds the top step of the salary range of the old position will, upon promotion, be paid at the step rate of the range of the new position which provides an increase provided that person will not thereby suffer a reduction in salary.

b. Promotions will establish a new anniversary date. A promoted employee will not be eligible for any additional step increase until 6 months after the date of promotion.

c. A promotion differs from a reclassification in that in a promotion the employee moves from a lower graded position to a higher graded position. Reclassifications, however, acknowledge the work being done in a position by an employee which may call for an adjustment of that position's assigned range – this adjustment is not a promotion and is therefore not subject to this policy. Reclassification will not establish a new anniversary date.

2). Demotion. A demotion is defined as the appointment of an employee to a position classification with a lower pay grade. An employee who is demoted may be placed in the lower pay grade at the same rate in the new pay grade or lower rate if determined appropriate by the department head, City Administrator and Mayor. Upon demotion, the employee retains the anniversary date held in the former position. If a person is demoted from a position in which the promotional probationary period was not completed, a new anniversary date will be established at the lower position.

3). Transfer. Employees who are transferred will be compensated at the rate received prior to transfer exclusive of any special assignment compensation. Changes in assignments involving a promotion or demotion will be accomplished in the manner of the preceding two paragraphs.

e. Compensation Advancements

These directives are to be followed in making all compensation advancements within an established pay grade for a class:

1). Cost of Living. General wage increases (or more commonly known as COLA's) will be determined each year by the Mayor and Council. The entire pay grade table will be adjusted according to any approved cost of living increase.

2). Merit Increases. Merit increases will not be automatic and will be based upon performance ratings and such other recorded measures of performance as determined by the City and the Department heads. The percentage for merit increases is set at 2.5% for each budget year, but is subject to change by the Mayor and Council during the budget process each year. The employee is eligible upon successful completion of an original appointment probationary period and each annual anniversary date after the completion of the probationary period in such class until the maximum step for the class is reached. Department head performance will be reviewed by City Administrator and/or Mayor. Wage increases for the department heads will be recommended by the City Administrator and/or Mayor and approved by the Mayor and Council. The Mayor and Council will review the City Administrator's contract and approve of any increase in salary.

a. Employees will be eligible for a step advancement at the completion of a promotional probationary period served. This will establish a new anniversary date. Police Officers will serve an original appointment probationary period of 12 months, but will be eligible for the 2.5% increase (or percent set by the Mayor and Council for that budget year) after six months. This six month increase, whether granted or not, will not mark the end of the probationary period for police officer positions. No employee will receive an advancement of more than the approved percent increase for the class more frequently than once each 12 month period following successful completion of his/her probationary period, except in cases of exceptionally meritorious service.

b. Employees hired after August 8, 2006 will have their new anniversary date established as written in e. (2) above. Current/Existing full time employees will have their anniversary date as October 1 of each year.

c. For exceptionally meritorious service advancement of 2.5% (or Mayor/Council approved percentage) the Department head will submit a written recommendation to the City Administrator. Such advancements for exceptionally meritorious service will require approval of the Mayor following review of the department recommendation and prior to the advancement being made. The Mayor's approval, as well as the department head recommendation will be made part of the permanent record of the employee.

d. Positions other than Full-time do not follow the Compensation policies of this manual. Pay increases for positions other than full-time are determined by the Department Head. Non full-time employees may be paid at not less than the Federal Minimum Wage and not more than the maximum pay rate per hour of the assigned range (if the position coincides with a regular full-time position). The determination of actual pay rate per hour within these guidelines will be adjusted at the discretion of the Department Head.

2. Compliance with State and Federal Pay Acts

The City of Rathdrum shall comply with all State and Federal pay acts respecting the compensation of employees for services performed in the public service.

3. Right to Change Compensation and Benefits

The City of Rathdrum reserves the right to change general compensation for any reason deemed appropriate by the City Council. Compensation may also be adjusted based upon the availability of funds to maintain a solvent City budget.

4. Overtime Compensation - Compliance with Fair Labor Standards Act

In addition to the employee classifications set forth elsewhere in this policy, all employees are classified as exempt or hourly for purposes of complying with the Federal Fair Labor Standards Act (FLSA). The FLSA is the Federal wage and hour law which governs the obligation of employers to pay overtime compensation. Certain employees are exempt from operation of this law because they hold positions which are professional or primarily executive or administrative in nature. As such, exempt employees are not required to receive overtime pay for hours worked beyond the limits provided by the statute.

Employees who serve as sworn law enforcement officers will be subject to special exceptions found in the FLSA (See section 207K). Please contact your department supervisor or the designated personnel officer for further clarification of your FLSA status.

5. Compensatory Time Policy

The City of Rathdrum allows the accumulation and use of compensatory time, in amounts not to exceed accumulation of 80 hours. Hours accrued for vacation, sick leave, or compensatory time off will not be considered hours worked for the purposes of computing overtime. Holiday pay will be considered hours worked for the purposes of computing overtime.

6. Reporting and Verifying Time Records

It is the responsibility of each employee to properly record time that he or she has worked during a payroll period. Each time sheet should bear the signature of the employee with a statement verifying its accuracy and a counter signature by a supervisor indicating that the hours claimed were actually worked. These records shall be retained as required by the records retention policy.

7. Work Periods

Employment with the City of Rathdrum is subject to the Federal Fair Labor Standards Act as previously described. Each employee is responsible for monitoring the status of hours worked in each work period. Overtime will be allowed only when authorized by an appropriate supervisor or when absolutely necessary in an emergency. The work week for all regular employees who are subject to the FLSA will begin at 12:00 a.m. (midnight) on Saturday of each week and concludes at 11:59 p.m. of the succeeding Friday. For non-exempt employees, hours actually worked in excess of forty in a work week will be computed at one and one-half (1 1/2) times the hours worked. This compensatory time will accrue unless the department head requests to have it paid.

Sworn law enforcement officers are subject to the special exception for their respective professions (§ 207(k)) which allows establishment of their work period up to fourteen days. Overtime compensation is to be paid for qualifying law enforcement hours beyond 80 hours in a 14-day work period. For these special exception employees, compensatory time will accrue unless the Department Head authorizes payment of overtime compensation. Questions about overtime and compensatory time should be directed to your supervisor or the designated personnel officer.

8. Special Pay Rates

a. Call Out time for non-exempt employees occurs when the employee has left his/her place of duty and is called back to duty. Call out is paid at a minimum rate of 2 hours per occurrence. Call out time continuous to regular working hours is considered regular time.

b. Standby Pay and Status. When it is necessary for a non-exempt employee to carry a pager/cell phone and be available for emergency call out during a specified period of time at other than scheduled hours of work, the employee shall be in standby status. The employee needs to be where they can be contacted and respond to be at their work station in ~~20~~ 15 minutes. They need to be in a physical condition such that they can lawfully drive and work. During this period of time, the employee shall be paid standby pay. The standby pay schedule is subject to change.

c. Shift Pay. Employees working a shift that includes at least 4 hours after midnight shall be eligible for a night shift differential. The amount of the differential is established by City Council and subject to change.

d. Detective, FTO and ~~DARE~~ SWAT Pay. Employees assigned to these positions receive the pay rate established by the City Council, and subject to change, for these assignments and may be returned to their normal rates of pay upon completion of the assignment.

10. Payroll Procedures and Paydays

Employees are paid every two weeks throughout the year. Paychecks are issued by the office of the City Treasurer on every other Friday. Paychecks compensate employees for work performed in the pay period preceding the week in which the check is issued. Paychecks are to be distributed at the workplace prior to 5:00 p.m. on payday. Direct deposit is available and encouraged.

It is the obligation of each employee to monitor the accuracy of each paycheck received. Information shown on the employee's paycheck stub is provided for information only. Actual practices respecting the issuance of paychecks and allocation of employee benefits must be consistent with official policy of the city. In the event of disagreement between the computer-generated paycheck stub and official policy the policy shall prevail.

11. Compensation while Serving on Jury Duty or as a Witness in a Court Proceeding

The City will pay City employees their regular rate of pay for their regularly scheduled number of work hours for days the employee serves on jury duty. The employee may keep the jury pay. Employees must provide their summons to their department head as soon as they receive it to allow for proper staffing. An employee whose jury duty is completed before the end of the work day with the City is expected to return to work. Department heads with shift requirements will discuss the schedule expectations with an employee who serves on jury duty. Time spent on jury duty does not count as hours worked for purposes of calculating overtime or compensatory time.

Court duty required as a consequence of the employee's employment with the City will be paid at his/her regular rate of pay. Employees must provide their summons to their department head as soon as they receive it to allow for proper staffing. If an employee receives witness fees for work-related court duty, that compensation shall be property of the City. An employee on the City payroll whose court duty is completed before the end of the work day with the City should return to work.

If an employee is subpoenaed as a witness in a court case which is not work-related, he or she may use accrued vacation leave, comp time, or personal leave, or take leave without pay for the court appearance and may keep any witness fees received. If there is any question as to the work-relatedness of the court duty, the employee shall provide documentation to the designated personnel officer who will make a decision.

12. Military Leave

Unpaid leave of absence will be granted to participate in ordered and authorized field training. The city will comply with the provisions of Idaho Code § 46-224, et seq., or its successor, as those Code provisions govern leaves of absence for military service and Uniformed Services Employment and Reemployment Rights Act of 1994 or any applicable subsequent federal statute.

13. Payroll Deductions

In accord with Idaho Code § 45-609 or its successor, no payroll deductions will be made from an employees paycheck unless authorized by the employee or required by law.

14. Travel Expense Reimbursement

An employee on city business shall be reimbursed for expenses incurred in completing his/her work-related assignment in accord with the policies established by the operating policies of the City. Each employee is responsible for providing verified receipts for any expenses for which reimbursement is requested.

15. On-the-Job Injuries

All on-the-job injuries shall be reported to the designated personnel officer as soon as practicable to allow filing of worker's compensation claims in the proper manner. If an employee is disabled temporarily by an on-the-job accident s/he shall be eligible for worker's compensation benefits. Return to duty will be authorized on a case-by-case basis upon consultation with the supervising official and the State Insurance Fund. Concerns associated with injured worker status may be brought before the Mayor for review.

16. Temporary Appointments and Temporary Acting Pay

a. Purpose of Temporary Appointments to Regular Positions

1. From time to time vacancies occur as a result of reorganization, an extended leave of absence or comparable situation. Per the assessment of the Department Director (or the Mayor or City Administrator in the case of a vacant Department Director position) it may be necessary to temporarily (provisionally) appoint an able employee or recruit an able person to that vacancy to maintain the division or department work programs and supervise its employees until the position is filled through proper recruitment procedures or is refilled by the absent employee.
2. The Department Director or his designee will state the reason for the need of a temporary (provisional) appointment to the Administration Department (Personnel), and if possible, its expected duration.

b. Temporarily Appointed Employees

1. The Department Director or in the case of an absent Department Director the Mayor or City Administrator will make the temporary (provisional) appointment through his/her assessment of the person best-suited based upon knowledge, skills and abilities to perform the work of that temporary vacancy. There will be no promise or notion of a promise given to any provisional employee which would lead him/her to believe or suspect that he/she had a property right to that appointed position. If in the discretion of the Department Director (or in the case of a Department Director, the Mayor or City

Administrator), that continuity of services is best served by appointment of non-city personnel or no current city employees are able to fill the vacancy, recruitment will be through the City Personnel Department. Individuals will be selected from agencies or lists designated by the person over the Personnel Area.

c. Temporary Acting Pay (TAP)

1. TAP is to compensate the appointee for the increase in responsibilities resulting from the appointment.
2. Any city employee temporarily (provisionally) appointed to a vacant higher-graded supervisory/managerial or line employee which will be in duration of at least ten consecutive working days will have available to the acting employee equal to a 10% increase.
3. Each circumstance must be reviewed and approved by the Director and Mayor and/or City Administrator.

C. EMPLOYEE BENEFITS

The City of Rathdrum offers a number of employee benefits for full-time employees. These benefit offerings are subject to change or termination in the sole discretion of the City Council. Each is subject to the specific terms of its respective insurance policy and/or official resolution of the City Council. ~~The City does not deduct partial vacation or sick days.~~ FLSA exempt employees must take ~~vacation and sick leave in whole day increments.~~ vacation in no less than half day increments and no less than two hour increments for sick time.

1. Vacation Leave

Vacation leave is available to full-time employees who have completed the equivalent of 6 months of full-time employment. Vacation accrues from the start of employment in the following manner:

Length of Service	Annual Vacation Accrual
First thru Third year	10 days
Fourth thru Fifth year	15 days
Sixth thru Tenth year	18 days
Eleventh year on	22 days

Vacation leave can only accrue to a maximum of 240 hours. Any excess over the maximum amount on December 31 of each year will be forfeited, without right of compensation, at the conclusion of the calendar year. Employees with over the maximum amount when this policy is approved will have one year from the policy approval to bring their vacation time into compliance. When it is in the interest of the City, this rule may be extended for a period of time not to exceed 6 months upon written permission of the Department head and City Administrator or Mayor. Vacation leave is to be scheduled with consent of the Department head or supervisor. Efforts will be made to accommodate the preference of the employee in vacation scheduling, but first priority will be the orderly functioning of affected departments.

To permit continued smooth operation of the City and allow other employees the opportunity for vacation, employees may take no more than 14 consecutive workdays off on vacation in any eight week period. Any requests for a longer period of time must be approved by the City Administrator as an emergency or extraordinary circumstance.

2. Sick Leave

a. Accrual

Sick leave benefits are provided to full-time employees at the rate of 8 hours per month or 3.69 hours per bi-weekly pay period. Sick leave is a benefit to provide relief to the employee in the event of illness to the employee or his/her immediate family

Sick leave can accrue to a maximum of 672 hours. Employees with sick leave amounts currently over the maximum at the time of this policy adoption will not accrue any more sick time until their sick leave amount is below the maximum. Sick leave benefit recipients will receive their normal compensation when using sick leave benefits.

b. Use

1. Each full-time employee of the City service may use sick leave for legitimate absences for any of the purposes set forth herein after having completed at least two full pay periods of employment. The practice of advancing sick leave before it is accrued will not be permitted.

2. Upon approval of the Department head or a designee, accrued sick leave will be granted to an employee only for the following:

i) To recover from or receive treatment for a personal medical or dental condition of the employee.

ii.) To care for the employees new-born child or a newly adopted child.

iii.) To care for an immediate family member (spouse, child or parent) with a serious health condition.

3. An employee who is absent for a legitimate sick leave purpose is required to arrange for a telephone report to his supervisor at the beginning of the work day. Any employee absent at the start of his shift due to a personal illness or injury who recovers sufficiently during the course of his shift to report for work is required to do so. In such a situation, the employee involved will be charged only for actual sick leave used.

4. An employee absent for legitimate sick leave purpose must use accrued sick leave for that purpose. Upon exhaustion of all accrued sick leave, the employee may utilize accrued vacation or compensatory time.

5. Two days per year of personal leave are allowed at the authorization of the department head, to be charged to sick leave.

6. Any employee willfully abusing sick leave privileges will be subject to disciplinary action.

c. Affidavits/Physician's Statements

The Department head and supervisor are charged with the responsibility of approving or not approving sick leave requests. Evidence in the form of physician's certificate must be submitted upon returning to work when there is an absence of five (5) or more consecutive days, and/or whenever there is reason to believe that sick leave privileges are being abused. A supervisor may require the submission of a physician's certificate following an absence of three (3) or more days if, in his/her judgement, the

circumstances of the absence warrant it. Any approved absence behind the accrued sick leave credit will result in the employee being carried on the payroll as using accrued compensatory time and/or vacation leave until all such time has been used. Upon expenditure of all paid leave accruals, the Mayor or City Administrator may, upon Department head recommendation authorize a leave without-pay status not to exceed one (1) year.

3. Holidays

Eleven official holidays are provided for regular full-time and part-time regular employees. Employees who have active status on the date of any holiday shall receive their usual compensation for that day even though they do not work. Holidays which fall on Saturdays shall be observed on the preceding Friday. Those which fall on Sunday shall be observed on the succeeding Monday. The holiday schedule may be changed at any time by the City Council.

Exempt employees who work on holidays shall be scheduled to receive a substitute holiday with pay within sixty days of the date of the holiday they worked. Nonexempt employees who work on a City recognized holiday (between 12:01 a.m. and 12:00 midnight) shall be paid at time and one half their straight time rate of pay for hours actually worked on the holiday, plus the regular holiday pay for the day. Unscheduled emergency work on holidays shall be compensated at a rate of one and a half times the employee's regular rate of pay even though the work does not constitute overtime (two times the regular rate if the work does constitute overtime).

Recognized Holidays:

New Year's Day	Columbus Day
Martin Luther King, Jr.	Veteran's Day
Presidents' Day	Thanksgiving Day
Memorial Day	Day after Thanksgiving
Independence Day	Christmas Day
Labor Day	

4. Disability Leave

The City of Rathdrum will allow any employee who is disabled in such a manner that his/her return to work is anticipated, a maximum of 120 days unpaid leave for purposes of recovering from said disability. The employee may, at his or her option, choose to use vacation and/or sick leave to receive pay as long as such benefits are available in accordance with the Family and Medical Leave Act of 1993.

5. Bereavement Leave

Up to three days of paid leave of absence in the calendar year for a death in the immediate family (spouse, parents, grandparents, children, grandchildren, brothers and sisters). Additional leave may be granted from accrued vacation leave or unpaid leave of absence or compensatory time.

6. Leaves of Absence

Up to thirty calendar days unpaid leave can be granted by the Mayor for any justifiable purpose. Paid leave in any amount or unpaid leave in excess of thirty days shall require approval of the City Council.

7. Administrative Leave

FLSA Exempt employees can receive up to 5 days of paid time off when approved by the City Administrator ~~or and~~ Mayor. The purpose is to allow employees that do not receive overtime but may have spent an exceptional amount of time in meetings or on a certain projects during the calendar year some additional time off to recognize that work. The time off is subject to approval, does not accrue as a right and is not carried over to the next year.

8. FMLA

Employees of the City of Rathdrum may have rights for 12 weeks of leave, going forward from the date of the event, under the provisions of the Family and Medical Leave Act of 1993 if they meet the following eligibility requirements. An "eligible employee" is an employee of a covered employer who:

- a. Has been employed by the City for at least 12 months, and
- b. Has been employed for at least 1,250 hours of service during the 12 month period immediately preceding the commencement of the leave, and
- c. Requires leave for any of the following reasons:
 - (1) the birth of the employee's child or in order to care for the child;
 - (2) the placement of a child with the employee for adoption or foster care;
 - (3) to care for a spouse, child or parent who has a serious health condition*; or
 - (4) a serious health condition* that renders the employee incapable of performing the functions of his or her job.

*A serious health condition includes: illness, injury, impairment or physical or mental condition involving any of the following:

any period of incapacity or treatment in connection with inpatient care (i.e. an overnight stay) in a hospital, hospice, or residential medical facility, and any period of incapacity or subsequent treatment in connection with such inpatient care; **or**

continuing treatment by a health care provider which includes any period of incapacity (i.e. inability to work, attend school, or perform other regular daily activities) due to:

- a. a health condition (including treatment thereof, or recovery therefrom) lasting more than three consecutive days, and any subsequent treatment or period of incapacity relating to the same condition that **also** includes:
 - treatment two or more times by or under the supervision of a health care provider; **or**
 - one treatment by a health care provider with a continuing regimen of treatment; **or**
- b. Pregnancy or prenatal care. A visit to the health care provider is not necessary for each absence; **or**
- c. A chronic, serious health condition which continues over an extended period of time, requires periodic visits to a health care provider, and may involve occasional episodes of incapacity (e.g. asthma, diabetes). A visit to a health care provider is not necessary for each absence; **or**

- d. A permanent or long-term condition for which treatment may not be effective (e.g. Alzheimer's, a severe stroke, terminal cancer). Only supervision by a health care provider is required, rather than active treatment; **or**
- e. Any absences to receive multiple treatments for restorative surgery, or for a condition which would likely result in a period of incapacity of more than three days if not treated (e.g. chemotherapy or radiation treatments for cancer).

If an employee meets these eligibility requirements he/she may request up to 12 weeks of leave where the City of Rathdrum will continue the employee's benefits (employer portion only) during the leave period. If the employee does not return to work for reasons other than their own continued serious health condition or that of an eligible family member, City of Rathdrum may recover from the employee the premium(s) that were paid for the employee's medical coverage.

Employees are required to use any accrued paid vacation, compensatory time, and sick leave before utilizing leave without pay under this FMLA policy. If paid leave accruals are less than 12 weeks, the employee may take the remainder of FMLA leave as unpaid leave. Employees will continue to accrue leave while utilizing their paid sick and vacation leave. They will cease to accrue vacation and sick leave during the unpaid portion of their leave.

Employees are required to give 30 days advance notice or as much time as practical when the need for FMLA leave is foreseeable. City of Rathdrum reserves the right to request medical certification supporting any leave, and may require second or third opinions (at the City's expense). The City of Rathdrum may also require a doctor's fitness for duty report prior to your returning to work. Leave may be denied if these requirements are not met. The decision to allow an employee to return to work will be solely the city's in compliance with the provisions of the Family and Medical Leave Act and in the City's best interests.

Contact the designated personnel officer to discuss your rights and obligations for continuation of any current benefits you are receiving. Employees must make arrangements for payment of their portion of their benefit costs or discontinuation of those benefits will occur.

FMLA leave may be taken intermittently or on a reduced leave schedule in the circumstance of birth or placement of a child for adoption or foster care, care for a sick family member, or for an employees own serious health condition with prior written approval from the Department head when "medically necessary."

Total FMLA leave for employee spouses who both work for the City of Rathdrum is 12 weeks combined, if the leave is for reasons other than personal serious illness. Examples where employees of the City of Rathdrum are entitled to leave under FMLA include:

- * To care for a child following a birth or placement of a child with the employee for adoption or foster care.
- * To care for a sick child, spouse or parent who has a "serious health condition."
- * If the employee him/herself is unable to perform his or her own work responsibilities because of his/her own serious health condition.

To request FMLA leave, write a brief letter or memo to your supervisor indicating the reason for requesting FMLA leave and the expected duration of leave. The designated personnel officer will administer the FMLA program for the city. Note: Your supervisor may request that you provide certification by your physician or medical practitioner indicating the diagnosis and probable duration of your medical condition, or the medical condition of your family member.

The City of Rathdrum will return the employee to the same or an equivalent position after returning from FMLA leave, subject to the terms of the Family and Medical Leave Act. The only exception may be for individuals who, under the provisions of the FMLA are considered to be a "key employee" whose extended absence would cause "substantial and grievous economic injury".

The City of Rathdrum reserves the right to require periodic notices (as determined by the city) of your or your family member's status and your intent to return to work.

The City of Rathdrum reserves the right to designate any leave request as covered or not covered in compliance with the provisions of the Family and Medical Leave Act.

If you have any questions about your rights under FMLA please contact the designated personnel officer.

9. Reduction in Benefits

The City of Rathdrum, through its City Council, reserves the right to change, condition, or terminate any benefits set forth in this section. No employee shall acquire any rights in any current or future status of benefits except as the law otherwise requires.

10. Insurance Coverage Available to Employees

The City of Rathdrum provides insurance coverage for full-time employees in an employer/employee shared arrangement. All coverage is subject to policy terms and change at any time.

11. Retirement

The retirement plan of the City of Rathdrum combines benefits of the Public Employees Retirement System of Idaho (PERSI) with Social Security (FICA). PERSI charges a percentage of an employee's gross salary, which is presently exempt from Federal and State income taxes, and the City of Rathdrum matches this with an additional larger contribution. Contact the designated personnel officer for further information.

12. Transfer of Benefits with Employee Transfer

Accrued benefits for each employee continue to the benefit of that employee if the employee transfers from one department to another within the City of Rathdrum. Any such transfer will not result in a reduction of benefit offerings separate and apart from those realized by employees similarly situated.

13. Employee On-The-Job Training and Educational Assistance

The City's goal is to encourage training, self-improvement and personal development programs for all employees in two general areas: on the job training and education programs.

a. On the Job Training

Training programs for employees may be initiated by department heads or the City Administrator. Such training may include mentoring, demonstrations, assignments of reading matter, lecture courses or such other devices as may be available for the purpose of improving the effectiveness and broadening the knowledge of employees in the performance of their respective duties.

b. Educational Assistance/Academic Coursework

City employees may be eligible for educational assistance in accordance with the following guidelines.

1. Employees must have achieved full-time regular status and completed their original hire probationary period.
2. Employees may receive assistance only for individual classes or courses of study which the City determines are: directly related to the employee's present job (including management or supervisory functions); related to improved customer service and communications; those which will enhance the employee's potential for promotion to a position within the City to which the individual has a reasonable expectation of advancing; or those which achieve a relevant departmental objective.
3. All classes/courses must be offered by institutions accredited by the Northwest Association of Schools and Colleges, or by other accrediting agencies specifically recognized by the City.
4. Specific procedures for requesting educational assistance are found in Appendix E of this manual.

V. EMPLOYEE EVALUATION AND DISCIPLINE

A. EVALUATION PROCEDURES

1. Standard Procedures

Each employee may be evaluated on a semi-annual/annual basis or as often as needed to assess the performance of that employee in the job being performed for the City of Rathdrum. Each evaluation will be given on the basis of the direct supervisor's observations of the employee's performance, the accuracy of the employee's work in addition to the quantity, and additional efforts expended by the employee on behalf of the City of Rathdrum. Each supervisor is authorized to use necessary evaluation tools. At the same time the supervisor must fill out a standard City of Rathdrum evaluation form, which shall be placed in the employee's permanent record file.

The annual evaluation for employees hired before August 8, 2006 shall be in the months of August and September but to be completed no later than September 15 of each year in order to be ready for any merit increases in October. Any other full-time employees shall have their annual evaluation just prior to their annual anniversary date that was established as annually from their six month probation date. Evaluations for

employees in any employment status other than full-time are not subject to these requirements but are determined by the department head or supervisor of each department.

2. Performance Review Meeting

Each evaluation shall be concluded with an interview between the evaluated employee and the immediate supervisor to discuss the findings of the employer's evaluation. Each employee will be given an opportunity to respond to the evaluation orally, in which case notes may be taken by the supervisor, or the employee may submit a written response to the employer's evaluation to be placed in the employee's personnel file, provided that it is filed with the employer within 10 days of the date of the oral presentation of the evaluation.

B. EMPLOYEE PERSONNEL FILES

1. Personnel Records

The official employee records for the City of Rathdrum will be kept in the office of the City Clerk. Within these personnel files will be kept all records of payroll, employee performance evaluation, employee status, and other relevant materials related to the employee's service with the City of Rathdrum. Any supervisory personnel or the employee him or herself may contribute materials to the personnel files deemed relevant to the employee's performance and tenure. Each employee shall have the right to review materials placed in his or her personnel file at any reasonable time. Copies of materials in a personnel file are available to each employee without charge. Personnel files shall not be removed from the premises.

2. Access to Personnel Files

It is the policy of the City of Rathdrum to allow limited access to the personnel file for any employee. Those authorized to evaluate materials in a personnel file include the employee's supervisor and department head on a limited basis, the designated personnel officer, the City Administrator and the Mayor, and the employee him or herself. Based upon the inherent confidentiality of personnel matters, access of others to personnel files shall be only with authorization of the City Administrator or the Mayor in the event there isn't a City Administrator. Information regarding personnel matters will only be provided to outside parties with a release from the employee or in other circumstances where release is deemed appropriate or necessary with the concurrence of both the City Administrator and the mayor.

3. Management of Information in Personnel Files

Each employee shall be provided an opportunity to contest the contents of a personnel file at any time. This is to be done by filing of a written objection and explanation which will be included in the file along with the objectionable material. In the sole judgment of the supervising official, with the concurrence of the mayor, any offending material may be removed upon a showing by the employee that it is inaccurate or misleading.

C. EMPLOYEE DISCIPLINE PROCEDURES AND PRINCIPLES

1. Purpose of Discipline Policy

The purpose underlying the discipline policy of the City of Rathdrum is to establish a consistent procedure for maintaining suitable behavior and a productive working environment in the workplace. These

procedures are directory in nature and minor variations of the processes set forth herein shall not affect the validity of any actions taken pursuant to this policy.

2. Disciplinary System Framework

The City of Rathdrum adopts the following framework for actions to be taken in the event that employment policies are violated by any employee subject to this manual. Progressive steps may be implemented in order to invoke disincentives to policy violations. The City of Rathdrum reserves the right to take any of the prescribed steps in any order in the event that a supervisor deems a policy violation or action of the employee to be serious enough to warrant a certain step. Such steps shall be documented in the record of the disciplinary action. Progressive discipline shall be applied only where the supervisor believes that the potential for improvement and correcting the behavior is possible.

3. Disciplinary Actions

The following actions are among the disciplinary actions, or any combination thereof, which can be taken by the supervisor:

- a. Oral warning.
- b. Written warning or reprimand.
- c. Suspension with or without pay.
- d. Demotion.
- e. Probation.
- f. Dismissal.

4. Disciplinary Action Procedure

The personnel policy of the City of Rathdrum establishes the right to be heard prior to a final decision being made in the event of a contemplated disciplinary action that would result in discharge, ~~or~~ demotion with attendant change in pay, or suspension without pay, prior to a final decision being made.

- a. The employee shall be provided written notice of the contemplated action to be taken and the basis for that action and provided a time frame in which the employee may schedule an appointment to be heard.
 - b. The opportunity to be heard shall last no longer than two hours, unless otherwise approved by the department head.
 - c. The employee shall have a right to an explanation of the conduct complained of.
 - d. The employee shall be provided an opportunity to present evidence and to rebut the information upon which ~~his/her~~ the charged misconduct or inadequate performance is based.
5. The employee shall receive a written notice of decision which will set forth the reasons for the personnel action and the effective date of such action. That decision may include conditions of continued employment and/or require the employee to execute a last Chance Agreement.
- ~~6.~~ If the employee is a department head, a. through e. apply with the right to be heard going before the City Administrator ~~and Mayor. After their decision there is no further appeal with the City.~~

7. After the opportunity to be heard by the department head or City Administrator and receipt of the written notice of decision, the individual may appeal to the ~~City Administrator~~ and Mayor as the final decision makers. The appeal must be in writing and received by the City Clerk no later than ten (10) calendar days after receipt of the written decision. If the decision is mailed, it shall be deemed received three (3) business days after it is placed in the United States mail, postage prepaid, addressed to the most current address of the employee contained in the employee's personnel file.

VI. SEPARATION FROM EMPLOYMENT

A. REDUCTIONS IN FORCE (RIF)

Employee assignments may be affected by reductions in force made due to economic conditions or to changes in staffing and workload. The City Council reserves the right to make any changes in work force or assignment of resources that it deems to be in the organization's best interests. The City Council may also specify at the time reductions in force are made what reinstatement preferences may accompany the reductions. Said reinstatement preferences may be tied to the classification of the employee or to specialized skills possessed by the employee.

Decisions about the functions to be reduced are not subject to the appeal procedure established by the City of Rathdrum.

B. REINSTATEMENT PREFERENCE

Employees who leave the City of Rathdrum employment due to a reduction in force shall retain a first right to return in the event of work force rebuilding for one year from the date of their separation. Employees shall retain a preference only for work for which they are fully qualified and for which available service requirements can be met.

C. RETIREMENT POLICY

The retirement policy of the City of Rathdrum shall comply in all respects with federal and state requirements respecting mandatory retirement and the obligations established by the Public Employee's Retirement System of Idaho (PERSI). No employee shall be compelled to retire except in compliance with said acts.

D. COBRA BENEFITS

Employees of the City of Rathdrum who currently receive medical benefits, who separate their employment may be eligible to continue those medical benefits at the employees sole cost and expense for a limited time in accordance with the Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA). If you have any questions regarding your right to continue your health coverage after separating from the City of Rathdrum please contact the designated personnel officer.

E. EXIT INTERVIEW

Each employee who terminates from employment with the City of Rathdrum is encouraged to participate in an exit interview with the Department head or City Administrator, or in the event of involuntary

termination particularly with the City Administrator. In such interview, the employer shall notify the employee when certain benefits will terminate, when final pay will be issued and review the process to receive COBRA. The employee will inform the interviewer about his/her impressions of employment in such interview. An employee exit form may be completed at this point and will be retained in the employee's personnel file.

F. RESIGNATION POLICY

Voluntary resignations will only be accepted if made in writing. Any oral resignations will be treated as leave without approval, unless authorized by the supervising official. Under leave without approval an employee may be terminated for "job abandonment" after 3 days of leave that has not received prior written approval. If the employee wants the formal records to indicate "voluntary resignation", s/he must do so in writing to the supervisor or the department head. All resignations will be deemed accepted when received by the Department Director. Upon receipt by the Department Director, all employment rights to that position are void. If the individual subsequently requests to withdraw his resignation, it will be subject to the discretion of the Department Director.

Employees with unused vacation accrual at resignation will be paid for that accrual at the rate of pay at time of separation. Employees who terminate in the first year of employment shall not be eligible for payment of unused vacation. Payment of unused vacation for deceased employees shall be in accordance with the beneficiary designation the employee filed for PERSI.

G. ABANDONMENT

Employees who have an unexcused or unauthorized absence of three working days or more may be terminated for job abandonment.

Appendix A – Computer Policy

The City maintains a network, an electronic mail system and Internet access to assist in conduct of business with the public and within the City. The electronic mail system, software, hardware, and the Internet system are City property. All messages or communications composed, sent, or received on the system are the property of the City.

Electronic media and services have been established for City Business use and should not be used for non-business, personal or non-City related purposes. However, limited, occasional, or incidental use of electronic media (sending or receiving) for personal, non-business purposes is acceptable insofar as that use complies with City policy and does not interfere with business activities. Users shall be responsible for any charges arising from personal use of electronic services. Users are expected to act responsibly and shall be subject to disciplinary action if this privilege is abused.

The City reserves and intends to exercise its right to monitor, review, audit, intercept, access and disclose all messages or other information created, received or sent over the electronic mail system, Internet connection, or network. The contents of electronic mail or Internet access may be disclosed without the permission of the employee. The confidentiality of any communication should not be assumed. Even when a communication is erased or protected with a password, it is still possible to retrieve and read that message. Employees should not use email, Instant Messaging, or the Internet to transmit communications or visit sites they would not want read by third parties.

The Electronic mail system, Internet connection, Instant Messaging (IM), and network may not be used to:

- a. Conduct personal business. City equipment, phone lines, modems, Internet access, or other hardware or software may not be used for private business, except with prior specific permission of the City. No personal files may be stored on City computers.
- b. Solicit or proselytize for commercial ventures, religious or political causes, outside organizations, or other non-job-related solicitations except with special permission from the City.
- c. Create or forward any offensive or disruptive messages or communications. Among those which are considered offensive are any communications which contain sexual implications, racial slurs, gender-specific comments, or any other comment that offensively addresses someone's age, sexual orientation, religious or political beliefs, national origin, or disability/veterans status.
- d. Visit adult-oriented or non-business related sites. If you accidentally visit such a site, notify your supervisor immediately.
- e. Send (upload) or receive (download) any copyrighted materials, music files, trade secrets, proprietary financial information, or similar materials without prior authorization from the legal owners of said material. Downloading from the Internet of any material not specifically required for the performance of your assigned tasks is forbidden.
- f. Retrieve or access any email not sent to you or files not needed in the performance of assigned tasks. You must not attempt to gain access to another employee's files unless given permission to do so by that employee or supervision.

g. Play computer games during work hours.

h. Effect security breaches or disruptions of network communication. Security breaches include, but are not limited to, accessing data of which the employee is not an intended recipient or logging into a server or account that the employee is not expressly authorized to access, unless these duties are within the scope of regular duties. For purposes of this section, "disruption" includes, but is not limited to, network sniffing, pinged floods, packet spoofing, denial of service, and forged routing information for malicious purposes. Introduce any virus or worm onto the network. Using any program/script/command, or sending messages of any kind, with the intent to interfere with, or disable, a user's terminal session, via any means, locally or via the Internet/Intranet/Extranet.

Employees are responsible to protect passwords from unauthorized disclosure and not log on as another employee. Employees are responsible for all actions taken under your logon and password. Passwords should be of the "strong" variety, i.e. an alpha-numeric combination of 8 or more characters.

Violations of this policy should be reported to the City Administrator or the Department Head.

Any employee who violates this policy or uses the electronic mail system for unauthorized purposes may be subject to discipline, up to and including termination.

Appendix B – Travel Policy

This policy provides guidance on business travel and dining. In the absence of specific guidelines, staff should travel in a manner that is the most cost effective and efficient.

Reimbursement for expenses incurred while conducting business for the City of Rathdrum shall be in accordance with Idaho Code 31-1506 or its successor, IRS rules, and the following guidelines. All expenditures, mode of travel and lodging shall be pre-approved by the Department Head. It is understood that while traveling for the City, unexpected expenses outside these guidelines may occur that did not receive prior approval. Examples would be unanticipated fees for attending workshops, seminars, special dinners, etc. These must be submitted for approval upon return.

In all travel, employees shall use the most economical and direct route of travel from the standpoint of both time and expense. Whenever possible, air tickets shall be billed directly to the City. Reimbursement to employees for actual costs of travel will be made upon submission of a travel voucher and verified receipts. Employees may travel using a City credit card or be reimbursed for approved expenses upon timely submission of a travel voucher.

City vehicles shall be used for all city travel whenever available and practical. Use of personal vehicles may be authorized and reimbursed in accordance with the standard IRS mileage rate on a case by case basis.

The City follows Fair Labor Standards Act (FLSA) guidelines to determine hourly/daily compensation for employees in a travel status.

[This policy does not apply to local day only travel to seminars or other meetings.](#)

A. Requesting and Receiving Payment for Travel:

1. A travel request shall be submitted to attend conferences, seminars, meetings, and workshops only when it is anticipated that the City will derive a benefit from training and information received at such events.

2. Employees should submit a “Travel Application and Report” form to the Department Director for approval, prior to making any travel arrangements. (Travel requests for Department Directors will need to be approved by the City Administrator or Mayor.) Forms are available in the City Clerk’s office.

3. Upon return from travel, the traveler must indicate on the “Travel Application and Report” form actual costs of travel and attach any required receipts.

a. Exact receipts are necessary for reimbursement of all travel expenses.

b. Receipts are required for any non per diem travel expenses which exceed \$10.00 per item. (i.e. hotel, registration, air fare, etc.)

c. Expenses less than \$10.00 for such items as taxi service, parking, tips, etc. do not require receipts, however the amount does need to be indicated on the Travel Application and Report form to receive reimbursement.

B. Out of Area Travel

a. Transportation to out-of-area events that will require air travel shall be by the lowest cost air service. If the employee chooses another form of transportation, i.e. personal car, the mileage cost claimed at the current IRS rate will not exceed the lowest airline fare. Written exceptions may be made by the department

head in those instances where the combined cost of airfare and car rental are deemed to be greater than the full standard federal mileage rate. Lost time and productivity, however, should be considered as factors in the cost of vehicle use.

b. Employees traveling on City business with a spouse or other companion shall strictly distinguish expenses incurred as part of City business from personal expenses.

c. The City will not be responsible for reimbursement of personal items or activities that are not included in the registration and/or hotel cost. Such items would include souvenirs, movies, alcohol, recreation activities, tours, etc.

C. Meal Expenses-Overnight Travel

a. If meals are provided by the registration or otherwise provided at the seminar, meeting etc., the amount for those meal costs should be deducted from the per diem.

b. Per diem for meal costs will be provided for out-of-area overnight travel at a rate of ~~(\$40.00)~~ (\$52.00) dollars. In claims made for partial days, meal costs will be credited as follows when the employee is in travel status at the customary time of the meal:

Breakfast = \$12.00

Lunch = \$15.00

Dinner = \$25.00

For overnight travel outside of Idaho and the Spokane area the per diem rate used should coincide with the Per Diem rate found on the Federal Government, "General Services Administration" website at www.GSA.gov. for the City you are traveling to.

When receiving per diem it is not necessary to submit receipts. If meal costs exceed the maximum allowed per diem rate, receipts may be used to claim the actual amount of reasonable meal expenditures. The traveler must choose one method for daily claims, however, and may not combine per diem and receipted claims for any single day. Requests for per diem must be made prior to travel or you will need to use the receipt method.

D. Lodging

When making in-state reservations, ask for lowest available rates, specifically mentioning you are a local government employee on official business. At check-in, the employee should provide the hotel with the tax exemption from obtained from the City Clerk before departure.

Appendix C – City Vehicle Use Policy

Employees who operate a City vehicle shall always drive safely, legally and courteously, remembering that they are directly responsible for maintaining both City-owned property and public trust. Employees must follow the general guidelines below. Failure to do so may result in the vehicle being removed from their use and/or disciplinary action, up to and including termination. Each Department may have more specific procedures for operating City vehicles.

City vehicle use is restricted to City business unless additional personal use is authorized in writing or in the event of an emergency.

A. General Vehicle Operating Procedure

1. Only **City employees, volunteers**, or other persons designated by the City Administrator or Department Head may operate City vehicles. Service mechanics are allowed to operate the vehicle. In the event of an emergency, at the direction of the employee, a citizen may operate a City vehicle.
2. The use of **seat belts** is mandatory for both drivers and passengers in all City vehicles that are equipped with seat belts.
3. A **current vehicle operator's license** must be maintained. Evidence of renewal shall be presented to the employee's Department Head within five days of expiration. Should the employee's driver's license expire, be revoked or suspended, the employee shall immediately notify his or her supervisor immediately.
4. **Mechanical defects** must be reported on a timely basis to assist the City in maintaining safe vehicles. The vehicle should not be operated following the discovery of brake, steering, or other defects that may contribute to an accident. The condition should be reported to the Department Head.
5. Operation of a City vehicle under the influence of **alcohol or drugs** or carrying an open container of alcohol or any controlled substance is considered serious misconduct and will expose the employee to immediate termination. Exception - specific job functions such as transporting as trash or evidence.
6. Operators must **obey all traffic laws**. City vehicles must be operated in a safe and courteous manner, consistent with the State vehicle code. Employee's driving practices leave either a positive or **negative impression on the public**. Drivers should drive defensively at all times.
7. **Traffic violations** are the liability of the operator and may be subject to disciplinary action. If, while operating a City vehicle, the driver is stopped for a traffic violation, this fact must be reported immediately to the Department Head, regardless whether it was a verbal or written warning or citation.
8. It is the responsibility of the driver to determine when **road conditions** make driving unsafe or to avoid routes involving unsurfaced or dangerous roads.
9. Department Heads will communicate the **preventive maintenance** schedule to operators and assure that each vehicle within their department is inspected at least annually and its condition recorded. Operators are responsible to meet the schedule.
10. Employees of assigned vehicles must respond to all **emergency call-outs**. If not using a City vehicle, employees who are subject to emergency call-outs shall be compensated mileage from their home to their work station and back for actual miles driven at the current IRS rate.

Emergency call-outs shall not include any maintenance work that can be scheduled during regular duty hours.

11. Operators must assure that accident forms are carried in the vehicle at all times. The driver is responsible to determine when s/he is unfit to drive due to fatigue, illness or other issues which might cause or contribute to an accident.
12. **Personal use** of the City vehicle is prohibited, except where such use is of an incidental nature on the way to and from work.
13. Vehicles should not be parked where **public criticism** may be incurred.
14. Operators are responsible to assure that the **proper permits** and proof of insurance are carried in the vehicle.
15. Unauthorized repairs or conversions to the vehicle are not allowed.
16. Employees should **not**:
 - a. remove spare tires, wheels, jacks or lug wrenches from the vehicle.
 - b. remove installed equipment without supervisor approval.
 - c. use objects which damage the windshield to remove snow and ice.
 - d. place feet against the dash or cargo in such a way that damage may result.
 - e. use City vehicles to push/pull/jump start other vehicles unless the vehicle is equipped for such use or in an emergency situation.
17. Prior to operation of a City vehicle, the operator shall **inspect for obvious damage** that may have occurred while someone else operated the vehicle. If damage is observed, it shall be reported immediately to the Department Head.
18. The employee should **safeguard the vehicle** and ignition keys against theft or misuse by taking the following precautions: (the following does not apply to Police vehicles)
19. Remove the ignition key and carry it with you when the vehicle is parked.
20. Do not leave an unattended vehicle with the motor running only to operate air conditioning or heating equipment.

B. Driving City Vehicles To/From Work

City vehicles may be driven to/from work only under the following conditions:

1. Police vehicles may be driven to residences within the city limits by assigned employees of the Police Department at the direction of the Chief of Police.
2. The actual on-call water, sewer and street employees may drive an assigned vehicle to residences at the direction of the Director of Public Works.
3. Equipment, including graders, snowplows and loaders utilized for snow removal may be driven to residences within the city limits by employees at the direction of the Public Works Director to assist in the timely removal of snow.
4. Other City vehicles may be driven to/from work only with the approval of the City Administrator or Department Head.

C. City Vehicle Accident Procedure

In case of accident, the driver shall, if possible, first check on the safety and welfare of the persons involved and seek immediate medical attention should it be required for themselves or others:

1. Stop the vehicle immediately and take steps to prevent another accident at the scene.
2. Call for emergency services if necessary. Notify the Rathdrum Police Department immediately if there appears to be damage to the City vehicle, an injury, or damage to private property.
3. Not make any statement regarding fault.
4. Have law enforcement complete an accident report at the scene. If conditions prevent this, make notes of the following:
 - a. Registration information and description of other vehicle(s).
 - b. Information on other driver(s), including name(s), operator license number(s) and expiration date(s).
 - c. Name and address of each person involved and extent of injury, if any.
 - d. Name and address of company insuring other vehicle(s).
 - e. General information such as location, time, weather, damage, etc.
 - f. Get the name and address of each witness. State your name, address, place of employment and name of supervisor. Upon request, show your operator's license and vehicle registration card.
5. As soon as possible, notify the supervisor. If driving a vehicle assigned to another department, notify that department also.
6. If the vehicle is unsafe to operate, have it towed to the City shop or other location as authorized.
7. If you are a Commercial Drivers License holder, follow the procedures for post accident testing if the accident qualifies.
8. Submit all information and a properly completed City Vehicle Accident Report to your supervisor within one working day if physically able.

Supervisors will notify the City Clerk of damage or injury to persons, property or vehicles (which occurred during operation of a vehicle) through Department Heads as soon as possible regardless of the amount of damage. Supervisors complete their portion of the report and provide the original of all reports to the City Clerk as well as provide information to their Department Heads. The City Clerk is responsible for notifying the City's insurance carrier and dealing with claims from private parties arising out of the accident. The City Clerk's office will forward a copy of all written reports and documents to the Police Department, Department head and others as appropriate for review.

The Police Department shall make a report of all City vehicle accidents, unless the accident involves a Police vehicle in which case it will be investigated by the Sheriff's Department or Idaho State Police. If neither is available, the Rathdrum Police will investigate.

D. City Vehicle Accident Review Board Procedure

Each vehicle accident which results in greater than \$1,500 in damage, and/or an injury, shall be reviewed by an accident review board. Department heads may request that a board be called under other circumstances.

The board will be convened by the City Clerk and shall include the City Clerk, a Department head (other than the involved employee's Department head), and a law enforcement officer trained in accident investigation (other than the officer making the report.)

Any documents to be considered by the board or names of potential witnesses must be received by the City Clerk at least one work day prior to the day of the board. The City Clerk will provide all Board members with copies. The Board will give the employee an opportunity to be heard and the Board may call additional witnesses or experts.

Following the review, the Board will make a report of findings and recommendations to the Department head with a copy to the City Administrator. The review board is to determine what occurred and what might be done to prevent future accidents. The report should address the issue of any probable cause and recommend any changes in equipment, training or procedures to enhance safety of operation.

E. Driving Record Review for Operators of City Vehicles

The state motor vehicle records shall be examined annually on all employees who may operate City equipment. By June 1 of each year, Department heads shall submit the names of those employees who may operate City vehicles to the Chief of Police. The list shall include the employee's full name, date of birth, and driver's license number. The Chief of Police shall report back to the Department head the names of any employees who have a suspended, invalid, or expired license. Individual inquiries may be made as needed.

Appendix D – Recognition Program

The City of Rathdrum establishes an Employee Recognition Program to recognize employee achievements and contributions in accomplishing the goals and objectives of the city, to stimulate originality and creativity of ideas, to promote outstanding performance and conduct; to enhance employee morale; and to promote a work environment where the innovation of an employee is acknowledged and encouraged in an appropriate and timely manner. Recognition may be initiated by individual department heads, following guidelines set forth in this appendix.

Employee Achievement Award:

a. Department heads will be responsible for developing specific criteria that will be based on overall department goals and objectives. Criteria should generally be geared towards achievements positively affecting increased productivity, individually initiated projects, team effort, enhanced public relations, etc.

b. Individual Department heads will determine the type of award based on comparability of achievements within specific departments, and availability of award money. It will be the responsibility of individual departments to fund specific awards. All awards require specific approval by the City Administrator and Mayor.

c. A Department head wishing to acknowledge an employee for an outstanding achievement or for performing a notable service for the City shall be authorized to use any of the following forms of recognition:

- Gift Certificates up to \$500 (Not redeemable for cash)
- Cash Award up to \$500 (Cash awards will always be given in the form of a check through Payroll Department)
- Movie Passes
- One Incentive Day Off (8 hours or 10 if that is the regular shift)
- Wall Plaque/Certificate
- Other appropriate incentives

d. Prior to presenting award to employee a department head will need to complete an Employee Recognition Form and forward it to the City Administrator for approval with the Mayor. The Payroll Office will need all approved Employee Recognition forms involving a cash award or day off two weeks prior to date requested.

Appendix F-Rathdrum Drug-Free Workplace Policy

Rathdrum Drug-Free Workplace Policy

Statement of Purpose:

To establish a Drug-Free Workplace for the safety and health of the City of Rathdrum's employees, customers and the general public; to increase employees' productivity and work quality; and protect the employees' right to be free of unreasonable search and seizure by the government.

Scope:

All employees are subject to the conditions and terms of this policy which are applicable to the category of employee in which they fall. This policy is complimentary to the provisions of Section A (1) and C(1) of the Rathdrum Personnel Policy Manual.

Policy:

In keeping with the City's objective to provide a safe and healthy work environment, it is this city's policy that:

1. The possession, sale, transfer, attempt to sell or use of prohibited drugs while on the job, on city time, on city and/or non-city property, where work is taking place, or in any other circumstances which might adversely affect City's operation or safety is strictly prohibited. Any illegal substance that is found in the possession of an employee or on the premises will be turned over to appropriate law enforcement agencies and may result in criminal prosecution.
2. Employees will not be permitted to work with a detectable level of prohibited drugs in their system. Prohibited drugs include both illegal and legal substances, including alcohol or prescription drugs that have not been specifically prescribed and/or used as prescribed by a licensed physician (or other appropriate healthcare professional) for specific treatment purposes of the employee at that time. Appropriate use of prescription drugs that may pose a significant risk or harm to anyone, as a result of the employee's inability to perform the essential functions of his or her job, must be reported by the employee to his or her supervisor.
3. The basis for determining "under the influence" and/or "detectable level" is, for the purposes of this policy, a positive test result for drugs and/or alcohol. A positive result for alcohol shall be an alcohol concentration of

.02 or more for positions that require a commercial driver's license and .04 for all other positions.

4. All employees must report any drug, alcohol or traffic related citations/violations occurring on or off the city's premises while conducting city business. A report of a citation/violation must be made to the employee's supervisor within the same work period of receiving the citation.

Violations Of This Policy:

Any of the following situations shall be considered work-related misconduct and grounds for disciplinary action, up to and including termination:

1. A confirmed positive test for drugs and/or alcohol. For the purposes of the alcohol test, a positive result shall be .02 alcohol concentration or more for those in positions requiring a commercial driver's license and .04 for all other employees.
2. An employee's refusal to provide a sample or submit to testing.
3. An employee adulterates, substitutes or dilutes a sample.

Substance Testing:

To support the objectives of a Drug-Free Workplace, testing for drugs and/or alcohol may, unless otherwise prohibited by applicable law be done under the following circumstances:

Pre-Employment:

After a conditional offer of employment for a safety sensitive position has been extended to an applicant, he or she must test free of drugs and alcohol as a condition of employment. Safety-sensitive functions are those which require a commercial driver's license to perform and law enforcement functions that include involvement in drug interdiction and/or carrying a firearm. No applicant will be employed until a negative drug and/or alcohol test is reported to the City.

Post-Accident:

All employees that perform a safety-sensitive function and are involved in a motor vehicle accident while on duty will be required to submit to an alcohol test when the reportable motor vehicle accident involved either:

- (a) a human fatality, or
- (b) bodily injury with immediate medical treatment away from the scene, and a citation is issued to the employee within eight (8) hours of the occurrence, or
- (c) disabling damage to any motor vehicle requiring tow away and a citation is issued to the employee driver, in accordance with the requirements of 49 CFR Part 382.303, or
- (d) bodily injury or damage to any motor vehicle and there is reasonable suspicion that the employee was impaired at the time of the accident due to the consumption of alcohol.

All employees that perform a safety-sensitive function and are involved in a motor vehicle accident while on duty will be required to submit to a controlled substance test when the reportable motor vehicle accident involved either:

- (a) a human fatality, or
- (b) bodily injury with immediate medical treatment away from the scene, and a citation is issued to the employee within thirty two (32) hours of the occurrence, or
- (c) disabling damage to any motor vehicle requiring tow away and a citation is issued to the employee driver, in accordance with the requirements of 49 CFR Part 382.303, or
- (d) bodily injury or damage to any motor vehicle and there is reasonable suspicion that the employee was impaired at the time of the accident due to the consumption of controlled substances.

Testing must occur and be completed as soon as practicable in accordance with the requirements of 49 CFR Part 382.303.

All other employees will be required to submit to a drug and/or alcohol test upon reasonable suspicion that the accident is the result of the employee's impairment due to consumption of alcohol or drugs.

A driver subject to post-accident testing must remain available for testing. If the driver does not remain available, this action is considered refusal to submit to testing. A driver will be considered available for testing if he or

she leaves the accident scene for verifiable medical treatment of anyone involved in the accident.

Reasonable Suspicion:

Any employee will be required to submit to a drug and/or alcohol test when a supervisor has reasonable suspicion to believe that an employee is under the influence of drugs and/or alcohol. These beliefs will be based upon specific physical behavior or performance indicators. The employer's determination that reasonable suspicion exists to require the driver to undergo a controlled substances test must be based on specific, contemporaneous, articulable observations concerning the appearance, behavior, speech or body odors of the driver. The observations may include indications of the chronic use and withdrawal effects of controlled substances. Examples of behaviors that may be the basis for reasonable suspicion include, but are not limited to:

- Impairment of an employee's faculties.
- Odor of alcohol on the breath.
- Slurred, rapid or incoherent speech.
- Inability to perform routine tasks.
- Unexplained absence from work.
- Inappropriate isolation from co-workers.
- Bloodshot eyes and/or alteration in papillary status.
- Continual sniffing in the absence of cold symptoms.
- Extreme changes in energy and/or personality
- Unsteady gait.
- Appearance of drug activity (possession, sale).

The employee will be taken to the collection site and not be allowed to drive after the test.

Random:

The City may require employees that perform safety-sensitive functions to submit to a drug and/or alcohol test on a random basis. These random tests will be conducted by selecting employees by chance and consistent with the requirements of the 49 CFR 382.305. Random selection of employees will be done using a technique that satisfies applicable law. All employees selected by chance will report to a designated collection site immediately when notified that they were selected for a random drug and/or alcohol test.

Return-To-Duty/Follow-Up:

As designated under “Return-to-Work” section later in this policy.

Right Not To Be Tested:

An employee that is subject to random testing does have the right to refuse to be tested or have personal property searched. However, refusal to submit to a search or a physical test is grounds for disciplinary action up to and including termination.

Testing Procedures:

1. A third-party administrator will be used for City Drug-Free Workplace program.
2. All sample collection, record keeping, educational/training elements, reporting and testing for drugs and alcohol shall be in accordance with applicable law.
3. All sample collection activity and drug/alcohol cut-off levels will be consistent with requirements established by the Department of Health and Human Services and the Substance Abuse and Mental Health Services Administration or the Department of Health and Humans Services to assure the validity, confidentiality and security of the samples and test results.
4. The third-party administrator will designate a Medical Review Officer (MRO), or designee, to interpret, evaluate and monitor the drug testing program and results.
5. The City and/or physician shall determine the drug testing technique (e.g., urine sample, breath sample) to be administered for the types of tests listed above.
6. All individuals who are required to be tested under the conditions of this policy will report to the City's designated collection site at the requested time.
7. If the test or retest is negative, the MRO or designee reviews the chain of custody form for completeness and accuracy, and then the results are reported to the City.
8. All specimens identified as positive on the initial test shall be confirmed using gas chromatography/mass spectrometry (GC/MS) techniques to ensure reliability and accuracy.

Employee Rights And Obligations:

1. The City shall pay for the costs of initial drug and/or alcohol tests pursuant to this policy.

2. Any time spent by an employee for drug testing shall be considered work time. Job applicants/prospective employees shall not be paid for any time spent for drug and/or alcohol testing.
3. The City shall receive a confirmatory test on all positive results before any type of disciplinary action or termination occurs.
4. If an employee or prospective employee tests positive for drugs or alcohol:
 - a. Prior to notification of the City, the Medical Review Officer shall contact the employee so that he or she may discuss and explain the positive drug test result. It is the employee's obligation to be available to the MRO so the situation can be discussed.
 - b. The City will inform the employee, in writing, of the positive test and the substance for which the employee tested positive.
 - c. The employee may request additional testing of the same sample at a mutually agreed-upon laboratory. The employee shall bear the cost of any additional testing. The employee must request in writing such retesting within seven (7) working days from the date of the positive test notification.
5. If the retest is negative, the City may:
 - a. Reimburse the employee the cost of the retest.
 - b. Compensate the employee for any time suspended without pay.
 - c. Reinstate the employee with back pay if the employee was terminated **solely** for the positive test result that is later determined to be negative.
6. Return-to-Work: The City has the option of disciplinary action up to and including termination for a positive test for drugs and/or alcohol. When disciplinary action other than termination has been chosen as an option, the employee may return to duty when the following conditions (which may be at the employee's expense) are met:
 - a. The employee shall be subject to an evaluation by a substance abuse professional (SAP)/Employee Assistance Program (EAP) who shall determine what assistance and/or education, if any, the employee needs in resolving problems associated with misuse of alcohol and/or drug use.
 - b. The employee shall undergo a return-to-duty test with a verified negative result. The test shall be performed at the employer's designated collection

site, no more than twenty-four (24) hours prior to the employee's return to work.

- c. Any employee identified as needing assistance in resolving problems associated with alcohol misuse and/or drug use:
 - i. May be required to follow a rehabilitation program prescribed for resolving problems associated with alcohol misuse and/or drug use, and
 - ii. May be subject to unannounced follow-up alcohol and/or drug testing. The number and frequency of such testing shall consist of at least six (6) tests in the first 12 months, and
 - iii. Provide a signed agreement stipulating his or her commitment to the outlined recommendations and/or testing.

City's Rights And Obligations:

1. All current and prospective employees will be fully informed of the City's Drug-Free Workplace Policy and procedures prior to any testing being administered. All employees, both current and prospective, will be provided with a copy of this policy and indicate by their signature that they agree to adhere to this policy. No current or prospective employee shall be tested until this information is provided to him or her.
2. Upon receipt of a confirmed positive test for drugs and/or alcohol or refusal to submit to a test, the City may use such test or conduct as a basis for disciplinary action, up to and including termination, or the City may rescind the conditional offer of employment to a prospective employee.
3. The City may suspend an employee with or without pay at the time a reasonable suspicion test is conducted and/or upon receipt of a confirmed positive test for drugs and/or alcohol.
4. The City will not permit an employee to operate a motor vehicle or to perform a safety-sensitive job function upon receipt of a confirmed positive drug and/or alcohol test.
5. Upon receipt of a confirmed positive test for drugs and/or alcohol, the City may require that the current employee utilize the return-to-work procedure as outlined above as a condition of continued employment or reinstatement.

6. The City intends to maintain all test results in a confidential manner and to make the results available to other parties only upon specific written consent of the individual tested.
7. This policy shall not in any way create a physician-patient relationship with the City and prospective or current employees.
8. If an employee tests positive for drugs or alcohol, such employee shall not be considered disabled by virtue of the test results alone.

The City recognizes drug and alcohol dependency as a serious problem. It is also a health, safety and security threat to the business. Employees who need help in overcoming such dependency are encouraged to contact their supervisor and available alcohol and drug abuse resources within the community, or the city's Employee Assistance Program. The City will maintain a list of resources available to assist an employee who may wish to seek assistance.

**ACKNOWLEDGMENT OF RECEIPT OF NEW CITY OF RATHDRUM
PERSONNEL POLICY MANUAL**

I, _____ acknowledge receipt of the new Personnel Policy Manual, dated _____.

I understand that I have fifteen (15) days to read and review this document and that I may provide input to the City of Rathdrum on the same.

I understand that this manual is not a contract and cannot create a contract.

I understand that I am obligated to perform my duties of employment in conformance with the provisions of the new City of Rathdrum Personnel Policy Manual and any additional rules, regulations, policies or procedures imposed by the department in which I work whether or not I choose to read the new Manual.

DATED this _____ day of _____, 20__.

City of Rathdrum Employee

I, _____, provided a copy of the new City of Rathdrum Personnel Manual.
(Name-Title-Department)

to _____, this _____ day of _____, 20__.

(Name - Title - Department)

PUBLIC WORKS DEPARTMENT
8047 W. Main Street
Rathdrum, ID 83858
P 208.687.2700
F 208.687.1377

Memo

To: City Council
From: Kevin Jump
CC:
Date: February 3, 2016
Re: Funding Resolution - Intersection Improvements at Meyer Road and Lancaster Road

We are preparing a STP grant application for the intersection improvements at Meyer Road and Lancaster Road. As part of the STP grant application, which being submitted to KMPO, we are required to submit a resolution which assures funding of the project should it received funding.

Please find attached the funding resolution.

RESOLUTION NO. ____

INTERSECTION OF MEYER ROAD AND LANCASTER ROAD

WHEREAS, it is the desire of the Rathdrum City Council to complete a Surface Transportation Program (STP) application through the Kootenai County Metropolitan Planning Organization (KMPO) to construct improvements for the intersection of Meyer Road and Lancaster Road.

NOW THEREFORE, BE IT RESOLVED, that the Mayor of the City of Rathdrum and its City Council support the submittal for the construction of intersection improvements for Meyer Road and Lancaster Road to KMPO, with a total project cost estimate of \$1,315,748, which will require \$96,576 of local matching funds from the City of Rathdrum, if the funds are awarded and the project is constructed.

Be it further resolved that the Mayor is hereby authorized and directed to sign the Project Identification Packet and submit the same to KMPO for prioritization.

Passed by the Rathdrum City Council on the ____ day of February, 2016 and approved by the Mayor on the _____ day of February, 2016.

Vic Holmes, Mayor

ATTEST:

Melissa Taylor, City Clerk

CERTIFICATE

I, Melissa Taylor, City Clerk, do hereby certify that the attached is a full, true, and correct copy of Resolution No. _____ adopted at a regular meeting of the Rathdrum City Council held on the ____ day of February, 2016, and that the same is now in full force and effect.

IN WITNESS WHEREOF, I have hereunto set my hand and impressed the official seal of the City of Rathdrum this ____ day of February, 2016.

(SEAL)

Melissa Taylor, City Clerk

RESOLUTION NO. ____

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Vic Holmes, Mayor

ATTEST:

Melissa Taylor, City Clerk

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IN WITNESS WHEREOF, I have hereunto set my hand and impressed the official seal of the City of Rathdrum this ____ day of February, 2016.

(SEAL)

Melissa Taylor, City Clerk

PUBLIC WORKS DEPARTMENT
8047 W. Main Street
Rathdrum, ID 83858
P 208.687.2700
F 208.687.1377

Memo

To: City Council
From: Kevin Jump
CC:
Date: February 3, 2016
Re: Bid Award - SH41 Test Well

On Monday, February 1st, we publicly-opened bids for the referenced project. After opening bids and reviewing the bid packets for completeness, United Crown Pump and Drilling, was found to be the lowest, responsive and responsible bidder.

We are herein seeking City Council's approval for the following:

- Permission to issue Notice of Award to United Crown Pump and Drilling.
- Authorize Mayor Holmes to execute the construction contract, subject to our receipt of a Performance Bond, Payment Bond and Certificate of Insurance from United.

February 2, 2016

Mayor Vic Holmes
City of Rathdrum
8047 W. Main Street
Rathdrum, ID 83858

Re: Rathdrum Test Well Project

Dear Mayor Holmes:

Enclosed please find the bid tabulation bid summary for the bids which were received at our office for the Rathdrum Test Well Project. We have reviewed the bid packages received and they all seem to be responsive.

Welch Comer & Associates recommends awarding the Base Bid, in the amount of \$39,323.00 to the low bidder, United Crown Pump and Drilling. Should the Board concur with our recommendation, please sign in the space provided below and return to our office for immediate processing.

Should you have any questions, please contact our office.

Sincerely,
Welch Comer & Associates, Inc.



Necia Maiani, P.E.
Sr. Project Engineer

NMM/lmt
Enclosures

Signature

Date

Name

Title

CITY OF RATHDRUM
RATHDRUM NEW TEST WELL
BID SUMMARY*
Bid Opening: MONDAY FEBRUARY 1, 2016 @ 2 PM

CONTRACTOR	BASE BID	ADD ALTERNATE
UNITED CROWN	\$ 39,323.00	\$ 9,700.00
H2O WELL SERVICE	\$ 44,179.00	\$ 17,240.00

* PLEASE NOTE THAT THIS IS FOR INFORMATION USE ONLY. THE OWNER RESERVES THE RIGHT TO REJECT ANY AND ALL BIDS PURSUANT TO SECTION 00100 - INSTRUCTIONS TO BIDDERS OF THE CONTRACT DOCUMENTS.

**CITY OF RATHDRUM
RATHDRUM NEW TEST WELL**

BID TABULATION

Bid Opening: MONDAY FEBRUARY 1, 2016 @ 2 PM

Pay Item	Description	Pay Unit	Estimated Quantity	UNITED CROWN		H2O WELL SERVICE	
				Unit Price	Total Amount	Unit Price	Total Amount
BASE BID							
1	Mobilization	LS	1	\$ 2,000.00	\$ 2,000.00	\$ 1,200.00	\$ 1,200.00
2	Construction Entrance	LS	1	\$ 4,500.00	\$ 4,500.00	\$ 12,250.00	\$ 12,250.00
3	6-Inch Water Well	VF	265	\$ 28.00	\$ 7,420.00	\$ 24.00	\$ 6,360.00
4	10-Inch Water Well	VF	60	\$ 32.00	\$ 1,920.00	\$ 44.00	\$ 2,640.00
5	6-Inch Temporary Casing	VF	10	\$ 19.00	\$ 190.00	\$ 17.00	\$ 170.00
6	10-Inch temporary Casing	VF	60	\$ 40.00	\$ 2,400.00	\$ 30.00	\$ 1,800.00
7	6-Inch Permanent Casing	VF	317	\$ 19.00	\$ 6,023.00	\$ 17.00	\$ 5,389.00
8	10-Inch Surface Seal	VF	60	\$ 42.00	\$ 2,520.00	\$ 30.00	\$ 1,800.00
9	6-Inch Stainless Well Screen	VF	12	\$ 200.00	\$ 2,400.00	\$ 200.00	\$ 2,400.00
10	Well Development	HR	12	\$ 300.00	\$ 3,600.00	\$ 425.00	\$ 5,100.00
11	Test Pump Setup	EA	1	\$ 5,000.00	\$ 5,000.00	\$ 3,600.00	\$ 3,600.00
12	Test Pumping	HR	6	\$ 225.00	\$ 1,350.00	\$ 245.00	\$ 1,470.00
					\$ 39,323.00		\$ 44,179.00
ADD ALTERNTE NO. 1							
13	Additional Test Pumping	LS	1	\$ 9,700.00	\$ 9,700.00	\$ 17,240.00	\$ 17,240.00
	TOTAL BASE BID				\$ 49,023.00		\$ 61,419.00
	TOTAL BASE BID + ADD ALTERNATE NO. 1						

City of Rathdrum
8047 W. Main Street
Rathdrum, ID 83858
www.rathdrum.org



Public Works
P 208.687.2700
F 208.687.1377

December 16, 2014

Idaho Transportation Department
Attn: Ms. Stephanie Hale
600 W. Prairie Avenue
Coeur d'Alene, ID 83815

Re: Proposed Access onto State Highway 41

Dear Ms. Hale:

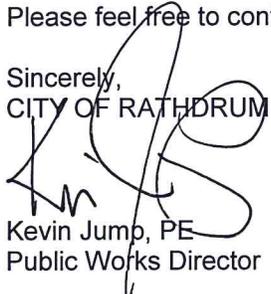
The City of Rathdrum has been in preliminary discussions with a prospective developer about the opportunity of 6.3 acres of commercial development at the southeast corner of State Highway 41 and Boekel Road. As part of these discussions, the prospective developer is seeking direct access onto State Highway 41 (mid-distance between Boekel Road and California Street).

We would like to offer our support for the requested SH41 access point. In listening to the developer's request, we noted the following: the location of the requested SH41 access point is outside of the NB left-turn lane for the Boekel/SH41 traffic signal and it is not foreseeable that said NB left-turn lane will need to be lengthened; and, there appears to be ample right-of-way for the extension of a NB right-turn lane, from California Street to Boekel Road.

The City of Rathdrum has informed the prospective developer that access onto State Highway 41 is controlled by ITD. Ultimately, we understand that the granting of an access point onto SH41 may only occur with an approval by ITD's Traffic Division. If you would consider it helpful, we are able to meet with you and your staff to discuss.

Please feel free to contact me should you have any questions. Happy Holiday!

Sincerely,
CITY OF RATHDRUM


Kevin Jump, PE
Public Works Director



February 1, 2016

City of Rathdrum
Attn: City Council
8047 W. Main Street
Rathdrum, Idaho 83858

**RE: Community Development Block Grant Application for
Frontage improvements on Highway 41 and Boekel Road**

Dear Sirs,

On behalf of our client, Seright's Ace Hardware, we are requesting that the City of Rathdrum sponsor an application for a Community Development Block Grant for public frontage improvements on Highway 41 and Boekel Road. The proposed public improvements are as follows:

1. Highway 41 improvements shall consist of a right in/right out driveway approach that will provide access to and from Highway 41 for 3 parcels fronting Highway 41. The Idaho Transportation Department (ITD) has given preliminary approval of the access based upon approval of the final design. The right-in/right-out will provide safe ingress and egress to all three parcels.
2. Boekel Road improvements shall consist of curbs, sidewalks, storm water swales, fire hydrants, left turn lane for Boekel Road onto Highway 41, street trees and new approaches to parcels fronting on Boekel Road.

The purpose of the grant is to promote economic development and growth of new businesses. The new Ace Hardware store has been constructed and will be opening in mid-February. The addition of the right-in/right-out will be a key component in the economic success of the new store by providing improved safe ingress and egress to the site from Highway 41, rather than the side access provided from Boekel Road.

In addition, the new right-in/right out will provide enhanced access to the two parcels on either side of the Ace Hardware site. Several parties have expressed interest in these parcels, but their purchase is contingent on the right-in/right-out access being installed. Letters of interest from two of these parties, a bank and a realtor representing a drug store chain, have been attached for reference. Without the right-in/right-out the development these parcels and jobs created could be delayed for years.

8382 N. Wayne Drive, Suite 204
Hayden, Idaho 83835
T 208.772.0503 F 208.772.6705

10267 N. Nicklaus Drive
Fountain Hills, Arizona 85268
T 480.837.1422

www.gdlarch.com

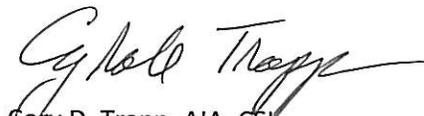
The following are validations for supporting the Community Development Block Grant.

1. All of the infrastructure improvements will take place in the public right-of-way.
2. Improvements will benefit the public and citizens of Rathdrum by improving the road infrastructure.
3. New sidewalks on Boekel Road will provide a safe walkway for citizens walking east and west on Boekel Road. Currently there are no sidewalks for students walking from the sub-division to the north crossing Highway 41 as they head to Betty Keiffer Elementary.
4. Frontage improvements will encourage economic growth in this area of Rathdrum.

We have been working with ITD for over a year to get their preliminary approval for this project. The next step is to procure funding for the public improvements. Once again we ask that the City Council to please sponsor the application for the CDBG grant for this project. We have been working closely with Panhandle Area Council on the grant application and just need your support. Thank you for your consideration.

Sincerely,

Longwell + Trapp Architects

A handwritten signature in black ink that reads "Cory D. Trapp". The signature is written in a cursive, flowing style with a long horizontal stroke extending to the right.

Cory D. Trapp, AIA, CSI
Partner

December 7, 2015

Mayor Vic Holmes
8047 West Main St.
Rathdrum, ID 83858

RE: Rathdrum Development, LLC

Dear Mayor Holmes,

Washington Trust Bank has examined the lot located on the southwestern side of Rathdrum Development's project for our future expansion plans. The lot currently lacks some of the necessary improvements, such as, sidewalks, curbing, and other related infrastructure.

The addition of the infrastructure would increase appeal for businesses like ours and increase the likelihood we would expand to that location.

Please feel free to contact me at your convenience if you have questions or need additional information.

Sincerely,



Darrell Raver
Vice President
Washington Trust Bank
218 Lakeside Ave.
Coeur d'Alene, ID. 83814
1-208-667-9661 Phone
1-208-771-1527 Cell
1-208-667-3635 Fax



Commercial Real Estate Services, Worldwide.

December 2, 2015

Mr. Sandy Seright
Serights Ace Hardware
Post Falls, ID

Sandy;

As your Exclusive Leasing Broker for the Serights Ace Hardware Center, at Boekel and US 41 in Rathdrum, Idaho, our firm has been engaged in discussions with Rite Aid Pharmacy for consideration of a store in Rathdrum. The excellent co-tenancy with the Serights Ace under construction, has been a compelling factor. Assistance in procuring street access, upgraded public and private lighting as well as traffic control measures to facilitate safe turn-in and exiting lanes will be a tremendous advantage when presenting this site to their real estate committee. While the tenant has not committed to open a store, it has engaged in a study to determine its feasibility.

Thank you for allowing us to pursue quality tenants for the Rathdrum market

Respectfully,

Stephen Pohl

Managing Broker,
Black Commercial Inc. an NAI Black Company.
107 S Howard St. Suite 500
Spokane, WA 99223.

PANHANDLE AREA COUNCIL, INC

11100 N Airport Drive
Hayden, ID 83835-9798
(208) 772-0584
(208) 620-2313 FAX
www.pacni.org



February 2, 2016

The Honorable Vic Holmes, Mayor
City of Rathdrum
8047 West Main Street
Rathdrum, ID 83858

RE: Idaho Community Development Block Grant Application
Frontage improvements on Highway 41 and Boekel Road

Dear Mayor Holmes:

On behalf of Sandy, Nancy and Brett Seright, Panhandle Area Council, Inc. respectfully request that the City of Rathdrum be willing to sponsor an Idaho Community Development Block Grant – Job Creation Project in support of the Ace Hardware store currently under construction on Highway 41 between Boekel Road and California Street.

With the City's support this project, if funded, will help complete off-site frontage improvements including work on Highway 41, and Boekel Road, which will benefit all residents of Rathdrum.

The purpose of this grant is to promote economic development and open the door for further development and new businesses.

Panhandle Area Council is available to answer any questions that they City may have and are willing to meet with City Officials to discuss this request further.

If you have any questions please feel free give me a call at (208) 772-0584 x 3018.

Sincerely,



Sherri L. Wastweet
Grant Programs Administrator

Resolution Authorizing Destruction of Records.

Resolution Number _____

**A RESOLUTION OF THE MAYOR AND COUNCIL OF THE CITY OF RATHDRUM,
IDAHO, AUTHORIZING DESTRUCTION OF RECORDS**

Whereas, Idaho Code §50-907 requires the City Council to authorize destruction of records that are not required to be retained as permanent records and that have met the minimum retention period provided by the city's record retention schedule and are no longer required by law or for city business; and,

WHEREAS, the City Clerk has proposed for destruction certain records that have exceeded their minimum retention; and

WHEREAS, approval for the destruction of the below listed records has been obtained from the Idaho State Historical Society, when required, and the City Attorney, as provided by Idaho Code 50-907.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the City of Rathdrum, Idaho that the below listed records shall be destroyed under the direction and supervision of the City Clerk.

- All records on the Records List dated February 10, 2016, a copy of which is attached to this Resolution, are hereby authorized for destruction and may be disposed of by appropriate means.

Passed by the City Council and approved by the Mayor on the ____ day of _____, 2016.

City of Rathdrum

Vic Holmes, Mayor

Attest:

Melissa Taylor, City Clerk/Treasurer

FEBRUARY 2016 RECORDS LIST
CITY CLERKS OFFICE

Closed Employee Files, Personnel files and time cards for employees whose last date of service has been 5 years or more:

2006-2007

2008-2009

2009-2010

I-9 and W2 Forms for closed employee files

1990-2010

Personnel Files for employees whose last date of service was during the following

2007-2008

2009-2010

Transmittal Reports/Checks

2008-2008

2009-2009

Payroll Administrative Reports

2008-2008

2009-2009

Payroll Reports – Leave time balances, payroll registers.

2000-2010

2012-2014- These have been scanned

W-2 Statements

2007-2007

2008-2008

2009-2009

Federal & State Tax Records

1099, W-9, 941, 941E, 8109

2008-2010

Department of Labor Statics Reports

2000-2013

Persi Reports/Checks

2008-2010

Public Employee Credit Union Cks only

2008-2010

Administrative Records

Permits & Licenses – Records relating to city permits and licenses, including beer, wine & liquor, animal licenses.

2000-2010

Completed Public Records Requests – Includes written public records requests, city denials of public request, appeals information, etc.

2000-2013

Accounts Payable

City Bills, Reports, Invoices, Statements,

Vouchers, Purchase Orders, Payment

Authorizations, Receipt Records, Canceled

Checks

2009-2010

Account Receivables - Billings & Collections of Monies, Reports, Receipts, Invoices, Logs, Lists, Summaries, Statements

2009-2010

Bank Transaction Records - Records

documenting the status & transactions including Account statements, deposits, withdrawal slips, checks, checkbook stubs & check registers – Bank Statements/Deposit Slips

2009-2010

Bankruptcy Notices – After discharge of debt or last action

2000-2013

Budget Records – Records used in preparing & adopting the city budget

2000-2014

Treasury Reports – Water Deposit, Bank Statements

2009-2010

Investment Records - Reports, statements, summaries, correspondence & other records documenting and tracking investments made by the city, including the Local Government Investment Pool

2008-2010

Federal & State Tax Records - Records, used to report the collection, distribution, deposit, & transmittal of federal & state income taxes as well as social security tax.

2008-2010

All of 2012 & 2015 have been Scanned

Utility Account Change Records - Records documenting routine information changes to customer accounts, including name & address on scraps of paper

2012-2014

Utility Billing Reports

2009-2015

Cash Receipting Reports

2009-2015

Utility Work Orders

2012- Sept 30, 2015

Closed Customer Accounts w/ Zero Balance

2013-2015

Letter of Agreements

1995-2010

Water Deposit Ledger

1977-1995

Utility Bill Remittance Stubs

2000-2010

Work Orders

2000-Sept 30, 2015

Meter Reads – They have all been scanned

1995-2014

**General Correspondences not relating to
litigation or personnel issues**

2012-2014

Liquor Licenses

2008-2010

Fuel Statements & Refund Checks from State

Tax Commission & IRS

2008-2010

Right of Way Permits

2002-2006

Water Reports

1996-1999

Sold Vehicles

2000-2012

**Contracts & Agreements – Contract terms
expires**

Agreements with vendors and other parties of the
acquisition, lease, lease-purchase or sale of
equipment, supplies, services or property

1990-2010

Memo

To: Mayor and City Council
From: Brett Boyer, City Administrator
Date: 2/4/2016
Re: City Administrator Report

Highlights of what projects and items have been worked on since our last meeting and may continue to be worked on.

Mission Statement: The City of Rathdrum is committed to providing quality municipal services in a fiscally sound, responsive, and professional manner.

Administration

Prepared changes in the Personnel Policy Manual on areas that needed to be updated.

Modified and created job descriptions for several positions that will be changing. Also modified the Pay grade table to reflect the changes.

Continued communications on ABC contest working on the social media.

Work was continued on the remodel. Melissa moved into her new office. We are waiting for Joe Hassel to give us plan drawings to shore up the internal structure of the building.

The audit work continued with staff meeting with and providing the necessary documentation with the auditor and staff.

Year end Tax documents were prepared and distributed.

Had several meeting with JUB and Landmark on the Mountain Open Space Plan.

The initial checking and work was conducted concerning a new electronic billboard. Before purchase this will come before the Council for review and approval.

Attended Jobs Plus meeting.

Our Emergency Committee got back together looking at emergency issues and planning for upcoming training.

Attended the AIC meetings with our Legislature and also attended the IdCMA training meeting in Boise at the end of the month. Received a recap of the upcoming legislative issues.

Conducted Staff meetings and Dept. Head meeting. The Dept. heads have been asked to come up with Performance Measurements for each Department. They will present their measurements at our Dept. Head meeting. As we have data we will be bringing to the Council for review.

Regular Bills, Payroll and Finance

Brett's current major projects:

Mountain Use Process

Americas Best Communities Grant

Review of and work on updating our Policy Manual

Economic Development Committee Projects-White Paper report on URD's

Emergency Committee

General Management

Public Works

Sewer/Water Master Plans and Policy Update: The City Council adopted the Water System Master Plan, Sanitary Sewer Master Plan and Basic Utility Policies. With legal staff input, we are in the process of reviewing and revising our city ordinances so that they better reflect our expectations. The City is in the process of reviewing legal staff's draft ordinance for the City's potable water system. Standard Details for water infrastructure have been drafted and have been circulated for internal staff review.

BNSF mentioned their intentions of making improvements to SH53 (NB right-turn lane extension, SB left-turn lane extension, extension of NB travel lane). The placement of the 2nd set of tracks, thru the Mill Street intersection, should close Mill Street for 1-day (per BNSF). As recently as September 2015, BNSF advised us that they intend to start construction on the 2nd set of tracks in early 2016. However, others have indicated that BNSF's project will not take place until 2018.

New Water Production Well: our consultant, Welch-Corner, has begun the coordination efforts with DEQ for the construction of a new 3,000 GPM well on the south-side of Rathdrum, just west of SH41. Rathdrum Public Works is in the process of constructing a crushed-stone drive from SH41 to the new well site. We are seeking a R-W encroachment permit from ITD. The drive will be utilized by the well driller (test well). The bid opening for the test well is on M2.1.16.

State Highway 41 Improvements: in the spring/summer 2016, ITD will be conducting a significant amount of work on SH41, from SH53 to Spirit Lake. The work will include: incidental AC pavement widening, improving turn bays, tree removal to accommodate necessary intersection sight distance improvements and pavement resurfacing. ITD has also indicated that they intend re-striping the travel lanes as 11-ft wide travel lanes (currently 12-ft wide).

City-Wide Transportation Plan: The consultant has developed the sub-network model of Rathdrum's roadway system. DEA has completed a draft of the 2010 sub-network model (existing conditions) and the development of the 2030 sub-network model. DEA has begun work on the scope of work in their recent supplemental agreement.

2016 STP Applications: KMPO is has issued a Call for Projects. The intent is to queue-up approximately \$10M of projects. Rathdrum will be submitting a STP application for intersection improvements at Meyer Road and Lancaster Road.

2016 Street Rehabilitation Program:

We are in the process of evaluating roadways which may be candidates for an overlay/rehabilitation. We anticipate that this list will not be complete in April/May 2016.

Meyer Road Pathway Extension (Silverado to Park Rose Estates subdivision): We have completed a preliminary design and begun utility coordination activities. There is 1 property where right-of-way is needed to complete the pathway extension. The property owner has been contacted on 3 different

occasions but has been non-responsive. It is anticipated that we will hire an appraiser/buyer to pursue acquisition of the necessary right-of-way.

Boekel Pathway Extension - NE Corner of SH41 & Boekel: We have completed a preliminary design and begun utility coordination activities. There is 1 property where easement is needed to complete the pathway extension. The property owner is amenable to selling us an easement for the pathway.

Flashing Pedestrian School Zone Signs: We received 2 bids, on 1.21.16. Upon review of the bids, we forwarded the bid summary to ITD. We are awaiting to hear from ITD on giving us permission to issue Notice of Award. We will seek bonding, insurance and signed contracts once we were so authorized to do so by ITD. Lakeland School District officials were notified of our intent to begin work, somewhere between late-April and mid-May, on installation of these 5 sets of signs.

Main Street Sidewalk Replacement - Mountain View High School to Washington Street: We are seeking to replace the deteriorated concrete sidewalk and possibly construct new curbing along the south-side of Main Street.

2nd Street Improvements - McCartney Street to Mill Street: We are seeking to installing concrete curbing, replacing deteriorated sidewalk panels on both sides of 2nd Street, install new drainage structures, widen the asphalt paving on 2nd Street to allow for on-street parking, add 1 street light, and reconstruct the existing asphalt pavement.

Rathdrum Bible Church Addition: Construction ongoing.

Timber Landings (McGovern Annexation): Construction plans were approved on 11/12/15 and a pre-construction meeting held with construction beginning.

STEM Charter School: Construction for site expansion is substantially complete until spring. A "Site Improvement Agreement for Provisional Certificate of Occupancy" has been executed with the owners providing appropriate performance surety for the remaining site work to be completed by 6/30/15. Staff met with STEM and their consultant to discuss adding additional parking and paving to the site. Staff has reviewed additional paving and parking for STEM and construction is ongoing.

NIC: Construction of site/street development is underway.

Corbin Crossing South: Rathdrum City Council approved a preliminary plat on 1.13.16. We are awaiting receipt of the first-phase of construction plans. We are in the process of preparing a development agreement.

Prairie Sky - Phases 2, 3, 4 & 5: Applicant's Engineer submitted the preliminary plat for review on 9.25.15. On 10.28.15, the Applicant submitted redline comments back to Staff. Staff has presented this to both Planning & Zoning Commission (favorable recommendation) and City Council (approved). We are in the process of preparing a development agreement.

Trading Post: Site development plans were approved on 10.8.15 and awaiting applicant to schedule a pre-construction meeting and pick up permits.

ACE Hardware: Staff is in the process of creating a Provisional Certificate of Occupancy for the remainder items.

Parks and Recreation

The 5th & 6th Grade basketball program began on Saturday, January 15th. This year's season we have four boy's teams and six girl's teams. Games are held every Saturday at Lakeland Jr. High.

The annual Snow-Shoe Softball tournament did not happen this year. We had snow-shoes ready to go but inquiries came past the timeline we arranged to pick up snow-shoes from North Idaho College.

The Recreation staff is now organizing and planning for our two popular events for February. The Daddy/Daughter dance which will be held on Saturday, February 13 at Twin Lakes Elementary School followed by the Mother/Son skating on Monday, February 15 from 5:30-7:30 pm at Skate Plaza in Coeur d'Alene. Tickets are now on sale at the Park/Rec office for this event.

Mayor's Cup Golf Tournament. This is scheduled to be on Saturday, May 21st at the Twin Lakes Golf Course. Staff met with the other Park and Recreation Departments and we were able to identify what departments will do what to make this a successful event. Eric Singer will be the Committee Chair and this Committee will meet once a month until it gets closer to the event. Staff has put the registration and flyers on the Park and Recreation website. The committee has started securing sponsorships, volunteers, and staffing for this event.

The Park and Recreation staff met with the Chamber of Commerce to identify all the Special Events and Community events which will be held in Rathdrum in 2016. This is an annual meeting with Shanie to discuss all the events that will be held in 2016 and which roles each organization will have in making these events successful in Rathdrum.

Park staff installed tile in the Lions Pavilion kitchen at City Park. This will make the kitchen much more attractive to users of the facility.

Staff has developed a conceptual plan for the Northeast corner of Majestic Park. Staff met with Joe Hassall, Inland Empire Consultants, to design the picnic shelter. The concept plan will include a picnic shelter, look-out tower, amphitheater, pathways, grass seed, and an irrigation system.

The Cemetery Board did not meet in the month of January. The Board will not meet again until March 2016.

There was one funeral in January.

The Park and Recreation Commission met in the month of January. Tammy Rickard was appointed to the commission to complete Andy Olson's term. We still need to finish Sandy Wessling's position.

The Park and Recreation Commission has requested that the minutes be put into the Council packets so Council members can see what is happening during Park and Recreation Commission meetings. I have attached them after this report.

The City Administrator and staff are making some adjustments to the ordinance regarding the section of the Park and Recreation Commission. It has been 15 years since any adjustments have been done and these were written before a Park and Recreation professional was hired by the City. These adjustments are needed to update our Commission to today's environment.

Mikael, Recreation Supervisor, will represent the Department in a brown bag meeting with the IRPA Northern District in its annual quarterly meeting to update the Park and Recreation professional in Northern Idaho on what the profession is doing in their immediate communities. This is a great way to network ideas or resolve issues that they may be experiencing.

Police

January marked the end of probation for Officers Crigger and Cox. They both celebrated their one year anniversary during this month. The month was very uneventful, however, we did see a slight decrease in our calls for service compared to the prior month.

During the month of January we handled 468 calls for service, wrote 49 reports, made 10 misdemeanor arrests, and 3 felony arrests. We issued 17 infractions, 16 citations and 3 animal citations.

Parks & Recreation Commission Meeting
January 26th, 2016
MINUTES

Members E-MAIL ADDRESS

Carla Schelin schelin5@hotmail.com

Deasa Stein deasast@gmail.com

Rose Knight srasadk6@yahoo.com

Staff Lance Bridge lance@rathdrum.org

Eric Singer eric@rathdrum.org

Mickael Stevens mickael@rathdrum.org

Approval of Minutes

Commission made a motion to pass the minutes from November. Motion to pass minutes was approved

Call to Order

-Meeting called to order at 6:06 pm

-Commissioner Deasa Stein was absent from the meeting

Visitors

-No visitors were present for meeting

New Business

Park Supervisor Eric Singer introduced new commission member Tammy Rickard to the commission. Park Supervisor Eric Singer addressed the question from the commission regarding the city council receiving copies of the park & recreation commission meeting minutes. Eric Singer informed the commission that the city is still working on a way for this to happen and staff will have an answer at February's meeting.

Old Business

Nothing to Report

Parks Report

Majestic Park N.E. Corner: Park Supervisor Eric Singer showed the commission the final conceptual plan for the N.E. corner of Majestic Park. Commission was presented pictures and examples of structures that will be built. Commission suggested that the city try to solicit tree dedication plaques to save money on a tree plan.

Winter Projects: Park Supervisor Eric Singer reported to commission that park staff has been working on cleaning up downed tree branches and installing new tile in the kitchen at City Park. Staff showed the commission pictures of the tile project. Staff also reported the park staff is in the process of taking down Christmas decorations.

Majestic Park Dedication Plaque: Park Supervisor Eric Singer reported to the commission that the Majestic Park dedication has been installed on the pavilion at Majestic Park.

December D'Lites Report: Eric Singer gave a report on this year's December D'Lites festival. Staff informed commission it was a successful event with a good turnout and the weather was cooperative. Some of the commissioners were in attendance at the event and had positive comments.

Recreation Report: Recreation Supervisor Mickael Stevens presented the commission with program reports for K-1st Basketball, 2nd grade Basketball, 3-4th Grade basketball, December D'Lites and the Santa Call-In. The Commission suggested that our staff work directly with Lakeland High School Athletic Director Tent Derrick to improve our youth basketball programs. Commission also suggested we do a co-ed 1st grade program instead of separating the boys from the girls. Recreation Supervisor Mickael Stevens told commission that we were unable to have a snow shoe softball tournament due to a lack of teams.

Mickael Stevens also briefed the commission on the upcoming Hot Shots Contest, Daddy Daughter Dance, Mother Son Skate Night and the Dodge Ball Tournament.

Administrative Report

Golf Tournament Update: Park Supervisor Eric Singer updated the commission on the upcoming Mayors Cup Golf Tournament. Staff reported we have secured a date of May 21st and we will definitely be playing at Twin Lakes Golf Course. Staff asked for volunteer help from any of the commissioners that may be available to help. Staff will have more information in February.

Meeting ended and was adjourned at 7:15 pm

Minutes recorded by Eric Singer, Park Supervisor

Approved Approved as Corrected _____



MANUEL SCHNEIDMILLER POST 154, INC.
AMERICAN LEGION DEPARTMENT OF IDAHO
PO BOX 1116 RATHDRUM, ID 83858

December 31, 2015

Mayor Vic Holmes
Members of the City Council
City of Rathdrum
8047 Main St #1
Rathdrum, ID 83858

Dear Mayor Holmes and Members of the City Council:

In early 2015, the City graciously provided a start-up fund of \$2,500 to assist the newly formed American Legion Post 154. These funds were received in mid-February of this year.

Enclosed is an accounting of the capital items that the Legion has acquired with the funds provided by the City. A total of \$2,500 has been spent on an electronic bugle for ceremonies, Flags, emblems, a sound system for events, carrying cases for the M-1 rifles that the Post received from the Department of Defense, parade and ceremony equipment for our Honor Guard and related capital items. We can also provide you with copies of receipts documenting these expenses if requested.

Over the past year, Post 154 has acquired its permanent charter under the official name that we indicated to you and the members of the City Council that we would seek approval for - Manuel Schneidmiller Post 154. Members of the Post have been active in the Community and have participated in the City's Easter Egg Hunt, the City's Memorial Day ceremony, a Flag Retirement Ceremony held on Flag Day, the Rathdrum Days parade, Veterans Day ceremonies, dedication of the Greensferry overpass over I-90, Rathdrum recognition of its oldest and youngest Veterans and the Wreaths Across America event at Evergreen Cemetery. The Post's Honor Guard has also performed flag retirement ceremonies at several local schools, Memorial and Veteran's Day ceremonies at a number of area schools, 4th of July events and has been actively involved in a number of events honoring Veterans and their families and Veteran funerals. The Legion's Honor Guard has also been certified by the Idaho National Guard as being qualified to perform military honors at Veteran funerals.

Over the past eleven months, the Veteran members of Post 154 have contributed in excess of 2,000 volunteer hours to activities within our Community, and have donated \$335 to Community youth activities, \$392 for Veterans assistance and an additional \$642 to Community charities.



MANUEL SCHNEIDMILLER POST 154, INC.
AMERICAN LEGION DEPARTMENT OF IDAHO
PO BOX 1116 RATHDRUM, ID 83858

In our first year of operation, membership in Post 154 has grown from a small group of 16 founding members to a current membership level of 73 members. We believe that level of growth acknowledges the need within Rathdrum and its surrounding areas for a Veteran's Service Organization, and the trust and support that you and the members of the City Council placed in us when we requested your approval for our organization.

We greatly appreciate the many new friends we have made in the Community, the partnerships we have forged with the Rathdrum Gem Committee, the Rathdrum Chamber of Commerce, the Rathdrum Lions Club and many others. Finally, we again express our sincere appreciation for the donation provided by the City of Rathdrum and the confidence expressed in us by you and the members of the City Council.

Sincerely,

A handwritten signature in cursive script that reads "Dee Sasse".

Dee Sasse
Commander

AMERICAN LEGION POST 154 - CAPITAL PURCHASES MADE START UP DONATION FROM CITY OF RATHDRUM

<u>DATE</u>	<u>CK #</u>	<u>MEMO</u>	<u>DEPOSIT</u>	<u>WITHDRAWAL</u>	<u>BALANCE</u>
2/17/2015	12709	Donation from the City of Rathdrum for one-time Capital Items for Post	\$2,500.00		\$2,500.00
17-Feb	1005	Part of Ck 1005 went to Flag Purchases (Three 3x5 Nylon - \$41.85, the 5x8 flag - \$29.95 and the POW flag - \$16.95)		(\$88.38)	\$2,411.62
3/4/2015	debit	S & D Consulting -Automatic Bugle		(\$530.00)	\$1,881.62
3/4/2015	debit	American Legion Flag and Emblem - Flags (American, State, Legion, SAL, Auxillary, MIA/POW, Poles, Stands, Honor Guard chords, uniform patches, Flag Pole Tops, flag carrying belts, Flag covers, Sholder cords		(\$1,250.28)	\$631.34
3/24/2014	1012	Reimbursement for microphone and speaker for meetings		(\$105.99)	\$525.35
9/17/2015		Payment from Debit Card for items ordered from Legion Store per Exec Comm. Preamble Banner (\$35.95, Legion Podium banner \$89.95, Flag storage case \$19.95, Legion Unit Flag \$189 Shipping \$23.95, Tax \$21.09		(\$379.89)	\$145.46
12/12/2015	debit	Army Navy Sales - 5-M1 Canvas Rifle Carrying Cases (\$24.99 per case plus \$14.99 Shipping)		(\$139.94)	\$5.52
12/14/2015	debit	Am. Leg. Flag and Emblem - portion of the cost of a white web flag carrying belt (\$19.95)		(\$5.52)	(\$0.00)